



CARPENTARIA SHIRE

*Outback by the Sea*

***BUSINESS PAPER***

***20 SEPTEMBER, 2023***

## **BUSINESS PAPERS**

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<b>NOTICE OF MEETING</b>
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**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	Concealed Water Leak Concession Request - 49 Riverview Drive Karumba.....	7
9	REPORTS FROM THE CHIEF EXECUTIVE OFFICER .....	8
9.1	CEO Report.....	8
	Attachment 9.1.1 CEO's Strategic Intent for last 300 days .....	16
9.2	Lease of Lot 2 on LS11 - Reserve for Recreation Purposes - Normanton Rodeo Association .....	36
9.3	Adoption of Planning Scheme for Public Notification .....	38
	Attachment 9.3.1 Letter from DSDILGP .....	40
	Attachment 9.3.2 Chief Executive Notice .....	42
	Attachment 9.3.3 Draft Carpentaria Shire Planning Scheme 2023 .....	52
9.4	Human Resources Report.....	159
	Attachment 9.4.1 Safeplan Progress Report to August 2023.....	161
9.5	Les Wilson Barramundi Discovery Centre, Karumba and Normanton Visitor Information Centres.....	162
10	REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES .....	168
10.1	DCS Report.....	168
	Attachment 10.1.1 1080 Baiting Program .....	181
	Attachment 10.1.2 Local Laws Report - August 2023 .....	183
	Attachment 10.1.3 2023 Round 2 1080 Baiting Program.....	185

## BUSINESS PAPERS

---

	Attachment 10.1.4 Minutes Karumba Town Development Advisory Committee Meeting held 1st September.....	186
	Attachment 10.1.5 Cemetery Master Planning Project - Surveyor's Report .....	195
	Attachment 10.1.6 Karumba Cemetery - proposed survey of next section.....	199
10.2	Monthly Financial Report - August 2023 .....	200
	Attachment 10.2.1 Monthly Financial Statements - August 2023.....	205
	Attachment 10.2.2 Cash - August 2023 .....	210
	Attachment 10.2.3 Rates and Service Charges Receivable Report.....	211
10.3	2022/2023 Operational Plan 4th Quarter Review (June 2023) .....	215
	Attachment 10.3.1 2022/2023 Operational Plan 4th Quarter Review (June 2023).....	217
10.4	Reserves Transfer.....	226
	Attachment 10.4.1 Capital Expenditure Budget 2023-2024 .....	228
10.5	Normanton Childcare Centre Operations.....	230
	Attachment 10.5.1 Decision to issue a Compliance Notice.....	234
	Attachment 10.5.2 Compliance Notice CA-00057078.....	236
	Attachment 10.5.3 Follow Up - Compliance Notice CA-00057078.....	240
	Attachment 10.5.4 Business Plan Normanton Childcare Centre.....	245
	Attachment 10.5.5 Normanton Child Care Centre Business Plan 2023-2027 .....	317
10.6	Community Donations and Support .....	338
10.7	Plant Committee Terms of Reference - Advisory Committee .....	341
	Attachment 10.7.1 Plant Advisory Committee - Terms of Reference.....	343
<b>11</b>	<b>REPORTS FROM DIRECTOR OF ENGINEERING - ROADS &amp; SERVICES .....</b>	<b>348</b>
11.1	DOE Report.....	348
11.2	NDRRA/QDRF Report .....	357
	Attachment 11.2.1 Appendix A - 2021 Expenditure Summary .....	361
	Attachment 11.2.2 Appendix B - 2021 Completed Works Sketch.....	363
	Attachment 11.2.3 Appendix C - 2022 Expenditure Summary.....	364
	Attachment 11.2.4 Appendix D - 2022 Completed Works Sketch.....	366
	Attachment 11.2.5 Appendix E - Betterment Projects .....	367
11.3	Water and Waste Monthly Report .....	368
11.4	Asset Management Report .....	377
11.5	Workshop Report .....	384

---

## **BUSINESS PAPERS**

---

11.6	Building and Planning Report.....	389
11.7	Application No. I/2315 - Material Change of Use (Building on Industrial Lot) - 1 Beard Crescent, Normanton .....	392
	Attachment 11.7.1 1 Beard Crescent combined assessment report .....	395
11.8	Application No.I/2308 - Material Change of Use (Multiple Dwellings) - 18 Philp Street, Normanton.....	422
	Attachment 11.8.1 Combined Assessment Report - 18 Philp Street Normanton .....	425
<b>12</b>	<b>GENERAL BUSINESS .....</b>	<b>456</b>
<b>13</b>	<b>CLOSURE OF MEETING .....</b>	<b>456</b>

## **BUSINESS PAPERS**

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

**RECOMMENDATION**

*That the Minutes of the Ordinary Council Meeting held 17 August 2023 be confirmed.*

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

## **BUSINESS PAPERS**

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

In accordance with the *Local Government Act 2009*, and the *Local Government Regulation 2012*, in the opinion of the General manager, the following business is of a kind as referred to in clause 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 Concealed Water Leak Concession Request - 49 Riverview Drive Karumba**

*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.:*

## BUSINESS PAPERS

### 9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 9.1 CEO REPORT

**Attachments:** 9.1.1. CEO's Strategic Intent for last 300 days [↓](#)  
**Author:** Mark Crawley - Chief Executive Officer  
**Date:** 13 September 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
<b>Council</b>			
<b>20 September 2023</b>	9:00am	Ordinary Meeting of Council	Boardroom
<b>21 September 2023</b>	8:30am	Workshop – Councillors, CEO, Directors, and Managers	Boardroom
<b>11 October 2023</b>	9:00am	Ordinary Meeting of Council	LWBDC
<b>12 October 2023</b>	8:30am	Workshop – Councillors, CEO, Directors, and Managers	Boardroom
<b>NWQROC and LGAQ</b>			
<b>26-28 September 2023</b>		Western Queensland Alliance of Councils	Winton
<b>16 October 2023</b>		LGAQ Annual Conference	Gladstone
<b>29-30</b>		NWQROC Meeting	Burketown

## BUSINESS PAPERS

Date	Time	Event	Location
<b>November 2023</b>			
<b>Local Government Professionals Australia</b>			
<b>23 November 2023</b>		CEO Forum	Brisbane

## FINANCIAL REPORT

Governance Income and Expenditure to 31 August 2023

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Communications	55,400	100	9,341	9,441
Disaster Events	4,500	18,903	0	18,903
Disaster Preparedness	74,000	28,840	13,000	41,840
Elected Members	572,441	55,751	3,387	59,138
Emergency Response	51,400	4,934	0	4,934
Governance	1,635,493	340,066	121,947	462,013
Operational Plan	0	31,018	42,900	73,918
Regional Economic Development	4,000	3,500	0	3,500
<b>Operating Expenditure Total</b>	<b>2,397,234</b>	<b>483,113</b>	<b>190,574</b>	<b>673,687</b>
<b>Operating Income</b>				
Disaster Preparedness	-7,000	-635	0	-635
Emergency Response	-17,000	0	0	0
<b>Operating Income Total</b>	<b>-24,000</b>	<b>-635</b>	<b>0</b>	<b>-635</b>
<b>Grand Total</b>	<b>2,373,234</b>	<b>482,478</b>	<b>190,574</b>	<b>673,052</b>

## BUSINESS PAPERS

### Tourism Budget – LWBDC Centre Manager Discovery Centre and Hatchery

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Barra Bites Café	173,308	48,580	3,329	51,909
Hatchery	340,748	35,982	20,533	56,515
Les Wilson Barramundi Discovery Centre	735,816	186,133	15,914	202,047
Visitor Information	303,397	58,908	6,572	65,479
<b>Operating Expenditure Total</b>	<b>1,553,269</b>	<b>329,602</b>	<b>46,348</b>	<b>375,950</b>
Operating Income				
Barra Bites Café	-50,000	-49,030	0	-49,030
Hatchery	-20,000	0	0	0
Les Wilson Barramundi Discovery Centre	-320,000	-162,310	0	-162,310
Visitor Information	-15,000	-11,330	0	-11,330
<b>Operating Income Total</b>	<b>-405,000</b>	<b>-222,670</b>	<b>0</b>	<b>-222,670</b>
<b>Grand Total</b>	<b>1,148,269</b>	<b>106,932</b>	<b>46,348</b>	<b>153,280</b>

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Tourism Events	500,210	256	0	256
<b>Operating Expenditure Total</b>	<b>500,210</b>	<b>256</b>	<b>0</b>	<b>256</b>
Operating Income				
Tourism Events	-118,000	-250	0	-250
<b>Operating Income Total</b>	<b>-118,000</b>	<b>-250</b>	<b>0</b>	<b>-250</b>
<b>Grand Total</b>	<b>382,210</b>	<b>6</b>	<b>0</b>	<b>6</b>

## BUSINESS PAPERS

### ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
October 20	012	Concessions not granted. Upgrade the signage to provide passcode to airside traffic.	Part complete	Signage yet to be arranged. Someone scratched code on gate post.
February 21	023	Approve the request subject to the conditions outlined in the Subordinate Local Law No. 1.2 Commercial use of LG controlled areas and roads	Progressing	Initial letter advising of Council support for use as requested. Follow up to be provided in relation to Local Law conditions
May 21	007	Recommend the process to finalise the Water Supply Easements in negotiation with Landholders and finalise all agreements for the water supply at Glenore.	Progressing	Met with Preston Law on 10/2/2022 to progress.  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
July 23	012	Authorize the Chief Executive Officer to engage the services under the Local Buy arrangement and promote to the Business Community and provide a report back in relation to the ROI, number of businesses engaged to coincide with the Outback by the Sea Festival.	Progressing	Sessions booked in for 9 <sup>th</sup> and 10 <sup>th</sup> October in Normanton and Karumba
July 23	GB	CEO to provide advice to staff to allow them to attend future NAIDOC week celebrations	Progressing	Will be addressed in September CEO Staff Newsletter
August 23	008	Note the contents of the minutes of the two committee meetings and the work progressed against the Response Opportunities contained in the LHAP; and appoint Derek Lord to the LHAP Advisory Committee	Complete	Derek has been advised of his acceptance onto the LHAP Advisory Committee
August 23	009	Adoption of the Carpentaria Shire Housing Strategy and release for public consultation.	Complete	Document is on the website under the Have Your Say section
August 23	010	Engage Humac Design to provide the drawings for the Unit Development proposed for Gough Street.	Complete	Architects will be at Council Workshop Thursday 21 September

## BUSINESS PAPERS

August 23	011	Report for Lot 2 remain on table	Complete	Separate report for the September Meeting
August 23	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	Progressing	CEO meeting with Department on Friday 15 <sup>th</sup> September. Will provide an update at the Meeting
August 23	013	Repeal Resolution No. 0723/028 made at its Ordinary Council Meeting on Wednesday, 19th July 2023	Complete	Reflected in Minutes
August 23	014	Advise the Tropical North Regional Development Australia that Carpentaria Shire wish to remain part of the Townsville and North West Regional Development Australia.	Complete	Advised RDA Tropical North of Councils decision via email
August 23	015	Adopt the Administrative Actions Complaint Policy and the Administrative Actions Complaints Procedure as presented in the Officer Report.	Complete	Policy and Procedure updated and provided to EO-GPC to update register and website
August 23	016	Adopt the Investigations Policy – POL_E_EXGC_012	Complete	Policy updated and provided to EO-GPC to update register and website
August 23	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	Policy updated and provided to EO-GPC to update register and website
August 23	018	Procurement of rock armour for the Karumba Point Foreshore	Progressing	Advised consultants of the resolution to

## BUSINESS PAPERS

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purchase rock

## **BUSINESS PAPERS**

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### **MATTERS FOR COUNCIL CONSIDERATION**

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

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

**Recommendation:** NIL

### **MATTERS FOR COUNCIL INFORMATION**

#### **2. Late 300 Days**

My contract term comes to an end on 15<sup>th</sup> July 2024. In preparation for the hand over I have prepared a Strategic Intent for the last 300 days of my tenure with the Carpentaria Shire Council. Council may recall I provided a First 100 Days report and thought it may be useful to outline my intent for the organization in the lead up to my last days.

A copy of the Strategic Intent document is attached for the information of Councillors and the community. There are many other projects that will continue to be delivered and progressed along with those contained in the document.

**Recommendation:** For information

#### **3. CEO Visit to work camps and jobsite.**

By all accounts the CEO visit to the work camps and jobsites has been well received. During the period since the last meeting the CEO has visited and stayed at Dead Calf, Middle Camp and Inkerman.

There are two remaining camps to visit, and these will be undertaken in the next 6 – 8 weeks.

**Recommendation:** For information

#### **4. Queensland Connects – Cairns Workshop**

The group is reasonably well prepared for the next workshop to be held in Cairns from 11<sup>th</sup> to 13<sup>th</sup> September. It is getting to the point where the groups are preparing their pitch for the projects that they are working on.

Our group are looking at Disaster Resilience and our Priority Action (Must Win Battle) is to Identify catalysts to empower local leaders to support community capacity and localized disaster preparedness.

## **BUSINESS PAPERS**

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**Recommendation:** For information

**5. Meetings in Townsville**

Following the workshop in Cairns during the week 11<sup>th</sup> to 15<sup>th</sup> September I have arranged a series of meetings in Townsville with the Department of State Development, Infrastructure, Local Government and Planning, MITEZ CEO, Townsville North West Regional Development Australia CEO and Roger Kaus, trade and investment specialist to progress a number of the initiatives on the go here at Carpentaria Shire Council. I will provide an update on these meetings at the Council Meeting.

**Recommendation:** For information

**6. Queensland Disaster & Emergency Management Reform**

Information is starting to come through in relation to the Queensland Disaster & Emergency Management Review from the Queensland Police Service through the District Disaster Coordinator. By all accounts the Taskforce will work closely with Councils as the reform progresses.

**Recommendation:** For information



## ***CEO's Strategic Intent for final 300 Days***

*September 2023*

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





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

## **Enquiries:**

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**Postal Address:** PO Box 31 Normanton QLD 4890

Carpentaria Shire Council would like to respectfully acknowledge the Gkuthaarn, Kukatj and Kurtjar 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.



## Contents

Introduction .....	3
Leaving a legacy – Reflections from the CEO, looking forward – looking back .....	4
Departmental Plans .....	7
Business Case and Project Plans .....	8
Surepact .....	9
Workforce Strategy and Implementation Plan .....	10
Accountability .....	11
Position Descriptions (PD's) .....	11
Performance Reviews .....	11
Governance and Policy Review .....	11
Housing Strategy – LHAP and CSC Housing Strategy .....	12
Council – Rent to Buy Scheme .....	12
Residential Subdivision .....	12
Council – New Development – Gough Street, Unit Development.....	12
Local Government Election 2024 .....	13
Candidate Information Session 2024 .....	13
Councillor Induction Handbook 2024 .....	13
Establishment of a Company Limited by Guarantee .....	14
Workplace Health and Safety and Psychosocial Code of Practice .....	14
Small Business Friendly Charter .....	15
Recruitment of new CEO.....	15
Hand Over Notes.....	15
Accountability and Integrity.....	16



## Introduction

Some employees will be aware that my tenure with Carpentaria Shire Council will come to an end on Monday, 15<sup>th</sup> July 2024.

There is still much that I would like to achieve in the remaining 300 days I have with the organisation and the purpose of this document is to outline some of the outstanding works and my intent to have these completed or well advanced before the commencement of the new CEO and my hand over.

It is just as important to recognise the work that has been achieved over the past four years and I have included my previously provided document/article "Leaving a Legacy – Reflections from the CEO, looking forward, looking back" as part of this document. Much has been achieved that we can all be very proud of.

In my First 100 Days document provided to the Councillors and Senior Executives I mentioned that there was an opportunity to increase the level of professionalism across the organisation in the way we approach the business of Council. This has improved in so many areas since my first 100 days in the role and there is always room for continuous improvement.

The priorities mentioned in the document is not an exhaustive list and there are many other projects that the Council will continue to deliver for the community. Those mentioned in this document are the priorities that will have my focus over the last 300 days of my tenure as the Carpentaria Shire Council CEO and those that you can hold me accountable for delivering.



Mark Crawley  
Chief Executive Officer



## Leaving a legacy – Reflections from the CEO, looking forward – looking back

As I come up to my fourth year at Carpentaria Shire Council, I was reflecting on what we have achieved over that time, after first arriving and initially starting work to provide relief for 15 months until the 2020 election was concluded I found I was enjoying being in the Region and my role at Carpentaria. When the opportunity was presented for me to remain on as your permanent CEO, I advised the Councillors that if I did stay it would be for a full four-year term until the 2024 election to provide a level of stability and to get some things done.



In my first 100 days into the job, I presented Councillors and the senior team with a First 100 days document of my findings and work that needed to be done to best position the Council for continued success. Some of the thoughts presented in that First 100 Days snapshot, included the following: -

- Being more professional in all that we do
- Completing the asset management plans for the individual classes of assets
- Use of the QTC Project Decision Framework when considering projects (including use of the templates)
- Road Audit to ascertain if we were reporting correctly to Grants Commission – revealed we were not and since then having an increase in FAGS grants
- Undertake a Rating Review
- Review of our grants process – undertaking prior planning to ensure better results
- Provided a review of Gulf Savannah Development
- Mutton Hole Wetlands, tourism opportunities for the Traditional Owner Groups, this is an opportunity in the lead up to the Brisbane 2032 Olympic Games

First and foremost, can I acknowledge the work of the Mayor and Councillors in setting the policy and strategic direction for the organization (see below). It is this direction and goal setting that allow the executives to deliver for the community. When everyone is working together, we can achieve so much more for the communities that we serve. Local Government is the best level of Government (and the most trusted) as we are the closest level of Government to the people and our decisions and planning influences the liveability of the Region. Strategy without implementation is just words and our Council has insisted on implementation/action plans to support our strategies.

### What are some of the things that we can be most proud of: -

We have stronger strategies providing clear direction for the longer term.

- Corporate Plan (5 years)
- Operational Plan (1 year, each year)
- Economic Development Strategy (and Action Plan)
- Regional Priorities and Opportunities (to support Economic Development)
- Tourism Strategy
- Coastal Hazard Adaptation Strategy (which has assisted in attracting funding to provide infrastructure on the Karumba Point Foreshore)
- Youth Strategy (and Implementation Plan)
- Documented listing of all projects under consideration
- MIPP2 - Expansion of Tourism within the Shire (this project identified several other projects that required further consideration)



From this documentation (MIPP2 – Expansion of Tourism within the Shire) Council was able to prioritise projects for further consideration for funding to be progressed on behalf of the community. Council was able to prioritise the projects and identify the grant funding that would be most appropriate for the project. These projects will now be put into the Business Case and Project Plan templates so we can present these for consideration for grant funding in the future rounds, when released. By conducting better planning the Council will be better placed to be successful with our grant writing and applications.

- And more recently the development of a Workforce Strategy and Workforce Plan (including Implementation Plan)
- A review of the 2010 Sport and Recreation Plan has been undertaken. This will now provide Council with an updated listing of the outstanding items for the sporting and recreational facilities and an action Plan will be able to be developed and progressed.
- A Report Card to the Community on the Community Plan (available on the website)
- Local Housing Action Plan (available on the website)
- Business Case and Project Plan Documents (based on the QTC templates) for the School Dam project, we now have 8 more projects to put into these templates to ensure we are well placed to get grant funding.
- Introduction of Monthly Newsletters from the CEO, 15 newsletters have now been produced since being introduced.
- Advocacy Action Plan (available on the website)

We arranged for a full review and rewrite of the Local Disaster Management Plan, which at the time was some years old and in much need of further input.

We introduced the Disaster Dashboard to keep the community informed during natural disasters (and the Dashboard is getting another facelift with extra information in the coming months)

We upgraded the website and Intranet (introducing CRIS to the staff who use it) to provide additional information to the community and staff increasing transparency and accountability. We introduced a Council YouTube channel and started to load video content and a Council LinkedIn Page.

We outsourced the grant writing services and have since had a very successful success rate in obtaining grants to complete projects. The figures presented in June 2022 are below.

Successful Grants Total	\$5,655,599
Unsuccessful Grants Total	\$214,799
Success Rate	96.3%
Grant writing cost to Council	\$41,200 (0.73% of funds secured)
Grants awaiting outcome	\$3,623,521

We introduced the staff survey and have now received your feedback over the past two years (2021 and 2022), as I mentioned in my recent CEO Newsletter, we are on the right track, but we still have more to do in certain areas.

Council has continued to attract funding for roads projects with the largest of these being the ROSI funding (\$16million) on the Normanton to Burketown Road and the continuing support for sealing of sections of the Burke Development Road - Normanton to Dimbulah.



The re-introduction of GuardianIMS, the software used to manage Natural Disasters, not many are using the system as it is only being used by the CEO currently, we did arrange training when it was introduced and will be arranging more training in the coming months to allow more staff to use the system and log requests and manage the events as they happen.

Our leadership group was provided with training, which was identified in the 2021 survey, and we increased the whole staff training in the areas of expectation and accountability and in thinking about employee wellbeing we are about to provide training in Mental Health First Aid and Mental Health Awareness. This more recent training ties in with our messaging contained within our new uniforms from TradeMutt and TIACS.

The introduction of a new uniform for all staff was something that I am most satisfied with, a uniform for all Carpentaria Shire Employees that creates a single sense of identity for indoor and outdoor staff with a common theme in the uniforms print design.

I have a commitment to ensure that when it comes time to hand the reins over to a new in-coming CEO the organization is in the best possible position it can be, that's who I am, I don't want to leave something half done. I get satisfaction from my work when I know I've done my best and the organization is in a better position.

The strategies and implementation plans I mentioned above are the things that will drive our progress over the next 12 – 18 months. Addressing your concerns from the Staff Survey and the introduction of new safety guidelines around psychosocial health, safety and wellbeing which comes into legislation on 1<sup>st</sup> April 2023 are also items to be undertaken. 2023 and 2024 will again be very busy years for the Carpentaria Shire Council and if we are all working together, we can continue to create an organization that we can all be very proud of.

Mark Crawley  
**Chief Executive Officer**



## Departmental Plans

With the introduction of the new Corporate Plan focusing on the more strategic issues for the community, Departmental Plans were to be developed outlining the day-to-day operations of each Department within Council. Some of these have been completed for the various Departments at Council.

Those who have completed their plans have advised that these Plans have been very useful when bringing new staff into the Council. It has provided an insight into the operations within the Department, and some have been reviewed and updated as changes are made within the operations of each Department.

The following table outlines the Departmental Plans and some that remain outstanding and are to be completed and presented to the CEO and Council and those that could be reviewed and, where required, updated.

Department	Complete or undertake Review	Responsible Officer
<b>Office of the CEO</b>	Undertake Review	Chief Executive Officer
<b>Community Services Department</b>	In Development	Director Community Services, Tourism and Regional Prosperity (DCSTRP)
<b>Economic and Community Development (incl. Facilities and events)</b>	In Development	Manager Economic and Community Development
<b>Tourism</b>	In Development	Director (CSTRP)
<b>Les Wilson Barramundi Discovery Centre and Hatchery</b>	Business Plan to be reviewed	Barra Centre Manager
<b>Engineering Department</b>	In Development	Director of Engineering
<b>Planning and Building</b>	In Development	Director of Engineering
<b>Works</b>	In Development	Director of Engineering
<b>Depot</b>	In Development	Engineer
<b>Parks and Gardens</b>	In Development	Engineer
<b>Assets, Trades and Fleet</b>	In Development	Asset Manager
<b>Water, Sewer, and Waste</b>	Review completed	Manager Water and Waste
<b>Corporate Services</b>	In Development	Director of Corporate Services
<b>Administration</b>	In Development	Manager Finance and Administration
<b>Finance</b>	In Development	Manager Finance and Administration
<b>Human Resources and Workplace Health and Safety</b>	Undertake Review	Manager Human Resources

**ACTION: CEO to work with Senior Leadership Team to complete documents for adoption.**



## Business Case and Project Plans

The use of the Queensland Treasury Corporation (QTC) Project Decision Framework (PDF) templates for projects was identified in the document prepared following the "First 100 Days" in the role as CEO as an opportunity for Council to prepare Business Cases and Project Plans for the projects identified by Council as being the projects to be progressed for funding opportunities.

To assist in placing Council in the best position to identify the appropriate grant programs and prepare great applications for funding the projects identified below well-prepared Business Case and Project Plans will remain critical to assist in that process. Business Case and Project Plans identify that projects have been well researched and costed and risks assessed before progressing to being construction ready.

Ten Business Cases and Project Plans have been identified by the Council following a review of the projects identified in the Maturing the Infrastructure Pipeline Project (MIPP2) works in September 2022 and are identified in the table below. A copy of that review is available on the Council Website.

<https://www.carpentaria.qld.gov.au/development-and-planning/economic-development-strategy>

The Business Case and Project Plans for the projects below are to be compiled as a priority to allow Council to include these with grant applications in the future, as identified.

Project Description	Current Status	Responsible Officer
Karumba Point Master Plan	Initial Draft	Director of Engineering
L.E.W. Henry Park Landscape Plan	Initial Draft	Director of Engineering
Landsborough Street Enhancements	Initial Draft	Director of Engineering
Mitchell River Crossing	Compiled Project to be funded by QRA	ERSCON
Normanton Historical Walk	Initial Draft	Director of Engineering
Normanton Town Hall Landscaping Upgrade	Initial Draft	Director of Engineering
Palmer Street Round-a-bout	Initial Draft	Director of Engineering
Roads (Rural)	Initial Draft	Director of Engineering
School Dam Enhancements	Awaiting Costings and Cost Benefit Analysis	Chief Executive Officer
Town Dam Recreational Area	Initial Draft	Director of Engineering

Magiq Document reference #550122

**ACTION: CEO to work with Senior Leadership Team to ensure the Business Case and Project Plans are completed in preparation for future grant opportunities.**



## Surepact

Council has invested in the SurePact software system to assist Council with Grant Management, Project Management, Risk Management and Contract Management.

Grants can be managed from application through to acquittal in the system. Risk assessment is undertaken across all aspects of the project, risk associated with the grant application, the project and the management of the contract.

*SurePact is a cloud-based SaaS management solution that's strikingly simple to use.*

*Our software simplifies the way funding is managed for both grantmakers and recipients, leveraging powerful Business Intelligence tools to deliver real-time reporting, data-rich dashboards and transparent audit trails that ensure accuracy and accountability.*

*It's ready for deployment from day one, with intuitive UI and UX design and a learning management system that effectively guides new users. SurePact can be accessed anywhere, anytime, on any internet-connected device.*

*Our highly configurable software can be easily adapted to your requirements, and scales effortlessly to manage complex Grant Management portfolios. SurePact's API-first design also integrates seamlessly with other enterprise and core business systems, so you can use our solution in conjunction with your existing software.*

*Built on Microsoft Azure and hosted in your local region, SurePact complies with the highest security standards to ensure the safe storage and transit of your information. With support for secure authentication schemes and granular authorisation controls, you can rest assured that only the people you choose will be able to stay up-to-date with your project's progress.*

Once all the projects are included into the system, greater oversight on the projects will be realised and projects can be continually monitored to ensure they remain on target and on budget and scope.

**ACTION: 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.**



## Workforce Strategy and Implementation Plan

Davidson's provided the Council with a very detailed Workforce Strategy and Workforce Plan (including an Implementation Plan) to provide a clear direction in relation to the delivery of the strategic intent of the Council using its workforce.

There are many factors that should be considered in the development of a workforce strategy. Some factors include the fact we have an aging workforce, and some positions are harder to attract talent than others and it is a good plan to have a strategy in place to manage these things and continue to deliver services to the community.

The Workforce Strategy identifies the Current State and provides an implementation plan to get to the desired future state for the employees of the Carpentaria Shire Council. Work has commenced on several actions and others are currently being progressed. Work will continue for the balance of the outstanding items and reported against at the Senior Leadership Team Meetings.

The Workforce Strategy outlines focus areas and the below recommendations to reduce risk, by creating a workforce that is productive, effective, engaged, and innovative:

1. Conduct an organisation review to enable realignment of all frameworks to the Corporate Plan and Workforce Strategy;
2. Create empowering leaders through leadership uplift at all levels;
3. Upskill employees, close capability gaps, create career development opportunities and align skills to the Regional Priorities and Opportunities;
4. Develop the economy through implementation of all actions in the Economic Plan and incorporate the Regional Priorities and Opportunities;
5. Embed strategic partnerships to enable community and economic development;
6. Enhance engagement with the community;
7. Build talent management capability, internally and externally to continually plan for the future of the Council.

Ultimately, CSC will be able to achieve its corporate initiatives, and potentially expand more broadly to achieve additional priorities and opportunities already identified, if it proceeds with the implementing the findings of the Workforce Strategy.

**ACTION: 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.**



## Accountability

A few months ago, I penned an article on accountability and integrity, which appeared in the February 2023 LGMA Journal and Peak Services April/May 2023 Newsletter. A copy of the article is attached.

Council has undertaken a staff survey over the past two years and one of the concerns raised in the survey was the inconsistency applied by Managers and Supervisors towards staff. This needs to be addressed urgently as it also applies to the Psychosocial Health and Wellbeing of all staff.

**ACTION: Senior Leadership Team to take a more proactive role in ensuring all staff are treated fairly.**

## Position Descriptions (PD's)

Following on from the items identified in the Workforce Implementation Plan position descriptions for all positions at Carpentaria Shire Council have been reviewed and new PD's have been compiled in consultation with the relevant managers and senior executives.

**ACTION: CEO and Manager Human Resources to distribute new PD's to all staff throughout the organisation. New PD's to be utilised for all new recruitment for vacancies as advertised.**

## Performance Reviews

Peak services are working with Council to develop the Performance Plans for the Senior Leadership Team to allow for the undertaking of performance reviews in the future. Senior staff will all have a performance plan to work towards each year and the performance over the previous 12 months measured against the plan.

Under legislation a performance appraisal is to be undertaken for the CEO at least annually. Other performance reviews have been undertaken only by some managers; this needs to be applied to all positions across the Council.

**ACTION: 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.**

## Governance and Policy Review

Council engaged with Local Government Managers Australia (LGMA QLD) Governance Advisory Service to undertake a Governance Review

The Executive Officer, Governance, Projects, and Communications (EO-GPC) has worked closely with the Governance Advisory Officer from LGMA, and a good deal of progress has been made already in relation to the improvements to the Governance at Carpentaria Shire Council. Some quick wins were identified and the greater majority of these have been realised. Policies that are overdue for review are being presented to Council for formal adoption and these will continue to be presented until all are brought up to date.

**ACTION: 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.**

**CEO to prepare a Governance Framework for formal adoption and inclusion on the Council Website.**



## Housing Strategy – LHAP and CSC Housing Strategy

Carpentaria Shire Council was the first member Council of the Western Queensland Alliance of Councils (WQAC) to adopt the Local Housing Action Plan (LHAP) and for the Advisory Committee to progress the actions identified in the LHAP.

Copies of the documents associated with this are available on the Council website.

<https://www.carpentaria.qld.gov.au/advocacy>

The Advisory Committee has committed to holding monthly meetings to progress the actions in the implementation tracker.

**ACTION: 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.**

### Council – Rent to Buy Scheme

Council has requested that the CEO progress an initiative to allow for the staff to purchase residences, identified by Council, by paying rent into a stake in the equity of the house. A portion of the rent could be offset as part of the deposit required to purchase the house and assist with obtaining loans from banks.

To progress this initiative, we will need to work with the State Government and Treasury in relation to this proposed initiative. Permission will be required from the Department to implement this for staff.

**ACTION: CEO to meet with the Department to progress this initiative and obtain support from the Department to progress**

### Residential Subdivision

Council has one last parcel of land that can be utilised for further residential development in Normanton and further information is available on the Council's website.

**ACTION: 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.**

### Council – New Development – Gough Street, Unit Development

Council has awarded the EOI to Humac Design based in Cairns. They are an architect firm engaged to provide Council with a series of drawings indicating what may be possible on the land, a portion of the land is subject to flooding, and this will be taken into consideration.

The architect will ensure that we obtain the best yield from the parcel of land and will capture the use of solar in the development and the capture of water on site for reuse.

Check out the Scope of Works for the development on the website.

<https://www.carpentaria.qld.gov.au/advocacy>

**ACTION: 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.**



## Local Government Election 2024

The 2024 local government election will be held on 16<sup>th</sup> March. To prepare for the election and ensure a smooth transition for any new Councillors, several initiatives can be implemented to ensure that is possible. These have been provided in the past and have been welcomed as a introduction and handy resource.

### Candidate Information Session 2024

Provide an information session for the intending candidates for the 2024 Local Government Election.

**ACTION: 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.**

### Councillor Induction Handbook 2024

Following the Post-Election Meeting the Councillors will be provided with a series of inductions, Council, Department of State Development, Infrastructure, Local Government and Planning and the Local Government Association of Queensland (LGAQ) have all provided inductions in past years and the 2024 election would not be any different.

As CEO the Council induction is prepared and focuses on the following areas: -

- 1) Councillor Induction Handbook
- 2) Council Contact Details
- 3) Meeting Schedule
- 4) Councillor Code of Conduct (Departmental Paper)
- 5) Councillor Responsibilities – (Department Paper)
- 6) Council Records Guide – CCC (Crime and Corruption Commission)
- 7) Social Media Guide – OIA (Office of the Independent Assessor)
- 8) Position Description - LGAQ
- 9) Standing Orders Policy and Meeting Procedures
- 10) Councillor Expenses Reimbursement Policy
- 11) Confidential Information Policy/Procedure
- 12) Advice Guidelines
- 13) Related Party Disclosure Policy
- 14) Investigations Policy
- 15) Draft – Portfolio Policy
- 16) Projects Listing
- 17) State Cabinet Directory
- 18) Federal Ministry
- 19) Listing of all Council Policies – Policy Register

**ACTION: 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.**



## Establishment of a Company Limited by Guarantee

The Chief Executive Officer presented a report to Council at the August Ordinary Meeting to progress and establish a Company Limited by Guarantee and a copy of the resolution is provided below for reference.

### COUNCIL RESOLUTION

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***

**CARRIED 7/0**

**Resolution No. 0823/012**

**ACTION: 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.**

## Workplace Health and Safety and Psychosocial Code of Practice

The health and safety of our staff is an important matter that needs to be constantly monitored to ensure our staff can come to work and return home safely, both in body and in mind.

Carpentaria Shire Council has achieved a "pass" score during its audits, and this needs to be continuously improved and maintained. Safety after all is everyone's business. We are keen to ensure that even near misses are recorded to ensure those near misses don't become incidents at any time in the future.

**ACTION: 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.**



## Small Business Friendly Charter

Recently the Council signed up to the Small Business Friendly Charter with the Queensland Small Business Commissioner. As part of the program the Council has been provided with a copy of the Accelerator Program which is a set of tools and advice to help develop and put in place a strategy to help us be more small business friendly.

**ACTION: 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**

## Recruitment of new CEO

Following the swearing in of the Councillors after the declaration of the poll the March 2024 Local Government Election a Special Meeting will be held to allow the elected members to consider the options for the recruitment of the new CEO to commence prior to my departure from the Council in July 2024.

There are options available for the recruitment of the new incoming CEO.

- Advertise and run recruitment locally – advertising internally and externally to attract talent.
- Engage the services of a recruitment agency to provide a short list of potential candidates for the Council to review and interview.

**ACTION: 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.**

## Hand Over Notes

As part of the transition between myself leaving the organisation and the new CEO commencing their duties a detailed set of hand-over notes will be prepared and provided to the incoming CEO to ensure a smooth transition.

**ACTION: CEO to prepare detailed handover notes to provide to the new CEO as part of the smooth transition between current CEO and incoming CEO.**



## Accountability and Integrity

Over the past couple of months, I have read and seen articles about trust in leadership, integrity and accountability and gave some thought to putting pen to paper as we embark on promoting local government as a great place to work and build a great career. Let me be up-front and admit that I am a local government tragic. I love this tier of government for its people, its commitment to community and the impact it makes.

So, it is disappointing and distressing for me to see some of the negative behaviours evident in leadership worldwide making their way into the sector. I believe we need to act now and do some work on cleaning up the image of local government if we are to position the sector as attractive to those who might be considering what can be a very rewarding career in public office serving the community.

Having spent more than 20 years as a CEO in Queensland councils, I'm conscious of the need to operate at all times with the highest level of integrity; holding ourselves and others accountable to maintain and instil trust in leadership. While this should apply to all tiers of government, big and small business alike, there has been a visible reduction in accountability demonstrated over recent years amongst our leaders.

And worse yet, while many local government leaders at all levels model solid accountability and integrity daily, this shift towards reduced integrity is becoming a growing issue even in local government.

*There is an old saying "the standard you walk past is the standard you accept". Regrettably, it appears that walking past below-par behaviour is becoming too often the norm and is starting to have an impact on new people entering local government. Rather than assimilating the written and stated policy of a council, they witness the behaviour displayed by their leaders (and/or the behaviours leaders walk past) and very soon start to adopt similar behaviours themselves. This is not the start we want for new people entering our level of Government.*



Those working in local government do so because there is no greater satisfaction than being able to make decisions and carry out our roles and responsibilities which contribute to, or improve, the quality of life for many citizens that live in the communities across the world. I have found in my travels that local government the world over is very similar in many aspects. Local government has many career opportunities and offers a high level of diversity, especially in the smaller local governments.

No one really goes to work to do a bad job and while most people go to work to do a good job, we do have some people (even in leadership roles) who are not holding themselves accountable and not operating with the highest levels of integrity that is often expected of leaders now.



Exacerbating this issue is the fact that, in local government (as is the case with most large organisations) over the years we have promoted staff into management and leadership roles due to their service to the organisation and often without the necessary support and training to allow them to succeed in those positions. Now we are critical that they are not managing their staff well nor adequately overseeing the performance of those staff. As an industry, we need to urgently provide these leaders with the skills they need to ensure accountability and most importantly service delivery to the community.

If the argument for accountability is not clear, here are some thoughts from Warren Buffett (American business magnate, investor, and philanthropist) who says you can spot a great leader by simply looking for this one trait – Integrity. In an article on Inc.com by Marcel Schwantes, Mr Buffett explains:

1. Integrity ultimately builds trust;
2. Integrity saves you money and time; and
3. Integrity outperforms the competition.

A copy of the [article can be found here](#)

Local government is also getting a reputation for not planning properly and spending the grant funds allocated to projects by the other levels of Government (our funding partners) due to poor project management skills/ resources. Representative bodies like LGAQ and ALGA are advocating for additional funds for local government and some of the responses coming back is that local government cannot spend the money they are receiving now. This was the message I got from a Federal Government Minister when I met with them in Canberra during my term as the Federal President of Local Government Professionals Australia. To address this, we need to upskill our staff where necessary and hold them accountable for the delivery of projects and programmes in accordance with the funding agreements.

For local government to be a rewarding career choice for people considering the move, we need to ensure that we remain professional, have the highest levels of trust and integrity (our communities will certainly expect that) and deliver on our promises by completing projects on time and on budget – all the while holding ourselves, our colleagues, and our people accountable for a job done well.

I recently [read a LinkedIn post from Holly Ranson](#) “we need to restore Trust and Faith in Leadership”. Holly discusses in her interview with David Koch that people are following the behaviour and not the word, “we keep seeing the word trust popping up so much in conversation in business and globally in the last couple of years because trust has been in crisis”.

One of the ways I ensure I maintain my integrity standards is that I hold membership of a number of member-based organisations that each have a Charter or a Code of Ethics for members as a guide to “ensure the highest standards of ethical behaviour, which is the hallmark of professionalism” (LGMA Qld - Code of Ethics). My memberships include: LGMA, Local Government Professionals Australia, International City/County Managers Association (ICMA – U.S.A.) and the Australian Institute of Company Directors (AICD).



I would encourage all leaders in local government to join a member-based organisation and abide by the ethical principles and rules associated with the membership. Just as importantly, make the most of your membership by attending various functions, undertake and engage in professional development and network with like-minded individuals and hold yourself accountable for your performance and delivery. I challenge you to go further and hold your colleagues accountable if they don't hold themselves accountable.

Members are encouraged to abide by the Code of Ethics to ensure the highest standards of ethical behaviour. The LGMA Queensland Code of Ethics is well documented, and the principles and rules are well laid out and detailed. [Read it here.](#)

Personal accountability, operating with the highest levels of integrity and restoring trust in leadership will provide a platform for excellence in local government and create an environment where considering a career in local government is front of mind for young people.





## BUSINESS PAPERS

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### 9.2 LEASE OF LOT 2 ON LS11 - RESERVE FOR RECREATION PURPOSES - NORMANTON RODEO ASSOCIATION

<b>Attachments:</b>	NIL
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	13 September 2023
<b>Key Outcome:</b>	A well governed, responsive Council, providing effective leadership and management, and respecting community values
<b>Key Strategy:</b>	Maintain a focus on integrity, Accountability and Transparency in all that we do

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#### **Executive Summary:**

The lease of the 51.7 square kilometre Reserve for Recreation Purposes located on the Burke Development Road and currently leased to the Normanton Rodeo Association is due to expire on 30 November 2023.

#### **RECOMMENDATION:**

That Council call expressions of interest from interested parties for the lease/agistment of Lot 2 on Crown Plan LS11 for a term of 5 years.

#### **Background:**

The Normanton Rodeo Association Inc. has a 20-year lease of the Reserve for Recreation Purposes described as Lot 2 on LS11 and located on the Burke Development Road. The lease commenced on the 1<sup>st</sup> December 2003 and is due to expire on the 30 November 2023.

Council has received enquiries in relation to the lease and the possibility of being able to lease the land from Council if it were to become available.

Council could call for Expressions of Interest from interested parties and evaluate the EOI's when received and presented to Council for further consideration.

To allow for the calling of an EOI and the evaluation of any received the report is provided for consideration at the August meeting to affect the process prior to the end of the current lease arrangements.

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

- Council
- Members of the public – expressing interest in the lease
- Deanna Holder – Department of Resources

#### **Legal Implications:**

- Under the *Land Act 1994*

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

- Resources to affect a new lease agreement and in-house resources to facilitate the calling of the EOI

## **BUSINESS PAPERS**

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**Risk Management Implications:**

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

## BUSINESS PAPERS

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### 9.3 ADOPTION OF PLANNING SCHEME FOR PUBLIC NOTIFICATION

**Attachments:** 9.3.1. Letter from DSDILGP [↓](#)  
9.3.2. Chief Executive Notice [↓](#)  
9.3.3. Draft Carpentaria Shire Planning Scheme 2023 [↓](#)

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

**Date:** 13 September 2023

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**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

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#### Executive Summary:

Council resolved in February 2023 to submit the draft planning scheme to the Department of State Development Infrastructure Local Government and Planning (DSDILGP) for the formal state interest review check. Council's resolutions were to:

1. Adopt the draft planning scheme for the purposes of the formal state interest review required as step 3 of the process set out in the Chief Executive's notice under section 18 of the Planning Act
2. Provide the Chief Executive with the information set out in the requirements for step 3.

After preliminary comments from state agencies, Council further resolved in June 2023 to make changes the draft scheme Council's resolutions were to:

1. Endorse the changes proposed to the draft planning scheme and agree to resubmit the revised draft to DSDILGIP to progress to step 6 of the agreed scheme preparation process under the chief executive's section 18 notice.
2. Endorse the revised Natural Hazard and Risk Assessment and Feasible Alternative Report and agrees to resubmit the revised draft to DSDILGIP.

On 7 August 2023, DSDILGP advised that it is satisfied the proposed planning scheme appropriately integrates the relevant state interests and that Council may proceed to public notification of the draft scheme in accordance with the step 8 of the section 18 notice.

No further changes to the draft planning scheme or risk assessment report are required.

Public notification is a statutory requirement and must be undertaken for a period of at least 40 business days. During this period, the scheme must be made available for inspection and purchase, and submissions may be made to Council by any person.

The notification period is proposed to extend from 25 September to 4 November 2023 and will involve notices at each of council's offices, a newspaper notice, notice in Council's newsletter and two 'drop in' sessions with Council's consultant in October.

#### RECOMMENDATION:

That Council agrees to make the draft planning scheme available for public notification in accordance with the requirements of the Chief Executive's section 18 notice.

#### Background:

Preparation of new planning scheme

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## **BUSINESS PAPERS**

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In early 2022 Council resolved to prepare a new planning scheme for the local government area. This decision was taken in recognition that local governments are required to review their planning schemes at least every 10 years under the Planning Act 2016. By contrast, Carpentaria Shire Council's current scheme was prepared under the Integrated Planning Act 1997 and commenced in 2008. It is out of date and overdue for renewal.

The planning and development assessment framework within which the planning scheme operates has changed considerably since the current scheme was prepared. New terms, processes and decision making rules now apply. This affects the operational efficacy of the current planning scheme. In addition, the scheme does not reflect contemporary state interests and associated policy settings. As a consequence, it no longer meets Council's obligations under the Planning Act 2016.

The new planning scheme will establish an integrated contemporary policy framework and a development assessment system that provides greater clarity and simplicity for the community, applicants and Council. Regulation can be targeted to where it can add value, while removing unnecessary impediments and complexity.

In accordance with Planning Act requirements, the Chief Executive of the Department of State Development Infrastructure Local Government and Planning (DSDILGP) issued a 'section 18 notice' to Council setting out the required process to prepare the planning scheme. In accordance with steps 3 and 4 of the required process, the draft scheme was provided to the state for formal state interest review in February 2023.

On 28 April, DSDILGP issued a notice under step 5 to pause the process to enable Council to consider and respond to suggested changes to the draft planning scheme. On 30 May 2023, the pause was extended to 12 July 2023.

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

- Meetings have been held with DSDILGP officers to discuss the comments and the proposed responses. Engagement has previously been undertaken with Councillors and Council officers.

### **Legal Implications:**

- This is a statutory step in the planning scheme preparation process required by the Planning Act 2016.

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

- Council officers need to maintain displays/notices of the draft planning scheme in each of Council's offices and receive submissions.

### **Risk Management Implications:**

- This next step in the process makes the draft planning scheme and maps publicly available.



Department of  
**State Development, Infrastructure,  
Local Government and Planning**

Our ref: DEPN23/723

Your ref: Carpentaria Planning Scheme 2023

Mr Mark Crawley  
Chief Executive Officer  
Carpentaria Shire Council  
PO Box 31  
NORMANTON QLD 4890  
[council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)

cc: [jroughan@roughplan.com.au](mailto:jroughan@roughplan.com.au)

Dear Mr Crawley

**Notice of the outcome of the state interest review and the communication strategy of a planning scheme and if it may proceed to public consultation under the Minister's Guidelines and Rules (MGR) and the section 18 notice.**

Thank you for your letter via Jennifer Roughan of Roughplan of 22 February 2023 requesting State Interest Review of the Carpentaria Shire Planning Scheme 2023 (proposed planning scheme). I am writing to notify you of the outcome of the State Interest Review in accordance with step 6 of the section 18 notice.

As part of the state interest review, and in accordance with step 4 of the section 18 notice, state agencies have assessed the proposed amendment against the *Planning Act 2016*, the Planning Regulation 2017 and the state interests contained in the State Planning Policy and other legislation.

I am pleased to advise, in accordance with the step 8 of the section 18 notice, I am satisfied the proposed planning scheme appropriately integrates the relevant state interests and that you may now proceed to public consultation.

You must undertake public consultation in accordance with the communications strategy provided on 22 February 2023.

I appreciate the considerable effort that has gone into the proposed planning scheme to date. I encourage your council officers to continue to engage with officers from Planning Group both during and after public consultation to ensure its successful implementation.

1 William Street  
Brisbane Queensland 4000  
PO Box 15009  
City East Queensland 4002  
**Telephone** 13 QGOV (13 74 68)  
**Website** [www.statedevelopment.qld.gov.au](http://www.statedevelopment.qld.gov.au)  
**ABN** 29 230 178 530

I have asked for Ms Phillipa Galligan, Principal Planning Officer, Planning and Development Services, in the Department of State Development, Infrastructure, Local Government and Planning to assist you with any further queries. You may wish to contact Ms Galligan on (07) 4747 3908 or by email at [NQplanningschemes@dsdilgp.qld.gov.au](mailto:NQplanningschemes@dsdilgp.qld.gov.au)

Yours sincerely

A handwritten signature in black ink, appearing to read 'Alyssa', with a stylized, flowing script.

Alyssa Cameron  
**Acting Deputy Director-General**  
**Planning Group**



Department of  
**State Development, Infrastructure,  
Local Government and Planning**

# Chief Executive Notice

## Notice about the process for making or amending a planning scheme under section 18(3) of the *Planning Act 2016*

### Carpentaria Planning Scheme – Carpentaria Shire Council

#### Part A – Preamble

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In accordance with section 18(4) of the *Planning Act 2016* (the Act), the Chief Executive has considered the matters stated within the Minister's Guidelines and Rules (MGR) when preparing this notice under section 18(3)(a) of the Act. The summary matters relevant to this decision are:

1. The notice given by Carpentaria Shire Council under section (18)(2) of the Act on 11 May 2022.
2. Parts B & C of this notice comprise the provisions and process that apply to the proposed making of this planning scheme in accordance with section 18(6) of the Act.
3. Unless stated otherwise, the process described in Part C of this notice is to be undertaken in the order in which it is prescribed. This does not preclude the need for steps to be repeated should changes be made to the proposed planning scheme for example.
4. In accordance with section 18(5) of the Act, a communications strategy that the local government must implement about the instrument is described in this notice.

#### Part B – Operative provisions

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This part prescribes additional matters that are to be read in conjunction with the requirements set out in Part C.

##### 1. Requesting information

- 1.1 The Minister for Planning or Chief Executive, as relevant to the process, may, at any time, give the local government a notice requesting further information.

## **2. Managing timeframes**

- 2.1 The Minister for Planning, Chief Executive, or the local government, may pause a timeframe (except for the public consultation timeframe) for an action for which they are responsible, by giving notice to any other party in the relevant step of the process. This notice must state how long the timeframe will be paused and a date upon which the timeframe will restart.
- 2.2 If a notice to pause a timeframe is given, the process is paused from the day after the notice is given until the date stated in the notice, unless the notice is withdrawn by the party that gave the notice.
- 2.3 If a notice to pause a timeframe is withdrawn, the process restarts from the day after the withdrawal notice is given.
- 2.4 Despite section 2.1, if a notice to pause a timeframe is given with a request for further information as per section 1.1 above, the timeframe is paused until the request is satisfied.
- 2.5 The duration of a pause notice may be extended by the giving of another pause notice before the paused period ends.

## **3. Public consultation**

In addition to any steps relating to public consultation included in Part C of this notice and in accordance with section 18(5) of the Act, the local government is required to:

- 3.1 Publish at least one public notice about the proposal to make the planning scheme.
- 3.2 Keep the instrument available for inspection and purchase for a period (the consultation period) stated in the public notice of at least 40 business days after the day the public notice is published in a newspaper circulating in the local government area.
- 3.3 Give the Minister for Planning a notice containing a summary of the matters raised in the properly made submissions and stating how the local government dealt with the matters as per step 15.

## **4. Communications strategy**

The local government is required to:

- 4.1 Comply with the minimum public consultation standards prescribed in the Act.
- 4.2 Identify the relevant key stakeholders for the purposes of public consultation.
- 4.3 Undertake a range of consultation methods that can be considered 'best practice' and are fit-for-purpose, generally in accordance with the communications strategy outlined in Appendix A.
- 4.4 Prepare a report on public consultation for the Minister for Planning, to accompany the proposed planning scheme for adoption.
- 4.5 Undertake its engagement process in accordance with the approved Communications Strategy and in line with the principles detailed in part 1 of the department's 'Community engagement toolkit for planning'.

## **5. Changing the proposed planning scheme**

- 5.1 The local government may make changes to the proposed planning scheme to—

- 5.1.1 address issues raised in submissions;
  - 5.1.2 amend a drafting error; or
  - 5.1.3 address new or changed planning circumstances or information; or
  - 5.1.4 address a matter or condition raised during state interest review to appropriately integrate a state interest.
- 5.2 The local government must ensure any changes made to the proposed planning scheme continue to appropriately integrate and address relevant state interest/s, including those identified in a state interest review.
- 5.3 If the local government changes the proposed planning scheme and the change results in the proposed planning scheme being significantly different (having regard to schedule 2 of the MGR) to the version released for public consultation, AND public consultation has started or been completed, the local government must repeat the public consultation required for the proposed planning scheme.
- 5.4 If public consultation is required to be repeated as a result of changes which result in the proposed planning scheme being significantly different, the local government may limit the public consultation to only those aspects of the proposed planning scheme that have changed.
- 5.5 If public consultation is required to be repeated, the timeframes established in Step 9 apply.

## **6. Chief Executive actions**

- 6.1 For Chief Executive actions given in this notice under section 18 of the Act, the Chief Executive includes the Director-General, the State Planner, Executive Director, Director and Manager of the Planning Group in the department.

**Part C – Process for making Carpentaria Shire Council planning scheme under section 18 of the *Planning Act 2016***

Step No.	Summary of action/s	Specific action/s	Entity responsible for action/s	Indicative timeframes (Business days)
<b>Planning and Preparation</b>				
Step 1	The council prepares a draft planning scheme	The council must prepare a draft planning scheme.	The council	None
Step 2	The council undertakes early engagement	<p>While preparing the draft planning scheme, the council must undertake early engagement on the draft planning scheme with:</p> <ul style="list-style-type: none"> <li>(a) relevant stakeholders;</li> <li>(b) the department; and</li> <li>(c) state agencies (through the department).</li> </ul> <p>Consultation should be undertaken at various stages of the drafting process but must include:</p> <ul style="list-style-type: none"> <li>(a) provision of any draft background studies (prepared to support preparing of the proposed planning scheme) to the department for review, prior to drafting the proposed planning scheme provisions; and</li> <li>(b) provision of the draft proposed planning scheme (or agreed parts of the draft) to the department for an early (informal) state interest review. The department will provide the outcomes of the review to the council.</li> </ul>	The council	None
<b>State Interest Review</b>				
Step 3	The council provides notice to commence the state interest review process	<p>The council must give a notice to the Chief Executive to commence the state interest review that includes—</p> <ul style="list-style-type: none"> <li>(a) an electronic copy of the proposed planning scheme in the format identified by the department;</li> <li>(b) a written statement addressing the state interests in the relevant regional plan and the State Planning Policy 2017 (SPP) which includes— <ul style="list-style-type: none"> <li>(i) how the state interests are integrated in the proposed planning scheme;</li> <li>(ii) reasons why any state interests have not been integrated in the proposed planning scheme; and</li> <li>(iii) any state interests that are not relevant;</li> </ul> </li> <li>(c) a written statement about how the key elements of a planning scheme mentioned in section 16(1) of the Planning Act have been addressed and if the proposed planning scheme is consistent with the regulated requirements;</li> <li>(d) a proposed communications strategy;</li> </ul>	The council	None

Step No.	Summary of action/s	Specific action/s	Entity responsible for action/s	Indicative timeframes (Business days)
		<ul style="list-style-type: none"> <li>(e) any background studies or reports that informed the preparation of the proposed planning scheme, including any strategic study or report, or review required under section 25(1) of the Planning Act;</li> <li>(f) any natural hazards, risk and resilience evaluation report prepared having regard to the SPP;</li> <li>(g) any draft feasible alternatives report prepared for a planning change made to reduce the risk of natural hazards, including details of the potentially affected premises and any relevant supporting information;</li> <li>(h) shapefiles of any mapping;</li> <li>(i) a summary of consultation with state agencies and the outcome of the consultation; and</li> <li>(j) any other information considered relevant by the council.</li> </ul>		
Step 4	The Chief Executive undertakes the state interest review	<p>The Chief Executive must commence the state interest review within 5 business days of receiving the council's notice under Step 3. As part of the state interest review, the Chief Executive must consider if the proposed planning scheme—</p> <ul style="list-style-type: none"> <li>(a) advances the purpose of the Planning Act;</li> <li>(b) is consistent with section 16(1) of the Planning Act;</li> <li>(c) is consistent with the regulated requirements prescribed in the Planning Regulation 2017;</li> <li>(d) is well drafted and clearly articulated; and</li> <li>(e) accords with the result of any strategic study or report, or review required under section 25(1) of the Planning Act.</li> </ul>	The Chief Executive	To commence within 5 business days of receiving the council's notice under Step 3
Step 5	The Chief Executive advises of changes required	<p>The Chief Executive may give notice to the council advising of any changes—</p> <ul style="list-style-type: none"> <li>(a) to the proposed planning scheme required to address state interests; and/or</li> <li>(b) to the proposed communications strategy as a result of the state interest review.</li> </ul>	The Chief Executive	During the State Planner's state interest review
Step 6	The State Planner provides outcomes of state interest review and approval to proceed to public notify	<p>The State Planner must give notice to the council that states—</p> <ul style="list-style-type: none"> <li>(a) the outcome of the state interest review; and</li> <li>(b) if the council may proceed to public consultation of the proposed planning scheme; and</li> <li>(c) the conditions, if any, that apply to the proposed planning scheme, including the timing on when the conditions must be complied with; or</li> <li>(d) if the proposed planning scheme may not proceed to public consultation, and the reasons why it may not proceed.</li> </ul>	The State Planner	60 business days from commencement of the state interest review

Step No.	Summary of action/s	Specific action/s	Entity responsible for action/s	Indicative timeframes (Business days)
Step 7	The council makes changes to the proposed planning scheme	The council may make changes to the proposed planning scheme to address conditions in the State Planner's notice about the state interest review.	The council	None
<b>Public Consultation</b>				
Step 8	The council commences public consultation as per the Planning Act, MGR, etc.	<p>The council must give public notice in accordance with:</p> <ul style="list-style-type: none"> <li>(a) the public notice requirements prescribed in the Planning Act, Schedule 2, definition of public notice, paragraph (b);</li> <li>(b) Schedule 4 of MGR; and</li> <li>(c) the communications strategy, including any amended strategy requested by the Minister/Chief Executive.</li> </ul> <p>The public notice must state that any person may make a submission about the instrument to the council within the consultation period.</p>	The council	The consultation period must be a minimum period of 40 business days, commencing after the day the public notice is published in accordance with Section 18 of the Planning Act.
<b>Considering Submissions</b>				
Step 9	The council considers all properly made submissions	The council must consider all properly made submissions about the proposed planning scheme.	The council	None
Step 10	The council prepares written consultation report	<p>The council must prepare a written consultation report that summarises the issues raised in submissions and outlines how the council has responded to issues raised in the properly made submission.</p> <p>The report must be available to—</p> <ul style="list-style-type: none"> <li>(a) view and download on the council's website; and</li> <li>(b) inspect and purchase in each of the council's offices.</li> </ul>	The council	Within 40 business days of the close of the consultation period
Step 11	The council notifies submitters about submissions consideration process	The council must notify persons who made a properly made submission about how the council has dealt with submissions and where to find the consultation report.	The council	None

Step No.	Summary of action/s	Specific action/s	Entity responsible for action/s	Indicative timeframes (Business days)
<b>Changing the Proposed Planning Scheme</b>				
Step 12	The council makes changes to the proposed planning scheme	<p>The council may make changes to the proposed planning scheme to—</p> <ul style="list-style-type: none"> <li>(a) address issues raised in submissions;</li> <li>(b) amend a drafting error; and/or</li> <li>(c) address new or changed planning circumstance.</li> </ul> <p>The council must ensure any changes made to the proposed planning scheme continue to appropriately integrate and address relevant state interests, including those identified in a state interest review.</p>	The council	At any time prior to Step 14
Step 13	The council repeats public consultation	<p>If the council changes the proposed planning scheme and the change results in the proposed planning scheme being significantly different (having regard to schedule 2 of the MGR) to the version released for public consultation, and public consultation has started or been completed, the council must repeat Steps 8 to 11.</p> <p>If Steps 8 to 11 are required to be repeated, the council may limit the steps to only those aspects of the proposed planning scheme that have changed.</p> <p>Once Steps 8 to 11 have been repeated (if required), the council may repeat Steps 12 and 13 (if required).</p>	The council	In accordance with the timeframes for Steps 8 to 12.
<b>The Minister's Consideration</b>				
Step 14	The council requests adoption of scheme	<p>The council must give the Minister a notice to request adoption of the proposed planning scheme that includes—</p> <ul style="list-style-type: none"> <li>(a) if the proposed planning scheme has not changed since the state interest review – <ul style="list-style-type: none"> <li>(i) an electronic copy of the proposed planning scheme; and</li> <li>(ii) a written consultation report prepared in accordance with Step 10; or</li> </ul> </li> <li>(b) if the proposed planning scheme has changed since the state interest review – <ul style="list-style-type: none"> <li>(i) an electronic copy of the proposed planning scheme, clearly identifying any change that has been made to the proposed planning scheme since the state interest review;</li> <li>(ii) a report that includes – <ul style="list-style-type: none"> <li>• the changes made to the proposed planning scheme;</li> <li>• when the changes were made;</li> <li>• why the changes were made;</li> <li>• how the changes relate to the relevant regional plan or the SPP or affect a state interest; and</li> </ul> </li> </ul> </li> </ul>	The council	Within 40 business days of completing Steps 8 to 13.

Step No.	Summary of action/s	Specific action/s	Entity responsible for action/s	Indicative timeframes (Business days)
		<ul style="list-style-type: none"> <li>what issues the changes respond to;</li> </ul> <p>(iii) the reasons why the council doesn't consider the proposed planning scheme to be significantly different from the public consultation version; and</p> <p>(iv) a written consultation report prepared in accordance with Step 10.</p>		
Step 15	The Minister considers the council's request to adopt the proposed planning scheme	<p>The Minister must consider if the council may adopt the proposed planning scheme by considering—</p> <p>(a) the information given with the notice under Step 14;</p> <p>(b) if any conditions set out in the given under Step 6 have been complied with;</p> <p>(c) if the adoption version of the proposed planning scheme is significantly different to the public consultation version; and</p> <p>(d) if the proposed planning scheme –</p> <p>(i) advances the purpose of the Planning Act;</p> <p>(ii) is consistent with section 16(1) of the Planning Act;</p> <p>(iii) is consistent with the regulated requirements prescribed in the Planning Regulation 2017;</p> <p>(iv) is well drafted and clearly articulated; and</p> <p>(v) accords with the result of any relevant study or report, or review required under section 25(1) of the Planning Act.</p>	The Minister	During the Minister's consideration of the council's request to adopt the proposed planning scheme
Step 16	The Minister provides approval to adopt	<p>The Minister must give the council a notice stating—</p> <p>(a) if the council may adopt the proposed planning scheme; and</p> <p>(b) the Minister's conditions, if any, that apply to the proposed planning scheme; or</p> <p>(c) if the proposed planning scheme may not be adopted, and the reasons why it may not be adopted.</p>	The Minister	40 business days from receiving the council's notice under Step 14
<b>Adoption</b>				
Step 17	The council complies with Ministerial conditions of adoption	Any conditions stated in the notice given by the Minister under Step 16 must be complied with before the council may adopt the proposed planning scheme, unless stated otherwise in the notice.	The council	None
Step 18	The council decides to adopt the proposed planning scheme	The council must decide to adopt or not proceed with the proposed planning scheme.	The council	None

Step No.	Summary of action/s	Specific action/s	Entity responsible for action/s	Indicative timeframes (Business days)
Step 19	The council publicly notifies adoption	<p>If the council decides to adopt the proposed planning scheme, the council must publish a public notice in accordance with the requirements of the Planning Act, Schedule 2, definition of public notice, paragraph (c) that must state—</p> <ul style="list-style-type: none"> <li>(a) the name of the council;</li> <li>(b) the decision made by the council about the planning scheme;</li> <li>(c) the date the planning scheme was adopted;</li> <li>(d) the commencement date for the planning scheme (if different to the adoption date);</li> <li>(e) the title of the planning scheme;</li> <li>(f) if the planning scheme only applies to part of the council's local government area, a description of the location of that area;</li> <li>(g) the purpose and general effect of the planning scheme; and</li> <li>(h) where a copy of the planning scheme may be inspected and purchased.</li> </ul>	The council	None
Step 20	If the council does not adopt, the council publicly notifies decision not to adopt	<p>If the council decides not to proceed with the planning scheme, the council must publish a public notice in accordance with the requirements of the Planning Act, Schedule 2, definition of public notice, paragraph (c) that must state—</p> <ul style="list-style-type: none"> <li>(a) the name of the council;</li> <li>(b) the decision made by the council about the planning scheme; and</li> <li>(c) the reasons for not proceeding with the planning scheme</li> </ul>	The council	None
Step 21	The council provides public notice and copy of the planning scheme to the Chief Executive	The council must give the Chief Executive a copy of the public notice issued under Step 19 or Step 20, and if adopted, a copy of the planning scheme.	The council	Within 10 business days of publishing the public notice under Step 19 or Step 20

Dated this 5 day of July 2022

**Chris Aston**  
Acting State Planner  
Department of State Development, Infrastructure,  
Local Government and Planning

## **Appendix A – Communications Strategy**

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# ROUGH PLAN

CARPENTARIA SHIRE PLANNING SCHEME 2023  
**DRAFT** VERSION 4  
JUNE 2023

ROUGH PLAN

## Version Control

Version	Date issued	Reviewed by	Revision type
V1	10.10. 2022	J Roughan	First draft issued to Carpentaria Shire Council for discussion and DSDILGP for informal review
V2	25.01.2023	J Roughan	Response to informal state comments and council review
V3	20.02.2023	J Roughan	Changes resolved by Carpentaria Shire Council for adoption for formal state interest review
V3.1	22.02.23	J. Roughan	Revision to names of traditional owners requested by CEO
V4	11.06.2023	J. Roughan	Revision to respond to formal State interest review comments

ROUGH PLAN

## Table of Contents

1.0	Introduction and administrative matters .....	1
1.1	Acknowledgement of traditional owners .....	1
1.2	Application and commencement.....	1
1.3	State planning instruments.....	1
1.3.1	State planning policy.....	1
1.3.2	Regional plan.....	2
1.3.3	The regulated requirements .....	2
1.4	Local government infrastructure plan .....	2
1.5	Definitions and other interpretation matters.....	2
1.6	Roads, waterways and reclaimed land .....	3
1.7	Building work regulated under this planning scheme .....	3
2.0	Strategic Framework.....	5
2.1	Overview .....	5
2.2	Strategic outcomes: Normanton and Karumba .....	6
2.2.1	Centres .....	6
2.2.2	Residential areas .....	6
2.2.3	Industry .....	6
2.3	Strategic outcomes: rural areas .....	7
2.4	Strategic outcomes: infrastructure .....	8
2.5	Strategic outcomes: natural hazards .....	9
2.5.1	Flood and storm tide hazard areas .....	9
2.5.2	Erosion prone areas .....	9
2.5.3	Bushfire hazard .....	10
2.5.4	All natural hazard areas .....	10
2.6	Strategic outcomes: natural environmental .....	11
2.6.1	Wetlands and waterways.....	11
2.6.2	Other matters of environmental significance.....	11
2.7	Strategic outcomes: cultural heritage.....	12
3.0	Tables of Assessment.....	13
3.1	Reading the tables of assessment.....	13
3.1.1	Assessable development.....	13
3.1.2	Accepted development.....	13
3.1.3	Determining the categories of development or assessment.....	13
3.1.4	Development categorised by the State Government .....	14
3.2	Tables of assessment for material change of use in zones.....	15

ROUGH PLAN

3.2.1	Table of assessment for material change of use in the general residential zone.....	15
3.2.2	Table of assessment for material change of use in the rural residential zone .....	17
3.2.3	Table of assessment for material change of use in the centre zone .....	19
3.2.4	Table of assessment for material change of use in the industry zone .....	23
3.2.5	Table of assessment for material change of use in the community facilities zone .....	26
3.2.6	Table of assessment for material change of use in the rural zone .....	29
3.3	Tables of assessment for other development .....	32
3.3.1	Reconfiguring a lot .....	32
3.3.2	Operational work or building work .....	33
3.4	Table of assessment for overlays .....	35
4.0	Assessment benchmarks.....	37
4.1	Preliminary .....	37
4.1.1	List of assessment benchmarks .....	37
4.1.2	Complying with the assessment benchmarks.....	37
4.2	Assessment benchmarks for zones.....	38
4.2.1	Assessment benchmarks for the general residential zone .....	38
4.2.2	Assessment benchmarks for the rural residential zone.....	41
4.2.3	Assessment benchmarks for the centre zone.....	44
4.2.4	Assessment benchmarks for the industry zone .....	47
4.2.5	Assessment benchmarks for the community facilities zone.....	50
4.2.6	Assessment benchmarks for the rural zone.....	54
4.3	Assessment benchmarks for overlays.....	57
4.3.1	Assessment benchmarks for the airport overlay .....	57
4.3.2	Assessment benchmarks for the bushfire hazard overlay .....	58
4.3.3	Assessment benchmarks for the coastal hazard and flood hazard overlays .....	62
4.3.4	Assessment benchmarks for the environmental significance overlay.....	65
4.3.5	Assessment benchmarks for the heritage overlay.....	67
4.4	Other assessment benchmarks.....	69
4.4.1	General development assessment benchmarks.....	69
4.4.2	Reconfiguring a lot assessment benchmarks.....	76
SC1.1	Use definitions .....	78
SC1.2	Grouped use definitions.....	92
SC1.3	Industry thresholds .....	92
SC1.4	Administrative definitions.....	96
SC3.1	Development approval substantially inconsistent with the planning scheme .....	102
SC3.2	Variation approvals .....	102
SC3.3	Superseded planning scheme requests .....	102
SC3.4	Notation for designation of premises for development of infrastructure .....	102

ROUGH PLAN

SCHEDULES.....	78
Schedule 1 Definitions .....	78
Schedule 2 Mapping Index.....	101
Schedule 3 Notations required under the Planning Act 2016 .....	102

ROUGH PLAN

## 1.0 Introduction and administrative matters

### 1.1 Acknowledgement of traditional owners

*Carpentaria Shire is the traditional country of the Gkuthaarn, Kukatj and Kurtjar people who have inhabited and cared for this ancient landscape for thousands of years. Carpentaria Shire Council acknowledges the connection of these nations to this land and the continuation of cultural, spiritual and educational practices of Aboriginal peoples.*

*Council will work with Traditional Owners to advance Aboriginal and Torres Strait Islander Interests in land use planning to value, protect and promote Aboriginal and Torres Strait Islander knowledge, culture and tradition.*

### 1.2 Application and commencement

- (1) This planning scheme was prepared under the Planning Act 2016 using the regulated requirements under the Planning Regulation 2017. It applies to the whole of the local government area of Carpentaria Shire other than strategic port land pursuant to section 287 of the Transport Infrastructure Act 1994.

**Editor's notes –**

- The boundaries of the local government area to which this planning scheme applies are described by the maps referred to in the Local Government Regulation 2012.
- Strategic port land is located at Karumba.

- (2) The planning scheme was adopted by notice in the Government Gazette No. <insert> on <insert date> and commenced on <insert date>.

**Editor's note –** Amendments to the planning scheme may be made from time to time. When they occur copies of the amendments and superseded versions of the planning scheme will be made available on Carpentaria Shire Council's website at <https://www.carpentaria.qld.gov.au>.

### 1.3 State planning instruments

#### 1.3.1 State planning policy

- (1) The Minister has agreed that all aspects of the State Planning Policy (July 2017 version) have been reflected in the planning scheme.
- (2) Accordingly, no aspects of the State Planning Policy (July 2017 version) will be relevant to the assessment of assessable development under sections 26 and 27 or 30 and 31 of the Planning Regulation 2017.

**Editor's note –** Assessable development may need to be assessed against or have regard to any future versions of the State Planning Policy until all relevant aspects are incorporated into the planning scheme.

ROUGH PLAN

### 1.3.2 Regional plan

- (1) The Minister has agreed that this planning scheme appropriately reflects the non-statutory Gulf Regional Development Plan (2000).
- (2) Accordingly, no aspects of the Gulf Regional Development Plan (2000) will be relevant to the assessment of code assessable development under sections 26 and 27 of the Planning Regulation 2017. However, the assessment of impact assessable development must have regard to the regional plan in accordance with section 31 of the Planning Regulation 2017.

**Editor's note** – Assessable development may need to be assessed against or have regard to any future regional plan until all relevant aspects are incorporated into the planning scheme.

### 1.3.3 The regulated requirements

- (1) The regulated requirements under section 16 of the Planning Act and section 5 of the Planning Regulation 2017 are adopted in this planning scheme.

**Editor's note** – Under section 16 (3) of the Act, the contents of the regulated requirements prevail over this planning scheme to the extent of any inconsistency.

### 1.4 Local government infrastructure plan

- (1) This planning scheme does not contain a local government infrastructure plan. Accordingly, under section 111 of the Planning Act 2016, infrastructure charges will not be levied on new development.

### 1.5 Definitions and other interpretation matters

- (1) Definitions of terms used in this planning scheme are contained in schedule 1.
- (2) A reference in the planning scheme to any act includes any regulation or instrument made under it, and where amended or replaced, if the context permits, means the amended or replaced act.
- (3) A reference in the planning scheme to a specific resource document or standard, means the latest version of the resource document or standard.
- (4) A reference to the "Act" or the "Regulation" in this planning scheme means the Planning Act 2016 and the Planning Regulation 2017 respectively unless the context expressly means otherwise.
  - (a) Notes are identified by the title 'note' and are part of the planning scheme.

**Note** - This is an example of a note.
  - (b) Editor's notes and footnotes are extrinsic material in accordance with the Acts Interpretation Act 1954 and do not have the force of law.

**Editor's note** - This is an example of an editor's note.

- (c) Punctuation:
  - (i) a word followed by ';' or ', and' is taken to be 'and';
  - (ii) a word followed by ';' or 'or' means either option can apply.

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## 1.6 Roads, waterways and reclaimed land

- (1) The following applies to a waterway other than the Coleman River, road, closed road, or reclaimed land in the planning scheme area:
  - (a) if adjoined on both sides by land in the same zone—the road, closed road, waterway or reclaimed land is in the same zones as the adjoining land;(b) if adjoined on one side by land in a zone and adjoined on the other side by land in another zone—the road, closed road, waterway or reclaimed land is in the same zone as the adjoining land when measured from a point equidistant from the adjoining boundaries;
  - (c) if the road, closed road, waterway or reclaimed land is adjoined on one side only by land in a zone—the entire waterway or reclaimed land is in the same zone as the adjoining land; and
  - (d) if the road, closed road, waterway or reclaimed land is covered by a zone then that zone applies.
- (2) The extent of the Coleman River that forms part of Carpentaria Shire is to be taken to be included in the rural zone.

## 1.7 Building work regulated under this planning scheme

- (1) For the purposes of section 7 of the Building Regulation 2021, land in a bushfire hazard category shown on the bushfire hazard overlay map OM4 (including medium, high and very high hazard and potential impact buffer categories) is the designated bushfire prone area.
- (2) For the purposes of section 8 of the Building Regulation 2021, the area covered by the flood hazard overlay map is the designated flood hazard area. Requirements for floor levels and other matters are set out in the building assessment provisions for building work in the flood hazard area. The defined flood level is the level described in schedule SC1.4.
- (3) For the purposes of section 8 of the Building Regulation 2021, a freeboard of 500mm is declared for vulnerable uses.

### Editor's notes

*There are no provisions in the building assessment provisions which cover the area subject to storm tide inundation. Instead, this assessment benchmark sets requirements for floor levels within this area.*

- (4) This planning scheme varies certain provisions of the Queensland Development Code MP1.1, MP1.2 and MP1.3 under section 6 of the Building Regulation 20217, section 33 of the Building Act 1975 and P10 of MP1.3. The variations are set out in the assessment benchmarks for the relevant zone.

### Editor's notes -

- Except where allowed under the Building Act, the planning scheme may not
  - include a provision about building work, to the extent the building work is regulated under the building assessment provisions under the Planning Act 2016 section 8 (5); or
  - be inconsistent with the effect of building assessment provisions under the Planning Regulation 2017 section 17(b).
- The building assessment provisions are stated in Section 30 of the Building Act 1975 and are assessment benchmarks for the carrying out of building assessment work (see also

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## 2.0 Strategic Framework

### 2.1 Overview

- (1) The strategic framework expresses the desired future state for Carpentaria Shire over the next 25 years and sets the policy directions which all other parts of the planning scheme are intended to implement.
- (2) For the purposes of section 16(1)(a) of the Act, the strategic outcomes for this planning scheme are set out under each theme heading.

#### EXTRINSIC MATERIAL

##### CARPENTARIA SHIRE CONTEXT AND VISION

Carpentaria Shire is the traditional country of the Gkuthaarn, Kukatj and Kurtijar people who have inhabited and cared for this ancient landscape for thousands of years. Today over 40% of Carpentaria's people identify as Indigenous.

The Shire covers an area of approximately 65,000 square kilometres on the crossroads of the Savannah Way, linking Cairns to Broome in Western Australia and the Matilda Way, stretching from Bourke, in New South Wales to the Gulf. Its landscapes range from inland plains to mangrove forests to deltas and salt pans along the coastal areas of the Gulf of Carpentaria.

Normanton is the region's administrative centre, while Karumba is a focus for port based commercial activity (exporting zinc, lead and live cattle) tourism and a strong fishing industry. Rural parts of the Shire support several large cattle stations and a range of other agricultural activities.

Normanton and Karumba were both established over 150 years ago and are home to most of the population of around 2000 people in 2021. The population is expected to remain relatively stable over the next 20-25 years.

##### ***Carpentaria Shire Council's 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.'*

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## 2.2 Strategic outcomes: Normanton and Karumba

### 2.2.1 Centres

- (1) Normanton and Karumba continue to function as Carpentaria Shire's service centres, with a concentration of government offices, commercial and community facilities and tourist accommodation and attractions.
- (2) The towns' main streets are contained within the centre zone and accommodate a mix of shops, offices, hotels, cafes and community and tourist services and facilities as well as housing and tourist accommodation. These activities are designed and managed to minimise impacts on nearby residential uses.
- (3) Centre zoned land retains a main street character, with buildings built to the street alignment along their primary frontage and providing awnings over footpaths. Car parking is generally located to the side or rear of buildings.

### 2.2.2 Residential areas

- (1) Residential areas (land included in the general residential zone) support a range of housing types and lot sizes, including dwelling houses, dual occupancies, multiple dwellings, retirement and residential care facilities and rooming accommodation to cater for all groups, including those on low to moderate incomes and including social housing.
- (2) Home-based businesses may occur throughout the towns at a scale and intensity which do not impact on residential amenity.
- (3) Short term accommodation, tourist parks as well as workforce accommodation and community support activities may also be established within the general residential zone. These are to be designed and managed to minimise impacts on neighbours.
- (4) Land is allocated for new housing in the rural residential zone at Lilyvale as well as in the general residential zone in Normanton and Karumba. These areas are to be subdivided when needed in a way that creates walkable new neighbourhoods.

### 2.2.3 Industry

- (1) Industrial development is to be consolidated within the industry zone and is to avoid or minimise impacts on nearby sensitive land uses and the natural environment.
- (2) Uses involving hazardous materials, chemicals, dangerous goods, combustibles or flammables are located, designed and managed to minimise risk to public health and safety.
- (3) Should there be a need for additional industrial land in Karumba, it is to be accommodated on land contiguous with zoned industry land, well separated from residential zoned land and able to be efficiently serviced with road access, water supply and sewerage.
- (4) Workforce accommodation may establish in the industry zone or on nearby land, provided it is able to be efficiently serviced with road access, water supply and sewerage and minimise impacts on nearby residential land.
- (5) Shops and offices (other than where ancillary to an industry), community activities, tourist accommodation and facilities are not to be established in the industrial zone.

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### 2.3 Strategic outcomes: rural areas

- (1) Carpentaria Shire's rural areas support a diverse agricultural base alongside thriving cattle stations. Animal husbandry, cropping and rural workers' accommodation may occur throughout the rural area.
- (2) Agricultural land classification class A and B and important agricultural areas are to be protected from encroachment by uses that may be adversely affected by impacts such as spray drift, noise, dust or odour associated with agricultural activities.
- (3) Natural resources including mineral, energy and extractive resources are to be protected from encroachment of uses that may be adversely affected by impacts of resource extraction or use or may otherwise preclude or diminish sustainable resource use. The safety of people and property is also to be protected from the impacts of existing or former extraction or mining activity.
- (4) Development does not compromise the stock route network shown on overlay map OM2 for the moving and agistment of livestock, or diminish its recreation, tourism, environmental, grazing and heritage values.
- (5) Some land that has been the subject of historic subdivision but is substantially affected by flooding and coastal hazards is retained in the rural zone. No dwelling houses or other non-rural development is to occur on these lots.
- (6) Land in the rural zone may accommodate activities such as tourism attractions and experiences together with associated tourist accommodation, tourist parks, intensive animal industries, intensive horticulture, aquaculture and rural industry, transport depots, extractive industry and renewable energy facilities, provided they:
  - (a) minimise impacts on nearby farming activities;
  - (b) maintain water quality;
  - (c) avoid or minimise impacts on values of environmental significance;
  - (d) are within the capacity of the road network on which they rely and maintain the safety of those roads; and
  - (e) are sufficiently separated from town areas and sensitive land uses.
- (7) Industrial uses are located in the industry zone rather than in rural areas, except where a rural industry, extractive industry, renewable energy facility or other use that requires a location remote from urban areas.

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## 2.4 Strategic outcomes: infrastructure

- (1) Development occurs in a way that ensures the safe, efficient and cost-effective provision and operation of infrastructure.
- (2) Rural residential development is provided with a reticulated water supply and requires an on-site sewage treatment systems sufficient for residential purposes.
- (3) Where utilised, on-site provision of water, wastewater and stormwater infrastructure is to ensure that public and environmental health, safety, water quality and amenity are maintained.
- (4) Development is to occur at a scale that is commensurate with the capacity of the road network and provides access in a manner that protects the safety and efficiency of the network. Development is to be designed to mitigate noise and other impacts from State controlled road and rail corridors.
- (5) Development contributes to a connected footpath network that is safe, direct, accessible and convenient for all users.
- (6) Community infrastructure is well located and accessible. Wherever practical, these facilities are established in the centre zone or are co-located with existing community facilities to create hubs of activity and social interaction.
- (7) The safety, efficiency and operational integrity of the Normanton and Karumba airports are protected. Development is not to impede operational airspace or increase risk to public safety.
- (8) The safety, efficiency and functionality of strategic port land at Karumba and the Century mine slurry pipeline is to be protected. Development is not to impede port operations or increase risk to public safety and is to be designed to mitigate impacts from port operations.
- (9) Regional infrastructure sites and corridors identified on overlay map OM9, are protected from encroachment by development that would compromise the ability of the infrastructure to function safely, efficiently and effectively.

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## 2.5 Strategic outcomes: natural hazards

**Editor's note** - There are no identified landslide hazards in Carpentaria Shire.

### 2.5.1 Flood and storm tide hazard areas

- (1) New subdivision in the general residential, rural residential, centre or industrial zones in Normanton:
  - (a) does not occur in an area subject to storm tide hazard; and
  - (b) may only occur within flood hazard area where only where floor levels can be established at a height that provides protection from inundation events.
- (3) New subdivision in the general residential, centre or industrial zones in Karumba may only occur within a storm tide or flood hazard area where floor levels can be established at a height that provides protection from inundation events.
- (4) Other new development on land that is subject to storm tide or flood hazard in either Normanton or Karumba is to occur in a way that is consistent with the intentions for the zone but protects the safety of people and the resilience of property to the greatest extent possible.
- (5) Urban or rural residential development does not occur outside relevantly zoned areas in either Normanton or Karumba.
- (6) Flood flow conveyance paths and flood storage volumes of the floodplain are maintained.

### 2.5.2 Erosion prone areas

- (1) In the erosion prone area that falls within the coastal management district, development does not occur unless the development cannot feasibly be located elsewhere and is:
  - (a) coastal-dependent development; or
  - (b) temporary, able to be abandoned or readily relocatable; or
  - (c) essential community infrastructure; or
  - (d) minor redevelopment of an existing building or structure.
- (2) Land in an erosion prone area is not to be used for urban purposes, unless the land is located in an urban zone.
- (3) Development occurs in a way that maintains natural coastal processes, landforms and vegetation within the coastal management district, and minimises the need for coastal protection works.

Commented [JR1]: Check definition  
Make same changes in code

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#### 2.5.3 Bushfire hazard

**Editor's note** - There are no mapped bushfire hazards in Karumba and surrounds.

- (1) Development in a bushfire hazard area is to occur in a way that is consistent with the intentions for the zone but is designed to ensure the safety of people and the resilience of property to the greatest extent possible.

#### 2.5.4 All natural hazard areas

- (1) Critical or vulnerable uses are not to be established in areas subject to hazards unless necessary to meet a significant community need and there is no alternative suitable location. Where they already exist, any change occurs in a way that maintains the safety of people and reduces service disruption to the greatest extent possible.
- (2) The storage of hazardous materials does not increase the risk to public safety or the environment in a natural hazard event.
- (3) Development does not worsen the severity of or exposure to the hazard either on the site or at other properties, including protected areas or areas of environmental significance.
- (4) Development does not impede effective and efficient disaster management response and recovery capabilities.
- (5) The function of vegetation and natural landforms in providing protection from natural hazards is maintained.
- (6) The cost to the public of measures to mitigate risks of natural hazards or respond to natural disasters is minimised.

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## 2.6 Strategic outcomes: natural environmental

### 2.6.1 Wetlands and waterways

- (1) Carpentaria Shire contains seven major rivers systems - Mitchell, Norman, Staaten, Gilbert, Flinders, Leichardt and Coleman Rivers. It contains the largest continuous marine intertidal flat system in northern Australia which includes extensive mangroves, saltmarsh and coastal wetlands. All development is to occur in a way that protects the water quality, natural hydrology and ecological values and processes of these wetlands and waterways.
- (2) Development with the potential to disturb acid sulfate soils, raise groundwater levels or increase salinity of the water table is located, designed and managed to ensure these impacts do not occur
- (3) Development is not to involve the creation of non-tidal artificial waterways or the reclamation of land under tidal water other than for the purposes of coastal dependant development, public marine development or essential community infrastructure and there is no reasonable alternative.
- (4) Development is not to impede the public's use of, and access to, the foreshore or significantly impact on coastal landscape character.

### 2.6.2 Other matters of environmental significance

- (1) Carpentaria Shire includes land that is in the protected area estate, declared fish habitat areas and the Gulf Country strategic environmental areas. Development within or near these areas, is not to diminish their biodiversity or habitat values or ecological or hydrological processes.
- (2) Ecological corridors connect habitat areas and accommodate species movement and migration. Development ensures the ecological function and viability of corridors through the landscape are maintained.
- (3) Development avoids impacts on matters of environmental significance, or where development that is envisaged under the relevant zone is not able to avoid impacts, impacts are minimised and mitigated.

