



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

15 MAY, 2024

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NOTICE OF MEETING

COUNCILLORS:

Mayor Jack Bawden Mayor
Cr Bradley Hawkins
Cr Andrew Murphy
Cr Glenn Smerdon
Cr Cherie Schafer
Cr Leslie Henry
Cr Johnty O'Brien

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

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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 24 April 2024 be confirmed.

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

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8 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

In accordance with the *Local Government Act 2009*, and the *Local Government Regulation 2012*, in the opinion of the General manager, the following business is of a kind as referred to in clause 254J(3) of the Regulation, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

RECOMMENDATION

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

8.1 Rent to Buy Scheme

This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(g) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

8.2 Establishment of a Company Limited by Shares

This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(g) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

8.3 Update - Overdue Rates or Charges Matters

This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

8.4 Update - Overdue Rates or Charges Matters - A732 and A949

This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.:

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9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

9.1 CEO MATTERS OF INTEREST ONLY REPORT

Attachments:	9.1.1. Consultation Planning legislation ↓ 9.1.2. Article from ICMA PM Magazine featuring Carpentaria Shire Council ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	8 May 2024

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 receive and note the Chief Executive Officer's matter of interest only report.

MEETINGS SCHEDULE

Date	Time	Event	Location
Council			
15 May 2024	9:00am	Ordinary Meeting of Council	Boardroom
16 May 2024	8:30am	Workshop – Councillors, CEO, Directors, and Managers	Boardroom
19 June 2024	9:00am	Ordinary Meeting of Council	Boardroom
20 June 2024	8:30am	Budget Meeting – Councillors, CEO, Directors, and Managers Workshop – Councillors, CEO, Directors, and Managers	Boardroom
NWQROC and LGAQ			
8-9 May		NWQROC Meeting F-2-F	Cloncurry
21-22 May 2024		Civic Leaders Summit – Mayor and Deputy Mayor	Gold Coast
5-6 June 2024		NWQROC Meeting F-2-F	Canberra

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Date	Time	Event	Location
21-22 August		NWQROC Meeting F-2-F	Brisbane
Local Government Managers Australia (LGMA)/International City/County Managers Association (ICMA)			
26 – 30 May		International Volunteer Committee Meeting	Belgium
The above attendance is during my leave of absence			

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FINANCIAL REPORT

Governance Income and Expenditure to 30 April 2024

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Actual Bal
Operating Expenditure				
Communications	55,400	6,874	8,641	6,874
Community Recovery	0	79	0	79
Disaster Events	4,500	95,472	0	95,472
Disaster Preparedness	74,000	80,590	0	80,590
Elected Members	572,441	448,545	2,898	448,545
Emergency Response	51,400	34,523	0	34,523
Governance	1,635,493	1,534,302	75,935	1,534,302
Operational Plan	0	66,797	0	66,797
Operating Expenditure Total	2,393,234	2,267,183	87,473	2,267,183
Operating Income				
Disaster Events	0	-545,908	0	-545,908
Disaster Preparedness	-7,000	-59,480	0	-59,480
Emergency Response	-17,000	-19,791	0	-19,791
Governance	0	200,000	0	200,000
Operating Income Total	-24,000	-425,180	0	-425,180
Grand Total	2,369,234	1,842,003	87,473	1,842,003

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ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
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	Recommence 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. December 2023 Update - Offer rejected
November 23	012	2. Call for Expressions of Interest from interested parties for the agistment of Lot 2 on Crown Plan LS11 at the conclusion of the community feedback and such Expressions of Interest be advertised for 4 weeks;	Progressing	Department has provided feedback; Preston Law are finalising to progress further
November 23	016	Authorise the Chief Executive Officer to negotiate with the tenderers to ascertain if they are prepared to increase their offer; and delegate authority to the Mayor and the Chief Executive Officer to set sale prices for the remaining lots	Complete	Tenderer has been contacted and is securing finance. Colliers continuing to market lots
November 23	GB	Artificial Reef – Community consultation / feedback for names for reef	Progressing	EO-GPC working with Community Development to complete
February 24	GB	CEO to follow up and ascertain process for reporting radio station outages for members of the public	Complete	Community Development Officer contacting stations on CEO behalf
April 24	009	Acknowledge the Minister's Code of Conduct for Councillors – Approved 22 February 2024	Complete	Document uploaded to website
April 24	010	Adoption of the Standing Orders and Meeting Procedures and Investigations Policies and provide copies on the website	Complete	Policies uploaded to website

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April 24	011	