#### **Editor's notes -**

- Land in the protected area estate includes the Mutton Hole Wetlands Conservation Park, Staaten River National Park, Errk Oyikangand National Park, Olkola National Park, Rutland Plains Nature Refuge, Dinah Island Nature Refuge, Finucane Island National Park.
- Declared fish habitat areas include the Morning Inlet – Bynoe River, Staaten-Gilbert and Nassau River fish habitat areas.
- Gulf Country strategic environmental areas are designated under the Regional Planning Interests Regulation 2014

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## 2.7 Strategic outcomes: cultural heritage

- (1) Features, places and landscapes of indigenous cultural heritage significance are recognised and protected.
- (2) The significant historical or cultural values of heritage places are not compromised, diminished or obscured by development on or near the place.
- (3) Heritage places are adaptively reused in a manner that is compatible with the heritage values of the place.

### **Editor's notes**

- *Aboriginal and Torres Strait Islander cultural heritage is protected under the Aboriginal Cultural Heritage Act 2003 and Torres Strait Islander Cultural Heritage Act 2003. These acts require anyone who carries out a land use or activity to exercise a duty of care, which means all reasonable and practicable measures must be taken to ensure Aboriginal or Torres Strait Islander cultural heritage is not harmed.*
- *State heritage places are regulated under the Queensland Heritage Act 1992.*

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## 3.0 Tables of Assessment

### 3.1 Reading the tables of assessment

#### 3.1.1 Assessable development

- (1) The tables of assessment identify whether an application and development permit are needed for development to occur (that is, whether development is assessable).
- (2) If development is assessable, the tables also identify which assessment benchmarks the development will be assessed against.
- (3) There are two categories of assessment for assessable development: code assessment and impact assessment. The tables identify which of these applies.

#### 3.1.2 Accepted development

- (1) The tables of assessment identify accepted development which does not require an application or development approval. However, in some instances development may only qualify as accepted development if certain requirements are met. The tables identify whether such requirements apply.
- (2) If accepted development does not comply with any of the identified requirements, it will become code assessable unless otherwise stated in the table of assessment.

#### 3.1.3 Determining the categories of development or assessment

- (1) Development may involve one or a combination of development types: material change of use, building work, reconfiguring a lot or operational work.
  - (2) To determine whether a proposal requires assessment or is accepted development:
    - (i) refer to the Act's definition of development;
    - (ii) if the proposal is a material change of use, refer to the use definitions in [schedule 1](#);
    - (iii) determine the zone or zones the land is included in by reference to the planning scheme maps in [schedule 2](#);
    - (iv) refer to the tables of assessment in [section 3.2](#) relevant to the zone and the type of development proposed;
    - (v) determine if an overlay applies to the land by reference to the planning scheme maps in [schedule 2](#); and
    - (vi) refer to the tables in [section 3.2](#) relevant to the overlays that apply to determine if the overlay varies the category of development or assessment. Whether or not there is a change to the category of development or assessment, the overlay tables of assessment will identify if additional assessment benchmarks (or requirements for accepted development) may apply.
- Note:** Overlays will only elevate the category of development and assessment. For example, if a development is impact assessable under a zone table of assessment and is listed as code assessable in an overlay table of assessment, the higher level of assessment applies and the additional assessment benchmarks identified in the overlay table of assessment will also apply to the development.
- (3) A zone or overlay is applicable to the extent that any aspect or feature of the development is located within the mapped area of the zone or overlay.
  - (4) Where different categories of development or assessment apply to a development proposal, the highest category applies.

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- (5) To remove any doubt, the hierarchy of categories of development and assessment (from lowest to highest) is:

- (a) accepted development that is not subject to any particular requirements;
- (b) accepted development that is subject to particular requirements;
- (c) code assessment;
- (d) impact assessment.

#### 3.1.4 Development categorised by the State Government

- (1) Some development is categorised by the State Government. This includes:

- (a) Development that a planning scheme cannot make assessable development. Where any relevant criteria for this development set by the State is not met, this planning scheme may categorise these forms of development as set out in the assessment tables in this section.

**Editor's note** - Development that cannot be made assessable (and any associated circumstances or requirements) are identified in schedule 6 of the Planning Regulation 2017.

- (b) Development that is accepted development for the State's purposes. Some development categorised as accepted development by the State may still be categorised as assessable under this planning scheme.

**Editor's note** - Schedule 7 of the Planning Regulation 2017 identifies development that the state categorises as accepted development.

- (c) Development that is categorised as assessable under the Planning Regulation 2017. This development may also be categorised under this planning scheme.

**Editor's note** - Schedules 8, 9, 10 and 12 of the Planning Regulation 2017 identify development made assessable by the State and the associated assessment benchmarks, assessment managers and referral agencies.

- (d) Development that is prohibited. This planning scheme cannot categorise this development as accepted or assessable.

**Editor's note** - Schedule 10 of the Planning Regulation 2017 identifies prohibited development.

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### 3.2 Tables of assessment for material change of use in zones

#### 3.2.1 Table of assessment for material change of use in the general residential zone

Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
<b>Accepted development</b>		
Dwelling house Dual occupancy Park	<b>Accepted</b>	No requirements apply.
Utility installation	<b>Accepted</b> if undertaken by Carpentaria Shire Council	No requirements apply.
	<i>Editor's note - Advice regarding safety planning for hazardous chemicals should be sought from the Office of Industrial Relations Major Hazard Facilities Unit</i>	
Home-based business	<b>Accepted development subject to requirements</b>	Requirements identified in the assessment benchmarks for the general residential zone
<b>Assessable development – code assessment</b>		
Child care centre Community care centre Community use Dwelling unit Educational establishment Multiple dwelling Relocatable home park Residential care facility Retirement facility Short term accommodation	<b>Code assessable</b>	All code assessable development: <ul style="list-style-type: none"> <li>assessment benchmarks for the general residential zone</li> <li>General development assessment benchmarks</li> </ul>

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Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
Telecommunications facility Tourist park		
Emergency services Major electricity infrastructure Substation	<b>Code assessable</b> if undertaken by a public sector entity	
Utility installation	<b>Code assessable</b> if undertaken by a public sector entity other than Carpentaria Shire Council	
Community residence Rooming accommodation	<b>Code assessable</b> if not meeting the description or criteria in the Planning Regulation 2017, schedule 6	
<i><b>Editor's note</b> - The Planning Regulation 2017, schedule 6 makes community residences and rooming accommodation accepted development in a residential zone provided certain criteria are met. Code assessment is only required under this table if those criteria are not met.</i>		
<b>Assessable development – impact assessable</b>		
Any use not listed or not meeting the description in this table Any use not listed in this table	The planning scheme	

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### 3.2.2 Table of assessment for material change of use in the rural residential zone

Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
<b>Accepted development</b>		
Dwelling house Park	<b>Accepted</b>	No requirements apply.
	<b>Editor's Notes</b> <ul style="list-style-type: none"> <li>This planning scheme varies QDC MP1.2 for dwelling houses in the rural residential zone. These variations are identified in the assessment benchmarks for the rural residential zone (section 4.2.2.4).</li> <li>The coastal hazard overlay establishes requirements for floor levels of dwellings within areas subject to storm tide inundation. Requirements for floor levels and other matters are set out in the building assessment provisions for dwellings in the flood hazard area.</li> </ul>	
Utility installation	<b>Accepted</b> if undertaken by Carpentaria Shire Council	No requirements apply.
Animal husbandry Cropping Home-based business Roadside stall	<b>Accepted development subject to requirements</b>	Requirements identified in the assessment benchmarks for the rural development zone
Animal keeping	<b>Accepted development subject to requirements</b> if not a cattery or kennel	Requirements identified in the assessment benchmarks for the rural development zone
<b>Assessable development – code assessment</b>		
Animal keeping	<b>Code assessable</b> if a cattery or kennel	All code assessable development: <ul style="list-style-type: none"> <li>assessment benchmarks for the rural residential zone</li> <li>General development assessment benchmarks</li> </ul>
Community care centre Community use Dual occupancy Telecommunications facility	<b>Code assessable</b>	
Emergency services Major electricity infrastructure Substation	<b>Code assessable</b> if undertaken by public sector entity	
Utility installation	<b>Code assessable</b> if undertaken by a public sector entity other than Carpentaria Shire Council	

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Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
Short term accommodation	<b>Code assessable</b> if in the form of bed and breakfast or homestay accommodation catering for a maximum of 6 guests	
Community residence	<b>Code assessable</b> if not meeting the criteria in the Planning Regulation 2017, schedule 6, section 6 (1)	
Impact assessment		
Any use not listed or not meeting the description in this table		The planning scheme
Any use not listed in this table		

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### 3.2.3 Table of assessment for material change of use in the centre zone

Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
<b>Accepted development</b>		
Dwelling house Dual occupancy Park	<b>Accepted</b>	No requirements apply.
	<b>Editor's notes</b> <ul style="list-style-type: none"> <li>This planning scheme varies Queensland Development Code (QDC) MP1.1, MP1.2 and MP1.3 for dwelling houses and dual occupancies in the centre zone. These variations are identified in the assessment benchmarks for the centre zone (section 4.2.3.4).</li> <li>The coastal hazard overlay establishes requirements for floor levels of dwellings within areas subject to storm tide inundation. Requirements for floor levels and other matters are set out in the building assessment provisions for dwellings in the flood hazard area.</li> </ul>	
Utility installation	<b>Accepted</b> if undertaken by Carpentaria Shire Council	No requirements apply.
Home-based business	<b>Accepted development subject to requirements</b>	Requirements identified in the assessment benchmarks for the centre zone
Adult store Agricultural supplies store Bar Caretakers' accommodation Childcare centre Club Community care centre Community use Dwelling unit Educational establishment Emergency services Food and drink outlet Function facility Funeral parlour Garden centre Hardware and trade supplies Health care facility Hospital Hotel	<b>Accepted development subject to requirements</b> if <ul style="list-style-type: none"> <li>(a) changing from an existing listed use to a new listed use or adding a new listed use to an existing listed use; and</li> <li>(b) involving no building work or only minor building work</li> </ul>	Requirements identified in the assessment benchmarks for the centre zone

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Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
Indoor sport and recreation Market Multiple dwelling Office Outdoor sales Place of worship Rooming accommodation Retirement facility Residential care facility Sales office Service industry Shop Shopping centre Short term accommodation Showroom Theatre Veterinary service Workforce accommodation		
<b>Assessable development - code assessable</b>		
Adult store Agricultural supplies store Bar Caretakers' accommodation Childcare centre Club Community care centre Community use Dwelling unit Educational establishment Emergency services Food and drink outlet Function facility Funeral parlour Garden centre Hardware and trade supplies Health care facility	<b>Code assessable</b> if not meeting the circumstances to be accepted development subject to requirements above	All code assessable development: <ul style="list-style-type: none"> <li>assessment benchmarks for the centre zone</li> <li>General development assessment benchmarks</li> </ul>

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Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
Hospital Hotel Indoor sport and recreation Market Multiple dwelling Office Outdoor sales Place of worship Rooming accommodation Retirement facility Residential care facility Sales office Service industry Shop Shopping centre Short term accommodation Showroom Theatre Veterinary service Workforce accommodation		
Nightclub entertainment facility Service station Telecommunications facility	<b>Code assessable</b>	All code assessable development: <ul style="list-style-type: none"> <li>assessment benchmarks for the centre zone</li> <li>general development assessment benchmarks</li> </ul>
Warehouse	<b>Code assessable</b> if a self-storage facility	
Major electricity infrastructure Substation Parking station	<b>Code assessable</b> if undertaken by public sector entity	
Utility installation	<b>Code assessable</b> if undertaken by a public sector entity other than Carpentaria Shire Council	
Community residence	<b>Code assessable</b> if not meeting the criteria in the	

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Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
	Planning Regulation 2017, schedule 6, section 6 (1)	
<b>Assessable development - impact assessable</b>		
Any use not listed or not meeting the description in this table	The planning scheme	
Any use not listed in this table		

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### 3.2.4 Table of assessment for material change of use in the industry zone

Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
<b>Accepted development</b>		
Caretaker's accommodation Park	<b>Accepted</b>	No requirements apply.
Emergency services Major electricity infrastructure Substation Telecommunications facility	<b>Accepted</b> if undertaken by a public sector entity	No requirements apply.
Cemetery Utility installation	<b>Accepted</b> if undertaken by Carpentaria Shire Council	No requirements apply.
Landing	<b>Accepted</b>	No planning scheme requirements apply
<i><b>Editor's note</b>— Prescribed tidal works are regulated under the Prescribed Tidal Works Code contained in Schedule 3 of the Coastal Protection and Management Regulation 2017.</i>		
Agricultural supplies store Bulk landscape supplies Car wash Garden centre Hardware and trade supplies Low impact industry Marine industry Medium impact industry Outdoor sales Port service Research and technology industry Sales office Service industry Warehouse Wholesale nursery Winery	<b>Accepted subject to requirements</b> if in an existing building and involving no building work or only minor building work	Requirements identified in the assessment benchmarks for the industry zone
<b>Assessable development - code assessment</b>		
Agricultural supplies store	<b>Code assessable</b> if not meeting the circumstances to	

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Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
Bulk landscape supplies Car wash Garden centre Hardware and trade supplies Low impact industry Marine industry Medium impact industry Outdoor sales Port service Research and technology industry Sales office Service industry Warehouse Wholesale nursery Winery	be accepted development subject to requirements above	All code assessable development: <ul style="list-style-type: none"> <li>assessment benchmarks for the industry zone</li> <li>general development assessment benchmarks</li> </ul>
Animal keeping Aquaculture Air service Crematorium Funeral parlour Indoor sport and recreation Intensive horticulture High impact industry Renewable energy facility Service station Transport depot Workforce accommodation	<b>Code assessable</b>	
Emergency services Major electricity infrastructure Substation Telecommunications facility	<b>Code assessable</b> if not undertaken by a public sector entity	
Utility installation	<b>Code assessable</b> if not undertaken by Carpentaria Shire Council	

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Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
Educational establishment	<b>Code assessable</b> if associated with trade related training	
<b>Assessable development - impact assessment</b>		
Any use not listed or not meeting the description in this table	The planning scheme	
Any use not listed in this table		

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### 3.2.5 Table of assessment for material change of use in the community facilities zone

Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
<b>Accepted development</b>		
Landing	<b>Accepted</b>	No planning scheme requirements apply
	<b>Editor's note</b> — Prescribed tidal works are regulated under the Prescribed Tidal Works Code contained in Schedule 3 of the Coastal Protection and Management Regulation 2017.	
Dwelling house Park	<b>Accepted</b>	No requirements apply
	<b>Editor's notes</b> <ul style="list-style-type: none"> <li>This planning scheme varies Queensland Development Code (QDC) MP1.1 and MP1.2 for dwelling houses in the community facilities zone. These variations are identified in the assessment benchmarks for the community facilities zone (section 4.2.5.4).</li> <li>The coastal hazard overlay establishes requirements for floor levels of dwellings within areas subject to storm tide inundation. Requirements for floor levels and other matters are set out in the building assessment provisions for dwellings in the flood hazard area.</li> </ul>	
Cemetery Utility installation Parking station	<b>Accepted</b> If undertaken by Carpentaria Shire Council	No requirements apply
Home-based business	<b>Accepted development subject to requirements</b>	Requirements identified in the assessment benchmarks for the community facilities zone
Caretakers' accommodation Child care centre Club Community care centre Community use Dwelling unit Emergency services Health care facility Theatre	<b>Accepted development subject to requirements</b> if involving no building work or only minor building work.	Requirements identified in the assessment benchmarks for the community facilities zone
Indoor sport and recreation Outdoor sport and recreation	<b>Accepted development subject to requirements if:</b> (a) on the site of an existing sport and recreation	Requirements identified in the assessment benchmarks for the community facilities zone

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Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
	facility as noted on the zoning maps; and (b) involving no building work or only minor building work.	
<b>Assessable development - code assessable</b>		
Caretakers accommodation Child care centre Club Community care centre Community use Dwelling unit Emergency services Funeral parlour Health care facility Indoor sport and recreation Outdoor sport and recreation Theatre	<b>Code assessable</b> if not meeting the circumstances to be accepted development subject to requirements above	All code assessable development: <ul style="list-style-type: none"> <li>assessment benchmarks for the community facilities zone</li> <li>general development assessment benchmarks</li> </ul>
Air service Crematorium Dual occupancy Educational establishment Food and drink outlet Function facility Hospital Market Multiple dwelling Office Place of worship Roadside stall Rooming accommodation Retirement facility Residential care facility Service industry Shop Telecommunications facility	<b>Code assessable</b>	

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Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
Short term accommodation Tourist attraction	<b>Code assessable</b> if directly associated with and subordinate to the purpose of land indicated on the zoning maps.	
Community residence	<b>Code assessable</b> if not meeting the criteria in the Planning Regulation 2017, schedule 6, section 6 (1)	
<i><b>Editor's note</b> - The Planning Regulation 2017, schedule 6 makes community residences accepted development in the community facilities zone provided certain criteria are met.</i>		
Utility installation Parking station	<b>Code assessable</b> if not undertaken by Carpentaria Shire Council	
Major electricity infrastructure Substation	<b>Code assessable if:</b> (a) the proposed electricity infrastructure is not closer than 100m to land in the general residential zone; and (b) undertaken by a public sector entity.	
<b>Assessable development - impact assessment</b>		
Any use not listed or not meeting the description in this table		The planning scheme
Any use not listed in this table		

ROUGH PLAN

### 3.2.6 Table of assessment for material change of use in the rural zone

Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
<b>Accepted development</b>		
Animal husbandry Aquaculture Caretaker's accommodation Home-based business Outstation Park Permanent plantation	<b>Accepted</b>	No requirements apply
Landing	<b>Accepted</b>	No planning scheme requirements apply
	<i>Editor's note— Prescribed tidal works are regulated under the Prescribed Tidal Works Code contained in Schedule 3 of the Coastal Protection and Management Regulation 2017.</i>	
Cropping	<b>Accepted</b> if not involving forestry for wood production	No requirements apply
Animal keeping	<b>Accepted</b> if not a cattery or kennel	No requirements apply
Dwelling house	<b>Accepted</b> if on a lot of 5000m <sup>2</sup> or more	No requirements apply
	<b>Editor's notes</b> <ul style="list-style-type: none"> <li>This planning scheme varies QDC MP1.2 for dwelling houses in the rural zone. These variations are identified in the assessment benchmarks for the rural zone (section 4.2.6.4).</li> <li>The coastal hazard overlay establishes requirements for floor levels of dwellings within areas subject to storm tide inundation. Requirements for floor levels and other matters are set out in the building assessment provisions for dwellings in the flood hazard area.</li> </ul>	
Cemetery Utility installation Transport depot	<b>Accepted</b> if undertaken by Carpentaria Shire Council	No requirements apply
Roadside stall Rural workers' accommodation	<b>Accepted development subject to requirements</b>	Requirements identified in the assessment benchmarks for the rural zone

ROUGH PLAN

Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
<b>Assessable development - code assessable</b>		
Animal keeping	<b>Code assessable</b> if a cattery or kennel	All code assessable development: <ul style="list-style-type: none"> <li>assessment benchmarks for the rural zone</li> <li>general development assessment benchmarks</li> </ul>
Air service Agricultural supplies store Bulk landscape supplies Community care centre Community use Educational establishment Emergency services Environment facility Extractive industry Intensive animal industry Intensive horticulture Major electricity infrastructure Nature-based tourism Outdoor sport and recreation Renewable energy facility Rural industry Substation Telecommunications facility Tourist park Tourist attraction Transport depot Veterinary service Wholesale nursery Winery Workforce accommodation	<b>Code assessable</b>	
Utility installation	<b>Code assessable</b> if undertaken by a public sector entity other than Carpentaria Shire Council	All code assessable development: <ul style="list-style-type: none"> <li>assessment benchmarks for the rural zone</li> <li>general development assessment benchmarks</li> </ul>
Cropping that involves forestry for wood production	<b>Code assessable</b> if not complying with the criteria in	

ROUGH PLAN

Uses	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
	schedule 13 of the Planning Regulation	
Community residence	<b>Code assessable</b> if not meeting the criteria in the Planning Regulation 2017, schedule 6, section 6 (1)	
Dwelling house	<b>Code assessable</b> if on a lot less than 5000m <sup>2</sup>	
Assessable development - impact assessment		
Any use not listed or not meeting the description in this table		The planning scheme
Any use not listed in this table		

ROUGH PLAN

### 3.3 Tables of assessment for other development

#### 3.3.1 Reconfiguring a lot

Development	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
Reconfiguring a lot	<b>Code assessable</b>	Assessment benchmarks for the relevant zone Reconfiguring a lot assessment benchmarks General development assessment benchmarks
<b>Impact assessment</b>		
Any reconfiguration not listed or not meeting the description in this table		The planning scheme

**Editor's notes-**

- Some reconfiguration is accepted under the Planning Regulation 2017 schedule 6 part 4, section 22, including amalgamation of lots.
- The assessment benchmarks in the Planning Regulation 2017 schedule 12 apply in the industry zone or general residential zone for the subdivision of one into two lots that are at least the minimum lot size.
- The assessment benchmarks in the Planning Regulation 2017 schedule 12A apply in the general residential zone for the creation of two or more lots.

ROUGH PLAN

### 3.3.2 Operational work or building work

**Note** – This planning scheme does not make assessable any operational work listed as accepted development in schedule 7 of the Planning Regulation 2017.

Development	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
<b>Assessment benchmarks for work made assessable under the Planning Regulation 2017</b>		
Operational work for reconfiguring a lot code	<b>Note:</b> Schedule 10, part 12 of the Planning Regulation makes operational work for reconfiguring a lot <b>code assessable</b> if the reconfiguration itself is assessable. This table identifies the assessment benchmarks in this planning scheme which will apply to work made assessable under schedule 10 of the Planning Regulation.	Assessment benchmarks for the relevant zone Reconfiguring a lot assessment benchmarks General development assessment benchmarks
<b>Work made assessable under this planning scheme</b>		
Work (whether operational or building work) being earthworks or retaining walls	<p><b>Code assessable if:</b></p> <p>(a) in the rural zone and:</p> <p>(i) there will be a change of more than 2m in the level of any part of the site; or</p> <p>(ii) the work involves cutting or filling more than 100m<sup>3</sup>.</p> <p>Or</p> <p>(b) if in any other zone and:</p> <p>(i) the work is not for a swimming pool; and</p> <p>(ii) the work involves:</p> <p>a. a change of more than 1m in the level of any part of the site; or</p> <p>b. cutting or filling more than 50m<sup>3</sup>.</p>	Assessment benchmarks for the relevant zone General development assessment benchmarks
Operational work being connections, extensions or upgrades of water, sewer or stormwater systems	<b>Code assessable</b>	Assessment benchmarks for the relevant zone General development assessment benchmarks

***Editor's note**— The assessment tables for various overlays may also make earthworks assessable.*

ROUGH PLAN

Development	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
<b>Note</b> – To remove any doubt, this planning scheme does not make assessable any work regulated under the Plumbing and Drainage Act.		

**Editor's note** – Under the Planning Act 2016 section 44 (6) (a), development that is not listed in this table is accepted development, unless made assessable under the Planning Regulation 2017 or other relevant planning instrument.

ROUGH PLAN

### 3.4 Table of assessment for overlays

**Note** – The table of assessment for overlays deals with those overlays which change categories of development or assessment from those set out in section 3.2 and 3.3 or within which additional assessment benchmarks may apply to assessable development.

To remove any doubt, there are no changes to categories of development or assessment and no additional assessment benchmarks associated with those overlays which are not listed. These include the agricultural land, regional infrastructure and road hierarchy overlays.

Development	Category of development and category of assessment	Assessment benchmarks and requirements for accepted development
<b>Acid sulfate soils overlay</b>		
Earthworks being: (a) excavating or otherwise removing 100m <sup>3</sup> or more of soil or sediment on land below 5m AHD; (b) filling of land involving 500m <sup>3</sup> or more of material with an average depth of 0.5m or greater on land below 5m AHD; or (c) Excavating or otherwise removing 100m <sup>3</sup> or more of soil or sediment at or below 5m AHD on land between 5m and 20m AHD.	<b>Code assessable</b>	General development assessment benchmarks
<b>Airport overlay</b>		
Telecommunications facility	<b>Code assessable</b>	Assessment benchmarks for the airport overlay
All assessable development	No change to the category of assessment established in another assessment table	Assessment benchmarks for the airport overlay
<b>Bushfire hazard overlay</b>		
Material change of use for: <ul style="list-style-type: none"> <li>Emergency Services</li> <li>Major electricity infrastructure</li> <li>Substation</li> </ul>	<b>Code assessable</b>	Assessment benchmarks for the bushfire hazard overlay

ROUGH PLAN

• Telecommunications facility		
All assessable development	No change to the category of assessment established in another assessment table	Assessment benchmarks for the bushfire hazard overlay
<b>Coastal hazard overlay</b>		
Material change of use or building work for: <ul style="list-style-type: none"> <li>Caretaker's accommodation</li> <li>Dual occupancy</li> <li>Dwelling house</li> </ul>	<b>Accepted subject to requirements</b>	Requirements identified in the assessment benchmarks for the coastal hazard and flood hazard overlays
All assessable development	No change to the category of assessment established in another assessment table	Assessment benchmarks for the coastal hazard and flood hazard overlays
<b>Flood hazard overlay</b>		
All assessable development	No change to the category of assessment established in another assessment table	Assessment benchmarks for the coastal hazard and flood hazard overlays
<b>Environmental significance overlay</b>		
All assessable development	No change to the category of assessment established in another assessment table	Assessment benchmarks for the environmental significance overlay
<b>Heritage overlay</b>		
<b>Note</b> - Schedule 10, part 8 of the Planning Regulation makes development on a state listed heritage place code assessable and assessable against the relevant state development and assessment provisions. Accordingly, this planning scheme does not further regulate these places.		
Building work involving demolition, partial demolition, removal or raising of a local heritage place	<b>Impact assessable</b>	The planning scheme
All other development on a local heritage place	<b>Note</b> - Schedule 10, part 8 of the Planning Regulation makes development on a local heritage place <b>code assessable</b> unless a local categorising instrument makes it impact assessable. Accordingly, all other development on a local heritage place not mentioned in this table is code assessable.	Assessment benchmarks for the heritage overlay

ROUGH PLAN

## 4.0 Assessment benchmarks

### 4.1 Preliminary

#### 4.1.1 List of assessment benchmarks

- (1) Zone assessment benchmarks, which are contained in section 4.2, include:
  - (a) assessment benchmarks for the general residential zone;
  - (b) assessment benchmarks for the rural residential zone;
  - (c) assessment benchmarks for the centre zone;
  - (d) assessment benchmarks for the industry zone;
  - (e) assessment benchmarks for the community facility zone; and
  - (f) assessment benchmarks for the rural zone.
- (2) Overlay assessment benchmarks, which are contained in section 4.3, include:
  - (a) assessment benchmarks for the airport overlay;
  - (b) assessment benchmarks for the bushfire hazard overlay;
  - (c) assessment benchmarks for the coastal hazard and flood hazard overlays;
  - (d) assessment benchmarks for the environmental significance overlay; and
  - (e) assessment benchmarks for the heritage overlay.
- (3) There are no overlay assessment benchmarks for the following overlays. Requirements relevant to these features are included in the relevant zone or other development assessment benchmarks:
  - (b) acid sulfate soils overlay;
  - (c) agricultural land overlay; and
  - (d) regional infrastructure overlay.
- (4) Other development assessment benchmarks, which are contained in section 4.4, include:
  - (a) general development assessment benchmarks; and
  - (b) reconfiguring a lot assessment benchmarks.

**Editor's note** – Refer to the tables of assessment in section 3 to determine which assessment benchmarks apply to a development proposal. Where development is impact assessable, the whole of the planning scheme will apply.

#### 4.1.2 Complying with the assessment benchmarks

- (1) The assessment benchmarks for zones, overlays and other development consist of a purpose statement and a set of specific assessment benchmarks.
- (2) To comply with the assessment benchmarks, development must comply with both the purpose and the specific assessment benchmarks.

**Editor's note** - Discretion is available under the Planning Act decision rules for code and impact assessment (refer sections 45 and 60) to approve development that does not comply with the relevant benchmarks. In applying this discretion, Council may consider whether non-compliance is warranted in the particular circumstances of the site and development proposal, whether an alternative may produce a better outcome and whether there would be any increase in the impacts of the development.

ROUGH PLAN

## 4.2 Assessment benchmarks for zones

### 4.2.1 Assessment benchmarks for the general residential zone

#### 4.2.1.1 Purpose of the zone

##### 4.2.1.1.1 Purpose statement from the regulated requirements

- (1) The purpose of the general residential zone is to provide for—
  - (a) residential uses; and
  - (b) community uses, and small-scale services, facilities and infrastructure, to support local residents.

**Editor's note** – This purpose statement is required to be used for the zone under the regulated requirements set out in the Planning Regulation 2017.

##### 4.2.1.1.2 Carpentaria Shire purpose statement

- (1) The general residential zone applies to residential areas in the towns of Normanton and Karumba. It is intended to accommodate a mix of housing and a limited range of community support uses.
- (2) Housing will primarily take the form of dwelling houses and dual occupancies. Multiple dwellings, residential care facilities and retirement facilities and rooming accommodation, short stay accommodation, tourist parks as well as workforce accommodation may also occur where they are designed to be compatible.
- (3) Home-based businesses may occur throughout the towns at a scale and intensity which do not impact on residential amenity. Other businesses should be located in the centre or industrial zones consistent with the intentions for those zones.
- (4) Development will be regulated in this zone primarily to ensure a high level of residential amenity is maintained.

##### 4.2.1.2 Specific assessment benchmarks for assessable development

**Editor's note**—The provisions in 4.2.1.2 apply to code and impact assessable development. Development that is accepted or accepted subject to requirements in the zone does not need to comply with these provisions. Requirements for accepted development are set in section 4.2.1.3.

- (1) New residential subdivision is to be developed in a way that:
  - (a) facilitates the efficient provision of urban infrastructure;
  - (b) creates walkable new neighbourhoods; and
  - (c) provides optimum integration of movement networks and open space between existing and future urban development.
- (2) Lot sizes support a range of housing types, with a minimum size of 400m<sup>2</sup> when accommodating a dwelling house. Smaller lots sizes may be contemplated when accommodating attached housing.
- (3) Development is to be located, designed and managed to ensure it does not unreasonably detract from residential privacy and amenity.

ROUGH PLAN

- (4) Separation between buildings must be provided to maintain a low density environment, maximise privacy, sunlight and breezes and provide opportunities for landscaping and open space.
- (5) Buildings are to be setback (measured to the wall and not to overhanging eaves or shade structures):
  - (a) 6m from the primary frontage;
  - (b) 2m from side boundaries or any secondary road frontage; and
  - (c) 6m from rear boundaries.
- (6) Building height is not to exceed 3 storeys or 12m, whichever is the lesser.
- (7) Site cover is not to exceed 60%.
- (8) Buildings are to be of a house-compatible scale, face the street, be well articulated and have no blank facades.
- (9) Landscaping is to be provided along the full frontage of a development site (apart from access ways) and is to include shade trees.
- (10) Screen fencing is to be provided along side and rear boundaries with:
  - (a) a minimum height of 1.8m where development is for the purposes of visitor or worker accommodation or a non-residential use;
  - (b) where development is for residential purposes – a minimum height of 1.2m; and
  - (c) for any use - a maximum gap between palings of 10mm.
- (11) The safe and efficient operation of roads and railways is to be maintained
- (12) Development is not to significantly impact on the residential amenity of the locality as a result of noise, lighting, odour, dust, volume or type of traffic, loss of privacy or other cause.
- (13) Development is to be designed to achieve safety for all users having regard to:
  - (a) maximising casual surveillance and sight lines;
  - (b) avoiding personal concealment and entrapment locations;
  - (c) exterior building design that promotes safety;
  - (d) adequate lighting;
  - (e) appropriate signage and wayfinding; and
  - (f) clearly defined building entrances.

**Editor's note** – Applicants may find useful guidance in the Queensland Government's *Crime Prevention through Environmental Design Guidelines for Queensland*.

- (14) Home-based businesses are to occur in a way that maintains the residential appearance and character of the dwelling and does not noticeably impact on the amenity of the neighbourhood as a result of noise, lighting, odour, dust, volume or type of traffic, loss of privacy or other cause.

#### 4.2.1.3 Requirements for accepted development

**Note** – The requirements for accepted development are listed below. Should the proposed development fail to meet one or more of these requirements, an application for code assessment will be required and will be assessed against the assessment benchmarks in 4.2.1.1 and 4.2.1.2.

##### 4.2.1.3.1 Home-based business

- (1) The home-based business:
  - (a) is carried out by a permanent resident of the dwelling;

ROUGH PLAN

- (b) is carried out within a residential dwelling or in a separate building on the same land;
- (c) has signage limited to a single sign with a maximum face area of 0.5m<sup>2</sup> and no illumination;
- (d) does not involve release of any trade wastes or contaminants as defined by the *Environmental Protection Act 1994*;
- (e) where involving the visitation of customers or the use of any machinery or vehicles, has operational hours limited to 8am to 5pm Monday to Friday and 8am to 2pm Saturday;
- (f) does not noticeably increase noise levels at the boundary of the site;
- (g) does not increase traffic flows by more than five vehicular trips to and from the site per day;
- (h) does not involve the use or storage of heavy vehicles; and
- (i) does not impose a load on infrastructure greater than that associated with the residential use of the dwelling.

**Editor's note**—A heavy vehicle is a vehicle with more than 4.5 tonnes GVM (gross vehicle mass), GCM (gross combination mass) or more than 2 tonnes ATM (aggregate trailer mass).

4.2.1.4 Variations to Queensland Development Code MP1.1 and MP1.2 for dwelling houses and MP1.3 for dual occupancies

**Note** – The following provisions vary Queensland Development Code (QDC) MP1.1, MP1.2 and MP1.3 in the general residential zone.

- (1) Building height is not to exceed 3 storeys or 12m, whichever is the lesser.

*Editor's note*—Where a dwelling house or dual occupancy does not comply with these quantifiable standards, a variation may be sought by way of a referral of the relevant building works application to Carpentaria Shire Council in accordance with schedule 9, table 3 of the Planning Regulation 2017. To remove any doubt, dwelling houses and dual occupancies do not require a separate application to Council for assessment against the planning scheme.  
<https://www.business.qld.gov.au/industries/building-property-development/building-construction/laws-codes-standards/queensland-development-code#mandatory-parts>

ROUGH PLAN

#### 4.2.2 Assessment benchmarks for the rural residential zone

##### 4.2.2.1 Purpose of the zone

###### 4.2.2.1.1 Purpose statement from the regulated requirements

- (1) The purpose of the rural residential zone is to provide for residential uses and activities on large lots, including lots for which the local government has not provided infrastructure and services.

**Editor's note** – This purpose statement is required to be used for the zone under the regulated requirements set out in the Planning Regulation 2017.

###### 4.2.2.1.2 Carpentaria Shire purpose statement

- (1) The rural residential zone is intended to accommodate very low density housing within a semi-rural neighbourhood and community support uses including a community care centre, community use, emergency services and necessary infrastructure.
- (2) Housing will predominantly take the form of dwelling houses. Residential care facilities and retirement facilities. Multiple dwellings and rooming accommodation, tourist parks, workforce accommodation and short term accommodation (other than small scale bed and breakfasts or homestays) are not intended to occur within this zone.
- (3) Home-based businesses, cropping, animal husbandry, animal keeping and roadside stalls may occur at a scale and intensity which do not impact on the residential amenity and semi-rural character. Other businesses should be located in the centre or industrial zones consistent with the intentions for those zones, while other rural activities may occur within the rural zone.
- (4) Development will be regulated in this zone primarily to ensure a high level of residential amenity is maintained.

###### 4.2.2.2 Specific assessment benchmarks for assessable development

**Editor's note**—The provisions in 4.2.2.2 apply to code and impact assessable development. Development that is accepted or accepted subject to requirements in the zone does not need to comply with these provisions. Requirements for accepted development are set in section 4.2.2.3.

- (1) New rural residential subdivision is to be developed in a way that provides optimum integration of movement networks and open space between existing and future rural residential development.
- (2) Lot sizes are to have a minimum size of 0.5ha to maintain a very low density, semi-rural character.
- (3) Development is to be located, designed and managed to ensure it does not unreasonably detract from residential privacy and amenity.
- (4) Separation between buildings must be provided to maintain a very low density, semi-rural environment, maximise privacy, sunlight and breezes and provide opportunities for landscaping and open space.
- (5) Except where greater setbacks are required to minimise impacts, buildings are to be setback:
  - (a) 10m from the primary frontage or any secondary road frontage;
  - (b) 20m from side or rear boundaries.

ROUGH PLAN

- (6) Building height is not to exceed 3 storeys or 12m, whichever is the lesser.
- (7) Site cover is not to exceed 10%.
- (8) Buildings are to be of a house-compatible scale, be well articulated and have no blank facades.
- (9) Development does not significantly impact on the residential amenity of the locality as a result of noise, lighting, odour, dust, volume or type of traffic, loss of privacy or other cause.
- (10) Where development is for a non-residential use, screen fencing and landscaping is to be provided to appropriately screen or improve the visual amenity of the use.
- (11) The safe and efficient operation of roads and railways is to be maintained
- (12) Development is designed to achieve safety for all users having regard to:
  - (a) maximising casual surveillance and sight lines;
  - (b) avoiding personal concealment and entrapment locations;
  - (c) exterior building design that promotes safety;
  - (d) adequate lighting;
  - (e) appropriate signage and wayfinding; and
  - (f) clearly defined building entrances.

**Editor's note** – Applicants may find useful guidance in the Queensland Government's Crime Prevention through Environmental Design Guidelines for Queensland.

- (13) Cropping, animal husbandry, animal keeping and roadside stalls are not to occur at a scale or intensity that noticeably impacts on the residential amenity or safety of the locality.
- (14) Home-based businesses are to occur in a way that maintains the residential character and appearance of the dwelling and semi-rural character of the locality, and does not noticeably impact on amenity as a result of noise, lighting, odour, dust, volume or type of traffic, loss of privacy or other cause

#### 4.2.2.3 Requirements for accepted development

**Note** – The requirements for accepted development are listed below. Should the proposed development fail to meet one or more of these requirements, an application for code assessment will be required and will be assessed against the assessment benchmarks in 4.2.2.1 and 4.2.2.2.

##### 4.2.2.3.1 Requirements for animal husbandry, animal keeping, cropping and roadside stalls

- (1) Non-residential buildings or structures (including roadside stalls), animal enclosures, storage facilities and waste disposal areas are set back 50m from any dwelling on an adjoining or nearby site.
- (2) Cropping does not involve chemical spraying unless a 40m wide vegetated buffer is provided on the site between the crops which are being sprayed and adjoining land.
- (3) Roadside stalls:
  - (a) have a maximum gross floor area of 20m<sup>2</sup>;
  - (b) are accessed via a driveway access to the property;
  - (c) involve the display or sale of produce or goods grown or made on the same site.

##### 4.2.2.3.2 Home-based business

- (1) The home-based business:
  - (a) is carried out by a permanent resident of the dwelling;
  - (b) is carried out within a residential dwelling or in a separate building on the same land;

ROUGH PLAN

- (c) has signage limited to a single sign with a maximum face area of 0.5m<sup>2</sup> and no illumination;
- (d) does not involve release of any trade wastes or contaminants as defined by the *Environmental Protection Act 1994*;
- (e) where involving the visitation of customers or the use of any machinery or vehicles, has operational hours limited to 8am to 5pm Monday to Friday and 8am to 2pm Saturday;
- (f) does not noticeably increase noise levels at the boundary of the site;
- (g) do not increase traffic flows by more than five vehicular trips to and from the site per day;
- (h) does not involve parking of more than two vehicles associated with the business on the premises or its street frontage at any one time;
- (i) does not involve more than two heavy vehicles on the site at any one time; and
- (j) while on-site, heavy vehicles:
  - (i) are not operated between the hours of 10pm and 6am;
  - (ii) are not left idling for more than five minutes at any one time; and
  - (iii) do not have a refrigeration unit running; and
- (k) does not impose a load on infrastructure greater than that associated with the residential use of the dwelling.

**Editor's note**—A heavy vehicle is a vehicle with more than 4.5 tonnes GVM (gross vehicle mass), GCM (gross combination mass) or more than 2 tonnes ATM (aggregate trailer mass).

#### 4.2.2.4 Variations to Queensland Development Code MP1.2 for dwelling houses

**Note** – The following provisions vary Queensland Development Code (QDC) MP1.2 for dwelling houses in the rural residential zone.

- (1) Buildings are to be setback:
  - (a) 10m from the primary frontage or any secondary road frontage;
  - (b) 20m from side or rear boundaries.
- (2) Building height is not to exceed 3 storeys or 12m, whichever is the lesser.
- (3) Site cover is not to exceed 10%.

**Editor's note**—Where a dwelling house does not comply with these quantifiable standards, a variation may be sought by way of a referral of the relevant building works application to Carpentaria Shire Council in accordance with schedule 9, table 3 of the Planning Regulation 2017. To remove any doubt, dwelling houses do not require a separate application to Council for assessment against the planning scheme.

<https://www.business.qld.gov.au/industries/building-property-development/building-construction/laws-codes-standards/queensland-development-code#mandatory-parts>

ROUGH PLAN

#### 4.2.3 Assessment benchmarks for the centre zone

##### 4.2.3.1 Purpose of the zone

###### 4.2.3.1.1 Purpose statement from the regulated requirements

- (1) The purpose of the centre zone is to provide for a variety of uses and activities to service all or part of the local government area, including, for example, administrative, business, community, cultural, entertainment, professional, residential or retail uses or activities.

**Editor's note** – This purpose statement is required to be used for the zone under the regulated requirements set out in the Planning Regulation 2017.

###### 4.2.3.1.2 Carpentaria Shire purpose statement

- (1) The centre zone accommodates a mix of shops, businesses and community and tourist services, housing and tourist accommodation in a main street environment.
- (2) Development will be regulated in this zone primarily to ensure centres are attractive and safe places that provide the main focal point for the community and to minimise impacts on surrounding land.

###### 4.2.3.2 Specific assessment benchmarks for assessable development

**Editor's note** – The provisions in 4.2.3.2 apply to code and impact assessable development. Development that is accepted or accepted subject to requirements in the zone does not need to comply with these provisions. Requirements for accepted development are set in section 4.2.3.3.

- (1) Non-residential development in the centre zone is to create an active main street character along Landsborough Street in Normanton and Yappar Street and Palmer Street in Karumba, and on corner sites, by:
  - (a) buildings built to the street alignment with awnings over footpaths along Landsborough Street in Normanton and along Yappar Street between Massey Drive and Gilbert Street in Karumba;
  - (b) a high proportion of glazed or openable building façade at street level; and
  - (c) minimising vehicle access points.
- (2) On other streets:
  - (a) development is to face the street with its main openings at the street frontage and pedestrian entry points easily identified and directly accessed from the street; and
  - (b) landscaping is to be provided within any front setback which provides shade for pedestrians and enhances the appearance of development.
- (3) Awning posts within the footpath are to be avoided.
- (4) Development is not to create blank, unbroken walls along street frontages.
- (5) Residential development is to have dwellings that face the street and may be setback up to 3m to incorporate a transition between public and private space.
- (6) Car parking is to be located to the side or rear of buildings and is not to be provided between the building and the street.
- (7) Building caps and rooftops are to create an attractive roofscape and screen plant and equipment.

ROUGH PLAN

(8) Development is to be designed to achieve safety for all users having regard to:

- (a) maximising casual surveillance and sight lines;
- (b) avoiding personal concealment and entrapment locations;
- (c) exterior building design that promotes safety;
- (d) adequate lighting;
- (e) appropriate signage and wayfinding; and
- (f) clearly defined building entrances.

**Editor's note**—Applicants may find useful guidance in the Queensland Government's *Crime Prevention through Environmental Design Guidelines for Queensland*.

- (9) Development is not to create significant impacts on the amenity of nearby land in the general residential or community facilities zones as a result of noise, lighting, odour, dust, volume of traffic generated, loss of privacy or other cause.
- (10) Development adjoining general residential zoned land is to maintain the amenity and privacy of nearby dwellings through:
- (a) buildings setback a minimum of:
    - (i) 3m or half the building height, whichever is greater, to the side boundary; and
    - (ii) 6m or half the building height, whichever is greater, to the rear boundary;
  - (b) ensuring building height is no more than 3 storeys or 12m in height within 10m of adjoining the common site boundaries;
  - (c) providing a screen fence with minimum height of 1.8m and maximum gap of 10mm along the common site boundaries; and
  - (d) providing fixed screening that is a maximum of 50% transparent on windows that have a direct view into adjoining residential land.
- (11) Materials that are capable of generating air or odour impacts are to be wholly enclosed in a building or covered structure.
- (12) All external areas are to be sealed, turfed or landscaped.
- (13) Home based businesses are to occur in a way that maintains the residential character and appearance of the dwelling and character of the locality, and does not noticeably impact on amenity as a result of noise, lighting, odour, dust, volume or type of traffic, loss of privacy or other cause.

#### 4.2.3.3 Requirements for accepted development

**Note** – The requirements for accepted development are listed below. Should the proposed development fail to meet one or more of these requirements, an application for code assessment will be required and will be assessed against the assessment benchmarks in 4.2.3.1 and 4.2.3.2.

##### 4.2.3.3.1 Home-based business

- (1) The home-based business:
- (a) is carried out by a permanent resident of the dwelling;
  - (b) is carried out within a residential dwelling or in a separate building on the same land;
  - (c) does not involve release of any trade wastes or contaminants as defined by the *Environmental Protection Act 1994*;
  - (d) does not noticeably increase noise levels at the boundary of the site;
  - (e) does not involve the use or storage of heavy vehicles; and
  - (f) does not impose a load on infrastructure greater than that associated with the residential use of the dwelling.

ROUGH PLAN

**Editor's note**—A heavy vehicle is a vehicle with more than 4.5 tonnes GVM (gross vehicle mass), GCM (gross combination mass) or more than 2 tonnes ATM (aggregate trailer mass).

#### 4.2.3.3.2 Other development

- (1) Minor building work associated with the change of use does not involve:
  - (a) any structural change, extension or change in setback to the frontage of the site; or
  - (b) any reduction of side or rear setbacks where adjoining land in the general residential zone; or
  - (c) any change to building height.
- (2) There is no change to vehicle access to the site.
- (3) There is no reduction in car parking numbers or service areas on the site.
- (4) No new car parking spaces are provided between the building and the street.
- (5) No trees are removed between the building and the street.
- (6) The vertical illumination resulting from direct, reflected or incidental light coming from a site does not exceed 8 lux when measured at any point 1.5m outside of the boundary of the property at any level from ground level up.
- (7) The premises are connected to a reticulated water supply and reticulated sewerage system.

#### 4.2.3.4 Variations to Queensland Development Code MP1.1 and MP1.2 for dwelling houses and MP1.3 for dual occupancies

**Note** – The following provisions vary Queensland Development Code (QDC) MP1.1, MP1.2 and MP1.3 in the centre zone.

- (1) Building height is not to exceed 3 storeys or 12m, whichever is the lesser.

**Editor's note**—Where a dwelling house or dual occupancy does not comply with these quantifiable standards, a variation may be sought by way of a referral of the relevant building works application to Carpentaria Shire Council in accordance with schedule 9, table 3 of the Planning Regulation 2017. To remove any doubt, dwelling houses do not require a separate application to Council for assessment against the planning scheme.  
<https://www.business.qld.gov.au/industries/building-property-development/building-construction/laws-codes-standards/queensland-development-code#mandatory-parts>

ROUGH PLAN

#### 4.2.4 Assessment benchmarks for the industry zone

##### 4.2.4.1 Purpose of the zone

###### 4.2.4.1.1 Purpose statement from the regulated requirements

- (2) The purpose of the industry zone is to provide for:
- (a) a variety of industry activities; and
  - (b) other uses and activities that—
    - (i) support industry activities; and
    - (ii) do not compromise the future use of premises for industry activities.

**Editor's note** – This purpose statement is required to be used for the zone under the regulated requirements set out in the Planning Regulation 2017.

###### 4.2.4.1.2 Carpentaria Shire purpose statement

- (3) The industry zone accommodates a mix of industries, compatible enterprises that are not better located in the centre zone and activities which directly support industry such as workforce accommodation.
- (4) Development will be regulated in this zone primarily to ensure industrial areas are functional and safe and to minimise impacts on surrounding land, nearby sensitive land uses and the natural environment.

##### 4.2.4.2 Specific assessment benchmarks for assessable development

**Editor's note**—The provisions in 4.2.4.2 apply to code and impact assessable development. Development that is accepted or accepted subject to requirements in the zone does not need to comply with these provisions. Requirements for accepted development are set in section 4.2.4.3.

- (2) Industrial activities are to be protected from intrusion of incompatible uses that may constrain their on-going operation and future expansion.
- (3) Lots are to be of a size that provide for large scale industrial uses.
- (4) Development is to be located, designed and managed to ensure that public health and safety are maintained at all times.
- (5) High impact industry, special industry and other uses involving hazardous materials and chemicals and dangerous goods are to be separated by at least 500m from land in the general residential zone.

**Editor's note** – The Work Health and Safety Act 2011 and associated Regulation and Guidelines, the Environmental Protection Act 1994 and the relevant building assessment provisions under the Building Act 1975 contain requirements for the manufacture and storage of hazardous substances. Information is provided by Business Queensland on the requirements for storing and transporting hazardous chemicals, available at: [www.business.qld.gov.au/running-business/protecting-business/risk-management/hazardous-chemicals/storing-transporting](http://www.business.qld.gov.au/running-business/protecting-business/risk-management/hazardous-chemicals/storing-transporting)

- (6) Workforce accommodation may establish in the industry zone. However, other residential uses or short term accommodation are not to be established.

ROUGH PLAN

- (7) Activities that involve sales to the public requiring a very large land area such as large showrooms, outdoor sales, agricultural supplies stores, bulk landscaping supplies, garden centres, hardware and trade supplies and wholesale nurseries may also be established in the zone. However, other than where ancillary to an industry, shops and offices, community activities, and tourist facilities are not to be established in the industrial zone.
- (8) Other non-industrial uses are limited to those which are ancillary to and directly support the industrial functions of the area.
- (9) Development is to ensure the collection, treatment and disposal of wastes or other sources of contamination so that off-site releases of contaminants do not occur.
- (10) Buildings are to be setback a minimum of 10m from a boundary shared with land in a general residential or community facilities zone.
- (11) A screen fence with a minimum height of 1.8m and maximum gaps of 10mm is to be provided along boundaries shared with land in a general residential or community facilities zone.
- (14) Development is designed to achieve safety for all users having regard to:
  - (a) maximising casual surveillance and sight lines;
  - (b) avoiding personal concealment and entrapment locations;
  - (c) exterior building design that promotes safety;
  - (d) adequate lighting;
  - (e) appropriate signage and wayfinding; and
  - (f) clearly defined building entrances.

**Editor's note**—Applicants may find useful guidance in the Queensland Government's *Crime Prevention through Environmental Design Guidelines for Queensland*.

#### 4.2.4.1 Requirements for accepted development

**Note** – The requirements for accepted development are listed below. Should the proposed development fail to meet one or more of these requirements, an application for code assessment will be required and will be assessed against the assessment benchmarks in 4.2.4.1 and 4.2.4.2.

##### 4.2.4.1.1 All development

- (1) Minor building work associated with the change of use does not involve any reduction of side or rear setbacks where adjoining land in the general residential zone.
- (2) There is no change to vehicle access to the site.
- (3) There is no reduction in car parking numbers or service areas on the site.
- (4) The site is securely fenced.
- (5) A screen fence with a height of 1.8m and maximum gaps of 10mm is to be provided along boundaries shared with land in a general residential or community facilities zone.
- (6) Development achieves the noise standards set out in the Environmental Protection (Noise) Policy 2019 and the Environmental Protection Act 1994.
- (7) Development achieves the air quality objectives set out in the Environmental Protection (Air) Policy 2019.

ROUGH PLAN

- (8) The vertical illumination resulting from direct, reflected or incidental light coming from a site does not exceed 8 lux when measured at any point 1.5m outside of the boundary of the property at any level from ground level up.
- (9) Materials that may generate contaminants, dust or air emissions are wholly enclosed in a building or covered structure.
- (10) The premises are connected to a reticulated water supply and reticulated sewerage system.

ROUGH PLAN

#### 4.2.5 Assessment benchmarks for the community facilities zone

##### 4.2.5.1 Purpose of the zone

###### 4.2.5.1.1 Purpose statement from the regulated requirements

- (1) The purpose of the community facilities zone is to provide for community-related uses, activities and facilities, whether publicly or privately owned, including, for example—
  - (a) educational establishments; and
  - (b) hospitals; and
  - (c) transport and telecommunication networks; and
  - (d) utility installations.

**Editor's note** – This purpose statement is required to be used for the zone under the regulated requirements set out in the Planning Regulation 2017.

###### 4.2.5.1.2 Carpentaria Shire purpose statement

- (1) The community facilities zone accommodates a range of community facilities and infrastructure, including air services, community uses, educational establishments, emergency services, government offices, hospitals, health care services, utility installations, outdoor sport and recreation and parks. These facilities are to be designed to meet community needs and may be supported by ancillary activities that are directly related to the primary use.
- (2) Development will be regulated in this zone primarily to ensure these community facilities and infrastructure can continue to provide safe, efficient and effective services for the community and to minimise impacts on surrounding land.

##### 4.2.5.2 Specific assessment benchmarks for assessable development

**Editor's note**—The provisions in 4.2.5.2 apply to code and impact assessable development. Development that is accepted or accepted subject to requirements in the zone does not need to comply with these provisions. Requirements for accepted development are set in section 4.2.5.3.

- (1) Land within this zone is to accommodate community facilities and infrastructure in a manner that safely and efficiently meets community needs.
- (2) Other uses may also be established within the zone, where they:
  - (a) directly support the primary community facility or infrastructure on the site;
  - (b) are subordinate to and compatible with the primary use;
  - (a) would not be better located in the industry or centre zone; and
  - (b) would not increase impacts on adjoining land.
- (3) Within the Normanton airport site, new industrial development may be contemplated where appropriately separated from nearby residential land and airport operations and navigation systems are not affected.
- (4) Development is not to prejudice the ongoing operation and possible expansion of existing community facility or infrastructure on the site.
- (5) Development is to create a safe and attractive environment.

ROUGH PLAN

- (6) Development is to be located, designed and managed to ensure that public health and safety are maintained at all times.
- (7) Development is to be located, designed and operated to minimise impacts on surrounding land.
- (8) Other than where inconsistent with the primary purpose of the land:
  - (a) buildings are to face the street with its main openings at the street frontage and pedestrian entry points easily identified and directly accessed from the street;
  - (b) blank, unbroken walls are not to be created along street frontages;
  - (c) landscaping is to be provided which provides shade for pedestrians, enhances the appearance of development especially in parking and service areas and screens servicing components;
  - (d) car parking, vehicular access and driveways are not to detract from or dominate the street frontage;
  - (e) building caps and rooftops are to create an attractive roofscape and screen plant and equipment; and
  - (f) all external areas are to be sealed, turfed or landscaped.
- (9) Development is to be designed to achieve safety for all users having regard to:
  - (a) maximising casual surveillance and sight lines;
  - (b) avoiding personal concealment and entrapment locations;
  - (c) exterior building design that promotes safety;
  - (d) adequate lighting;
  - (e) appropriate signage and wayfinding; and
  - (f) clearly defined building entrances.

**Editor's note**—Applicants may find useful guidance in the Queensland Government's Crime Prevention through Environmental Design Guidelines for Queensland.

- (10) Development is not to create significant impacts on the amenity of nearby land in the general residential or centre zones as a result of noise, lighting, odour, dust, volume of traffic generated, loss of privacy or other cause.
- (11) Development adjoining general residential zoned land is to maintain the amenity and privacy of nearby dwellings through:
  - (a) buildings setback a minimum of:
    - (i) 3m or half the building height, whichever is greater, to the side boundary; and
    - (ii) 6m or half the building height, whichever is greater, to the rear boundary;
  - (b) ensuring building height is no more than 3 storeys or 12m in height within 10m of adjoining the common site boundaries;
  - (c) providing a screen fence with minimum height of 1.8m and maximum gap of 10mm along the common site boundaries; and
  - (d) providing fixed screening that is a maximum of 50% transparent on windows that have a direct view into adjoining residential land.
- (12) Home based businesses are to occur in a way that maintains the residential character and appearance of the dwelling and character of the locality, and does not noticeably impact on amenity as a result of noise, lighting, odour, dust, volume or type of traffic, loss of privacy or other cause.

ROUGH PLAN

#### 4.2.5.3 Requirements for accepted development

**Note** – The requirements for accepted development are listed below. Should the proposed development fail to meet one or more of these requirements, an application for code assessment will be required and will be assessed against the assessment benchmarks in 4.2.5.1 and 4.2.5.2.

##### 4.2.5.3.1 Home-based business

- (1) The home-based business:
  - (a) is carried out by a permanent resident of the dwelling;
  - (b) is carried out within a residential dwelling or in a separate building on the same land;
  - (c) does not involve release of any trade wastes or contaminants as defined by the *Environmental Protection Act 1994*;
  - (d) where involving the visitation of customers or the use of any machinery or vehicles, has operational hours limited to 8am to 5pm Monday to Friday and 8am to 2pm Saturday;
  - (e) does not noticeably increase noise levels at the boundary of the site;
  - (f) does not involve the use or storage of heavy vehicles; and
  - (g) does not impose a load on infrastructure greater than that associated with the residential use of the dwelling.

**Editor's note**—A heavy vehicle is a vehicle with more than 4.5 tonnes GVM (gross vehicle mass), GCM (gross combination mass) or more than 2 tonnes ATM (aggregate trailer mass).

##### 4.2.5.3.2 Other development

- (1) Minor building work associated with the change of use does not involve:
  - (a) any structural change, extension or change in setback to the frontage of the site; or
  - (b) any reduction of side or rear setbacks where adjoining land in the general residential zone; or
  - (c) any change to building height.
- (2) Hours of operation are limited to 8am to 5pm Monday to Friday and 8am to 2pm Saturday.
- (3) Development does not involve obtaining a liquor license.
- (4) There is no change to vehicle access to the site.
- (5) There is no reduction in car parking numbers or service areas on the site.
- (6) No new car parking spaces are provided between the building and the street.
- (7) No trees are removed between the building and the street.
- (8) The vertical illumination resulting from direct, reflected or incidental light coming from a site does not exceed 8 lux when measured at any point 1.5m outside of the boundary of the property at any level from ground level up.
- (9) The premises are connected to a reticulated water supply and reticulated sewerage system.

##### 4.2.5.4 Variations to Queensland Development Code MP1.1 and MP1.2 for dwelling houses

**Note** – The following provisions vary Queensland Development Code (QDC) MP1.1 and MP1.2 for dwelling houses in the community facilities zone.

- (1) Building height is not to exceed 3 storeys or 12m, whichever is the lesser.

ROUGH PLAN

**Editor's note**—Where a dwelling house does not comply with these quantifiable standards, a variation may be sought by way of a referral of the relevant building works application to Carpentaria Shire Council in accordance with schedule 9, table 3 of the Planning Regulation 2017. To remove any doubt, dwelling houses do not require a separate application to Council for assessment against the planning scheme. <https://www.business.qld.gov.au/industries/building-property-development/building-construction/laws-codes-standards/queensland-development-code#mandatory-parts>

ROUGH PLAN

#### 4.2.6 Assessment benchmarks for the rural zone

##### 4.2.6.1 Purpose of the zone

###### 4.2.6.1.1 Purpose statement from the regulated requirements

- (1) The purpose of the rural zone is to:
  - (a) provide for rural uses and activities; and
  - (b) provide for other uses and activities that are compatible with—
    - (i) existing and future rural uses and activities; and
    - (ii) the character and environmental features of the zone; and
  - (c) maintain the capacity of land for rural uses and activities by protecting and managing significant natural resources and processes.

**Editor's note** – This purpose statement is required to be used for the zone under the regulated requirements set out in the Planning Regulation 2017.

###### 4.2.6.1.2 Carpentaria Shire purpose statement

- (1) The rural zone accommodates a wide range of rural activities, including agriculture and large cattle stations. It includes land included in agricultural land classification class A and B and important agricultural areas which are shown on **overlay map OM2.0**. The rural zone also contains areas and features of environmental significance and with important cultural association for Traditional Owner groups.
- (2) Aquaculture, cropping, animal husbandry, animal keeping and uses which support and facilitate primary industries will occur within the zone. Some non-rural activities may also occur within the zone where they require a non-urban location due to their nature, impacts or association with natural resources or the natural environment.
- (3) Development will be regulated in this zone to ensure the productive capacity and natural resource, environmental and cultural values of Carpentaria Shire's rural and natural areas are protected.

###### 4.2.6.2 Specific assessment benchmarks for assessable development

**Editor's note**—The provisions in 4.2.6.2 apply to code and impact assessable development. Development that is accepted or accepted subject to requirements in the zone does not need to comply with these provisions. Requirements for accepted development are set in section 4.2.6.3.

- (1) Lot sizes are to be a minimum of 1000ha, other than where rearranging lot boundaries in a way that substantially improves the management of the land or the protection of its environmental values.

**Editor's note**—Applicants would need to demonstrate the nature of the improvement, such as amalgamating lots to create a large balance area for an environmental reserve or that is managed in accordance with an appropriate land management plan.

- (2) Land that has been the subject of small lot subdivision is not to be used for residential or other non-rural purposes. This includes flood affected land within the environs of Normanton, as well as small lot clusters close to the Norman River.
- (3) Residential and visitor accommodation uses in the rural zone include:

ROUGH PLAN

- (a) dwelling houses that are ancillary to cropping or animal husbandry use of the land;
  - (b) caretaker's accommodation or rural workers' accommodation where they directly support primary production activities in the locality; and
  - (c) tourist parks and small scale short term accommodation in the form bed and breakfasts, farm/home stay, cabins and camping; and
  - (d) workforce accommodation where they directly support an infrastructure project or industry, tourism or recreation use established in the rural zone.
- (4) Development for tourist parks and small scale short term accommodation, tourist attractions and recreational activities, such as nature-based tourism, outdoor sport and recreation and environment facilities or similar cultural attractions are to involve only a limited development footprint, small scale buildings and structures and are not to involve significant vegetation clearing or modification of the natural landform.
- (5) Industries which may establish in the rural zone include only:
- (a) a rural industry; or
  - (b) an industry processing agricultural products which requires a rural location to ensure a clean environment separate from other industrial activities; or
  - (c) an extractive industry, intensive animal industry or other industry that requires separation from urban or rural residential areas which cannot be achieved in the industry zone;
  - (d) a transport depot requiring a location outside of the towns' industry zoned land; or
  - (e) a renewable energy facility.
- (6) Rural and community support uses such as an agricultural supplies store, community care centre, community use, educational establishment, emergency services and other infrastructure may be established in the rural zone where they primarily service the non-urban population or businesses.
- (7) Development is to be located and designed to ensure it will not be adversely impacted by aquaculture, animal husbandry, animal keeping, cropping intensive animal industry, intensive horticulture operations, including as a result of spray drift, noise, dust, odour or other reason.
- (8) Development must not prejudice or detract from the productive use of land included in agricultural land classification class A and B or important agricultural areas (shown on overlay map OM2.0).
- (9) Development must not prejudice or detract from the operation of the stock route network (shown on overlay map OM2.0) for the moving and agistment of livestock, or diminish its recreation, tourism, environmental, grazing and heritage values.
- (10) Development must be buffered from and not adversely impact on national parks and other land in the protected estate.
- (11) Development in or near the Coleman River does not detract from recreational and cultural use of the river by Indigenous communities.
- (12) Development is not to significantly impact on:
- (a) water and soil quality;
  - (b) public health or safety;
  - (c) the amenity of nearby sensitive land uses and urban and rural residential areas as a result of noise, odour, dust volume of traffic generated or other cause;
  - (d) the cultural, landscape and natural resource values of the locality;
  - (e) values of environmental significance; and

ROUGH PLAN

- (f) the capacity and safety of the road network on which it relies.
- (13) Sensitive land uses are to be sufficiently separated from activities or infrastructure likely to generate impacts, to protect the safety and amenity of residents and to protect the ongoing operation of those activities or infrastructure. Separation is to ensure that no significant noise, odour or other emissions are likely to be experienced at the sensitive receptor.

**Editor's note**—Applicants seeking approval for intensive animal industries should refer to the 'National Guidelines for Beef Cattle Feedlots in Australia, National Beef Cattle Feedlot Environmental Code of Practice', 'Queensland Dairy Farming Environmental Code of Practice', 'National Environmental Guidelines for Piggeries' and 'Queensland Guidelines Meat Chicken Farms and that applicants consult with the relevant State government department prior to the lodgement of a development application. For other uses council may require a study that, amongst other matters, identifies how the development meets Environmental Protection (Air) Policy 2019 or Environmental Protection (Noise) Policy 2019.

- (14) Buildings and open use areas are to be setback from site boundaries not less than:
- (a) 50m from all site boundaries; and
  - (b) 100m from any existing dwelling on an adjoining or nearby site.
- (15) Roadside stalls and rural workers' accommodation are not to noticeably impact on the amenity, character or safety of the locality.

#### 4.2.6.3 Requirements for accepted development

**Note** – The requirements for accepted development are listed below. Should the proposed development fail to meet one or more of these requirements, an application for code assessment will be required and will be assessed against the assessment benchmarks in 4.2.6.1 and 4.2.6.2.

##### 4.2.6.3.1 Roadside stalls and rural workers accommodation

- (1) Buildings and open use areas are setback from site boundaries not less than:
- (a) 50m from all site boundaries; and
  - (b) 100m from any dwelling on an adjoining or nearby site; and
  - (c) are accessed via an existing driveway access to the property.
- (2) Additionally, roadside stalls:
- (a) have a maximum gross floor area of 20m<sup>2</sup>; and
  - (b) involve the display or sale of produce or goods grown or made on the same site.

##### 4.2.6.4 Variations to Queensland Development Code MP1.2 for dwelling houses

**Note** – The following provisions vary Queensland Development Code (QDC) MP1.2 for dwelling houses in the rural zone.

- (1) Buildings are to be setback:
- (a) 10m from the primary frontage or any secondary road frontage;
  - (b) 20m from side or rear boundaries.
- (2) Building height is not to exceed 3 storeys or 12m, whichever is the lesser.

**Editor's note**—Where a dwelling house does not comply with these quantifiable standards, a variation may be sought by way of a referral of the relevant building works application to Carpentaria Shire Council in accordance with schedule 9, table 3 of the Planning Regulation 2017. To remove any doubt, dwelling houses do not require a separate application to Council for assessment against the planning scheme. <https://www.business.qld.gov.au/industries/building-property-development/building-construction/laws-codes-standards/queensland-development-code#mandatory-parts>

ROUGH PLAN

#### 4.3 Assessment benchmarks for overlays

##### 4.3.1 Assessment benchmarks for the airport overlay

###### 4.3.1.1 Purpose of the overlay

- (1) The purpose of the overlay is to ensure the safety, efficiency and operational integrity of significant aviation facilities within Carpentaria are protected.

###### 4.3.1.1 Specific assessment benchmarks for assessable development

- (1) Development within a building restricted areas must not interfere with the function of aviation facilities as a result of:
  - (c) physical intrusions into the 'line of sight' between transmitting and receiving devices;
  - (d) radio frequency interference;
  - (e) electromagnetic emissions that will interfere with signals transmitted by the facility;
  - (f) reflective surfaces that could deflect or interfere with signals transmitted by the facility
  - (g) plume rises.
- (2) Development does not create physical intrusions or otherwise compromise aircraft safety in operational airspace.
- (3) Development is not to create light sources or reflection that could distract or confuse pilots.
- (4) Development does not increase risks to public safety associated with airport operation.

**Editor's note** – The functioning of Australia's network of aviation facilities is protected under the Air Services Act 1995, Civil Aviation Act 1988 and the Defence Act 1903, by the Australian Government. Council is required to refer any development proposal that may intrude into a building restricted area (BRA) or interfere with the function of an aviation facility to Airservices Australia and the airport operator for assessment in accordance with National Airports Safeguarding Framework Guideline G, Attachment 3.

Radio frequency interference with an aviation facility may also invoke powers under the Australian Communications and Media Authority Act 2005 and is regulated by the Australian Communications and Media Authority (ACMA). Separate approvals may be required from the relevant authorities.

ROUGH PLAN

#### 4.3.2 Assessment benchmarks for the bushfire hazard overlay

**Note** - The hazard area shown on the bushfire hazard overlay map is the bushfire prone area for the purposes of section 7 of the Building Regulation 2021. The bushfire hazard area (bushfire prone area) includes land covered by the very high, high and medium hazard areas as well as the potential impact buffer category on the overlay map.

**Editor's notes** - Medium, high and very high bushfire hazard categories shown on the overlay map represent the area subject to bushfire hazard. The potential impact buffer area is also part of the hazard area because risks to life and property loss may also be experienced within this area.

##### 4.3.2.1 Purpose of the overlay

- (1) The purpose of the overlay is to ensure development in areas at risk from bushfire is designed to avoid or reduce exposure and ensure the safety of people.

##### 4.3.2.2 Specific assessment benchmarks for assessable development

- (1) Critical or vulnerable uses are not to be located on land subject to bushfire hazard, unless:
  - (a) involving a minor extension to or redevelopment of an existing use and not substantially increasing the number of people requiring evacuation from the site; or
  - (b) necessary to meet a significant community need and there is no alternative suitable location.

**Editor's notes**

- Critical and vulnerable uses are defined in schedule 1.
- This overlay only applies to a part of a site that falls within the overlay area. A development mentioned in this benchmark might occur if it did not utilise areas affected by the overlay for any substantive purpose.

- (2) Development may occur in a way that is consistent with the intentions for the relevant zone where the bushfire hazard is minimised and mitigated by achieving the following:
  - (a) A building envelope that is of sufficient size to accommodate all habitable and non-habitable buildings and any water sources relied on for firefighting is to be provided within a development site or proposed lot;
  - (b) The building envelope is to achieve the following radiant heat flux level at any point:
    - (i) 10kW/m<sup>2</sup> where the use involves the accommodation or congregation of vulnerable sectors of the community such as child care centres, community care centres, educational establishments, detention facilities, hospitals, rooming accommodation, retirement facilities or residential care facilities; or
    - (ii) 29kW/m<sup>2</sup> otherwise.

**Editor's note**—The radiant heat flux that will be experienced during a bushfire is a measure of heat energy impact expressed as kW/m<sup>2</sup>. The radiant heat flux levels and separation distances are to be established in accordance with method 2 set out in AS3959-2018.

ROUGH PLAN

- (c) Where a separation distance to achieve the relevant radiant heat flux level is to be achieved by utilising existing cleared developed areas external to the site, certainty must be established (through tenure or other means) that the land will remain cleared of hazardous vegetation.

**Editor's note**—For staged developments, temporary separation distances, perimeter roads or fire trails may be absorbed as part of subsequent stages.

- (d) Within an urban or rural residential zone in Normanton:
- (i) the development is to be provided with a reticulated water supply;
  - (ii) fire hydrants are to be provided in adjoining roads at intervals and of a standard suitable for fire-fighting requirements;
  - (iii) habitable buildings are connected to a public road by a short, direct, easily traversable accessway; and
  - (iv) more than one safe evacuation route is available.
- (e) Where reconfiguring land within an urban or rural residential zone in Normanton, the lot layout:
- (i) minimises the length of the development perimeter exposed to, or adjoining hazardous vegetation;
  - (ii) avoids the creation of bottle-neck points in the movement network; and
  - (iii) establishes direct access to a safe assembly /evacuation area in the event of an approaching bushfire.

**Editor's note**—For example, developments should avoid finger-like or hour-glass subdivision patterns or substantive vegetated corridors between lots.

- (f) Other than where it would not serve a practical fire management purpose, a constructed perimeter road or a formed, all weather fire trail is provided between hazardous vegetation and the site boundary or building envelope and is readily accessible at all times.

**Editor's note**—Fire trails are unlikely to be required where a site is less than 2.5ha.

- (g) When provided, a public road or fire trail which has:
- (i) a reserve or easement width of at least 20m;
  - (ii) a minimum trafficable (cleared and formed) width of 4m
  - (iii) a cleared working area on each side of the trafficable area of at least 3m width each side;
  - (iv) no cut or fill embankments or retaining walls adjacent to the trafficable path;
  - (v) a minimum 4.8m vertical clearance;
  - (vi) turning areas suitable for fire-fighting appliances;
  - (vii) a maximum gradient of 12.5%;
  - (viii) a crossfall of no greater than 10 degrees;
  - (ix) drainage and erosion control devices;
  - (x) vehicular access at each end which is connected to the public road network at intervals of no more than 200m;
  - (xi) designated fire trail signage;
  - (xii) if a fire trail, has an access easement that is granted in favour of council and Qld Fire and Emergency Services.

**Editor's note** – refer to *Fire Hydrant and Vehicle Access Guidelines for residential, commercial and industrial lots, Queensland Fire and Emergency Services, 2015*.

ROUGH PLAN

- (h) In the area between a building envelope and the hazardous vegetation, landscaping and open space areas are to consist of discontinuous, low threat vegetation managed in a minimal fuel condition which does not increase bushfire hazard.
- (i) Development for a fence or any structural landscaping within 20m of any building used for accommodation comprises non-combustible or fire-retardant materials.
- (j) Where increasing the number of dwellings or the number of people staying, working or congregating on a site, an evacuation plan is in place which includes a mechanism for the early evacuation of occupants on days when severe, extreme or catastrophic fire weather is notified or adverse fire activity occurs.

**Editor's note** – Severe, extreme or catastrophic fire weather include site-specific fire weather severity or FFDI greater than or equal to 64.

- (3) Critical or potentially hazardous infrastructure such as water supply, electricity, gas and telecommunications is sited, designed and managed to reduce risk of its ignition.
- (4) Development:
  - (a) is not to involve the manufacture or storage of hazardous materials at 10% or more than their aggregate threshold quantity identified in the Work Health and Safety Regulation, schedule 15; or
  - (b) where the storage or manufacture of hazardous materials does occur, is designed to ensure such storage is protected from heat, ember attack and other fire damage to avoid ignition or degradation that might produce hazardous vapours, dusts or hazardous reactions.

**Editor's notes**

- Where the storage or manufacture of hazardous materials does occur, examples of risk mitigation measures include a combination of firebreaks, fire resistant containers for hazardous materials, fire resistant buildings, underground tanks for flammable liquids, active water-cooling sprays over vulnerable areas.
- The Work Health and Safety Act 2011 and associated regulation and guidelines, the Environmental Protection Act 1994 and the relevant building assessment provisions under the Building Act 1975 contain requirements for the manufacture and storage of hazardous substances. Information is provided by Business Queensland on the requirements for storing and transporting hazardous chemicals, available at: [www.business.qld.gov.au/running-business/protecting-business/risk-management/hazardous-chemicals/storing-transporting](http://www.business.qld.gov.au/running-business/protecting-business/risk-management/hazardous-chemicals/storing-transporting)
- Building assessment provisions under the Building Act 1975 also contain requirements for particular buildings or structures associated with hazardous facilities.
- Advice may be sought from Office of Industrial Relations Major Hazard Facilities Unit [hcfplanning@oir.qld.gov.au](mailto:hcfplanning@oir.qld.gov.au).

- (5) Development does not worsen the severity or exposure to the hazard either on the site or at other properties.
- (6) Bushfire risk mitigation treatments do not have a significant impact on the natural environment or landscape character of the locality
- (7) Development does not impede effective and efficient disaster management response and recovery capabilities.

ROUGH PLAN

- (8) The cost to the public of measures to mitigate bushfire risks or respond to natural disasters is minimised.

**Editor's note**—A site based assessment may ground truth the extent of hazardous vegetation and extent and nature of the bushfire hazard area (bushfire prone area). In addition, a bushfire management plan prepared by a suitably qualified person may be required to demonstrate compliance with these assessment benchmarks. The bushfire management plan should be developed in accordance with the Public Safety Business Agency (PSBA) guideline entitled "Undertaking a Bushfire Protection Plan. Advice should be sought from the Queensland Fire and Emergency Services, as appropriate.

ROUGH PLAN

#### 4.3.3 Assessment benchmarks for the coastal hazard and flood hazard overlays

##### Notes

- For the purposes of section 8 of the Building Regulation 2021 the area covered by the flood overlay maps is the designated flood hazard area. Requirements for floor levels and other matters are set out in the building assessment provisions for building work in the flood hazard area. The defined flood level is the level described in schedule SC1.4 Administrative Definitions;
- For the purposes of section 8 of the Building Regulation 2021, a freeboard of 500mm is declared for vulnerable uses.

##### **Editor's notes**

*There are no provisions in the building assessment provisions which cover the area subject to storm tide inundation. Instead, this assessment benchmark sets requirements within this area.*

##### 4.3.3.1 Purpose of the overlay

- (1) The purpose of the overlay is to ensure areas at risk from coastal and flood hazards are managed to avoid or reduce exposure and ensure the safety of people.

##### 4.3.3.2 Specific assessment benchmarks for assessable development

- (1) Critical or vulnerable uses are not to be located on land subject to flood or coastal hazard, unless:
  - a. involving a minor extension to or redevelopment of an existing use and not substantially increasing the number of people requiring evacuation from the site; or
  - b. necessary to meet a significant community need and there is no alternative suitable location.

##### **Editor's notes**

- Critical or vulnerable uses are defined in schedule 1.*
- This overlay only applies to a part of a site that falls within the overlay area. A development mentioned in this benchmark might occur if it did not utilise areas affected by the overlay for any substantive purpose.*

- (2) Critical uses are to be designed so that they are able to function effectively during and immediately after a flood or coastal hazard event.
- (3) Floor levels of vulnerable uses are to be established with a freeboard of at least 500mm above the defined flood level.
- (4) New lots in the general residential, rural residential or industrial zones in Normanton:
  - (a) are not to be created in an area subject to storm tide hazard; and
  - (b) may only occur within a flood hazard area where a building envelope with floor levels above the defined flood level can be provided.
- (5) New lots in the general residential or industrial zones in Karumba, may only occur within a storm tide or flood hazard area where a building envelope with floor levels above the defined flood level can be provided.
- (6) In the erosion prone area that falls within the coastal management district, development does not to occur unless the development cannot feasibly be located elsewhere and is:

ROUGH PLAN

- (a) coastal-dependent development; or
- (b) temporary, able to be abandoned or readily relocatable; or
- (c) essential community infrastructure; or
- (d) minor redevelopment of an existing building or structure.

**Editor's notes**

- Coastal dependent development and temporary, able to be abandoned or readily relocatable are terms defined in the State Planning Policy. The State Planning Policy also provides guidance on what may constitute minor redevelopment, stating:  
*"Minor redevelopment in an erosion prone area in a coastal management district, includes replacing an existing permanent building/structure with a building/structure that is the same, or substantially the same, in location and size, and monetary value of the existing building or structure is more than the cost of the associated coastal protection works. Examples of minor redevelopment may include adding less than 50m<sup>2</sup> to an existing building footprint, or an additional storey to a single storey building."*
- In erosion prone areas, building work must also meet the requirements under the Building Act 1975 and National Construction Code in consideration of landslide and structural stability.

- (7) Development:
- (a) is not to involve the manufacture or storage of hazardous materials at 10% or more than their aggregate threshold quantity identified in the Work Health and Safety Regulation, schedule 15; or
  - (b) where the storage or manufacture of hazardous materials does occur, is designed to prevent the release, damage or hazardous reaction of hazardous materials during an inundation event.

**Editor's notes**

- Where the storage or manufacture of hazardous materials does occur, examples of risk mitigation measures, include storing them securely above the event, securing containers against movement by floodwaters, preventing ingress of water into containers, protecting storage areas with walls or bunds or other means achieving equivalent protection.
- The Work Health and Safety Act 2011 and associated regulation and guidelines, the Environmental Protection Act 1994 and the relevant building assessment provisions under the Building Act 1975 contain requirements for the manufacture and storage of hazardous substances. Information is provided by Business Queensland on the requirements for storing and transporting hazardous chemicals, available at: [www.business.qld.gov.au/running-business/protecting-business/risk-management/hazardous-chemicals/storing-transporting](http://www.business.qld.gov.au/running-business/protecting-business/risk-management/hazardous-chemicals/storing-transporting)
- Building assessment provisions under the Building Act 1975 also contain requirements for particular buildings or structures associated with hazardous facilities.
- Advice may be sought from Office of Industrial Relations Major Hazard Facilities Unit [hcplanning@oir.qld.gov.au](mailto:hcplanning@oir.qld.gov.au).

- (8) Other new development on an existing urban or rural residential zoned lot in either Normanton or Karumba may occur in a way that is consistent with the intentions for the zone, provided that risks are minimised and mitigated.

ROUGH PLAN

- (9) Effective provision is to be made for evacuating residents and users or for sheltering in place during a flood or coastal hazard event.
- (10) Development in storm tide hazard areas is to be located and designed to ensure structures can sustain inundation from a storm tide event.
- (11) Infrastructure that is likely to become a public asset is to be designed to withstand hydrodynamic forces of a flood or coastal hazard event.
- (12) Flood flow conveyance paths and flood storage volumes of the floodplain are to be maintained.
- (13) Development is not to change hazard characteristics outside the development site such that it would:
  - (a) adversely change the behaviour of the hazard; or
  - (b) increase the category of hazard or level of risk; or
  - (c) reduce warning times; or
  - (d) increase the duration of the hazard.
- (14) Any structures or works intended to mitigate the risk or impacts of flood or coastal hazard on a development site are to be located wholly on private land.
- (15) The cost to the public of measures to mitigate risks associated with flood or coastal hazard or respond to natural disasters is to be minimised.
- (16) Risk mitigation treatments are not to significantly impact on the natural environment or landscape character of the locality and the function of vegetation and natural landforms in providing protection from natural hazards is to be maintained.
- (17) Development is not to impede effective and efficient disaster management response and recovery capabilities.
- (18) Coastal protection work in an erosion prone area is only to be undertaken where there is an imminent threat to public safety or existing buildings and structures, and all of the following apply:
  - (a) the building or structure being protected cannot reasonably be relocated or abandoned;
  - (b) any erosion control structure is located as far landward as practicable on the lot;
  - (c) works do not interfere with physical coastal processes beyond the development site; and
  - (d) works are consistent with any shoreline erosion management plan that has been adopted for the area.

#### 4.3.3.3 Requirements for accepted development

**Note** – The requirements for accepted development are listed below. Should the proposed development fail to meet one or more of these requirements, an application for code assessment will be required and will be assessed against the assessment benchmarks in 4.3.3.1 and 4.3.3.2.

**Editor's notes** - There are no provisions in the building assessment provisions which cover the area subject to storm tide inundation. Instead, the following requirements apply.

- (1) Development in storm tide hazard areas is to be provided with a floor level established at the defined flood level set out in schedule SC1.4 Administrative Definitions plus a freeboard of 300mm.
- (2) Development in storm tide hazard areas is to meet the acceptable solutions of the Queensland Development Code MP3.5.

ROUGH PLAN

#### 4.3.4 Assessment benchmarks for the environmental significance overlay

##### **Editor's notes**

- *The Vegetation Management Act 1999, Nature Conservation Act 1992, Biosecurity Act 2014 and other State legislation regulate matters of state environmental significance. Refer also to schedule 10 of the Planning Regulation 2017 for State assessment and referral requirements. Matters of national environmental significance are identified on the Commonwealth Protected Matters Search Tool and interactive mapping. Activities potentially affecting these matters are regulated under the Environment Protection and Biodiversity Conservation Act 1999.*
- *Matters of state environmental significance (MSES) are defined in the State Planning Policy 2017.*

##### 4.3.4.1 Purpose of the overlay

- (1) The purpose of the overlay is to ensure matters of environmental significance and their associated ecological functions and biophysical processes are protected from the impacts of development.

##### 4.3.4.2 Specific assessment benchmarks for assessable development

- (1) Development is to be located, designed and operated to:
  - (a) retain and protect significant values, including areas of habitat that support vulnerable or threatened species or ecological communities, migratory species or critical life cycle stages such as feeding, breeding or roosting; and
  - (b) maintain underlying ecological functions and biophysical processes.
- (2) The functionality, diversity and viability of habitat areas and the values they support are to be protected.
- (3) Development within or near protected areas, declared fish habitat areas and Gulf Country strategic environmental areas is not to diminish their biodiversity or habitat values or ecological or hydrological processes.
- (4) Ecological corridors that facilitate viable wildlife movement between habitat areas, habitat diversity and health are to be retained.
- (5) Development is not to impact on the physical and hydrological integrity, water quality or ecological functions and values of waterways and wetlands.
- (6) Development is to maintain natural surface water and groundwater hydraulic regimes of wetlands and waterways.
- (7) Development is to maintain a vegetated buffer to wetlands and waterways of at least:
  - (a) 50m of the defining banks of the Mitchell, Norman, Staaten, Gilbert, Flinders and Leichardt Rivers;
  - (b) 25m of the defining banks of any other waterway;
  - (c) 50m from the maximum water level of freshwater wetlands; and
  - (d) 100m from the highest astronomical tide line of a tidal wetland.

**Note**—The defining bank can either be the bank or terrace that confines the water before the point of flooding or where there is no bank, the seasonal high water line which represents the point of flooding.

ROUGH PLAN

- (8) Development is not to result in the introduction or spread of pest species (plant or animal), that pose a risk to ecological integrity or disturbance to native flora and fauna.
- (9) Development is to minimise potential for disturbance of wildlife as a result of noise, light, vibration or other sources.
- (10) Development is to minimise and mitigate any other potential direct and indirect impacts on matters of environmental significance.

**Editor's note**—Environmental offsets for significant residual impacts on matters of state environmental significance are regulated by the Environmental Offsets Act 2014 and Environmental Offsets Regulation 2014.

ROUGH PLAN

#### 4.3.5 Assessment benchmarks for the heritage overlay

##### 4.3.5.1 Purpose of the overlay

- (1) The purpose of the overlay is to ensure the significant historical or cultural values of heritage places are not to be compromised, diminished or obscured by development on or near the place.

##### 4.3.5.2 Specific assessment benchmarks for assessable development

- (1) Features, places and landscapes of indigenous cultural heritage significance are to be recognised and protected.

###### **Editor's notes**

- *Aboriginal and Torres Strait Islander cultural heritage is protected under the Aboriginal Cultural Heritage Act 2003 and Torres Strait Islander Cultural Heritage Act 2003. These acts require anyone who carries out a land use or activity to exercise a duty of care, which means all reasonable and practicable measures must be taken to ensure Aboriginal or Torres Strait Islander cultural heritage is not harmed*
- *State heritage places are regulated under the Queensland Heritage Act 1992.*

- (2) Heritage places are adaptively reused in a manner that is consistent with the relevant zone and compatible with the heritage values of place.
- (3) Development is undertaken in a way that:
  - (a) is sympathetic to and consistent with the character and appearance of the heritage place;
  - (b) minimises disturbance to the original fabric of the heritage place;
  - (c) provides a sensitive visual distinction between the original heritage place and new work;
  - (d) maintains the visual prominence of the heritage place and its values;
  - (e) does not intrude into important vistas to an existing heritage place; and
  - (f) ensures mechanical plant and other new services have minimal impact on the appearance and integrity of the building.
- (4) Reconfiguring a lot may occur provided it reflects the pattern and lot layout of the original subdivision in the locality and does not:
  - (a) reduce public access to the place; or
  - (b) obscure, diminish or destroy the historical context, the landscape settings or the scale and consistency of the built environment.
- (5) The removal or partial or total demolition, or relocation of a structure at a heritage place only occurs if it can be demonstrated that the:
  - (a) loss of the building or structure will not cause loss of cultural heritage values; or
  - (b) there is no prudent or feasible alternative.





**Editor's note** – *In considering whether there are prudent or feasible alternatives, Council will have regard to whether the place is capable of structural repair as well as safety, health and economic or other relevant considerations.*

- (6) When demolition or relocation of a heritage place occurs, appropriate archival recording is undertaken and new development on the original site incorporates some commemorative element.

**Note** – Local heritage places and heritage areas are identified on the overlay map and listed below.

ROUGH PLAN

Table 4.3.5.1 Carpentaria Shire local heritage register

Local place	Description
<b>Aboriginal Burial Grounds (Normanton )</b> 	<p>The burial grounds reflects the development of the region from the establishment and early development of the town. The place has a strong or special association for Aboriginal people and is important in reflecting the cultural development of the town.</p> <p>Some graves are marked with white crosses and although no names are recorded.</p> <p>The land is owned by the Normanton Aboriginal Land Trust.</p>
<b>Stone Pitched Culverts and stone pitched kerb and channelling</b> 	<p>The stone culverts, kerb and channel date from the 1880s, early in the town's settlement. They were constructed from stone from the Normanton Quarry located behind the hospital. The gutters start at the Burns Philp Building and can be seen either side of Landsborough Street to the Westpac Bank.</p> <p>The culverts provided early road access to the Normanton wharf and the current hospital site.</p>
<b>Chinese Market Gardens</b> 	<p>This is the site of market gardens established by early Chinese settlers in Normanton. The land features stone drainage channels.</p>  <p>Hon. J. Mullan Queensland Attorney-General visiting Chinese market gardens in Normanton, 1935. (source: Picture Queensland, State Library of Queensland)</p>
<p><b>Editor's note</b> - State listed heritage places are also shown on the overlay map and include:</p> <ul style="list-style-type: none"> <li>• Burke and Wills' Camp B/CXIX and Walker's Camp, Little Bynoe River</li> <li>• Burns Philp Building (former)</li> <li>• Normanton Cemetery</li> <li>• Normanton Gaol</li> <li>• Normanton Railway Terminus</li> <li>• Normanton to Croydon Railway Line</li> <li>• Westpac Bank, Normanton</li> </ul>	

ROUGH PLAN

#### 4.4 Other assessment benchmarks

##### 4.4.1 General development assessment benchmarks

###### 4.4.1.1 Purpose

- (1) The purpose of the code is to ensure that development provides services to a standard which is efficient, effective and reflects community expectations, enhances the lifestyle of the community, and minimises impacts on neighbours, the streetscape and the environment.
- (2) Development will be regulated to ensure:
  - (a) the safe, efficient and cost-effective provision and operation of infrastructure networks;
  - (b) the location and design of infrastructure or works minimise impacts on amenity and landscape character;
  - (c) site disturbance and impacts on the natural environment are minimised;
  - (d) infrastructure is provided that is adequate to meet the demand likely to be generated by the development;
  - (e) it is at a scale that is commensurate with the capacity of the strategic road network and provides access in a manner that protects the safety and efficiency of the network;
  - (f) a high standard of water quality and the environmental health of waterways is maintained; and
  - (g) public health and safety are protected.

###### 4.4.1.2 Specific assessment benchmarks for assessable development

###### 4.4.1.2.1 Earthworks

- (1) Excavation and filling is to be undertaken in a way that maintains the amenity and utility of adjoining land, does not introduce contaminants and does not cause any land instability or public safety risk.
- (2) Excavation and filling is not to be carried out within 1.5m of any site boundary;
- (3) Where they constitute operational works, earthworks and retaining structures are to be carried out in accordance with:
  - (a) Australian Standard 3798:1996- Guidelines on earthworks for commercial and residential development; and
  - (b) Section 3 of Australian Standard 4678:2002- Earth retaining structures.

**Editor's note**—Requirements for building works are established by the building assessment provisions.

- (4) In the general residential, rural residential, centre and community facilities zones, retaining walls and other structures used to support filled and excavated areas are to be no more than 750mm in height.
- (5) Earthworks are not to result in ponding on the site or on nearby land, adversely affect the flow of water through an overland flow path.
- (7) The risk of erosion and sedimentation is to be minimised by:
  - (a) progressive rehabilitation of disturbed areas occurs;
  - (b) avoiding long term stockpiling of soil;
  - (c) diverting drainage paths around disturbed areas; and
  - (d) preventing sediments from leaving the site.

ROUGH PLAN

4.4.1.2.2 Water supply, sewerage and stormwater Infrastructure

- (1) Development in the general residential, centre, community facilities and industry zones is to be connected to reticulated water and sewerage. Development in the rural residential zone is to be connected to reticulated water.
- (2) Elsewhere, development is to be provided with:
  - (c) a reliable water supply that is sufficient for the demands generated on site, including a dedicated water supply for fire-fighting purposes of 10,000L; and
  - (d) an on-site system of sewage treatment and disposal that is sufficient for the level of waste water generated on the site.
- (3) Reticulated services are to be provided in a way that is:
  - (a) safe and efficient;
  - (b) maintains the integrity of the external network;
  - (c) does not impose a load on external networks that exceed their capacity; and
  - (d) can be safely, conveniently and cost effectively maintained.
- (4) Where provided on-site, water, waste water and stormwater infrastructure are to be established in a way that ensures public and environmental health, safety, water quality and amenity are maintained.
- (5) All infrastructure required to service development is to be provided in accordance with the standards set out in the FNQROC Development Manual.
- (6) Premises are to be connected to an electricity supply approved by the relevant authority.

4.4.1.2.3 Traffic and access

- (1) Development is to be located on roads that are appropriate for the nature of traffic generated, having regard to the safety and efficiency of the transport network, and the functions and characteristics of the road hierarchy shown on Overlay Map OM10.0 – Road Hierarchy.
- (2) Development is to ensure a safe environment for pedestrians, cyclists and vehicles on the site and external to the site.
- (3) Development is to be provided with vehicle access and manoeuvring sufficient to accommodate the anticipated traffic demand and servicing requirements safely and efficiently.
- (4) Development is to provide parking on-site to accommodate the anticipated demand safely and efficiently. Car parking is to be provided at the rates set out table 4.4.1.1–Vehicle Parking Rates.
- (5) Circulation areas, turning areas and driveways are to comply with Australian Standards AS2890.1 and AS2890.2.
- (6) On-site parking is to be clearly defined, safe and easily accessible. Parking areas are to comply with Australian Standards AS2890.1 and AS2890.2.
- (7) Transport network infrastructure is otherwise to be provided in accordance with the standards set out in the FNQROC Development Manual.

ROUGH PLAN

Table 4.4.1.1—Vehicle Parking Rates

Use	Minimum Car Parking Spaces Required
Any use	<ul style="list-style-type: none"> <li>Where within the centre zone, no minimum car parking is required.</li> </ul>
Otherwise:	
Entertainment, food and drink, shop, office, Community, education, health or recreational uses	<ul style="list-style-type: none"> <li>1 space per 100m<sup>2</sup> gross floor area</li> </ul>
Industry activities	<ul style="list-style-type: none"> <li>1 space per 200m<sup>2</sup> gross floor area</li> </ul>
Residential, short term or workforce accommodation or retirement facility	<ul style="list-style-type: none"> <li>1 space per dwelling or accommodation unit</li> </ul>

#### 4.4.1.2.4 Healthy waters

**Editor's note**—A property management plan or environmental management plan, illustrating how environmental impacts will be minimised, may be required to support the proposed development.

- (1) Development is to be located, designed and operated to avoid adverse impacts on environmental values and water quality of groundwater, waterways and surface water storages arising from:
  - (a) altered stormwater quality and hydrology;
  - (b) waste water;
  - (c) the creation or expansion of non-tidal artificial waterways; or
  - (d) the release and mobilisation of nutrients and sediments.
- (2) Development is to achieve the relevant Queensland water quality objectives from the Environmental Protection (Water and Wetland Biodiversity) Policy 2019 when releasing to waters.
- (3) Development involving a site area greater than 2,500m<sup>2</sup> and in the general residential, centre, community facilities and industry zones is to achieve:
  - (a) during construction - the stormwater management design objectives set out in table 4.4.1.2; and
  - (b) post construction - the stormwater management design objectives set out in table 4.4.1.3 or a locally appropriate solution off-site that achieves an equivalent or improved water quality outcome than the objectives set out in table 4.4.1.3.
- (4) Stormwater drainage is provided that has sufficient capacity to safely remove stormwater run-off, in a way that:
  - (a) minimises risk to public safety and property;
  - (b) provides a lawful point of discharge from each lot;
  - (c) minimises ponding;
  - (d) allows for risk associated with potential failures within the system; and
  - (e) allows for practical access for maintenance.

ROUGH PLAN

- (4) Within the areas identified on overlay map OM1.0—acid sulfate soils, the generation or release of acid and metal contaminants into the environment from acid sulfate soils is to be avoided by:
- not disturbing acid sulfate soils when excavating or otherwise removing soil or sediment, draining or extracting groundwater, excluding tidal water or filling land; or
  - where disturbance of acid sulfate soils cannot be avoided, development:
    - neutralises existing acidity and prevents the generation of acid and metal contaminants; and
    - prevents the release of surface or groundwater flows containing acid and metal contaminants into the environment.

**Editor's notes**

- Where assessable works are proposed within the areas identified on overlay map OM1.0 – acid sulfate soils, applicants should undertake an on-site acid sulfate investigation. This is to determine the presence of acid sulfate soil. Applicants should also refer to the National Acid Sulfate Soil Sampling and Identification Methods Manual.  
[https://www.waterquality.gov.au/sites/default/files/documents/sampling-identification-methods\\_1.pdf](https://www.waterquality.gov.au/sites/default/files/documents/sampling-identification-methods_1.pdf)
- Where acid sulfate soils cannot reasonably be avoided, investigation results assist in the planning of treatment and remedial activities and must be undertaken in accordance with the Queensland Acid Sulfate Soil Technical Manual Soil Management Guidelines  
<https://www.publications.qld.gov.au/dataset/cf17fb49-0ea5-4dee-82c9-32e09bf1eab5/resource/6d880993-4b80-45e3-9110-5c24fa7a7e75/download/queensland-ass-management-guideline-2014.pdf>
- It is highly recommended that the applicant prepare a practical Acid Sulfate Soil Management Plan for use in monitoring and treating acid sulfate soils
- Management may involve:
  - treating all disturbed acid sulfate soils are adequately so that they can no longer release acid or heavy metals;
  - maintaining the pH of all site any water including discharges and seepage to groundwater between 6.5 and 8.5 (or an agreed pH in line with natural background);
  - ensuring waters on the site, including discharges and seepage to groundwater, do not contain elevated levels of soluble metals;
  - ensuring there are no visible iron stains, flocs or sums in discharge water;
  - taking all reasonable actions to ensure that aquatic health is safeguarded; and
  - protecting infrastructure such as buried services, pipes, culverts and bridges from acid attack.

ROUGH PLAN

Table 4.4.1.2— Stormwater management design objectives Construction phase

**Editor's note** – Drainage, erosion and sediment controls should be appropriate to the risk posed by the activity for the relevant climatic region e.g. considering the potential soil loss rate, monthly erosivity or average monthly rainfall.

**Part 1: Stormwater management design objectives**

Issue	Desired outcomes
Drainage control	<ul style="list-style-type: none"> <li>(a) Manage stormwater flows around or through areas of exposed soil to avoid contamination.</li> <li>(b) Manage sheet flows in order to avoid or minimise the generation of rill or gully erosion.</li> <li>(c) Provide stable concentrated flow paths to achieve the construction phase stormwater management design objectives for temporary drainage works (part 2).</li> <li>(d) Provide emergency spillways for sediment basins to achieve the construction phase stormwater management design objectives for emergency spillways on temporary sediment basins (part 3).</li> </ul>
Erosion control	<ul style="list-style-type: none"> <li>(a) Stage clearing and construction works to minimise the area of exposed soil at any one time.</li> <li>(b) Effectively cover or stabilise exposed soils prior to predicted rainfall.</li> <li>(c) Prior to completion of works for the development, and prior to removal of sediment controls, all site surfaces must be effectively stabilised using methods which will achieve effective short-term stabilisation.</li> </ul> <p><b>Editor's note</b>—An effectively stabilised surface is defined as one that does not or is not likely to result in visible evidence of soil loss caused by sheet, rill or gully erosion or lead to sedimentation water contamination.</p>
Sediment control	<ul style="list-style-type: none"> <li>(a) Direct runoff from exposed site soils to sediment controls that are appropriate to the extent of disturbance and level of erosion risk.</li> <li>(b) All exposed areas greater than 2,500m<sup>2</sup> must be provided with sediment controls which are designed, implemented and maintained to a standard which would achieve at least 80% of the average annual runoff volume of the contributing catchment treated (i.e. 80% hydrological effectiveness) to 50mg/L total suspended solids (TSS) or less, and pH in the range (6.5–8.5).</li> </ul>
Litter, hydrocarbons and other contaminants	<ul style="list-style-type: none"> <li>(a) Remove gross pollutants and litter.</li> <li>(b) Avoid the release of oil or visible sheen to released waters.</li> <li>(c) Dispose of waste containing contaminants at authorised facilities.</li> </ul>
Waterway stability and flood flow management	<ul style="list-style-type: none"> <li>(a) Where measures are required to meet post-construction waterway stability objectives (specified in table 4.4.2, these are either installed prior to land disturbance and are integrated with erosion and sediment controls, or equivalent alternative measures are implemented during construction.</li> <li>(b) Earthworks and the implementation of erosion and sediment controls are undertaken in ways which ensure flooding characteristics (including stormwater quantity characteristics) external to the development site are not worsened during construction for all events up to and including the 1 in 100 year ARI (1% AEP).</li> </ul>

ROUGH PLAN

**Part 2: Stormwater management design objectives for temporary drainage works**

Temporary drainage works	Anticipated operation design life and minimum design storm event		
	< 12 months	12–24 months	> 24 months
Drainage structure	1 in 2 year ARI/50% AEP	1 in 5 year ARI/20% AEP	1 in 10 year ARI/10% AEP
Where located immediately up-slope of an occupied property that would be adversely affected by the failure or overtopping of the structure	1 in 10 year ARI/10% AEP		
Culvert crossing	1 in 1 year ARI/100% AEP		

**Part 3: Stormwater management design objectives for emergency spillways on temporary sediment basins**

Drainage structure	Anticipated operation design life and minimum design storm event		
	< 3 months	3–12 months	> 12 months
Emergency spillways on temporary sediment basins	1 in 10 year ARI/10% AEP	1 in 20 year ARI/5% AEP	1 in 50 year ARI/2% AEP

**Editor's note** – Refer to IECA 2008 Best Practice Erosion and Sediment Control for details on the application of the construction phase requirements. Advice should be obtained from a suitably qualified person e.g. certified practitioner in erosion and sediment control, or registered professional engineer Queensland, with appropriate knowledge and experience in erosion and sediment control design and implementation.

**Table 4.4.1.3—Post construction phase: stormwater management design objectives**

Design objectives				
Reductions in mean annual load from unmitigated development (%)				
Total suspended solids (TSS)	Total phosphorus (TP)	Total nitrogen (TN)	Gross pollutants >5mm	Waterway stability management
80	60	40	90	Limit the peak 1-year ARI event discharge within the receiving waterway to the pre-development peak 1-year ARI discharge

**Editor's notes –**

- In lieu of modelling, the default bio-retention treatment area to comply with load reduction targets in 1.5 per cent of the contributing catchment area;
- Water stability objective applies if development drains to an unlined waterway within or downstream of the site where a risk of increased erosion exists due to changes in hydrology.
- The waterway stability objective also applies where there are planned future rehabilitation works to return a lined channel to a natural channel design;
- The SPP State Interest Water Quality Supplementary Implementation Guidance provides advice on the measures that demonstrate compliance with table 4.4.1.3.  
[https://environment.des.qld.gov.au/\\_data/assets/pdf\\_file/0026/234755/spp-2017-state-interest-wa-supplementary-implementation-guideline.pdf](https://environment.des.qld.gov.au/_data/assets/pdf_file/0026/234755/spp-2017-state-interest-wa-supplementary-implementation-guideline.pdf)

ROUGH PLAN

#### 4.4.1.2.5 Waste and pollutant management

- (1) Development is to provide on-site facilities for the storage and collection of solid wastes that are secure and avoid potential for nuisance.
- (2) Liquid wastes produced by development are to be managed and disposed of so that no risk of nuisance or environmental harm is created.
- (3) Development involving the handling of potential pollutants is to be designed and operated to ensure spills and on-site surface water are captured and treated prior to release to the environment.

#### 4.4.1.2.6 Landscaping

- (1) Landscaping is to be designed, established and maintained to:
  - (a) reinforce existing streetscape character;
  - (b) provide effective shade and screening; and
  - (c) use native and endemic species where possible; and
  - (d) be suited to the tropical climate and able to be maintained with minimal reliance on irrigation.

#### 4.4.1.2.7 Protection of regional infrastructure and stock routes

- (1) Regional infrastructure sites and corridors identified on overlay map OM9 are to be protected from encroachment of development that would compromise the ability of the infrastructure to function safely, efficiently and effectively.
- (2) Development must not prejudice or detract from the operation of the stock route network shown on overlay map OM2 for the moving and agistment of livestock, or diminish its recreation, tourism, environmental, grazing and heritage values.
- (3) The safety of people and property are to be protected from the impacts of existing or former extraction or mining activity.

#### 4.4.1.2.8 Fire hydrants in urban areas for buildings accessed by common private title

- (1) Development is to ensure fire hydrants are installed and located to enable fire services to access water safely, effectively and efficiently.
- (2) Road widths and construction within the development are to be adequate for fire emergency vehicles to gain access to a safe working area close to buildings and near water supplies whether or not on-street parking spaces are occupied.
- (3) Fire hydrants are to be suitably identified so that fire services can locate them at all hours.

ROUGH PLAN

#### 4.4.2 Reconfiguring a lot assessment benchmarks

##### 4.4.2.1 Purpose

- (1) The purpose of the reconfiguring a lot code is to facilitate the development of attractive, accessible, safe and functional neighbourhoods, centres and industrial areas that are consistent with the intended outcomes for the zone in which the land is located.
- (2) Reconfiguration will be regulated to ensure it occurs in a way that makes efficient use of land, facilitates cost effective provision of infrastructure; and protects waterways, wetlands, ecological corridors for the movement of fauna and other significant environmental values.

##### 4.4.2.2 Specific assessment benchmarks for assessable development

**Editor's notes-**

- Some reconfiguration is accepted under the Planning Regulation 2017 schedule 6 part 4, section 22, including amalgamation of lots.
- The assessment benchmarks in the Planning Regulation 2017 schedule 12 apply in the industry zone or general residential zone for the subdivision of one into two lots that are at least the minimum lot size.
- The assessment benchmarks in the Planning Regulation 2017 schedule 12A apply in the general residential zone for the creation of two or more lots

- (1) Lots are to be of a size and dimensions that support the uses intended and create the character and density intended for the zone in which the land is located. Minimum frontage and lot size is to be in accordance with table 4.4.2.1, unless stated otherwise in a zone code.

Table 4.4.2.1 – Lot Size and Frontage

Zone	Frontage (m)	Area
General residential zone	12	400m <sup>2</sup>
Rural residential zone	40	5,000m <sup>2</sup>
Centre zone	10	400m <sup>2</sup>
Industry zone	20	2,000m <sup>2</sup>
Community facilities zone	12	400m <sup>2</sup>
Rural zone	200	1000ha

- (2) Where creating new neighbourhoods, the subdivision layout is to ensure public open space and movement networks are interconnected with the surrounding area, convenient, safe and meet community needs, including:
  - (a) a clear hierarchy of roads linking safely and directly with external roads;
  - (b) an open space network that links with other existing or potential open space;
  - (c) a local park within 400m of all new lots in the general residential zone; and
  - (e) a constructed footpath on at least one side of new roads in the general residential zone.
- (3) Vehicle, cyclist and pedestrian networks are to reduce need for local vehicle trips and ensure walking and cycling are prioritised.
- (4) Subdivision layout is to incorporate effective separation of sensitive land uses from land uses or infrastructure within or external to the site which may impact on their safety or amenity including, but not limited to, regional infrastructure sites and corridors identified on overlay map OM9.

ROUGH PLAN

- (5) Subdivision layout is to retain significant ecological corridors and ensure that development is set back from and protects the habitat values and ecological function values of waterways.
- (6) Street and lot orientation is to facilitate energy-efficient building and site design by:
  - (a) maximising lot orientation to the north and minimising orientation to the west; and
  - (b) maximising access to prevailing breezes.
- (7) All new lots are to be provided with legal access to a constructed public road. A constructed road means:
  - (a) in the general residential, centre, community facilities and industry zone, a sealed road with kerbing and channelling;
  - (b) in a rural residential zone, a sealed road with kerbing and channelling or table drain or similar; and
  - (c) a formed and trafficable road elsewhere.
- (8) The design of each new street, road or intersections is to comply with “Austroads Guide to Traffic Engineering Practice Manuals” to ensure new transport networks are appropriate to their intended use.
- (9) Road reserves are to be designed to accommodate co-location of infrastructure services.
- (10) New roads within the general residential, community facilities or centre zones are to be provided with at least one street tree per 15m on each side.
- (11) A local park is to be provided within 400m of all new lots in the general residential zone.
- (12) Development is not to alter the hydrological regime external to the site and minimises erosion and sediment run-off, including by:
  - (a) minimising clearing and earthworks, and when they occur, ensuring adequate compensatory measures for the hydrological regime;
  - (b) not increasing the rate or volume of run-off;
  - (c) utilising natural flow paths;
  - (d) minimising impervious surfaces;
  - (e) incorporating erosion and sediment control devices to detain and treat run-off to remove sediments and gross pollutants.
- (13) Stormwater drainage is to be provided that has sufficient capacity to safely remove stormwater run-off, in a way that:
  - (a) minimises risk to public safety and property;
  - (b) does not cause nuisance or damage to other lots;
  - (c) minimises ponding;
  - (d) allows for risk associated with potential failures within the system; and
  - (e) allows for practical access for maintenance requirements.

ROUGH PLAN

## SCHEDULES

### Schedule 1 Definitions

- (1) A term used in the planning scheme has the meaning assigned to that term by one of the following:
  - (a) the Planning Act 2016 (the Act)
  - (b) the Interpretation Act 1954
  - (c) the Planning Regulation 2017 (the Regulation)
  - (d) the definitions in Schedule 1 of the planning scheme
  - (e) the ordinary meaning where that term is not defined in any of the above
- (2) In the event a term has been assigned a meaning in more than one of the instruments listed in sub-section 1.4(1), the meaning contained in the instrument highest on the list will prevail.
- (3) A reference in the planning scheme to any act includes any regulation or instrument made under it, and where amended or replaced, if the context permits, means the amended or replaced act.
- (4) A reference in the planning scheme to a specific resource document or standard, means the latest version of the resource document or standard.

#### SC1.1 Use definitions

*Editor's note—Use terms are defined in the Planning Regulation 2017 - Regulated Requirements*

Column 1 Use term	Column 2 Definition
<b>Adult store</b>	means the use of premises for the primary purpose of displaying or selling— (a)sexually explicit materials; or (b)products and devices that are associated with, or used in, a sexual practice or activity.
<b>Agricultural supplies store</b>	means the use of premises for the sale of agricultural supplies and products.  <i>Examples of agricultural supplies and products— animal feed, bulk veterinary supplies, chemicals, farm clothing, fertilisers, irrigation materials, saddlery, seeds</i>
<b>Air service</b>	means the use of premises for— (a)the arrival or departure of aircraft; or (b)housing, servicing, refuelling, maintaining or repairing aircraft; or (c)the assembly and dispersal of passengers or goods on or from an aircraft; or (d)training and education facilities relating to aviation; or (e)aviation facilities; or (f)an activity that— (i)is ancillary to an activity or facility stated in paragraphs (a) to (e); and (ii)directly services the needs of aircraft passengers.  <i>Examples of an air service— airport, air strip, helipad</i>

ROUGH PLAN

Column 1 Use term	Column 2 Definition
<b>Animal husbandry</b>	means the use of premises for— (a)producing animals or animal products on native or improved pastures or vegetation; or (b)a yard, stable, temporary holding facility or machinery repairs and servicing, if the use is ancillary to the use in paragraph (a).  <i>Examples of animal husbandry— cattle stud, grazing of livestock, non-feedlot dairy</i>
<b>Animal keeping</b>	means the use of premises for— (a)boarding, breeding or training animals; or (b)a holding facility or machinery repairs and servicing, if the use is ancillary to the use in paragraph (a).  <i>Examples of animal keeping— aviary, cattery, kennel, stables, wildlife refuge</i>
<b>Aquaculture</b>	means the use of premises for cultivating, in a confined area, aquatic animals or plants for sale.  see the Fisheries Act, schedule 1
<b>Bar</b>	means the use of premises, with seating for 60 or less people, for— (a)selling liquor for consumption on the premises; or (b)an entertainment activity, or preparing and selling food and drink for consumption on the premises, if the use is ancillary to the use in paragraph (a).
<b>Brothel</b>	see the <a href="#">Prostitution Act 1999, schedule 4</a> .
<b>Bulk landscape supplies</b>	means the use of premises for the bulk storage and sale of mainly non-packaged landscaping and gardening supplies, including, for example, soil, gravel, potting mix or mulch.
<b>Caretaker's accommodation</b>	means the use of premises for a dwelling for a caretaker of a non-residential use on the same premises.
<b>Car wash</b>	means the use of premises for the commercial cleaning of motor vehicles.
<b>Cemetery</b>	means the use of premises for the interment of bodies or ashes after death.
<b>Childcare centre</b>	means the use of premises for the care, education and minding, but not residence, of children.  <i>Examples of a childcare centre— before or after school care, crèche, early childhood centre, kindergarten, vacation care</i>
<b>Club</b>	means the use of premises for— (a)an association established for social, literary, political, sporting, athletic or other similar purposes; or

ROUGH PLAN

Column 1 Use term	Column 2 Definition
	(b)preparing and selling food and drink, if the use is ancillary to the use in paragraph (a)
<b>Community care centre</b>	<p>(a) means the use of premises for—</p> <ul style="list-style-type: none"> <li>(i) providing social support to members of the public; or</li> <li>(ii) providing medical care to members of the public, if the use is ancillary to the use in subparagraph (i); but</li> </ul> <p>(b) does not include the use of premises for providing accommodation to members of the public.</p> <p><i>Examples of a community care centre—</i>  <i>disability support service, drop-in centre, respite centre, indigenous support centre</i></p>
<b>Community residence</b>	<p>(a) means the use of premises for residential accommodation for—</p> <ul style="list-style-type: none"> <li>(i)no more than— <ul style="list-style-type: none"> <li>(A) 6 children, if the accommodation is provided as part of a program or service under the Youth Justice Act 1992; or</li> <li>(B) 6 persons who require assistance or support with daily living needs; and</li> </ul> </li> <li>(ii) no more than 1 support worker; and</li> </ul> <p>(b) includes a building or structure that is reasonably associated with the use in paragraph (a).</p>
<b>Community use</b>	<p>means the use of premises for—</p> <ul style="list-style-type: none"> <li>(a)providing artistic, social or cultural facilities or community services to the public; or</li> <li>(b)preparing and selling food and drink, if the use is ancillary to the use in paragraph (a).</li> </ul> <p><i>Examples of a community use—</i>  <i>art gallery, community centre, community hall, library, museum</i></p>
<b>Crematorium</b>	means the use of premises for the cremation or aquamation of bodies.
<b>Cropping</b>	<p>means the use of premises for—</p> <ul style="list-style-type: none"> <li>(a)growing and harvesting plants, or plant material, that are cultivated in soil, for commercial purposes; or</li> <li>(b)harvesting, storing or packing plants or plant material grown on the premises, if the use is ancillary to the use in paragraph (a); or</li> <li>(c)repairing and servicing machinery used on the premises, if the use is ancillary to the use in paragraph (a).</li> </ul> <p><i>Examples of cropping—</i>  <i>forestry for wood production, fodder and pasture production, producing fruit, nuts, vegetables and grains, plant fibre production, sugar cane growing, vineyard</i></p>
<b>Detention facility</b>	<p>means the use of premises for the lawful detention of persons.</p> <p><i>Example of a detention facility—</i></p>

ROUGH PLAN

Column 1 Use term	Column 2 Definition
	<i>correctional facility</i>
<b>Dual occupancy</b>	(a) means a residential use of premises involving— (i) 2 dwellings (whether attached or detached) on a single lot or 2 dwellings (whether attached or detached) on separate lots that share a common property; and (ii) any domestic outbuilding associated with the dwellings; but (b) does not include a residential use of premises that involves a secondary dwelling.
<b>Dwelling house</b>	means a residential use of premises involving— (a) 1 dwelling and any domestic outbuildings associated with the dwelling; or (b) 2 dwellings, 1 of which is a secondary dwelling, and any domestic outbuildings associated with either dwelling.
<b>Dwelling unit</b>	means the use of premises containing a non-residential use for a single dwelling, other than a dwelling for a caretaker of the non-residential use.
<b>Educational establishment</b>	means the use of premises for— (a) training and instruction to impart knowledge and develop skills; or (b) student accommodation, before or after school care, or vacation care, if the use is ancillary to the use in paragraph (a).  <i>Examples of an educational establishment— college, outdoor education centre, primary school, secondary school, special education facility, technical institute, university</i>
<b>Emergency services</b>	means the use of premises by a government entity or community organisation to provide— (a) essential emergency services; or (b) disaster management services; or (c) management support facilities for the services.  <i>Examples of emergency services— ambulance station, evacuation centre, fire station, police station</i>
<b>Environment facility</b>	(a) means the use of premises for a facility for the appreciation, conservation or interpretation of an area of cultural, environmental or heritage value; but (b) does not include the use of premises to provide accommodation for tourists and travellers.
<b>Extractive industry</b>	means the use of premises for— (a) extracting or processing extractive resources; and (b) any related activities, including, for example, transporting the resources to market.
<b>Food and drink outlet</b>	means the use of premises for— (a) preparing and selling food and drink for consumption on or off the premises; or

ROUGH PLAN

Column 1 Use term	Column 2 Definition
	<p>(b)providing liquor for consumption on or off the premises, if the use is ancillary to the use in paragraph (a).</p> <p><i>Examples of a food and drink outlet—</i>  <i>cafe, coffee shop, drive-through facility, kiosk, milk bar, restaurant, snack bar, takeaway shop, tearoom</i></p>
<b>Function facility</b>	<p>means the use of premises for—</p> <p>(a)receptions or functions; or</p> <p>(b)preparing and providing food and liquor for consumption on the premises as part of a reception or function</p>
<b>Funeral parlour</b>	<p>(a)means the use of premises for—</p> <p>(i)arranging and conducting funerals, memorials and other similar events; or</p> <p>(ii)a mortuary; or</p> <p>(iii)storing and preparing bodies for burial or cremation; but</p> <p>(b)does not include the use of premises for the burial or cremation of bodies.</p>
<b>Garden centre</b>	<p>means the use of premises for—</p> <p>(a)selling plants; or</p> <p>(b)selling gardening and landscape products and supplies that are mainly in pre-packaged form; or</p> <p>(c)a food and drink outlet that is ancillary to the use in paragraph (a).</p>
<b>Hardware and trade supplies</b>	<p>means the use of premises for selling, displaying or hiring hardware and trade supplies, including, for example, house fixtures, timber, tools, paint, wallpaper or plumbing supplies.</p>
<b>Health care service</b>	<p>means the use of premises for medical purposes, paramedical purposes, alternative health therapies or general health care, if overnight accommodation is not provided on the premises.</p> <p><i>Examples of a health care service—</i>  <i>dental clinic, medical centre, physiotherapy clinic</i></p>
<b>High impact industry</b>	<p>means the use of premises for an industrial activity—</p> <p>(a)that is the manufacturing, producing, processing, repairing, altering, recycling, storing, distributing, transferring or treating of products; and</p> <p>(b)that a local planning instrument applying to the premises states is a high impact industry; and</p> <p>(c)that complies with any thresholds for the activity stated in a local planning instrument applying to the premises, including, for example, thresholds relating to the number of products manufactured or the level of emissions produced by the activity</p>

ROUGH PLAN

Column 1 Use term	Column 2 Definition
<b>Home-based business</b>	means the use of a dwelling or domestic outbuilding on premises for a business activity that is subordinate to the residential use of the premises.
<b>Hospital</b>	means the use of premises for— (a)the medical or surgical care or treatment of patients, whether or not the care or treatment requires overnight accommodation; or (b)providing accommodation for patients; or (c)providing accommodation for employees, or any other use, if the use is ancillary to the use in paragraph (a) or (b).
<b>Hotel</b>	(a)means the use of premises for— (i)selling liquor for consumption on the premises; or (ii)a dining or entertainment activity, or providing accommodation to tourists or travellers, if the use is ancillary to the use in subparagraph (i); but (b)does not include a bar.
<b>Indoor sport and recreation</b>	means the use of premises for a leisure, sport or recreation activity conducted wholly or mainly indoors.  <i>Examples of indoor sport and recreation— amusement parlour, bowling alley, gymnasium, squash court</i>
<b>Intensive animal industry</b>	(a)means the use of premises for— (i)the intensive production of animals or animal products, in an enclosure, that requires food and water to be provided mechanically or by hand; or (ii)storing and packing feed and produce, if the use is ancillary to the use in subparagraph (i); but (b)does not include the cultivation of aquatic animals.  <i>Examples of intensive animal industry— feedlot, piggery, poultry and egg production</i>
<b>Intensive horticulture</b>	(a)means the use of premises for— (i)the intensive production of plants or plant material carried out indoors on imported media; or (ii)the intensive production of plants or plant material carried out outside using artificial lights or containers; or (iii)storing and packing plants or plant material grown on the premises, if the use is ancillary to the use in subparagraph (i) or (ii); but (b)does not include the cultivation of aquatic plants.  <i>Examples of intensive horticulture— greenhouse, hydroponic farm, mushroom farm</i>
<b>Landing</b>	means the use of premises for a structure— (a)for mooring, launching, storing and retrieving vessels; and (b)from which passengers embark and disembark.

ROUGH PLAN

Column 1 Use term	Column 2 Definition
<b>Low impact industry</b>	means the use of premises for an industrial activity— (a) that is the manufacturing, producing, processing, repairing, altering, recycling, storing, distributing, transferring or treating of products; and (b) that a local planning instrument applying to the premises states is a low impact industry; and (c) that complies with any thresholds for the activity stated in a local planning instrument applying to the premises, including, for example, thresholds relating to the number of products manufactured or the level of emissions produced by the activity.
<b>Major electricity infrastructure</b>	(a) means the use of premises for— (i) a transmission grid or supply network; or (ii) a telecommunication facility, if the use is ancillary to the use in subparagraph (i); but (b) does not include the use of premises for a supply network or private electricity works stated in in the Planning Regulation 2017, schedule 6, section 26(5), unless the use involves— (i) a new zone substation or bulk supply substation; or (ii) the augmentation of a zone substation or bulk supply substation that significantly increases the input or output standard voltage.
<b>Major sport, recreation and entertainment facility</b>	means the use of premises for large-scale events, including, for example, major sporting, recreation, conference or entertainment events.  <i>Examples of a major sport, recreation and entertainment facility— convention centre, exhibition centre, horse racing facility, sports stadium</i>
<b>Marine industry</b>	means the use of waterfront premises for— (a) manufacturing, storing, repairing or servicing vessels or maritime infrastructure; or (b) providing fuel or disposing of waste, if the use is ancillary to the use in paragraph (a).  <i>Examples of marine industry— boat building, boat storage, dry dock</i>
<b>Market</b>	means the use of premises on a regular basis for— (a) selling goods to the public mainly from temporary structures, including, for example, stalls, booths or trestle tables; or (b) providing entertainment, if the use is ancillary to the use in paragraph (a).
<b>Medium impact industry</b>	means the use of premises for an industrial activity— (a) that is the manufacturing, producing, processing, repairing, altering, recycling, storing, distributing, transferring or treating of products; and (b) that a local planning instrument applying to the premises states is a medium impact industry; and (c) that complies with any thresholds for the activity stated in a local planning instrument applying to the premises, including, for example,

ROUGH PLAN

Column 1 Use term	Column 2 Definition
	thresholds relating to the number of products manufactured or the level of emissions produced by the activity.
<b>Motor sport facility</b>	means the use of premises for— (a) organised or recreational motor sports; or (b) facilities for spectators, including, for example, stands, amenities and food and drink outlets, if the use is ancillary to the use in paragraph (a).  <i>Examples of a motor sport facility— car race track, go-kart track, trail bike park, 4WD park</i>
<b>Multiple dwelling</b>	means a residential use of premises involving 3 or more dwellings, whether attached or detached.
<b>Nature-based tourism</b>	means the use of premises for a tourism activity, including accommodation for tourists, for the appreciation, conservation or interpretation of— (a) an area of environmental, cultural or heritage value; or (b) a local ecosystem; or (c) the natural environment.  <i>Examples of nature-based tourism— environmentally responsible accommodation facilities including cabins, huts, lodges and tents</i>
<b>Nightclub entertainment facility</b>	means the use of premises for— (a) providing entertainment that is cabaret, dancing or music; or (b) selling liquor, and preparing and selling food, for consumption on the premises, if the use is ancillary to the use in paragraph (a)
<b>Office</b>	(a) means the use of premises for— (i) providing an administrative, financial, management or secretarial service or function; or (ii) the practice of a profession; or (iii) providing business or professional advice or services; but (b) does not include the use of premises for making, selling or hiring goods.  <i>Examples of an office— bank, real estate agency</i>
<b>Outdoor sales</b>	means the use of premises for— (a) displaying, selling, hiring or leasing vehicles, boats, caravans, machinery, equipment or other similar products, if the use is mainly conducted outdoors; or (b) repairing, servicing, selling or fitting accessories for the products stated in paragraph (a), if the use is ancillary to the use in paragraph (a).
<b>Outdoor sport and recreation</b>	means the use of premises for— (a) a recreation or sporting activity that is carried on outdoors and requires areas of open space; or

ROUGH PLAN

Column 1 Use term	Column 2 Definition
	(b)providing and selling food and drink, change room facilities or storage facilities, if the use is ancillary to the use in paragraph (a).  <i>Examples of outdoor sport and recreation— cricket oval, driving range, golf course, swimming pool, tennis court</i>
<b>Outstation</b>	means the use of premises for— (a) cultural or recreation activities by Aboriginal people or Torres Strait Islanders; or (b) facilities for short-term or long-term camping activities, if the use is ancillary to the use in paragraph (a).
<b>Park</b>	means the use of premises, accessible to the public free of charge, for sport, recreation and leisure activities and facilities.
<b>Parking station</b>	means the use of premises for parking vehicles, other than parking that is ancillary to another use.
<b>Party house</b>	means premises containing a dwelling that is used to provide, for a fee, accommodation or facilities for guests if— (a) guests regularly use all or part of the premises for parties (bucks parties, hens parties, raves, or wedding receptions, for example); and (b) the accommodation or facilities are provided for a period of less than 10 days; and (c) the owner of the premises does not occupy the premises during that period.
<b>Permanent plantation</b>	means the use of premises for growing, but not harvesting, plants for carbon sequestration, biodiversity, natural resource management or another similar purpose
<b>Place of worship</b>	means the use of premises for— (a)organised worship and other religious activities; or (b)social, education or charitable activities, if the use is ancillary to the use in paragraph (a).
<b>Port service</b>	means the use of premises for— (a)the arrival and departure of vessels; or (b)the movement of passengers or goods on or off vessels; or (c)storing, servicing, maintaining or repairing vessels; or (d)ancillary uses that directly service the needs of passengers of the vessels.
<b>Relocatable home park</b>	means the use of premises for— (a)relocatable dwellings for long-term residential accommodation; or (b)amenity facilities, food and drink outlets, a manager's residence, or recreation facilities for the exclusive use of residents, if the use is ancillary to the use in paragraph (a).

ROUGH PLAN

Column 1 Use term	Column 2 Definition
<b>Renewable energy facility</b>	(a)means the use of premises for the generation of electricity or energy from a renewable energy source, including, for example, sources of bioenergy, geothermal energy, hydropower, ocean energy, solar energy or wind energy; but (b)does not include the use of premises to generate electricity or energy to be used mainly on the premises.
<b>Research and technology industry</b>	means the use of premises for an innovative or emerging industry that involves designing and researching, assembling, manufacturing, maintaining, storing or testing machinery or equipment.  <i>Examples of research and technology industries —aeronautical engineering, biotechnology industries, computer component manufacturing, computer server facilities, energy industries, medical laboratories</i>
<b>Residential care facility</b>	means the use of premises for supervised accommodation, and medical and other support services, for persons who— (a)can not live independently; and (b)require regular nursing or personal care.  <i>Examples of a residential care facility — convalescent home, nursing home</i>
<b>Resort complex</b>	means the use of premises for— (a)tourist and visitor accommodation that includes integrated leisure facilities; or  <i>Examples of integrated leisure facilities—bars, meeting and function facilities, restaurants, sporting and fitness facilities</i>  (b)staff accommodation that is ancillary to the use in paragraph (a); or (c)transport facilities for the premises, including, for example, a ferry terminal or air service.
<b>Retirement facility</b>	means a residential use of premises for— (a)accommodation for older members of the community, or retired persons, in independent living units or serviced units; or (b)amenity and community facilities, a manager's residence, health care and support services, preparing food and drink or staff accommodation, if the use is ancillary to the use in paragraph (a).
<b>Roadside stall</b>	means the use of premises for the roadside display and sale of goods in a rural area.
<b>Rooming accommodation</b>	means the use of premises for— (a)residential accommodation, if each resident— (i)has a right to occupy 1 or more rooms on the premises; and (ii)does not have a right to occupy the whole of the premises; and (iii)does not occupy a self-contained unit, as defined under the Residential Tenancies and Rooming Accommodation Act 2008, schedule 2, or has only limited facilities available for private use; and

ROUGH PLAN

Column 1 Use term	Column 2 Definition
	<p>(iv) shares other rooms, facilities, furniture or equipment outside of the resident's room with 1 or more other residents, whether or not the rooms, facilities, furniture or equipment are on the same or different premises; or</p> <p>(b) a manager's residence, an office or providing food or other services to residents, if the use is ancillary to the use in paragraph (a).</p> <p><i>Examples of rooming accommodation—boarding house, hostel, monastery, off-site student accommodation</i></p>
<b>Rural industry</b>	<p>means the use of premises for—</p> <p>(a) storing, processing or packaging products from a rural use carried out on the premises or adjoining premises; or</p> <p>(b) selling products from a rural use carried out on the premises or adjoining premises, if the use is ancillary to the use in paragraph (a).</p>
<b>Rural workers' accommodation</b>	<p>means the use of premises for accommodation, whether or not self-contained, for employees of a rural use, if the premises, and the premises where the rural use is carried out, are owned by the same person.</p>
<b>Sales office</b>	<p>means the use of premises for the temporary display of land parcels or buildings that—</p> <p>(a) are for sale or proposed to be sold; or</p> <p>(b) can be won as a prize in a competition</p>
<b>Service industry</b>	<p>means the use of premises for an industrial activity that—</p> <p>(a) does not result in off-site air, noise or odour emissions; and</p> <p>(b) is suitable for location with other non-industrial uses.</p> <p><i>Examples of service industries— audio visual equipment repair, bicycle repairs, clock and watch repairs, computer repairs, dry cleaning, film processing, hand engraving, jewellery making, laundromat, locksmith, picture framing, shoe repairs, tailor</i></p>
<b>Service station</b>	<p>means the use of premises for—</p> <p>(a) selling fuel, including, for example, petrol, liquid petroleum gas, automotive distillate or alternative fuels; or</p> <p>(b) a food and drink outlet, shop, trailer hire, or maintaining, repairing, servicing or washing vehicles, if the use is ancillary to the use in paragraph (a).</p>
<b>Shop</b>	<p>means the use of premises for—</p> <p>(a) displaying, selling or hiring goods; or</p> <p>(b) providing personal services or betting to the public.</p> <p><i>Examples of a shop—betting agency, corner store, department store, discount variety store, hair dressing salon, liquor store, supermarket</i></p>
<b>Shopping centre</b>	<p>means the use of premises for an integrated shopping complex consisting mainly of shops.</p>

ROUGH PLAN

Column 1 Use term	Column 2 Definition
<b>Short-term accommodation</b>	<p>short-term accommodation—</p> <p>(a) means the use of premises for—</p> <p>(i) providing accommodation of less than 3 consecutive months to tourists or travellers; or</p> <p>(ii) a manager's residence, office, or recreation facilities for the exclusive use of guests, if the use is ancillary to the use in subparagraph (i); but</p> <p>(b) does not include a hotel, nature-based tourism, resort complex or tourist park.</p>
<b>Showroom</b>	<p>showroom means the use of premises for the sale of goods that are of—</p> <p>(a) a related product line; and</p> <p>(b) a size, shape or weight that requires—</p> <p>(i) a large area for handling, display or storage; and</p> <p>(ii) direct vehicle access to the building that contains the goods by members of the public, to enable the loading and unloading of the goods.</p> <p><i>Examples of a showroom—bulk stationary supplies, bulky goods sales, bulk home supplies, motor vehicle sales showroom</i></p>
<b>Special industry</b>	<p>means the use of premises for an industrial activity—</p> <p>(a) that is the manufacturing, producing, processing, repairing, altering, recycling, storing, distributing, transferring or treating of products; and</p> <p>(b) that a local planning instrument applying to the premises states is a special industry; and</p> <p>(c) that complies with any thresholds for the activity stated in a local planning instrument applying to the premises, including, for example, thresholds relating to the number of products manufactured or the level of emissions produced by the activity</p>
<b>Substation</b>	<p>means the use of premises—</p> <p>(a) as part of a transmission grid or supply network to—</p> <p>(i) convert or transform electrical energy from one voltage to another; or</p> <p>(ii) regulate voltage in an electrical circuit; or</p> <p>(iii) control electrical circuits; or</p> <p>(iv) switch electrical current between circuits; or</p> <p>(b) for a telecommunications facility for—</p> <p>(i) works as defined under the Electricity Act, section 12(1); or</p> <p>(ii) workforce operational and safety communications.</p>
<b>Telecommunications facility</b>	<p>means the use of premises for a facility that is capable of carrying communications and signals by guided or unguided electromagnetic energy.</p>
<b>Theatre</b>	<p>means the use of premises for—</p> <p>(a) presenting movies, live entertainment or music to the public; or</p> <p>(b) the production of film or music; or</p> <p>(c) the following activities or facilities, if the use is ancillary to a use in paragraph (a) or (b)—</p>

ROUGH PLAN

Column 1 Use term	Column 2 Definition
	<p>(i)preparing and selling food and drink for consumption on the premises;</p> <p>(ii)facilities for editing and post-production;</p> <p>(iii)facilities for wardrobe, laundry and make-up;</p> <p>(iv)set construction workshops;</p> <p>(v)sound stages.</p> <p><i>Example of a theatre—cinema, concert hall, film studio, music recording studio</i></p>
<b>Tourist attraction</b>	<p>means the use of premises for—</p> <p>(a)providing entertainment to, or a recreation facility for, the general public; or</p> <p>(b)preparing and selling food and drink for consumption on the premises, if the use is ancillary to the use in paragraph (a).</p> <p><i>Examples of a tourist attraction—theme park, zoo</i></p>
<b>Tourist park</b>	<p>means the use of premises for—</p> <p>(a)holiday accommodation in caravans, self-contained cabins, tents or other similar structures; or</p> <p>(b)amenity facilities, a food and drink outlet, a manager’s residence, offices, recreation facilities for the use of occupants and their visitors, or staff accommodation, if the use is ancillary to the use in paragraph (a).</p>
<b>Transport depot</b>	<p>means the use of premises for—</p> <p>(a)storing vehicles, or machinery, that are used for a commercial or public purpose; or</p> <p>(b)cleaning, repairing or servicing vehicles or machinery, if the use is ancillary to the use in paragraph (a).</p> <p><i>Examples of a transport depot—using premises to store buses, taxis, trucks, heavy vehicles or heavy machinery</i></p>
<b>Utility installation</b>	<p>means the use of premises for—</p> <p>(a)a service for supplying or treating water, hydraulic power or gas; or</p> <p>(b)a sewerage, drainage or stormwater service; or</p> <p>(c)a transport service; or</p> <p>(d)a waste management service; or</p> <p>(e)a maintenance depot, storage depot or other facility for a service stated in paragraphs (a) to (d).</p>
<b>Veterinary service</b>	<p>means the use of premises for—</p> <p>(a)the medical or surgical treatment of animals; or</p> <p>(b)the short-term stay of animals, if the use is ancillary to the use in paragraph (a).</p>
<b>Warehouse</b>	<p>means the use of premises for—</p> <p>(a)storing or distributing goods, whether or not carried out in a building; or</p>

ROUGH PLAN

Column 1 Use term	Column 2 Definition
	(b)the wholesale of goods, if the use is ancillary to the use in paragraph (a).  <i>Examples of a warehouse—self-storage facility, storage yard</i>
<b>Wholesale nursery</b>	means the use of premises for— (a)the wholesale of plants grown on or next to the premises; or (b)selling gardening materials, if the use is ancillary to the use in paragraph (a).
<b>Winery</b>	means the use of premises for— (a)making wine; or (b)selling wine that is made on the premise
<b>Workforce accommodation</b>	(a)means the use of premises for— (i)accommodation that is provided for persons who perform work as part of— (A)a resource extraction project; or (B)a project identified in a planning scheme as a major industry or infrastructure project; or (C)a rural use; or (ii)recreation and entertainment facilities for persons residing at the premises and their visitors, if the use is ancillary to the use in subparagraph (i); but (b)does not include rural workers' accommodation.

ROUGH PLAN

### SC1.2 Grouped use definitions

<b>Critical uses</b>	critical uses include: (a) Emergency services (b) Hospital (c) Major electricity infrastructure (d) Renewable energy facility (e) Substation (f) Telecommunications facility (g) Utility installation
<b>Vulnerable uses</b>	vulnerable uses include: (a) Animal keeping (kennels or catteries) (b) Child care centre (c) Community care centre (d) Community residence (e) Community use (f) Crematorium (g) Detention facility (h) Educational establishment (i) Funeral parlour (j) Hospital (k) Relocatable home park (l) Residential care facility (m) Retirement facility (n) Rooming accommodation

### SC1.3 Industry thresholds

The industry thresholds listed below are to be used in conjunction with the defined use terms for low impact industry, medium impact industry, high impact industry and special industry listed in SC1.1.

Column 1 Use	Column 2 Additional examples include
<b>Low impact industry</b>	(a) Repairing and servicing motor vehicles, including mechanical components, radiators, electrical components, wheel alignments, exhausts, tyres, suspension or air conditioning, not including spray painting; (b) Repairing and servicing lawn mowers and outboard engines; (c) Fitting and turning workshop; (d) Assembling or fabricating products from sheet metal or welding steel, producing less than 10 tonnes a year and not including spray painting; (e) Assembling wood products not involving cutting, routing, sanding or spray painting; (f) Dismantling automotive or mechanical equipment, not including debonding brake or clutch components.
<b>Medium impact industry</b>	(a) Metal foundry producing less than 10 tonnes of metal castings per annum;

ROUGH PLAN

Column 1 Use	Column 2 Additional examples include
	<ul style="list-style-type: none"> <li>(b) Boiler making or engineering works producing less than 10,000 tonnes of metal product per annum;</li> <li>(c) Facility for the storage and distribution of dangerous goods not involving manufacturing processes and not a major hazard facility under the <i>Work Health and Safety Act 2001</i>;</li> <li>(d) Abrasive blasting facility using less than 10 tonnes of abrasive material per annum;</li> <li>(e) Enamelling workshop using less than 15,000 litres of enamel per annum;</li> <li>(f) Galvanising works using less than 100 tonnes of zinc per annum;</li> <li>(g) Anodising or electroplating workshop where tank area is less than 400 square metres;</li> <li>(h) Powder coating workshop using less than 500 tonnes of coating per annum;</li> <li>(i) Spray painting workshop (including spray painting vehicles; plant, equipment or boats) using less than 20,000 litres of paint per annum;</li> <li>(j) Scrap metal yard (not including a fragmentiser), dismantling automotive or mechanical equipment including debonding brake or clutch components;</li> <li>(k) Manufacturing clay or ceramic products including bricks, tiles, pipes and pottery goods, less than 200 tonnes per annum;</li> <li>(l) Processing, smoking, drying, curing, milling, bottling or canning food, beverages or pet food, less than 200 tonnes per annum;</li> <li>(m) Vegetable oil or oilseed processing in works with a design production capacity of less than 1,000 tonnes per annum;</li> <li>(n) Manufacturing wooden products including cabinet making, joinery and wood working, where producing less than 500 tonnes per annum;</li> <li>(o) Manufacturing medium density fibreboard, chipboard, particle board, plywood, laminated board or wood veneer products, less than 250 tonnes per annum;</li> <li>(p) Sawmilling, wood chipping and kiln drying timber and logs, producing less than 500 tonnes per annum;</li> <li>(q) Recycling and reprocessing batteries;</li> <li>(r) Repairing or maintaining boats;</li> <li>(s) Manufacturing substrate for mushroom growing;</li> <li>(t) Manufacturing or processing plaster, producing less than 5,000 tonnes per annum;</li> <li>(u) Recycling or reprocessing tyres including retreading;</li> <li>(v) Printing advertising material, magazines, newspapers, packaging and stationery;</li> <li>(w) Manufacturing fibreglass, foam plastic, composite plastic or rigid fibre-reinforced plastic or plastic products, less than 5 tonnes per annum (except fibreglass boats, tanks and swimming pools);</li> <li>(x) Manufacturing PET, PETE, polypropylene and polystyrene plastic or plastic products, less than 10,000 tonnes per annum;</li> <li>(y) Reconditioning metal or plastic drums;</li> </ul>

ROUGH PLAN

Column 1 Use	Column 2 Additional examples include
	<p>(z) Glass fibre manufacture less than 200 tonnes per annum;</p> <p>(aa) Manufacturing glass or glass products, where not glass fibre, less than 250 tonnes per annum;</p> <p>(bb) Concrete batching and producing concrete products.</p>
High impact industry	<p>(a) Metal foundry producing 10 tonnes or greater of metal castings per annum;</p> <p>(b) Boiler making or engineering works producing 10,000 tonnes or greater of metal product per annum;</p> <p>(c) Major hazard facility for the storage and distribution of dangerous goods not involving manufacturing processes;</p> <p>(d) Scrap metal yard including a fragmentiser;</p> <p>(e) Manufacturing clay or ceramic products including bricks, tiles, pipes and pottery goods, greater than 200 tonnes per annum;</p> <p>(f) Processing, smoking, drying, curing, milling, bottling or canning food, beverages or pet food, greater than 200 tonnes per annum;</p> <p>(g) Vegetable oil or oilseed processing in works with a design production capacity of greater than 1,000 tonnes per annum;</p> <p>(h) Manufacturing wooden products including cabinet making, joinery and wood working, producing greater than 500 tonnes per annum;</p> <p>(i) Manufacturing medium density fibreboard, chipboard, particle board, plywood, laminated board or wood veneer products, 250 tonnes or greater per annum;</p> <p>(j) Sawmilling, wood chipping and kiln drying timber and logs, producing greater than 500 tonnes per annum;</p> <p>(k) Manufacturing or processing plaster, producing greater than 5,000 tonnes per annum;</p> <p>(l) Enamelling workshop using 15,000 litres or greater of enamel per annum;</p> <p>(m) Galvanising works using 100 tonnes or greater of zinc per annum;</p> <p>(n) Anodising or electroplating workshop where tank area is 400 square metres or greater;</p> <p>(o) Powder coating workshop using 500 tonnes or greater of coating per annum;</p> <p>(p) Spray painting workshop (including spray painting vehicles, plant, equipment or boats) using 20,000 litres or greater of paint per annum;</p> <p>(q) Treating timber for preservation using chemicals including copper, chromium, arsenic, borax and creosote;</p> <p>(r) Manufacturing soil conditioners by receiving, blending, storing, processing, drying or composting organic material or organic waste, including animal manures, sewage, septic sludges and domestic waste;</p> <p>(s) Manufacturing fibreglass pools, tanks and boats;</p> <p>(t) Manufacturing, fibreglass, foam plastic, composite plastic or rigid fibre-reinforced plastic or plastic products, 5 tonnes or greater per annum (except fibreglass boats, tanks and swimming pools);</p> <p>(u) Manufacturing PET, PETE, polypropylene and polystyrene plastic or plastic products, 10,000 tonnes or greater per annum;</p>

ROUGH PLAN

Column 1 Use	Column 2 Additional examples include
	<ul style="list-style-type: none"> <li>(v) Manufacturing tyres, asbestos products, asphalt, cement; glass or glass fibre, mineral wool or ceramic fibre;</li> <li>(w) Abattoir;</li> <li>(x) Recycling chemicals, oils or solvents;</li> <li>(y) Manufacturing batteries;</li> <li>(z) Manufacturing wooden products including cabinet making, joinery, wood working, producing greater than 500 tonnes per annum;</li> <li>(aa) Abrasive blasting facility using 10 tonnes or greater of abrasive material per annum;</li> <li>(bb) Glass fibre manufacture producing 200 tonnes or greater per annum;</li> <li>(cc) Manufacturing glass or glass products, where not glass fibre, less than 250 tonnes per annum;</li> <li>(dd) Distilling alcohol in works producing greater than 2,500 litres per annum;</li> <li>(ee) Sugar milling or refining.</li> </ul>
<b>Special industry</b>	<ul style="list-style-type: none"> <li>(a) Oil refining or processing;</li> <li>(b) Producing, refining or processing gas or fuel gas;</li> <li>(c) Power station;</li> <li>(d) Producing, quenching, cutting, crushing or grading coke;</li> <li>(e) Waste incinerator;</li> <li>(f) Pulp or paper manufacturing;</li> <li>(g) Tobacco processing;</li> <li>(h) Tannery or works for curing animal skins, hides or finishing leather;</li> <li>(i) Textile manufacturing, including carpet manufacturing, wool scouring or carbonising, cotton milling, or textile bleaching, dyeing or finishing;</li> <li>(j) Rendering plant;</li> <li>(k) Manufacturing chemicals, poisons and explosives;</li> <li>(l) Manufacturing fertilisers involving ammonia;</li> <li>(m) Manufacturing polyvinyl chloride plastic.</li> </ul>

ROUGH PLAN

#### SC1.4 Administrative definitions

Column 1 Administrative term	Column 2 Definition
<b>Adjoining premises</b>	means premises that share a common boundary, including premises that meet at a single point on a common boundary.
<b>Advertising device</b>	(a) means a permanent sign, structure or other device used, or intended to be used, for advertising; and (b) includes a structure, or part of a building, the primary purpose of which is to support the sign, structure or device.
<b>Affordable housing</b>	means housing that is appropriate to the needs of households with low to moderate incomes, if the members of the households will spend no more than 30% of gross income on housing costs.
<b>Average width</b>	of a lot, means the distance, measured in metres, between the midpoint on each side boundary of the lot.
<b>Basement</b>	means a space— (a) between a floor level in a building and the floor level that is immediately below it; and (b) no part of which is more than 1m above ground level.
<b>Boundary clearance</b>	means the distance between a building or structure on premises and the boundary of the premises, measured from the part of the building or structure that is closest to the boundary, other than a part that is— (a) an architectural or ornamental attachment; or (b) a rainwater fitting.  Examples— 1 If the fascia of a building is the part of the building that is closest to the boundary, the boundary clearance is the distance between the outside of the fascia and the boundary. 2 If a point on the roof of a building is the part of the building that is closest to the boundary, the boundary clearance is the distance between that point on the roof and the boundary.
<b>Building height</b>	of a building, means— (a) the vertical distance, measured in metres, between the ground level of the building and the highest point on the roof of the building, other than a point that is part of an aerial, chimney, flagpole or load-bearing antenna; or (b) the number of storeys in the building above ground level.
<b>Defined flood level</b>	means the level to which it is reasonably expected flood waters may rise (under Building Regulation 2021, section 8). In Carpentaria Shire the defined flood level is taken to be:

ROUGH PLAN

Column 1 Administrative term	Column 2 Definition
	<p>(a) RL8.8m in Normanton and surrounds shown on maps OM7.3 and 7.4;</p> <p>(b) RL4.5 in Karumba and surrounds shown on map OM7.5, 7.6 and 7.7; and</p> <p>(c) elsewhere the level to which water would rise in a 1% AEP event.</p> <p><i>Editor's note – Where (c) applies, the 1% AEP event level will need to be determined by a site specific flood study. Such a study is to be prepared by the development proponent to a standard acceptable to Council.</i></p>
<b>Development footprint</b>	<p>for development, means a part of the premises that the development relates to, including, for example, any part of the premises that, after the development is carried out, will be covered by—</p> <p>(a) buildings or structures, measured to their outermost projection; or</p> <p>(b) landscaping or open space; or</p> <p>(c) facilities relating to the development; or</p> <p>(d) on-site stormwater drainage or wastewater treatment; or</p> <p>(e) a car park, road, access track or area used for vehicle movement; or</p> <p>(f) another area of disturbance.</p>
<b>Domestic outbuilding</b>	<p>means a non-habitable class 10a building that is—</p> <p>(a) a shed, garage or carport; and</p> <p>(b) ancillary to a residential use carried out on the premises where the building is.</p>
<b>Dwelling</b>	<p>means all or part of a building that—</p> <p>(a) is used, or capable of being used, as a self-contained residence; and</p> <p>(b) contains—</p> <p>(i) food preparation facilities; and</p> <p>(ii) a bath or shower; and</p> <p>(iii) a toilet; and</p> <p>(iv) a wash basin; and</p> <p>(v) facilities for washing clothes.</p>
<b>Gross floor area</b>	<p>for a building, means the total floor area of all storeys of the building, measured from the outside of the external walls and the centre of any common walls of the building, other than areas used for—</p> <p>(a) building services, plant or equipment; or</p> <p>(b) access between levels; or</p> <p>(c) a ground floor public lobby; or</p> <p>(d) a mall; or</p> <p>(e) parking, loading or manoeuvring vehicles; or</p> <p>(f) unenclosed private balconies, whether roofed or not.</p>

ROUGH PLAN

Column 1 Administrative term	Column 2 Definition
<b>Ground level</b>	means— (a) the level of the natural ground; or (b) if the level of the natural ground has changed, the level as lawfully changed.
<b>Household</b>	means 1 or more individuals who live together in a dwelling.
<b>Minor building work</b>	means building work that increases the gross floor area of a building by no more than the lesser of the following— (a) 50m <sup>2</sup> ; (b) an area equal to 5% of the gross floor area of the building.
<b>Minor electricity infrastructure</b>	development for a supply network or for private electricity works that form an extension of, or provide service connections to, properties from the network, if the network operates at standard voltages up to and including 66kV, other than development for— (a) a new zone substation or bulk supply substation; or (b) the augmentation of a zone substation or bulk supply substation that significantly increases the input or output standard voltage.
<b>Outermost projection</b>	<b>outermost projection</b> , of a building or structure, means the outermost part of the building or structure, other than a part that is— (a) a retractable blind; or (b) a fixed screen; or (c) a rainwater fitting; or (d) an ornamental attachment.
<b>Plot ratio</b>	<b>plot ratio</b> means the ratio of the gross floor area of a building on a site to the area of the site.
<b>Secondary dwelling</b>	means a dwelling on a lot that is used in conjunction with, but subordinate to, another dwelling on the lot, whether or not the dwelling is— (a) attached to the other dwelling; or (b) occupied by individuals who are related to, or associated with, the household of the other dwelling.
<b>Sensitive land use</b>	Has the meaning defined in the Planning Regulation 2017  <b>Editor's note</b> – The definition in the Planning Regulation 2017 is as follows: sensitive land use means— (a) caretaker's accommodation; or (b) a childcare centre; or (c) a community care centre; or

ROUGH PLAN

Column 1 Administrative term	Column 2 Definition
	<p>(d) a community residence; or</p> <p>(e) a detention facility; or</p> <p>(f) a dual occupancy; or</p> <p>(g) a dwelling house; or</p> <p>(h) a dwelling unit; or</p> <p>(i) an educational establishment; or</p> <p>(j) a health care service; or</p> <p>(k) a hospital; or</p> <p>(l) a hotel, to the extent the hotel provides accommodation for tourists or travellers; or</p> <p>(m) a multiple dwelling; or</p> <p>(n) a relocatable home park; or</p> <p>(o) a residential care facility; or</p> <p>(p) a resort complex; or</p> <p>(q) a retirement facility; or</p> <p>(r) rooming accommodation; or</p> <p>(s) rural workers' accommodation; or</p> <p>(t) short-term accommodation; or</p> <p>(u) a tourist park; or</p> <p>(v) workforce accommodation.</p>
<b>Setback</b>	<p><b>setback</b>, for a building or structure, means the shortest distance, measured horizontally, between the outermost projection of the building or structure to the vertical projection of the boundary of the lot where the building or structure is.</p>
<b>Site</b>	<p><b>site</b>, of development, means the land that the development is to be carried out on.</p> <p><i>Examples—</i></p> <p>If development is to be carried out on part of a lot, the site of the development is that part of the lot.</p> <p>If development is to be carried out on part of 1 lot and part of an adjoining lot, the site of the development is both of those parts.</p>
<b>Site cover</b>	<p><b>site cover</b>, of development, means the portion of the site, expressed as a percentage, that will be covered by a building or structure, measured to its outermost projection, after the development is carried out, other than a building or structure, or part of a building or structure, that is—</p> <p>(a) in a landscaped or open space area, including, for example, a gazebo or shade structure; or</p> <p>(b) a basement that is completely below ground level and used for car parking; or</p> <p>(c) the eaves of a building; or</p> <p>(d) a sun shade.</p>
<b>Storey</b>	<p>(a) means a space within a building between 2 floor levels, or a floor level and a ceiling or roof, other than—</p> <p>(i) a space containing only a lift shaft, stairway or meter room; or</p>

ROUGH PLAN

Column 1 Administrative term	Column 2 Definition
	(ii)a space containing only a bathroom, shower room, laundry, toilet or other sanitary compartment; or (iii)a space containing only a combination of the things stated in subparagraph (i) or (ii); or (iv)a basement with a ceiling that is not more than 1m above ground level; and (b)includes— (i)a mezzanine; and (ii)a roofed structure that is on, or part of, a rooftop, if the structure does not only accommodate building plant and equipment.
<b>Temporary use</b>	means a use that— (a)is carried out on a non-permanent basis; and (b)does not involve the construction of, or significant changes to, permanent buildings or structures.

ROUGH PLAN

## Schedule 2 Mapping Index

Map number	Map title
<b>Strategic framework map series</b>	
SFM1	Strategic Framework Map
<b>Zone map series</b>	
ZM1.0	Zoning Map
<b>Overlay map series</b>	
OM1.0	Acid Sulfate Soils Overlay Map
OM2.0	Agricultural Land Overlay Map
OM3.0	Airport Overlay Map
OM4.0	Bushfire Hazard Overlay Map
OM5.1	Coastal Hazard Overlay – Erosion Prone Areas Map
OM5.2	Coastal Hazard Overlay – Storm Tide Hazard Areas Map
OM6.0	Environmental Significance Overlay Map
OM7.0	Flood Hazard Overlay Map
OM8.0	Heritage Overlay Map
OM9.0	Regional Infrastructure Overlay Map
OM10.0	Road Hierarchy Overlay Map

ROUGH PLAN

### Schedule 3 Notations required under the Planning Act 2016

#### SC3.1 Development approval substantially inconsistent with the planning scheme

No approvals substantially inconsistent with the planning scheme have been granted to date.

#### SC3.2 Variation approvals

No variation approvals have been granted to date.

#### SC3.3 Superseded planning scheme requests

No superseded planning scheme requests have been granted to date.

#### SC3.4 Notation for designation of premises for development of infrastructure

No premises have been the subject of an infrastructure designation

## BUSINESS PAPERS

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### 9.4 HUMAN RESOURCES REPORT

**Attachments:** 9.4.1. Safeplan Progress Report to August 2023 [↓](#)

**Author:** Lisa Ruyg - Manager Human Resources

**Date:** 13 September 2023

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**Key Outcome:** 1.1 – Responsive and effective service delivery

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

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#### **Executive Summary:**

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

#### **RECOMMENDATION:**

That Council accepts the report for information.

### 1. Work, Health & Safety Report

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The Safeplan progress report to August 2023 is attached.

### 2. Staff Movements

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#### **Arrivals**

Clayton Casey-Davidson	Garbage Truck Operator
Natalie Edwards	Casual Customer Service Officer

#### **Departures**

Michael Suhan	Senior Water Treatment Plant Operator
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### 3. Current Recruitments

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- Plant Operator/ Truck Driver
- Senior Water Treatment Plant Operator
- Centre Coordinator – Les Wilson Barramundi Discovery Centre
- Lead Educator – Recruitment being facilitated by Astute Early Learning

### 4. Random Drug & Alcohol Testing Program

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- |   |                  |
|---|------------------|
| • Testing conducted 15 – 21 August 2023 | 1 drug detection |
|---|------------------|

### 5. Training Activities

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Certificate III in Water Operations – Block Training in Doomadgee 18 – 21 September 2023

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## BUSINESS PAPERS

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### 6. Operating Budget and Expenditure

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	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Apprenticeships / Traineeship	67,000	8,669	7,993	16,662
Enterprise Bargaining	35,000	0	0	0
Human Resource Operations	449,344	47,962	89,818	137,780
Learning & Development	208,800	20,806	38,420	59,226
Workplace Health And Safety	528,294	84,328	73,353	157,681
Operating Expenditure Total	1,288,438	161,765	209,584	371,349
Operating Income				
Apprenticeships / Traineeship	-53,000	0	0	0
Operating Income Total	-53,000	0	0	0
Grand Total	1,235,438	161,765	209,584	371,349

**Consultation (Internal/External):**

- Executive Leadership Team
- WHS Advisor
- The Drug Detection Agency
- Astute Early Learning

**Legal Implications:**

- Within normal operational parameters.

**Financial and Resource Implications:**

- Within allocated budget.

**Risk Management Implications:**

- Within normal operational parameters.



## CSC WHSMP Progress Report – Aug 2023 (Report for year 2023-2024)

CSC WHSMP Key Performance Indicators (KPIs)	Scheme Current	CSC Actual YTD 2022	CSC Actual YTD 2023	CSC KPI Year Target	KPI YTD Comparison
Average <b>Scheme</b> Frequency Rate (* Formula = Number of LTI for every million hrs worked)	6.81	0	1	<2 LTI	1
Average <b>Scheme</b> Duration Rate (*Formula = Average Number of days lost per LTI)	10.63	0	2	<19	2
Progressive Frequency Rate YTD <b>(B) group</b> = wages greater than \$5 million – less than \$10 million	8.08	0.00	0	<9.00	0
Progressive duration rate YTD <b>(B) group</b> = wages greater than \$5 million – less than \$10 million	16.67	0.00	0	<19.00	0
Percentage of hazard inspections completed as per Matrices	N/A	100.00%	40.00%	95%	70.00%
Action Statistics from Skytrust – Percentage of actions completed against number added each month	N/A	40.00%	100.00%	90%	75.93%
Delivery of Take 5 courses on Skytrust	N/A	85.57%	58.45%	90%	62.66%
Percentage of Quarterly Action Plan items completed - July to Sept 2023	N/A	Due end Sept	Due end Sept	70%	%
Note* Legislation requires LGW to count part days lost as full days.					

Mechanism of injury for claims submitted	YTD 2022/2023	Days Lost
42 Muscular stress while handling objects	1	5
<b>Total</b>	<b>1</b>	<b>5</b>
<b>Statutory Paid</b>	<b>\$1,321.20</b>	

Mechanism of injury for claims submitted	YTD 2023/2024	Days Lost
28 Being hit by moving object		
21 Being hit by falling objects		
42 Muscular stress while handling objects		
43 Muscular stress with no objects being handled		
41 Muscular stress while lifting	1	2
01 Falls from a height		
26 Being trapped between Static objects		
92 Vehicle Accident		
<b>Total</b>	<b>1</b>	<b>2</b>
<b>Statutory Paid</b>		

LGW Data: 2022 – 2023 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC LTIFR YTD LGW Data	0	0										
Group B LTIFR YTD (Councils with wages > \$5 mil< \$10 mil)	5.39	8.08										
CSC LTI's each month	0	1										

LGW Data: 2022 – 2023 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC Duration Rate YTD LGW data	0	0										
Average duration rate for Group B (Councils with wages > \$5 mil<\$10 mil)	8.00	16.67										
CSC Days lost YTD	0	2										

There was **3** Incident Reports submitted where an injury was sustained in August. 1 x LTI of 2 days, 1 x Report Only and 1 x public incident at Gym. There were 1 x property damage report which was a kangaroo causing minor damage.

The one compensation claim for the 2-day LTI in August, is currently pending approval.

Report Completed on 05 Sept 2023 – WHSA - A Bristow-Stagg

## BUSINESS PAPERS

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

<b>Attachments:</b>	NIL
<b>Author:</b>	Amanda O'Malley - Centre Manager - LWBDC
<b>Date:</b>	13 September 2023
<b>Key Outcome:</b>	A dynamic and diverse economy creating industry development and employment opportunities
<b>Key Strategy:</b>	Provision of support for a sustainable Tourism sector

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#### **Executive Summary:**

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

#### **RECOMMENDATION:**

That Council:

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

#### **Les Wilson Barramundi Discovery Centre**

##### **Hatchery**

- Hormone has been collected and trials are underway to determine quality of the stock received.
- As per last report, precursor manufactured in Spain is not available, consequently the Syndel lab in Canada is unable to manufacture a new batch
- Re-cannulation to measure egg and sperm quality is scheduled over the next two months, with reports on condition to follow
- Temperature and heat regimes are optimal for the brood stock tank
- A heater will be fitted to the quarantine tank this month, allowing quarantine stock to be prepared simultaneously alongside broodstock

##### **Merchandise and tours:**

- New product lines are being developed as we enter slack season based on customer feedback
- New tour products are being considered in consultation with the newly appointed Director of Community, Tourism & Regional Prosperity.

##### **Interpretive Centre:**

- A long-life projector has been sourced for the bird hut display

## BUSINESS PAPERS

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- Based on visitor feedback an enhancement that facilitates the interpretation of brolga body language will be added to the display

### Barra Bites Café:

- The Café closed for the season on 10/09/23 due to low patronage

### Karumba Art Gallery

- Funding was secured for 'Flooded with Art' under the Community Innovation Fund in response to addressing social isolation and loneliness over the wet season. Expressions of Interest for art workshop facilitators was published with over 15 local artists having registered their interest in workshop delivery. Weekly art activities will be delivered in both Karumba and Normanton, including creating wearable art, canvas painting, photography, macrame, creating bush Christmas decorations etc. This experience will end with a 'Flooded with Art Exhibition' at the Karumba Art Gallery in April 2024, to which local musicians, participants, performers, and visitors will be invited to share their works and celebrate.



- Funding was secured for 'Head to the Sky – Mental Health Art Exhibition' under the Queensland Mental Health Week Community Events Program, Queensland Mental

## BUSINESS PAPERS

Health Commission. We are liaising with the Centre for Projection Art to secure equipment to project local artist images onto the lantern end of the LWBDC. Expressions of interest will be posted soon, to attract three local artist submissions for projection.



### Information Centres:

#### Attendance

1-31 <sup>st</sup> August 2023	
Normanton VIC	Karumba VIC
<b>1401</b> Average of 45.19 people per day (open 7 days per week 9am to 4pm on most days, and 9:30am to 3:30pm when relief staff travelling from Karumba) (July average was 93.12 people per day)	<b>3245</b> Average of 104.67 people per day (open 7 days per week 9am to 4pm) (July average was 132.74 people per day)

	2022-2023			TOURS		
	Visitors	Tours #	Sales (POS)	RTBS (API – Online payment)	Sunlover/ Invoice	Total Sales
JUN 22	4434	1347	\$87,360.67	\$16,324.00	\$2,577.00	\$106,261.67
JULY 22	6489	1588	\$100,705.00	\$13,701.00	\$2,551.00	\$116,957.00
AUG	4308	1373	\$ 104,104.74	\$15,133.00	\$1,726.50	\$120,964.24

## BUSINESS PAPERS

<b>22</b>						
<b>SEP 22</b>	2875	1083	\$77,977.89	\$8,122.00	\$738.00	\$86,837.89
<b>OCT 22</b>	1189	233	\$19,397.60	\$804.00	\$652.50	\$20,854.10
<b>NOV 22</b>	168	0	\$2,421.90	\$0	\$0	\$2,421.90
<b>DEC 22</b>	93	0	\$2,933.95	\$0	\$0	\$2,933.95
<b>JAN 23</b>	4	0	\$178.00	\$0	\$0	\$178.00
<b>FEB 23</b>	0	0	\$28.00	\$0	\$0	\$0
<b>MAR 23</b>	150	15	\$1,943.00	\$1,290	\$0	\$3,233
<b>APR 23</b>	972	394	\$29,088.90	\$3,000	\$130.50	\$32,219.40
<b>MAY 23</b>	1494	682	\$51,279.10	\$1,950	\$217.50	\$53,446.60
<b>JUN 23</b>	3806	950	\$80,147.36	\$4,405	\$217.50	\$84,769.86
<b>JUL 23</b>	4115	1346	\$117,000.90	\$9,979	\$3171.25	\$126,979.90
<b>AUG 23</b>	3245	1207	\$105,651.70	\$6,457	\$1,773.00	\$113,881.70
<b>TOTAL</b>	29034	8845	\$676,113.97	\$66,032.00	\$12,028.25	\$871,939.21

### KARUMBA

- Visitation has dropped 29.5% compared to the same month last year (i.e., drop of an average of 28 people per day)
- Sales remain steady, the ordering and storage of higher stock levels continues to contribute toward this trend
- The Karumba Town Development Advisory Committee meeting was held on 01/09/23. A draft terms of reference was proposed. As a direct result of the meeting several outcomes have already been reached by LWBDC, i.e., a draft post for attracting new members has been developed, larger crocodile warning signs have been installed in an attempt to deter theft, a crocodile warning stencil is on loan from the Department of Environment and Science to overcome lack of signage due to ongoing theft, content gathering for the Karumba signage QR codes is commencing with an advertisement to be placed on social media shortly. The committee also wished to express their thanks for the newly laid sections of footpath along the Karumba to Karumba Town Walk. The

## BUSINESS PAPERS

newly appointed Director of Community, Tourism & Regional Prosperity will assist with encouraging and shaping processes surrounding the engagement of community groups.

### NORMANTON

- Normanton VIC/Library is open 9am to 4pm, 7 days per week (except when relief staff from Karumba are rostered on and open the centre from 9:30am to 3:30pm)
- First samples of the exclusive clothing line have arrived and are available for sale. Feedback will be gathered and assessed to guide further development.
- Surveys are being conducted to guide the development of the Normanton Town Walk. Several visitors have raised the unsuitable climate during the end of tourism season, however, have advised that they would prefer to conduct the walk at their own leisure to facilitate dawn and dusk excursions. Strong support exists for peak season town walks when the weather is cooler. Once completed surveys will be used to shape the town walk experience in terms of cost, duration, key points of interest etc.
- The Normanton Art & Craft Fair is planned to be held again on the 22<sup>nd</sup> September, in the second bay
- Queensland Stories was delivered by Topology on 05/09/23 at the Normanton Shire Hall. Attendance was approximately 50 people. Feedback gathered from the organizers was positive, and they intend to continue to work collaboratively on arts projects throughout the Shire

### NORMANTON CAMP STATISTICS

	2022 – Nights booked	2023 – Nights booked
<b>APRIL</b>	30	0 (closed due to risk of bogging)
<b>MAY</b>	117	61
<b>JUNE</b>	474	360
<b>JULY</b>	667	461 (closed 2-11 July, due to risk of bogging)
<b>AUGUST</b>	452	469

### Digital marketing

- The team is working with the Executive Officer to aid in development of a social media policy and instigate an enhancement plan
- Trip Advisor – maintaining top experience in Karumba and 4.5-star rating
- Facebook – staff performing training to aid in delivery
- Instagram - staff performing training to aid in delivery
- Tik Tok viewings – staff performing training to aid in delivery

## **BUSINESS PAPERS**

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- The Karumba Art Gallery Facebook – considered for reinstatement as part of the social media review

### **Community events**

- **29/09-01/10/23:** Karumba Fishing Classic (Karumba Child Care Centre) - Assistance has been offered, in response the LED signage outside the Karumba Town Pool will be utilized for advertisement once the key messaging has been developed by the organisers. A formal signage policy will be proposed once reviewed by the newly appointed Director of Community, Tourism & Regional Prosperity.
- **14/10/23:** Barra Bash Karumba Style (Heels and Reels)
- **19/10-21/10/23:** Normanton Pig Hunting Competition (Heels and Reels)

### **Outback by the Sea Festival**

As discussed during the last meeting the allocated budget for 2023 may be redistributed toward long term event delivery needs (e.g., purchase rather than hire of portable fencing to utilize across all events). As part of the evaluation process community consultation has commenced to identify key desires amongst residents. Thus far over thirty business have been consulted regarding the potential purchase of event equipment, the timing of the festival in 2024, and the delivery of arts projects over the wet season. Once consultation has concluded this information will be considered in consultation with the newly appointed Director of Community, Tourism & Regional Prosperity.

## BUSINESS PAPERS

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

#### 10.1 DCS REPORT

<b>Attachments:</b>	10.1.1. 1080 Baiting Program <a href="#">↓</a> 10.1.2. Local Laws Report - August 2023 <a href="#">↓</a> 10.1.3. 2023 Round 2 1080 Baiting Program <a href="#">↓</a> 10.1.4. Minutes Karumba Town Development Advisory Committee Meeting held 1st September <a href="#">↓</a> 10.1.5. Cemetery Master Planning Project - Surveyor's Report <a href="#">↓</a> 10.1.6. Karumba Cemetery - proposed survey of next section <a href="#">↓</a>
<b>Author:</b>	Julianne Meier - Director Corporate Services
<b>Date:</b>	12 September 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. provide a capital budget of \$23,000 for the replacement of 2 treadmills at Normanton and Karumba gymnasiums; and
3. that those matters not covered by a resolution be noted.

#### Background:

##### 1. Actions Outstanding from Previous Meetings

Date:	Action	Status	Comment
	Liaise with relevant parties to improve connectivity at Normanton Rodeo Grounds	Ongoing	<p>Ongoing – reported fault with Telstra about service dropouts.</p> <p>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.</p> <p>Officers are preparing to submit another grant for connectivity.</p>

## BUSINESS PAPERS

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.
Apr 23	Agistment Agreements	In Progress	Modernise agreements, confirm tenure and capacity to lease, go to market.

There has been little progress with these action items. It has been difficult with staff absences in the Community team to manage the portfolio. I have taken on a number of projects to try to progress them in the absence of staff including:

- Normanton Charity Ball
- We Are One Project, now installed!! There are still some final touches to be made to the sandstone base to finish the project.
- Cemetery Masterplans for Normanton and Karumba
  - Ground Penetrating Radar
  - Survey
- Community operational matters

I am excited to see the Director of Community, Tourism and Regional Prosperity commence in the role, and look forward to handing over in due course.

### 2. Budget Update

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

## BUSINESS PAPERS

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Animal Control	85,237	3,904	0	3,904
Cemeteries	54,900	6,413	8,207	14,620
Corporate Services	50,000	0	0	0
Environmental Health	19,400	0	0	0
Information Technology	735,932	84,850	26,291	111,141
Local Laws	120,206	11,926	0	11,926
Mosquito Control	51,000	0	0	0
Pensioner Housing	43,000	12,857	0	12,857
Pest Management Operations	143,881	18,838	37,727	56,565
Property And Leases	5,000	0	0	0
Stores & Purchasing	453,631	56,435	1,680	58,115
Weed Control	366,272	928	0	928
<b>Operating Expenditure Total</b>	<b>2,128,458</b>	<b>196,152</b>	<b>73,905</b>	<b>270,057</b>
<b>Operating Income</b>				
Animal Control	-2,000	-341	0	-341
Cemeteries	-20,000	-7,318	0	-7,318
Environmental Health	-2,500	-975	0	-975
Local Laws	-27,500	-1,366	0	-1,366
Pensioner Housing	-27,000	0	0	0
Property And Leases	-83,000	-7,343	0	-7,343
Staff Housing	-253,500	-25,893	0	-25,893
<b>Operating Income Total</b>	<b>-415,500</b>	<b>-43,235</b>	<b>0</b>	<b>-43,235</b>
<b>Grand Total</b>	<b>1,712,958</b>	<b>152,916</b>	<b>73,905</b>	<b>226,821</b>

The main areas of expenditure in the Corporate Services Budget are Pest Management Operations where Round 1 of the 1080 Baiting has commenced. New computers have been purchased for officers doing mapping, so that has contributed to the Information Technology budget.

The Community budget is illustrated below. The large item of expenditure against Swimming Pools relates to the pool operator service contract.

## BUSINESS PAPERS

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Arts & Culture	29,500	331	909	1,240
Child Care	819,281	96,961	113,730	210,691
Community Development	306,227	20,266	38,162	58,429
Community Donations	96,000	19,166	0	19,166
Community Events	116,000	60,233	23,136	83,369
Community Sponsorship	0	254	0	254
Cultural & Natural Heritage	129,000	5,064	0	5,064
Gym	57,000	5,632	1,195	6,827
Halls	244,300	26,165	434	26,599
Libraries	140,777	24,001	400	24,401
Recreational Sports Centre	727,400	59,608	9,391	68,998
Rodeo Grounds	147,000	28,891	14,683	43,573
Sports & Recreation	160,400	705	4,320	5,025
Swimming Pools	685,800	106,210	213,762	319,972
<b>Operating Expenditure Total</b>	<b>3,658,684</b>	<b>453,487</b>	<b>420,120</b>	<b>873,607</b>
<b>Operating Income</b>				
Arts & Culture	-24,500	0	0	0
Child Care	-137,500	-102,258	0	-102,258
Community Events	-52,000	-19,179	0	-19,179
Gym	-30,000	-8,731	0	-8,731
Halls	-21,500	-13,946	0	-13,946
Libraries	-8,000	-554	0	-554
Sports & Recreation	0	-3,377	0	-3,377
Youth Services	0	-109,091	0	-109,091
<b>Operating Income Total</b>	<b>-273,500</b>	<b>-257,136</b>	<b>0</b>	<b>-257,136</b>
<b>Grand Total</b>	<b>3,385,184</b>	<b>196,351</b>	<b>420,120</b>	<b>616,472</b>

### Capital Budget Request

The Normanton and Karumba Gymsnasiums both have two treadmills which have been in both gymnasiums since they were opened. Officers have established the treadmills have an average lifecycle of 7 to 12 years. This obviously is dependent on the usage, and maintenance over the life of the machines. The Normanton treadmills were purchased in 2016 and are at least 7 years old. The Normanton treadmills have had maintenance works and have had parts replaced. The Karumba treadmills were purchased prior to Normanton, so are older. The Karumba treadmills are starting to require maintenance work.

We are currently obtaining quotations from providers for servicing of gym equipment. We expect this will be possibly around \$5,000 per visit, inclusive of flights and labour. It is likely we will utilise the maintenance budget for servicing.

The gymnasiums have been stocked mostly with Life Fitness commercial grade equipment. Officers are of the opinion Council continues to use this brand as they provide good quality products and provide aftersales service and parts.

There is currently no replacement program in place for gymnasium equipment, and we are aware some pieces of equipment are starting to require maintenance, because they are at end of life. The treadmills are a very popular item, so it is recommended that two items be replaced to maintain the high level of service to customers. A recent quotation with freight shows the total cost may require an additional budget of \$23,000 for two treadmills.

## BUSINESS PAPERS

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Admin And Customer Service	553,997	67,123	5,183	72,306
Financial Services	1,263,068	215,882	148,134	364,017
Payroll	50,000	224,322	0	224,322
Rates Management	206,385	39,542	756	40,298
Records Management	193,533	12,358	284	12,642
Wages On-Costs	-1,400,617	-56,561	0	-56,561
<b>Operating Expenditure Total</b>	<b>866,367</b>	<b>502,667</b>	<b>154,357</b>	<b>657,024</b>
<b>Operating Income</b>				
Admin And Customer Service	-500	-1,531	0	-1,531
Financial Services	-5,997,084	-202,747	0	-202,747
Rates Management	-4,699,000	-2,538,672	0	-2,538,672
<b>Operating Income Total</b>	<b>-10,696,584</b>	<b>-2,742,950</b>	<b>0</b>	<b>-2,742,950</b>
<b>Grand Total</b>	<b>-9,830,217</b>	<b>-2,240,282</b>	<b>154,357</b>	<b>-2,085,925</b>

### 3. Program Update

#### Local Laws

The stats are attached for review.

The local laws officer continues to put up cameras to assist with monitoring of illegal dumping.

A dog trap has been set to hopefully catch a dingo that has been around the Karumba town area.

#### 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. 23% 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	31	1,550	7,700
Oct-23		0	7,700
Nov-23		0	7,700
Dec-23		0	7,700
Jan-24		0	7,700
Feb-24		0	7,700
Mar-24		0	7,700
Apr-24		0	7,700
May-24		0	7,700
Jun-24		0	7,700
<b>Total</b>	<b>46</b>	<b>2,300</b>	<b>7,700</b>
<b>Total Budget 2023-2024</b>		<b>\$10,000</b>	
<b>Bounty per dog</b>		<b>\$50</b>	

#### Abandoned Vehicles

The local laws officer has obtained all relevant information regarding abandoned vehicles, so a public notice will be placed on local Noticeboards, Facebook and in the Courier Mail. If nobody claims the vehicles they will then be auctioned.

For Information.

## **BUSINESS PAPERS**

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### **Pest and Weed Management**

The Rural Lands Officer has now settled into the role and has now organised a storage space at the Normanton Depot, which will have external access once completed. Some purchases of equipment have been required now Council has taken over the baiting program, and these have been absorbed in the operational budget.

The RLO currently utilised a four-wheeler, with roll bar fitted to carry out weed spraying. There is a spray tank attached to the bike, and it is kept at the Karumba Depot for convenience. At this stage we will utilise the four-wheeler to see how that works. At the moment we will use Access and diesel as that is providing results at this time of the year.

As the RLO is quite involved in the baiting program for September and October, we will engage a contractor with spraying of weeds in Karumba given there is such a large area of follow up required. The RLO will conduct straying as time permits.



### 1080 Baiting

Round 1 of the baiting program was delayed due to late rains in the north of the Shire. Round 1 wasn't finalised until August for some properties. The Carpentaria Land Council Aboriginal Corporation co-ordinated and carried out round one, while the Rural Lands Officer participated in many of the activities.

The RLO has been communicating with the stations and planning Round 2 taking place throughout the months of September and October. The RLO will now take on the role of co-ordinator of the program moving forward and may request assistance from the Land Council if required. The Local Laws Officer has also received the appropriate training to assist.

The current program is attached.

Atherton Creek Air Charters have contacted us as they would like to be involved in the co-ordination of the program. It is anticipated their involvement will benefit the landholders and assist with the logistics of the distribution of meat and preparation of the bait stations and schedules in future.

The most challenging part of organising the schedule has been communication with the stations. I've asked the RLO to potentially reach out to some of the managers by messenger

## BUSINESS PAPERS

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as many remote locations have access to data, but not service. Otherwise we shall continue the old fashioned way to touch base in the evenings, or early mornings.

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

10 <sup>th</sup> August	Lorraine Station	RLO without assistance
11 <sup>th</sup> August	Mundjurro Station	CLCAC assisted
15 <sup>th</sup> August	Vanrook, Inkerman, Durunda, Stirling, Lotusvale	CLCAC assisted
8 <sup>th</sup> September	Hayden & Timora	RLO without assistance

### Weeds

The RLO has spent significant time in the field this month but has managed to get some spraying started.

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

17 <sup>th</sup> August	Sprayed weeds in Karumba opposite the Karumba Recreation Club
18 <sup>th</sup> August	Sprayed weeds in Karumba around the Karumba transfer station

The photos below are the targeted Neem trees across from the Karumba Recreation Club.



## BUSINESS PAPERS

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For information.

#### **4. Other Items**

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##### 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.

For information.

##### Karumba Town Development Advisory Committee

Amanda O'Malley and I attended a Karumba Town Development Advisory Committee on the 1<sup>st</sup> of September 2023. I find these meetings a very informative way of communicating ideas and responding to issues. I've attached the minutes for review. I also stopped and took some photographs of some items to highlight what was discussed.

The anchor has become detached from the pin again. Unfortunately, theft remains a large concern for signage, and other items of interest.

## BUSINESS PAPERS

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The Community Directory sign that has become faded and unreadable was raised, but the committee recognises the sign is on private land. The following photo shows the sign from the road, for illustrative purposes only.



## BUSINESS PAPERS

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For information.

### Cemeteries

The cemetery master plans have not progressed a lot, due to the delays in getting data from the ground penetrating radar into a format that is able to be overlaid on the masterplans. This is now progressing with council's surveyor. The survey has made a number of comments.

The first was in relation to the ground penetrating radar techniques which has now been carried out. Though, it has not yet been overlaid on the masterplan, as we await finalization from the surveyor.

The second comment highlighted Karumba Point Cemetery Reserve is not located within a purpose-designed/tenure secured allotment, nor is the site accessible via a legal/dedicated road reserve.

On this basis Council is recommended to give some consideration to incorporating the geometric design and allocation of sufficient lands to enclose the Karumba Point Cemetery during any future Native Title/Indigenous Land Use Agreement negotiations involving the management of State Lands in Karumba.

### Karumba Cemetery New Section

Additionally, we need to open up a new section at Karumba Cemetery, and have taken our proposed masterplan into consideration, our surveyor has pegged out a new section. In the attachment the Blue section marked X1 and X2 represent proposed new rows of graves and was based on the initial masterplan. However, when officers visited the cemetery to confirm the proposal, we realised there were a lot exposed tree roots and that digging into the tree roots would likely kill the tree. The community have advised they do not want existing trees cleared. So it was proposed to move the new section to where the Red section marked X1

## **BUSINESS PAPERS**

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and X2 is shown on the attachment. There are now some concerns there may not be enough room between the existing fence boundary and the graveline proposed in red marked X2.

As there is currently no final survey, it may be possible to move the existing boundary fence to take in another meter or two. It should be noted there is currently a dirt track on the north side, which may be utilised by the community.

It is noted also that the fencing is in a bad state of repair. I spoke to the grounds staff and they have suggested they once repaired the fence and closed the cemetery gates, but then the community did not want that. If the fence is repaired and the gates are left open the wallabies get in, then a dog or dingo chases the wallabies, causing them to run into the fencing and damaging it, eventually creating holes in the fence.

For discussion and feedback.

### Charity Ball - Ronald McDonald House Charity

Following on from the Charity Ball, Council raised \$30,000 in funds for the Ronald McDonald House Charity. On receiving the news the Community Engagement Manager from RMHC said *thank you for the incredible fundraising result of \$30,000 from this year's event – AMAZING! A testament to your hard work and the wonderful community of the Carpentaria region. Your donation will have a huge impact for families who rely on the Charity, supplying 187 nights at Ronald McDonald House for families when they need it most.*

I received an e-mail from RMHC to save the date for an appreciation event. Would anyone from Council be able to attend the event, if so, I will need to advise accordingly.

## BUSINESS PAPERS

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For feedback.

### 5. Environmental Health

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#### Annual Food Business and Caravan Park Inspections

Each year inspections are carried out prior to issuing food business licences. Council has engaged a contract Environmental Health Officer to provide advice as required and conduct annual inspections.

Unfortunately, the Environmental Health Officer has been delayed, and the actual inspections are now planned for the week commencing 25<sup>th</sup> September 2023.

For information.

## **BUSINESS PAPERS**

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### **6. Audit**

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#### Internal Audit

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

Items 1 and 3 are in progress, but there is no formal report yet, though I have reviewed a Draft report for Procurement Compliance, and expect to circulate this internally for comment prior to presenting the report to Council.

There are no updates to report for the month, and I hope to finalise these reports to present to next months meeting.

#### External Audit

Our auditors are on-site on the week commencing 11<sup>th</sup> to 15<sup>th</sup> September 2023. At the time of writing this report officers have provide working papers to audit.

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

- Mark Crawley - Chief Executive Officer
- Local Laws Officer – Phil Grieve
- Environmental Health Officer – Contract
- Internal Auditor – Pacifica
- 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.

## Julianne Meier

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**From:** talawantastn@gmail.com  
**Sent:** Friday, 25 August 2023 11:57 AM  
**To:** Julianne Meier  
**Cc:** Carl Casey  
**Subject:** RE: 1080 Baiting Program 2023 - Round 2

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hello Julianne

Thank you for your correspondence about 1080 baiting and introducing Carl Casey, who I have cc'd into this email.

Currently we're thinking that we might not take up the Round 2 1080 Baiting program as it appears that the 1st Round baiting made a definite impact upon evidence of the feral animals.

If however feral animal activity ramps up prior to the proposed 24<sup>th</sup> October date or even later in the year we would like to make contact with Carl and see what we can do.

We look forward to continue working with Carpentaria Shire and its 1080 Baiting program which is crucial to the control of feral animals.

Regards, Colin

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**From:** Julianne Meier <dcs@carpentaria.qld.gov.au>  
**Sent:** Wednesday, August 23, 2023 12:13 PM  
**To:** Carpentaria Stations <Stations@carpentaria.qld.gov.au>  
**Cc:** Carl Casey <carl.casey@carpentaria.qld.gov.au>; Customer Service Officer <cso@carpentaria.qld.gov.au>  
**Subject:** 1080 Baiting Program 2023 - Round 2

Good afternoon, all,

Please find attached letter in respect of the 1080 Baiting Program and planning for round 2.

Kindly direct any queries in respect of the program to Carl.

Carl's contacts are below:

**Carl Casey**  
**Rural Land Officer**  
**Mob: 0488 738 352**  
[carl.casey@carpentaria.qld.gov.au](mailto:carl.casey@carpentaria.qld.gov.au)

Kind Regards,

Julianne Meier  
Director of Corporate Services  
CARPENTARIA SHIRE COUNCIL  
Ph: 07 4745 2203 | Fax: 07 4745 1340 | Mob: 0417 337 547  
PO Box 31, NORMANTON QLD 4890  
[dcs@carpentaria.qld.gov.au](mailto:dcs@carpentaria.qld.gov.au)  
<http://www.carpentaria.qld.gov.au>



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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	
	Dogs		Other		Dogs		Cats	Other	Euth. Dogs	Euth. Cats	Euth. Other		
Jul-23	3	10			6		62	30	5	62	30		
Aug-23	1	7			8		45	25	6	45	25		
Sep-23													
Oct-23													
Nov-23													
Dec-23													
Jan-24													
Feb-24													
Mar-24													
Apr-24													
May-24													
Jun-24													
Total	4	17	0	0	14	0	107	55	11	107	55	0	0

2023/2024 Local Laws Reporting														
Month	Illegal Campers		Snakes removed		Overgrown Allortment 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	0	5	2					-	-	-	-	-	-
Aug-23	0	0	4	1					-	-	-	-	-	-
Sep-23									-	-	-	-	-	-
Oct-23									-	-	-	-	-	-
Nov-23									-	-	-	-	-	-
Dec-23									-	-	-	-	-	-
Jan-24									-	-	-	-	-	-
Feb-24									-	-	-	-	-	-
Mar-24									-	-	-	-	-	-
Apr-24									-	-	-	-	-	-
May-24									-	-	-	-	-	-
Jun-24									-	-	-	-	-	-
Total	0	0	9	3	0	0	0	0	0	0	0	0	0	0

## 1080 BAITING PROGRAM



### 2023 Round 2 - Proposed Dates & Locations

TBC

Confirmed

Not baiting

PROPOSED:	DATES	Properties	Baiting Station	Target species Quantity
Thursday	12 Oct	Delta Downs Karumba Holdings Maggeville	Delta Downs	4T Pig
Wednesday	13 Sep	Miranda Downs	Miranda Downs	2T Pig
Tuesday	3 Oct	Stirling Lotusvale	Vanrook	
Tuesday	3 Oct	Vanrook Dorunda	Vanrook	
Tuesday	3 Oct	Inkerman	Vanrook	
Wednesday	20 Sep	Rutland Plains Dunbar	Rutland Plains (first) Dunbar	RP 1.3T Pig D TBC
Wednesday	20 Sep	Koolata	Dunbar	1T Pig
Tuesday	24 Oct	Donors Hill Talwanta Neumeyer Valley McAllister	Donors Hill (Borrow pit) Neumeyer Valley Road	DH Mc 3T Pig
		Shady Lagoon	Shady Lagoon	
Tuesday	26 Sep	Lorraine Cowan Downs	Lorraine (Cowan downs turn off)	
Wednesday	27 Sep	Magowra	Magowra	700kg Pig
Thursday	26 Oct	Iffley Warren Vale Glenore Wondoola	Glenore Twin Turkey Nest	WV G 2T Pig
Friday	27 Oct	Inverleigh	Inverleigh	
Thursday	28 Sep	Inverleigh west	Inverleigh West (7am)	
Thursday	5 Oct	Milgowra	Magowra	
Friday	6 Oct	Double Lagoon	Double Lagoon	300kg Dog
Tuesday	31 Oct	Augustus Downs, Wernadinga	Augustus Downs (first) Wernadinga air strip (second)	AD – 2T Pig W – 1T Dog
Wednesday	6 Sep	Mutton Hole	Mutton Hole	
Friday	20 Oct	Broadwater	Broadwater	
Monday	16 Oct	Mundjurro	Mundjurro	
Friday	8 Sep	Haydon & Timora,	Haydon (7am)	300kg, dog

#### Other Stations:

Gum Creek, Kelwood, Kamilaroi, Nardoo, Pioneer, Sawtell Creek, Trenton, Woodview, Yappar Creek.



WHS-TEMP-1.5.2.2 Safety  
Committee Meeting Minutes

## Karumba Town Development Advisory Committee Meeting Minutes

**Date of Meeting:** 1<sup>st</sup> September 2023

**Start Time:** 2:05pm

**Location:** Ash's @ The Point Café

**Attendees:**

✓	Julianne Meier – Council (DCS)				
X	Cherie Schafer – Council (MCED)				
✓	Amanda O'Malley – Council (MLWBDC)				
X	Jack Bawden – Elected Member (Mayor)				
✓	Rose Bouwens - Community				
X	Jockey Bouwens - Community				
✓	Yvonne Tunney - Community				
X	Meredith Gunn - Community				
X	Tim Gunn - Community				
X	Leanne Crossland - Community				
✓	Alicia Tempary - Community	✓	Confirmed	? Tentative	X Apologies
% Attendance					

**Guests:**

**Apologies:** Noted by X above.

**Minutes Previous Meeting:** No minutes provided from last meeting to Council

**Action items from previous meetings:**

Item number	Person/s Responsible	Details	Follow-up	Completion Date
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**New Business:**

Item number	Raised By	Subject	Details	Action/assigned to
1.	Julianne Meier	Terms of reference for the committee  Approval by Committee  Yes, draft under development, to be presented at subsequent meetings	<ul style="list-style-type: none"> <li>No terms of reference appear to exist</li> <li>Draft terms of reference emailed to all current members on 31/08/23 for comment</li> <li>Due date for comments to be set once expressions of interest obtained to see if there are any other interested parties who would like to be part of the committee</li> <li>The committee have advised that terms of reference have existed historically (approximately 8-9 years ago), but are unaware of the location of relevant materials</li> <li>Each attending member was provided a physical copy of the draft terms of reference</li> <li>Support was indicated by all for developing a new terms of reference, with modifications as listed in 'action/assigned to'</li> </ul>	<ul style="list-style-type: none"> <li>Julianne Meier to incorporate feedback into the draft terms of reference, including:                             <ul style="list-style-type: none"> <li>clarification of the purpose of the committee to provide advice and recommendations representing the view of the Town to Council with the aim of enhancing the town's quality of life, including preservation and presentation of history and heritage, beautification, livability, and amenity.</li> <li>the secretariat may be a committee member at the request of the committee</li> <li>key responsibilities of Council to be made clear</li> <li>include the explicit ability for the committee to hold meetings in the absence of a Council representative, and to present resulting recommendations at subsequent meetings</li> </ul> </li> </ul>

Item number	Raised By	Subject	Details	Action/assigned to
2.	Julianne Meier	Advertisement for expressions of interest to join the committee  <b>Approval by Committee</b>  Yes	<ul style="list-style-type: none"> <li>Suggest that Council advertises for expressions of interest to join the committee</li> <li>Suggest that the current meeting is held to obtain feedback on items raised and that voting is held once the committee has advertised and finalized expressions of interest, and the terms of reference have been adopted</li> <li>The committee advised that they encourage continued equal opportunity for all community members to join</li> </ul>	<ul style="list-style-type: none"> <li>Amanda O'Malley to draft advertisement for expressions of interest and email to members for feedback</li> </ul>
3.	Julianne Meier	Cemetery enhancements  <b>Approval by Committee</b>  Yes	<ul style="list-style-type: none"> <li>\$50,000 budget available for cemeteries</li> <li>Suggestions so far include: seating, shade, pathway within and to the cemetery, keeping the area green via watering system, planting of trees for shade</li> <li>The committee agreed on the suggestions above</li> <li>A gate that allows people to enter the cemetery from the walking track was also raised as a need and agreed upon by all</li> <li>Julianne Meier provided an 'Area Safe Products' catalogue for members to peruse and identify shade structures and other items that may be suitable for enhancement</li> </ul>	<ul style="list-style-type: none"> <li>Julianne Meier to advise when the master plan is finalized and provide a copy to the association (recently gathered ground radar overlay needs to be applied)</li> <li>Committee to provide feedback on location and size of gate from the walking track into the cemetery prior to installation</li> </ul>
4.	Leanne Crossland	Footpath enhancements  <b>Approval by Committee</b>	<ul style="list-style-type: none"> <li>Suggest footpath from town centre to the Les Wilson Barramundi Discovery Centre</li> <li>Suggest footpath to the Karumba Cemetery</li> <li>Committee advised that the footpath needs to be on the same side of the road as the barra centre, to prevent the needs for users to cross the road</li> </ul>	<ul style="list-style-type: none"> <li>Julianne Meier to pass on feedback regarding footpaths to the engineering team for consideration</li> </ul>

Item number	Raised By	Subject	Details	Action/assigned to
		Yes	Committee also advised that the path could be designed to take the weight of large traffic and the concrete path could be ground level, rather than above ground.	
5.	Leanne Crossland	Use of footpaths and parks for motorbike/vehicle activity  Approval by Committee  Yes	<ul style="list-style-type: none"> <li>• Bollards need to be reinstated and replaced to protect the Karumba to Karumba Point walking track from vehicles/motorbikes etc</li> <li>• Bollards need to be reinstated and replaced to protect the river walk/bank area in town from vehicles/motorbikes etc.</li> <li>• Suggest education for children and parents to address damage to the footpaths and grassed parks, and riding at top speeds – presenting risk to safety</li> <li>• Committee requested steel and concrete bollards in place of timber bollards previously used to prevent damage and ongoing need for replacement, it was suggested that the same bollards used on the river bank walking track in the vicinity of the cenotaph are considered (powder coated yellow U shape bollards with round base plates)</li> <li>• <b>Committee is worried now vehicles are driving on the concrete pathway they will damage it.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Alicia Tempary to send photo of bollards for passing onto the engineering team for consideration of installation</li> <li>• Julianne Meier to speak with Local Ranger Phil to determine if he can address misuse of footpaths</li> </ul>

Item number	Raised By	Subject	Details	Action/assigned to
6.	Amanda O'Malley	Town walk signage enhancement  Approval by Committee  Yes	<ul style="list-style-type: none"> <li>Visitors are submitting feedback regarding updates to the recently refurbished town walk signage</li> <li>Suggest regular meeting to present and discuss feedback</li> <li>Consider the use of QR codes for updates vs modification of existing signage</li> <li>Consider public advertisement for submission of media to be displayed using the QR codes for consideration at subsequent meetings</li> <li>Updates to the physical signage are not desired, and QR codes are to be used to incorporate a range of media</li> <li>A call for content to be created to allow all community members to submit media to be voted on for inclusion in subsequent meetings</li> </ul>	<ul style="list-style-type: none"> <li>Amanda O'Malley to develop an advertisement to attract community generated media that is suitable for display on QR codes and compile for consideration at following meetings</li> </ul>
7.	Amanda O'Malley	Cancellation of the Outback by the Sea Festival 2023 & announcement of Flooded with Art  Approval by Committee  Yes	<ul style="list-style-type: none"> <li>Seeking feedback from all community groups regarding the potential to use some of the funds to purchase equipment, e.g. marquees, portable fencing, portable stage etc.</li> <li>Items of interest include marquees, PA system, banners for events, equipment to 'bring the town to life' and showcase events such as the bring in spring festival, Christmas etc.</li> <li>The Committee expressed they wanted the purchase of this equipment to be available for community use, rather than specific groups.</li> </ul>	<ul style="list-style-type: none"> <li>Amanda O'Malley to continue to consult the community and gather feedback for presentation at Council meeting.</li> </ul>

Item number	Raised By	Subject	Details	Action/assigned to
8.	Leanne Crossland	Statue in Karumba Town area  Approval by Committee  Yes	<ul style="list-style-type: none"> <li>There is a desire to have a statue installed on the waterfront in view of the Norman River to compliment the statue at Karumba Point</li> <li>Suggestions based on discussions last year include: something acknowledging the importance of the fishing industry, women in fishing.</li> <li>Women in fishing was proposed due to the type of funding available at the time, desire to expand this to all involved in the fishing industry, rather than just women in fishing..</li> </ul>	<ul style="list-style-type: none"> <li>Amanda O'Malley to seek funding and consult with the committee once sourced, and/or during application.</li> </ul>
9.	Leanne Crossland	Inadequate lighting along commonly used walking tracks and footpaths  Approval by Committee  Yes	<ul style="list-style-type: none"> <li>Visitors commonly walk from the Karumba Point &amp; Holiday Tourist Park to the Sunset tavern areas. There is insufficient lighting, resulting in people using the road</li> </ul>	<ul style="list-style-type: none"> <li>Julianne Meier advised that lighting is in the pipeline and will seek a status of where this project is at.</li> </ul>
10.	Rose Bouwens	Footpath faults have been identified but not rectified  Approval by Committee  Yes	<ul style="list-style-type: none"> <li>Faults and trip hazards have been marked on the footpaths but few have been repaired.</li> </ul>	<ul style="list-style-type: none"> <li>Julianne Meier advised that the asset manager has identified the issues, and these are being addressed.</li> </ul>

Item number	Raised By	Subject	Details	Action/assigned to
11.	Alicia Ternpany	Crocodile signage needs to be enhanced  Approval by Committee	<ul style="list-style-type: none"> <li>Crocodile warning signs need to be placed at strategic locations along the foreshore. Based on observations visitors are taking unnecessary risks related to a lack of education.</li> <li>Theft of signs are a major cause of lack of signage.</li> </ul>	<ul style="list-style-type: none"> <li>Amanda O'Malley to assist with obtaining a croc warning stencil to mark footpaths/rocks etc., to overcome lack of signage associated with ongoing theft.</li> <li>Locations to be selected once stencil is secured.</li> </ul>
12.	Yvonne Tunney	Business directory sign needs to be revised  Approval by Committee  Yes	<ul style="list-style-type: none"> <li>The business directory sign is faded and in a poor state generally. The sign is more suited to be placed in the vicinity of the Karumba metal art sign, which allows vehicles to pull safely off of the road and view the sign closely.</li> <li>This was proposed to Council some years ago but was held to allow for execution of the town beautification plan first.</li> <li>Funds for the sign were collected from local business owners some years ago but the location of these funds is unknown at present.</li> <li>Desire to beautify the Karumba metal art sign area with drought tolerant plants, such as desert roses and frangipanis, similar to the style of the sign.</li> <li>Dave Wren had initially agreed to donate the frame but this was some years ago.</li> </ul>	<ul style="list-style-type: none"> <li>Yvonne Tunney investigating location of the funds.</li> <li>Julianne Meier investigating if the funds are in a Council trust account.</li> </ul>

#### Report on upcoming Events in the shire

- 05/09/23: Queensland Stories, Normanton Shire Hall (Topology)
- 09/09/23: Women's Rodeo Spectacular / Normanton Sprint Races (Normanton Sprint Races & Heels and Reels)
- 29/09-01/10/23: Karumba Fishing Classic (Karumba Child Care Centre)

- September 2023 to March 2024: Flooded with Art (Karumba & Normanton)
- 07/10/23: Heads to the Sky, Mental Health week art illumination
- 14/10/23: Barra Bash Karumba Style (Heels & Reels)
- 19/10-21/10/23: Normanton Pig Hunting Competition (Heels & Reels)

**Around the Table:**

Julianne Meier – DCS

Nil

Amanda O'Malley – MLWBDC

Nil

Rose Bouwens - Community

- Leichhardt Falls – is this in our region? Action: Amanda O'Malley to clarify.
- The anchor chain that was connected to the large rock at the start of the Karumba side of the Karumba to Karumba Point walk has been 'chipped' off, can this be repaired? Action: Amanda O'Malley to photograph and send to Council crew for consideration.

Yvonne Tunney – Community

Nil

Alicia Tempany - Community

Nil

**Meeting Closed: 2:55pm**

**Next Meeting: TBA**

Page 9 of 9



Your Ref: PO 11069  
Our Ref: 22075:M01

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Cairns, November 21<sup>st</sup> 2022

**CARPENTARIA SHIRE COUNCIL**  
PO Box 31  
NORMANTON QLD 4890

**Attention : Michael Wanrooy, Senior Engineer & Julianne Meier, Director Corporate Services**  
E: [Michael.Wanrooy@carpentaria.qld.gov.au](mailto:Michael.Wanrooy@carpentaria.qld.gov.au) & [Julianne.Meier@carpentaria.qld.gov.au](mailto:Julianne.Meier@carpentaria.qld.gov.au)

**Re: CEMETERY MASTER PLANNING PROJECT  
NORMANTON & KARUMBA**

Please find accompanying this submission the following survey documentation in accord with the original project workscope.

PROJECT DESCRIPTION	SURVEY DRAWINGS	COMMENTS
<p><b>NORMANTON CEMETERY SURVEY PROJECT</b></p> <p>Initial project instructions issued to ANC were to fully survey the subject property for the purposes of accurately assessing the quantum and location of all existent &amp; observable Grave Sites in relation to the subject property – being <b>LOT 95 on NM62</b> – in addition to capturing the location of all major as-built improvements (e.g. fencelines, internal access tracks, ablutions/septic biocycle treatment, etc), reticulated infrastructure (e.g. power, water, Telstra, etc) and significant natural surface features (e.g. embankments, drainage lines, significant vegetation, etc) as per the following strategic and development control objectives:</p> <ul style="list-style-type: none"> <li>• Provide the spatial database platform for the preparation of a Graves Register that is able to be</li> </ul>	<p><b>CEMETERY RESERVE &amp; SURROUNDS – DETAIL FEATURE SITE CONTOUR SURVEY : NORMANTON : DWG.22074/DTM/01</b> at an A1 format plan scale of 1:750 and contour interval of 200mm; with digital data in 2D PDF and 3D ACAD formats accompanying this submission via separate email attachment.</p> <p>Survey coordinate datum adopted for the project is MGA2020 (Zone 54) with all elevations being referred to AHD via connection to PSM15613, with the overall database being contrasted against the background cadastre (property boundary network) for orientation, reconnaissance and general project management purposes.</p> <p>In accord with survey industry B8 Mapping Quality Standards, a contour interval of 200mm will mean that 90% of all features depicted within the integrated survey database</p>	<p>In accordance with the intent of the original project briefing instructions, the plan depicts the following spatial database information :</p> <ul style="list-style-type: none"> <li>• Relevant natural surface topographic features (e.g. embankments, drainage lines, depressions &amp; spot height elevations, etc) have been coordinated with data captured at a sufficient density to provide for the computation of a project-wide Digital Terrain Model (DTM) and the extraction of contours at a 200mm interval.</li> </ul> <p>On this basis it can be demonstrated that the developed portion of the cemetery is centrally focussed, with gradients falling at a rate approximating 2% in a northerly direction.</p> <ul style="list-style-type: none"> <li>• Typical public infrastructure was observed as being limited in extent, with assets related to internal potable water distribution being located</li> </ul>

PROJECT DESCRIPTION	SURVEY DRAWINGS	COMMENTS																																						
<p>cross-referenced with existing cemetery burial records</p> <p>• To assist with the future master planning and development of infrastructure at the Normanton Cemetery</p>	<p>shall have a scalable accuracy greater than or equal to 1/2 of the quoted contour interval (e.g. better than ±100mm).</p>	<p>within the property as shown, with a septic biocycle tank located adjacent to the Ablution block.</p> <p>• All individual, visible Grave Site locations have been surveyed, with their material nature also recorded for analysis and enhanced identification purposes as follows :</p> <table><tr><th>GRAVE TYPE</th><th>DESCRIPTION</th></tr><tr><td>A</td><td>Wire Mesh Frame</td></tr><tr><td>B</td><td>Natural Surface (with or without marker)</td></tr><tr><td>C</td><td>Iron Lattice Frame</td></tr><tr><td>D</td><td>Concrete Slab</td></tr><tr><td>E</td><td>Marble Slab atop Concrete</td></tr><tr><td>F</td><td>Plastic Frame Border</td></tr><tr><td>G</td><td>Concrete Block Border</td></tr><tr><td>H</td><td>Concrete Slab &amp; Marble Border</td></tr><tr><td>I</td><td>Concrete Formwork Border</td></tr><tr><td>J</td><td>Concrete &amp; Ceramic Tile</td></tr><tr><td>K</td><td>Placed Rock Border</td></tr><tr><td>L</td><td>Marble Border &amp; Mixed Stone Interior</td></tr><tr><td>M</td><td>Star Picket &amp; Wire Fenced Border</td></tr><tr><td>N</td><td>Concrete Formwork Border &amp; Mixed Stone Interior</td></tr><tr><td>O</td><td>Timber Frame</td></tr><tr><td>P</td><td>Post &amp; Wire Frame</td></tr><tr><td>Q</td><td>Concrete Plaque &amp; Natural Surface</td></tr><tr><td>R</td><td>Concrete Formwork Border &amp; Mixed Stone Interior</td></tr></table>	GRAVE TYPE	DESCRIPTION	A	Wire Mesh Frame	B	Natural Surface (with or without marker)	C	Iron Lattice Frame	D	Concrete Slab	E	Marble Slab atop Concrete	F	Plastic Frame Border	G	Concrete Block Border	H	Concrete Slab & Marble Border	I	Concrete Formwork Border	J	Concrete & Ceramic Tile	K	Placed Rock Border	L	Marble Border & Mixed Stone Interior	M	Star Picket & Wire Fenced Border	N	Concrete Formwork Border & Mixed Stone Interior	O	Timber Frame	P	Post & Wire Frame	Q	Concrete Plaque & Natural Surface	R	Concrete Formwork Border & Mixed Stone Interior
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PROJECT DESCRIPTION	SURVEY DRAWINGS	COMMENTS												
		<table><tr><th>GRAVE TYPE</th><th>DESCRIPTION</th></tr><tr><td>S</td><td>Metal Box Frame</td></tr><tr><td>T</td><td>Ceramic Tile Border &amp; Mixed Stone Interior</td></tr><tr><td>U</td><td>Inscribed Rock Headstone (Chinese)</td></tr><tr><td>V</td><td>Double Faced Concrete Plinth</td></tr><tr><td>W</td><td>Zinc Aluminium Galvinised Frame &amp; Headstone</td></tr></table> <p>• There is no doubt that there are many more unmarked graves located within the Normanton Cemetery – in particular in-and-around the older/pioneer sections of the Cemetery.</p> <p><b>On this basis Council is recommended to give some consideration to the location of concealed grave locations via the use of Ground Penetrating Radar (GPR) techniques.</b></p>	GRAVE TYPE	DESCRIPTION	S	Metal Box Frame	T	Ceramic Tile Border & Mixed Stone Interior	U	Inscribed Rock Headstone (Chinese)	V	Double Faced Concrete Plinth	W	Zinc Aluminium Galvinised Frame & Headstone
GRAVE TYPE	DESCRIPTION													
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U	Inscribed Rock Headstone (Chinese)													
V	Double Faced Concrete Plinth													
W	Zinc Aluminium Galvinised Frame & Headstone													
<p><b>KARUMBA SURVEY PROJECT</b></p> <p>Initial project instructions issued to ANC were to fully survey the subject property for the purposes of accurately assessing the quantum and location of all existent &amp; observable Grave Sites in relation to the subject property – being part of <b>LOT 11 on SP258858</b> – in addition to capturing the location of all major as-built improvements (e.g. fencelines, internal access tracks, ablutions/septic biocycle treatment, etc), reticulated infrastructure (e.g. power, water, Telstra, etc) and significant natural surface features (e.g. embankments.</p>	<p><b>CEMETERY RESERVE &amp; SURROUNDS – DETAIL FEATURE SITE CONTOUR SURVEY : KARUMBA : DWG.22075/DTM/01</b> at an A1 format plan scale of 1:500 and contour interval of 200mm; with digital data in 2D PDF and 3D ACAD formats accompanying this submission via separate email attachment.</p> <p>Survey coordinate datum adopted for the project is MGA2020 (Zone 54) with all elevations being referred to AHD vide connection to PSM76314, with the overall database being contrasted against the background cadastre (property boundary network) for orientation.</p>	<p>Refer to above general commentary and Grave Feature Code Table.</p> <p>Unlike Normanton, the Karumba Point Cemetery Reserve is not located within a purpose-designed/tenure-secured allotment, nor is the site accessible via a legal/dedicated road reserve.</p> <p><b>On this basis Council is recommended to give some consideration to incorporating the geometric design and allocation of sufficient lands to enclose the Karumba Point Cemetery during any future Native Title/Indigenous Land Use Agreement negotiations</b></p>												

PROJECT DESCRIPTION	SURVEY DRAWINGS	COMMENTS
<p>drainage lines, significant vegetation, etc) as per the following strategic and development control objectives:</p> <ul style="list-style-type: none"> <li>• Provide the spatial database platform for the preparation of a Graves Register that is able to be cross-referenced with existing cemetery burial records</li> <li>• To assist with the future master planning and development of infrastructure at the Karumba Cemetery</li> </ul>	<p>reconnaissance and general project management purposes.</p> <p>In accord with survey industry B8 Mapping Quality Standards, a contour interval of 200mm will mean that 90% of all features depicted within the integrated survey database shall have a scalable accuracy greater than or equal to 1/2 of the quoted contour interval (e.g. better than <math>\pm 100\text{mm}</math>).</p>	<p><b>involving the management of State Lands in Karumba.</b></p>

In closing, if the **Carpentaria Shire Council** should have any questions, comments or queries regarding these projects or the Survey Report in general, please feel free to contact me directly here in Cairns.

Yours sincerely

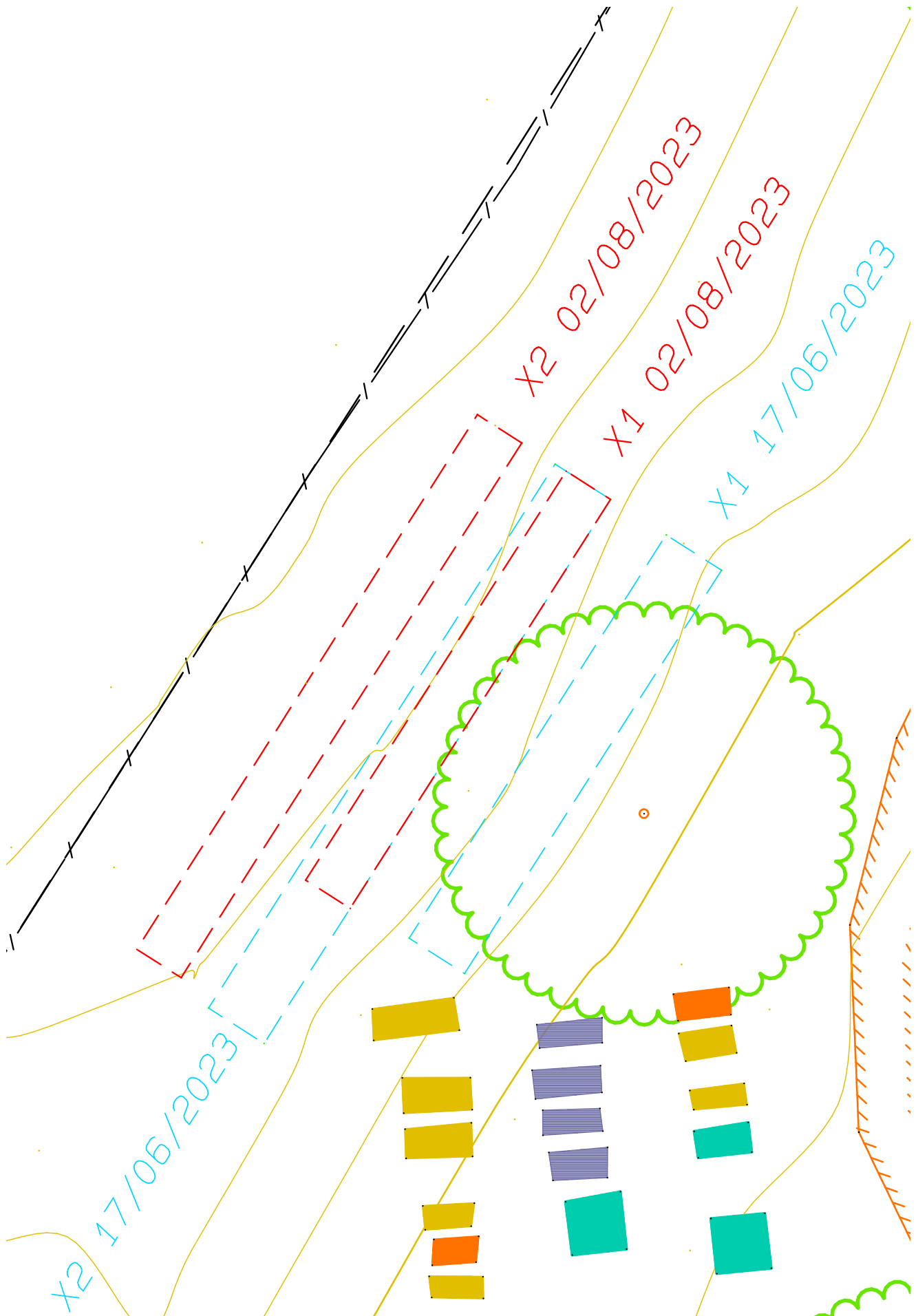
**AUSNORTH Consultants** PTY LTD



Brian Lane LS MASIBA MPIA  
Director/Cadastral Surveyor

Enc.

cc: **PLACE DESIGN GROUP**  
PO Box 450  
AITKENVALE QLD 4814  
**Attention: Mr. Hywel Jones, Design Principal (Townsville)**



## BUSINESS PAPERS

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### 10.2 MONTHLY FINANCIAL REPORT - AUGUST 2023

**Attachments:** 10.2.1. Monthly Financial Statements - August 2023[↓](#)  
10.2.2. Cash - August 2023[↓](#)  
10.2.3. Rates and Service Charges Receivable Report[↓](#)

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

**Date:** 13 September 2023

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**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

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#### Executive Summary:

Presentation of the financial report for 31 August 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 August 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 August 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 August 2023	Comment
<b>Current Ratio</b> Is Council able to pay off its short-term liabilities with its current assets?	1.5-3.0	Current Assets/Current Liabilities	1.88	Council has 1.88 more current assets than current liabilities
<b>Operating Surplus Ratio</b> Does Council have sufficient operating revenue to meet Council operating costs?	Between 0 & 10%	Surplus/(Deficit) from Operations / Recurrent Revenue	8.3%	The budget projection is at -9.4%.
<b>Cash Expense Ratio</b> Has Council properly planned for when payments associated with Council activities are due? Indicates the number of months council can continue paying its immediate expenses without additional cash flows	3 to 6 months	Cash at Bank / Expected cash operating costs for one month	5.05	Indicates Council can pay its operating expenses on the next five months with current cash balance. <b>Note:</b> Based on 23.24 budget and using Council total cash at bank less cash reserves
<b>EBITDA Ratio</b> (Earnings Before Income Tax, Depreciation and Amortisation)	Breakeven	Operating Result + Depreciation + QTC Finance Costs / Operating Revenue	\$1,172,028	The EBIDA Ratio indicates Council's revenue is higher than operating expenses by \$1,172,028.

### Statement of Comprehensive Income

For the second month of the financial year 2023/2024, the comprehensive income statement net result indicated a surplus of \$1,126,510. This is the sum of \$13,462,469 in recurrent revenue, \$12,345,100 in recurrent expenditure and \$9,141 in capital revenue.

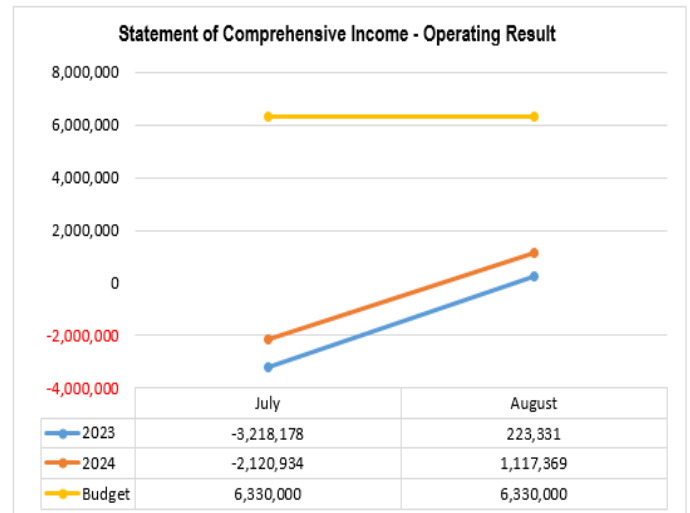
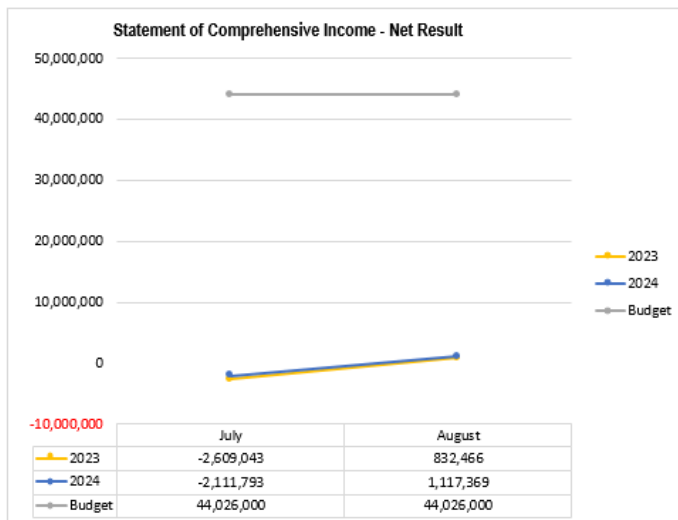
	<b>Actual</b> <i>(1 August 2023 to 31 August 2023)</i>	<b>Budget</b> <i>(1 August 2023 to 31 August 2023)</i>
Recurrent Revenue	13,462,469	67,539,000
Recurrent Expenses	12,345,100	73,689,000
<b>Net Operating</b>	<b>1,117,369</b>	<b>(6,150,000)</b>
Capital Revenue	9,141	50,356,000
Capital Expense	0	0
<b>Net Result</b>	<b>1,126,510</b>	<b>44,026,000</b>

*\*Please see attached Comprehensive Income Statement for details.*

## BUSINESS PAPERS

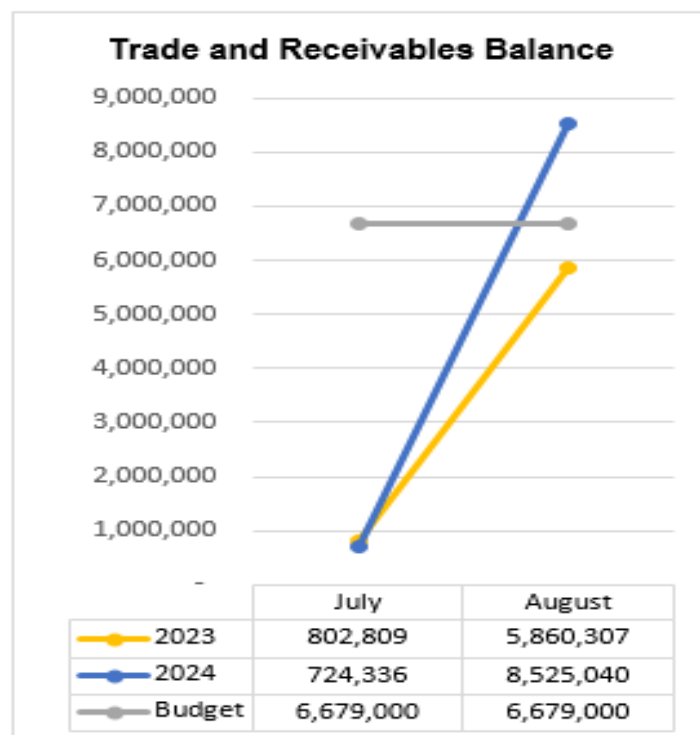
A detailed analysis has not been provided as only two months have passed. Depreciation has not yet been posted to the accounts, as Council's asset system will be ready for posting after the external audit get finalized.

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



### Financial Position Reports

The graph below shows the Council's *Trade and Receivables* balance of \$8,525,040



## BUSINESS PAPERS

### **Rates and Service Charges**

The rates team had issued the first levy for the current financial year last 22<sup>nd</sup> of August 2023 with a discount period ending on the 21<sup>st</sup> of September 2023. The levy also includes the water consumption billing for the period 1 July 2022 to 30 June 2023.

Please see attached detailed Rates and Service Charges Receivables Report showing outstanding rates and charges of \$4,897,044. Some long outstanding rates and charges have been recovered from recent payment arrangements, and payments in full of outstanding amounts.

46% of arrears relate to commercial properties, with 27% related to residential properties. 22% of overdue rates and charges relate to rural land and the remaining 5% to vacant land.

### **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 August 2023 investment performance.

Investment Accounts	Financial Institutions	Funds Available Balance*	August 2023 Interest Earned	YTD Interest Earned
QTC General Fund	QTC	25,812,570	123,521	276,431
QTC Reserves Fund	QTC	7,528,458	30,590	61,722
<b>TOTAL</b>		<b>33,341,028</b>	<b>154,111</b>	<b>338,153</b>

\*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	4,150,049	15 March 2035
Karumba Sewerage	66,099.08	1,503,116	15 June 2030
Normanton Water	34,031.88	842,254	15 March 2031
<b>TOTAL</b>	<b>210,543.13</b>	<b>6,495,418</b>	

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

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

## **BUSINESS PAPERS**

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### **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 August 2023

	Actual 31-Aug-23	Budget 30-Jun-24	% Variance 8.33%
<b>Income</b>			
<b>Revenue</b>			
<b>Operating revenue</b>			
Net rates, levies and charges	4,957,189	8,918,000	55.59%
Fees and charges	215,017	568,000	37.86%
Rental income	33,826	450,000	7.52%
Interest received	335,827	300,000	111.94%
Sales revenue	1,553,054	14,665,000	10.59%
Other income	6,670	8,000	0.00%
Grants, subsidies, contributions and donations	6,360,885	42,450,000	14.98%
Total operating revenue	13,462,469	67,359,000	57.91%
<b>Capital revenue</b>			
Grants, subsidies, contributions and donations	9,141	50,356,000	0.02%
Total revenue	13,471,610	117,715,000	44.87%
<b>Capital income</b>			
Total Capital Income	-	-	0.00%
<b>Total income</b>	13,471,610	117,715,000	44.87%
<b>Expenses</b>			
<b>Operating expenses</b>			
Employee benefits	1,437,451	11,283,000	12.74%
Materials and services	10,852,991	51,825,000	20.94%
Finance costs	54,659	320,000	17.08%
Depreciation and amortisation	-	10,261,000	0.00%
Total operating expenses	12,345,100	73,689,000	16.75%
<b>Capital expenses</b>			
Total Capital expenses	-	-	0.00%
Total expenses	12,345,100	73,689,000	16.75%
<b>Net result</b>	1,126,510	44,026,000	2.56%
<b>Operating result</b>			
Operating revenue	13,462,469	67,359,000	
Operating expenses	12,345,100	73,689,000	
Operating result	1,117,369	(6,330,000)	-17.65%

## Statement of Financial Position

as at 31 August 2023

	Actual 31-Aug-23	Budget 30-Jun-24
<b>Assets</b>		
<b>Current assets</b>		
Cash and cash equivalents	34,068,431	25,221,000
Trade and other receivables	8,525,040	6,679,000
Inventories	1,146,350	1,218,000
Contract Assets	9,621,386	5,690,000
ATO Receivables	1,389,474	508,000
Total current assets	54,750,681	39,316,000
<b>Non-current assets</b>		
Trade and other receivables	25,522	91,000
Property, plant & equipment	295,209,754	349,385,000
Total non-current assets	295,235,277	349,476,000
<b>Total assets</b>	349,985,958	388,792,000
<b>Liabilities</b>		
<b>Current liabilities</b>		
Trade and other payables	4,813,584	2,414,000
Contract Liabilities	22,300,682	17,070,000
Borrowings	526,632	572,000
Provisions	1,519,217	1,371,000
Total current liabilities	29,160,114	21,427,000
<b>Non-current liabilities</b>		
Borrowings	5,968,787	5,398,000
Provisions	973,041	1,127,000
Total non-current liabilities	6,941,827	6,525,000
<b>Total liabilities</b>	36,101,941	27,952,000
<b>Net community assets</b>	313,884,016	360,840,000
<b>Community equity</b>		
Asset revaluation surplus	198,030,467	189,438,000
Retained surplus	115,853,549	171,402,000
<b>Total community equity</b>	313,884,016	360,840,000

**Statement of Cash Flows**  
for the period ended 31 August 2023

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

**Statement of Cash Flows**

**Cash flows from operating activities**

Receipts from customers	(56,042)	23,708,000
Payments to suppliers and employees	(17,536,118)	(63,208,000)
Interest received	335,827	300,000
Rental income	33,826	450,000
Non-capital grants and contributions	6,360,885	42,450,000
Borrowing costs	(54,659)	(299,000)
<b>Net cash inflow from operating activities</b>	<b>(10,916,279)</b>	<b>3,401,000</b>

**Cash flows from investing activities**

Payments for property, plant and equipment	(2,440,791)	(57,307,000)
Grants, subsidies, contributions and donations	9,141	50,356,000
<b>Net cash inflow from investing activities</b>	<b>(2,431,650)</b>	<b>(6,951,000)</b>

**Cash flows from financing activities**

<b>Net cash inflow from financing activities</b>	<b>-</b>	<b>(543,000)</b>
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**Total cash flows**

<b>Net increase in cash and cash equivalent held</b>	<b>(13,347,930)</b>	<b>(4,093,000)</b>
<b>Opening cash and cash equivalents</b>	<b>47,416,360</b>	<b>29,314,000</b>
<b>Closing cash and cash equivalents</b>	<b>34,068,431</b>	<b>25,221,000</b>



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

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent revenue</b>					
Rates, levies and charges	4,957,189	-	-	4,957,189	8,918,000
Fees and charges	140,167	-	74,850	215,017	568,000
Rental income	7,934	-	25,893	33,826	450,000
Interest received	335,827	-	-	335,827	300,000
Sales revenue	1,486,855	-	66,199	1,553,054	14,665,000
Other income	6,670	-	-	6,670	8,000
Grants, subsidies, contributions and	195,017	6,084,141	81,728	6,360,885	42,450,000
	7,129,659	6,084,141	248,669	13,462,469	67,359,000
<b>Capital revenue</b>					
Grants, subsidies, contributions and	9,141	-	-	9,141	50,356,000
<b>Total revenue</b>	7,138,800	6,084,141	248,669	13,471,610	117,715,000
<b>Capital income</b>	-	-	-	-	-
<b>Total income</b>	7,138,800	6,084,141	248,669	13,471,610	117,715,000
<b>Expenses</b>					
<b>Recurrent expenses</b>					
Employee benefits	(1,210,063)	(103,161)	(124,227)	(1,437,451)	(11,283,000)
Materials and services	(4,537,068)	(5,980,980)	(334,942)	(10,852,991)	(51,825,000)
Finance costs	(54,659)	-	-	(54,659)	(320,000)
Depreciation	0	-	-	-	(10,261,000)
	(5,801,790)	(6,084,141)	(459,169)	(12,345,100)	(73,689,000)
<b>Capital expenses</b>	-	-	-	-	-
<b>Total expenses</b>	(5,801,790)	(6,084,141)	(459,169)	(12,345,100)	(73,689,000)
<b>Net result</b>	1,337,010	0	(210,500)	1,126,510	44,026,000
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to net result</b>					
Increase / (decrease) in asset revaluat	-	-	-	-	-
<b>Total other comprehensive income f</b>	-	-	-	-	-
<b>Total comprehensive income for the</b>	1,337,010	0	(210,500)	1,126,510	44,026,000

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

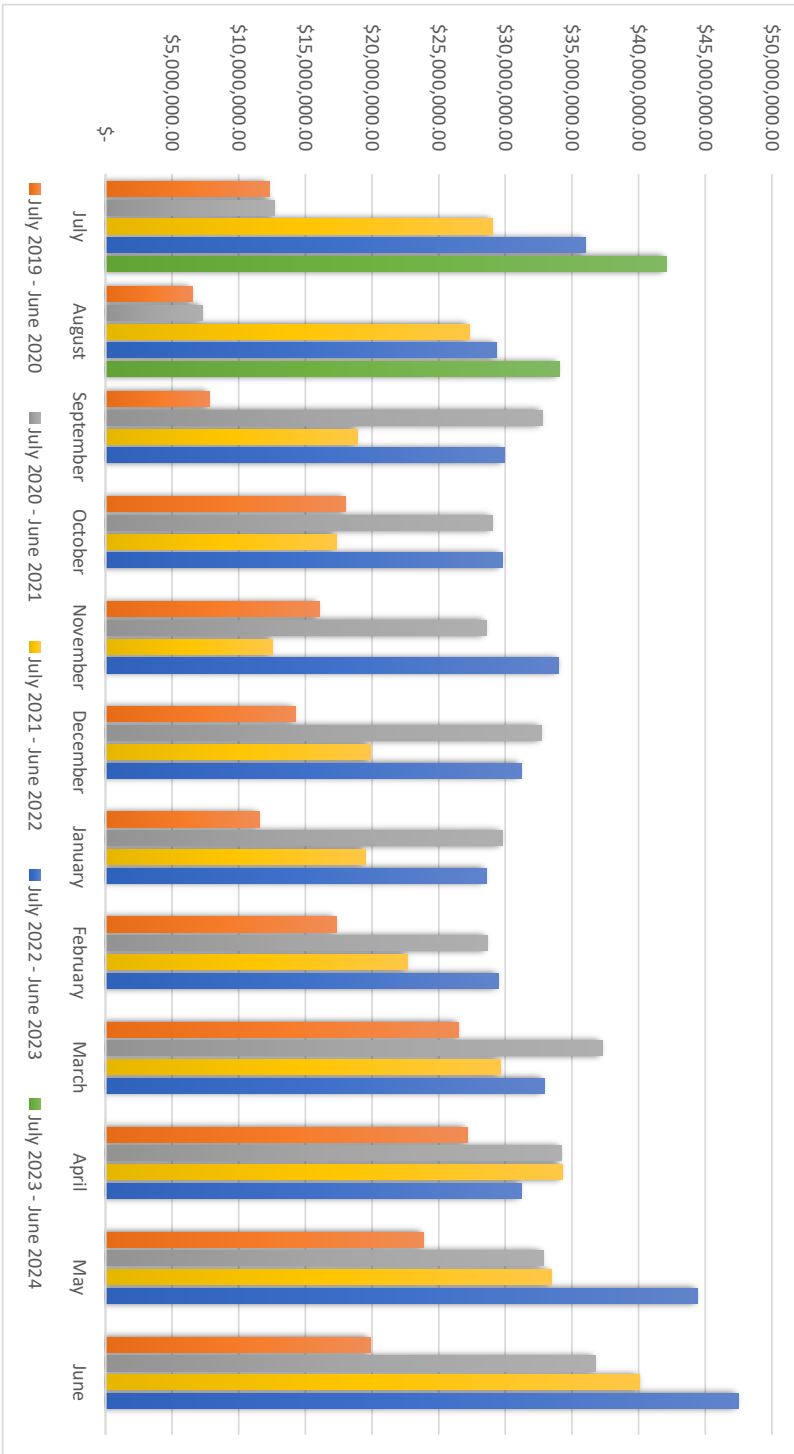


## Accounts Summary

	31 August 2023 \$	31 July 2023 \$
<b>General Accounts</b>		
Westpac General Operating Accounts	722,764	540,722
QTC General Fund	25,812,570	34,028,151
QTC Reserves Fund	7,528,458	7,528,458
<b>Total balance held in banks (excl Reserves)</b>	<b>34,063,792</b>	<b>42,097,331</b>
<b>Other Balances</b>		
QTC Reserves Fund	7,528,458	7,528,458
CSC Provisions	2,492,257	2,390,181
Net of Contract Assets and Liabilities	12,679,296	16,035,423
<b>Total balance reserves, provisions and contract liabilities</b>	<b>22,700,011</b>	<b>29,541,270</b>
<b>Net Council Position before QTC Borrowings</b>	<b>11,363,781</b>	<b>17,970,734</b>
<b>QTC Borrowings</b>		
Karumba Sewerage	1,503,116	1,495,143
Normanton Water Upgrade	842,254	837,882
Glenore Weir	4,150,049	4,136,043
<b>Total balance QTC borrowings</b>	<b>6,495,418</b>	<b>6,469,068</b>
<b>Net Council Position after Borrowings</b>	<b>4,868,363</b>	<b>9,486,459</b>
<b>RESERVES</b>		
<b>Cashed Back Reserves Accounts</b>		
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	3,650,508	3,650,508
QTC Future Capital Grants	1,389,164	1,389,164
QTC Sustainability Reserve	1,150,000	1,150,000
<b>Total Reserves held in QTC</b>	<b>7,528,458</b>	<b>7,528,458</b>
<b>TRUST</b>		
<b>Trust Accounts</b>		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	39,949	39,949
<b>Total balance held in trust</b>	<b>131,327</b>	<b>131,327</b>

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										



**Rates and Service Charges Receivables Report**  
**Aug-23**

**Number of Assessments**

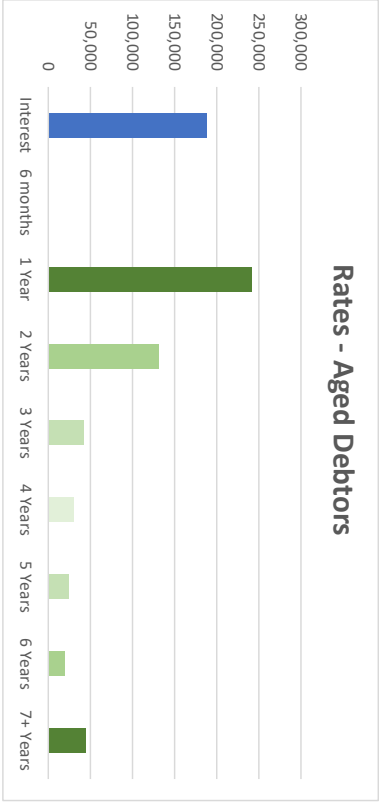
<b>Total Active</b>	1183
<b>Non Valued</b>	349
<b>Valued</b>	834
Non-Rateable, but Utility charges & ESL may still apply.	
Valuations issued by State Valuations Office	

**Payment Arrangements**

<b>No. of Assess</b>	<b>Amount</b>
6	90,150

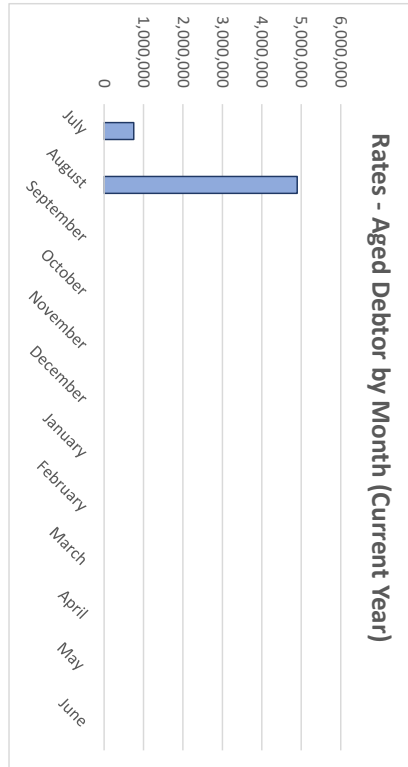
**Aged Debtor Breakdown**

<b>TOTAL</b>	<b>Legal Fees</b>	<b>Interest</b>	<b>Current</b>	<b>6 months</b>	<b>1 Year</b>	<b>2 Years</b>	<b>3 Years</b>	<b>4 Years</b>	<b>5 Years</b>	<b>6 Years</b>	<b>7+ Years</b>
4,897,044	0	188,353	4,174,174	0	241,583	131,271	42,369	29,763	24,978	19,729	44,824



**Aged Debtor by Month**

July	August	September	October	November	December	January	February	March	April	May	June
752,191	4,897,044										



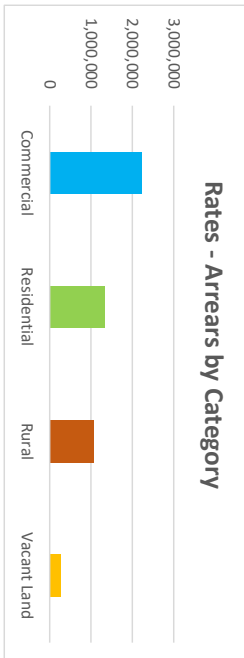
**Interest by Month**

July	August	September	October	November	December	January	February	March	April	May	June
7,566	5,656										

**Aged Debtor Breakdown by Category**

	Total	Interest	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years
Commercial	2,228,349	48,294	1,965,027	0	99,201	80,652	11,624	3,941	3,876	3,778	11,957
Residential	1,341,692	104,256	1,002,368	0	103,298	40,492	25,222	19,787	15,025	12,763	18,479
Rural	1,059,693	363	1,054,655	0	4,675	0	0	0	0	0	0
Vacant Land	267,311	35,440	152,125	0	34,409	10,127	5,522	6,035	6,077	3,188	14,388
<b>Totals</b>	<b>4,897,044</b>	<b>188,353</b>	<b>4,174,174</b>	<b>0</b>	<b>241,583</b>	<b>131,271</b>	<b>42,369</b>	<b>29,763</b>	<b>24,978</b>	<b>19,729</b>	<b>44,824</b>

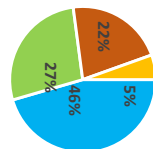
**\*\* The GL Account balance and Outstanding Debtors Report show a difference of \$47,002.53. This is the Rates Paid in Advance Total.**



#### Breakdown by Land Usage

Land Usage	No. of Assess	Total	Percentage
Commercial	206	2,228,349	46%
Residential	645	1,341,692	27%
Rural	55	1,059,693	22%
Vacant Land	277	267,311	5%
	<b>1,183</b>	<b>4,897,044</b>	

#### Rates - Arrears by Land Use Code



#### Historical Comparison by Month

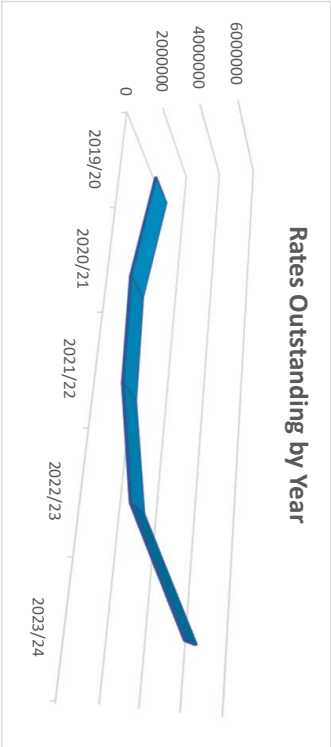
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019/20	\$ 470,641	\$ 4,926,161	\$ 1,880,488	\$ 717,757	\$ 630,432	\$ 559,597	\$ 530,335	\$ 4,665,873	\$ 1,822,510	\$ 1,602,662	\$ 1,513,610	\$ 1,437,098
2020/21	\$ 566,141	\$ 4,971,460	\$ 1,944,130	\$ 626,507	\$ 582,667	\$ 459,510	\$ 428,312	\$ 4,020,974	\$ 1,799,963	\$ 682,334	\$ 658,186	\$ 628,928
2021/22	\$ 606,708	\$ 580,412	\$ 573,791	\$ 925,817	\$ 3,508,592	\$ 1,367,235	\$ 873,592	\$ 788,448	\$ 3,394,719	\$ 1,072,555	\$ 921,857	\$ 825,409
2022/23	\$ 630,158	\$ 5,295,845	\$ 1,820,687	\$ 796,847	\$ 733,637	\$ 633,310	\$ 778,159	\$ 4,901,807	\$ 2,028,993	\$ 1,843,638	\$ 843,598	\$ 718,600
2023/24	\$ 752,191	\$ 4,897,044										

#### Rates Outstanding (Historical Comparison)



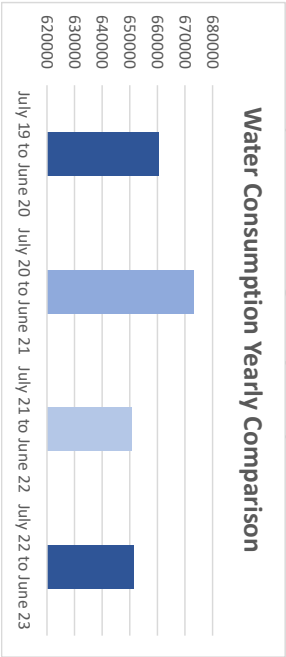
Historical Comparison by Year

2019/20	\$	1,437,098
2020/21	\$	628,928
2021/22	\$	825,409
2022/23	\$	1,843,638
2023/24		4897044



All water consumption started being levied from July, 2022.

Water Consumption Comparison		
Year	Total Cons	\$ Rated
July 18 to June 19		
July 19 to June 20	660249	\$ 226,556
July 20 to June 21	673160	\$ 384,477
July 21 to June 22	650686	\$ 507,505
July 22 to June 23	651262	\$ 662,887



## BUSINESS PAPERS

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### 10.3 2022/2023 OPERATIONAL PLAN 4TH QUARTER REVIEW (JUNE 2023)

**Attachments:** 10.3.1. 2022/2023 Operational Plan 4th Quarter Review (June 2023)[↓](#)

**Author:** Julianne Meier - Director Corporate Services

**Date:** 12 September 2023

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**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

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#### **Executive Summary:**

The *Local Government Regulation 2012* requires that a local government must for each financial year prepare and by resolution adopt an Annual Operational Plan. A report on the Operational Plan is to be prepared and presented to the Council on a regular basis outlining the progress towards implementing the key initiatives therein.

#### **RECOMMENDATION:**

That Council notes the third quarter review of the 2022 – 2023 Operational Plan to the 30<sup>th</sup> June 2023.

#### **Background:**

The Annual Operational Plan 2022/2023 was adopted at the Special Budget meeting held on the 22<sup>nd</sup> June 2023. The Operational Plan is an annual document which outlines activities and actions Council will undertake for the financial year.

Section 174 of the *Local Government Regulation 2012* states:

- (1) *A local government must prepare and adopt an annual operational plan for each financial year.*
- (2) *The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.*
- (3) *The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.*
- (4) *A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.*
- (5) *A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.*

The attached report shows the progress towards implementing the Annual Operational Plan for 2022/2023 for the last quarter.

## **BUSINESS PAPERS**

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**Consultation (Internal/External):**

- Chief Executive Officer
- Executive Leadership Team

**Legal Implications:**

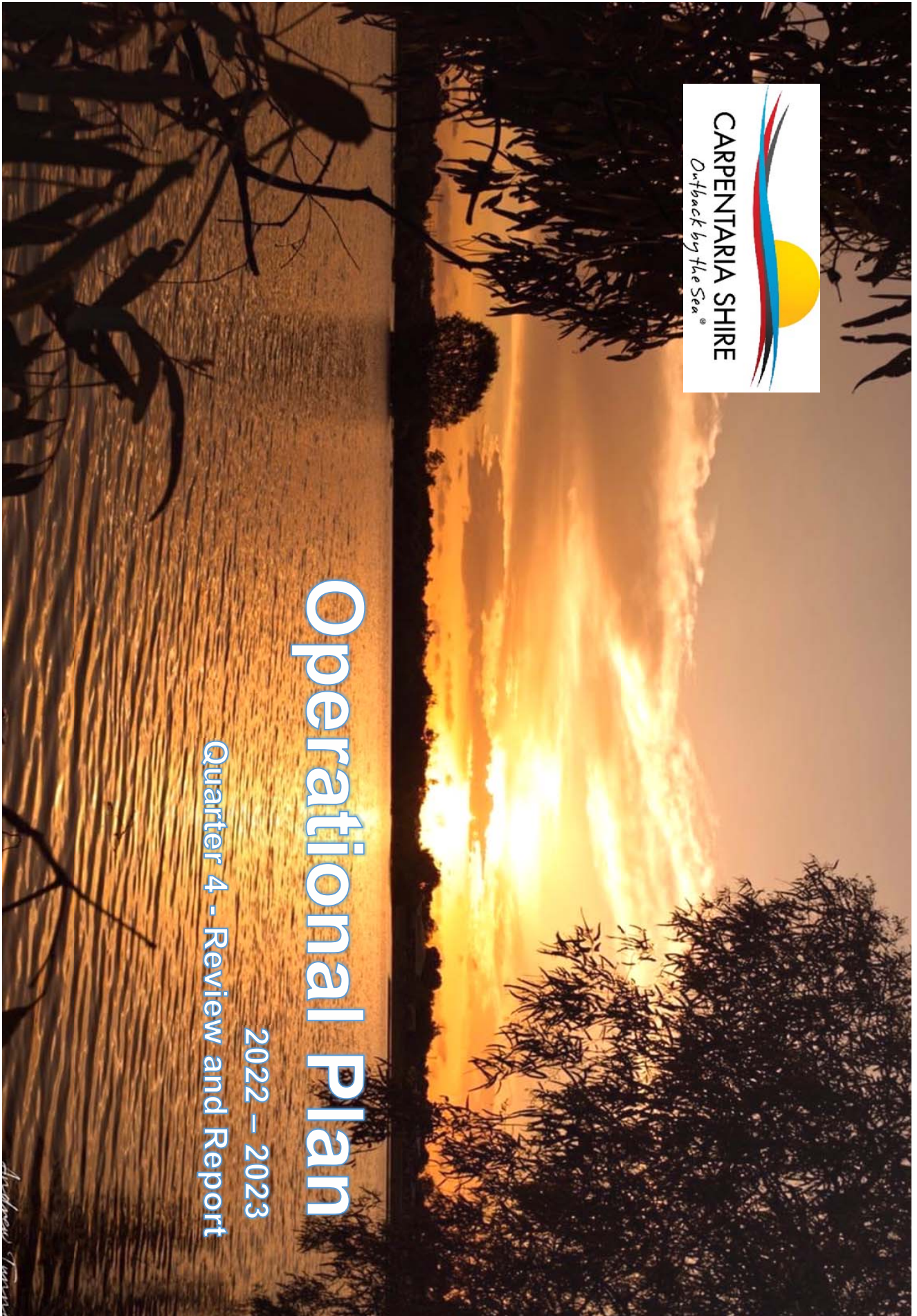
- *Local Government Act 2009*
- *Local Government Regulation 2012*

**Financial and Resource Implications:**

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

**Risk Management Implications:**

- Risks are within normal operational parameters.



Operational Plan 2022-2023

1 Carpentaria Community

Corporate Outcomes		2022-2023 Key Initiative	
1.1 A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle.		1.1.1 Implementation of the Youth Strategy for the Shire.	
		1.1.2 Finalisation of standard leases for the community groups who utilise Council facilities.	
		1.1.3 Develop an action plan from the recommendations contained in the Carpentaria Sport and Recreation Plan.	
		1.1.4 Annual review the Local Disaster Management Plan.	

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Community and Cultural Development	Community Development	1.1.1	▪ Implementation of the Youth Strategy recommendations	▪ Youth Strategy implemented	In-house	20%	Grant funding applied for to support employing a Youth Officer to deliver the Youth Strategy. First Nations Sport and Rec grant application to be submitted this month as well. Implementation to be carried over to 2023/2024.	MECD
		1.1.2	▪ Finalisation of standard leases for the community groups who utilise Council facilities.	▪ Draft leases are presented to Council for Adoption	Operational Budget	80%	One lease outstanding and is still in negotiations. A meeting has been scheduled to finalise the lease.	MECD
			▪ Develop an action plan from the recommendations contained in the Carpentaria Sport and Recreation Plan.	▪ Projects adopted by Council to finalise the Plan	In-house	10%	Discussions with clubs as to the relevance of some items. A workshop has been scheduled to progress.	MECD
	Sports and Recreation	1.1.3						

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Operational Plan 2022-2023

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
	Disaster Management	1.1.4	<ul style="list-style-type: none"> <li>Annual review the Local Disaster Management Plan.</li> </ul>	<ul style="list-style-type: none"> <li>Undertake a desktop review of the plan with QFES</li> </ul>	Operational Budget	100%	Completed with QFES contact	CEO

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 Resolution Number: xxxx/xxx  
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## 2 Carpentaria Environment

Corporate Outcomes		2022-2023 Key Initiative	
2.1 The region's environmental assets including natural areas and resources, open spaces, and agricultural land, are conserved and enhanced for future generations.	2.1.1 Advocate with various government departments on initiatives identified in the Coastal Hazard Adaptation Study and including Karumba Levee pre-feasibility.		
	2.1.2 Implementation of the recommendations in the Regional Biosecurity Plan.		

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Coastal Management	Foreshore Protection	2.1.1	<ul style="list-style-type: none"><li>Implementation of funded initiatives identified in the Coastal Hazard Adaptation Study.</li><li>Capturing the erosion of the foreshore through photographs from community members (Douglas Shire)</li></ul>	<ul style="list-style-type: none"><li>Funding provided to Council secured the necessary approvals to move on the recommendation provided</li></ul>	In-house Grant Funding	40%	PACP funding approved to undertake foreshore protection works. This will commence following the release of the detailed design from Haskoning. Not progressing this initiative	CEO
							Likely to request an extension of time and carry over to 2023/2024.	
Natural Resource Management	Pest Management Operations	2.1.2	<ul style="list-style-type: none"><li>Implementation of the recommendations in the Regional Biosecurity Plan.</li></ul>	<ul style="list-style-type: none"><li>Works undertaken to address the recommendation</li></ul>	Operational Budget	60%	Regional Biosecurity Plan was adopted by Council, December 23. The Rural Lands Officer (RLO) has been undertaking weed spraying. The RLO is currently co-ordinating Round 2 the 1080 Baiting Program.	CEO

Operational Plan 2022-2023

### 3 Carpentaria Economy

Corporate Outcomes		2022-2023 Key Initiative	
3.1 A dynamic and diverse economy creating industry development and employment opportunities.	3.1.1 Promote and encourage support from interested parties to pursue initiatives in the Economic Development Strategy.		
	3.1.2 Continued participation in the North West Minerals Province with other councils and state government.		
	3.1.3 Promote and encourage support from interested parties to pursue initiatives in the Tourism Strategy.		

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Economic Development	Regional Economic Development	3.1.1	<ul style="list-style-type: none"> <li>Promote and encourage support from interested parties to pursue initiatives in the Economic Development Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>10% of initiatives identified in the EDS are progressed before fourth quarter</li> </ul>	Operational Budget	5%	Lilyvale Subdivision is progressing. A contract has been awarded to real estate to progress the sale and marketing of first lots from Stage 1.	MECD
		3.1.2	<ul style="list-style-type: none"> <li>Continued participation in the North West Minerals Province with other councils and state government.</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at 90% of all meetings called and held in relation to the NWMMP</li> </ul>	Operational Budget	100%	The new implementation plan for 2025 was released by the DSDILGP to ELT and Councilors. Attended meetings as arranged	CEO MECD
	Business Development	3.1.3	<ul style="list-style-type: none"> <li>Promote and encourage support from interested parties to pursue initiatives in the Tourism Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Workshop held in Region with representatives from within the Industry</li> </ul>	Operational Budget	5%	The Tourism Champion is no longer engaged by Council. Council is in discussions with OOTA in relation to RTO representation and when complete will progress engagement with local operators.	CEO Tourism Champion Barra Hatchery Manager

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Operational Plan 2022-2023

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
							Some of the work is now picked up by existing staff and a new draft Tourism Strategy has been presented to Council.	

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## 4 Carpentaria Governance

Corporate Outcomes	2022-2023 Key Initiative
4.1 A well governed, responsive Council, providing effective leadership and management, and respecting community values.	4.1.1 Annual Review of Strategic Risk Register and Operational Risk Register.
	4.1.2 Implementation of individual asset class management plans.
	4.1.3 Amend the Long-Term Financial Sustainability indicators and develop a sustainability plan highlighting the assumptions that make up the strategy.
	4.1.4 Regional representation on the NWQROC and WQAC.
	4.1.5 Undertake a Local Laws Review of relevant Local Laws
	4.1.6 Develop a transition plan for Finance Enterprise Software

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Corporate Governance	Financial Services	4.1.1	▪ Ongoing implementation of the Corporate Risk Register and Operational Risk Register.	▪ Registers are regularly used to identify and manage risks across the organisation.	Operational Budget	5%	Workshop to be arranged with SLT in 2 <sup>nd</sup> quarter to review the Operational Risk Registers.	DCS
Engineering	Asset Management	4.1.2	▪ Implementation of individual asset class management plans.	▪ Capturing 10 year capital works to optimise asset classes.	Operational Budget	40%	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.	CEO DOE
Corporate Governance	Financial Services	4.1.3	▪ Adoption and implementation of the Long-Term Financial Sustainability Plan in accordance with	▪ Updated following the completion of the detailed asset management	Operational Budget	25%	QTC model completed, a date to be scheduled to work with ELT, before presenting to Council.	CEO DCS DOE

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Operational Plan 2022-2023

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
			assumptions that make up the Plan.	plans for the individual asset classes				
Economic Development	Business Development	4.1.4	<ul style="list-style-type: none"> <li>Regional representation on the NWQROC and WQAC.</li> </ul>	<ul style="list-style-type: none"> <li>100% attendance at all NWQROC and WQAC meetings</li> </ul>		100%	CEO, Mayor and Deputy Mayor attended ROC meetings as scheduled.	CEO
Corporate Governance	Compliance	4.1.5	<ul style="list-style-type: none"> <li>Undertake a Local Laws Review of relevant Local Laws</li> </ul>	<ul style="list-style-type: none"> <li>Identified Local Laws reviewed during the period and presented to Council for adoption.</li> </ul>	Operational Budget	50%	Discussions have been held, and a full review is not required, just some possible amendments. May carry over to 2023/2024.	ELT
Corporate Governance	Governance	4.1.6	<ul style="list-style-type: none"> <li>Develop a transition plan for Finance Enterprise Software</li> </ul>	<ul style="list-style-type: none"> <li>Identification of Finance Modules to transition to the Cloud Version.</li> </ul>	Operational Budget	15%	Discussions have been held at ELT level. Planning to prepare a Project Brief. We have commenced reviews of software options with SLT.	ELT
		4.1.7	<ul style="list-style-type: none"> <li>Develop a workforce strategy</li> </ul>	<ul style="list-style-type: none"> <li>Carry out the initiatives contained in the implementation plan.</li> </ul>	Operational Budget	10%	Peak Services engaged to undertake some work. Other initiatives being worked through by ELT.	ELT

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

## BUSINESS PAPERS

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### 10.4 RESERVES TRANSFER

<b>Attachments:</b>	10.4.1. Capital Expenditure Budget 2023-2024 <a href="#">↓</a>
<b>Author:</b>	Julianne Meier - Director Corporate Services
<b>Date:</b>	11 August 2023
<b>Key Outcome:</b>	A well governed, responsive Council, providing effective leadership and management, and respecting community values
<b>Key Strategy:</b>	Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

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#### Executive Summary:

The Reserves Policy has been developed to establish guidelines for the management of existing cash reserves, and to ensure there are controls over the expenditure of internally restricted cash. Council is asked to approve transfers from Reserves as presented in this report, following the 2023/2024 Budget.

#### RECOMMENDATION:

That Council:

1. approves transfers from reserves as per the 23/24 capital budget, in accordance with the Reserves Policy; and
2. note the financial contribution towards Growing Regions Program for the Karumba Foreshore Revitalisation project to construct an artificial Headland at Karumba Point is \$556,972.

#### Background:

Council's would general establish Reserve accounts to place internal restrictions on cash, to ensure those funds are spent on specific works.

In prior years Council had a number of reserve accounts, however these accounts were not cash backed. Over the past few years Council has built and maintained a cash balance, so in consultation with Council these reserves have now been cash backed.

The Reserves Policy provides guidance on the following:

- the name of the reserve;
- the purpose of the reserve;
- the source of funds of the reserve;
- the use of funds in the reserve.

At 30 June 2023 the balances of the Reserve Accounts were as presented in the GL Opening Balance column in the table below. At the 22<sup>nd</sup> June Budget Meeting council adopted the 23/24 Budget. Included in the Budget was the Capital Expenditure Program for 2023/2024. A copy of the capital program is attached for reference, and it should be noted the transfers to reserves are identified in the budget totals.

This report is to show the reserve balances subsequent to the reserve journals, and to seek approval to enact the transfers from the reserve.

## BUSINESS PAPERS

		Synergy Reserve Balances				
		GL Opening Balance	Journals Transfers In	Journals Transfers Out	Closing Balance	
980301	Reserve - Land Development	12,453.00	-	-	12,453.00	Lilyvale Land Sales
980302	Reserve - Sewerage Reserve	477,745.00	-	-	477,745.00	
980303	Reserve - Plant Replacement	3,650,507.12	-	957,404.00	2,693,103.12	23/24 Plant replacement
980304	Reserve - Future Capital Grants	1,389,164.00	-	-	1,389,164.00	
980305	Reserve - Water Supply	716,313.00	-	-	716,313.00	
980306	Reserve - Airports	132,275.00	-	-	132,275.00	
980310	Reserve - Road Reseals	1,150,000.00	-	300,000.00	850,000.00	Road Reseals
		<b>7,528,457.12</b>	<b>-</b>	<b>1,257,404.00</b>	<b>6,271,053.12</b>	

After the transfer of \$1,257,404 is transferred from reserves to the general fund, there will be a balance of \$6,271,053.12 remaining in Reserves for future expenditure.

Council has recently applied for a grant to preserve the Karumba foreshore that requires a capital contribution. If Council is successful, the financial contribution towards Growing Regions Program for the Karumba Foreshore Revitalisation project to construct an artificial Headland at Karumba Point would be \$556,972.

If successful a request to transfer funds from the Future Capital Grants reserve would be made at a future date.

Any changes to reserves shall be in accordance the Reserves Policy.

### Consultation (Internal/External):

- Council workshop
- Chief Executive Officer
- Manager of Finance and Administration

### Legal Implications:

- Nil.

### Financial and Resource Implications:

- All costs associated with the management of reserves and the reporting in the annual financial statements are included in Council's adopted budget.

### Risk Management Implications:

- Nil.

Carpentaria Shire Council - Capital Expenditure Budget - 2023/2024

Data updated				Total Project Budget										Financial Year Budget				
Job or WO No	Project Description	Asset Class	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Loan	Reserves	Councils Contribute to Project	Original Budget	Grant	Asset Sale / Trade-In	Reserves	Council Contribution				
CH2402	Buildings - 1 Brodie Street - Replace floor coverings	Buildings	R	14,000	0	0	0	0	14,000	14,000	0	0	0	14,000				
WO2413	Buildings - 1/150 Yappa Street - Replace shadecloth with roof sheeting	Buildings	R	30,000	30,000	0	0	0	0	30,000	30,000	0	0	0				
CH2407	Buildings - 12 Airport Road - External repaint	Buildings	R	18,000	0	0	0	0	18,000	18,000	0	0	0	18,000				
CH2403	Buildings - 17 Palmer Street - Internal repaint	Buildings	R	15,000	0	0	0	0	15,000	15,000	0	0	0	15,000				
CH2404	Buildings - 17 Palmer Street - Roof Removal	Buildings	R	20,000	0	0	0	0	20,000	20,000	0	0	0	20,000				
WO2421	Buildings - 2 Norman Street - Roof Removal	Buildings	R	150,000	150,000	0	0	0	150,000	150,000	0	0	0	150,000				
CH2401	Buildings - 2/150 Yappa Street - Replace shadecloth with roof sheeting	Buildings	R	15,000	0	0	0	0	15,000	15,000	0	0	0	15,000				
WO2402	Buildings - 2/150 Yappa Street - Replace shadecloth with roof sheeting	Buildings	R	100,000	0	0	0	0	100,000	100,000	0	0	0	100,000				
WO2412	Buildings - 2/272 Thompson Street - Refurb entire unit, install concrete driveway	Buildings	R	20,000	20,000	0	0	0	0	20,000	20,000	0	0	0				
WO2415	Buildings - 23 Woodward Street - External painting	Buildings	R	15,000	0	0	0	0	15,000	15,000	0	0	0	15,000				
WO2414	Buildings - 36 Woodward Street - External painting	Buildings	R	40,000	0	0	0	0	40,000	40,000	0	0	0	40,000				
CH2405	Buildings - 38 Woodward Street - Veranda repairs	Buildings	R	20,000	0	0	0	0	20,000	20,000	0	0	0	20,000				
CH2409	Buildings - 52 Green Street - Replace kitchen	Buildings	R	15,000	0	0	0	0	15,000	15,000	0	0	0	15,000				
CH2406	Buildings - 87 Malilla Street - Internal repaint & remove old AC	Buildings	R	60,000	0	0	0	0	60,000	60,000	0	0	0	60,000				
CH2408	Buildings - Brown Street Units - Renew kitchen, floors & internal repaint	Buildings	R	50,000	0	0	0	0	50,000	50,000	0	0	0	50,000				
CH2407	Buildings - Burns Philip - Renew box gutters	Buildings	R	30,000	0	0	0	0	30,000	30,000	0	0	0	30,000				
CH2407	Buildings - Burns Philip - Top office repairs	Buildings	R	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2413	Buildings - Depot Store Mezzanine Floor - Enclose for Records Storage	Buildings	U	65,000	0	0	0	0	65,000	65,000	0	0	0	65,000				
CH2401	Buildings - Design and Construct Staff Housing in Gough Street	Buildings	N	0	0	0	0	0	0	0	0	0	0	0				
CH2401	Buildings - Design and Construct Staff Housing in Gough Street	Buildings	N	30,000	0	0	0	0	30,000	30,000	0	0	0	30,000				
CH2401	Buildings - East Wilson Barracks Development - Main Office Recreation	Buildings	R	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2405	Buildings - Norman Direct Workshop Office - Refurbish	Buildings	R	20,000	0	0	0	0	20,000	20,000	0	0	0	20,000				
CH2404	Buildings - Norman Shire Office - Airconditioning system (engineering)	Buildings	R	15,000	0	0	0	0	15,000	15,000	0	0	0	15,000				
CH2403	Buildings - Norman Shire Office - Renew box gutters	Buildings	R	150,000	0	0	0	0	150,000	150,000	0	0	0	150,000				
CH2403	Cemetery - Priorities from Masterplan Karumba & Normanton	Buildings	R	50,000	0	0	0	0	50,000	50,000	0	0	0	50,000				
CH2401	Foodstuffs - New or renewals based on condition assessment	Buildings	R	100,000	0	0	0	0	100,000	100,000	0	0	0	100,000				
CH2403	Foodstuffs - New camera at Mitchell River	Other	R	30,000	15,000	0	0	0	15,000	15,000	15,000	0	0	0				
CH2402	Other - Cemetery Upgrade - Two statues "We are one"	Other	U	1,000,000	1,000,000	0	0	0	0	1,000,000	1,000,000	0	0	0				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	1,000,000	1,000,000	0	0	0	0	1,000,000	1,000,000	0	0	0				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	330,000	330,000	0	0	0	0	330,000	330,000	0	0	0				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	300,000	300,000	0	0	0	0	300,000	300,000	0	0	0				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				
CH2407	Other - Karumba - Allocation of 5km linking towards restoration of foreshore - Retirement	Other	N	10,000	0	0	0	0	10,000	10,000	0	0	0	10,000				

WFO No	Date Updated	Project Description	Asset Class	Type	Total Project Budget						Financial Year Budget			
					Project Expense Budget	Project Funding	Asset Sale / Trade-In	Loan	Reserves	Councils to Contribute Project	Original Budget	Grant	Asset Sale / Trade-In	Reserves
CR3032	Roads - Betterment - Inverleigh West Causway Upgrade (Pongratze Creek)	Roads	U		500,000	450,000	0	0	0	50,000	459,391	409,391	0	0
CR3004	Roads - Fitly Road - Gravel Road Widening	Roads	U		4,206,687	4,206,687	0	0	0	0	4,206,687	4,206,687	0	0
CR2005	Roads - Koolahin - Drive Road Widening	Roads	U		2,477,642	2,477,642	0	0	0	0	2,477,642	2,477,642	0	0
CR4007	Roads - Mitchell River Crossing - Bridge Construction	Roads	U		22,375,880	22,375,880	0	0	0	0	22,375,880	22,375,880	0	0
CR3003	Roads - Mitchell River Crossing - Bridge Design	Roads	U		300,000	300,000	0	0	0	0	300,000	300,000	0	0
CR3004	Roads - Mitchell River Crossing - Bridge Construction	Roads	U		20,000,000	16,600,000	0	0	0	4,000,000	6,600,000	5,333,333	0	1,333,333
CR3017	Roads - Stone Creek Installation (priorities to be determined)	Roads	U		20,000	0	0	0	0	20,000	0	0	0	20,000
CR3405	Roads - TSS/RS2/Gravel - priorities to be determined on LRS network	Roads	U		1,670,882	1,546,924	0	0	0	123,758	1,546,924	1,546,924	0	0
CR4009	Roads - Town Street Breaks - priorities to be determined	Roads	U		300,000	0	0	0	300,000	0	300,000	0	0	0
CS3400	Sewer - Analyser Upgrades / Replacement Program	Sewer	R		30,000	0	0	0	0	30,000	0	0	0	30,000
CS3401	Sewer - Generator for Pump Station 3	Sewer	R		20,000	20,000	0	0	0	0	20,000	20,000	0	0
CS3202	Sewer - Kaurumba - Pump Replacement (event)	Sewer	R		264,600	0	0	0	0	264,600	264,600	0	0	0
CS3406	Sewer - Kaurumba Sewerage Upgrades and Renewals	Sewer	R		50,000	0	0	0	0	50,000	50,000	0	0	0
CS3201	Sewer - Kaurumba STP - Membrane Replacement & S&B Renewal	Sewer	R		1,200,000	600,000	0	0	0	600,000	1,200,000	600,000	0	0
CS3404	Sewer - Pump Replacement Program	Sewer	R		30,000	0	0	0	0	30,000	30,000	0	0	0
CS3402	Sewer - STP - Ultrasonic Rectifiers and Metering Install	Sewer	R		30,000	0	0	0	0	30,000	20,000	0	0	10,000
CR4006	Water - Analyser Upgrades / Replacement Program	Water	U		150,000	150,000	0	0	0	0	150,000	150,000	0	0
RH001A	Water - Generate Heat New Water Upgrade - Emergency intake structure	Water	U		283,535	283,535	0	0	0	0	283,535	283,535	0	0
CR3405	Water - Kaurumba - Re-Development Planning Project	Water	U		30,000	180,000	0	0	0	30,000	180,000	0	0	30,000
RH002	Water - Kaurumba Water Tower/Reservoirs On site Chlorine Generator	Water	U		180,000	180,000	0	0	0	0	180,000	0	0	180,000
CR4002	Water - Meter Replacement Program - providing advice in Smart Metering Business Case	Water	U		60,000	30,000	0	0	0	30,000	60,000	30,000	0	0
CR4002	Water - Meter Replacement Program - providing advice in Smart Metering Business Case	Water	U		20,000	0	0	0	0	20,000	20,000	0	0	0
CR2001	Water - Normalisation - Returbish Clarifier	Water	R		75,000	0	0	0	0	75,000	75,000	0	0	0
RH005	Water - Normalisation - Treatment Plant - Replacement of Soda Ash Dosing system	Water	R		180,000	180,000	0	0	0	0	180,000	180,000	0	0
CR3002	Water - Normalisation Water Treatment Plant Reservoir Upgrades (2 concrete inground storage	Water	U		1,992,916	1,992,916	0	0	0	0	1,992,916	1,992,916	0	0
CR4001	Water - Normalisation Water Treatment Plant Storage Upgrades - Chlorine Generator WTP Plant	Water	N		40,000	40,000	0	0	0	0	40,000	40,000	0	0
CR4004	Water - Normalisation WTP Intake Mainfold	Water	U		120,000	0	0	0	0	20,000	100,000	100,000	0	0
CR4008	Water - Pump Replacement Program	Water	R		30,000	0	0	0	0	30,000	30,000	0	0	0
CR4003	Water - SCADA / Telemetry Renewals	Water	R		40,000	0	0	0	0	40,000	40			

Capital Expenditure by Asset Class	2023									
	Project Expense Budget	Project Grant Funding	Asset Sale/ Trade-in	Loan	Reserves	Commodities Contribute to Project	Original Budget	Grant	Asset Sale/ Trade-in	Reserves
Roads	59,300,991	54,407,233	0	300,000	4,933,798	45,748,942	49,251,851	0	300,000	1,927,091,942
Plant and Equip.	2,852,404	0	556,000	0	957,644	1,339,000	2,852,404	0	556,000	957,644
Land	0	0	0	0	0	0	0	0	0	1,939,000
Sewer	1,514,600	620,000	0	0	0	994,600	1,514,600	630,000	0	994,600
Water	3,422,910	3,422,910	0	0	0	3,422,910	3,422,910	0	0	275,000,000
Other	4,689,794	4,531,321	0	0	0	162,473	4,317,094	4,212,094	0	55,000
Buildings	1,032,000	200,000	0	0	832,000	1,032,000	200,000	0	832,000	832,000
	72,936,705	62,906,420	556,000	0	1,257,044	8,181,831	58,946,420	51,310,934	556,000	1,257,044
										5,922,691,691
Capital Expenditure by Type	2023									
	Project Expense Budget	Project Grant Funding	Asset Sale/ Trade-in	Loan	Reserves	Commodities Contribute to Project	Original Budget	Grant	Asset Sale/ Trade-in	Reserves
U	33,817,073	33,667,073	0	0	0	150,000	33,667,073	33,496,682	0	135,000,000
N	4,609,946	4,322,473	0	0	0	287,473	3,734,862	3,734,862	0	195,000,000
R	34,489,686	29,916,924	556,000	0	1,257,044	7,744,358	34,078,791	556,000	1,257,044	5,092,691,691
	72,936,705	62,906,420	556,000	0	1,257,044	58,946,420	51,310,934	556,000	1,257,044	5,922,691,691

## BUSINESS PAPERS

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### 10.5 NORMANTON CHILDCARE CENTRE OPERATIONS

<b>Attachments:</b>	10.5.1. Decision to issue a Compliance Notice <a href="#">↓</a> 10.5.2. Compliance Notice CA-00057078 <a href="#">↓</a> 10.5.3. Follow Up - Compliance Notice CA-00057078 <a href="#">↓</a> 10.5.4. Business Plan Normanton Childcare Centre <a href="#">↓</a> 10.5.5. Normanton Child Care Centre Business Plan 2023-2027 <a href="#">↓</a>
<b>Author:</b>	Julianne Meier - Director Corporate Services
<b>Date:</b>	29 August 2023
<b>Key Outcome:</b>	A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle
<b>Key Strategy:</b>	Continue to support activities and programs that provide for the youth within the Shire

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In March 2023, the Carpentaria Shire Council engaged Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust to create a business plan for the Normanton Child Care Centre. This report asks that Council engage Astute to provide business plan support and implementation.

### RECOMMENDATION:

That Council:

- pursuant to s235 (b) of the Local Government Regulation 2012, resolve to enter into an agreement with Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust to support Council with the implementation of the business plan over a period of five years, reviewed annually; and
- delegate to the Chief Executive Officer power to review the effectiveness of the arrangement after each period of twelve months; and
- provide an additional operational budget of \$31,500 for the 2023/2024 financial year.

### Background:

Normanton Child Care Centre is a 29-place 2 room childcare centre that has been in operation since 2006. The centre is owned and operated by the Carpentaria Shire Council. The Nominated Supervisor reports to the Manager Economic & Community Development. Some facts about the centre are below:

- The Centre is currently rated as Meeting the National Quality Standard.
- The current occupancy is 49% in April 2023; however, the past few years has occupancy sitting at an average of 34.38%.
- There are 6 staff employed:
  - 0x ECT
  - 3x Diploma
  - 3x Certificate III (or working towards) employees.

## BUSINESS PAPERS

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The service currently meets the 50% Diploma or above qualified requirement; however, Diploma qualified staff are required immediately to ensure regulatory compliance. One of the Diploma qualified staff finalised their employment on 2 June 2023.

- A Compliance Notice (Breach) was received 16 May 2023

Over the years the Centre has struggled to maintain staffing ratios, and in the past year, was forced to reduce operational hours due to lack of suitably qualified staff. In 2022 Council agreed to seek approval to source potential applicants from overseas through the relevant channels to help maintain staffing levels.

The Director is often spending time in the room with children and then it is difficult to set aside time to maintain governance requirements of the Centre.

There is currently no commitment to maintaining buildings to a suitable standard, and the maintenance is often delayed to source grant funding, or maintenance is performed on a reactive basis. When performing maintenance on a reactive basis, it is difficult to then schedule contractors in a timely manner, given the challenges of availability of both contractors and materials.

There is ongoing community pressure to keep fees low, with rising costs for the Centre.

A recent audit of the Childcare Centre resulted in several breaches being identified, and some quality improvement suggestions identified for Council's consideration.

Breaches identified:

- R56 Review and revision of quality improvement plans
- R97 Emergency and evacuation procedures
- R103 Premises, furniture and equipment to be safe, clean and in good repair
- R118 Educational leader

Whilst three of the items identified above were governance matters and take resources and time to rectify, the maintenance of the premises has occurred overtime and will take time and budget to resolve.

Whilst the supervisors can provide some support, there is currently no expertise within Council that is readily available to support the Centre Director with best practice, governance, or legislative compliance.

The attached proposal from Astute sets out the Business Plan for the Normanton Child Care Centre over 5 Years. The proposal is for Astute to support Council with the implementation of the Business Plan:

1. **Policy Framework - Recommend & establish policy framework**, collateral & operating systems for compliance & good governance - \$4,000 + GST (one off cost)
2. **Logo Design & Build website** – (Astute will guide website provider in liaison with Council) - \$6,500 + GST (one off cost, with ongoing maintenance website costs)
3. **Business Plan support & implementation** - Work with Council to implement a Governance Framework for effective decision making & delegation. Manage the service and improve the business over time in conjunction with Council and in line with the business plan. - August 2023 + (minimum 12-month engagement) - \$8,000 + GST per month

## **BUSINESS PAPERS**

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Officers are of the opinion that entering into an agreement to support the implementation of the Business Plan would be an opportunity to lift the professionalism of the centre and bring its marketing to a level that is attractive to potential employees, and the fees are set at a level that will bring the centre closer to profitability, but still provide an affordable service by leveraging Astute's expertise.

The cost for the first twelve months is \$106,500 ex GST. Ideally the effectiveness of the support should be reviewed in twelve months to determine whether to continue with the support.

Astute have provided draft profit and loss reports that show the Childcare Centre's current loss position could be improved under their proposed model.

Since the budget has been adopted Council has signed a variation to the Community Child Care Fund which is a grant of \$75,000 per annum that was due to end this year but has been extended and will now end in November 2024. Council will now receive an extra \$75,000 in grant funding to support the running of the Childcare Centre that was not in the original budget.

Due to the grant offsetting some of the current expenditure, an additional budget of \$31,500 is requested to enable us to carry out the first twelve months of the plan and additional work. Should the Chief Executive Officer deem the expenditure has enhanced the Childcare operations, then an operational budget shall be provided for in future for implementation of the business plan. The additional budget may not be required in future years, if the Centre is able to minimize its losses under the new model.

For any building work that is not provided for in the maintenance budget, the Asset Manager can submit a separate report if additional funding is required.

Following a workshop presentation on the 20<sup>th</sup> July meeting, Council are asked to enter into an agreement with Astute Early Years Specialist Pty Ltd ATF Comerford Family Trust to support Council with the implementation of the business plan over a period of five years, reviewed annually.

Whilst there may be other providers that can provide similar services, Astute have already conducted some services and gained considerable understanding of Normanton Child Care Centre Operations, officers are of the view that, because of the specialised nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tender. It is therefore recommended that Council:

- enter into an agreement with Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust to support Council with the implementation of the business plan over a period of five years, reviewed annually; and
- delegate to the Chief Executive Officer power to review the effectiveness of the arrangement after a period of twelve months; and
- provide an additional operational budget of \$31,500 for the 2023/2024 financial year.

A report was presented to Council in August 2023 regarding the establishment of a company limited by guarantee.

**Consultation (Internal/External):**

- Chief Executive Officer – Mark Crawley

## **BUSINESS PAPERS**

---

- Director Corporate Services – Julianne Meier
- Council Workshop
- External Consultant – Early Years Specialist Pty Ltd ATF The Comerford Family Trust
- Manager of Economic and Community Services – Cherie Schafer
- Director of the Normanton Childcare Centre – Nicole Nash

### **Legal Implications:**

- The transfer of Normanton Child Care to a structure that is provided under a Company Limited by Guarantee was one of the recommendations contained in the Business Plan. Ministerial approval will be required to transfer assets to the new company. Refer to August 23 Council Report for more information.

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

- An additional budget of \$31,500 is requested for the current financial year.
- Under Section 235 (b) Other exceptions, of the Local Government Regulation 2012 the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.

### **Risk Management Implications:**

- Risks are medium – The Child Care Centre supports Council's aim of engaging with the community as well as providing key activities and facilities. However, the legislative framework can be complicated, and governance requirements must be maintained. Failure to do so could result in lack of quality care being provided with a range of consequences from low to catastrophic.

CA ref: CA-00057078

16 May 2023

Carpentaria Shire Council  
Email: council@carpentaria.qld.gov.au

Dear Approved Provider

**Outcome of monitoring visit – Breaches identified – Compliance Notice/Direction  
Normanton Child Care Centre, SE-0000552**

**Decision to issue a Compliance Notice**

On 27 April 2023, Sam Grant, Authorised Officer, conducted a monitoring visit to the service and observed a failure to comply with Education and Care Services National Regulations (National Regulations). The attached Compliance Notice sets out further details of the breaches identified during the visit.

I am satisfied that the Approved Provider has not complied with provisions of the National Regulations and you are required to take the steps outlined in the attached Compliance Notice to achieve compliance.

You are required to provide written evidence of your compliance by the remedy dates specified in the attached notice. Evidence can be emailed to the address provided below.

Details of these breaches have been recorded on the service's record of compliance on the National Quality Agenda IT System (NQAITS). If you disagree with this decision, please contact me to discuss further.

Quality improvement suggestions

During the monitoring visit, areas for quality improvement were also identified. These were discussed with staff at the service and are listed below for consideration only:

- Standard 7.1 Governance  
Element 7.1.2 Management Systems  
Consider the systems in place to ensure all staff records are maintained and current First Aid Qualifications are kept at the service premises.

If you require further information or assistance please contact Sam Grant, Authorised Officer, North Queensland Regional Office on email at northqueensland.ecec@qed.qld.gov.au or (07) 4758 3385.

Yours sincerely



Department of  
**Education**

Sue Fulton  
**Early Childhood Team Leader**  
**North Queensland Regional Office**

Ref: 23/359381



Department of  
**Education**

15 June 2023

Carpentaria Shire Council  
Email: council@carpentaria.qld.gov.au

Dear Approved Provider

**Compliance notice issued - CA-00057078**

**Name of Approved Provider:** Carpentaria Shire Council  
**Approved provider number:** PR-00000499  
**Service name:** Normanton Child Care Centre  
**Service approval number:** SE-00000552

On 16 May 2023 I issued a Compliance Notice requiring you to take steps to remedy breaches identified at the above service located at 11-13 Balonne Street NORMANTON.

I required you to take the steps outlined in the notice and to provide me with evidence of compliance by the specified date of 5 June 2023.

To date, **no response and/or evidence** was provided to Queensland's Regulatory Authority in relation to the Compliance Notice issued.

I am not satisfied that you have taken the steps required to remedy the following breaches. An outline of the reasons I am not satisfied that the breaches have been remedied are as follows:

Law	Steps to be taken	Remedied or Not Yet Remedied
R56	<p><b>The Approved Provider must provide evidence to demonstrate the service has a Quality Improvement Plan that has been reviewed in the last 12 months.</b></p> <p>To date, <u>no evidence</u> has been provided to demonstrate that demonstrates the service has a Quality Improvement Plan that has been reviewed in the last 12 months.</p> <p><b>Therefore, this is considered not yet remedied.</b></p>	Not yet remedied

Law	Steps to be taken	Remedied or Not Yet Remedied
	<p><b>The Approved Provider must provide evidence to demonstrate the Approved Provider, Nominated Supervisor and each responsible person in charge have been trained and/or re-trained in their obligations in relation to R56, and providing the contents of this training.</b></p> <p>To date, <u>no evidence</u> has been provided to demonstrate that demonstrates the Approved Provider, Nominated Supervisor and each responsible person in charge have been trained and/or re-trained in their obligations in relation to R56, and providing the contents of this training.</p> <p><b>Therefore, this is considered not yet remedied.</b></p>	
R97	<p><b>The Approved Provider must provide evidence of the steps now in place to ensure the emergency and evacuation procedures are rehearsed and documented every 3 months by the staff members, volunteers and children present at the service.</b></p> <p>To date, <u>no evidence</u> has been provided to demonstrate that there are steps now in place to ensure the emergency and evacuation procedures are rehearsed and documented every 3 months by the staff members, volunteers and children present at the service.</p> <p><b>Therefore, this is considered not yet remedied.</b></p> <p><b>The Approved Provider must provide evidence to demonstrate the Approved Provider, Nominated Supervisor and each responsible person in charge have been trained and/or re-trained in the steps now in place in relation to R97, providing the contents of this training.</b></p> <p>To date, <u>no evidence</u> has been provided to demonstrate that the Approved Provider, Nominated Supervisor and each responsible person in charge have been trained and/or re-trained in the steps now in place in relation to R97, providing the contents of this training.</p> <p><b>Therefore, this is considered not yet remedied.</b></p>	Not yet remedied
R103	<p><b>The Approved Provider must provide evidence to demonstrate items 1-13 have been repaired, removed and/or cleaned.</b></p>	Not yet remedied

Law	Steps to be taken	Remedied or Not Yet Remedied
	<p>To date, <u>no evidence</u> has been provided to demonstrate that items 1-13 have been repaired, removed and/or cleaned. <b>Therefore, this is considered not yet remedied.</b></p> <p><b>The Approved Provider must provide evidence to demonstrate that all educators and the Nominated Supervisor have reviewed service policies and procedures relevant to R103 of the National Regulations, and include contents of each policy and its review.</b></p> <p>To date, <u>no evidence</u> has been provided to demonstrate that all educators and the Nominated Supervisor have reviewed service policies and procedures relevant to R103 of the National Regulations, and include contents of each policy and its review. <b>Therefore, this is considered not yet remedied.</b></p> <p><b>The Approved Provider must provide evidence that steps now in place to ensure service cleaning and maintenance is conducted on a regular basis.</b></p> <p>To date, <u>no evidence</u> has been provided to demonstrate that steps are now in place to ensure service cleaning and maintenance is conducted on a regular basis. <b>Therefore, this is considered not yet remedied.</b></p> <p><b>The Approved Provider must provide evidence that the Nominated Supervisor and relevant educators have been trained in the requirements of R103 and the steps in place; including the contents of this training.</b></p> <p>To date, <u>no evidence</u> has been provided to demonstrate that the Nominated Supervisor and relevant educators have been trained in the requirements of R103 and the steps in place; including the contents of this training. <b>Therefore, this is considered not yet remedied.</b></p>	
R118	<p><b>The Approved Provider must provide evidence to demonstrate that the Approved Provider has designated in writing a suitably qualified and experienced educator, co-ordinator or as the Educational Leader.</b></p>	Not yet remedied

Law	Steps to be taken	Remedied or Not Yet Remedied
	<p>To date, <u>no evidence</u> has been provided to demonstrate that the Approved Provider has designated in writing a suitably qualified and experienced educator, co-ordinator or as the Educational Leader. <b>Therefore, this is considered not yet remedied.</b></p> <p><b>The Approved Provider must provide evidence to demonstrate that the Nominated Supervisor and Approved Provider have been trained and/or re-trained in the requirements of R118, including the contents of this training.</b></p> <p>To date, <u>no evidence</u> has been provided to demonstrate that the Nominated Supervisor and Approved Provider have been trained and/or re-trained in the requirements of R118, including the contents of this training. <b>Therefore, this is considered not yet remedied.</b></p>	

Failure to comply with a compliance notice by the specified date is an offence under s.177 of the National Law. Details of this offence have been recorded on the service's record of compliance and further regulatory action may be considered to address the continued non-compliance with the National Law and National Regulations.

If you require further information or assistance please contact Sam Grant, Authorised Officer, North Queensland Regional Office on email at [northqueensland.ecec@qed.qld.gov.au](mailto:northqueensland.ecec@qed.qld.gov.au) or (07) 4758 3385.

Yours sincerely



Sue Fulton  
**Early Childhood Team Leader**  
**North Queensland Regional Office**

Ref: 23/458148

Compliance Action  
ID: CA-00057078

**Compliance Notice**  
*Issued under section 177*  
*Education and Care Services National Law*



Department of  
**Education**

**1. Notice issued to:**

<b>Name of approved provider</b>	Carpentaria Shire Council
<b>Approved provider number</b>	PR-00000499
<b>Service name</b>	Normanton Child Care Centre
<b>Service approval number</b>	SE-00000552
<b>Service address</b>	11-13 Balonne Street NORMANTON

**2. Details of breach/es**

I, Sue Fulton, being a delegate of the Regulatory Authority<sup>1</sup>, am satisfied that the above Approved Provider is not complying with the following provisions of the *Education and Care Services National Regulations* (Regulations).

The reasons I am satisfied are:

<b>Provision of law and/or regulations</b>	<b>Description of evidence gathered</b>
<b>National Regulations</b> <b>R56 Review and revision of quality improvement plans</b> (1) The approved provider of an education and care service must review and revise the quality improvement plan for the service having regard to the National Quality Standard— (a) at least annually	During the unannounced monitoring and compliance visit to the service on 27 April 2023 the Authorised Officer requested to sight the service Quality Improvement Plan.  The Nominated Supervisor provided a service QIP from 2020, stating that the record had been updated since 2021, however was unable to locate an updated copy at the time of the visit.
<b>National Regulations</b> <b>R97 Emergency and evacuation procedures</b> (3) The approved provider of an education and care service must ensure that— (a) in the case of a centre-based service, the emergency and evacuation procedures are rehearsed every 3 months by the staff members, volunteers and children present at the service on the day of the rehearsal and the responsible person in relation to the service who is present at the time of the rehearsal.	During the unannounced monitoring and compliance visit to the service on 27 April 2023 the Authorised Officer requested evidence of the service's emergency evacuation and lock down rehearsal records.  The Nominated Supervisor provided evidence to demonstrate the service rehearsed an Evacuation on 28.10.2022. The Nominated Supervisor explained the service had switched to an online system

<sup>1</sup> The Director-General of the Department of Education is the Regulatory Authority for the Education and Care Services National Law.

Provision of law and/or regulations	Description of evidence gathered
	Xplor and was unable to locate any further rehearsals through this system or any hard copies at the service.
<p><b>National Regulations</b>  <b>R103 Premises, furniture and equipment to be safe, clean and in good repair</b>  (1) The approved provider of an education and care service must ensure that the education and care service premises and all equipment and furniture used in providing the education and care service are safe, clean and in good repair.</p>	<p>During the unannounced monitoring and compliance visit to the service on 27 April 2023, an Authorised Officer inspected the service premises, furniture and equipment and identified the following to be:</p> <p><u>In disrepair and/or unclean:</u></p> <ol style="list-style-type: none"> <li>1. Rust and paint chipping from the external fence in the younger playground;</li> <li>2. Paint missing from internal gate in the younger playground;</li> <li>3. Wood on shelf damaged and wood chipping in the older room;</li> <li>4. Metal paper towel holder missing paint and bare metal visible in the older room bathroom;</li> <li>5. Hole on the wall where an aircon was previously located and removed;</li> <li>6. Metal bench seat missing paint from both edges and bare metal visible in the older playground;</li> <li>7. Wooden shelf water damaged and wood in disrepair near outdoor entry in the older playground;</li> <li>8. Wooden hat board missing paint, splintering and water damaged wood;</li> <li>9. Three wooden tables in disrepair and water damaged and missing paint;</li> <li>10. Crack on plastic slide and missing paint from slide;</li> <li>11. Blackboard weather damaged and missing paint with wood in disrepair;</li> <li>12. Metal ladders on fort missing paint and sun damaged paint; and</li> <li>13. Build up of debris along bottom of emergency external fence.</li> </ol>

Provision of law and/or regulations	Description of evidence gathered
<p><b>National Regulations</b>  <b>R118 Educational leader</b>  The approved provider of an education and care service must designate, in writing, a suitably qualified and experienced educator, co-ordinator or other individual as educational leader at the service to lead the development and implementation of educational programs in the service.</p>	<p>During the unannounced monitoring and compliance visit to the service on 27 April 2023, the Authorised Officer requested to sight the written designation for the Educational Leader.</p> <p>The Nominated Supervisor (who was also the Educational Leader for the service) explained that she thought she had signed this document, however was unable to locate this record at the time of the visit.</p>

### 3. Required action

You must take the action(s) specified below before the stated date.

Provision	Steps to be taken	Remedy due date
<b>R56</b>	<p>The Approved Provider must:</p> <ul style="list-style-type: none"> <li>• Provide evidence to demonstrate the service has a Quality Improvement Plan that has been reviewed in the last 12 months;</li> <li>• Provide evidence to demonstrate the Approved Provider, Nominated Supervisor and each responsible person in charge have been trained and/or re-trained in their obligations in relation to R56, and providing the contents of this training.</li> </ul>	5 June 2023
<b>R97</b>	<p>The Approved Provider must:</p> <ul style="list-style-type: none"> <li>• Provide evidence of the steps now in place to ensure the emergency and evacuation procedures are rehearsed and documented every 3 months by the staff members, volunteers and children present at the service; and</li> <li>• Provide evidence to demonstrate the Approved Provider, Nominated Supervisor and each responsible person in charge have been trained and/or re-trained in the steps now in place in relation to R97, providing the contents of this training.</li> </ul>	5 June 2023
<b>R103</b>	<p>The Approved Provider must:</p> <ul style="list-style-type: none"> <li>• Provide evidence to demonstrate items 1-13 have been repaired, removed and/or cleaned;</li> <li>• Provide evidence to demonstrate that all educators and the Nominated Supervisor have reviewed service policies and procedures relevant to R103 of the National Regulations, and include contents of each policy and its review;</li> </ul>	5 June 2023

Provision	Steps to be taken	Remedy due date
	<ul style="list-style-type: none"><li>• Provide evidence that steps now in place to ensure service cleaning and maintenance is conducted on a regular basis; and;</li><li>• Provide evidence that the Nominated Supervisor and relevant educators have been trained in the requirements of R103 and the steps in place; including the contents of this training.</li></ul>	
<b>R118</b>	<p>The Approved Provider must:</p> <ul style="list-style-type: none"><li>• Provide evidence to demonstrate that the Approved Provider has designated in writing a suitably qualified and experienced educator, co-ordinator or as the Educational Leader; and</li><li>• Provide evidence to demonstrate that the Nominated Supervisor and Approved Provider have been trained and/or re-trained in the requirements of R118, including the contents of this training.</li></ul>	5 June 2023

**You are required to provide written evidence of your compliance by the remedy due date.**

#### 4. Review process

1. Under s191 of the *Education and Care Services National Law*, you may ask for the decision to be reviewed by the Regulatory Authority within 14 days of being notified or becoming aware of the decision to issue a compliance notice.
2. The application for internal review (AR01) can be obtained from the ACECQA website <http://acecqa.gov.au> or you can request a copy by calling 1300 422 327.
3. An independent person (not involved in the original decision) will conduct the review and a decision will be made within 30 days of the application date.

#### 5. Record of compliance

You must record details of this compliance notice in the service's record of compliance including the reason the compliance notice was issued, the steps to be taken and the remedy due date. The record must not include any information that would identify a person other than the Approved Provider. This includes the name, address, phone number or any other information that could lead to the identity of an individual.

Section 270(5) of the National Law allows the Regulatory Authority to publish information about this compliance notice.

#### 6. Service method

By email:	council@carpentaria.qld.gov.au
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Signature of delegate



Regional Office  
Townsville

Issue date  
16 May 2023



# *NORMANTON CHILD CARE CENTRE BUSINESS PLAN. 2023 – 2028*

Carpentaria Shire Council

*Mel Comerford*

*Astute Early Years Specialists  
23 June 2023*

## Table of Contents

<b>Australian Context.....</b>	<b>3</b>
<b>Methodology - A to B.....</b>	<b>5</b>
<b>Executive Summary.....</b>	<b>7</b>
Context.....	10
The process.....	10
<b>Current (A) State Assessment - Summary.....</b>	<b>11</b>
SWOT analysis.....	14
Risk Assessment on current (A) state.....	15
<b>The ideal future (B) state.....</b>	<b>16</b>
How do we get there?.....	16
<b>The Plan.....</b>	<b>19</b>
GOAL - Mitigate the risks & protect the people.....	19
GOAL - Improve the quality & compliance for children & families.....	25
GOAL - Improve the financial viability.....	50
<b>A Space Data Collection.....</b>	<b>63</b>
<b>Questions from the CEO, Mark Crowley.....</b>	<b>67</b>
<b>Benefits of company limited by guarantee.....</b>	<b>68</b>
<b>Provided by AEYS - for comparison.....</b>	<b>69</b>
<b>Appendix.....</b>	<b>71</b>

## Acknowledgements

Thank you to everyone who generously gave their time to share their thoughts, insights, knowledge and ideas to enable the completion of this report.

## Disclaimer

No liability whatsoever is extended or accepted for any losses that are incurred by any party who relies on any part of this report. Any reliance by any party on this report for any purpose will be a breach of the agreed terms and as such, they will not be covered by our Professional Indemnity Insurance and all rights any such party believe they may have will be waived in full with no recourse whatsoever to either the business or their insurers.

## Australian Context

The childcare sector in Australia plays a vital role in supporting working parents by providing early childhood education and care services. In recent years, the industry has experienced significant growth, driven by factors such as increased female workforce participation, changing demographics, and government initiatives to improve access to childcare.

Regional and remote locations across Australia have limited access to childcare. These regions face significant challenges in terms of availability and affordability of childcare services. We know that there needs to be emphasis by the Federal Government for targeted interventions to address the gaps in these areas and ensure that families have access to high-quality early childhood education and care. The Carpentaria Shire is a remote location and is facing considerably lower than required occupancy levels and therefore viability due to the inability to attract & retain adequate staff.

**Market Size and Growth:** The regional childcare sector in Australia has witnessed steady growth due to population expansion and changing family dynamics. According to recent statistics, there are approximately 8,000 childcare centres operating across regional areas, accommodating over 800,000 children. The market size is expected to increase further as regional areas continue to develop and attract young families.

**Government Support:** The Australian government has implemented various policies and initiatives to support the childcare industry and address the challenges faced by regional areas. The Child Care Subsidy (CCS) scheme provides financial assistance to eligible families, making childcare services more affordable and accessible. Additionally, the government has allocated funds to enhance infrastructure and encourage the establishment of new childcare centres in underserved regions.

### Challenges:

1. **Workforce Shortages:** Regional areas often face challenges in attracting and retaining qualified childcare professionals due to limited job opportunities and lower wages compared to urban areas. This shortage can lead to higher staff-to-child ratios, compromising the quality of care and education provided.
2. **Infrastructure and Facilities:** Some regional areas lack adequate infrastructure and suitable facilities to meet the growing demand for childcare services. Limited access to suitable premises and funding constraints can hinder the establishment of new centres and expansion of existing ones.
3. **Affordability:** Despite government subsidies, the cost of childcare remains a concern for many families, particularly those in regional areas where incomes may be lower. Affordability issues can impact demand and limit the utilization of childcare services.

#### Opportunities:

1. **Increased Government Investment:** Continued government investment in regional areas, including infrastructure development and financial incentives for providers, presents opportunities for the expansion and improvement of childcare services. This investment can help attract skilled professionals and enhance the overall quality of care.
2. **Collaboration and Partnerships:** Childcare providers can explore collaborations with local businesses, schools, and community organizations to leverage resources and enhance services. Partnerships with employers can facilitate workplace childcare options, supporting workforce participation and attracting families to regional areas.
3. **Technology Integration:** Embracing technology can improve efficiency and service delivery in regional childcare centres. Online booking systems, parent communication platforms, and educational apps can enhance parent engagement and streamline administrative processes.
4. **Focus on Early Education:** The emphasis on early childhood education presents an opportunity for regional childcare providers to differentiate themselves by offering high-quality educational programs. Aligning with national early learning frameworks and investing in professional development for staff can attract families seeking holistic child development.

Overall, remote and regional locations in Australia face child care disparities and there are calls for targeted efforts to improve access, affordability, and quality of childcare services across the country to ensure equitable access. To achieve this, the sector needs policies and investments that support the expansion of childcare services in regional and remote locations, ensuring that families in rural and remote areas have the same opportunities as their urban counterparts.

The regional childcare sector in Australia is poised for growth and improvement, driven by government support, evolving family dynamics, and changing societal expectations. Overcoming challenges related to workforce shortages, infrastructure limitations, and affordability will be crucial. By capitalizing on opportunities such as increased government investment, collaboration, technology integration, and focus on early education, regional childcare providers can thrive and contribute to the well-being and development of children in Australia's regional areas.

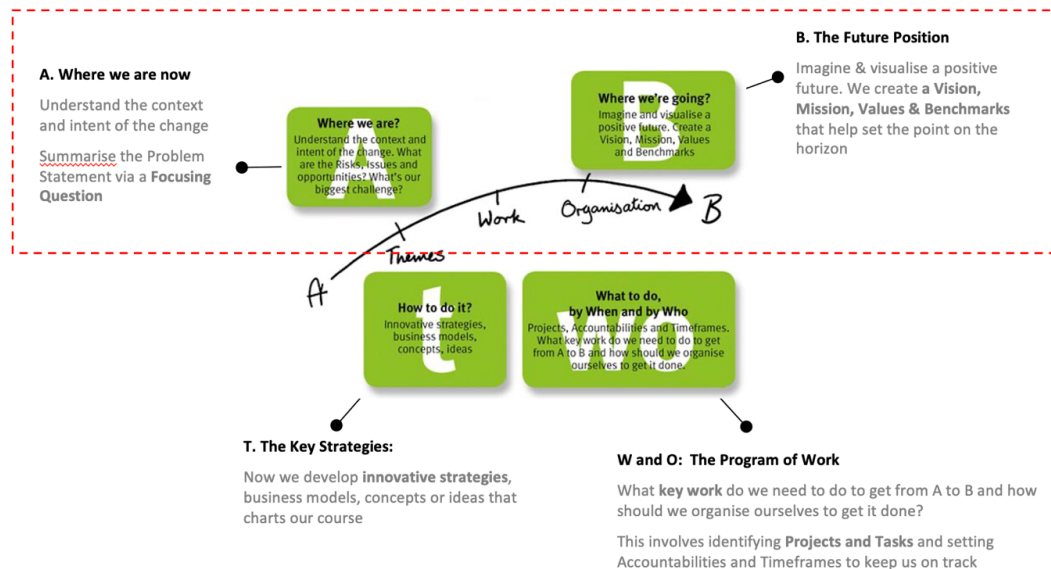
## Methodology - A to B

The methodology that Astute Early Years Specialists took to review the Normanton Child Care Centre & write this report is the A to B approach. The A to B methodology is a business planning approach that involves identifying the current state of a business (Point A) and defining the desired future state (Point B) in order to develop a strategic plan to bridge the gap between the two. It provides a structured framework for businesses to assess their current situation, set goals, and create a roadmap for achieving those goals.

Here is a step-by-step breakdown of the A to B methodology:

1. **Assess the Current State (Point A):** The first step is to conduct a comprehensive analysis of the current state of the business. This involves evaluating various aspects such as market position, financial performance, customer base, products or services offered, internal processes, and resources available. The goal is to gain a clear understanding of the strengths, weaknesses, opportunities, and threats facing the business.
2. **Define the Desired Future State (Point B):** Once the current state has been assessed, the next step is to define the desired future state. This involves setting specific, measurable, achievable, relevant, and time-bound goals that the business aims to achieve. These goals should be aligned with the overall vision and objectives of the organization.
3. **Identify the Gap:** After establishing the current and desired future states, it's important to identify the gap between the two. This involves identifying the areas where improvements or changes are required in order to reach the desired future state.
4. **Develop Strategies and Action Plans:** Once the gap has been identified, the next step is to develop strategies and action plans to bridge that gap. This involves determining the specific steps, initiatives, and projects that need to be undertaken to move from the current state to the desired future state.

By following the A to B methodology, businesses can systematically analyse their current situation, set clear objectives, and develop a well-defined roadmap for success. It helps align the entire organization towards a common vision and facilitates effective decision-making and resource allocation.



It's important that the business completes the following over the course of the implementation of the plan:

**Implement and Monitor Progress:** With the strategies and action plans in place, the next step is to implement them effectively. This requires allocating resources, assigning responsibilities, and executing the planned initiatives. It's important to regularly monitor the progress and make adjustments as necessary to ensure that the business is moving closer to the desired future state.

**Evaluate and Adapt:** Finally, it's crucial to continuously evaluate the progress and outcomes of the implemented strategies. This involves measuring key performance indicators (KPIs) and assessing the effectiveness of the actions taken. If needed, adjustments and adaptations should be made to ensure that the business remains on track towards achieving the desired future state.

## Executive Summary

Normanton Child Care Centre is a 29-place 2 room childcare centre that has been in operation since 2006. The centre is owned and operated by the Carpentaria Shire Council. The Nominated Supervisor reports to the Manager Economic & Community Development however delegation & decision making does not appear to be made by the two people that are in these roles. It's unclear and undocumented how decisions are made, by who & when.

Under the National Law & Regulations, the Approved Provider is the Carpentaria Shire Council. This is not accurately reflected in the NQA IT system. There are significant risks & penalties associated with this. The same issue occurs in PRODA (processes CCS under Family Assistance Law) where the data is not accurately reflected for who owns and operates the Service. This is also a breach and carries significant risk and penalties.

Other known facts:

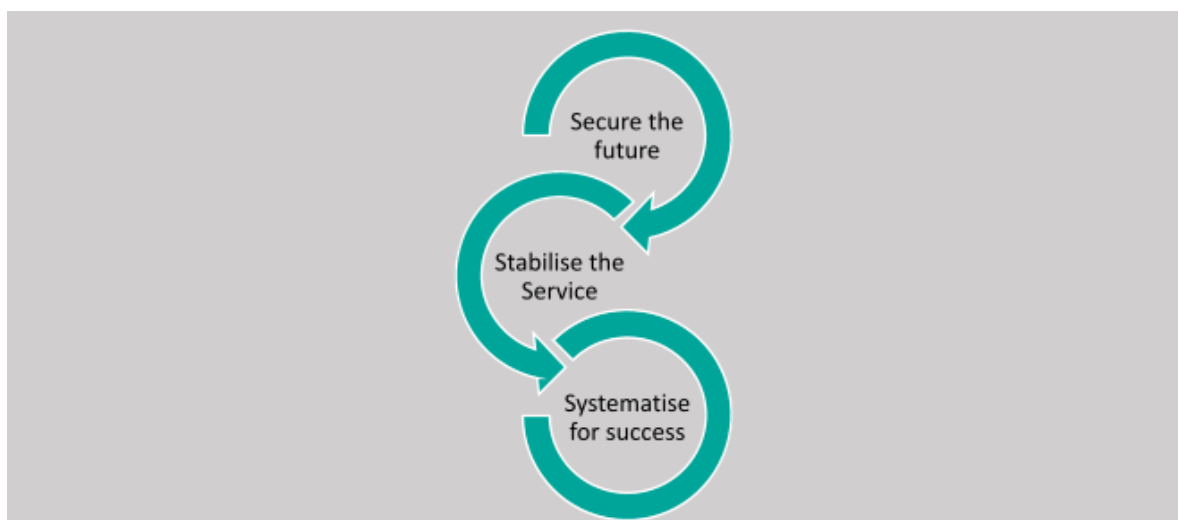
- The centre is currently rated as Meeting the National Quality Standard.
- The current occupancy is 49% in April 2023; however, the past few years has occupancy sitting at an average of 34.38%.
- There are 6 staff employed; 0x ECT, 3x Diploma & 3x Certificate III (or working towards) employees. The service currently meets the 50% Diploma or above qualified requirement; however, Diploma qualified staff are required immediately to ensure regulatory compliance. One of the Diploma qualified staff finalised their employment on 2 June 2023.
- A Compliance Notice (Breach) was received 16 May 2023

The information & evidence collected show that there are two key problems:

1. The operation of Service is not compliant with the National Law & Regulations and the Family Assistance Law.
2. The governance by the Provider is unclear, unorganised and undocumented.

A new approach to governing & operating the service by the Council is required.

To support this, our recommendations fall into three themes:



Our work will be categorised into three themes:

1. Secure our future
2. Stabilise our Service
3. Systematize for success

We will design & plan our work with the following three goals at the forefront of our mind:

1. Mitigate the risks & protect the people
2. Improve the quality & compliance for children & families
3. Improve the financial viability of the Service

To achieve our goals, we need several key enablers to support the Service:

- Engaged qualified staff
  - High-performing, engaged team members, united by our purpose and driven by a learning mindset
- Governance framework
  - A set of guidelines, principles, and processes that outline how we make decisions, are accountable & operate effectively and in compliance with relevant laws, regulations, and internal policies.
- Community of practice
  - A supportive sector network within our region where we actively seeking collaboration opportunities
- Experienced support & advice
  - Accessible, high-quality early learning consultant that can support us into the future
- Raving fans & credibility
  - Families & a community who are raving fans are our biggest advocates and supporters.

Immediate priorities are:

Immediately ensure that the Approved Provider <b>knows and understands</b> their obligations under the National Law & Regulations & Family Assistant Law.
---

Develop or move to a <b>Governance Framework</b> that supports the Service & Nominated Supervisor to ensure <b>clarity</b> on expectations, delegation, escalation
--

Improve <b>compliance</b> with the National Law & Regulations & the Family Assistance Law
---

Attract & retain <b>qualified and skilled</b> workforce
---

Improve <b>data collection &amp; reporting</b> – standardised and consistent; accountability and financial drivers
--

The diagram shows the interrelated nature of the themes, goals, enables & purpose



#### Priorities & timeframes

Priority 1	Immediate to 6 months
Priority 2	2024 - 2025
Priority 3	2026 - 2027

## Context

In March 2023, the Carpentaria Shire Council engaged Astute Early Years Specialists to create a business plan for the Normanton Child Care Centre. This follows an initial engagement in September 2022, to review the staffing arrangements at Normanton Child Care Centre. The initial report is an attachment to this report; however, the actions have been included in the phased approach for completeness.

## The process

To obtain a thorough and complete understanding of the A Space, AEYS engaged in the following:

- A request for information (see appendix A) & a shared drive for uploading of information.
- A desktop review of data collected
- Mel Comerford the AEYS Managing Director visited the centre from (22 – 25 May 2023) and focused on:
  - Understanding the current situation of the NCCC and the broader community,
  - Observing and understanding the program being offered at the centre.
  - Conducting interviews with Stakeholders,
  - Completing a compliance audit
  - Gathering data that had not been provided through the information request
- Interviews and discussions with:
  - Nominated Supervisor, Nicole Nash - Friday 12 May 2023 via Zoom.
  - Educator, Peta Murrihy – Tuesday & Wednesday 23 & 24 May.
  - CEO, Mark Crawley – Tuesday 23 May.
  - Manager Human Resources, Lisa Ryug - Tuesday 23 May.
  - Executive Officer, Jacinda Sceresini - Tuesday 23 May.
  - Manager Finance & Administration, Jade Nacario - Tuesday 23 May.
  - Lead Educator, Lydia X, Tuesday 23 May.
  - IT officer, Ali – Wednesday 24 May.
  - Manager Economic & Community Development, Cherie Schafer – Wednesday 24 May.
  - Councillor Doug Thomas – Wednesday 24 May.
  - Director Corporate Services, Julianne Meier– Thursday 25 May.



### Current (A) State Assessment - Summary

The information & evidence collected show that there are two key problems:

1. The operation of Service is not compliant with the National Law & Regulations and the Family Assistance Law
2. The governance by the Provider is unclear, unorganised and undocumented

Our assessment has determined that the NCCC has a number of positives in place that should continue, and can be leveraged, when addressing issues and these include:

- The provision of a program that is delivered in a purpose built, nurturing, engaging, moderately well-resourced environment
- Committed nominated supervisor and Council employees,
- The provision of paid professional development,
- The payment of certifications and registrations by the employer, such as Working with Children Checks, and required training,
- The payment of services by the employer for health checks.
- The provision of subsidised accommodation to Lead Educators.

Our assessment has also determined the following in relation to these critical concepts:

Concept	Rating	Comments
<b>The Provider</b>		
The Approved Provider	1/10	<ul style="list-style-type: none"> <li>• The Approved Provider is the Carpentaria Shire Council</li> <li>• The Elected Counsellors, CEO, Executive &amp; Manager Economic &amp; Community Development are all considered Persons with Management Control (PMC) of the Provider. This is not reflected in the NQA IT system or PRODA.</li> <li>• This is a breach of the Children's Services National Law &amp; Regulation's &amp; the Family Assistance Law.</li> <li>• Being an Approved Provider / PMC is a complex role that requires an intimate knowledge of the regulatory frameworks that services must comply with.</li> </ul>
Governance - How the two (provider & service) work together	1/10	<ul style="list-style-type: none"> <li>• Governance is unclear and undocumented which leads to confusion about who can make what decision &amp; when</li> <li>• Decisions are slow to be communicated and this in turn sees action taking &amp; implementation delayed</li> </ul>
Data Collection	3/10	<ul style="list-style-type: none"> <li>• Data was slow to be delivered when requested</li> <li>• Data was incomplete</li> <li>• Data, when presented, was largely more Council specific than Childcare Centre specific. This will add to confusion when using data to drive decisions.</li> </ul>

Financials & Reporting	3/10	<ul style="list-style-type: none"> <li>• Reporting appeared anecdotal and / or verbal</li> <li>• No evidence of data &amp; reports used to drive business decisions</li> <li>• Financial report was light on information however shows that the centre is tracking 54% behind budget on income and expenses.</li> </ul>
The Service		
Service Leadership	5/10	<ul style="list-style-type: none"> <li>• The Nominated Supervisor has been employed for many years and is experienced.</li> <li>• Being a Nominated Supervisor is a complex role that requires an intimate knowledge of the regulatory frameworks that services fall under.</li> <li>• There was no documented Educational Leader at the Service, however this has been accepted by the Nominated Supervisor.</li> </ul>
Regulatory Compliance	5/10	<ul style="list-style-type: none"> <li>• The Service is not compliant with the National Law &amp; Regulations.</li> <li>• A Compliance Notice (Breach) was issued on 16 May 2023.</li> <li>• A mock audit was completed by AEYS. The report outlines many areas for improvement.</li> <li>• Blue cards are not held on file for the Approved Provider</li> <li>• Risk Assessments &amp; other important information were not easily located while the Nominated Supervisor was absent</li> </ul>
National Quality Standard	5/10	<ul style="list-style-type: none"> <li>• The NCCC is rated as Meeting under the NQS</li> <li>• The policies for the Service are incomplete, out of date and they do not meet practice.</li> <li>• There was no evidence of an up to date Quality Improvement Plan</li> </ul>
People	4/10	<ul style="list-style-type: none"> <li>• The service has a website and Facebook page</li> <li>• The Facebook page has limited postings and the last post was in May 2022. This reduces the rating under "Awareness" and means that potential candidates cannot obtain insights into the type of centre the NCCC is, the approaches taken at the centre, and the community being supported by the centre.</li> <li>• The NCCC doesn't have a specific website and the pages on the Council site provide little insight or inspiration about the service.</li> <li>• Its challenging for potential candidates to understand the pay scale</li> <li>• The SEEK advert is unappealing and unclear</li> <li>• There are no current job advertisements and the centre has had no success with recent attempts at attraction.</li> </ul>

		<ul style="list-style-type: none"> <li>• We couldn't find any attempts at promoting the lifestyle aspects of moving to the area as part of an attraction piece.</li> <li>• The lack of affordable or available housing is an issue in terms of attraction (and retention).</li> <li>• It doesn't appear that the centre is using the services of a Migration agent to consider employing skilled migrants.</li> <li>• It doesn't appear that there is a program to support the partners of educators moving to the area to obtain employment</li> <li>• The centre has two long term staff* and a new team member</li> <li>• Anecdotally, the service has recruited but not retained staff over the last few years</li> <li>• The centre provides some supportive offers for employees which can contribute to retention (eg: paid training/certifications)</li> <li>• It doesn't appear that the service provides a "Welcome program/package" for new employees moving to the area.</li> <li>• There doesn't appear to be any specific induction or orientation program in place.</li> <li>• There doesn't appear to be any succession plans in place.</li> <li>• From information gathered it appears that improvements and efficiencies could be implemented in relation to recruitment processes, and delegations could be given to the Director.</li> <li>• This score is low due to the lack of presence online and the inability for candidates to gain insights into the centre's philosophy, approach, etc.</li> </ul>
Families	1/10	<ul style="list-style-type: none"> <li>• The Facebook page has limited postings and the last post was in May 2022. This reduces the rating under "Awareness" and means that potential families and candidates cannot obtain insights into the type of centre the NCCC is, the approaches taken at the centre, and the community being supported by the centre.</li> <li>• The NCCC doesn't have a specific website and the pages on the Council site provide little insight or inspiration about the service.</li> <li>• There was evidence of a parent committee prior to 2021, but no evidence provided to show the current status</li> </ul>
Children	4/10	<ul style="list-style-type: none"> <li>• There is evidence of programming and planning for children, however it does not meet the requirements</li> <li>• The supervision &amp; sleep practices for the infants were unsafe &amp; unsuitable</li> </ul>
Operations & Finance	3/10	<ul style="list-style-type: none"> <li>• The centre is making a loss &amp; is tracking 54% under budget</li> </ul>

		<ul style="list-style-type: none"> <li>The fees at \$90 per day is significantly under the CCS cap of \$12.74 per hour</li> <li>The minimum daily fee needs to be opening hours x \$12.74 to ensure that the Service is maximising CCS for families.</li> <li>Personal, private &amp; sensitive data is kept in the foyer</li> <li>The desktop in the office doesn't appear to be networked and so corporate memory is at risk</li> </ul>
Physical Environment & Resources	2/10	<ul style="list-style-type: none"> <li>A breach was received on 16 May under Regulation 103 which relates directly to the physical environment.</li> <li>Repairs and maintenance need to be proactive</li> <li>The centre is moderately resourced and would benefit from investment in resources for children &amp; educators.</li> </ul>
Systems	2/10	<ul style="list-style-type: none"> <li>Xplor is used for CCMS &amp; programming &amp; planning</li> <li>It has limited functionality &amp; is not widely adopted by staff</li> </ul>

(Summary data is appendix A)

#### SWOT analysis

<b>STRENGTHS</b> <ul style="list-style-type: none"> <li>Relationships, individualised w families</li> <li>Smaller size – valued</li> <li>Long term experienced Director, Nicole.</li> </ul>	<b>OPPORTUNITIES</b> <ul style="list-style-type: none"> <li>Using and optimising technology to connect with others and receive support</li> <li>Build a budget that is fit for purpose</li> <li>Improve oversight</li> </ul>
<b>WEAKNESSES</b> <ul style="list-style-type: none"> <li>Lack of governance, delegation &amp; decision-making accountability</li> <li>Systems and processes not fit for purpose or underutilised</li> <li>Attraction of staff</li> <li>Not compliant w National Law &amp; Regulations</li> <li>Not profitable</li> <li>Lost networking opportunities</li> <li>Data collection &amp; Reporting</li> </ul>	<b>THREATS</b> <ul style="list-style-type: none"> <li>More expensive to operate due to location</li> <li>Government changes – happens regularly and it's not the wheelhouse of Council</li> <li>Not reporting well, little data to pull together to inform decisions</li> <li>Key person risk – knowledge lost; no documented processes</li> </ul>

### Risk Assessment on current (A) state

Identified risks including financial risks, legal risks, operational risks, and market risks.

Risk Category	Potential risks	Likelihood & Impact	Mitigation
Financial	Financial drain on Council reserves CCS issues ACCS and ISS delay impacting cash flow Parent not making payments	High & High	Review CCMS database Build appropriate budget for centre to operate effectively Implement initiatives under goal – improve financial viability
Financial	Occupancy declines	Medium & High	Strong & positive communications plan with families & staff
Operational	Key Person Risk	High & High	Provide appropriate support Succession Plan Secure corporate knowledge
Operational	Staff leave	Medium & High	Strong & positive communications plan with staff. Introduce and / or improve employee benefits Hold staff induction meeting
Legal	Compliance Breach and / or Emergency Action Notice	High & High	Work on ensuring compliance at all times Develop & implement Governance Framework
Legal	Regulatory issues	Low & Medium	Rely on Astute for operations support Update policy framework Induct staff

### The ideal future (B) state

The ideal future state for the Carpentaria Shire Council & Normanton Childcare Centre is:

1. The Approved Provider Carpentaria Shire Council needs a high quality, viable early learning Service for their community that appropriately addresses the risks associated with being a Provider.
2. The Nominated Supervisor, Nicole Nash wants to operate a high quality, well supported and viable early learning Service for their community, that appropriately addresses the risks associated with being a Nominated Supervisor.
3. The Community needs a high quality, open, accessible & viable early learning Service.

### How do we get there?

Our work will be categorised into three themes:

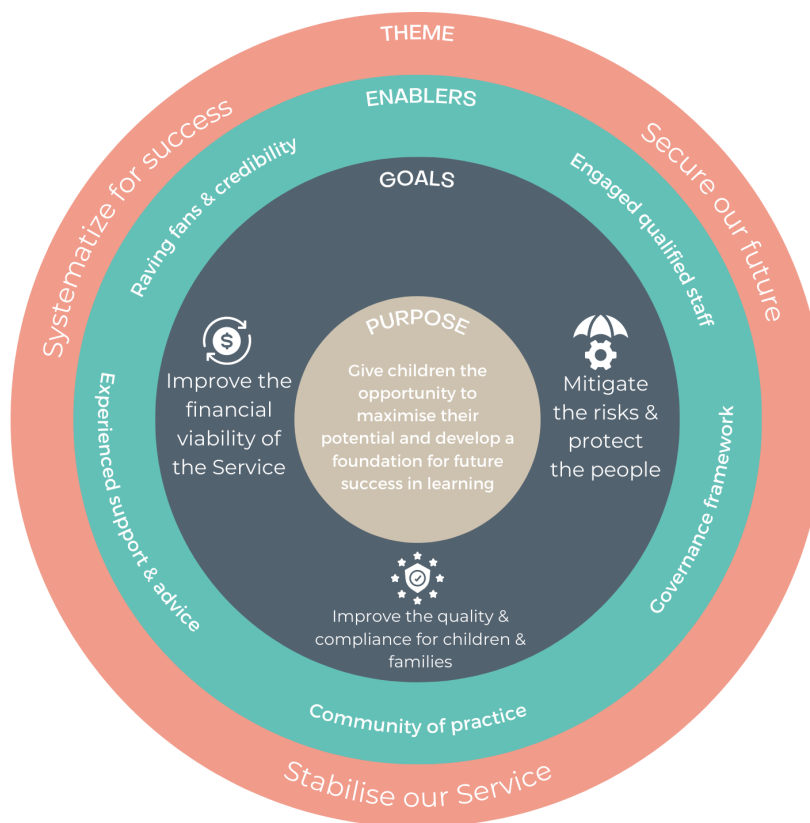
1. Secure our future
2. Stabilise our Service
3. Systematize for success

We will design & plan our work with the following three goals at the forefront of our mind:

1. Mitigate the risks & protect the people
2. Improve the quality & compliance for children & families
3. Improve the financial viability of the Service

To achieve our goals, we need several key enablers to support the Service:

- Engaged qualified staff
  - High-performing, engaged team members, united by our purpose and driven by a learning mindset
- Governance framework
  - A set of guidelines, principles, and processes that outline how we make decisions, are accountable & operate effectively and in compliance with relevant laws, regulations, and internal policies.
- Community of practice
  - A supportive sector network within our region where we actively seeking collaboration opportunities
- Experienced support & advice
  - Accessible, high-quality early learning consultant that can support us into the future
- Raving fans & credibility
  - Families & a community who are raving fans are our biggest advocates and supporters.



#### Priorities & timeframes

Priority 1	Immediate to 6 months
Priority 2	2024 - 2025
Priority 3	2026 - 2027

What is the Goal	What does it look like
Mitigate the risks & protect the people	<p>A Provider that knows and understand their obligations</p> <p>Develop a governance model for the Service that is fit for purpose and support appropriate delegations, decision making, record keeping &amp; etc</p> <p>Compliant w National Law &amp; Regulations</p> <p>Complaint w Family Assistance Law</p> <p>A Nominated Supervisor that knows and understands their obligations &amp; is supported to fulfil them</p>
Improve the quality & compliance for children & families	<p>Happy, thriving children and families who value Normanton Child Care Centre</p> <p>Continues to meet the NQS</p> <p>A safe, clean well-resourced and well-maintained Service</p> <p>Qualified educators that have opportunities for career development for the support of children's learning &amp; education</p>
Improve the financial viability	<p>Sustainable, profitable business that enables quality improvement</p> <p>Deploying systems that are for use in Child Care centres</p> <p>Structure the business to sit outside of the Council to ensure robust governance and decision making – Company Limited by Guarantee</p> <p>Developing an exit plan</p>

The Plan

Priority	Action	Activity	Who	Timeframe
GOAL - Mitigate the risks & protect the people				
1	<b>Approved Provider</b> <a href="https://www.acecqa.gov.au/resources/opening-a-new-service#applying">https://www.acecqa.gov.au/resources/opening-a-new-service#applying</a>	<p>Ensure compliance with the National Law &amp; Regulations. Register for and use the NQA IT system. Currently, the provider breaches the law as the NQA IT system inaccurately reflects the PMCs in the business.</p> <p>NQA ITS <a href="https://public.nqaits.acecqa.gov.au/Pages/Landing.aspx">https://public.nqaits.acecqa.gov.au/Pages/Landing.aspx</a></p> <p>Understand who the PMCs of the Approved Provider are, they are, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Mayor &amp; Councillors</li> <li>• CEO &amp; Executives of council</li> <li>• Other employees with decision making responsibilities - Manager Economic &amp; Community Development &amp; the Manager Human Resources.</li> <li>• The Nominated Supervisor is not considered the PMC</li> </ul>		2023
1	<b>Approved Provider</b>	<p>All PMCs of the Approved Provider are to complete:</p> <ol style="list-style-type: none"> <li>1. PA02 <a href="https://www.acecqa.gov.au/sites/default/files/2021-12/PA02_DeclarationOfFitnessAndPropriety.pdf">https://www.acecqa.gov.au/sites/default/files/2021-12/PA02_DeclarationOfFitnessAndPropriety.pdf</a></li> <li>2. Hold a valid blue card <a href="https://my.bluecard.qld.gov.au/login">https://my.bluecard.qld.gov.au/login</a></li> <li>3. Hold a national criminal history check (and keep updated every 6 months) <a href="https://www.nationalcrimecheck.com.au/?clid=C10KCOJwqNqkBhDIArIsAFaxwvZhzdCGME3czXS0xsxKQ3NF7RE6xEurNmF2L3Y2e9Z93Z52p6yCMaAhqNEALw_wCB">https://www.nationalcrimecheck.com.au/?clid=C10KCOJwqNqkBhDIArIsAFaxwvZhzdCGME3czXS0xsxKQ3NF7RE6xEurNmF2L3Y2e9Z93Z52p6yCMaAhqNEALw_wCB</a></li> </ol>		2023

		<p>4. Complete training on the roles and responsibilities of being a PMC  <a href="https://elearning.acecqa.gov.au/elearning/QSP/GMSS2/story.html">https://elearning.acecqa.gov.au/elearning/QSP/GMSS2/story.html</a></p> <p>5. Attend a Q&amp;A professional conversation with Mel Comerford on the role of the Approved Provider PMC.</p>		
1	<b>Approved Provider</b>	<p>Ensure compliance with the Family Assistance Law. Register for and use the PRODA &amp; Provider Entry Point (PEP) system. Currently, the provider breaches the Family Assistance Law law as PRODA &amp; PEP inaccurately reflects the PMCs in the business.</p> <p>1. Read and comply with the Child Care Provider Handbook  <a href="https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook">https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook</a></p> <p>2. Know and understand your obligations as an Approved Provider under Family Assistance Law <a href="https://www.education.gov.au/early-childhood">https://www.education.gov.au/early-childhood</a></p> <p>3. Have all PMCs register for an RA number in the PRODA system  <a href="https://www.servicesaustralia.gov.au/proda-provider-digital-access">https://www.servicesaustralia.gov.au/proda-provider-digital-access</a></p>	2023	
1	<b>Governance Structure &amp; Framework</b>	<p>Establishment and implementation of strong governance and management practices to ensure a stable and successful future for the NCCC.</p> <p>We recommend considering moving to a new legal structure for the Child Care Centre. One option is a Company Limited by Guarantee, alternatively you could consider an incorporated association. Both have advantages and disadvantages.</p> <p>If the Centre stays integrated with Council, a well-documented, consistent and easy to follow Governance process must be established.</p>	2023	

		Develop a set of guidelines, principles, and processes that outline how we make decisions, are accountable & operate effectively and in compliance with relevant laws, regulations, and internal policies.	2023
2	<b>Cyber Security</b>	<p>Secure the childcare centre by developing a comprehensive framework and process to ensure the safety and protection of sensitive information, digital assets, and children under your care.</p> <ol style="list-style-type: none"> <li>1. Risk Assessment: Begin by conducting a thorough risk assessment to identify potential vulnerabilities, threats, and weaknesses within your childcare centre's digital infrastructure. Consider areas such as network systems, devices, applications, and physical security.</li> <li>2. Establish Policies and Procedures: Develop a set of cybersecurity policies and procedures specific to your childcare centre. This should cover areas such as acceptable use of technology, password management, data protection, incident response, and employee training. Ensure that these policies align with relevant Australian regulations, such as the Privacy Act 1988 and the Australian Cyber Security Centre (ACSC) guidelines.</li> <li>3. Access Control and User Management: Implement strong access controls to limit access to sensitive information and systems. Use strong passwords or implement multi-factor authentication (MFA) for critical systems. Regularly review and update user access privileges, ensuring that only authorized personnel have appropriate access rights.</li> <li>4. Network Security: Implement robust network security measures, such as firewalls, intrusion detection and prevention systems (IDPS), and secure Wi-Fi networks. Regularly update and patch network devices to address any known vulnerabilities. Consider segregating guest networks from</li> </ol>	

		<p>internal networks to enhance security.</p> <p>5. Data Protection: Apply encryption techniques to protect sensitive data, both in transit and at rest. Regularly back up critical data and store backups securely off-site or in the cloud. Implement a data retention policy and ensure secure destruction of data when it is no longer needed.</p> <p>6. Staff Training and Awareness: Conduct regular cybersecurity awareness training sessions for all staff members to educate them about potential threats, phishing scams, and best practices for secure online behaviour. Encourage a culture of security-consciousness among employees.</p> <p>7. Incident Response Plan: Develop an incident response plan to effectively handle cybersecurity incidents, such as data breaches or malware attacks. Define roles and responsibilities, establish communication channels, and outline the steps to be taken in the event of an incident. Regularly test and update the plan as needed.</p> <p>8. Vendor Management: If you use third-party vendors or service providers, ensure they have appropriate cybersecurity measures in place. Conduct due diligence before partnering with them and regularly assess their security practices.</p> <p>9. Regular Audits and Assessments: Conduct regular internal and external audits to assess the effectiveness of your cybersecurity measures. Engage independent cybersecurity professionals to perform penetration testing or vulnerability assessments to identify any weaknesses.</p> <p>10. Stay Informed and Updated: Keep up-to-date with the latest cybersecurity threats, trends, and best practices by following reputable sources such as the ACSC, the Australian Signals Directorate (ASD), and cybersecurity news outlets. Regularly review and update your</p>		
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		cybersecurity framework to adapt to evolving threats.		
1	<b>Policy Framework</b>	Develop a new fit for purpose policy framework that complies with the National Quality Framework and the Family Assistance Law and that can be integrated with the newly established Governance Framework.		2023
2	<b>Risk Management Framework</b>	A relevant and fit for purpose risk management framework implemented and utilised to identify, mitigate and/or remove risks.		
1	<b>Compliance Monitoring System</b>	A system of tools and processes to enable the Approved Provider to assess and ensure the service is compliant with relevant laws and regulations.		2023
1	<b>Mandatory Training</b>	Mandatory training should be provided to all PMCs, the Nominated Supervisor and the Educators		2023
1	<b>Blue Card Organisation Portal</b>	Register for the Blue Card Portal & ensure all educators and council staff that enter the centre, have a valid blue card and are linked via the portal <a href="https://orgportal.bluecard.qld.gov.au/Login">https://orgportal.bluecard.qld.gov.au/Login</a>		2023
2	<b>Mission and Vision</b>	Establish a clear mission and vision statement for the childcare centre that aligns with the local council's overall objectives. This will serve as the guiding principle for the centre's operations and decision-making processes.		2024 - 2025
3	<b>Nonconformity or irregularity management</b>	Processes are established to identify, document, investigate, and take corrective actions to address irregularities or nonconformities in services, or processes		2026 - 2027

3	<b>Continuous improvement</b>	The organisation fosters a culture of continuous improvement by implementing processes to identify opportunities for improvement, establishing corrective and preventive actions, and implementing lessons learned.		2026 - 2027
2	<b>Systems</b>	<p>Consider the use of the following systems to support the goal;</p> <ul style="list-style-type: none"> <li>• Employment Hero for HR documentation, compliance &amp; learning requirements for the PMCs</li> <li>• Asana for Project Management &amp; governance support</li> <li>• 1 Place - for risk management, compliance and continuous improvement</li> </ul>		2024 - 2025
2	<b>Governance model - key person succession planning</b>	Build knowledge base and succession planning for key persons to ensure knowledge transfer when people are vacating roles.		2024 - 2025

Priority	Action	Activity	Who	Timeframe
GOAL - Improve the quality & compliance for children & families				
1	Quality Improvement Plan	Develop a Quality Improvement Plan Update at least quarterly Develop philosophy with the team		2023
2	Implement systems	Review the current systems & implement systems to support the effective operations of the service. Consider; <ul style="list-style-type: none"> <li>• Kidsoft - CCMS</li> <li>• My Waitlist - online waitlist - can talk directly to families looking for care. Links to website.</li> <li>• ChildcareNow - Vacancy app to maximise enrolments</li> <li>• Skylight - family feedback</li> <li>• 1 Place - Risk management, Compliance action &amp; monitoring and continuous improvement</li> <li>• Storypark - Documenting children's learning &amp; family engagement platform and recording the Quality Improvement Plan</li> <li>• Employment Hero - Staff information compliance, rosters, payroll, EAP, E Learning, onboarding &amp; engagement.</li> </ul>		2024 - 2025
1	Office Compliance - Display Items	<ul style="list-style-type: none"> <li>• Service approval (including name of service, SA number and conditions)</li> <li>• The name of the Approved Provider (including name, PA number and conditions)</li> <li>• Nominated Supervisor Details (up to date on the NQAIT Portal) - Application for service approval – centre-based service - If the nominated supervisor is not the Approved Provider, has the</li> </ul>		2023

		<ul style="list-style-type: none"> <li>• nominated supervisor agreed to the role in writing (Reg 24)</li> <li>• Educational Leader Details - Has the Nominated Supervisor as the representative for the Approved Provider designated, in writing a suitably qualified and experienced individual as Educational Leader (Reg 118)</li> <li>• Name and position of the responsible person in charge of the service at any given time (Reg 150)- A record of the Responsible Person at the service for each time that children are being educated and cared for by the service.</li> <li>• The current Assessment &amp; Rating of the service (for each Quality Area and Overall Rating)</li> <li>• Any service waivers or temporary waivers (including elements of NQS and Regulations that are waived, duration of waiver and whether service or temporary waiver)</li> <li>• Name and telephone number of the person at the service to whom complaints may be addressed</li> <li>• Compliance register - any compliance notices the centre has received during operation</li> <li>• Certificate of Currency - Public liability</li> <li>• Complaints flow chart with contact details</li> <li>• Centre hours and days of operation</li> <li>• Contact information for the regulatory authority</li> <li>• Anaphylaxis notice - stating how many and which room or that the centre has no current children enrolled</li> <li>• If applicable, a notice of an occurrence of an infectious disease at the service</li> <li>• Educators who are under 18 to be supervised - Is there any staff</li> </ul>		
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		<p>under the age of 18 years? Provide evidence of how staff under the age of 18 years is supervised at all times. The person supervising must still be aged over 18 and be an educator within the meaning of the National Law poster (Reg 120)</p> <ul style="list-style-type: none"> <li>Volunteers and students - Record to be kept in relation to Volunteers and Students (Reg 149)</li> </ul>		
<b>1</b>	<b>Attendance and Enrolments</b>	<p>Children's attendance record to be kept by the approved provider A record of attendance is kept for the service that: (Reg 158)</p> <ul style="list-style-type: none"> <li>Records the full name of each child attending the service</li> <li>Records the date and time each child arrives and departs</li> <li>Is signed by one of the following persons at the time that the child arrives and departs: <ul style="list-style-type: none"> <li>The person who delivers the child to or collects the child from the premises</li> <li>The nominated supervisor or an educator</li> </ul> </li> </ul>	2023	
<b>1</b>		<p>Child enrolment records to be kept by the approved provider. An enrolment record is kept for each child. The enrolment record must include the following information for each child:(Reg 160)</p> <ul style="list-style-type: none"> <li>The full name, date of birth and address of the child</li> <li>The name address and contact details of: <ul style="list-style-type: none"> <li>Each known parent of the child</li> <li>Any person who is to be notified of an emergency involving the child if the parent cannot be immediately contacted</li> <li>Any person who is an authorised nominee (person who has been</li> </ul> </li> </ul>	2023	

		<p>given permission by the parent to collect)</p> <ul style="list-style-type: none"> <li>Any person who is authorised to consent to medical treatment of, or to authorise administration of medication to the child</li> <li>Details of any court orders; parenting orders or parenting plans provided relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child</li> <li>Details of any court orders relating to the child's residence or the child's contact with a parent or other person</li> <li>The gender of the child</li> <li>The language used in the child's home</li> <li>The cultural background of the child and if applicable the child's parents</li> <li>Any special considerations for the child, for example any cultural, religious or dietary requirements or additional needs</li> <li>The relevant authorisations set out in regulation 161</li> <li>The relevant health information set out in regulation 177 (pg 7)</li> </ul>	
	<p>Authorisations to be kept in enrolment record. The following authorisations are kept in the enrolment record for each child: (Reg 161(1))</p> <ul style="list-style-type: none"> <li>An authorisation, signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the approved provider, nominated supervisor or an educator to seek:</li> <li>Medical treatment for the child from a registered medical practitioner, hospital or ambulance service</li> <li>Transportation of the child by an ambulance service</li> </ul>		2023

1	Education, Planning and practise	<ul style="list-style-type: none"> <li>• If relevant, an authorisation under regulation 102 for the education and care service to take the child on regular outings.</li> </ul>		
		<p>Health information to be kept in enrolment records. The following health information is kept in the enrolment record for each child: (Reg 162)</p> <ul style="list-style-type: none"> <li>• The name, address and telephone number of the child's registered medical practitioner or medical service</li> <li>• If available, the child's Medicare number</li> <li>• Details of any health care needs of the child, including and medical conditions</li> <li>• Allergies including whether the child has been diagnosed as at risk of anaphylaxis</li> <li>• Any medical management plan, anaphylaxis medical management plan or risk minimisation plan to be followed with respect to a specific healthcare need, medical condition or allergy</li> <li>• Details of any dietary restrictions for the child</li> <li>• The immunisation status of the child</li> <li>• Has the approved provider or a staff member sighted a child health record for the child, a notation to that effect.</li> <li>• Check State based immunisation requirements. Comment (pg. 87).</li> </ul>		2023
		<ul style="list-style-type: none"> <li>• Quality Improvement Plans: The Quality Improvement Plan is prepared for the service (including a philosophy). (Reg. 55)</li> <li>• Educational program – Information about the program given to parents Evidence of how the service demonstrates the use of the</li> </ul>		2023

		learning frameworks, including the Early Years Learning Framework and/or the Framework for School Aged Care. (Reg. 73)		
1		<ul style="list-style-type: none"> <li>• Documenting child assessments or evaluations for the delivery of the educational program. The following items are documented: (reg 74)</li> <li>For a child preschool age or under: <ul style="list-style-type: none"> <li>• Assessments of the child's developmental needs, interests, experiences and participation in the educational program</li> <li>• Assessments of the child's progress against outcomes of the educational program</li> </ul> </li> <li>For a child over preschool age: <ul style="list-style-type: none"> <li>• Evaluations of the child's well-being, development and learning</li> </ul> </li> </ul> <p>In preparing the documentation, the following must be considered:</p> <ul style="list-style-type: none"> <li>• The period of time that the child is being educated and cared for by the service</li> <li>• How the documentation will be used by the educators at the service</li> <li>• Prepare the documentation in a way that is readily understandable by the educators at the service and the parents of the child.</li> </ul>	2023	
		<ul style="list-style-type: none"> <li>• Information about the educational program to be kept available. Information about the contents and operation of the educational program for the service is displayed at a place accessible to parents. A copy of the educational program is available for inspection on the premises. (Reg. 75)</li> </ul>	2023	

		<ul style="list-style-type: none"> <li>Information about the educational program to be given to parents. The following information is available and provided to parents on request: (Reg 76) <ul style="list-style-type: none"> <li>Information about the content and operation of the educational program so far as it relates to that child;</li> <li>Information about the child's participation in the program;</li> <li>A copy of the documents kept under Regulation 74 in respect of the child.</li> </ul> </li> </ul>		2023
1	Health and safety	<ul style="list-style-type: none"> <li>Infectious disease poster - Policy and procedures, refer to staying healthy in childcare etc</li> <li>Centre risk assessments - each individual space needs its own risk assessment plus activities, incursions, events, pregnancy, Covid etc</li> <li>Workplace Health and Safety audits completed quarterly</li> <li>Weekly menu: Weekly menu (if applicable) and accurately describes the food and beverage provided each day (Reg 80)</li> <li>Emergency &amp; evacuation procedures: Evacuation floor plans with instructions are posted and readily available and are displayed in a prominent position near each exit (Reg 97) <ul style="list-style-type: none"> <li>Floor plans display exit routes</li> <li>emergency exits</li> <li>evidence of quarterly (recommended monthly) emergency</li> </ul> </li> </ul>		2023

		<p>rehearsals (lockdowns, fire evacuations, bomb threat, weather event etc)</p> <p>Test and tag of all fire equipment (6 monthly)</p> <ul style="list-style-type: none"> <li>• Fire training for all staff</li> </ul>		
		<p>Notification to parents of incident, injury, trauma and illness. (Reg 86)</p> <ul style="list-style-type: none"> <li>• Parents are notified as soon as practicable, but not later than 24 hours after the occurrence, if the child is involved in any incident, injury, trauma or illness while the child is being educated and cared for by the education and care service.</li> </ul>	2023	
		<p>Incident, injury, trauma and illness record Are the following details provided: (Reg 87)</p> <ul style="list-style-type: none"> <li>• The name and age of the child</li> <li>• The circumstances leading to the incident, injury or trauma or relevant circumstances surrounding the child becoming ill and any apparent symptoms</li> <li>• The time and date the incident occurred, the injury was received; or the child was subjected to trauma; or the apparent onset of the illness</li> <li>• Details of action taken in relation to any incident, injury, trauma or illness which a child has suffered, including any medication administered or first aid provided, and any medical personnel contacted</li> <li>• Details of any person who witnessed the incident, injury or trauma</li> <li>• The name of any person notified or attempted to be notified of</li> </ul>	2023	

		<p>any incident, injury, trauma or illness</p> <ul style="list-style-type: none"> <li>• The name of any person notified or attempted to be notified of any incident, injury, trauma or illness</li> <li>• The time and date of the notifications or attempted notifications</li> <li>• The name and signature of the person making an entry in the record, and the time and date that the entry was made .</li> </ul> <p>NOTE: The information must be included in the incident, injury, trauma and illness record as soon as practicable, but not later than 24 hours after the incident, injury or trauma, or the onset of the illness.</p>	
	<p>Risk assessment must be conducted before excursion and 101 Conduct of risk assessment for excursion. Provide evidence of: (Reg 100)</p> <ul style="list-style-type: none"> <li>• Proposed route and destination for the excursion</li> <li>• Any water hazards</li> <li>• Any risks associated with water-based activities</li> <li>• Transport to and from the proposed destination for the excursion</li> <li>• The number of adults and children involved in the excursion</li> <li>• Dependent on the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (e.g. Life-saving skills)</li> <li>• The proposed activities</li> <li>• The proposed duration of the excursion</li> <li>• Items that should be taken on the excursion (e.g., Mobile phone and emergency contacts for the children)</li> </ul> <p>NOTE: A risk assessment must be conducted before authorisation is sought.</p>		2023

	<p>Authorisations for excursions. Are the following details provided: (Reg 102)</p> <ul style="list-style-type: none"> <li>• Child's Name</li> <li>• The reason the child is to be taken outside the premises</li> <li>• The date the child is to be taken on the excursion (unless the authorisation is for a regular outing)</li> <li>• A description of the proposed destination for excursion</li> <li>• The method of transport to be used for the excursion</li> <li>• The proposed activities to be undertaken by the child during the excursion</li> <li>• The period the child will be away from the premises</li> <li>• The anticipated number of children likely to be attending the excursion</li> <li>• The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion</li> <li>• The anticipated number of staff members and any other adults who will accompany and supervise the children on excursion</li> <li>• That a risk assessment has been prepared and is available at the service.</li> </ul> <p>NOTE: If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period.</p>		2023
	<p>Medication record Are the following details provided: (Reg 92)</p> <ul style="list-style-type: none"> <li>• The name of the child</li> <li>• The authorisation to administer medication (including, if applicable, self-administration), signed by a parent or a person</li> </ul>		2023

		<p>named in the child's enrolment record as authorised to consent to administration of medication</p> <ul style="list-style-type: none"> <li>• The name of the medication to be administered</li> <li>• The time and date the medication was last administered</li> <li>• The time and date, or the circumstances under which, the medication should be next administered</li> <li>• The dosage of the medication to be administered</li> <li>• The manner in which the medication is to be administered If the medication is administered to the child: <ul style="list-style-type: none"> <li>• The dosage that was administered</li> <li>• The manner in which it was administered</li> <li>• The time and date the medication was administered</li> <li>• The name and signature of the person who administered the medication</li> <li>• The name and signature of that person who checked the dosage and the identity of the child to whom medication is to be administered.</li> </ul> </li> </ul>		
<b>1</b>	<b>Prescribed Records</b>	<p>Prescribed enrolment and other documents to be kept by an approved provider. (Reg 177)</p> <p>Prescribed enrolment and other documents to be kept by approved: For the purposes of section 175(1) of the Law, the following documents are prescribed in relation to each education and care service operated by the approved provider—</p> <p>(a) the documentation of child assessments or evaluations for delivery of the educational program as set out in regulation 74</p> <p>(b) an incident, injury, trauma and illness record as set out in regulation</p>		<b>2023</b>

	<p>87</p> <p>(c) a medication record as set out in regulation 92</p> <p>(d) a record of assessments of family day care residences and approved family day care venues conducted under regulation 116</p> <p>(e) in the case of a centre-based service, a staff record as set out in regulation 145</p> <p>(f) a record of volunteers and students as set out in regulation 149</p> <p>(g) the records of the responsible person at the service as set out in regulation 150</p> <p>(h) in the case of a centre-based service, a record of educators working directly with children as set out in regulation 151</p> <p>(i) a record of access to early childhood teachers as set out in regulation 152</p> <p>(j) in the case of a family day care service, a record of staff, family day care co-ordinators engaged by the service and family day care educator assistants approved by the service, kept under regulation 154</p> <p>(k) a children's attendance record as set out in regulation 158</p> <p>(l) child enrolment records as set out in regulation 160</p> <p>(m) a record of the service's compliance with the Law as set out in regulation 167</p> <p>(2) The approved provider of the education and care service must take reasonable steps to ensure the documents referred to in sub regulation (1) are accurate.</p>		
	<p>Storage of records and other documents - (Reg 183)</p> <p>(1) The approved provider of an education and care service must ensure</p>		2023

		<p>that records and documents set out in regulation 177 (pg. 7) are stored—</p> <p>(a) in a safe and secure place; and</p> <p>(b) for the relevant period set out in sub regulation (2).</p> <p>(2) The records must be kept—</p> <p>(a) if the record relates to an incident, illness, injury or trauma suffered by a child while being educated and cared for by the education and care service, until the child is aged 25 years</p> <p>(b) if the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educated and cared for by the education and care service, until the child is aged 25 years</p> <p>(c) if the record relates to the death of a child while being educated and cared for by the education and care service or that may have occurred as a result of an incident while being educated and cared for, until the end of 7 years after the death</p> <p>(d) in the case of any other record relating to a child enrolled at the education and care service, until the end of 3 years after the last date on which the child was educated and cared for by the service</p> <p>(e) if the record relates to the approved provider, until the end of 3 years after the last date on which the approved provider operated the education and care service</p> <p>(f) if the record relates to the nominated supervisor or staff member of an education and care service, until the end of 3 years after the last date on which the nominated supervisor or staff member provided education and care on behalf of the service</p> <p>(g) in case of any other record, until the end of 3 years after the date on</p>		
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		<p>which the record was made.</p> <p>Note. A compliance direction may be issued for failure to comply with this regulation.</p> <p>Prescribed enrolment &amp; other documents to be kept by the approved provider. The approved provider must take reasonable steps to ensure the documents referred to in regulation 177(1, pg. 7) are accurate (Reg 177(2))</p> <p>Prescribed enrolment &amp; other documents to be kept by the approved provider The Approved Provider must ensure that documents referred to in regulation 177(1, pg 7) in relation to a child enrolled at the service are made available to a parent of the child in request (subject to Court Order limitations) (Reg 177)</p>			
<b>1</b>	<b>Staffing Documentation</b>	<p>Staff members - The staff record must include the following information in relation to staff members: (Reg 147)</p> <ul style="list-style-type: none"> <li>• The full name, address and date of birth of the staff member;</li> <li>• Evidence of any relevant qualifications held by the staff member</li> <li>• If applicable, that the staff member is actively working towards that <ul style="list-style-type: none"> <li>○ Qualification as provided under regulation 10;</li> <li>○ Evidence of any approved training (including first aid training) completed by the staff member;</li> </ul> </li> <li>• If the education and care service is located in a jurisdiction with a working with children law or a working with vulnerable people</li> </ul>			2023

		<p>law, a record of the identifying number of the current check conducted under that law and the expiry date of that check, if applicable, unless paragraph (e) applies;</p> <ul style="list-style-type: none"> <li>○ Except in the case of New South Wales, Queensland and Tasmania, if the staff member has provided proof of the staff member's current teacher registration under an education law of a participating jurisdiction, a record of the identifying number of the teacher registration and the expiry date of that registration;</li> <li>○ In relation to Tasmania, a record of the identifying number of the staff member's safety screening clearance or working with vulnerable people registration and the expiry date of that clearance or registration.</li> </ul>		
		Record of educators working directly with children - Record to be kept of educators working directly with children (Reg151)		2023
		Record of access to Early Childhood teachers - Record to be kept of access to an early childhood teacher (Reg 152)		2023
<b>2</b>	<b>Information Management</b>	Information Management is easily sourced and accurate on support services and client information. System integration and efficiency and high-quality data are the forefront of growth and deliverable topics.		2024 - 2025
<b>1</b>	<b>Policies and Procedures</b>	Education and care services must have policies and procedures Are policies readily available to parents/ guardians/ nominated supervisors/		2023

		<p>staff/and volunteers at the service? (Reg 168)</p> <p>The Approved Provider must ensure that copies of the current policies and procedures are readily accessible to the nominated supervisor, staff members of, volunteers at, engaged with the service.</p> <p>Note: Policies and procedures must also be readily available for inspection at all times.</p> <p><b>Policies and Procedures:</b> Develop comprehensive policies and procedures that govern various aspects of the childcare centre's operation. This may include:</p> <p><b>Enrolment Policy:</b> Define the criteria and process for admitting children into the centre, considering factors such as age, eligibility, capacity, and priority of access.</p> <p><b>Staffing Policy:</b> Establish guidelines for hiring, training, and evaluating staff members. Ensure compliance with relevant regulations and industry standards, including child-to-staff ratios and qualifications.</p> <p><b>Health and Safety Policy:</b> Implement measures to ensure the health and safety of children, including procedures for emergency response, hygiene practices, and regular maintenance of the facilities.</p> <p><b>Curriculum and Assessment Policy:</b> Outline the educational approach, curriculum frameworks, and assessment methods to provide high-quality early childhood education.</p> <p><b>Complaints and Grievance Policy:</b> Establish a clear process for handling complaints and grievances from parents, staff, or other stakeholders, ensuring transparency, fairness, and resolution.</p> <p><b>Governance and management</b> of the service, including confidentiality of records</p> <p><b>Payment of fees and</b> provision of a statement of fees charged by the education and care service.</p>		
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		<p>In addition, the following are recommended by the Regulatory Authority:</p> <ul style="list-style-type: none"> <li>• Accident prevention</li> <li>• Curriculum (Pedagogy) development</li> <li>• Guiding children's behaviour</li> <li>• Media and technology</li> <li>• Environmental sustainability</li> <li>• Feedback from families</li> <li>• Risk management</li> <li>• Inclusion/cultural diversity</li> <li>• Professional development</li> <li>• Staff appraisals/review</li> </ul>		
<b>1</b>	<b>Staffing Arrangements</b>	<p>Staffing, including:</p> <ul style="list-style-type: none"> <li>• A code of ethics for staff members</li> <li>• Determining the Responsible Person present at the service</li> <li>• The participation of volunteers and students on practicum placements</li> </ul> <p>Interactions with children, including: Regulation 155 - Interactions with children. An approved provider must take reasonable steps to ensure that the education and care service provides education and care to children in a way that—</p> <ul style="list-style-type: none"> <li>(a) encourages the children to express themselves and their opinions; and</li> <li>(b) allows the children to undertake experiences that develop self-reliance and self-esteem; and</li> <li>(c) maintains at all times the dignity and rights of each child</li> <li>(d) gives each child positive guidance and encouragement toward acceptable behaviour; and</li> </ul>		2023

		<p>(e) has regard to the family and cultural values, age, and physical and intellectual development and abilities of each child being educated and cared for by the service.</p> <p>Regulation 155</p> <p>(1) The approved provider of an education and care service must take reasonable steps to ensure that the service provides children being educated and cared for by the service with opportunities to interact and develop respectful and positive relationships with each other and with staff members of, and volunteers at, the service.</p> <p>(2) For the purposes of sub regulation (1), the approved provider must have regard to the size and the composition of the groups in which children are being educated and cared for by the service.</p> <p>Note. A compliance direction may be issued for failure to comply with sub regulation (1).</p>		
<b>1</b>	<b>Physical Environments</b>	<ul style="list-style-type: none"> <li>• Awareness of Child Protection law: The approved provider of an education and care service must ensure that the nominated supervisor and staff members at the service who work with children are advised of: <ul style="list-style-type: none"> <li>○ The existence and application of the current child protection law</li> <li>○ Any obligations that they may have under that law.</li> <li>○ Nominated supervisors and persons in day-to-day charge of a service must have undertaken child protection training as required within their jurisdiction.</li> <li>○ Check that the ECT knows they are mandatory reporters.</li> </ul> </li> <li>• Regulation 105 – Furniture, materials and equipment - Is there</li> </ul>		2023

		sufficient furniture, materials and developmentally appropriate equipment suitable for the number of children in the education and care service?		
		<ul style="list-style-type: none"> <li>Regulation 110 – Ventilation and natural light - Do all rooms used by children have:                             <ul style="list-style-type: none"> <li>Windows which enable ventilation throughout the day or is suitable mechanical ventilation installed?</li> <li>Adequate natural light?</li> <li>Temperature controlled?</li> </ul> </li> </ul>		2023
		<ul style="list-style-type: none"> <li>Regulation 103 – Premises, furniture and equipment to be safe, clean and in good repair - Are the premises, furniture and equipment deemed to be safe, clean and in good repair?</li> </ul>		2023
		<ul style="list-style-type: none"> <li>Regulation 111 – Administrative space - Is there adequate area available for purposes of:                             <ul style="list-style-type: none"> <li>Conducting admin functions</li> <li>Consulting with parents</li> <li>Conducting private conversations.</li> </ul> </li> </ul>		2023
		<ul style="list-style-type: none"> <li>Are there adequate display areas for indoor play equipment? - Are the display areas accessible to children?</li> </ul>		2023
		<ul style="list-style-type: none"> <li>Do children have access to potentially hazardous appliances without adult supervision?</li> </ul>		2023

		<ul style="list-style-type: none"> <li>regulation 106 – Laundry and hygiene facilities- Does the service have laundering arrangements that are adequate and appropriate for the needs of the service?</li> <li>If yes, does the centre have hygienic facilities that are inaccessible to children for storage and laundering of soiled clothes, linen and nappies?</li> </ul>		2023
		<ul style="list-style-type: none"> <li>Regulation 109 – Toilet and hygiene facilities - Are there adequate, developmentally and age-appropriate toilet, washing and drying facilities for use by the children?</li> <li>Does the location of the toilet, washing and drying facilities enable safe use and convenient access by the children?</li> <li>Is there access to a bath or shower bath (BCA)?</li> </ul>		2023
		<ul style="list-style-type: none"> <li>Regulation 112 – Nappy change facilities. - If the service cares for children who wear nappies are there:                             <ul style="list-style-type: none"> <li>Adequate and appropriate hygienic facilities provided for nappy changing</li> <li>For children under 3yrs at least 1 properly constructed nappy changing bench</li> <li>Hand cleansing facilities for adults in the immediate vicinity of the nappy change area</li> <li>Are the nappy change facilities designed, located and maintained in a way that prevents unsupervised access by children.</li> </ul> </li> </ul>		2023

		<ul style="list-style-type: none"> <li>Regulation 98 – Telephone and other communication equipment - Is an operating telephone accessible to educators at all times?</li> </ul>		2023
		<ul style="list-style-type: none"> <li>Regulation 89 – First aid kits - Are there an appropriate number of accessible first aid kits which contain items specified in the handbook or under OHS&amp;W legislation?</li> <li>Have kits been checked for contents and expiry dates? (Centre to maintain dates when checked)</li> </ul>		2023
		<ul style="list-style-type: none"> <li>Regulation 115 – Premises designed to facilitate supervision - Is the education and care service premises designed in a way that facilitates supervision of children at all times - whilst having regard to the need to maintain the rights and dignity of the children.</li> </ul>		2023
		<ul style="list-style-type: none"> <li>Is the approved provider satisfied that the vegetation on the premises is not poisonous or irritating?</li> </ul>		2023
		<ul style="list-style-type: none"> <li>Are animals kept on the premises - Have steps been taken to ensure animals are kept clean and healthy and their enclosures are kept clean?</li> </ul>		2023
		<ul style="list-style-type: none"> <li>Is there appropriate secure storage for dangerous substances, materials, first aid and medication?</li> </ul>		2023
		<ul style="list-style-type: none"> <li>Building Code of Australia - Are all windows under one metre fitted with safety glass?</li> <li>Do rooms have sufficient unobstructed natural light? (e.g., not</li> </ul>		2023

		<p>Painted over) (10% of total floor space)</p>		
		<ul style="list-style-type: none"> <li>Regulation 103 – Premises, furniture and equipment to be safe, clean and in good condition                             <ul style="list-style-type: none"> <li>Does outdoor play equipment constitute a hazard to children?</li> </ul> </li> </ul>		2023
		<ul style="list-style-type: none"> <li>Regulation 104 - Fencing - Is the fence of a height and design that prevents children of preschool age and under from getting through it, under it or over it?</li> </ul>		2023
		<ul style="list-style-type: none"> <li>Are gates self-closing with a childproof lock mechanism functioning correctly or is the gate kept locked?</li> </ul>		2023
		<ul style="list-style-type: none"> <li>Regulation 113 – Outdoor space – natural environment                             <ul style="list-style-type: none"> <li>Does the outdoor space allow children to explore and experience the natural environment?</li> </ul> </li> </ul>		2023
		<ul style="list-style-type: none"> <li>Regulation 114 – Outdoor space - shade                             <ul style="list-style-type: none"> <li>Does the outdoor space include adequate shaded areas to protect children from over exposure to ultraviolet radiation from the sun?</li> </ul> </li> </ul>		2023
2	Training and competence	Employees are provided with the necessary training and resources to perform their roles effectively, and their competence is regularly assessed and monitored.		2024

2	National Quality Standard		2024 - 2025
		<p>Develop a plan to consistently meet the National Quality Standard against the seven quality areas.</p> <p>The National Quality Standard (NQS) for childcare in Australia is a set of regulations and guidelines that outline the minimum standards for the quality of education and care provided in early childhood education and care services. The NQS is part of the National Quality Framework (NQF) which was implemented in 2012 and is overseen by the Australian Children's Education and Care Quality Authority (ACECQA).</p> <p>The NQS focuses on seven quality areas that contribute to children's learning and development:</p> <ol style="list-style-type: none"><li>1. Educational program and practice: This area emphasizes the importance of providing an educational program that enhances children's learning and development. It includes designing and implementing a curriculum that is responsive to children's interests, abilities, and cultural backgrounds.</li><li>2. Children's health and safety: Ensuring the health and safety of children is paramount. This includes promoting hygiene practices, providing a safe environment, and having appropriate policies and procedures in place to manage incidents and emergencies.</li><li>3. Physical environment: The physical environment should be safe, suitable, and well-maintained. It should provide opportunities for children to engage in a range of indoor and outdoor activities that support their learning and development.</li><li>4. Staffing arrangements: Adequate and qualified staff are essential for providing quality care. This area focuses on ensuring that there are enough staff members to meet the needs of the children, that they are</li></ol>	

		<p>appropriately qualified and experienced, and that they engage in ongoing professional development.</p> <p>5. Relationships with children: Building positive and respectful relationships with children is crucial. This includes promoting children's sense of belonging, actively engaging with them, and supporting their individual needs and cultural backgrounds.</p> <p>6. Collaborative partnerships with families and communities: Establishing strong partnerships with families and communities is important for supporting children's learning and well-being. Services are encouraged to involve families in decision-making, communicate effectively, and engage with community resources and support networks.</p> <p>7. Leadership and service management: Effective leadership and management are essential for maintaining a high-quality service. This includes having clear policies and procedures, engaging in continuous improvement, and fostering a positive workplace culture.</p> <p>Each quality area is further broken down into standards and elements that provide specific guidelines for assessment and rating. The assessment and rating process is conducted by authorized regulatory authorities, and services are given a rating ranging from "Significant Improvement Required" to "Excellent" based on their compliance with the NQS.</p> <p>The NQS aims to promote consistency and quality across all early childhood education and care services in Australia, ensuring that children have access to high-quality care and education that supports their learning and development.</p>		
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<b>2</b>	<b>Professional Development Program</b>	Professional development events for staff Development and implementation of a 9 month calendar of events using a variety of mediums and approaches Key component of attraction and retention Build educator capacity Increase professionalism of educators and sector Provide career progression for educators		2024 - 2025
<b>3</b>	<b>Leadership Development Program for Centre Manager &amp; Assistant Centre Manager</b>	Business and leadership program Build strong leaders in the sector in region Improve job satisfaction amongst current leaders Support career progression Retain current leaders Showcase career pathways and opportunities to aspiring leaders		2026 - 2027
<b>2</b>	<b>Develop or enrol new educators in a Work Ready program</b>	Implement the program with visa candidates, staff new to the sector, school based trainees, students studying Cert 3. Provides staff starting with a strong foundational knowledge base Contributes to successful commencement, which can help to increase job satisfaction and outcomes. Opportunity for students / unqualified staff to learn more about what working in the sector is like including the career pathways available, qualifications required, etc		2024 - 2025

Priority	Action	Activity	Who	Timeframe
GOAL - Improve the financial viability				
1	<b>Fees &amp; charges</b> Fees should be set at least \$12.74 per hour (this is the CCS hourly cap). 10-hour day = \$127.40 per day	A fee increase should be planned for from July 1 annually. To get the fees up to where they need to be, it's recommended that they increase every January & July until adequate. July 2023 - \$105 Jan 2024 - \$115 July 2024 - \$125 Jan 2025 - etc  Session times need to be reviewed against activity hours and child enrolments. Introduce session times to suit.  Holiday discount – 50% for 2 weeks per year in addition to the 2 weeks closure of Christmas.  Bonds – implement bonds of \$150 per child. Applies to new enrolments only.  Debtors – implement Tuesday payment days for DD or DC.		2023
		Review & update the enrolment & fee payment documents to be compliant and in line with practices to support the cash flow required and behaviours required of clients for payments & CCS entitlements		2023
		Ensure CCMS database & evidence is always up to date as the centre is heavily reliant on CCS for cashflow.		2023

<b>2</b>	<b>Continuous Improvement</b>	Foster a culture of continuous improvement by regularly reviewing and evaluating the centre's performance & then improving in real time.  Suggest quarterly reviews in Governance Framework.		2024 - 2025
<b>3</b>	<b>Monitoring and Evaluation</b>	Implement systems to monitor key performance indicators (KPIs) related to child development, parent satisfaction, staff engagement, and financial sustainability. Use this data to inform decision-making and identify areas for improvement		2026 - 2027
<b>2</b>	<b>Funding and Subsidies</b>	Apply for CCCF in January 2024 to increase financial support of the centre.  <a href="https://www.education.gov.au/early-childhood/community-child-care-fund/cccf-disadvantaged-and-vulnerable-communities-grant">https://www.education.gov.au/early-childhood/community-child-care-fund/cccf-disadvantaged-and-vulnerable-communities-grant</a>		2024 - 2025
<b>2</b>	<b>Marketing &amp; Enrolments</b>  A 29-place centre requires approximately 60 children to fill it.	A marketing plan should be commenced to increase occupancy. In September, commence continuation of enrolment process.  Build a plan to flatten enrolment patterns and increase overall occupancy.  Implement ChildcareNow to encourage casual bookings.  Establish a Facebook page & Google Business listing New website & link to waitlist form Update all collateral with branding  Complete competitor analysis every 6 months.		2024 - 2025

2	<b>Branding and digital communication revamp</b>	<b>Rebrand / brand improvement</b> Engage a graphic designer to conduct a brand refresh. Implement the new branding including for collateral, templates, online presence, etc. <b>Website</b> Build awareness and credibility Promote the NCCC, its philosophy, and the opportunities available for families and prospective employees. Include blog articles to drive traffic to the website, and increase level of awareness and credibility in the ECEC community. <b>Social media</b> Posts that are current, inspiring and engaging to showcase the quality program, nurturing environment, welcoming community and professionalism. <b>Storypark</b> Communicating with families, planning and documenting the program, and for the development of social media posts.	2024 - 2025
2	<b>Housing and relocation support</b>	Developing and implementing a plan to provide affordable, safe, well maintained & furnished housing/housing subsidies and relocation support. Consider tiny homes as a potential solution. Please find some links (also attached doc) to sites that may interest you to inform your tiny house thinking. <a href="https://shape.mornpen.vic.gov.au/affordable-housing-peninsula">https://shape.mornpen.vic.gov.au/affordable-housing-peninsula</a>	2024 - 2025

		<a href="https://mylittlehouse.com.au/">https://mylittlehouse.com.au/</a> <a href="https://tropicaltinyhomes.com.au/">https://tropicaltinyhomes.com.au/</a> <a href="https://tinyhomesexpo.com.au/">https://tinyhomesexpo.com.au/</a> <a href="https://tinyhouse.org.au/">https://tinyhouse.org.au/</a>		
1	Attraction strategy	<p>Development of a relevant and enticing employee benefits (and retention) package.</p> <p>Use of innovative, tailored advertising and marketing campaigns to boost audience reach and increase the number of suitable applicants.</p> <p>Utilisation of a variety of communication channels to sell the roles available, the lifestyle on offer and the broader region</p> <p>Consider a side-by-side review of current payroll classifications against the Children's Services award so that when candidates are looking at job ads, they can determine their comparable package, or, transition to the Children's Services award and add in above award payments.</p> <p>Become visa sponsored employers to attract long term employees and their families.</p> <p>Provide a consistent and fair staff discount of 50% for all educators.</p>		2023
1	Recruitment and selection revamp <a href="https://www.seek.com.au/job/68139410?type=standard#sol=3f0031a">https://www.seek.com.au/job/68139410?type=standard#sol=3f0031a</a>	<p>Review current job ads and agency for suitability &amp; ability to attract staff</p> <p>Develop innovative recruitment and interview processes that are aligned with the current childcare market nationally</p>		2023

	<a href="#">bb89d6bf756c55407b886a351e97d48a2</a>	Look at how the recruitment decisions can be delegated to Centre Manager Select applicants for skills, attitude and values-alignment (rather than just location & qualifications)		
2	<b>Welcome, orientation and induction program</b>	Develop and implement a thoughtful, relevant and tailored program for new employees relocating to the area - key to attraction, recruitment and retention, especially in a remote location.		2024 - 2025
1	<b>Relationship and partnership development</b>	Build a relationship with a migration agent for the potential sponsorship of overseas staff Develop partnerships with local business/industry to enable prospective employees' partners to find work before or upon arrival.		2023
2	<b>Succession planning of key persons</b>	Develop a succession plan to ensure continuity in key roles within your childcare centre.  Developing a clear succession plan with specific activities and milestones, a professional learning program, identifying and supporting aspiring leaders and establishing a career build program.  Find and appoint an assistant Centre Manager that can support the current Centre Manager and appropriately relieve her when on leave.		2024 - 2025

<b>3</b>	<b>Succession planning of all roles</b>	Identify employees with potential for growth and advancement, and provide them with opportunities for additional responsibilities and training. This proactive approach will help minimize disruptions when staff members leave or move into higher positions.  Developing a plan to ensure a consistent pipeline of new staff. This could involve traineeships, apprenticeships, supporting the upskilling of current staff, and supporting qualified staff who no longer work in the sector to return or those that work at other locations nearby that may come to Normanton for short periods of time.		2026 - 2027
<b>1</b>	<b>Recruitment &amp; Retention strategy</b>	Create a strategy for recruiting and retaining qualified staff members. This can include advertising job openings through various channels, establishing relationships with local educational institutions, and offering competitive compensation and benefits packages. Consider implementing retention strategies such as professional development opportunities, mentoring programs, and a positive work environment.  Implement a Staff discount of 50% for all educators  Provide travel allowance for all staff for leave outside of region  Provide 6 weeks leave annually (4 weeks annual leave + 2 weeks additional leave)		2023
<b>2</b>	<b>Sustainable staffing plan</b>	A sustainable staffing plan is important because it ensures stability, cost efficiency, and continuity. It allows for the right allocation of human		2024 - 2025

		<p>resources to meet workload demands and prevents excessive turnover. By maintaining an adequate workforce, organisations can enhance employee engagement, well-being, and productivity. Additionally, a sustainable staffing plan facilitates succession planning, talent development, and adaptability to change, enabling organizations to remain competitive and resilient.</p> <ul style="list-style-type: none"> <li>● <b>Assess Workload and Staffing Needs:</b> Begin by evaluating the workload and staffing requirements of your childcare centre. Consider factors such as the number of children, age groups, program offerings, and any specific regulations or guidelines. This assessment will help you determine the ideal staff-to-child ratio and identify any gaps or surpluses in your current workforce.</li> <li>● <b>Define Job Roles and Responsibilities:</b> Clearly define the roles and responsibilities of each staff position within your childcare centre. This includes positions such as teachers, assistants, administrators, and support staff. Specify the qualifications, certifications, and experience required for each role to ensure that you hire the right candidates.</li> <li>● <b>Determine Optimal Staffing Levels:</b> Based on your workload assessment and staff-to-child ratio guidelines, determine the optimal number of staff members needed for each shift or program. Consider factors like peak hours, seasonal variations, and any specific requirements for special programs or events. Strive to maintain a balanced workload for staff members to avoid burnout and ensure quality care.</li> <li>● <b>Provide Ongoing Training and Development:</b> Invest in ongoing training and development programs for your staff. Provide</li> </ul>		
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		<p>opportunities for professional growth, such as workshops, conferences, and certifications relevant to the childcare field. This not only enhances the skills and knowledge of your staff but also improves staff morale and job satisfaction.</p> <ul style="list-style-type: none"> <li>● <b>Implement Performance Evaluation and Feedback:</b> Regularly evaluate the performance of your staff members and provide constructive feedback. This helps identify areas for improvement and ensures that staff members are meeting the expectations and standards of your childcare centre. Recognize and reward outstanding performance to boost motivation and job satisfaction.</li> <li>● <b>Monitor and Adjust:</b> Continuously monitor and evaluate your staffing plan to ensure its effectiveness and make necessary adjustments. Regularly assess your staff-to-child ratio, review feedback from staff and parents, and stay updated on industry best practices and regulations. Adapt your staffing plan as needed to address changing needs and maintain sustainability.</li> </ul>		
1	Occupancy Build	<ul style="list-style-type: none"> <li>● Focus on your age demand areas and focus on building from the bottom up (Nursery- Kindy)</li> <li>● Areas that can affect your occupancy growth with be: <ul style="list-style-type: none"> <li>○ <b>Market Research:</b> Understand the demand for childcare in the area and tailor your offerings accordingly.</li> <li>○ <b>Location:</b> Choose a convenient and accessible location for easy drop-off and pick-up.</li> <li>○ <b>Facilities and Amenities:</b> Create a safe and child-friendly environment with adequate space and necessary facilities.</li> <li>○ <b>Qualified Staff:</b> Hire experienced and certified staff</li> </ul> </li> </ul>		2023

		<ul style="list-style-type: none"> <li>members who are passionate about working with children.</li> <li><b>Curriculum and Programs:</b> Develop a comprehensive curriculum focusing on different aspects of child development.</li> <li>Incursions: That meet the needs of your clients, extra meals (Dinner), family breakfasts, date night etc</li> <li><b>Marketing and Advertising:</b> Implement a marketing strategy to raise awareness about your centre through various channels. Ensure you can share as much as possible on your social media regarding your extra incursions</li> <li><b>Referral Programs:</b> Offer incentives to current parents who refer new families to your centre.</li> <li><b>Collaboration with Schools and Businesses:</b> Establish partnerships with local schools and businesses for mutual benefits. Community connections will get your centre's name out in your local community without costing you anything. Word of mouth is your best seller.</li> <li><b>Parent Engagement:</b> Foster strong relationships with parents through regular communication and involvement opportunities.</li> <li><b>Continuous Improvement:</b> Regularly assess and improve the quality of your services based on feedback and evolving needs.</li> </ul>		
<b>1</b>	<b>Wages to Revenue</b>	<ul style="list-style-type: none"> <li><b>Cost Efficiency:</b> By keeping wages in check relative to revenue, businesses can ensure cost efficiency. Labour costs typically</li> </ul>		<b>2023</b>

		<p>constitute a significant portion of a company's expenses. If the wages-to-revenue ratio is too high, it can strain the financial health of the organization. Monitoring and managing wages allow businesses to optimize their cost structure and maintain profitability. We recommended keeping your wage percentage between 55 - 65% of total revenue.</p> <ul style="list-style-type: none"><li>● <b>Profitability and Sustainability:</b> Maintaining a low wages-to-revenue ratio is crucial for long-term profitability and sustainability. If labour costs are disproportionately high, it can erode profit margins and make it difficult for a business to generate sustainable returns. By monitoring and controlling wages, companies can improve their bottom line and ensure their financial viability over time.</li></ul>		
2	Fee and Debt Management	<p>A thorough fee and debt management system, coupled with a well-defined follow-up procedure, is of significant importance for a company to effectively reduce and manage debt incurred by its clients. Here are some key reasons why such a system is crucial:</p> <ul style="list-style-type: none"><li>● <b>Financial Stability:</b> By implementing a robust fee and debt management system, a company can ensure its own financial stability. It allows the company to accurately track and collect fees owed by clients, reducing the risk of cash flow problems and financial difficulties.</li><li>● <b>Client Satisfaction:</b> A well-designed system demonstrates the company's commitment to maintaining transparency, fairness, and professionalism in its financial dealings. Effective fee management</li></ul>		2024 - 2025

		<p>and follow-up procedures help build trust with clients, leading to higher customer satisfaction and improved client relationships.</p> <ul style="list-style-type: none"> <li>• <b>Cash Flow Optimization:</b> Timely fee collection and debt management are crucial for optimizing cash flow within a company. A well-structured system ensures that fees are collected promptly, reducing the need for external financing or borrowing to cover expenses.</li> <li>• <b>Risk Mitigation:</b> An efficient fee and debt management system aids in identifying potential financial risks and taking appropriate measures to mitigate them. Regular monitoring and follow-up procedures help identify clients who may be struggling with their payments, allowing the company to address the issue promptly and potentially prevent further debt accumulation.</li> <li>• <b>Debt Reduction and Recovery:</b> A structured follow-up procedure is essential for effectively reducing and recovering debts owed by clients. By implementing a systematic approach, including reminders, negotiations, and alternative payment arrangements, the company can increase the likelihood of successful debt recovery while minimizing potential losses.</li> </ul>		
3	Supplier management	Implement processes to evaluate, select, and manage suppliers based on their ability to meet quality requirements.		2026 - 2027
3	Information and Awareness	Improve communication and provide clear information about available childcare options and support services in Normanton & surrounds. This can involve creating online directories, community programs, and public awareness campaigns to ensure families are aware of the resources available to them.		2026 - 2027

<b>2</b>	<b>Customer focus</b>	The organization determines and understands customer requirements, needs, and expectations to deliver products and services that meet or exceed their expectations.	2024 - 2025
		To support this, a family feedback program needs to be implemented.	
<b>3</b>	<b>Collaboration and Partnerships</b>	Foster partnerships between other centres in the regions or neighbouring regions, government agencies, community organizations, to collectively address issues. Collaborative efforts can pool resources, expertise, and knowledge to develop innovative solutions and coordinate services effectively.	2026 - 2027
<b>2</b>	<b>Reporting &amp; Analysis Framework</b>	Establish a reporting framework to collect and analyse data and information. Use to monitor and measure the performance of processes and services against defined quality objectives.	2024 - 2025
<b>1</b>	<b>Finance Policy &amp; Management</b>	<p><b>Financial Management:</b> Develop a sound financial management system to ensure the centre's financial sustainability. This may include:</p> <p><b>Budgeting:</b> Prepare an annual budget that accounts for all revenue sources and expenses, including staffing, facilities maintenance, supplies, and educational materials.</p> <p><b>Funding:</b> Explore various funding options, including government grants, community contributions, and fee structures. Maintain accurate financial records and ensure compliance with reporting requirements.</p> <p><b>Resource Allocation:</b> Allocate resources efficiently, considering the centre's needs and priorities. Regularly monitor financial performance and adjust strategies as necessary.</p> <p><b>Community Engagement:</b> Foster strong relationships with the local community, parents, and other stakeholders to promote collaboration and support.</p>	2023

2	Community Engagement	<p><b>Regular Communication:</b> Establish effective communication channels with parents and the wider community, including newsletters, website updates, and meetings. Seek input and feedback to inform decision-making.</p> <p><b>Partnerships:</b> Identify opportunities to collaborate with local businesses, community organizations, and educational institutions to enhance the centre's programs and services.</p> <p><b>Community Events:</b> Organize events and activities that engage the community and showcase the centre's achievements and initiatives.</p>		2024 - 2025
2	Exit plan	Develop an exit plan from council that can be actioned quickly, effectively and with little disruption, should the need arise.		2024 - 2025

## A Space Data Collection

### Business Overview

Normanton Child Care Centre  
11-13 Balonne St, Normanton QLD 4890  
07 47 451167  
nccc@carpentaria.qld.gov.au

Long Day Care  
Established in 1997  
29 places  
Children from 6 weeks to school age

Current Occupancy as at April 2023 is 40.48%  
Number of children enrolled is 17

### Operating hours

M-F 8am - 5pm  
Closed on all PH  
Centre is closed for the 2 weeks over Christmas period  
Operates 50 weeks per year

### Age Groups, Fees & Sessions & Room Occupancy

Room Name	Age Group	Occupancy	Current Fees
Crocodile Room	0-2	49.35%	\$90
Brolga Room	2-school age	30.11%	\$90

- Licence allows the centre to operate Monday - Friday, 7.30 – 5.30; the centre is currently operating reduced hours.
- The centre is a 29 place centre and is approved to provide long day care for children 0-5, and outside school hours care (OSHC) for children up to 12 years of age.

### Service Approval

Service approval can be found [here](#)

### Quality & Compliance

Last assessed in September 2017 & rated Meeting & certificate copy is [here](#)  
A copy of the last completed Assessment & Rating report is not provided  
A current copy of the Quality Improvement plan is not provided

Policies & procedures can be found [here](#)  
Policies are not fit for purpose. Practice does not align with policy.  
Incomplete policies for appropriate operations, governance and risk minimisation

### **Programming & Planning**

There was little evidence of individual programming for & observations of children that would meet the NQS

Inclusion support & SIP - No data provided

Parent concerns and complaint log - No data provided

Medical Management Plans - No data provided

Department Notifications & Record of Service Compliance documents - No data provided, however one compliance notice was received in May 2023 (attached)

### **Fees, CCMS & Occupancy**

Occupancy data provided during DD can be found [here](#)

Fee increases - no prior year data provided

CSS Provider confirmation letter/approval - No data provided; however, CCS is received.

The Governance of CCS is not compliant with the Family Assistance Law.

Data was not provided for holiday fees, late fee or late cancellation fees

The following was received:

[Payment of Fees Policy](#)

[Family Handbook](#)

[Enrolment policy](#)

[Enrolment form](#)

CCMS – The service is moderately reliant on Child Care Subsidy from the Australian Government, with under 50% of revenue coming from CCS & the remainder from parent fees. There are currently no ACCS or ISS children that have been disclosed during this process.

This data is assumed from the YTD profit & loss provided.

The CCMS third party software provider is Xplor.

No data was provided on debtors

Access to Xplor was not provided.

### **Childcare Discounts**

- There is a staff discount for Peta but it is unclear if this is applied to all staff with children
- No Family discounts

### **Waitlist & new starters**

No data provided

### **Marketing & Branding**

Social Media Account Details

Facebook – The [facebook page](#) can be found here

Instagram - N/A

**Google Business Listing** – is incomplete

**Marketing/Advertising Activity**

No data provided

**Signage, branding & collateral**

Fair condition

Used inconsistently

**Competitors – for noting**

Carpentaria Kindergarten - Fees are \$40 per day (in 2022).

**Staffing / Human Resources**

A summary of current state for staffing arrangements, forward leave, policies & handbooks.

Overall, there are 6 staff. There are 3 staff with Diplomas and 3 with Certificate III or working towards.

More qualified staff are urgently required

Staff are paid under council agreements, not children's services award – how does this compare?

Staff that are training or unqualified

Copies of the employment contracts/letters of offer for the employees

Contracts

Org Chart & Staffing Schedule

Organisation chart

Staff handbook and policies and procedures relating to employees

Staff handbook – not provided

Code of Conduct

Employee benefits

Diploma qualified educators receive subsidised accommodation

**Financial - Summary**

YTD summary provided [here](#)

- Details of any abnormal or non-recurring transactions over the last 2 years (i.e. capital spend) - No data provided
- Trainee & apprentice funding - No data provided
- Qld Kindergarten Funding Scheme disbursement for past 2 years - No data provided
- ISS funding disbursement for past two years - No data provided
- Payroll data (Payroll summary report) and if applicable, previously lodged Payroll tax returns for the last 2 years - No data provided
- Provide asset schedule which includes purchase price and the accumulated tax and accounting depreciation - No data provided
- Aged debtors and creditors - No data provided
- Provide bad debt write off history for the past 2 years - No data provided

### Vendors

Limited data provided

- general supplies - see data [here](#)
- garden maintenance - See data [here](#)
- photocopier - See data [here](#)
- Telephone -

### IT – Software & hardware

System	Name and or Details of System
Email system	Office 365
Operating System	Microsoft
Folder Storage	No data provided
Antivirus	No data provided
Managed support	No data provided

Hardware - information for each device		
Location Used	Type Eg. Laptop, Desktop	Notes
Foyer	Desktop	Old, needs replacing
Main Office	Desktop	Old, needs replacing
Nominated Supervisor	Laptop	No data provided

Number of iPads/Tablets are in use at the centre?		5
Please advise the below information for each device		
Location Used	Type Eg. iPad, Samsung	Brand/Model
Foyer	Ipad	Apple
Crocodile Room	Ipad x2	Apple
Brolgas Room	Ipad x2	Apple

### **Building & Property**

- Council owned land and building
- Statement showing the operating expenses of the lease for the last 2 years and an estimate of the upcoming year - No data provided
- Rates & water - No data provided
- Building Plans - No data provided
- Trade Waste Permit (if applicable) - No data provided
- Outstanding maintenance requests - No data provided – but there are visible maintenance issues + compliance notice (for Reg 103) raised by Regulatory Authority (attached)

### **Legal & Intellectual Property**

Please note, we are not lawyers and cannot interpret any data that is provided.

- Insurance details - No data provided
- Details around any litigation conciliation, arbitration or mediation (actual, pending or threatened) proceeding or any other disputes or investigations in which the Vendor is or may be involved have not been disclosed – Not data provided
- Summary of legal expense incurred over the past 2 years have not been reported
- Details of all intellectual property owned by the Vendor or used in the Business, including trademarks, business names, domain names, registered designs, logos, including copies of all relevant agreements (e.g. licences, assignments and development agreements). No data provided

### **Questions from the CEO, Mark Crowley**

1. How many places
2. How many rooms
3. How many educators
4. What qualifications for each staff member
5. What succession planning
6. Building maintenance repairs
7. Can we increase numbers
8. What is our plan to increase numbers of children
9. What are our fees and how do they compare
10. Do we advertise places as they become vacant or do we solely rely on people coming to the centre and putting name down
11. Should we have a marketing plan
12. Should we have a website
13. Operating items
14. Staff incentives, housing childcare discount, wages & conditions
15. How much does council want to subsidise

### Benefits of company limited by guarantee

A company limited by guarantee is a type of not-for-profit company in Australia. The structure is often used by charities, industry associations, clubs, and other not-for-profit groups. It offers several benefits:

1. **Limited liability:** The 'limited by guarantee' feature means that the company's members' financial liability is limited to the amount they agree to contribute to the company's assets if it's wound up. This feature offers protection to the members, which is particularly beneficial for non-profit organizations that may not have significant funds.
2. **Perpetual succession:** The company continues to exist even when its members change. This continuity is essential for long-term projects, agreements, and maintaining relationships with stakeholders.
3. **Legal capacity:** It's a separate legal entity from its members. This means it can enter into contracts and own property in its own name.
4. **Credibility and trust:** It's regulated by the Australian Securities and Investments Commission (ASIC), which may give it more credibility in the eyes of donors, funders, and other stakeholders. Additionally, if registered as a charity, it can also be regulated by the Australian Charities and Not-for-profits Commission (ACNC), which can further enhance its credibility.
5. **Possible tax benefits:** If the company is registered as a charity or has other not-for-profit status, it may be eligible for income tax exemptions, fringe benefits tax rebates, and goods and services tax concessions.
6. **Flexibility:** While there are regulatory requirements to meet, there is also a degree of flexibility in how the company is structured and operates. For example, it can determine its own objectives and governance structure through its constitution.
7. **Fundraising:** Some organizations may find it easier to raise funds as a company limited by guarantee because of the additional legal protections and credibility it offers.

However, it's essential to note that a company limited by guarantee also comes with responsibilities, including compliance with various laws and regulations. It's also not the most suitable structure for every organization, so advice should be sought before deciding to establish one.

Provided by AEYS - for comparison

**1A: Profit and Loss Carpentaria Budget - using current data + typical expenses for a centre**

- Budget is prepared for next financial year
- If year to date figures are more than budgeted, I have used these figures. I have added an extra on top of expenses due to CPI increases.
- No QKFS Funding
- No ISS Funding
- Have added a few extra costs such as R&M.
- Wages- have put as per contracts (not roster)
- WRA% is sitting around 77% (Ideal would be 55 - 65%)
- Occupancy I have not gone over 82%.
- Closed for two weeks of the year
- Have included fee increase in the budgets
- In the second P&L that was provided- certain costs have disappeared such as Labour on costs, Income from the Karumba centre and the donation from the Karumba centre. I have kept these in the budget, however these may be able to come out?

**Income:**

- CCS/Parent Fee split may be different.
- Room places might be slightly different but same price per day
- Have put in rental income— this is for the property owned by the council. (This is extremely low)
- Have added in the operating grants - commonwealth.

**Payroll:**

- Pay Frequency may be different
- Do not have a roster for staff so cannot correct hours unless specified in contracts. Have allocated average hours- have based this on the contract
- No split between insurances/workcover so have just allocated to insurances
- Super is set to 12%.
- Labour on costs- assuming this has something to do with labour hire?
- Have included a 5% increase on wages.
- Rates are based on contracts provided- this is not accurate as this is from the original contract date.
- Some staff may be missing if information has not been provided.

### **1B: Profit and Loss Carpentaria Budget with actual occupancy provided to AEYS**

- Budget is prepared for next financial year
- If year to date figures are more than budgeted, I have used these figures. I have added extra on top of expenses due to CPI increases.
- No QKFS Funding
- No ISS Funding
- Have added a few extra costings such as R&M.
- Wages is 55% WRA
- Closed for two weeks of the year
- Have used occupancy provided and gone to max 49% which is what current occupancy is
- Have included some fee increase
- In the second P&L that was provided- certain costs have disappeared such as Labour on costs, Income from the Karumba centre and the donation from the Karumba centre. I have kept these in the budget, however these may be able to come out?

#### **Income:**

- CCS/Parent Fee split may be different.
- Room places might be slightly different but same price per day
- Have put in rental income– this is for the property owned by the council. (This is extremely low)
- Have added in the operating grants- commonwealth.

#### **Payroll:**

- Pay Frequency may be different
- No split between insurances/workcover so have just allocated to insurances
- Super is set to 12%.
- Labour on costs- assuming this has something to do with labour hire?
- WRA% has been set to 55%. As a percentage of the revenue from the centre.

#### **Overall Comments:**

- WRA% needs to be looked at and tested
- Fees charged need to be increased every 6 months
- To get accurate S&W would need access to rostering
- To get accurate percentage forecasting would need access to a number of years worth of occupancy to see trends
- The centre is making a significant loss.

### **1C: Profit and Loss Carpentaria Budget with substantial fee increase and 88% occupancy**

All categories as above, however:

- \$127 per day fees
- 88% occupancy
- Loss significantly reduces to -\$68,000 per annum

#### **Staff Information:**

##### **Diploma Qualified**

- Nicole Nash- Advanced Diploma- 9 Dec 2010
- Peta Murrihy- Diploma 15 Dec 2020
- Taleesha Spencer- Diploma of school age education and care. 22 Sep 22

##### **Cert III Qualified**

- Minyarta Rigby Wheeler- 1 Nov 21- would be level 3.2 advance to level 3.3 in Nov 2023.

##### **Currently Unqualified**

- Rosie Douglas
- Lekeisha Klemmt
- Paccee Dempsey

## Appendix

- Normanton-23-May-2023-Mel-Comerford.pdf
- 15.06.2023 - Not remedied non-compliance - Normanton Child Care Centre
- 16.05.2023 - Compliance Cover Letter - Normanton Child Care Centre
- 16.05.2023 - Compliance Notice - Normanton Child Care Centre
- Secondary - Dwellings - DELWP - Submission - Attachment
- 1A - Profit & Loss
- 1B - Profit & Loss
- 1C - Profit & Loss



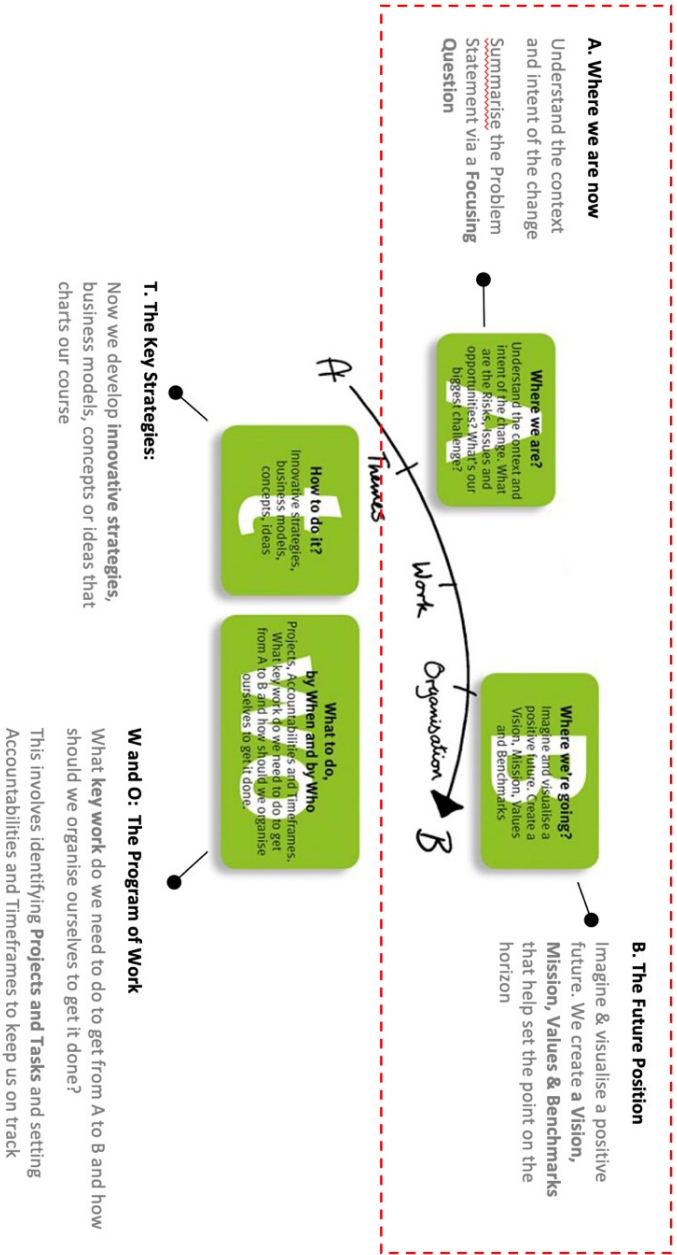
*Atul*

# Acknowledgement of Country

I would like to begin by acknowledging the traditional custodians of the land on which we meet today, and pay my respects to their Elders, past, present and emerging.

I extend that respect to Aboriginal and Torres Strait Islander people here today.

# THE PROCESS





*As state*

## TO DETERMINE THE CURRENT STATE – 'A SPACE'





*Arstute*

## CURRENT STATE

- The centre is owned and operated by the Carpentaria Shire Council. Under the National Law & Regulations, the Approved Provider is the Carpentaria Shire Council. This is not accurately reflected in the NOA IT system. There are significant risks & penalties associated with this.
- The same issue occurs in PRODA (processes CCS under Family Assistance Law) where the data is not accurately reflected for who owns and operates the Service. This is also a breach and carries significant risk and penalties.
- The Nominated Supervisor reports to the Manager Economic & Community Development however delegation & decision making does not appear to be made by the two people that are in these roles.
- It's unclear and undocumented how decisions are made, by who & when.

## CURRENT STATE

### Other known facts:

- Normanton Child Care Centre is a 29-place 2 room childcare centre that has been in operation since 2006.
- The centre is currently rated as Meeting the National Quality Standard.
- The current occupancy is 49% in April 2023; however, the past few years has occupancy sitting at an average of 34.38%.
- There are 6 staff employed; 0x ECT, 3x Diploma & 3x Certificate III (or working towards) employees. The service currently meets the 50% Diploma or above qualified requirement; however, Diploma qualified staff are required immediately to ensure regulatory compliance. One of the Diploma qualified staff finalised their employment on 2 June 2023.
- A Compliance Notice (Breach) was received 16 May 2023

*Asst*



The **information & evidence** collected show that there are two key problems:

1. The Approved Provider and Service are not compliant with the National Law & Regulations and the Family Assistance Law.
2. The governance by the Approved Provider is unclear and undocumented.



# Risks for Approved Provider

- **Compliance Risk** - Failing to meet the National Quality Framework (NQF), which includes the National Law and National Regulations, the National Quality Standard (NQS), and the Australian Children's Education and Care Quality Authority (ACECQA), can lead to penalties, including fines and the potential loss of accreditation.
- **Staffing Risk** - Failing to meet staff-to-child ratios, qualification requirements, or other staff-related rules could result in fines and operational difficulties.
- **Health and Safety Risk** - If the provider fails to ensure the health, safety, and wellbeing of children under their care, it could result in injuries or harm to the children, which could lead to potential lawsuits, reputational damage, and loss of license.
- **Governance Risk** - Non-compliance with governance standards, including those related to management structure, operational oversight, record keeping, and reporting requirements, can result in regulatory penalties.

# Non- compliance & Offences



## Offences under the Law and Act

- 78 offences that apply to Approved Providers
- 25 offences that apply to Nominated Supervisors
- Significant financial penalties can apply
- Regulatory Authority can take a number of actions, including but not limited to:
  - Infringement notice
  - Compliance notice
  - Compliance direction



## Infringement notice

A monetary fine – 10% of the maximum penalty

Relates to minor offences that are clear and unambiguous

Can be served to anyone who contravenes specific parts of the Law or Regulations

Not reviewable under the National Law – can dispute in court / tribunal

## Compliance direction

Instruction from the Regulatory Authority to comply with prescribed section of the Law / Regulations

Approved provider must take steps to remedy the contravention

Only applies to the Approved provider and can only be issued for specific parts of the Law / Regulations

Set time to respond with documented evidence that shows that you now, and will continue to, comply

Failure to comply can result in court proceedings and / or large financial penalties

## Compliance notice

Instruction from the Regulatory Authority to comply with the Law / Regulations

Can be issued for a breach of ANY part of the Law / Regulations

Carries higher maximum penalties than a Compliance direction

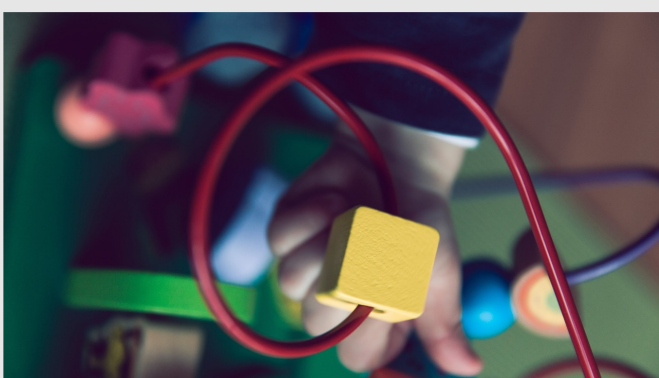
Approved provider must take steps to remedy the contravention

Set time to respond with documented evidence that shows that you now, and will continue to, comply

Compliance notice log book

Regulatory Authority can publish specific information about compliance notices

Failure to comply can result in court proceedings and / or large financial penalties

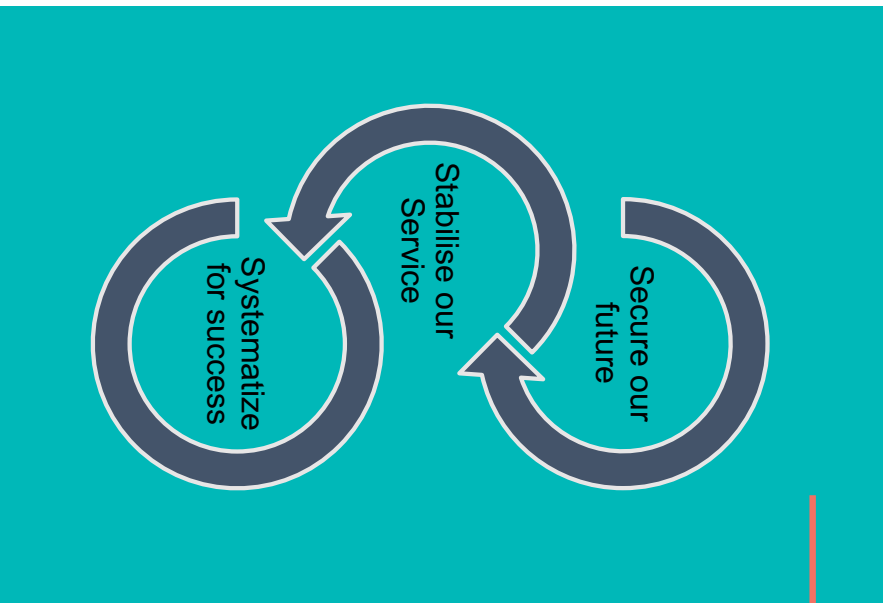


# In summary

Approved providers must ensure:

- Ongoing safety, health and wellbeing of the children enrolled in your services
- All aspects of the Law and Regulations are adhered to
- Appoint a knowledgeable and skilled nominated supervisor / responsible person
- Conditions applicable to provider and service approvals, and responsible persons are met at all times
- Relevant and evidence-based policies are created, implemented AND followed
- Service management and administrative systems in place that ensure compliance, and high quality





## THEMES OF WORK

The work will be categorised into three themes:

1. Secure our future
2. Stabilise our Service
3. Systematize for success

# GOALS

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We will design & plan our work with the following three goals at the forefront of our mind:

1. Mitigate the risks & protect the people
2. Improve the quality & compliance for children & families
3. Improve the financial viability of the Service



*H. St Luke*

# IMMEDIATE PRIORITIES

Immediately ensure that the Approved Provider <b>knows and understands</b> their obligations under the National Law & Regulations & Family Assistant Law.
Develop or move to a <b>Governance Framework</b> that supports the Service & Nominated Supervisor to ensure <b>clarity</b> on expectations, delegation, escalation
Improve <b>compliance</b> with the National Law & Regulations & the Family Assistance Law
Attract & retain <b>qualified and skilled</b> workforce
Improve <b>data collection &amp; reporting</b> – standardised and consistent; accountability and financial drivers





HORIZONS

Thistle

Priority 1	Immediate to 6 months
Priority 2	2024 - 2025
Priority 3	2026 - 2027



# PROPOSAL

## **Policy Framework**

Recommend & establish policy framework, collateral & operating systems for compliance & good governance.

\$4,000 + GST (one off cost)

## **Business plan support & implementation**

A) Work with Council to implement a Governance Framework for effective decision making & delegation.

B) Manage the service and improve the business over time in conjunction with Council and in line with the business plan. August 2023 + (minimum 12-month engagement).

\$8,000 + GST per month

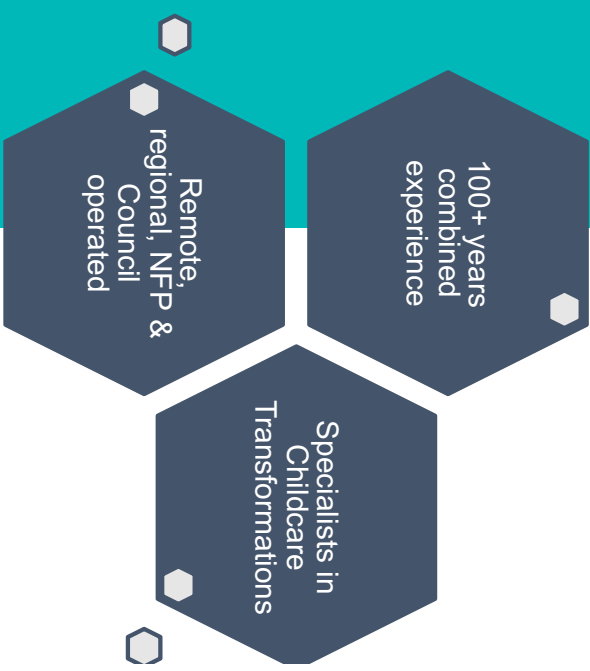
*ASTUTE*

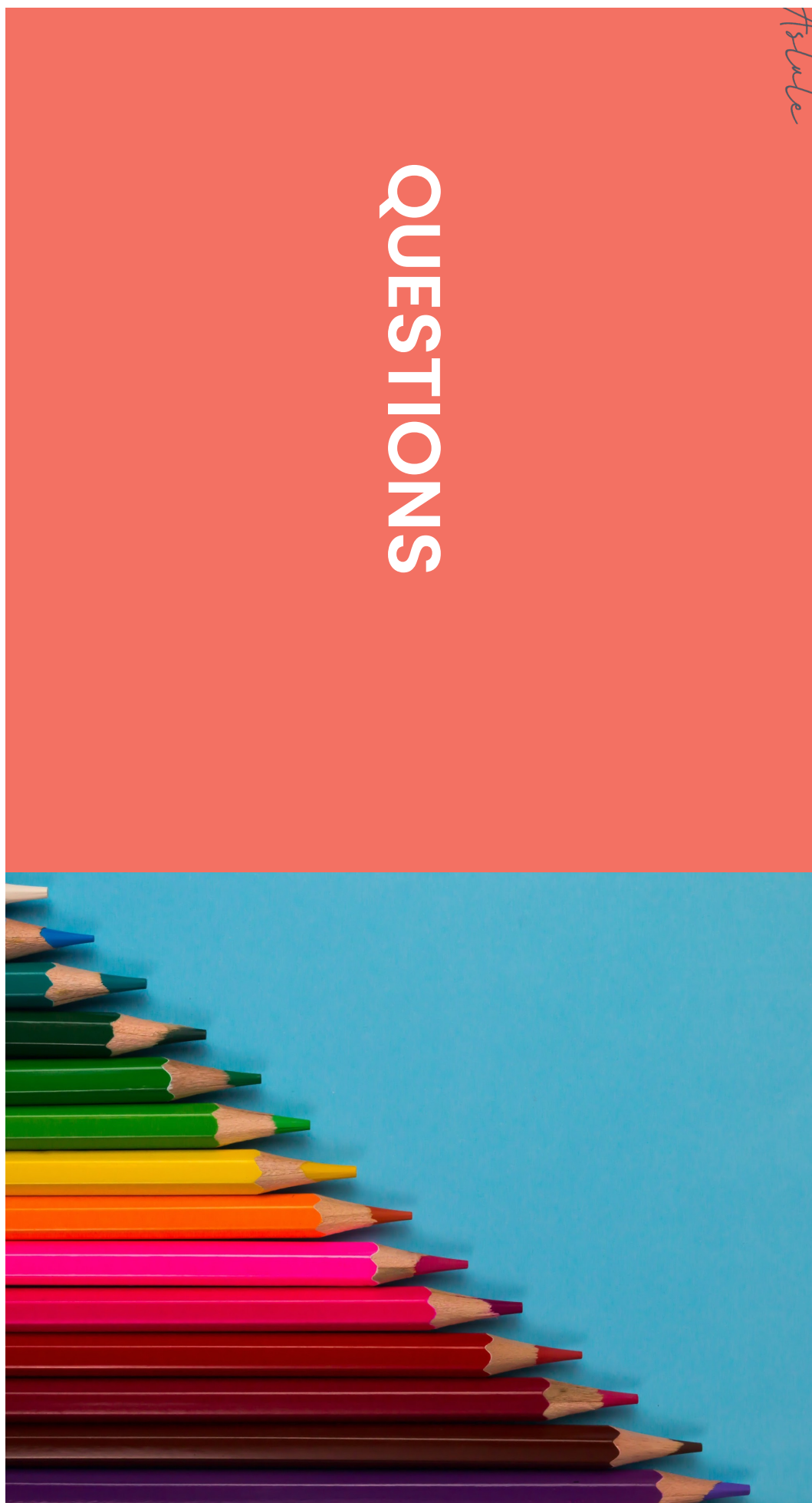
## WHY ASTUTE

We protect the provider at all times through:

- clear and thorough procedures that are customized for your unique context
- regular and rigorous training for staff
- intimate knowledge of and changes in legislation,
- foster a culture of compliance, safety, and respect
- Regular site visits & zoom check ins

It's crucial to keep in mind that this is a high-responsibility sector given that it deals with children's safety and wellbeing, which should always be paramount.





# Thank You

*Aslate*  
EARLY YEARS SPECIALISTS

## BUSINESS PAPERS

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### 10.6 COMMUNITY DONATIONS AND SUPPORT

**Attachments:** NIL  
**Author:** Julianne Meier - Director Corporate Services  
**Date:** 13 September 2023

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**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:

Council receives numerous requests for donations throughout the year. The applications for donations and fee waivers listed in this report are presented for Council consideration, or advising those applications already approved by the Chief Executive Officer's delegation.

#### RECOMMENDATION:

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

1. Bynoe CACS would like to run some activities in the Normanton Sports Centre as part of a school holiday program from the 18<sup>th</sup> September through to 29<sup>th</sup> September.
  - Hire of the Normanton Sports Centre for ten days @ \$390 per day

TOTAL EST. IN KIND VALUE	\$3,900
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#### Background:

Council has a Community Donations and Support funding program for events held in the Carpentaria Shire. There has been an expenditure of \$36,932 against the budget of \$96,000 related to local non-profit groups for the financial year are displayed in the table below.

## BUSINESS PAPERS

Acct Cod	Account	Actual
IK1040	In Kind - Gulf Christian College	177
IK1070	In Kind - Karumba Recreation Club	733
IK1120	In Kind - Normanton Rodeo	4,064
IK1130	In Kind - Normanton State School	1,965
IK1140	In Kind - Normanton Stingers	2,368
IK1200	In Kind - Normanton Cricket Club	705
IK1557	In Kind - Ventacare NQ	3,900
IK1722	In Kind - Aspire Cairns Community	918
IK1723	In Kind - Deadly Choices	2,836
IK1724	In Kind - NAIDOC Dinner/Ball	800
* Total *		36,932

### Donations and Fee Waivers for Council's Consideration

The following requests community donations were put in for Council's consideration this month.

1. Bynoe CACS would like to run some activities in the Normanton Sports Centre as part of a school holiday program from the 18<sup>th</sup> September through to 29<sup>th</sup> September. The activities are expected to take place between the hours of 12 noon through to 4:30pm. The type of activities include things like basketball, indoor soccer, tennis.

The direct benefit to the community includes:

- keeping children occupied each day over the school holidays.

Bynoe request for In-Kind support for the following:

- a. Hire of the Normanton Sports Centre for ten days @ \$390 per day

TOTAL EST. IN KIND VALUE \$3,900

### Donations approved under the delegation of the Chief Executive Officer

There have been no community donations put forward for the Chief Executive Officer's consideration this month.

### Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Chris Guthrie – Manager of Economic and Community Development
- External Stakeholders (applicants)

### Legal Implications:

- Community Donation and Support Policy

### Financial and Resource Implications:

- Within budget.

## **BUSINESS PAPERS**

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**Risk Management Implications:**

- Risks are within normal operational parameters.

## BUSINESS PAPERS

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### 10.7 PLANT COMMITTEE TERMS OF REFERENCE - ADVISORY COMMITTEE

**Attachments:** 10.7.1. Plant Advisory Committee - Terms of Reference [↓](#)

**Author:** Julianne Meier - Director Corporate Services

**Date:** 13 September 2023

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

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

---

#### **Executive Summary:**

At the August 2021 General Meeting the Council adopted a new Policy in relation to Advisory Committees and draft Terms of Reference for each of the committees in use by Council. The Terms of Reference for the Plant Advisory Committee are attached for adoption by Council.

#### **RECOMMENDATION:**

That Council adopt the Terms of Reference for the Plant Advisory Committee.

#### **Background:**

Legislation in accordance with section 265 of the *Local Government Regulation 2012* provides for the establishment of advisory committees.

Council adopted the Advisory Committee Policy and Draft Terms of Reference at the Ordinary General Meeting held on 18 August 2021.

Advisory Committees are established to provide recommendations to Council for consideration and decision on a variety of issues. Advisory committees provide Council with the opportunity to include members of the community on certain committees, the Terms of Reference provide scope for which the committee are to operate and report back to Council.

Draft Terms of Reference were established and are now being prepared for each of the advisory committees formed to provide recommendations to Council.

Advisory Committees will be resourced with Council staff to ensure that notes are taken and any recommendations from the Advisory Committee are presented back to Council through a Committee Report (similar to an Officer's Report) for consideration and decision.

The Terms of Reference for the Plant Advisory Committee are presented to Council for adoption.

#### Plant Revenue

Plant revenue for Council is significant at \$9 million and needs to be managed well to ensure that Council is not exposed to risk of plant not booked correctly on timesheets. Also, Council hires external plant and how those hires are processed in Council's financial system can impact financial acquittals.

It is important for Council officers to understand the requirements of other departments, and that there is adequate information sharing to ensure each role can perform their intended function with all the required information.

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## **BUSINESS PAPERS**

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As a small Council we remain challenged by a limited number of officers performing critical roles. When one of those officers' leaves Council, sometimes knowledge is lost, and a process might fall over.

Significant progress improvements have been made and this is supported with external reporting. Whilst there is a cost of external reporting, the process improvements that have occurred, largely offset the cost. The risk of revenue loss can be significant and needs to be noticed as soon as possible so it can be rectified as soon as possible. This should then ensure that seamless acquittals can occur.

Council officers have been working over the past months to improve workflows and processes and are of the view the Plant Advisory Committee can add value to internal reviews. Council's involvement in the plant utilisation will provide valuable guidance in the preparation of the plant replacement program.

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

- Mark Crawley - Chief Executive Officer
- Michael Wanrooy – Director of Engineering
- Kerrod Giles - Engineer
- Tom Loadsman – Asset Manager
- Jade Nacario – Manager of Finance and Administration
- Julianne Meier - Director Corporate Services

### **Legal Implications:**

- Advisory Committees may be established in accordance with the *Local Government Regulation 2012* section:  
**265 Advisory committees**
  - (1) An advisory committee—
    - (a) must not be appointed as a standing committee; and
    - (b) may include in its members persons who are not councillors.
  - (2) A member of an advisory committee (whether or not they are a councillor) may vote on business before the committee.

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

- There is some external consulting expenditure to support the review of plant utilisation which is expected to be offset by the efficiencies and observations that result in plant timesheet booking efficiencies. There is expected to be an increase in revenues rather than costs whilst these operational efficiencies are gained over the next twelve months. Failure to correctly book plant on timesheets can result in a significant loss of revenue to Council.

### **Risk Management Implications:**

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



## ***Plant Advisory Committee***

*18<sup>th</sup> August 2023*

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



## Contents

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

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

## **Enquiries:**

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

**Telephone:** 07 4745 2200

**Fax:** 07 4745 1340

**Street Address:** 29 – 33 Haig Street Normanton

**Postal Address:** PO Box 31 Normanton QLD 4890

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



## Name

The committee will be known as the Carpentaria Shire Council Plant Advisory Committee.

## Purpose

This committee shall bring together varying degrees of expertise to provide oversight of Council plant recoveries and expenditure. The purpose of the committee is to ensure the use of Council plant is optimized to minimize costs and maximise recoveries. The committee shall provide:

- A review of Council's owned plant expenditure and recovery; and
- A review of Council hired plant expenditure and recovery; and
- A review of Council's plant requirement for the following year; and
- A review of the Plant 10 Year Plan.

## References

- Plant Utilisation Report
- Plant Asset Management Plan
- Plant 10 Year Plan

## Membership

In the interest of operational efficiency, membership of the committee will generally be limited to those with plant knowledge and Council operations:

### Agency

Carpentaria Shire Council  
Carpentaria Shire Council  
Carpentaria Shire Council  
Carpentaria Shire Council  
Carpentaria Shire Council  
Carpentaria Shire Council  
Carpentaria Shire Council  
Carpentaria Shire Council  
Carpentaria Shire Council  
Carpentaria Shire Council

### Representative/s

Mayor – Jack Bawden  
Councillor – Ashley Gallagher  
CEO – Mark Crawley  
DOE – Michael Wanrooy  
Workshop Manager – William Bollen  
Works Manager – Michael Sceresini  
DCS – Julianne Meier  
Asset Manager – Tom Loadman  
Engineering Admin – Mandi Kerr  
Engineering Support – Heather Jensen

A quorum will exist if at least four 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

Council's Director of Engineering will be the chairperson.

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

- Understand Council's operational needs; and
- Working knowledge and suitable plant required to undertake Council's work.



## Key Responsibilities of Members

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

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

In addition, the Chairperson will be responsible for:

- a. ensuring that the minutes and a Committee Report containing any recommendations is presented to the Council for consideration.

## Meetings

- Meetings will generally be held quarterly, with at least one meeting in March/April in preparation for the following year's budget.
- Meetings will generally be held at the Boardroom, Council Office, Normanton.
- Out of session meetings between specific members are encouraged on a monthly basis to progress actions and take advantage of opportunities for presentation of reports for the consideration of the Plant Advisory Committee.

## Secretariat

Secretariat support will be provided by Council.

## Agendas and Minutes

The secretariat will be responsible for the following:

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



## Review

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

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

## Contact Details

All communications should be addressed to:

**Secretariat**  
Kerrod Giles  
Engineer  
**PO Box 31**  
**Normanton, Queensland, 4890**  
**Telephone: 4745 2244**  
**Email: <email>@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:

**Kerrod Giles**

**Engineer**

**4745 2244**

### Version History

Version No.	Date	Changed by	Nature of Amendment	Review Date
1	13/09/2022	Committee	Approved document	13/09/2024
2				
3				
4				

### Document sign off

This Document was **approved** by: Michael Wanrooy, Director of Engineering.



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

### 11.1 DOE REPORT

**Attachments:** NIL

**Author:** Michael Wanrooy - Director of Engineering

**Date:** 13 September 2023

**Key Outcome:** 5.1 - Integrated and timely provision and management of sustainable infrastructure and assets

**Key Strategy:** 5.1.3 Plan and implement urban improvement works which enhance local character and identify, conserve and improve the region's streetscapes and provide iconic parkland.

#### Executive Summary:

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

#### RECOMMENDATION:

That Council:

1. receive and note the Director of Engineering Report as presented; and
2. that those matters not covered by resolution be noted.

### 1. Actions Arising from Previous Meetings

Reference	Action	Status
October Meeting	Undertake a sign audit on Carpentaria LRRS network and present at December Meeting <ul style="list-style-type: none"><li>➤ Signs for Little Bynoe, Bynoe and Flinders River including no parking on bridge are being ordered from the signs manufacturer as per the plan submitted to Council December 2022 meeting.</li><li>➤ Signage arrived in Normanton. Preparing crew to install. Location plans provided to works.</li><li>➤ Signage being installed by Peter Casey's Crew</li></ul>	In Progress
December Meeting	Add Premix to grooves at the Scruton River Floodway.	Not Started
January Meeting	Repair copper log fencing at NTN Cemetery <ul style="list-style-type: none"><li>➤ Malcolm will undertake copper log replacement starting Monday 14th. Materials in Normanton.</li><li>➤ Heritage documents sent to Department for approval to undertake rotunda and wallaby fence construction</li><li>➤ Heritage documents accepted and works can proceed. Copper log fencing replacement nearly completed.</li><li>➤ The rotunda construction completed.</li><li>➤ Quotes received for wallaby proof fence</li></ul>	In Progress
March Meeting	Are there alternatives to repair scour on the footpath in Philp Street besides filling with gravel as every wet season it erodes repeatedly <ul style="list-style-type: none"><li>➤ Repairs put in works program as per plan submitted in December 2022 Meeting</li></ul>	In Progress

## BUSINESS PAPERS

Reference	Action	Status
	<ul style="list-style-type: none"> <li>➤ In works program – took foreman out to site to show scope of works</li> <li>➤ Scouring along footpath repaired. Premix to lay at median strip to divert water is put into works program.</li> </ul>	
August Meeting	<p>Shorten median island at Intersection of Landsborough and Caroline St. to tree line at Curley's end.</p> <ul style="list-style-type: none"> <li>➤ In works program</li> <li>➤ Contractor has been engaged</li> <li>➤ Works 90% completed. Require kerbing only to complete shortening of island.</li> </ul>	In Progress
August Meeting	<p>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</p> <ul style="list-style-type: none"> <li>➤ Discussed with TMR briefly – Getting plans drawn up to help push it along with TMR</li> <li>➤ Will look at improving site distance in the road reserve at Walkers Creek bend</li> <li>➤ 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.</li> <li>➤ Undertaking Safety audit and collected a statement.</li> </ul>	In Progress
November Meeting	Council to obtain quote to do minor repairs and possible fresh up paint job on Krys.	Not Started
January Meeting	<p>Normanton Town Dump. Construct a ramp near the transfer bins.</p> <ul style="list-style-type: none"> <li>➤ There are minimum guidelines to meet: Council has constructed ramps and concrete wall.</li> <li>➤ Safety rails and conveyor belt still needs to be installed.</li> </ul>	In Progress
February Meeting	Entry spring loaded gate as a second entrance to the playground in Karumba – gate to face sports centre.	Not started
March Meeting	Depth gauge and flood marker would need to be erected at the boat/barge ramp (at Burns Philp Building).	Not Started
May Meeting	<p>Street lights at Palmer Street</p> <ul style="list-style-type: none"> <li>➤ Discussions with electrical designers</li> <li>➤ 2 Solar street lights ordered</li> </ul>	In Progress
May Meeting	<p>Construct 2 ramps at Gidgee Healing</p> <ul style="list-style-type: none"> <li>➤ Locations worked out with Gidgee Healing.</li> <li>➤ Ramps to be installed within the next few weeks</li> <li>➤ Ramps installed</li> </ul>	Completed
June Meeting	<p>Look at solar lights for footpath to Rodeo Grounds</p> <ul style="list-style-type: none"> <li>➤ Inspected site</li> </ul>	Not Started

Reference	Action	Status
July Meeting	Widen concrete slab at Robert Walker Drive ➤ <b>Completed</b>	Completed

## 2. **Miscellaneous Projects**

- 2.1. 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 are being delivered to site. Council has a crew set up at Middle Camp. They will undertake bulk earthworks to raise the causeway. Tender for construction of the concrete and culvert part of the causeways has closed and will be presented as a separate report for this meeting.
- 2.2. 2022-2023 TIDS/Betterment Works – Armstrong Realignment. Council has completed designs and approvals. Attempts have been made to construct the base slab for the culverts prior to the Christmas break, but early flooding have disrupted works. New alignment has been cleared and unsuitable materials are being excavated and removed. The site is very wet. Rock bridging was used where unsuitable material are found. Cameron Young's crew have completed the earthworks. Culverts have been installed at three locations on site. One culvert set installed at the overflow, another at Armstrong creek and another smaller set towards Inverleigh. The stabiliser crew have completed the pavement stabilisation to be ready for bitumen sealing around July 24<sup>th</sup>. Concrete armour for the floodway's is in progress. The TIDS portion is now complete. Sealing was completed end of July. The betterment part of the project is now complete.
- 2.3. 2023-2024 TIDS – The stabiliser crew are currently constructing new 3km sealing works from the end of the current existing bitumen at Inverleigh on the Burketown Road.
- 2.4. RMPC Crew – undertaking patching / road patrols / herbicide / guideposts / signs / mowing as required. They are installing the signage at the Little Bynoe, Bynoe and Flinders Rivers.
- 2.5. Emergent works 89B – Council has completed emergent works on 89B. Emergent works have closed.
- 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

## BUSINESS PAPERS

- 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.

**Table:** TMR Projects progress report for 2023 – 2024

Projects	Value	Claimed	Progress
ATSI TIDS Dunbar Kowanyama Road (Cabbage Tree and Plains Ck) - 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 Creek)	\$250,000.00	0	0%
ATSI-TIDS Dunbar Kowanyama Road - Days Creek	\$960,000.00		
TIDS 2023-2024	\$835,000.00	\$0.00	0%
CN-21081 2023-24 RMPC	\$2,655,500.00	\$0.00	0%
2023 TMR Emergent Works - Working to verify estimated total with TMR. \$698,652.83 claimed prior to June	\$3,211,350.00	\$250,035.00	9%
Mentana Creek Floodway	\$1,650,000.00	\$0.00	0%
89B Formation	\$2,000,000.00	\$0.00	0%
<b>Total</b>	<b>\$12,453,743.13</b>	<b>\$250,035.00</b>	<b>0%</b>



**Photo:** New signage being installed at Little Bynoe



**Photo:** Completed entrance into Robert Walker Drive

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**Photo:** New disabled ramp access at Gidgee Healing.



**Photo:** Burketown Road 3km Pave and Seal Project.



**Photo:** Installing We are One Statue



**Photo:** We are One Statue.

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

- 3.1. ERSCON are out and about doing pickups when they can access roads.
- 3.2. Brenton Murray – At Middle Camp undertaking works on the Dunbar Kowanyama Road.

## BUSINESS PAPERS

- 3.3. Arthur King-Turner – Inkerman camp undertaking 89B Restoration Works between the Gilbert River and Dunbar.
- 3.4. Colin Charger – Donors Hill Camp – Working on the Nardoo to Leichhardt.
- 3.5. Gavin Delacour – Deadcalf camp – completed the Broadwater Iffley Road works. Started works on the Claraville Road.
- 3.6. Josie Bond – Crew at Middle Camp working on the Kowanyama Road.
- 3.7. Cameron Young – Working on the Karumba Pipeline Road. Also constructing shoulders on 89A and working on the Double Lagoon Access Road.
- 3.8. Shaun Henry and crew – At 7 Mile Camp. Completed stabilised patch repairs on 89B. The patches are now sealed. They are currently completing 3km of pave and seal works on the Burketown Road between Inverleigh and Inverleigh West.

### 4. New Projects/Grant Applications

- 4.1. Nil
- 4.2. Council is working with TMR on delivering 16 million worth of works on 89B and sharing with RoadTek. Works include Clark, Mentana Ck upgrades, emergency strip at Dunbar and raise formation on the worst sections of the road.

### 5. Reports

- 5.1. Nil
- 5.2. Budget

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Airports	464,808	36,408	37,005	73,414
Asset Management	279,341	21,750	4,900	26,650
Building Services	1,283,496	40,452	624	41,076
Coastal Management	200,000	0	1,783	1,783
Depots & Workshop	583,329	68,616	9,267	77,882
Engineering Services	851,025	145,883	179,836	325,718
Fleet & Plant	-2,787,713	-661,605	2,838,780	2,177,175
Main Roads (Rmpc And Pw)	10,658,347	3,312,373	1,083,244	4,395,617
Parks & Gardens	924,455	249,895	11,734	261,628
Pensioner Housing	188,400	11,196	5,006	16,202
Private Works	0	-86	0	-86
Public Conveniences	122,162	19,129	955	20,083
Quarries	52,000	0	0	0
Reserves	2,719	871	0	871
Road	5,453,471	299,276	97,010	396,286
Staff Housing	556,500	75,375	0	75,375

Town Planning	80,000	3,222	23,909	27,131
<b>Operating Expenditure Total</b>	<b>18,912,338</b>	<b>3,622,754</b>	<b>4,294,051</b>	<b>7,916,805</b>
Operating Income				
Airports	-252,500	-69,080	0	-69,080
Building Services	-3,660	-4,420	0	-4,420
Fleet & Plant	-50,000	-5,535	0	-5,535
Main Roads (Rmpc And Pw)	-14,540,000	-1,476,545	0	-1,476,545
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	-2,016	0	-2,016
<b>Operating Income Total</b>	<b>-16,263,612</b>	<b>-1,574,369</b>	<b>0</b>	<b>-1,574,369</b>
<b>Grand Total</b>	<b>2,648,726</b>	<b>2,048,384</b>	<b>4,294,051</b>	<b>6,342,436</b>

## BUSINESS PAPERS

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### 11.2 NDRRA/QDRF REPORT

<b>Attachments:</b>	11.2.1. Appendix A - 2021 Expenditure Summary <a href="#">↓</a>
	11.2.2. Appendix B - 2021 Completed Works Sketch <a href="#">↓</a>
	11.2.3. Appendix C - 2022 Expenditure Summary <a href="#">↓</a>
	11.2.4. Appendix D - 2022 Completed Works Sketch <a href="#">↓</a>
	11.2.5. Appendix E - Betterment Projects <a href="#">↓</a>

**Author:** John Martin - Consultant Engineering

**Date:** 13 September 2023

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

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

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#### Executive Summary:

**QRA20:** The QRA20 project is 100% complete. All submissions have been acquitted and Council have received the final payments.

**QRA21:** The QRA21 project is approximately 90.4% complete. Construction has now recommenced 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 66.1% complete. Roads with both QRA21 and QRA22 scope have 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 will continue to restore access where required within the Shire. CDO acquittal documentation has been submitted to QRA. Damage pickup and assessments have been completed. Submission 1 (Iffley Road) has been lodged with further submissions currently being prepared. 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. The push-up of gravel material has commenced for Iffley Road with construction programmed to start at the end of September/early October in conjunction with QRA23 scope as per the funding agreement. Works on the Dixie Road will take place in the 2024 calendar year.

**OTHER:** The Mitchell River Bridge project is progressing with preliminary design and options analysis. Dunbar – Kowanyama (pavement stabilization and sealing) betterment project is expected to commence in the coming weeks and the Poindestre Creek Causeway betterment project has commenced. Normanton Stormwater Upgrades betterment project acquittal documentation has been submitted.

#### RECOMMENDATION:

That Council:

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

## **BUSINESS PAPERS**

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### **Background:**

#### **2020 QRA Event**

1. All four (4) submissions have been fully acquitted and final payments have been received by Council.

#### **2021 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 90.4% 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 66.1% of the project has been completed with an estimated Expenditure Ratio of 0.92. 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.

## **BUSINESS PAPERS**

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2. CDO acquittal documentation has been submitted to QRA for emergency resupply operations and the relocation of vulnerable persons from Burketown (Approx. \$546k).
3. Approx. \$2.2million has been expended on Emergency Works with works on the Mitchell River Crossing reaching completion. Minor additional works are expected to be completed on the far northern roads now that heavy plant can traverse the Mitchell River.
4. Damage pickup and assessments have been completed on all roads within the Shire. Submission 1 (Iffley Road) has been lodged with further submissions currently being prepared QRA MARS system. 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.

### **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. Gravel push-up has commenced for the Iffley Road project. It is currently programmed for construction at the end of September/early October in conjunction with the QRA23 Iffley Road scope. The Koolatah – Dixie Road Widening project is to be constructed in conjunction with the QRA23 Koolatah - Dixie Road scope during the 2024 construction season.

### **Other**

1. The Mitchell River Bridge (NQNDMP) options analysis is progressing with preliminary design of three bridge and three alignment options in progress. Detailed LiDAR, hydraulics and geotechnical investigations have commenced with bridge design options currently being analysed. 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.
2. Gravel delivery for the Dunbar – Kowanyama (pavement and sealing) betterment project has commenced with the mobilisation of the construction crew anticipated at the end of September. High preliminary quotes for the two-coat seal indicate that the total length of the project may be reduced to not over-expend grant funding.
3. Work has commenced on the Poingdestre Creek Causeway.
4. A full list of betterment projects can be seen in Appendix E.
5. Acquittal documentation for the Normanton Stormwater Upgrades betterment project has been submitted to QRA.

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

- Mark Crawley - Chief Executive Officer

## **BUSINESS PAPERS**

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- 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**

**1/09/2023**

**90.4%**

**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	\$ 164,608.83	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	\$ 45,319.60	100%	0.93	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	\$ 2,602,931.32	100%	0.80	Accrued costs processing, construction recently completed
Cowan Downs Access	\$ 109,883.67	\$ 14,088.96	100%	0.13	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.
Claraville Road	\$ 802,925.42	\$ 35,091.54	40%	0.11	Accrued costs processing, construction has recently commenced.
Old Croydon Road (Unsealed)	\$ 410,198.93	\$ 3,429.80	0%	1.00	Preliminary costs booked, no construction has commenced.
<b>TOTAL</b>	<b>\$ 9,601,188.43</b>	<b>\$ 5,054,166.19</b>			

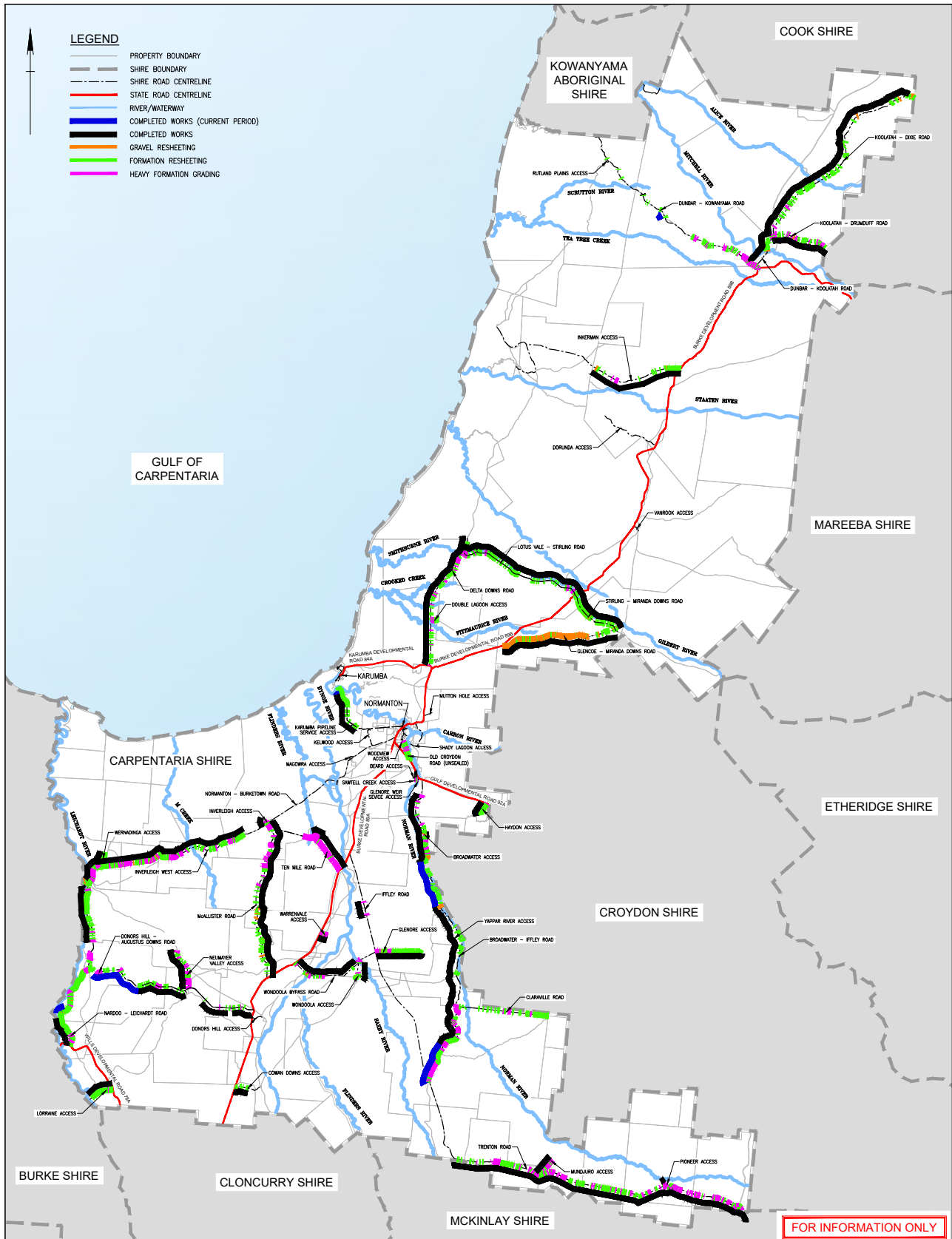
\*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 2 - CSC.0054.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Wernadanga 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	\$ 127,425.54	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	\$ 2,115,708.98	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
Karumba Pipeline Service Access	\$ 732,792.98	\$ 623,644.71	94%	0.90	Accrued costs processing, road is currently under construction
Nardoo - Leichardt Road	\$ 4,089,855.77	\$ 2,128,653.00	74%	0.71	Accrued costs processing, road is currently under construction
Donors Hill - Augustus Downs Road	\$ 1,141,343.18	\$ 1,077,011.91	80%	1.19	Accrued costs processing, road is currently under construction
Yappar Street	\$ 32,194.71	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 12,668,751.51</b>	<b>\$ 7,468,337.08</b>			



Submission 3 - CSC.0048.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Inkerman Access	\$ 562,783.25	\$ 486,447.51	100%	0.86	Overlapping camp and establishment costs with simultaneously constructed 2020 Inkerman Access. When assessing roads together expenditure is expected to align well with the combined RV.
Glencoe - Miranda Downs Road	\$ 3,529,821.76	\$ 2,577,328.41	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	\$ 22,450.77	0%	1.00	Preliminary costs booked, no construction has commenced.
<b>TOTAL</b>	<b>\$ 7,432,517.36</b>	<b>\$ 4,041,196.07</b>			

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	\$ 1,098,919.77	25%	4.64	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.
<b>TOTAL</b>	<b>\$ 917,402.00</b>	<b>\$ 1,855,909.25</b>			

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
<b>TOTAL</b>	<b>\$ 1,359,200.81</b>	<b>\$ 1,847,570.85</b>			



FOR INFORMATION ONLY

REVISIONS	16	11/09/23	REVISED FOR SEPT MEETING	AB				CLIENT	DRAWN: MIG	APPROVED:	PROJECT REF  CARPENTARIA SHIRE COUNCIL ROADS		
	15	08/08/23	REVISED FOR AUGUST MEETING	AB					DESIGN: MIG	APPROVED:			
	14	10/07/23	REVISED FOR JULY MEETING	AB					Civil SKIOTT APPROVAL			DRAWING REF  2021 CONSTRUCTION SEASON COMPLETED WORKS	
	13	12/06/23	REVISED FOR JUNE MEETING	AB									
	12	08/05/23	REVISION FOR MAY MEETING	AB									
	1	19/11/21	INITIAL ISSUE										
NO.		DATE	DESCRIPTION	DESIGN	APPROVED				DATE:	WFE:	DRAWING NO  101-021-SK703	SIZE  A1	REVISION  16

**CARPENTARIA SHIRE COUNCIL**

**SUMMARY OF QRA22 EXPENDITURE**

**CURRENT**

Project Completed

Forecast Project Expenditure to RV Ratio

1/09/2023

66.1%

0.92



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
<b>TOTAL</b>	<b>\$ 4,005,053.81</b>	<b>\$ -</b>			

\*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 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	\$ -	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	\$ 39,167.56	100%	0.61	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.
Broadwater - Iffley Road	\$ 4,346,661.50	\$ 872,479.37	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Claraville Road	\$ 1,665,824.70	\$ 92,330.91	15%	0.38	
<b>TOTAL</b>	<b>\$ 10,970,016.36</b>	<b>\$ 1,035,964.87</b>			

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	\$ 399,500.37	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	\$ -	100%	0.00	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	
<b>TOTAL</b>	<b>\$ 4,635,031.35</b>	<b>\$ 476,564.65</b>			

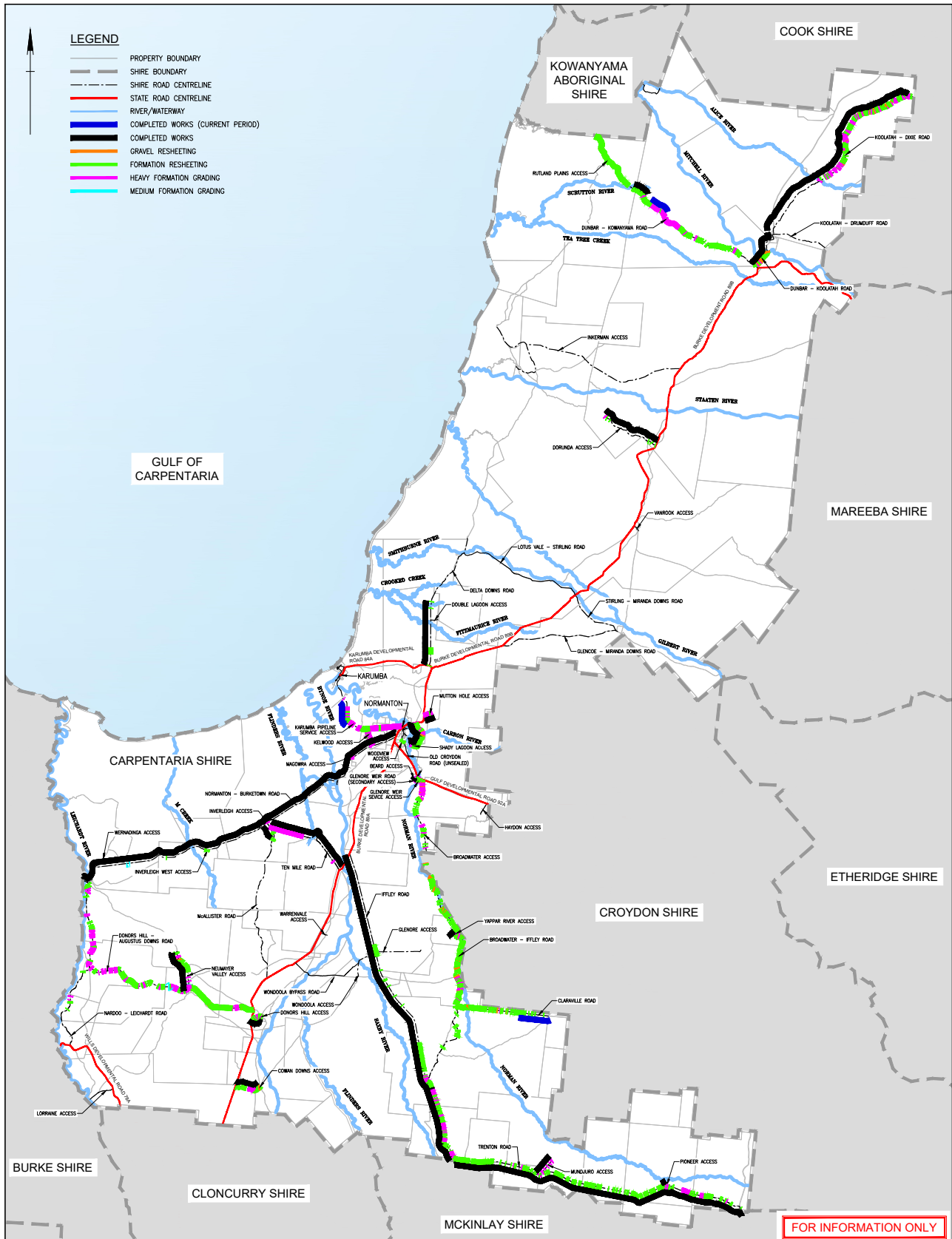
Submission 2 (CSC.0063.2122D.REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Neumayer Valley Access	\$ 432,541.55	\$ 396,376.06	100%	0.92	Overlapping camp and establishment costs with simultaneously constructed QRA21 Donors Hill - Augustus 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	\$ 161,436.83	100%	0.56	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	Accrued costs processing, construction recently completed
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	\$ 445,423.65	100%	0.86	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.
Donors Hill - Augustus Downs Road	\$ 4,133,078.25	\$ 160,611.69	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Augustus Downs Access	\$ 31,886.54	\$ -	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	\$ 65,918.50	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Karumba Pipeline Service Access	\$ 1,125,778.01	\$ 129,436.25	23%	0.51	Accrued costs processing, construction recently completed
Kelwood Access	\$ 287,341.93	\$ -	0%	1.00	
Magowra Access	\$ 55,471.26	\$ -	0%	1.00	
Nardoo - Leichardt Road	\$ 853,337.09	\$ 120.19	5%	0.00	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	\$ 1,363,880.42			

Submission 4 (CSC.0064.2122D.REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Kowanyama Road	\$ 3,499,367.68	\$ 1,515,851.42	59%	0.73	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	\$ 1,515,851.42			

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	\$ -			



FOR INFORMATION ONLY

REVISIONS	6	11/09/23	REVISED FOR SEPT MEETING	AB	
	5	8/08/23	REVISED FOR AUGUST MEETING	AB	
	4	10/07/23	REVISED FOR JULY MEETING	AB	
	3	12/06/23	REVISED FOR JUNE MEETING	AB	
	2	09/05/23	REVISED FOR MAY MEETING	AB	
	1	08/05/23	INITIAL ISSUE		
NO.	DATE	DESCRIPTION	DESIGN	APPROVED	

CLIENT  
**CARPENTARIA SHIRE**  
*Outback by the Sea*

DATE: \_\_\_\_\_

WFE: \_\_\_\_\_

PROJECT REF: CARPENTARIA SHIRE COUNCIL ROADS

DRAWING REF: 2022 CONSTRUCTION SEASON COMPLETED WORKS

DRAWING NO: 101-022-SK701

DATE: \_\_\_\_\_

WFE: \_\_\_\_\_

SIZE: A1

REVISION: 6

## 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

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### 11.3 WATER AND WASTE MONTHLY REPORT

<b>Attachments:</b>	NIL
<b>Author:</b>	Natasha Glaskin - Manager Water and Sewerage
<b>Date:</b>	13 September 2023
<b>Key Outcome:</b>	A well governed, responsive Council, providing effective leadership and management, and respecting community values
<b>Key Strategy:</b>	Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

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#### Executive Summary:

This report has been prepared to provide Council with an overview of actions completed and underway within the Water and Waste Department.

The following items of interest are presented in further detail within the report:

- Water Industry and Regional Collaboration
  - CSC officers participated in the NW-QWRAP Strategic Workshop on 24 August in Julia Creek and via teams on 12 September.
- Water and Wastewater Operations
  - Internet and network outages have required increased monitoring by Operators.
  - The water level at Glenore Weir on 31 August 2023 was 6.96m with 0mm recorded Rainfall for July.
  - Total treated water consumption (Normanton and Karumba) was 79.2ML for the month.
- Karumba Sewerage
  - A total of 8 pump replacements were required within the Karumba Sewerage network.
  - Enhancements to the irrigation network continue, additional parts are being procured as part of the upgrade works.

#### RECOMMENDATION:

That Council:

1. receive and note the Water and Waste Monthly Report for August 2023; and
2. that those matters not covered by resolution be noted.

## BUSINESS PAPERS

### Background:

#### Water Industry Update

The North-West QWRAP met for the quarterly meeting on 24 August 2023. There was insufficient time to progress the Strategic Plan, which will be tabled at a virtual Strategic Workshop in September.

The NW-QWRAP are finalizing a regional review of the Customer Service Standards (CSS) adopted by each party, which is consistent with Council's intention to review the CSS ahead of the due date. CSC's EO has developed a template and educational inputs which once finalized will be presented to Council for consideration.

Through the RAPAD Water and Sewer Group and the NW-QWRAP, Council has had the opportunity to participate in a regional procurement activity to complete reservoir inspections and cleaning using divers. Works are expected to commence in October. The collaboration has provided Council with a rate which would have been unattainable without the group, saving Council significantly on this essential maintenance activity.

#### Operations

Internet outages have required increased monitoring by Operators. The recent upgrade to Secomea has been invaluable throughout this period, supporting Operators to access the sites remotely instead of having to attend site to view the Plant and Network performance each time. The change also enhances compliance with Council's Cyber Security Policy.

##### Normanton-Karumba Water Supply Scheme

- Normanton's out of service reservoirs have had a comprehensive condition assessment completed. The draft report has been received and is under review by Council Officers. The next stage includes disinfection assessments and is critical to determine the way forward.
- SCADA Engineers visit concluded mid-August and field testing for the telemetry upgrades was a success. The works have been awarded and parts ordered. It is expected the project will be finalised in October.

The water level at Glenore Weir was measured at 6.96m 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.

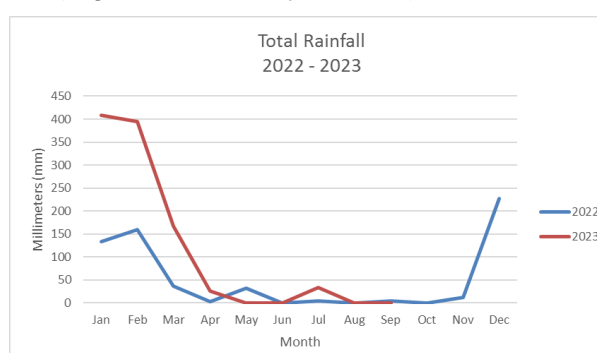


Figure 2 - Monthly Rainfall

For the month of August, approximately 81.ML was pumped from Glenore Weir and 4.2ML from the Normanton bore for a total of 85.2ML of raw water.

## BUSINESS PAPERS

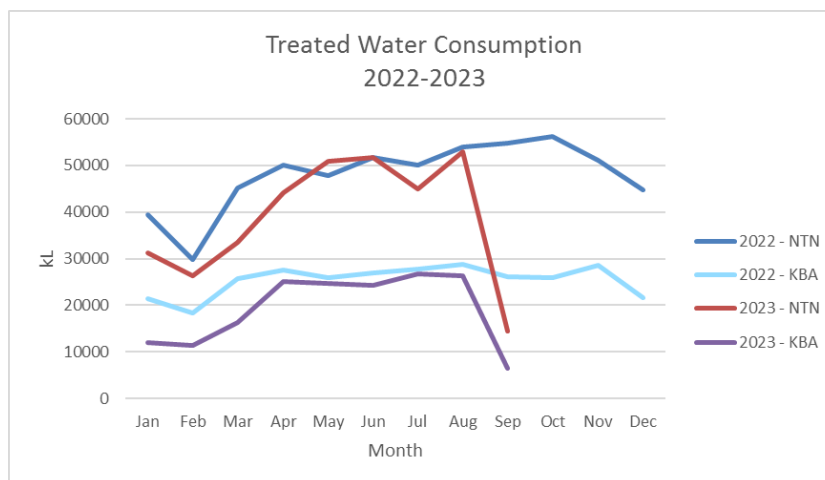


Figure 3 – Treated Water Consumption by Zone

Reservoir 1 in Karumba has a leak in the side wall which is progressively worsening. An Engineer has inspected and the reservoir will be further assessed in October using divers as part of the Reservoir Cleaning and Inspection Program to inform rectification actions. Initial advice following external inspections suggests re-sealing may be possible however this will be operationally challenging as the reservoir will need to be taken completely offline. Following the diver inspection and cleaning, a report will be provided to Council and works programmed pending time and cost.

### Normanton Sewerage Scheme

- Work has commenced to upgrade and install aerators at the Sewerage Lagoons.
  - Originally a budget submission was put forward to rectify the Ultrasonic and install the additional aerators. The Ultrasonic is irreparable and will need to be replaced. The funds allocated from the capital program will be fully allocated to the Aerators as an additional three have failed since budget adoption. The units have a life of approximately 1.5 years under our climatic conditions.
- There has been an increase in pump station faults as a result of incompatible material disposal via sewer. Water and Waste are working with CSC's EO to develop information for release to the community to raise awareness of what is not compatible with our sewer networks.
- Normanton Sewerage Treatment Plant (STP) flow meter is currently in service, and performance is being monitored.



Figure 4 - Cause of Sewerage Pump Station 2 Fault on 04/09/23

## BUSINESS PAPERS

### Karumba Sewerage Scheme

- For the month, eight (8) low pressure pumps were replaced due to failure, a further increase from the previous month and consistent with the forecasted average (Figure 6 - Sewer Reticulation Pump Replacements).
- The Golf Course Irrigation maintenance and upgrades continue. Council officers and local contractors conducted investigatory works early September and follow up works have been planned. Each connection will be upgraded to be waterproofed and enhance ongoing reliability.
- 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.
- Karumba Sewage Treatment facility treated approximately 5.4ML for the month of August (Figure 5 - Total Monthly inlet flow for Karumba STP).

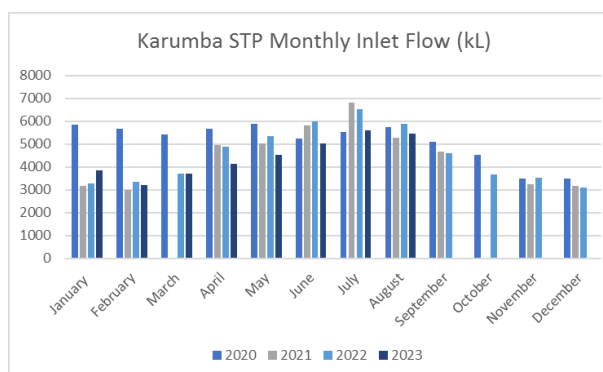


Figure 5 - Total Monthly inlet flow for Karumba STP

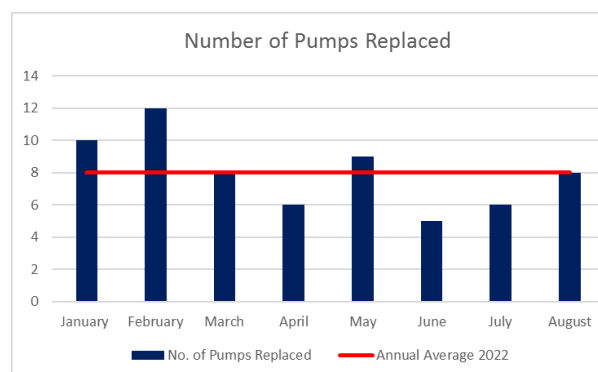


Figure 6 - Sewer Reticulation Pump Replacements

### Waste Services

- The Waste Operations Audit to inform Council's future operations is scheduled for 13<sup>th</sup> and 14<sup>th</sup> September.
- The monthly contract meeting with Wanless Pty Ltd was held on 8<sup>th</sup> September to discuss BAU operations.
  - Contractor has advised Traffic Police issued a warning for the overall height of the truck when transporting the 30m skips from Karumba. Wanless are organising a permit for travel with the bins through TMR and NHVR. The skip bins being transported are Council's Assets.
  - Theft of the contractor's equipment continues with the most recent event on 07/09/23 reinforcing the importance of the security system upgrades. Installation of cameras and additional lighting commenced 10/09/2023.
  - A Landfill Fire was reported to the Department of Environment and Science (DES) on 07/09/23. The cause is suspected to be a result of inappropriate disposal of batteries. The outcome of the reported incident will be provided to Council once received from the DES.
  - Additional resources continue to be investigated by the Contractor.

## BUSINESS PAPERS

- Annual scale calibration has been scheduled for October.
- Water and Waste are working with CSC's EO to conduct a signage review. The revised options have been drafted in accordance with the Australian Standards and are below for information. The new signage will assist self-haul disposals to reduce waste stream contaminations. This initiative will also support ongoing licence compliance.

CURRENT SIGNAGE



SUGGESTED COLOUR CODED LAYOUT



CURRENT SIGNAGE



SUGGESTED LAYOUT



EXAMPLE SIGNAGE DESIGNS - Minimalistic Design, Quick Recognition, Distinctive Colour Code



EXAMPLE SIGNAGE DESIGNS - Minimalistic Design, Quick Recognition, Distinctive Colour Code



## BUSINESS PAPERS

### 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	○	Pending.
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. Consultant engaged to complete as part of the statutory review.

### Projects – Capital & Funded Works Underway

Project No.	Project Name	On Time	On Budget	Comment
CO2411	Waste - New fencing and repair fencing at Normanton Landfill	✓	✓	Quotes being sought.
CO2410	Waste - Security System Design and install - Karumba	✓	✓	Scope being finalized.
CO2409	Waste - Security System Design and install - Normanton	✓	✓	Installation has commenced. Additional parts to be procured and installed upon arrival.
CS2403	Sewer - Analyser Upgrades / Replacement Program	✓	✓	Quotes being sought.
CS2401	Sewer - Generator for Pump Station 3	○	○	Quotes being sought.
CS2202	Sewer - Karumba - Pump Replacement (eone)	✓	✓	Stage 1 complete.
CS2405	Sewer - Karumba Sewerage Upgrades and Renewals	○	○	Specifications being finalized for quotation process to commence. This project includes the enhancements of the Irrigation system.
CS2201	Sewer - Karumba STP - Membrane Replacement & Skid Renewal	○	○	Options analysis and specification being finalized and will be presented to Council.
CS2404	Sewer - Pump Replacement Program	✓	✓	Commenced. Additional quotes being sourced.
CS2402	Sewer - STP - Ultrasonic Rectification and Aerator Install	✓	✓	Aerator Install progressing; site works have been completed and awaiting delivery of aerators for install. Expected completion is end of September.  Ultrasonic unable to be repaired. Quotes returned

## BUSINESS PAPERS

Project No.	Project Name	On Time	On Budget	Comment
		✗	✗	for upgrade and replacement and allocated funds are insufficient. Funds will need to be re-allocated this FY and/or allocated in next FY.
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	✓	✓	Prioritisation underway and quotes to be sought.
RRF002	Water - Karumba Water Tower/Reservoirs On site Chlorine Generator	✓	✓	<u>Complete.</u>
CW2402	Water - Meter Replacement Program - Pending advice in Smart Metering Business Case	○	○	Expression of Interest being prepared for release to the market to ensure Council can demonstrate best value for money and ascertain the best solution for our region.
RRF005	Water - Normanton Treatment Plant - Replacement of Soda Ash Dosing system	✓	✓	Soda Ash Upgrade is expected to conclude in November. Currently running to schedule and contractors are being arranged for the installation and commissioning.
CW2401	Water - Normanton Water Treatment Plant Storage Upgrades	○	✓	Prioritisation underway and quotes to be sought.
CW2408	Water - Pump Replacement Program	✓	✓	Quotes being sought.
CW2403	Water - SCADA / Telemetry Renewals	✓	✓	Field testing of upgrades complete in August. Works have been awarded and are expected to be complete in October.
WQ2205	Water - Treatment Plant - Controls/Monitoring - Priorities to be established.	✓	✓	<u>Complete.</u>

## BUSINESS PAPERS

### Operational Works / Projects raised by Council

Item	Description	On Time	On Budget	Comment
1	<b>Raw Water Irrigation Network – Short Term</b> <b>Date Raised: 17 May 2023</b> 1. Confirm the design basis for the existing raw water scheme 2. Establish automatic control and monitoring of the system including; 2.1 Install control valve on the inlet to raw water tanks to provide automatic control 2.2 Install level instrumentation for online monitoring and control 2.3 Configure control and establish setpoints in treated water storage to inhibit Raw Water Irrigation tanks filling during periods of high demand 2.4 Install flowmeters on inlet of storage tank 2.5 Install flowmeter on discharge of irrigation pumps 3. Establish control functionality for operation of irrigation system during off-peak times to limit usage where possible 4. Create schedule for irrigation of Council controlled connections to limit overirrigation. 5. Establish Quotas 6. Investigate, locate and repair leaks on Raw Water Main from Glenore Weir	✓	✓	<b>Complete.</b> 1. Will be considered as part of Glenore Weir Main replacement. 2. Complete 2.1 Complete 2.2 Complete 2.3 Complete 2.4 Complete 2.5 Not currently required. 3. Complete 4. Covered under current water restrictions and will be considered as part of Demand Management in the future. 5. Not currently required. 6. Ongoing.
2	<b>Waste Operational Audit</b> <b>Date Raised: 17 May 2023</b> 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.	✓	✓	Specialist provider has been engaged. Site Visit to be conducted 13 <sup>th</sup> and 14 <sup>th</sup> September.
3	<b>Customer Service Standards</b> <b>Date Raised: June 2023</b>	○	✓	Works continue to review the Customer Service Standards including benchmarking and comparison against surrounding Council's and those of similar size.

### Consultation (Internal/External):

- Michael Wanrooy - Director of Engineering
- Natasha Glaskin – Manager Water and Waste
- Matthew Brennan – Engineer
- Joe Beddows – Technical Officer (Water and Waste)
- Executive Leadership Team
- Jacinda Sceresini – Executive Officer (Projects, Communication and Governance)
- Trades and operational staff
- TEG Consultants
- Wanless Pty Ltd

### Legal Implications:

- Low.

## BUSINESS PAPERS

### Financial and Resource Implications:

- Medium – High.

#### Resources

With key staff movements, leave and resignation the impact to remaining resources to continue to provide essential services is increasingly challenging and is not sustainable. Recruitment is underway for Normanton based vacancies with >80% of applications received for the Operator Position being ineligible. Efforts continue to address long-standing vacancies.

As a result of staff movements, budgets will be impacted to maintain continuity of services, with temporary and contract engagements being sourced.

Water and Waste formally acknowledge the support being provided by Assets & Trades to manage critical operations during shortages.

#### Financial

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Landfill/ Waste Transfer Operations	979,853	121,587	52,447	174,034
Raw Water Network	55,000	90	0	90
Refuse Collection	203,083	38,013	0	38,013
Sewerage	1,923,140	102,334	100,086	202,420
Water	3,563,313	181,558	202,943	384,501
<b>Operating Expenditure Total</b>	<b>6,724,388</b>	<b>443,582</b>	<b>355,475</b>	<b>799,057</b>
<b>Operating Income</b>				
Landfill/ Waste Transfer Operations	-737,000	-389,651	0	-389,651
Refuse Collection	0	-3,628	0	-3,628
Sewerage	-1,695,000	-772,423	0	-772,423
Water	-1,852,500	-1,281,225	0	-1,281,225
<b>Operating Income Total</b>	<b>-4,284,500</b>	<b>-2,446,927</b>	<b>0</b>	<b>-2,446,927</b>
<b>Grand Total</b>	<b>2,439,888</b>	<b>-2,003,345</b>	<b>355,475</b>	<b>-1,647,870</b>

### Risk Management Implications:

- Continue to monitor.

## BUSINESS PAPERS

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### 11.4 ASSET MANAGEMENT REPORT

<b>Attachments:</b>	NIL
<b>Author:</b>	Tom Loadsman - Assets Manager
<b>Date:</b>	13 September 2023
<b>Key Outcome:</b>	Day to day management of activities within Engineering Services Directorate
<b>Key Strategy:</b>	As per the Departmental Plan for Engineering Services

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#### **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:**

#### **Plant Replacement Program**

- Kubota UTV X900 Delivered and Familiarity training provided.
- Vermeer Vacuum Trailer familiarity training provided.
- 2 x Dual Cab Hilux – Pacific Toyota – July Production, October Delivery
- Single Cab Hilux – Pacific Toyota – July Production, October Delivery
- Single Cab Hi-rider Hilux – John Cole – Currently at Rydweld for fit out
- Single Cab petrol Hilux's – John Cole – In the country
- Dual Cab Hilux 4x4 – John Cole – No confirmation of production dates
- Grader – Hastings – Delivered with pre inspection complete.
- Isuzu Tilt Tray Truck – Ordered – No ETA
- Isuzu WTP Tipper – Ordered – No ETA
- Isuzu Tipper – Ordered Jan/Feb Expected Delivery
- Plumbers Truck – Ordered – No ETA
- Replacement Dual cab Hilux P1150 – Ordered, due in October/November
- 2024 Grader and light vehicle tender sent to procurement for release.

## BUSINESS PAPERS

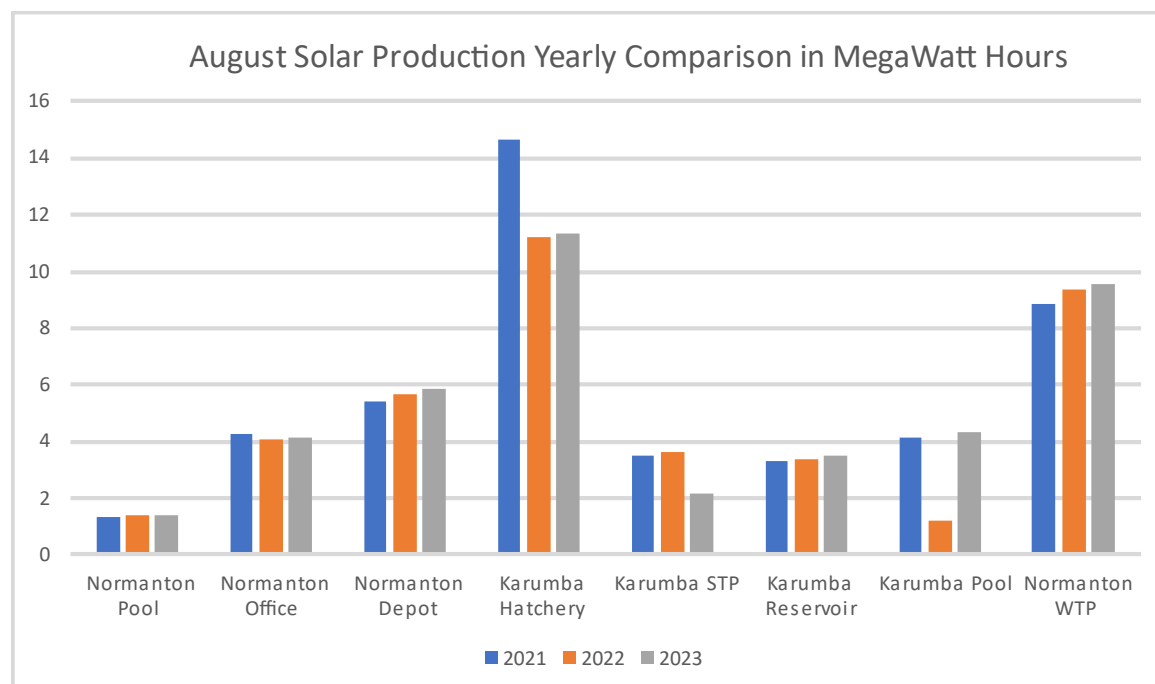
### Plant and Fuel

August plant recovery is currently at 33901 hours, up from a recorded 21979 hours in July. There are currently issues between Definitiv and Synergy, with hours not balancing between systems. Once these are balanced, the August recovery will increase. Costs were abnormally high this month with insurance and hire costs from both July and August applied.

Plant Monthly Report				
	Hours Accumulated	Revenue	Costs	NET
July	21797.86	\$ 621,086.09	\$ 197,908.09	\$ 423,178.00
August	33901.13	\$ 1,229,184.40	\$ 1,199,775.57	\$ 29,408.83

### Solar System Performance

The chart below details the solar production for the month of August in comparison to previous years. The LWBDC is now back online, producing a healthy amount of energy however this was affected by communications issues which will bump up the figures slightly. The Karumba STP has similar communications issues however the units are still producing power.



## BUSINESS PAPERS

### Capital Works Programme

Work has begun on the 23/24 capital works programme. The table below shows the current completion percentage and the operational stage.

Project Description	Completion %	Stage
Buildings - Normanton Depot Workshop Office - Refurbish	5%	Scheduled 2024
Buildings - 17 Palmer Street - Internal repaint	15%	Quotations
Buildings - 17 Palmer Street - Renew kitchen/Bathroom	60%	Installation
Buildings - 52 Green Street - Replace kitchen/Fix Bathroom	5%	Ordered/Scheduled
Buildings - Les Wilson Barra Discovery Centre - Barra pond pump installation	40%	Technical Assessments/Ordering
Buildings - Les Wilson Barra Discovery Centre - Water Ingress Prevention	5%	Design/Planning
Buildings - 2/150 Yappar Street - Replace shade cloth with roof sheeting	5%	Scheduled 2024
Buildings - Normanton Shire Office - Airconditioning system (engineering)	20%	Quotations
Buildings - 38 Woodward Street - Veranda repairs	5%	Scheduled 2024
Buildings - Burns Philip - Renew box guttering	10%	Technical Assessments
Footpaths - New or renewals based on condition assessment	5%	Planning
Buildings - Normanton Shire Office - Renew box guttering	5%	Technical Assessments
Buildings - Brown Street Units - Renew kitchen, floors & internal repaint	5%	Scheduled 2024
Buildings - Depot Store Mezzanine Floor - Enclose for Records Storage	5%	Planning
Buildings - Burns Philip - Top office repairs	5%	Scheduled 2024
Other - Normanton Water Park - Control system	25%	Ordered
Buildings - 12 Airport Road - External repaint	10%	Quotations
Flood Camera - New camera at Mitchell River	0%	Tentative/Funded
Flood Gauges - Refurb existing gauges	0%	Tentative/Funded
Buildings - 1 Brodie Street - Replace floor coverings	5%	Moved to Other Priorities
Buildings - 2 Norman Street - Roof Renewal	20%	Design/Quotations
Buildings - 2/72 Thompson Street - Refurb entire unit	5%	Planning
Buildings - 23 Woodward Street - External painting	10%	Quotations
Buildings - 36 Woodward Street - External repaint	10%	Quotations
Waste - Security System Design and install - Karumba	10%	Technical Assessments
Waste - Security System Design and install - Normanton	40%	Installation
Cemetery - priorities from Masterplan Karumba & Normanton	0%	Technical Assessments

## BUSINESS PAPERS

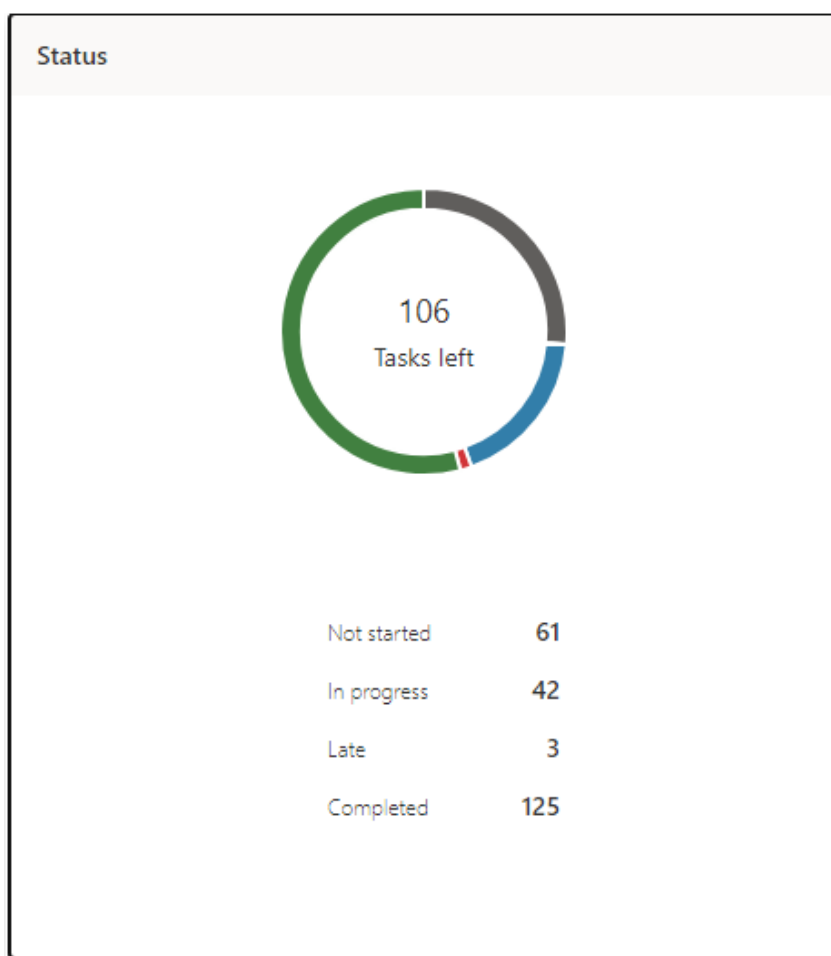
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### **Normanton Pool**

The Normanton pool has been completely regouted and resealed with refilling planned for the 12<sup>th</sup> of September. The refill process will be done slowly as to not put further pressure on the incoming water supply. The re-filling process will take approximately 2 weeks with a reopening of the pool is the 1<sup>st</sup> of October.

### **TRADES REPORT**

The Trades department have performed multiple reactive, preventative, and capital works over the month of August with Notable items are provided in more detail below. Sean is working through the backlog of electrical/technical jobs whilst also supporting the water and waste team. Robert has been busy with plumbing inspections, sewer and water meter installations and other maintenance tasks. Malcolm is continuing work on 17 Palmer Street as discussed below as well as completing the installation of the “We Are One” statue on the main street.



*Asset Works Department Job Status – (23/24 FY)*

## BUSINESS PAPERS

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### 17 Palmer Street

Renovations continue with the removal of wall sheets uncovered a lot of rotten timber framing. As a result two walls were removed and replaced. Old kitchen has been removed and new kitchen is currently being installed.



*17 Palmer Street Renovation Works*

## **BUSINESS PAPERS**

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### Kubota RTV

The new 2023 Kubota RTV has arrived with familiarization and maintenance training performed.



### Vermeer Vacuum Trailer

The Water/waste and trades team completed their training on the Vermeer vacuum trailer.



## **BUSINESS PAPERS**

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**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

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### 11.5 WORKSHOP REPORT

**Attachments:** NIL

**Author:** William Bollen - Workshop Foreman

**Date:** 13 September 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.

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#### Executive Summary:

This report provides information and updates to Council on various maintenance and repairs that are facilitated within the Workshop.

#### RECOMMENDATION:

That Council:

1. 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>
Hilux	P9807	120,000km Log Book Service
Hilux	P9926	40,000klm Service
Isuzu Truck	P2903	Repair A/C system and replaced fuel pump on tank
Landcruiser	P1210	30,000klm Log Book Service
Hilux	P1771	280,000klm Service. Replaced front tyres and replaced tail light assembly
Landcruiser	P1164	Swivel Hub re-kit and replaced front wheel bearings
Hilux	P1979	180,000klm Log Book Service. Front engine mounts replaced
Hilux	P9919	Repaired headlight

## BUSINESS PAPERS

<u>Plant Type</u>	<u>Plant Number</u>	<u>Maintenance Task</u>
Landcruiser	P9925	Replaced windscreen
Hilux	P9807	120,000klm Log Book Service. UHF replaced
Isuzu Truck	P2902	Adjust fan belt, re-positioned work light harness and order clutch kit and fly wheel
Fuel Pod	P6026	Replaced flow meter and replaced fuse holder
Fuel Pod	P6025	Replaced flow meter
Fuel Pod	P6018	Replaced fuse holder, replaced hose and installed switch
Hilux	P9934	Repaired tail light bar operation
Isuzu Truck	P2902	Repaired power window switch and checked lights
Hilux	P9920	Repaired lights and replaced globes
Grader	P3515	Replaced cracked coolant line
Grader	P3717	Replaced alternator and adjusted side shift ram cups
Isuzu Truck	P2736	Serviced, replaced driver's window, replaced brake light switch, replace A/C controls and replaced UHF
Grader	P3515	Replaced seals in hydraulic actuator
Hilux	P1181	Replaced front lower control arms and replaced front struts. Gulf Auto completed wheel alignment
Traffic Lights	P9829	Replaced batteries, cleaned solar panels and test
Grader	P3515	Repaired A/C system and blow out radiator
Isuzu Giga	P2511	Delivered 2 x loads of fresh drinking water to 2 Mile
Pioneer Camp	P6504	Replaced battery and tested winch setup
Pioneer Camp	P6503	Replaced battery and tested winch setup
Forklift	P4501	Replaced battery and tested alternator. New dash required

## BUSINESS PAPERS

<u>Plant Type</u>	<u>Plant Number</u>	<u>Maintenance Task</u>
Hilux	P1906	120,000klm Log Book Service and replaced left beacon
Landcruiser	P1210	Balanced and replaced all 4 x tyres and checked fluids
Hilux	P9933	100,000klm Log Book Service
Landcruiser	P9931	Replaced and balanced front tyres. 40,000klm Log Book Service
Landcruiser	P9936	130,000klm Log Book Service and front pads replaced
Hilux	P1773	Replaced and balanced all 4 x tyres and checked vehicle fluids
Trailer	P6014	Replaced all 4 x leaf springs packs and rocker boxes, aligned axles and replaced wheel bearings
Hilux	P1170	70,000klm Log Book Service, replaced all 4 x tyres and replaced rear struts
Prado	P1955	140,000klm Log Book Service
Landcruiser	P9923	Replaced windscreen
Landcruiser	P9314	Repaired spare tyre door hinge and replaced number plate light
Hilux	P1767	Checked vehicle over and put into storage
Mack Spreader	P9306	Replaced batteries and repaired starting fault
Light Tower	P4701	Checked all fluids and delivered to Burns Philp Building for Charity Ball
Roller	P9723	Removed damaged steel plates
Grader	P3316	Prep machine for work, stickers, air box etc. (New)
Backhoe	P3137	Replaced left front tyre, checked all fluid levels and washdown
Float	P0394	Repaired and installed new pin in ramp
Generator	P9766	Requested to inspect operation of generator

## BUSINESS PAPERS

<u>Plant Type</u>	<u>Plant Number</u>	<u>Maintenance Task</u>
Generator	P9954	Requested to inspect operation of generator
Generator	P9953	Requested to inspect operation of generator
Hearse	P1022	Replaced all 4 x tyres. Store had nil stock so purchased from Top Servo
Forklift	P4500	Diagnosed park brake issue
Loader	P3701	Replaced lights and poles, replaced bulbs, repaired short in auto greaser
Roller	P9309	Diagnosed operation issue
Roller	P9311	Maintenance check during call out
Roller	P9411	Maintenance check during call out
Grader	P3515	Tandem housing shim adjustments
Skid steer Track	P3810	Removed tracks, removed both drive assemblies, pressure cleaned, replaced all drive hoses, replaced isolating bearings, replaced cab mounts, repaired A/C intake housing and top with oil and test
Stablisser	P3810	Replaced regulator valve and door struts
Loader	P3701	Make and solder new fitting for lift arms
Isuzu Truck	P2902	Retrieve from 7 Mile and order flywheel
Poison Pod		Cleaned carburettor and repaired water leaks
Mower	P4512	Replaced both steer tyres
Landcruiser	P9936	Inspected dash warning lights – bypass isolator
Fuel Pod Trailer	P6909 – P4609	Weld up spare tyre frame and reposition away from jockey wheel
Main Fuel Tank	P9764	Replaced brittle O-ring in reel
Western Star	P2403	Replaced rear left suspension air bag and removed damaged guards

## BUSINESS PAPERS

<u>Plant Type</u>	<u>Plant Number</u>	<u>Maintenance Task</u>
Hilux	P1773	60,000klm Log Book Service
Hilux	P9807	120,000klm Log Book Service
Backhoe	P3609	Engine removed and sent to Mark Diesel for rebuild

**Consultation (Internal/External):**

- Nil.

**Legal Implications:**

- Nil.

**Financial and Resource Implications:**

- Nil.

**Risk Management Implications:**

- Within normal operating parameters.

## BUSINESS PAPERS

### 11.6 BUILDING AND PLANNING REPORT

**Attachments:** NIL

**Author:** Elizabeth Browning - Engineering Records Operator

**Date:** 13 September 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 August 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/2308	BPK Wren Pty Ltd c/- RPS AAP Consulting	18 Philp Street Normanton QLD 4890 (Lot 5 SP136532)	MCU (Multiple Dwelling) 4 duplex units	Public Notification (24/07/2023 – 15/08/2023). No objections received.
I/2315	Andrew Murphy	1 Beard Crescent Normanton QLD 4890 (Lot 1 RP902029)	MCU Building on Industrial Lot) Carports & access	Pending

##### Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
N/A				

## BUSINESS PAPERS

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### Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
I/2327	Qld Government – GEH – Q-Build	20 Haig Street Normanton QLD 4890 (Lot 8 N14876)	Roof Cladding replacement	\$45,000.00 approx

### 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

### Consultation (internal/external)

- Jennifer Roughan – Consultant Town Planner
- Peter Watton – Project Manager/Building Certifier
- Stacey Devaney – Senior Planner, RPS
- Sam Leggerini – Planner, RPS
- Marina Dunstan – Senior Associate, Preston Law
- Morgan Currie – Law Graduate, Preston Law
- Dept of State Development, Infrastructure, Local Government and Planning
- Dee Petersen – Planning Technical Support Officer, Mareeba Shire Council (Major Amendment No.1 of 2023 - Mareeba Shire Council Planning Scheme 2016 – Subdivision in the Rural zone)

### Legal implications

- N/A

## **BUSINESS PAPERS**

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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

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### **11.7 APPLICATION NO. I/2315 - MATERIAL CHANGE OF USE (BUILDING ON INDUSTRIAL LOT) - 1 BEARD CRESCENT, NORMANTON**

**Attachments:** 11.7.1. 1 Beard Crescent combined assessment report [↓](#)

**Author:** Elizabeth Browning - Engineering Records Operator

**Date:** 13 September 2023

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**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.

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#### **Executive Summary:**

Council is in receipt of an application for a development permit for a Material Change of Use for Industry, involving new sheds and access. The property is located at 1 Beard Crescent Normanton (on the corner of Wurrup Street) and accommodates Murph's Plumbing. It is more properly described as Lot 1 on RP902029.

The proposed development is Code Assessable and is recommended for approval.

#### **RECOMMENDATION:**

That Council resolve:

In accordance with the Planning Act 2016, that the applicant be notified that the application for a Development Permit for Material Change of Use for Industry (being the expansion of an existing operation through the establishment of new sheds and new access at 1 Beard Crescent, Normanton, formally described as Lot 1 on RP902029, is approved, subject to the conditions detailed below.

#### **Background:**

##### **Reasons for approval**

The proposed development complies or can be conditioned to comply with all applicable assessment benchmarks, including:

- Industry zone code
- General development code
- Advertising devices code
- Aerodrome and aviation facilities overlay.

It therefore must be approved in accordance with the Planning Act section 60 (2).

The proposed development is consistent with the intentions for the industry zone and does not create any significant new impacts.

## **BUSINESS PAPERS**

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### **A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)**

#### **General**

1. The development shall be undertaken substantially in accordance with the proposal plans:
  - (i) A101 site plan dated August 23
  - (ii) A102 layout plan dated August 23
  - (iii) AWS1234002 – 3 Layout 28/06/23
  - (iv) AWS1234002 – 4 Specification Sheet 28/06/23
  - (v) AWS1234003 – 3 Layout 28/06/23
  - (vi) AWS1234003 – 4 Specification Sheet 28/06/23
  - (vii) AWS1234004 – 3 Layout 28/06/23
  - (viii) AWS1234004 – 4 Specification Sheet 28/06/23

#### **Access, car parking and vehicle movement areas**

2. The new driveway access is to be constructed in accordance with FNQROC Standard Drawing S1015 for access crossover (for commercial and industrial crossing).

#### **Services**

3. The development is to be connected to Council's reticulated water supply and sewerage system.
4. The proponent is to meet all costs of connections and any upgrades to urban services (water, sewer, electricity, telecommunications and drainage).
5. Should any of the Council's assets be damaged during the construction of any associated works, the cost of the reinstatement of all such assets shall be met by the proponent.

#### **Lighting**

6. The level of illumination at the boundary of the site from any lighting installed does not exceed 8 lux.

#### **Maintenance of the Site**

7. The level of illumination at the boundary of the site from any lighting installed does not exceed 8 lux.

#### **Advisory Notes**

- a) The proposed buildings will require building certification.

## **BUSINESS PAPERS**

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- b) Any signage proposed for the use may require an additional approval under the Shire of Carpentaria Planning Scheme and Council's local laws – refer to the Shire of Carpentaria Planning Scheme Table 4.17 Assessment Categories and Relevant Assessment Criteria for the Industry Zone – Other Development and Subordinate local law 1.14 Installation of Advertising devices.
- c) In accordance with section 85 of the Planning Act 2016, this approval will lapse six (6) years from the day the approval takes effect.

### **TOWN PLANNING REPORT**

The attached combined report has been prepared by Council's Town Planning Consultant, Jennifer Roughan.

#### **Consultation:**

- Town Planning Consultant, Jennifer Roughan
- Owner, Andrew Murphy

#### **Legal Implications:**

- Planning Act 2016, Council's Town Planning Scheme

#### **Policy Implications:**

- Nil

#### **Financial & Resource Implications:**

- Nil

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

- Low – risks are within operational parameters

# ROUGH PLAN

DEVELOPMENT APPLICATION – MATERIAL CHANGE OF USE  
FOR INDUSTRY

1 BEARD CRESCENT, NORMANTON

APPLICATION NO: I/2315

ROUGH PLAN

## Version Control

Revision	Date issued	Author	Revision type
0	10/09/2023	J. Roughan	Report for Council agenda

ROUGH PLAN

## Table of Contents

1.0	Executive Summary.....	1
1.1	Development application details .....	1
1.2	Summary of Assessment.....	1
2.0	The Site and Proposed Development .....	2
2.1	The Site .....	2
2.2	The Proposed Development .....	3
3.0	Assessment .....	4
	Decision Making Requirements for Code Assessable Development .....	4
3.1	Shire of Carpentaria Planning Scheme Assessment Benchmarks.....	4
4.0	Recommendation.....	5

## Appendices

Appendix A: Proposed of Development Plans .....	12
Appendix B: Assessment against Applicable Planning Scheme Codes .....	18

ROUGH PLAN

## 1.0 Executive Summary

### 1.1 Development application details

Proposed development:	The application seeks a development permit for a material change of use for industry, involving new sheds and new access
Planning scheme definition	Industry
Site address:	1 Beard Crescent, Normanton
Real property description:	Lot 1 RP902029
Site area:	1797m <sup>2</sup>
Zone:	Industry zone
Overlays:	<ul style="list-style-type: none"><li>• Aerodrome and aviation facilities overlay</li><li>• Acid sulphate soils overlay</li></ul> <i>Note the proposed development is not made assessable against the acid sulfate soils overlay codes</i>
Category of assessment:	Code assessable
Applicable assessment benchmarks:	<ul style="list-style-type: none"><li>• Industry zone code</li><li>• General development code</li><li>• Advertising devices code</li><li>• Aerodrome and aviation facilities overlay</li></ul>
Owner and applicant:	Mr Andrew Murphy

### 1.2 Summary of Assessment

The proposed development complies or can be conditioned to comply with all applicable assessment benchmarks, including:

- Industry zone code
- General development code
- Advertising devices code
- Aerodrome and aviation facilities overlay

It therefore must be approved in accordance with the Planning Act section 60(2).

ROUGH PLAN

## 2.0 The Site and Proposed Development

### 2.1 The Site

The subject land is located at 1 Beard Crescent, Normanton, on the corner of Wurrup Street. It is formally described as Lot 1 on RP902029 and has an area of 1012m<sup>2</sup>. It is included in the industry zone under the Carpentaria Shire Planning Scheme and currently accommodates Murph's Plumbing.



Figure 1: Aerial view

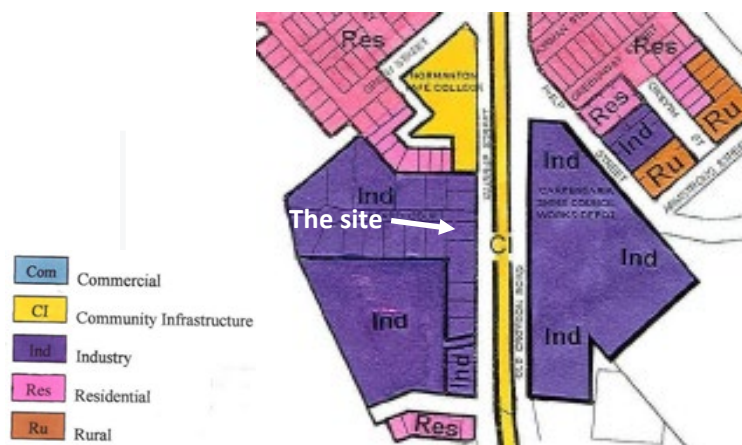


Figure 2: Zoning

ROUGH PLAN

## 2.2 The Proposed Development

The proposal relates to the existing industrial operation on the site, Murph's Plumbing. The applicant proposes to establish new sheds and a new access from Beard Street, which constitutes a material change on the site and requires a code assessable application. The proposed changes are indicated on Figure 3 and in Appendix A.

The proposal involves an additional site cover of around 198m<sup>2</sup> and the new sheds will have a height of around 5m. However, no other changes to the nature or intensity of the current operation are proposed.



Figure 3: Site layout plan

ROUGH PLAN

### 3.0 Assessment

#### Decision Making Requirements for Code Assessable Development

*The Planning Act 2016 requirements for code assessment are set out in section 45 (3). It requires that a code assessable application must be carried out only:*

- (a) against the applicable assessment benchmarks (including the relevant codes in the planning scheme and the relevant assessment benchmarks set out in the State Planning Policy ; and*
- (b) having regard to any matters prescribed by regulation (which include the State Planning Policy and the material submitted with the application).*

*Section 60 (2) of the Planning Act states that, after carrying out the assessment, the assessment manager:*

- (a) must decide to approve the application to the extent the development complies with all of the assessment benchmarks for the development;*
- (b) may decide to approve the application even if the development does not comply with some of the assessment benchmarks;*
- (c) may impose development conditions on an approval; and*
- (d) may, to the extent the development does not comply with some or all the assessment benchmarks, decide to refuse the application only if compliance can not be achieved by imposing development conditions.*

#### 3.1 Shire of Carpentaria Planning Scheme Assessment Benchmarks

Under the table of assessment for the industry zone, the proposed development is **code assessable** and the **applicable assessment benchmarks** are identified as the **industry zone code**, the **general development code**, the **advertising devices code** and the **aerodrome and aviation facilities overlay code**.

The subject land also falls within the acid sulphate soils overlay areas. However, the tables of assessment for that overlay makes the proposed development exempt (or accepted development) from assessment against the relevant overlay code.

An overview of the proposal's performance against the applicable codes is provided below. A more detailed assessment against the specific benchmarks nominated in each code is provided in Appendix B.

The industry zone code is intended to support industrial activities while managing potential impacts (refer overall outcomes section 4.12.1). The proposed development is consistent with this intention and is a use that is expected in the industrial zone.

The proposed buildings do not change the character of the operation or the locality and are consistent with all relevant code requirements. It complies or can be conditioned to comply with all requirements dealing with servicing and access.

The development proposal will have no impact on airport operations.

ROUGH PLAN

## 4.0 Recommendation

### Recommendation

That Council resolve:

In accordance with the Planning Act 2016, that the applicant be notified that the application for a Development Permit for material change of use for industry (being the expansion of an existing operation through the establishment of new sheds and access) at 1 Beard Crescent, Normanton, formally described as Lot 1 on RP902029, is approved, subject to the conditions detailed below.

### Reasons for approval

The proposed development complies or can be conditioned to comply with all applicable assessment benchmarks, including:

- Industry zone code
- General development code
- Advertising devices code
- Aerodrome and aviation facilities overlay code

It therefore must be approved in accordance with the Planning Act section 60(2).

The proposed development is consistent with the intentions for the industry zone and does not create any significant new impacts.

### Conditions

#### General

1. The development shall be undertaken substantially in accordance with the proposal plans:
  - (i) A101 site plan dated August 23
  - (ii) A102 layout plan dated August 23
  - (iii) AWS1234002 – 3 Layout 28/06/23
  - (iv) AWS1234002 – 4 Specification Sheet 28/06/23
  - (v) AWS1234003 – 3 Layout 28/06/23
  - (vi) AWS1234003 – 4 Specification Sheet 28/06/23
  - (vii) AWS1234004 – 3 Layout 28/06/23
  - (viii) AWS1234004 – 4 Specification Sheet 28/06/23

#### Access, car parking and vehicle movement areas

2. The new driveway access is to be constructed in accordance with FNQROC Standard Drawing S1015 for access crossovers (for commercial and industrial crossing).

#### Services

3. The development is to be connected to Council's reticulated water supply and sewerage system.
4. The proponent is to meet all costs of connections and any upgrades to urban services (water, sewer, electricity, telecommunications and drainage).
5. Should any of the Council's assets be damaged during the construction of any associated works, the cost of the reinstatement of all such assets shall be met by the proponent.

ROUGH PLAN

Lighting

6. The level of illumination at the boundary of the site from any lighting installed does not exceed 8 lux.

Maintenance of the Site

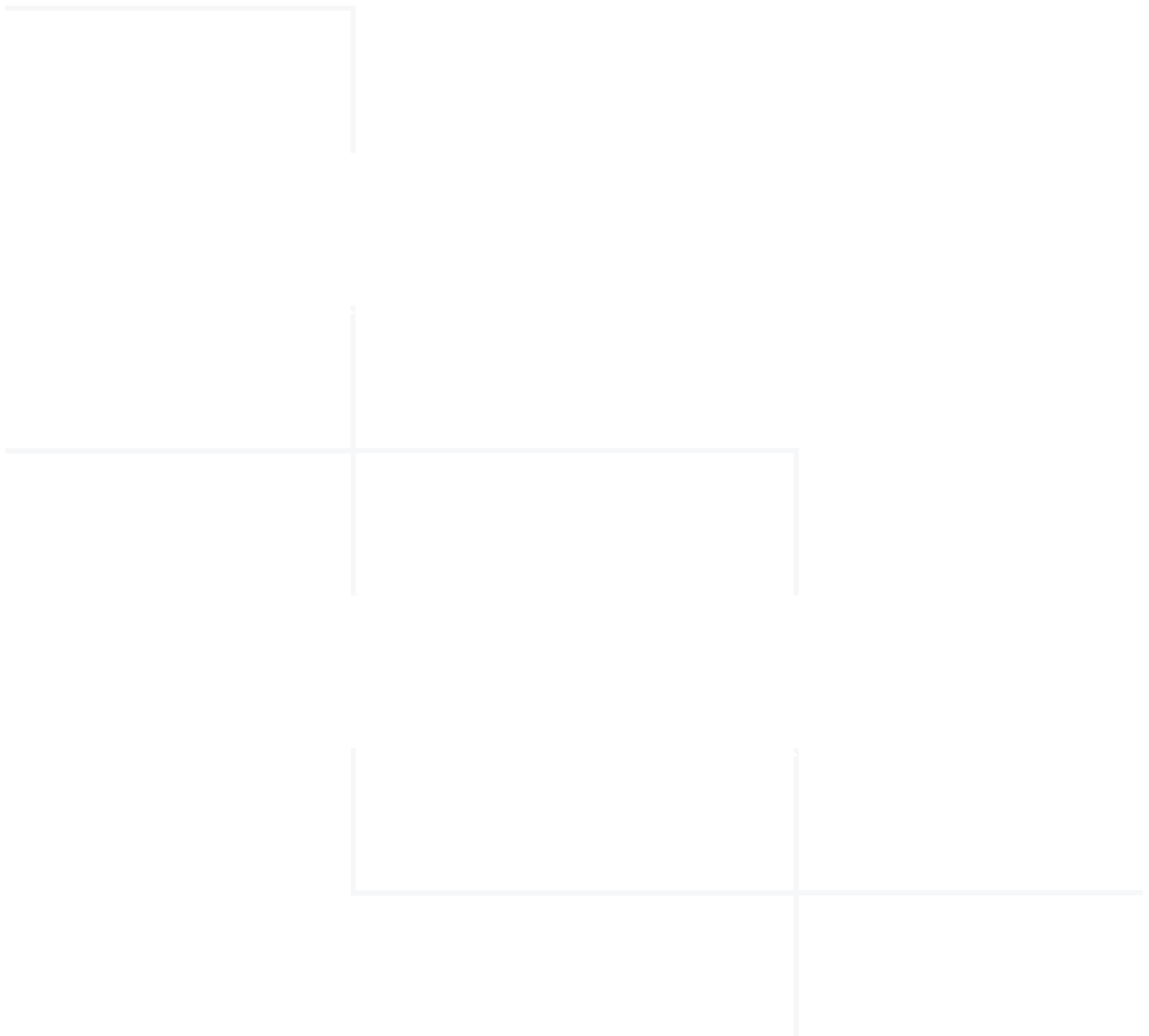
3. The development site is to be maintained in a clean and tidy condition at all times.

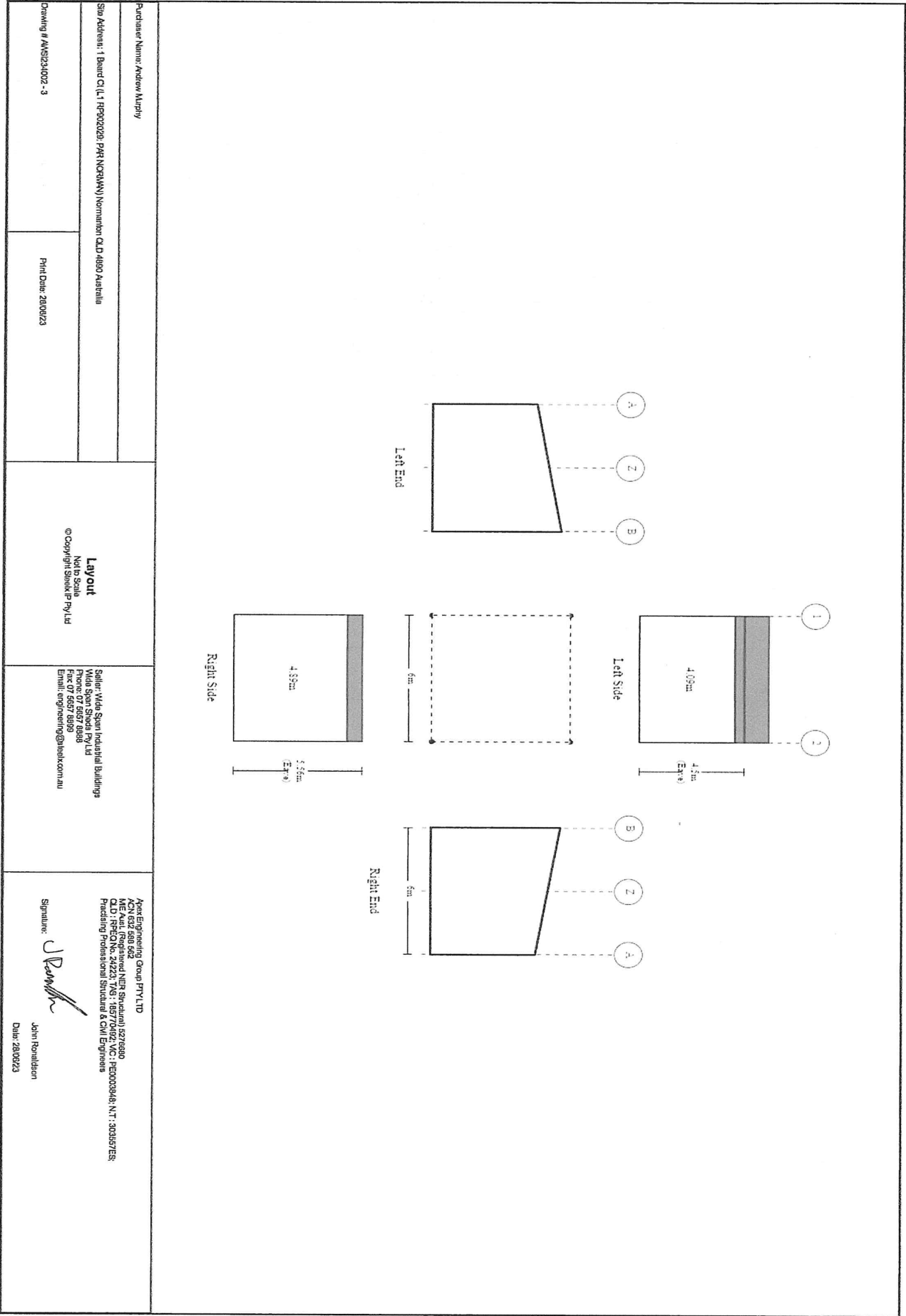
Advisory notes

1. The proposed buildings will require building certification.
2. Any signage proposed for the use may require an additional approval under the Shire of Carpentaria Planning Scheme and Council's local laws – refer to the Shire of Carpentaria Planning Scheme Table 4.17 Assessment Categories and Relevant Assessment Criteria for the Industry Zone – Other Development and Subordinate local law 1.14 Installation of Advertising Devices.
3. In accordance with section 85 of the Planning Act 2016, this approval will lapse six (6) years from the day the approval takes effect.

ROUGH PLAN

## Appendix A: Proposed of Development Plans





# MATERIAL SPECIFICATIONS

For further information regarding the tabulated values shown, refer to the General Notes

Building Dimensions				
Categories	Span	Length	Pitch	Height (Grids)
Main Building	6	6	10	4.5
				A - B
				1 - 2


Portal Frame Elements			
Grid / Portal Number	1	2	
Columns	A	2C20015	2C20015
	B	2C20015	2C20015
Beams	A - B	C16015	C16015
Knee Braces	A - B	C16012 @ 0.98m	C16012 @ 0.98m
	B - A	C16012 @ 0.98m	C16012 @ 0.98m

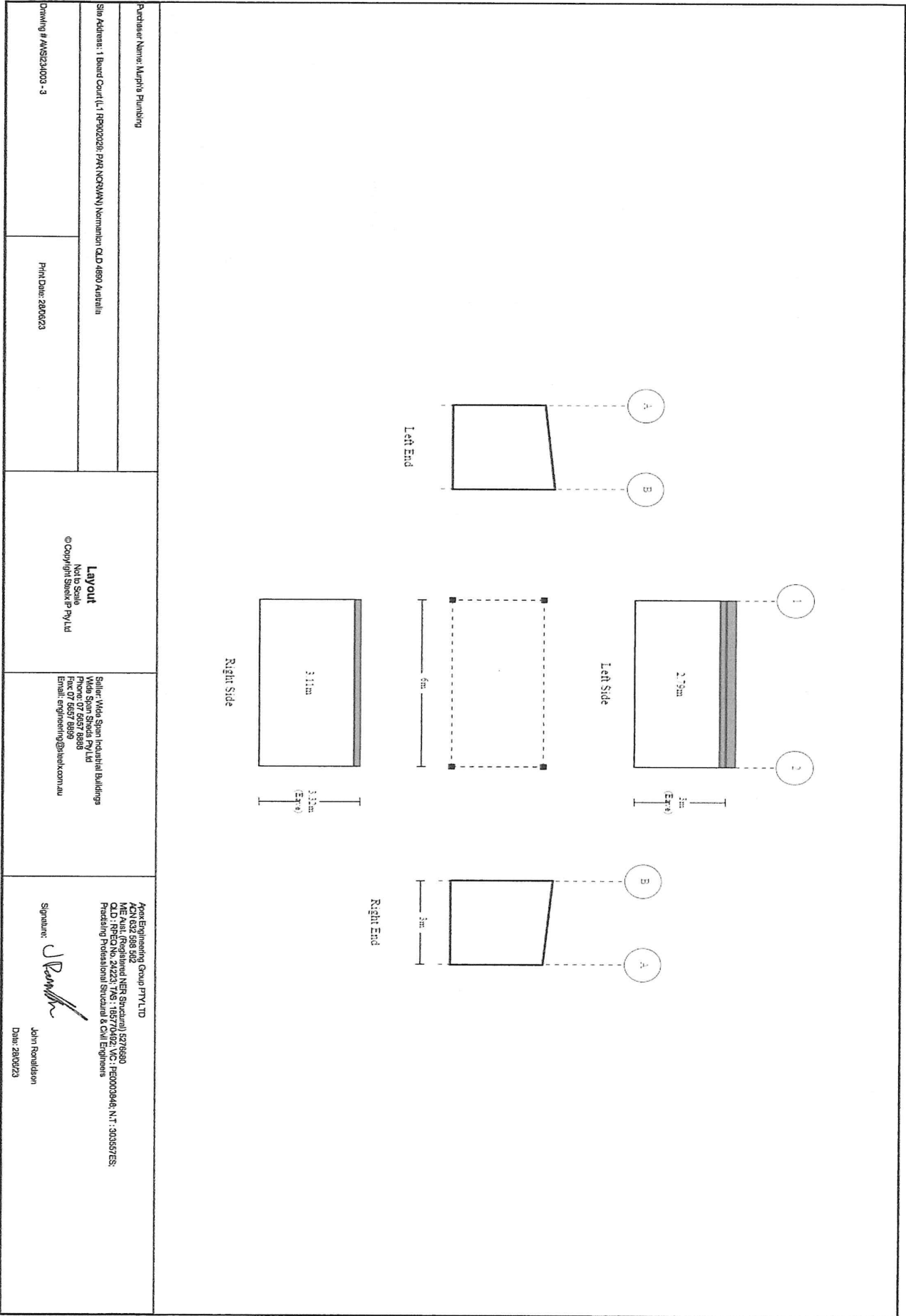
Bay Section Elements			
Grid / Bay Number	1	2	Maximum
Roof Purlin Bridging (Rows)	A - Apex	YES (1)	
	Apex - B	-	
Roof Purlin Spacing (End)	A - B	1.16	1.160
Roof Purlin Spacing (Internal Spans)	A - B	1.204	1.400
Eave Purlin	A	2C20015	
Eave Girt	B	2Z16015	
Side Girt Spacing (End)	A	1.26	1.250
	B	0.640	1.250
Side Girt Spacing (Internal)	A	1.45	1.450
	B	0.640	1.450

Cladding Elements		Product
Roof Sheeting	ZINCALUME® steel	TRIMCLAD® 0.42 BMT (0.47CT)
Roof Flashing	ZINCALUME® steel	Bluescope 0.55 BMT
Wall Sheeting	ZINCALUME® steel	TRIMCLAD® 0.42 BMT (0.47CT)
Wall Flashing	ZINCALUME® steel	Bluescope 0.55 BMT

## Pier Sizes

Admission (kPa)	Soil Description	Diameter (m)	Depth (m) - when NO Slab	Depth (m) - when WITH Slab
0	Sandy Soil	0.3	-	1.2
		0.45	0.9	0.85
		0.6	0.9	0.85
25	Soft to Firm Clay	0.3	-	-
		0.45	0.9	0.85
		0.6	0.9	0.85
50	Stiff to Very Stiff Clay	0.3	-	-
		0.45	0.9	0.85
		0.6	0.9	0.85

Revision	Date	Initial	Purchaser Name: Andrew Murphy	Specification Sheet	<p>Page 1 of 1</p> <p>Copyright Steel IP Pty Ltd</p>	<p>Seller: Wide Span Industrial Buildings</p> <p>Name: Wide Span Sheds Pty Ltd</p> <p>Phone: 07 6657 8888</p> <p>Fax: 07 6657 8890</p> <p>Email: enquiries@steelbox.com.au</p>	<p>Apex Engineering Group PTY LTD</p> <p>ACN 632 588 562</p> <p>ME Aust. (Registered NER Structural) 2270000</p> <p>Qld. (RPED No. 24221) TAS : 18570402 VIC : PR0000448 NT : 30355755</p> <p>Practising Professional Structural &amp; Civil Engineer</p> <p>Signature: </p> <p>John Bondeson</p> <p>Date: 20/09/23</p>
			Site Address: 1 Beard Ct (L1 RP902020) PAR NORMAN Norman QLD 4899 Australia				
			Drawing # AWSI234002 - 4	Print Date: 20/09/2023			



**For further information regarding the tabulated values shown, refer to the General Notes**

Categories	Span	Length	Pitch	Height	Grid(s)	Portal(s)
Main Building	3	6	6	3	A-B	1-2

Grid / Portal Number	1	2
Columns	A SHS1040	SHS1040
	B SHS1040	SHS1040
Railfins	A-B C20019	C20019

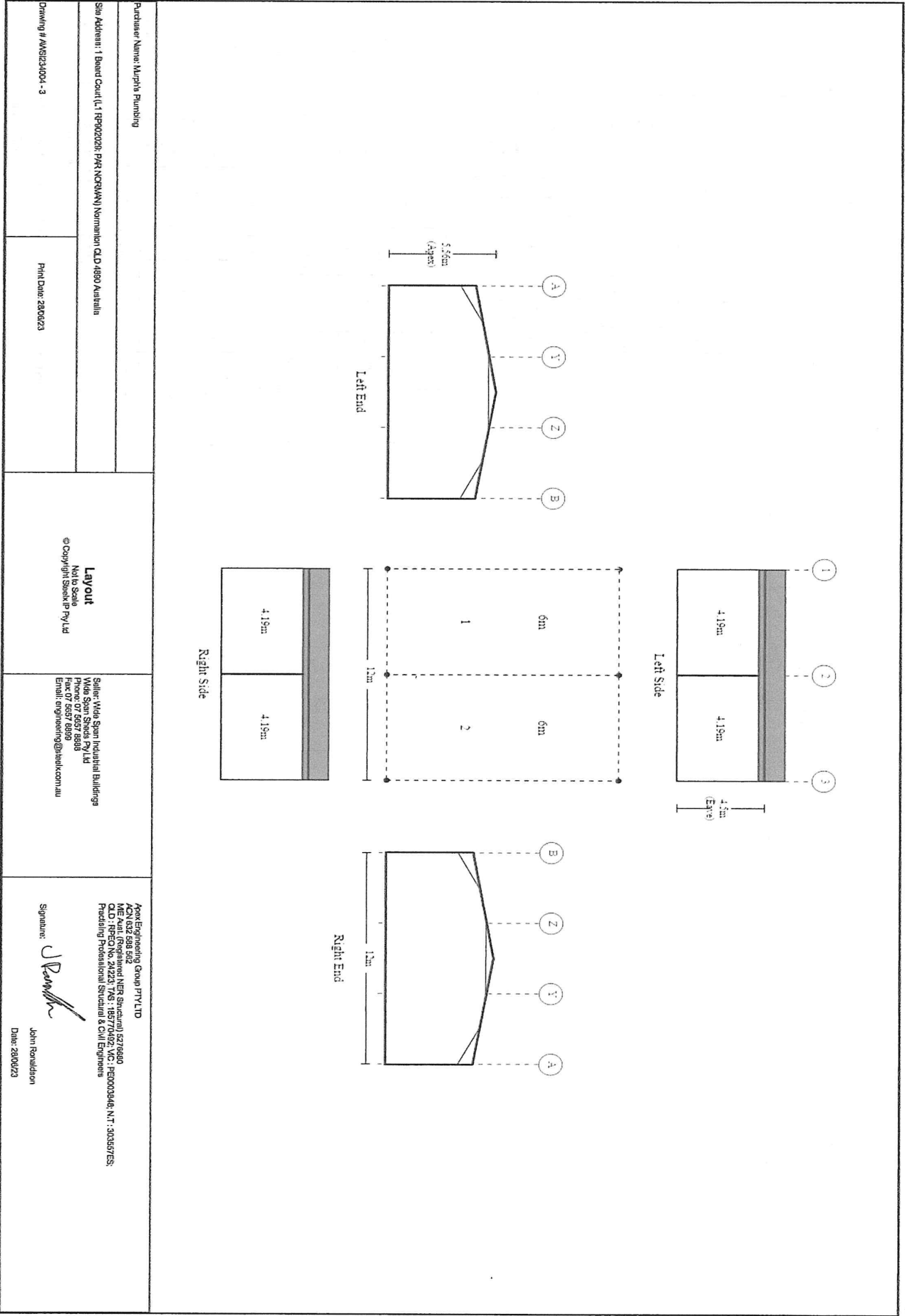
Grid Bay Number	A - Axxx	YES (2)	Maximum
Roof Purlin Bridging (Rows)	Approx. B	*	
Roof Purlin Spacing (End)	A - B	1,006	1,050
Roof Purlin Spacing (Internal Span)	A - B	1,006	1,200
Eave Purlin	A	C230719	
	B	C230719	
Side Girts Spacing (End)	A	0.11	1,350
	B	0.11	1,350
Side Girts Spacing (Internal)	A	0.11	1,400
	B	0.11	1,400

Category	Colour	Product
Roof Sheeting	ZINCALUME® steel	TRIMCLAD® 0.42 BMT (0.47TCT)
Wall Sheeting	ZINCALUME® steel	TRIMCLAD® 0.42 BMT (0.47TCT)

Depth (m) - when NO Slab	Depth (m) - with NO Slab	Diameter (m)		Soil Description	Adhesion (kPa)
		BP1	BP1		
		1	1	Sandy Soil	0
		1	1		
		1	1		
		1	1	Soft to Firm Clay	25
		1	1		
		1	1		
		1	1	Stiff to Very Stiff Clay	50
		1	1		
		1	1		
		1	1		

Depth (m) - when NO Slab	Depth (m) - with NO Slab	Diameter (m)		Soil Description	Adhesion (kPa)
		BP1	BP1		
		1	1	Sandy Soil	0
		1	1		
		1	1		
		1	1	Soft to Firm Clay	25
		1	1		
		1	1		
		1	1	Stiff to Very Stiff Clay	50
		1	1		
		1	1		
		1	1		

Page 408



**For further information regarding the tabulated values shown, refer to the General Notes**


Building Dimensions						
Categories	Span	Length	Pitch	Height	Grid(s)	Portal(s)
Main Building	12	12	10	4.5	A - B	1 - 3

Grid / Point Number	1	2	3
Columns	A	2C20015	2C20015
	B	2C20015	2C20015
Reliefs	A - Apex	2C20015	2C20015
	Apex - B	2C20015	2C20015
Apex Branca	Apex	C15012 @ 3.6m	C15012 @ 3.6m
	A - Apex	C20015 @ 2.18m	C20015 @ 2.18m
Knee Branca	Apex - B	C20015 @ 2.18m	C15012 @ 2.18m

Bay Section Elements			
Grid / Bay Number	1	2	Maximum
Bay Widths	6	6	
Roof Purlins (refer to Purlin and Girt Plan)	Z150	Z150	
Roof Purlin Bridging (Roxo)	A - Apex YES (!)	YES (!)	
Roof Purlin Spacing (End)	Apex - B YES (!)	YES (!)	
	A - Apex 1.15	1.15	1.150
	Apex - B 1.15	1.15	1.150
Roof Purlin Spacing (Internal Span)			
	A - Apex 1.205	1.205	1.400
	Apex - B 1.205	1.205	1.400
Ende Purlin	A 2XC15015	2XC15015	
	B 2XC15015	2XC15015	
Side Girts Spacing (End)	A 1.25	1.25	1.250
	B 1.25	1.25	1.250
Side Girts Spacing (Internal)	A 1.45	1.45	1.450
	B 1.45	1.45	1.450

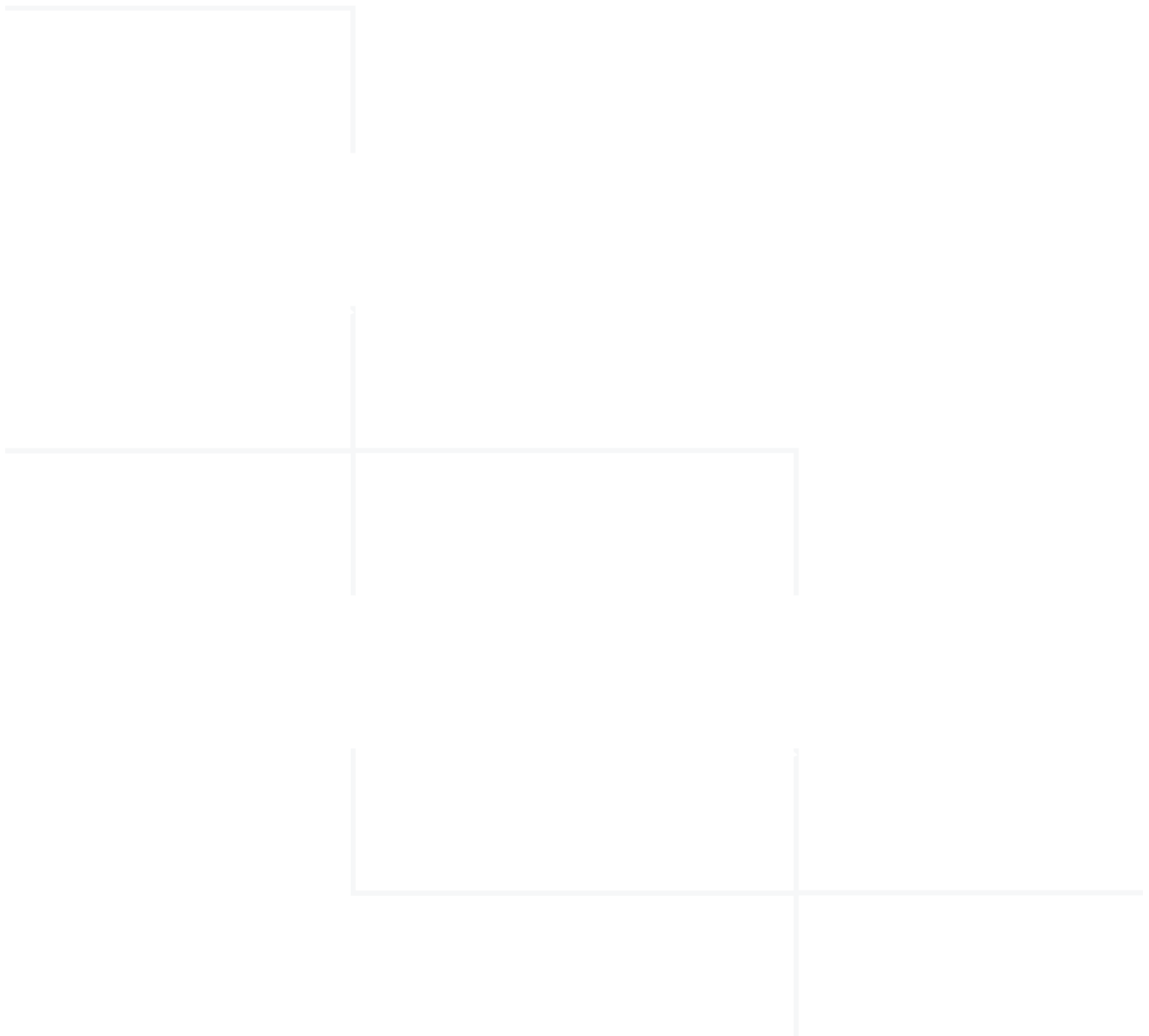
Category	Colour	Product
Roof Shingles	ZINCALUMED steel	TRIMCLAD® 0.42 BMT (0.47 C1)
Roof Flashings	ZINCALUMED steel	BulkScope 0.55 BMT
Wall Shingles	ZINCALUMED steel	TRIMCLAD® 0.42 BMT (0.47 C1)
Wall Flashing	ZINCALUMED steel	BulkScope 0.55 BMT

Adhesion (kPa)	Soil Description	Diameter (m)	Depth (m)		Depth (m)	
			- when NO Slab	- with Slab	- when NO Slab	- with Slab
0	Sandy Soil	0.3	-	-	-	-
		0.45	1.1	1.0	0.95	0.85
		0.6	0.86	1.3	0.85	0.86
25	Soil to Firm Clay	0.3	-	-	-	-
		0.45	0.6	1.1	0.85	0.86
		0.6	0.86	1.1	0.85	0.86
50	Stiff to Very Stiff Clay	0.3	-	-	-	-
		0.45	0.85	1	0.85	0.86
		0.6	0.86	1	0.85	0.86

Revision	Date	Initial	<p><b>Specification Sheet</b></p> <p>Page 1 of 1</p> <p>©Copyright Steink IP Pty Ltd</p>	<p>Seller: Waa Span Industrial Buildings Waa Span Industrial Buildings 100/100 The Esplanade, Suite 100, Epping NSW 1503 CD Mail (Registered Civil Structural) : 0250300446, N.T. : 30255725; Pressing Professional Structural &amp; Civil Engineers</p>	<p>Apex Engineering Group Pty Ltd ACN 632 888 562 ME Mail (Registered M&amp;E Structural) 0274860 100/100 The Esplanade, Suite 100, Epping NSW 1503 CD Mail (Registered Civil Structural) : 0250300446, N.T. : 30255725; Pressing Professional Structural &amp; Civil Engineers</p>
Purchaser Name: Murphy's Plumbing					
Site Address: 1 Beard Court (L1 RP002020: PAR NORMAN) Normanton QLD 4850 Australia					
Drawing # AWS234004 -4		Print Date: 28/08/2023			
<p>Signature:  John Rendition Date: 28/08/23</p>					

ROUGH PLAN

## Appendix B: Assessment against Applicable Planning Scheme Codes



# ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p><b>Consistent and Inconsistent Activities in the Industry Zone</b></p> <p>The following defined uses or use classes are consistent with the Overall Outcomes sought by the Zone:-</p> <p>(i) Business (where located within the Karumba Township);</p> <p>(ii) Caretaker's Residence;</p> <p>(iii) Community Infrastructure;</p> <p>(iv) Dwelling House (where located within the Karumba Township);</p> <p>(v) Industry;</p> <p>(vi) Service Station; and</p> <p>(vii) Showroom.</p> <p>The following defined uses or use classes are inconsistent with the Overall Outcomes sought by the Zone:-</p> <p>(i) Accommodation Building;</p> <p>(ii) Aerodromes and Aviation Facilities;</p> <p>(iii) Agriculture;</p> <p>(iv) Animal Husbandry;</p> <p>(v) Business (where not located within the Karumba Township);</p> <p>(vi) Community Facilities;</p> <p>(vii) Duplex Dwelling;</p> <p>(viii) Dwelling House (where not located within the Karumba Township);</p> <p>(ix) Extractive Industry;</p> <p>(x) Home-based Industry;</p> <p>(xi) Hotel;</p> <p>(xii) Intensive Agriculture;</p> <p>(xiii) Medical Centre;</p> <p>(xiv) Minor Aquaculture;</p> <p>(xv) Motel;</p> <p>(xvi) Multiple Dwelling;</p> <p>(xvii) Shop;</p> <p>(xviii) Special Industry;</p> <p>(xix) Sport and Recreation;</p> <p>(xx) Station Homestead; and</p> <p>(xxi) Tourism - minor and major.</p>	<p>No probable solutions are prescribed.</p> <p>No probable solutions are prescribed.</p>	<p><b>Complies</b> - listed as a consistent use</p>
<p><b>Natural and Cultural Values</b></p> <p>There are no significant adverse effects on the cultural and natural values of the environment, including water pollution, arising from, but not limited to:-</p>	<p>No probable solutions are prescribed.</p>	<p><b>Complies</b> – no significant impacts are likely.</p>

PAGE 19

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
(i) disturbance of the land; (ii) siting of buildings and other works; (iii) waste disposal; (iv) public access; or (v) fire hazard.		
<b>Amenity, Public Health or Safety</b> There are no significant adverse effects on amenity, public health or safety with regard to the following:- (i) sewage disposal; (ii) water supply for human use; or (iii) permanent or temporary occupation of, or access to, areas subject to natural hazards.	No probable solutions are prescribed.	<b>Complies</b> – no significant impacts are likely.
<b>Operation and Provision of Infrastructure</b> Uses are of a type and scale that maintain the standards of service identified in Schedule 1, Part 1.	No probable solutions are prescribed	<b>Complies</b> – the proposed development will be compatible with standards of service identified in Schedule 1, Part 1.
Water supply, sewerage and roads are provided to:- (i) meet appropriate standards at the least whole-of-life cost, including avoiding unnecessary duplication; (ii) be robust and fit for the purposes and intended period of operation; (iii) be easily maintained without unnecessarily requiring specialist expertise or equipment; (iv) be comprised of components and materials that are readily accessible and available from numerous local sources; and (v) be readily integrated with existing systems and facilitate the orderly provision of future systems.	Water supply, sewerage and roads are constructed to relevant standards stated in Schedule 1, Part 3.	<b>NA</b> – the proposal will not be constructing new water supply, sewerage or road works, but can be connected to services as set out above
The safe and efficient operation of roads and railways are maintained having regard to:- (i) the nature of vehicles using the road;	No probable solutions are prescribed	<b>Complies</b> – the proposed vehicular access will be of an appropriate standard and location.

PROPOSED INDUSTRIAL SHEDS  
1 BEARD CRESCENT, NROMANTON

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
(ii) the location of uses that may be adversely affected by noise and dust generated from use of the road or railway; (iii) the location and design of access points; and (iv) the design of stormwater drainage.	No probable solutions are prescribed	<b>Complies</b> – the proposed development will have no impact on aircraft operations.
Uses and works are located and designed to avoid significant adverse effects on safe aircraft operations due to:- (i) physical intrusions; (ii) reduced visibility; (iii) collisions with birds; (iv) electromagnetic interference with aircraft navigation systems; or (v) other functional problems for aircraft (including artificial lighting hazards).		
<b>Water Quality Maintenance</b>  All activities maintain the water quality of Carpentaria Shire's groundwater, waterways and surface water storages	Any activities which:- a) involve the handling of water-borne pollutants are provided with bunded, impervious surfaces linked to an integrated drainage and treatment system; b) involve the storage of waste water are provided with properly designed and constructed, secure, sealed storage facilities; or c) contain all liquid wastes and discharge them to a sewer or removed from the site for treatment and disposal to an approved facility.	<b>Complies</b> – there will be no change to the current operation of the site relevant to water quality.
<b>Built Form</b>  The built form is compatible with the desired character and amenity of the surrounding area and does not adversely affect the visual amenity.	The maximum height of a building, structure or object, or height at which an activity is carried out, is 12.75m.	<b>Complies</b> – meets the probable solution for building height and the built form is generally compatible with its setting.
<b>Other Uses</b>	No probable solutions are prescribed	<b>NA</b>

PROPOSED INDUSTRIAL SHEDS  
1 BEARD CRESCENT, NROMANTON

[ R O U G H P L A N ]

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
In order to operate effectively industrial uses need a waterfront location or need to be located adjacent to other uses requiring a waterfront location.		

## 6.9 General Development Code

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<b>Boundary Roads</b> Proposals aid in the orderly and proper acquisition of land.	A new road having one half the width of any other road in that locality is provided where a proposal for such a road occurs at the boundary of the land and the land is in two or more ownerships. Concrete kerb and channel is required along the frontage or frontages in urban areas.	<b>NA</b> – the proposal does not involve the construction of new roads
<b>Electricity</b> Residential, Commercial and Industrial uses are supplied with electricity where supply is practical.	The proposal demonstrates that a supply of electricity is approved, where a supply is practical, prior to Council's endorsement on the plan of survey.	<b>Can be conditioned to comply</b>
<b>External Works</b> Any defined uses or use classes are to provide for external works relative to its size and scale and location in an urban or rural area.	Proposals include:- (i) in non-urban areas the construction of concrete kerb and channel is to be for the full length of the frontage or frontages of the site if such standard of kerb and channel exists within 100m of the development; (ii) grading of the footpath for the full length of the frontage or frontages of the site; (iii) crossings over channel and footpath; (iv) a constructed footpath for the full length of the frontage or frontages of the site if such standard of constructed footpath exists within 100m of the development; (v) where the road is not fully paved, the paving of the road with bitumen between the existing pavement and the	<b>Can be conditioned to comply</b>

PROPOSED INDUSTRIAL SHEDS  
1 BEARD CRESCENT, NROMANTON

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<b>Landscaping</b>  The visual amenity in any locality is enhanced by proposals that incorporate landscaping appropriate to the area in the density and height of the vegetation proposed. Visual screening by mounds, screen walls, or the planting of trees and shrubs.	Existing vegetation to be retained.  (vi) where the road is not paved, the construction of the carriageway and the paving with bitumen from the lip of the channel to the centre-line for half the width of the carriageway or for a width of 6 metres, whichever is greater. Where concrete kerb and channel is not required, for a width of 6 metres if such standard of road exists within 100m of the development.	<b>Complies</b> – no existing vegetation will be lost
<b>Lighting</b>  Any proposed lighting has no adverse impacts on the surrounding residential areas	The level of illumination at the boundary of the site does not exceed 8 lux measured at any level upwards from the ground level.  Lighting is shielded or screened in a manner that causes minimal impact on adjoining properties.	<b>Can be conditioned to comply</b>
<b>Parking, Loading and Unloading</b>  Car parking does not hinder or obstruct the use of any area by pedestrians or other vehicles.  Parking areas are laid out in such a manner as to provide adequate access to each parking space and to permit free circulation of vehicles entering, leaving and parking.	Parking spaces comply with Table 6.10 - Areas and Dimensions.  Access to parking spaces is provided from an aisle with an unobstructed width of at least 6.2 metres.  For a parallel parking space the minimum dimensions are 6.2 metres by 2.6 metres.  Car parking spaces for particular uses are in accordance with Table 6.11 - Number of Car Parking Spaces Required.	<b>Complies</b> – the driveway access is more than 15m from the intersection and does not hinder movement.  There will be no change to the number of car parks or employees on the site. The proposed sheds will provide covered parking.

PROPOSED INDUSTRIAL SHEDS  
1 BEARD CRESCENT, NROMANTON

[ R O U G H P L A N ]

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
	<p>The gradient of a parking space does not exceed 10 per cent.</p> <p>Parking areas are:-</p> <ul style="list-style-type: none"> <li>(i) drained, sealed, marked and signed;</li> <li>(ii) readily accessible for vehicular use and designed so that vehicles can enter and leave the premises in forward gear;</li> <li>(iii) not closer than 3 metres from the alignment of any structure;</li> <li>(iv) not closer than 3 metres to any boundary of the site;</li> <li>(v) landscaped;</li> <li>(vi) provided with trolley bay areas, pedestrian walkways and devices to facilitate safe pedestrian circulation; and</li> <li>(vii) provided with motorbike and cycle parking spaces.</li> </ul> <p>Parking areas are located within the site on which the use is to be conducted.</p> <p>Adequate space is provided for the loading, unloading and fueling of vehicles, for the parking of trailers and for the picking up and setting down of passengers.</p>	
Parking of heavy vehicles has no detrimental effect on the amenity of residential areas.	<p>Heavy vehicles used for the cartage of livestock are not parked in a Residential Zone except for the prime mover exclusive of any trailers.</p> <p>Where parking a heavy vehicle on land used for residential purposes occurs, provision is made to house the vehicle in a Class 1 or Class 10 building;</p> <p>or</p> <p>The vehicle is parked behind the front building alignment.</p>	NA – The site is not in a residential zones.
<b>Provision of Water</b>	Rainwater storage tanks have a minimum capacity of 4,500 litres.	NA - Site is within reticulated area and connected to reticulated water

PROPOSED INDUSTRIAL SHEDS  
1 BEARD CRESCENT, NROMANTON

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
Every Residential, Commercial or Industrial building outside the Council service area is provided with an adequate potable water supply.	Where rainwater storage tanks are not supplied, a dam, dams or bore supply is available.	
<b>Sewerage</b> Outside the Council service area acceptable methods of sewage and sillage waste disposal protect the environment and the health of residents	Methods of sewage disposal comply with the Department of Natural Resources and Mines On-site Sewerage Code and AS/NZS 1547:2000.	<b>NA</b> - Site is within reticulated area and connected to reticulated sewerage
<b>Storage</b> Storage of equipment, materials, machinery or tools has no detrimental effect on the visual amenity of a residential area	All equipment, materials, machinery or tools of trade in any business, profession, trade or hobby are housed in a Class 1 or Class 10 building or screened	<b>Complies</b> – The proposed sheds provide for covered storage and parking. No other changes to current operations are proposed.
<b>Vegetation</b> The visual amenity of the surrounding uses and of the Shire is protected.  A defined use or use class does not adversely impact on the ecological or landscape values of vegetation.	Trees and shrubs whether natural growth or planted are retained on the site except where on the site of a proposed building construction or posing a fire hazard to the development.  Vegetation is retained within:- (i) 50 metres of the high bank of a river; and/or (ii) 25 metres of the bank of any other watercourse.	<b>Complies</b> – no existing vegetation will be lost
<b>Drainage and Filling</b>  The drainage or filling of land to enable its use	Council requirements, which will be a condition of development, are met.  The movement of material shall not cause a dust nuisance.  There is no adverse impact on adjacent premises	<b>Complies</b> - The proposed development will not involve earthworks and will not change site conditions.
<b>Site Access</b>  The movement of vehicles, including emergency vehicles, into and out of the site is facilitated.	The site layout facilitates the movement of traffic without impacting on the flow of traffic on the adjoining road or roads.	<b>Complies</b> – the proposed vehicular access will be of an appropriate standard and location.
<b>Awnings Over Footpaths</b>	Proposals to provide covered walkways or awnings over pedestrian walkways.	<b>NA</b> – the site is not in a commercial zone.

PROPOSED INDUSTRIAL SHEDS  
1 BEARD CRESCENT, NROMANTON

[ R O U G H P L A N ]

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
In the Commercial Zone protection for pedestrians from severe climatic conditions is to be provided		

#### 6.6 ADVERTISING DEVICES CODE

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<b>Scale and Design</b> Are consistent with the scale and design of existing buildings and other works on the site and in the locality where they are located, and do not intrude into aircraft operational areas.	Advertising devices are consistent devices as identified in Schedule 2.	<b>Can be conditioned to comply</b>
<b>Siting and Provision</b> Sited and provided on premises having regard to:- (i) maintaining or enhancing the amenity enjoyed by people on the site and in the locality where the devices are located; (ii) avoiding confusion with traffic signs, or reduction in their visibility or conspicuous nature; and (iii) avoiding hazards to vehicular or pedestrian traffic due to their location or illumination.	An advertising device complies with the criteria stated in Columns 1 and 2 of Table 6.6 and applicable to the differing types of advertising.	<b>Can be conditioned to comply</b>

#### 5.4 Aerodromes and Aviation Facilities Overlay Code

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
Height of Buildings and Structures Buildings or other structures must not interfere with the movement of aircraft or the safe operation of the	Buildings or other structures do not protrude into any Obstacle Limitation Surface.	<b>Complies</b> – proposed buildings will be up to 5m in height and no higher than existing buildings in the vicinity.

PROPOSED INDUSTRIAL SHEDS  
1 BEARD CRESCENT, NROMANTON

ROUGH PLAN

Normanton Aviation Facility.	Facilities, such as masts, do not protrude into any Obstacle Limitation Surface.  Refer to the State Planning Policy 1/02 for design specification relating the construction of buildings and other structures within the Obstacle Limitation Surface.	
<b>Emissions</b>  Emissions do not significantly affect air turbulence, visibility or engine operation in operational airspace.		<b>Complies</b> – no new emissions will be created
<b>Potential Interference for Wildlife</b>  Wildlife, particularly flying vertebrates, such as birds and bats, are not attracted into operational airspace in significant numbers.	Potential food and waste sources are covered and collected so that accessibility by wildlife is minimised.  Wildlife deterrence measures are carries out e.g. bird scarers, netting.	<b>Complies</b> – no new food or waste sources will be created
<b>Public Safety Area</b>  A significant increase in the number of people living, working or congregating in public safety areas is avoided, unless this is an existing 'development commitment'.		<b>NA</b> – the site is not in the public safety area
<b>Advertising Devices and Other Lighting</b>  Illuminated advertising devices and other lighting must not create a visual hazard to pilots flying in or out of the Normanton Aviation Facility	The illuminated advertising devices or other lighting does not exceed the background illumination level when viewed from the air.	<b>Complies</b> – no new illumination will be created
<b>Function of Aviation Facility</b>  A defined use or use class does not impair the function of the Normanton Non-directional Beacon/Satellite Ground Station (Airservices Australia Reference No. 552) by creating physical obstructions, electrical or electro-magnetic interference or deflection of signals.	Works or uses are not located within the sensitive areas of the beacon, as shown on Map 1 - Aerodrome and Aviation Facilities Overlay Map that involve any:- (i) buildings, structures or any other physical obstructions within 60 metres of the site; (ii) metallic buildings or structures between 60 metres and 150 metres of the site;	<b>NA</b> – the site is not in the navigation facility area

PROPOSED INDUSTRIAL SHEDS  
1 BEARD CRESCENT, NORMANTON

ROUGH PLAN

	(iii) buildings or structures with a size greater than 2.5 metres in any dimension between 60 metres and 150 metres of the site; (iv) any other physical obstructions between 60 metres and 150 metres of the site which exceed 3 metres in height; or (v) buildings, structures or any other physical obstructions between 150 metres and 500 metres of the site which exceed 7.9 metres in height.	
A defined use or use class does not impair the function of the Normanton Aviation Facility by creating physical obstructions.	Works or uses are not located within the glide path that involve any:- (i) buildings, structures or any other physical obstructions within 1000m of the end of the runway or 175m from the centre line of the runway of the Existing Normanton Aerodrome and Aviation Facility identified on Maps 1 and 2 - Aerodromes and Aviation Facilities Overlay Maps or, the Existing Karumba Aerodrome and Aviation Facility identified on Maps 4 and 5 - Aerodromes and Aviation Facilities Overlay Maps; or (ii) buildings, structures or any other physical obstructions within 1000m of the end or 175m of the side boundaries of the Proposed Karumba Aerodrome and Aviation Facility identified on Maps 6 and 7 - Aerodromes and Aviation Facilities Overlay Maps; or (iii) buildings, structures or any other physical obstructions within the NDB 500m buffer identified on Map 3 - Aerodromes and Aviation Facilities Overlay Maps;	<b>NA</b> – the site is not in the area of concern.

PROPOSED INDUSTRIAL SHEDS  
1 BEARD CRESCENT, NORMANTON

## BUSINESS PAPERS

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### 11.8 APPLICATION NO.I/2308 - MATERIAL CHANGE OF USE (MULTIPLE DWELLINGS) - 18 PHILP STREET, NORMANTON

**Attachments:** 11.8.1. Combined Assessment Report - 18 Philp Street Normanton [↓](#)

**Author:** Elizabeth Browning - Engineering Records Operator

**Date:** 13 September 2023

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**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.

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#### Executive Summary:

The application seeks a development approval for Material Change of Use for a multiple dwelling consisting of four (4) dwelling units on land at 18 Philp Street Normanton. The site is more properly described as Lot 5 on SP136532.

The proposed development is Impact Assessable and is recommended for approval with reasonable conditions.

#### RECOMMENDATION:

That Council resolve:

In accordance with the *Planning Act 2016*, that the applicant be notified that the application for a Development Permit for material change of use for a multiple dwelling at 18 Philp Street, Normanton, formally described as Lot 5 on SP136532, is approved, subject to the conditions detailed below.

#### A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

##### General

1. The development shall be undertaken substantially in accordance with the proposal plans nominated as Concept #2 12 07 23:
  - (i) A101 Site Plan
  - (ii) A102 Site / Civil Plan
  - (iii) A103 Layout Plan – Units 1 & 2
  - (iv) A104 Layout Plan – Units 3 & 4
  - (v) A105 Elevations – Units 1 & 2
  - (vi) A106 Elevations – Units 3 & 4
  - (vii) A107 Elevations – Units 3 & 4
  - (viii) A107a Landscaping Plan
  - (ix) A107b Area Plan

##### Access, car parking and vehicle movement areas

2. Car parking and driveways are to be sealed with concrete meeting FNQROC Development Specification S7 Concrete Works or other standard approved by the Chief Executive Officer or delegate.

## **BUSINESS PAPERS**

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3. The new driveway access is to be constructed in accordance with FNQROC Standard Drawing S1015 for access crossovers from the site boundary to the edge of the carriageway pavement.

### **Services**

4. The development is to be connected to Council's reticulated water supply and sewerage system.
5. The proponent is to meet all costs of connections and any upgrades to urban services (water, sewer, electricity, telecommunications and drainage).
6. Should any of the Council's assets be damaged during the construction of any associated works, the cost of the reinstatement of all such assets shall be met by the proponent.

### **Landscaping**

7. Landscaping is to be provided and maintained in accordance with A107a Landscaping Plan.
8. Landscaping of garden areas depicted on A107a Landscaping Plan is to include planting of native tree and shrub species and mulching of garden beds. Other unsealed areas are to be grassed.

### **Maintenance of the Site**

9. The development site is to be maintained in a clean and tidy condition at all times.

### **Advisory Notes**

10. In accordance with Section 85 of the Planning Act 2016, this approval will lapse six (6) years from the day the approval takes effect.

### **Background:**

#### **Reasons for approval**

The proposed development is Impact Assessable and complies with all applicable assessment benchmarks, including:

- Residential zone code
- Accommodation buildings code
- General development code
- State Planning Policy assessment benchmark for natural hazards risk and resilience.

The proposed development is consistent with the intentions for the residential zone and sits comfortably within the Philp Street environment. It will add to the range of housing available to the community. It will add to the range of housing available to the community.

While located within an area that could be affected by flooding, the proposed development faces the same level of tolerable risk that applies to other properties in

## **BUSINESS PAPERS**

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the street and will incorporate finished floor levels at or above probably flood heights (based on the 1974 levels). It does not otherwise worsen the hazard or impact on how the hazard may be managed.

The applicant has been advised of the potential flood exposure.

### **TOWN PLANNING REPORT**

See the attached combined report has been prepared by Council's Town Planner, Jennifer Roughan.

#### **Consultation:**

- Town Planning Consultant, Jennifer Roughan.
- RPS Senior Planner, Stacey Devaney

#### **Legal Implications:**

- Planning Act 2016, Council's Town Planning Scheme.

#### **Policy Implications:**

- Nil

#### **Financial & Resource Implications:**

- Nil

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

- Low – risks are within operational parameters

# ROUGH PLAN

DEVELOPMENT APPLICATION – MATERIAL CHANGE OF USE  
FOR A MULTIPLE DWELLING  
18 PHILP STREET, NORMANTON  
APPLICATION NO: I/2308

ROUGH PLAN

## Version Control

Revision	Date issued	Author	Revision type
0	11/09/2023	J. Roughan	Report for Council agenda

ROUGH PLAN

## Table of Contents

1.0	Executive Summary.....	1
1.1	Development application details .....	1
1.2	Summary of Assessment.....	1
2.0	The Site and Proposed Development .....	2
2.1	The Site .....	2
2.2	The Proposed Development .....	3
3.0	Assessment .....	4
	Decision Making Requirements for Impact Assessable Development .....	4
3.1	Shire of Carpentaria Planning Scheme Assessment Benchmarks.....	4
3.1.1	Residential Zone and Accommodation Building Codes .....	4
3.1.2	General Development Code.....	5
3.2	State Planning Policy Assessment Benchmarks .....	5
4.0	Recommendation.....	6

## Appendices

Appendix A: Proposed of Development Plans .....	12
Appendix B: Assessment against Applicable Planning Scheme Codes .....	18
Appendix C: Assessment against SPP Natural Hazards Assessment Benchmark.....	28

ROUGH PLAN

## 1.0 Executive Summary

### 1.1 Development application details

Proposed development:	The application seeks a development permit for a material change of use for a multiple dwelling consisting of four dwelling units
Planning scheme definition	Multiple dwelling
Site address:	18 Philp Street, Normanton
Real property description:	Lot 5 SP136532
Site area:	1,265m <sup>2</sup>
Zone:	Residential zone
Overlays:	<ul style="list-style-type: none"><li>• Aerodrome and aviation facilities overlay</li><li>• Acid sulphate soils overlay</li></ul> <i>Note the proposed development is not made assessable against the associated overlay codes</i>
Category of assessment:	Impact assessable
Applicable assessment benchmarks:	Whole of the Planning Scheme, including: <ul style="list-style-type: none"><li>• Residential zone code</li><li>• Accommodation buildings code</li><li>• General development code</li><li>• State Planning Policy assessment benchmark for natural hazards risk and resilience</li></ul>
Owner and applicant:	BPK Wren Pty Ltd C/- RPS AAP Consulting Pty Ltd

### 1.2 Summary of Assessment

The proposed development complies with all applicable assessment benchmarks, including:

- residential zone code
- accommodation buildings code
- general development code
- state Planning Policy assessment benchmark for natural hazards risk and resilience

It is therefore recommended for approval.

Overall, the proposed development is consistent with the intentions for the residential zone and sits comfortably within the Philp Street environment. It will add to housing options available to the community.

ROUGH PLAN

## 2.0 The Site and Proposed Development

### 2.1 The Site

The subject land is located at 18 Philp Street, Normanton and is currently vacant. It is formally described as Lot 5 on SP136532 and has an area of 1,265m<sup>2</sup>. It is included in the residential zone under the Carpentaria Shire Planning Scheme.



Figure 1: Aerial view

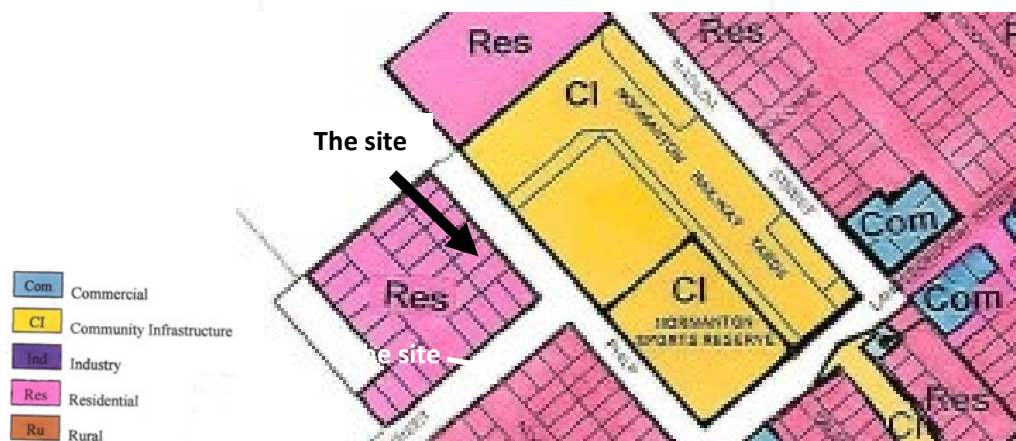


Figure 2: Zoning

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## 2.2 The Proposed Development

The applicant proposes to establish four dwellings on the site, as shown in Figure 3 and the proposed development plans in Appendix A. It involves a single driveway cross over, car ports to accommodate four resident car spaces and a visitor space and landscaped communal areas.

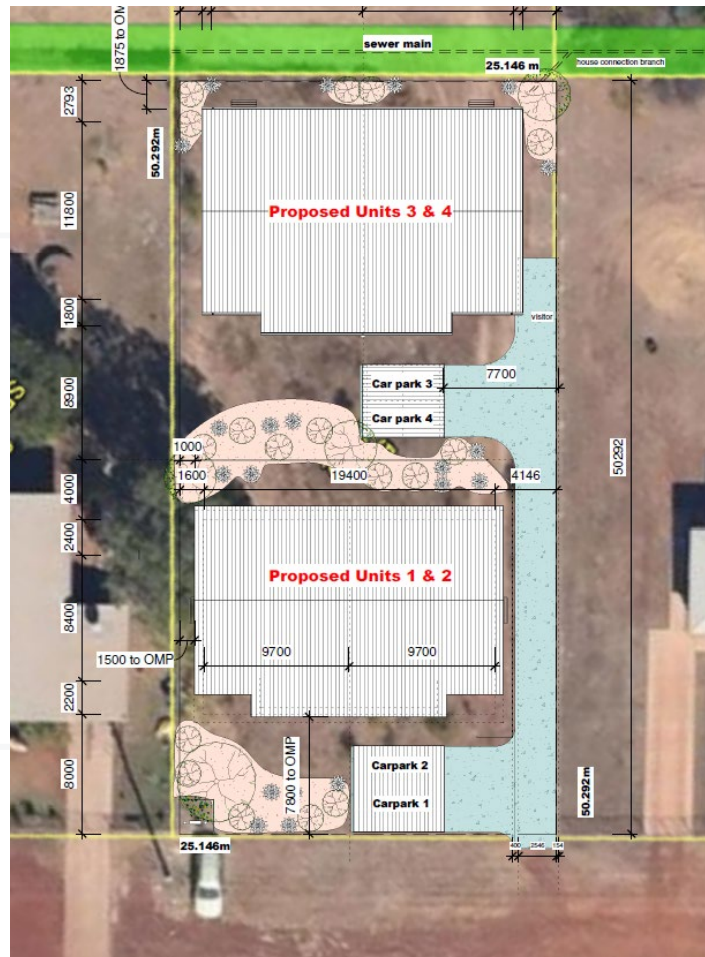
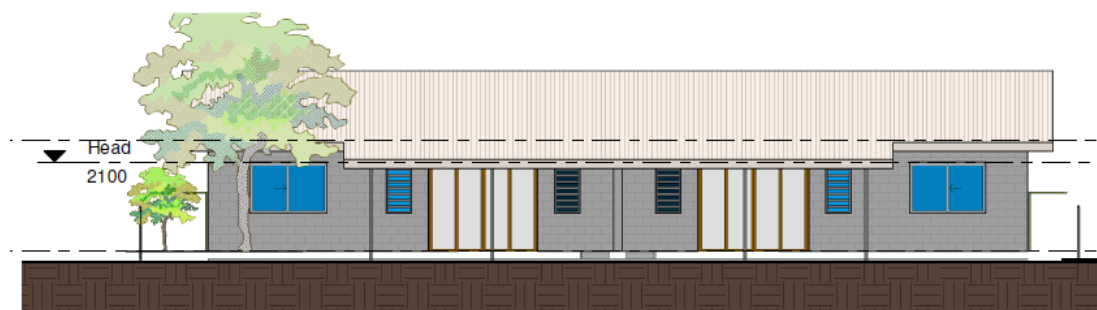


Figure 3: Site layout plan



③ Front Elev. - Units 1 & 2  
1 : 100

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PROFESSIONAL STANDARD  
AIBS Australian Institute  
Professional 5

Figure 4: Elevation on Philp Street

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### 3.0 Assessment

#### Decision Making Requirements for Impact Assessable Development

*The Planning Act 2016 requirements for impact assessment are set out in section 45 (5). The assessment:*

*(a) must be carried out—*

- (i) **against the assessment benchmarks** in a categorising instrument for the development; and*
- (ii) having regard to any **matters prescribed by regulation** for this subparagraph; and*

*(b) may be carried out against, or having regard to, **any other relevant matter**, other than a person's personal circumstances, financial or otherwise.*

*Examples of another relevant matter—*

- *a planning need*
- *the current relevance of the assessment benchmarks in the light of changed circumstances*
- *whether assessment benchmarks or other prescribed matters were based on material errors*

#### 3.1 Shire of Carpentaria Planning Scheme Assessment Benchmarks

Under the table of assessment for the residential zone, the proposed development is **impact assessable** and is to be assessed against the whole of the planning scheme. However, the relevant components of the scheme include the **residential zone code**, the **accommodation buildings code** and the **general development code**.

The subject land also falls within the aerodrome and aviation facilities overlay and the acid sulphate soils overlay areas. However, the tables of assessment for those overlays make the proposed development exempt (or accepted development) from assessment against those overlay codes.

An overview of the proposal's performance against the applicable codes and the key issues of interest is provided below. A more detailed assessment against the specific benchmarks nominated in each code is provided in Appendix B.

As required for impact assessable development, the application was publicly notified between 24 July and 15<sup>th</sup> August 2023, providing the opportunity for submissions to be made by the general public for or against the proposal. No submissions were received.

##### 3.1.1 Residential Zone and Accommodation Building Codes

The residential zone code is intended to support the provision of a range of accommodation and housing options to meet the needs of residents and to maintain residential amenity (refer overall outcomes section 4.9.1). The proposed development is consistent with these intentions and is a use that is expected and encouraged in the residential zone. It will add to the choice of housing available to residents.

The proposed buildings are generally consistent with the local streetscape character and meet the specific outcomes and probable solutions nominated in the planning scheme for built form and height, site area, site cover and landscaping.

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It complies or can be conditioned to comply with all assessment benchmark requirements dealing with servicing and access.

### 3.1.2 General Development Code

The general development code aims to ensure development provides an appropriate level of amenity, health and safety (refer overall outcomes section 6.9.1). Primarily, it deals with servicing, parking and landscaping requirements. It duplicates the requirements of the zone code to a significant degree in this regard.

The proposal complies or can be conditioned to comply with the assessment benchmarks set out in this code.

## 3.2 State Planning Policy Assessment Benchmarks

The only aspect of the State Planning Policy (SPP) of relevance to the subject land and proposed development relates to natural hazards, risk and resilience state interest<sup>1</sup>. The land falls within the Flood hazard area - level 1 - Queensland floodplain assessment overlay under the State's development assessment mapping (DAMS) layers<sup>2</sup> and is close to the highest known flood extent for Normanton (the 1974 event). An assessment of the proposed development against the SPP assessment benchmark is set out in Appendix C.

The actual flood level is unknown. However, the proposed development involves finished floor levels for units 1 and 2 that exceed 9.1 metres AHD and finished floor levels of units 3 and 4 that are above 8.7 metres AHD. These will be at or above the highest known flood level for Normanton (the 1974 event).

The development will be constructed to a similar same level as all other development in the locality zone, which is currently a level of risk tolerated by Council and the community.

<sup>1</sup> SPP assessment benchmarks for liveable communities, mining and extractive resources, water quality and strategic airports and aviation facilities are not relevant to the subject land or proposed development.

<sup>2</sup> DAMs mapping is available at <https://dams.dsdp.esriaustraliaonline.com.au/damappingsystem/>

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## 4.0 Recommendation

### Recommendation

That Council resolve:

In accordance with the Planning Act 2016, that the applicant be notified that the application for a Development Permit for material change of use for a multiple dwelling at 18 Philp Street, Normanton, formally described as Lot 5 on SP136532, is approved, subject to the conditions detailed below.

### Reasons for approval

The proposed development complies or can be conditioned to comply with all applicable assessment benchmarks, including:

- Residential zone code
- Accommodation buildings code
- General development code
- State Planning Policy assessment benchmark for natural hazards risk and resilience

The proposed development is consistent with the intentions for the residential zone and sits comfortably within the Philp Street environment. It will add to the range of housing available to the community.

While located within an area that could be affected by flooding, the proposed development faces the same level of tolerable risk that applies to other properties in the street and will incorporate finished floor levels at or above probably flood heights (based on the 1974 levels). It does not otherwise worsen the hazard or impact on how the hazard may be managed.

The applicant has been advised of the potential flood exposure.

### Conditions

#### General

1. The development shall be undertaken substantially in accordance with the proposal plans nominated as Concept #2 12 07 23:
  - (i) A101 Site Plan
  - (ii) A102 Site / Civil Plan
  - (iii) A103 Layout Plan - Units 1 & 2
  - (iv) A104 Layout Plan - Units 3 & 4
  - (v) A105 Elevations - Units 1 & 2
  - (vi) A106 Elevations - Units 3 & 4
  - (vii) A107 Elevations - Units 3 & 4
  - (viii) A107a Landscaping Plan
  - (ix) A107b Area Plan

#### Access, car parking and vehicle movement areas

2. Car parking and driveways are to be sealed with concrete meeting FNQROC Development Manual Specification S7 Concrete Works or other standard approved by the Chief Executive Officer or delegate.
3. The new driveway access is to be constructed in accordance with FNQROC Standard Drawing S1015 for access crossovers from the site boundary to the edge of the carriageway pavement).

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#### Services

4. The development is to be connected to Council's reticulated water supply and sewerage system.
5. The proponent is to meet all costs of connections and any upgrades to urban services (water, sewer, electricity, telecommunications and drainage).
6. Should any of the Council's assets be damaged during the construction of any associated works, the cost of the reinstatement of all such assets shall be met by the proponent.

#### Landscaping

7. Landscaping is to be provided and maintained in accordance with A107a Landscaping Plan
8. Landscaping of garden areas depicted on A107a Landscaping Plan is to include planting of native tree and shrub species and mulching of garden beds. Other unsealed areas are to be grassed.

#### Maintenance of the Site

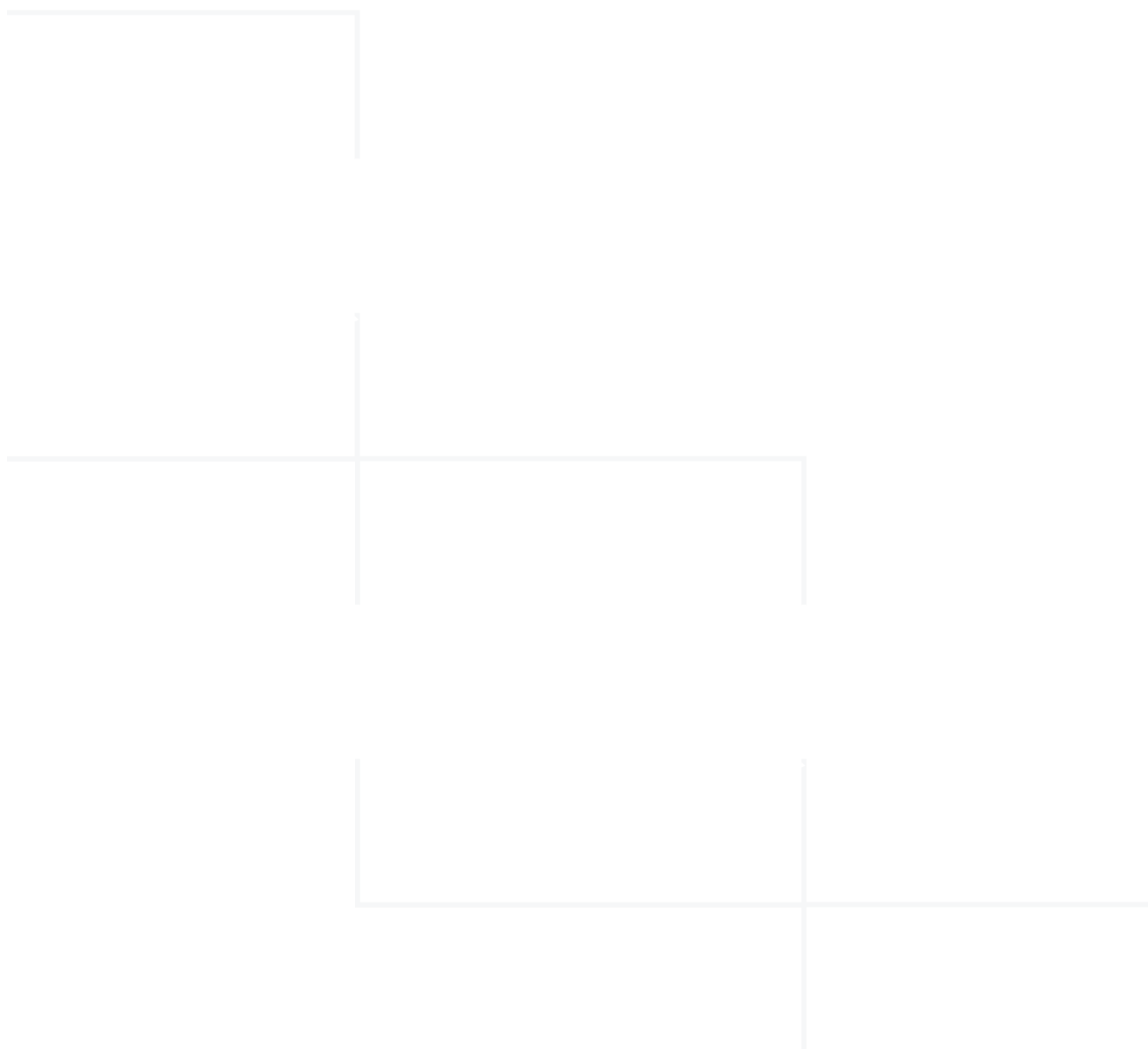
3. The development site is to be maintained in a clean and tidy condition at all times.

#### Advisory notes

1. In accordance with section 85 of the Planning Act 2016, this approval will lapse six (6) years from the day the approval takes effect.

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## Appendix A: Proposed of Development Plans

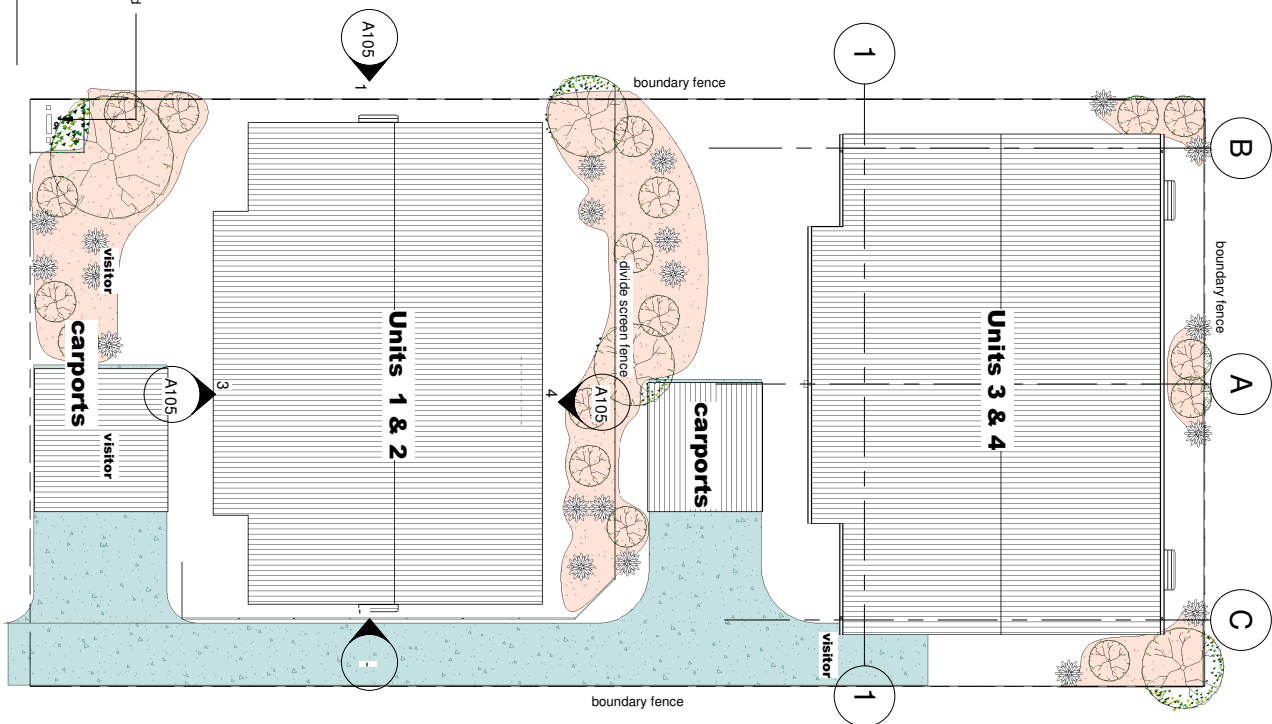




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PROFESSIONAL STANDARDS LEGISLATION  
AIBS  
Member  
Australian Institute of Building Surveyors  
Professional Standards Scheme

C  
copyright

1  
1 : 200  
Site / Civil Plan



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Concept #2 12 07 23

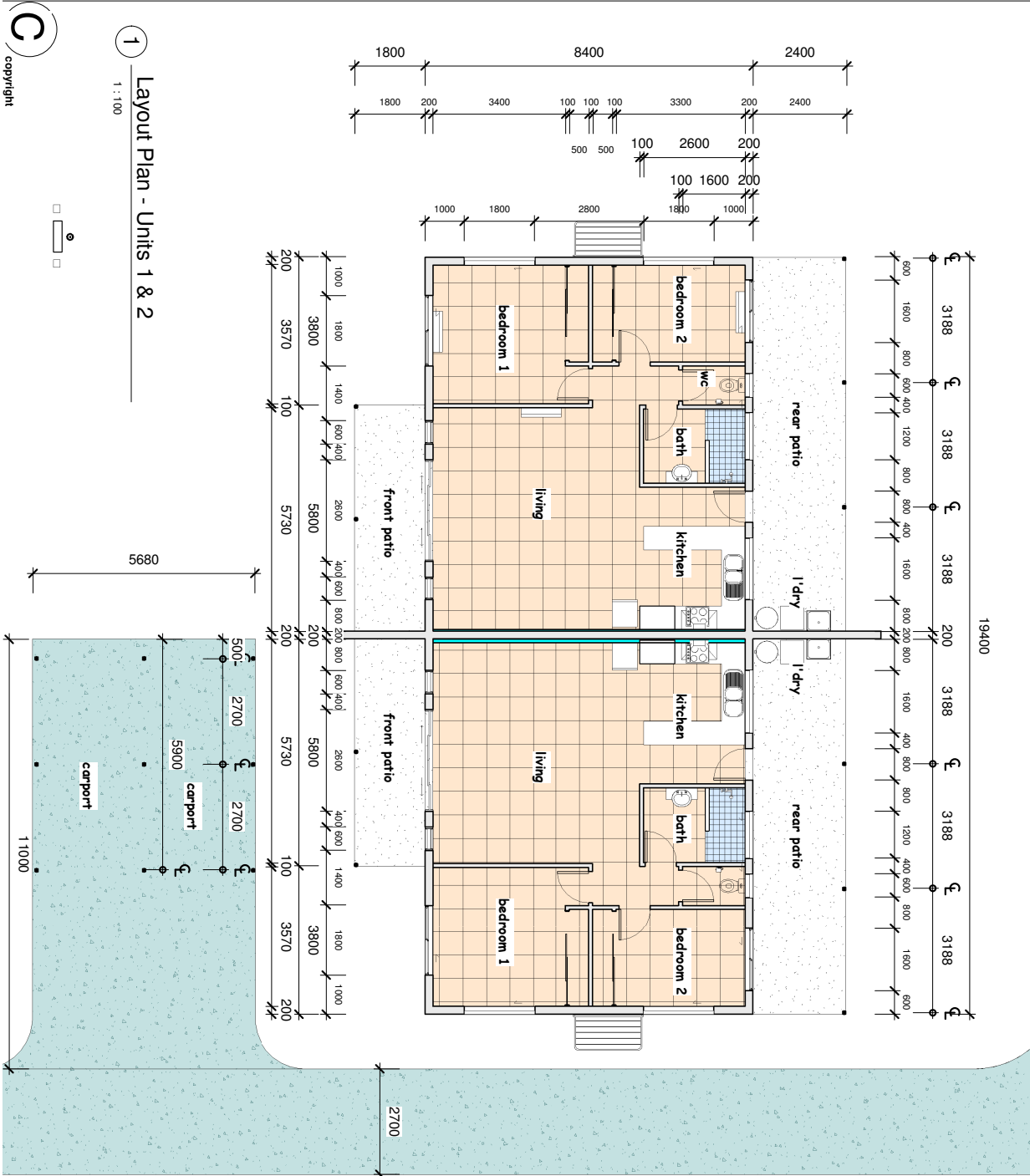
Sheet No. Sheet Name.  
A102 Site / Civil Plan

**MAX SLADE DESIGNS**

Bentley Street  
Normanton QLD 4207  
maxslade@bigpond.net.au

Number	Date	Description
Notes		All work must be in accordance with local authority by-laws and the Building Code of Australia. The Builder should verify all dimensions on site before commencing work. TAKE FIGURED DIMENSIONS IN PREFERENCE TO SCALED
Client		IF IN DOUBT ASK!!
Project		Multiple Dwellings
Location		18 Philp Street Normanton
Design Wind Classification - C2		Date April 2023
Drawn		Max Slade
Scale		1 : 200
Job No.		M23 - 4926
A.B.M. No.		16 010 608 321
Max Slade Designs Pty. Ltd.		Builder License No. 12345
Building Designer - Medium Rise		Phone 07 40 91 2099
maxslade@bigpond.net.au		

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Concept #2 12 07 23

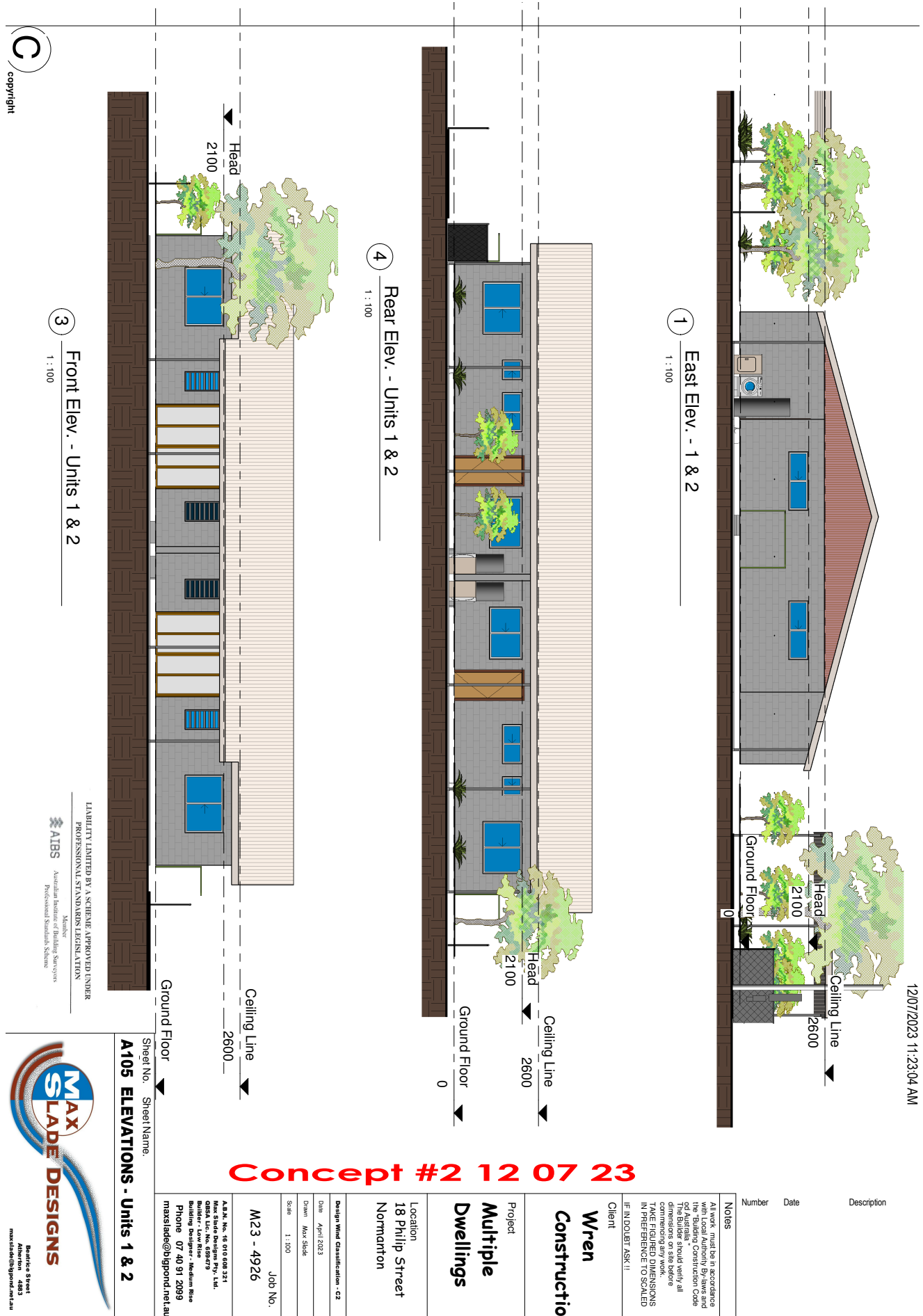
Sheet No. Sheet Name,  
**A103 Layout Plan - Units 1 & 2**

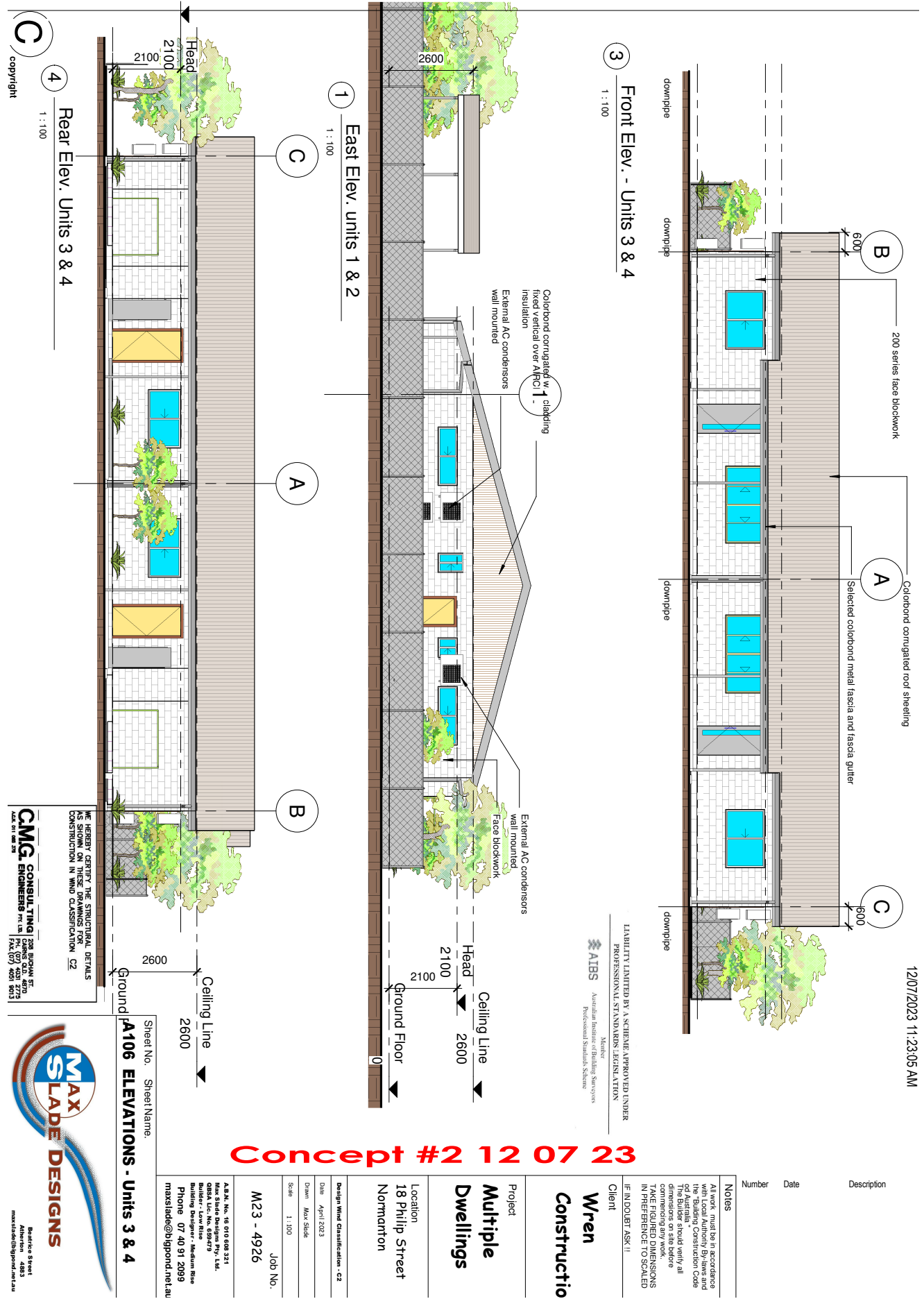
**MAX SLADE DESIGNS**

Bentley Street  
Normanton QLD 4805  
max@sladedesigns.com.au

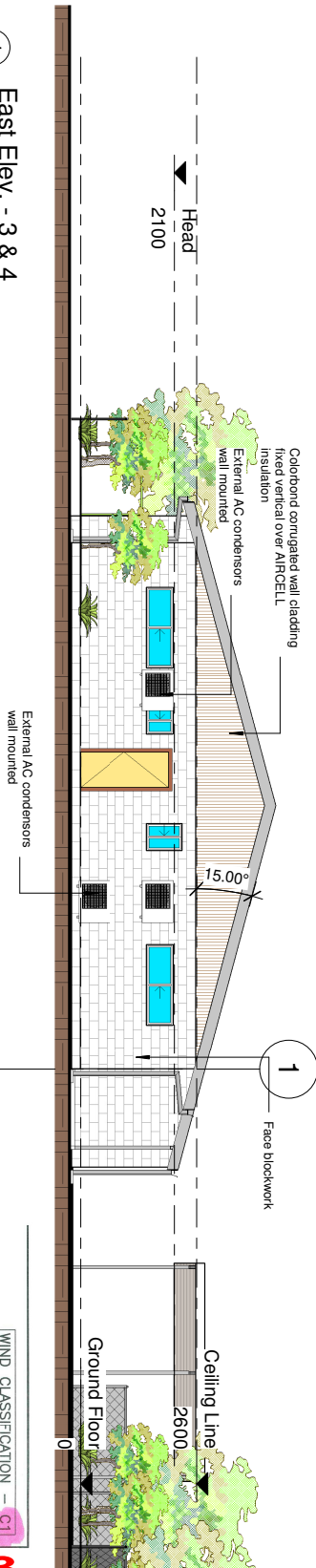
Notes	All work must be in accordance with local authority by-laws and the Building Code of Australia. The Builder should verify all dimensions on site before construction. TAKE FIGURED DIMENSIONS IN PREFERENCE TO SCALED
Client	Wren Construction
Project	Multiple Dwellings
Location	18 Philp Street Normanton
Design Wind Classification - C2	Date: April 2023
Drawn: Max Slade	Scale: 1:100
Job No.	M23 - 4926
A.E.M. No. 16 010 608 321	Max Slade Designs Pty. Ltd. Builder - Low Rise Building Designer - Medium Rise Phone 07 40 91 2099 max@sladedesigns.com.au



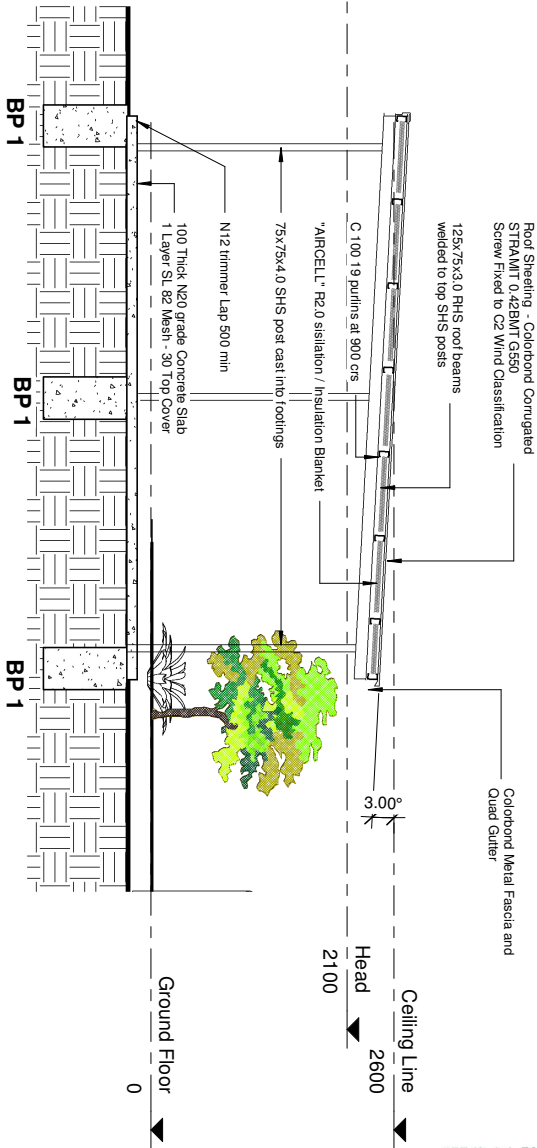




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1 East Elev. - 3 & 4  
1 : 100



2 Carport - Typ. Details  
1 : 50

HAMMILLITY LIMITED BY A SCHEME APPROVED UNDER  
PROFESSIONAL STANDARDS LEGISLATION

AIBS  
Australian Institute of Building Surveyors  
Professional Standards Scheme  
Member

WE HEREBY CERTIFY THE STRUCTURAL DETAILS  
AS SHOWN ON THESE DRAWINGS FOR  
CONSTRUCTION IN WIND CLASSIFICATION C2

CMG CONSULTING  
ENGINEERS PTY LTD  
100 BIRCHMOUNT RD  
BIRCHMOUNT QLD 4073  
Ph: (07) 4001 2775  
Fax: (07) 4001 6013



Concept #2 12 07 23

Notes	Number	Date	Description
All work must be in accordance with local Authority By-laws and the Australian Standard Code of Australia. The Builder should verify all dimensions on site before commencing work. TAKE FIGURED DIMENSIONS IN PREFERENCE TO SCALED			
IF IN DOUBT ASK!!			
Client			
Project			
Multiple Dwellings			
Location			
18 Philp Street Normanton			
Design Wind Classification - C2			
Date			
April 2023			
Drawn			
Max Slade			
Scale			
As indicated			
Job No.			
M23 - 4926			
A.M.N. No.			
16 010 608 321			
Max Slade Designs Pty. Ltd.			
Builder License No.			
Building Designer - Medium Rise			
Phone 07 40 91 2099			
maxslade@bigpond.net.au			

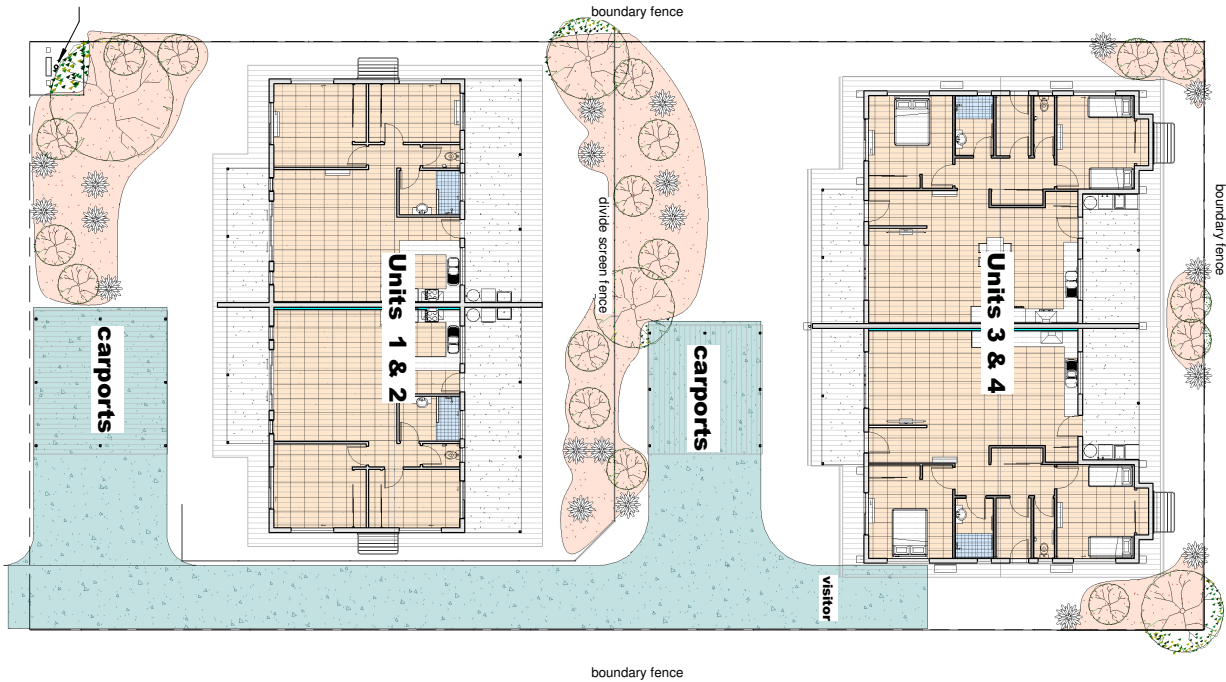
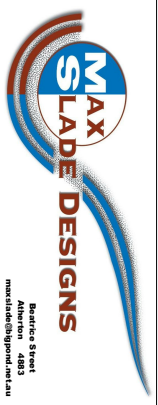
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Concept #2 12 07 23

Description		
Number	Date	
Notes		
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IF IN DOUBT ASK!!		
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Wren Constructio		
Project		
Multiple Dwellings		
Location		
18 Philp Street Normanton		
Design Wind Classification - C2		
Date April 2023		
Drawn Max Slade		
Scale 1:200		
Job No.		
M23 - 4926		
A.B.M. No. 16 010 608 321		
Max Slade Designs Pty. Ltd.		
18 Philp Street Normanton		
Builder - Max Slade		
Building Designer - Medium Rise		
Phone 07 40 91 2099		
maxslade@bigpond.net.au		

Sheet No. Sheet Name.

A107a Landscaping Plan

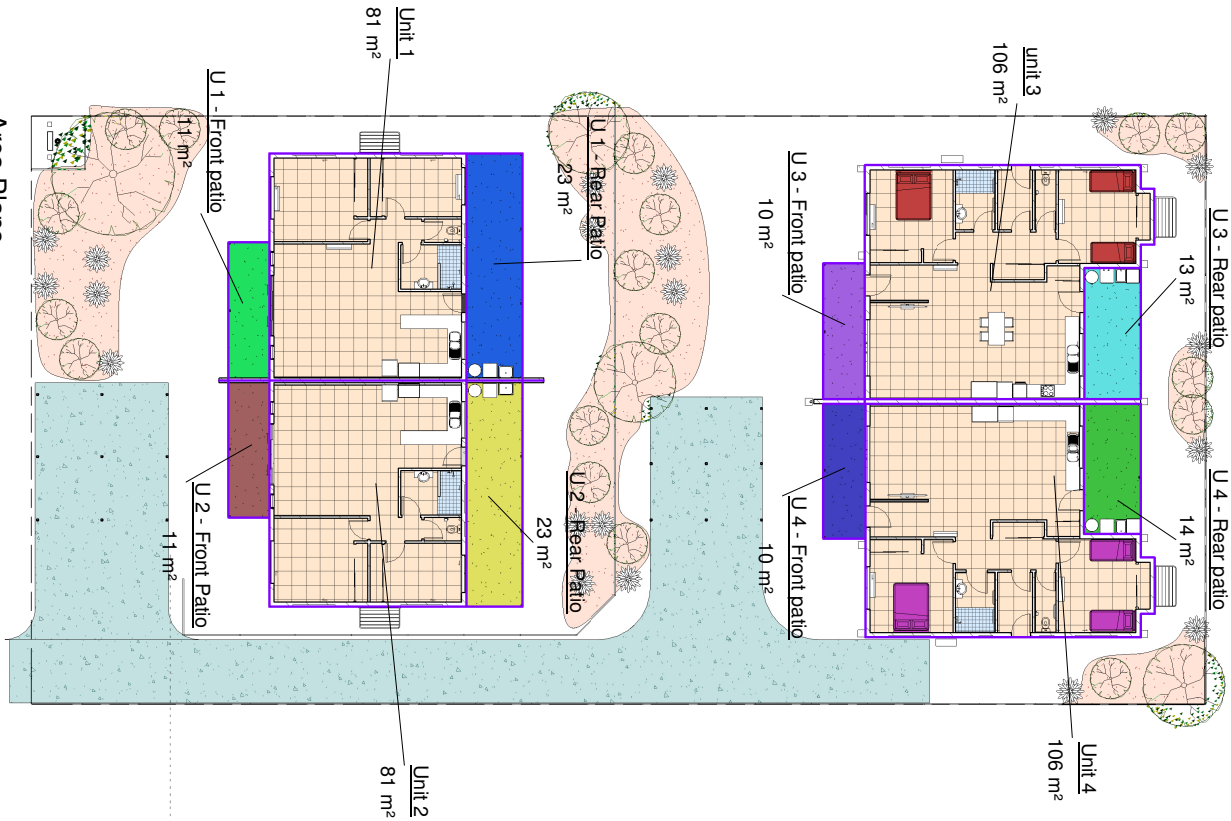


1  
1 : 200  
Landscaping Plan





1 Area Plans  
1 : 200



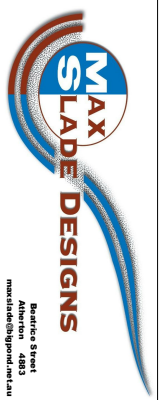
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Concept #2 12 07 23

Unit 1 - Living	= 81 sq m
Rear Patio	= 23 sq m
Front Patio	= 11 sq m
Unit 2 - Living	= 81 sq m
Rear Patio	= 23 sq m
Front Patio	= 11 sq m
Unit 3 - Living	= 106 sq m
Rear Patio	= 13 sq m
Front Patio	= 10 sq m
Unit 4 - Living	= 106 sq m
Rear Patio	= 14 sq m
Front Patio	= 10 sq m
Total GFA	508 sq m
Area of allotment	1265 sq m
Site Coverage	40%

Sheet No. Sheet Name.

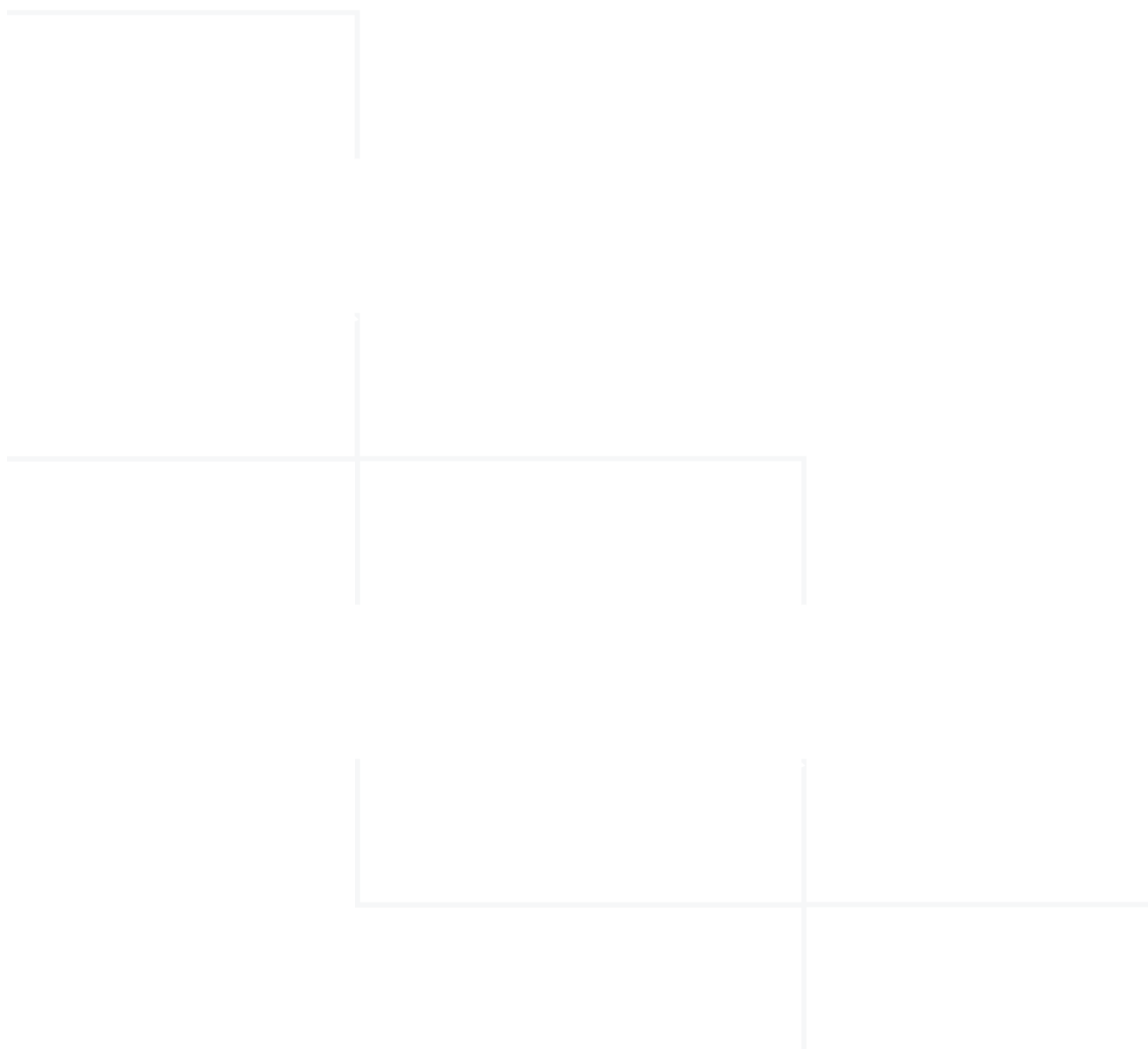
A107b Area Plan



Notes	Number	Date	Description
All work must be in accordance with local authority by-laws and the Building Code of Australia. The Builder should verify all dimensions on site before TAKE FIGURED DIMENSIONS IN PREFERENCE TO SCALED			
Client			
Project			
Multiple Dwellings			
Location			
18 Philp Street Normanton			
Design and Classification - C2			
Date			
April 2023			
Drawn			
Max Slade			
Scale			
1 : 200			
Job No.			
M23 - 4926			
A.B.M. No. 16 010 608 321			
Max Slade Designs Pty. Ltd.			
18 Philp Street Normanton			
Building Designer - Medium Rise			
Phone 07 40 91 2099			
maxslade@bigpond.net.au			

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## Appendix B: Assessment against Applicable Planning Scheme Codes



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#### 4.18 Residential Zone Code

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p><b>Consistent and Inconsistent Activities in the Residential Zone</b></p> <p>The following defined uses or use classes are consistent with the Overall Outcomes sought by the Zone:- Accommodation Building; Home-based Industry; Caretaker's Residence; Medical Centre; Community Facilities; Motel; Multiple Dwelling; Infrastructure; Shop; Sport and Recreation; and Duplex Dwelling; Dwelling House; Tourism - minor.</p> <p>The following defined uses or use classes are inconsistent with the Overall Outcomes sought by the Zone:- Intensive Agriculture; Aerodromes and Aviation Facilities; Minor Aquaculture; Service Station; Agriculture; Animal Husbandry; Showroom; Business; Special Industry; Extractive Industry; Station Homestead; and Hotel; Tourism - major. Industry</p>	<p>No probable solutions are prescribed.</p> <p>No probable solutions are prescribed.</p>	<p><b>Complies</b> – multiple dwelling is listed as a consistent use</p>
<p><b>Amenity, Public Health or Safety</b></p> <p>There are no significant adverse effects on amenity, public health or safety with regard to the following:- (i) sewage disposal; (ii) water supply for human use; or (iii) permanent or temporary occupation of, or access to, areas subject to natural hazards.</p>	<p>No probable solutions are prescribed.</p>	<p><b>Can be conditioned to comply</b></p> <p>Site is able to be connected to reticulated water supply system and sewerage, and can be connected to electricity and telecommunications Refer to SPP assessment benchmark review for comment on natural hazards (Appendix C).</p>

PROPOSED MULTIPLE DWELLING  
18 PHILP STREET, NORMANTON

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Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<b>Operation and Provision of Infrastructure</b>  Uses are of a type and scale that maintain the standards of service identified in Schedule 1, Part 1.	No probable solutions are prescribed	<b>Complies</b> – the proposed development is within the serviced area of Normanton and will be compatible with standards of service identified in Schedule 1, Part 1.
Water supply, sewerage and roads are provided to:- (i) meet appropriate standards at the least whole-of-life cost, including avoiding unnecessary duplication; (ii) be robust and fit for the purposes and intended period of operation; (iii) be easily maintained without unnecessarily requiring specialist expertise or equipment; (iv) be comprised of components and materials that are readily accessible and available from numerous local sources; and (v) be readily integrated with existing systems and facilitate the orderly provision of future systems.	Water supply, sewerage and roads are constructed to relevant standards stated in Schedule 1, Part 3.	<b>Not applicable</b> – the proposal will not be constructing new water supply, sewerage or road works, but can be connected to services as set out above
The safe and efficient operation of roads and railways are maintained having regard to:- (i) the nature of vehicles using the road; (ii) the location of uses that may be adversely affected by noise and dust generated from use of the road or railway; (iii) the location and design of access points; and (iv) the design of stormwater drainage.	No probable solutions are prescribed	<b>Complies</b> – the proposed vehicular access will be of an appropriate standard and location.
Uses and works are located and designed to avoid significant adverse effects on safe aircraft operations due to:- (i) physical intrusions; (ii) reduced visibility; (iii) collisions with birds; (iv) electromagnetic interference with aircraft navigation systems; or (v) other functional problems for aircraft (including artificial lighting hazards).	No probable solutions are prescribed	<b>Complies</b> – the proposed development will have no impact on aircraft operations.

PROPOSED MULTIPLE DWELLING  
18 PHILP STREET, NORMANTON

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Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<b>Water Quality Maintenance</b>  All activities maintain the water quality of Carpentaria Shire's groundwater, waterways and surface water storages.	Any activities which:-  d) involve the handling of water-borne pollutants are provided with bunded, impervious surfaces linked to an integrated drainage and treatment system;  e) involve the storage of waste water are provided with properly designed and constructed, secure, sealed storage facilities; or  f) contain all liquid wastes and discharge them to a sewer or removed from the site for treatment and disposal to an approved facility.	
<b>Home-based Industries</b>  If a Home-based Industry, the predominance of the primary residential activity is retained and there are no significant adverse effects on the local amenity.	No probable solutions are prescribed	<b>Not applicable</b> – the proposal does not involve a homebased business
<b>Any Business, Medical Centre or Shop</b>  Any business, medical centre, or shop so located as to provide a local service centre to serve the adjacent residents rather than locate in different parts of a residential area.	No probable solutions are prescribed	<b>Not applicable</b> – the proposal does not involve a non-residential activity
<b>Built Form</b>  The built form is compatible with the desired character and amenity of the surrounding area and does not adversely affect the visual amenity.	The maximum height of a building, structure or object, or height at which an activity is carried out, is 8.5m.	<b>Complies</b> – meets the probable solution for building height and the built form is generally compatible with its setting.
<b>Other</b>  In order to operate effectively the use needs to be located close to a particular cultural feature, natural feature or resource, infrastructure item or activity that occurs in the locality.	No probable solutions are prescribed	<b>Not applicable</b>

PROPOSED MULTIPLE DWELLING  
18 PHILP STREET, NORMANTON

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6.4 Accommodation Building Code

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<b>Built Form</b> The built form is compatible with the desired character and amenity of the surrounding area and does not adversely affect the visual amenity.	Maximum of 2 stories and/or does not exceed 8.5m in height.	<b>Complies</b> – meets the probable solution for building height and the built form is generally compatible with its setting.
<b>Site Area</b> Lots must be of sufficient area and dimension to meet the requirements of the users.	The lot has a minimum area of 1000m <sup>2</sup> and road frontage of 18m.	<b>Complies</b> – meets the probable solution.
<b>Landscaping</b> Landscaping must maintain the character and visual amenity of the surrounding area.	For assessable development the probable solution is, the landscaped garden area exceeds 10% of the site.	<b>Complies</b> – meets the probable solution. Both landscaped and lawn areas are provided.
<b>Building Setbacks</b> Buildings must be setback to:- (i) maintain the character of the area; and (ii) achieve separation from the neighbouring buildings and from road frontages.	There is compliance with the boundary clearances of:- (i) 1.5m for structures up to 4.5m above ground level; (ii) 2.0m for structures up to 7.5m above ground level; and (iii) 2.0m plus 0.5m for every 3 metres (or part) that the structure is more than 7.5m above ground level. Setback 6m from any road frontage or frontages.	<b>Meets the specific outcome</b> – The dwellings meet the probable solution. The carport is located within the 6m front setback, however, it maintains the character of the area and achieves separation.
<b>Site Coverage</b> The site coverage of all buildings must not result in a built form that is bulky or visually obtrusive.	The area covered by buildings and roofed structures is no greater than:- (i) 50% of the lot for a one storey structure; and (ii) 40% of the lot for a two storey structure	<b>Complies</b> – meets the probable solution.
<b>Infrastructure</b> Basic infrastructure provided	Site is connected to Council's reticulated water supply system and sewerage (Schedule 1, Part 2 - Water Supply Service Area Maps and Sewerage Service Area Map); or	<b>Can be conditioned to comply</b> – the site can be connected to reticulated water and sewerage, electricity and telecommunications.

PROPOSED MULTIPLE DWELLING  
18 PHILP STREET, NORMANTON

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
	<p>Where the site is not within the reticulated system a tank with a minimum of 60,000 litres capacity is connected to each Dwelling Unit.</p> <p>Sewerage disposal system is provided.</p> <p>The defined use or use class is connected to an electricity source.</p> <p>The defined use or use class is connected to a telecommunication system.</p>	

## 6.9 General Development Code

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<b>Boundary Roads</b> Proposals aid in the orderly and proper acquisition of land.	A new road having one half the width of any other road in that locality is provided where a proposal for such a road occurs at the boundary of the land and the land is in two or more ownerships. Concrete kerb and channel is required along the frontage or frontages in urban areas.	<b>NA</b> – the proposal does not involve the construction of new roads
<b>Electricity</b> Residential, Commercial and Industrial uses are supplied with electricity where supply is practical.	The proposal demonstrates that a supply of electricity is approved, where a supply is practical, prior to Council's endorsement on the plan of survey.	<b>Can be conditioned to comply</b>
<b>External Works</b> Any defined uses or use classes are to provide for external works relative to its size and scale and location in an urban or rural area.	Proposals include:- (i) in non-urban areas the construction of concrete kerb and channel is to be for the full length of the frontage or frontages of the site if such standard of kerb and channel exists within 100m of the development; (ii) grading of the footpath for the full length of the frontage or frontages of the site;	<b>Crossover standard can be conditioned to comply.</b> <b>Otherwise complies with the specific outcome</b> - external works at the site are consistent with elsewhere in the street.

PROPOSED MULTIPLE DWELLING  
18 PHILP STREET, NORMANTON

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
	<p>(iii) crossings over channel and footpath;</p> <p>(iv) a constructed footpath for the full length of the frontage or frontages of the site if such standard of constructed footpath exists within 100m of the development;</p> <p>(v) where the road is not fully paved, the paving of the road with bitumen between the existing pavement and the channel if such standard of paved road exists within 100m of the development; and</p> <p>(vi) where the road is not paved, the construction of the carriageway and the paving with bitumen from the lip of the channel to the centre-line for half the width of the carriageway or for a width of 6 metres, whichever is greater. Where concrete kerb and channel is not required, for a width of 6 metres if such standard of road exists within 100m of the development.</p>	
<b>Landscaping</b>  The visual amenity in any locality is enhanced by proposals that incorporate landscaping appropriate to the area in the density and height of the vegetation proposed. Visual screening by mounds, screen walls, or the planting of trees and shrubs.	Existing vegetation to be retained.	<b>Complies with probably solution</b> – no current vegetation.  The site layout allows for new landscaping to be provided.
<b>Lighting</b>  Any proposed lighting has no adverse impacts on the surrounding residential areas	The level of illumination at the boundary of the site does not exceed 8 lux measured at any level upwards from the ground level.  Lighting is shielded or screened in a manner that causes minimal impact on adjoining properties.	<b>NA</b> - no light proposed or required
<b>Parking, Loading and Unloading</b>  Car parking does not hinder or obstruct the use of any area by pedestrians or other vehicles.	Parking spaces comply with Table 6.10 - Areas and Dimensions.	<b>Complies with specific outcome</b> – The rate applicable under table 6.11 is 1 covered space per unit plus 1 space per 10 units or part thereof for visitor parking. The

PROPOSED MULTIPLE DWELLING  
18 PHILP STREET, NORMANTON

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
Parking areas are laid out in such a manner as to provide adequate access to each parking space and to permit free circulation of vehicles entering, leaving and parking.	Access to parking spaces is provided from an aisle with an unobstructed width of at least 6.2 metres. For a parallel parking space the minimum dimensions are 6.2 metres by 2.6 metres. Car parking spaces for particular uses are in accordance with Table 6.11 - Number of Car Parking Spaces Required. The gradient of a parking space does not exceed 10 per cent. Parking areas are:- (i) drained, sealed, marked and signed; (ii) readily accessible for vehicular use and designed so that vehicles can enter and leave the premises in forward gear; (iii) not closer than 3 metres from the alignment of any structure; (iv) not closer than 3 metres to any boundary of the site; (v) landscaped; (vi) provided with trolley bay areas, pedestrian walkways and devices to facilitate safe pedestrian circulation; and (vii) provided with motorbike and cycle parking spaces. Parking areas are located within the site on which the use is to be conducted. Adequate space is provided for the loading, unloading and fuelling of vehicles, for the parking of trailers and for the picking up and setting down of passengers.	proposed development provides 5 spaces. Dimensions of spaces are appropriate for residential use.  Adequate access and circulation have been provided, such that cars can enter and leave in forward gear.
Parking of heavy vehicles has no detrimental effect on the amenity of residential areas.	Heavy vehicles used for the cartage of livestock are not parked in a Residential Zone except for the prime mover exclusive of any trailers.	<b>NA</b> – the proposal will not involve the use of heavy vehicles other than normal commercial servicing vehicles.

PROPOSED MULTIPLE DWELLING  
18 PHILP STREET, NORMANTON

[ R O U G H P L A N ]

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<b>Provision of Water</b> Every Residential, Commercial or Industrial building outside the Council service area is provided with an adequate potable water supply.	Where parking a heavy vehicle on land used for residential purposes occurs, provision is made to house the vehicle in a Class 1 or Class 10 building; or The vehicle is parked behind the front building alignment.	<b>NA</b> – The site is within the serviced area.
<b>Sewerage</b> Outside the Council service area acceptable methods of sewage and sillage waste disposal protect the environment and the health of residents	Rainwater storage tanks have a minimum capacity of 4,500 litres. Where rainwater storage tanks are not supplied, a dam, dams or bore supply is available.  Methods of sewage disposal comply with the Department of Natural Resources and Mines On-site Sewerage Code and AS/NZS 1547:2000.	<b>NA</b> – The site is within the serviced area.
<b>Storage</b> Storage of equipment, materials, machinery or tools has no detrimental effect on the visual amenity of a residential area	All equipment, materials, machinery or tools of trade in any business, profession, trade or hobby are housed in a Class 1 or Class 10 building or screened	<b>NA</b> – As a residential use, no such storage is proposed.
<b>Vegetation</b> The visual amenity of the surrounding uses and of the Shire is protected.  A defined use or use class does not adversely impact on the ecological or landscape values of vegetation.	Trees and shrubs whether natural growth or planted are retained on the site except where on the site of a proposed building construction or posing a fire hazard to the development. Vegetation is retained within:- (i) 50 metres of the high bank of a river; and/or (ii) 25 metres of the bank of any other watercourse.	<b>Complies</b> – There is no existing vegetation, and the site layout allows for new landscaping to be provided. No native vegetation of ecological value will be affected.
<b>Drainage and Filling</b> The drainage or filling of land to enable its use	Council requirements, which will be a condition of development, are met.  The movement of material shall not cause a dust nuisance.	<b>Can be conditioned to comply</b>  The proposed development will not involve earthworks affecting drainage.

PROPOSED MULTIPLE DWELLING  
18 PHILP STREET, NORMANTON

PAGE 26

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<b>Site Access</b> The movement of vehicles, including emergency vehicles, into and out of the site is facilitated.	There is no adverse impact on adjacent premises  The site layout facilitates the movement of traffic without impacting on the flow of traffic on the adjoining road or roads.	<b>Complies</b> – the proposed vehicular access will be of an appropriate standard and location.
<b>Awnings Over Footpaths</b> In the Commercial Zone protection for pedestrians from severe climatic conditions is to be provided	Proposals to provide covered walkways or awnings over pedestrian walkways.	<b>NA</b> – As a residential use in the residential zone, no awning is proposed.

PROPOSED MULTIPLE DWELLING  
18 PHILP STREET, NORMANTON

ROUGH PLAN

## Appendix C: Assessment against SPP Natural Hazards Assessment Benchmark

SPP Assessment Benchmark	Performance of the Proposed Development
(3) Development ... avoids natural hazard areas, or where it is not possible to avoid the natural hazard area, development mitigates the risks to people and property to an acceptable or tolerable level.	<p>Although not identified in the current planning scheme, it is possible the locality may be subject to flooding under future, climate change affected events. The actual flood level is unknown. However, the proposed development involves finished floor levels for units 1 and 2 that exceed 9.1 metres AHD and finished floor levels of units 3 and 4 that are above 8.7 metres AHD. These will be at or above the highest known flood level for Normanton (the 1974 event).</p> <p>The development will be constructed to a similar same level as all other development in the locality zone, which is currently a level of risk tolerated by Council and the community.</p>
(4) Development supports and does not hinder disaster management response or recovery capacity and capabilities.	The proposed development will not impact on disaster management or recovery capacity in any way.
(5) Development directly, indirectly and cumulatively avoids an increase in the severity of the natural hazard and the potential for damage on the site or to other properties.	Change to the impact of flood hazard on other properties is very unlikely.
(6) Risks to public safety and the environment from the location of hazardous materials and the release of these materials as a result of a natural hazard are avoided.	The proposed development will not involve the handling of hazardous materials.
(7) The natural processes and the protective function of landforms and the vegetation that can mitigate risks associated with the natural hazard are maintained or enhanced.	There will be no change to protective landforms or vegetation.

## **BUSINESS PAPERS**

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**12 GENERAL BUSINESS**

**13 CLOSURE OF MEETING**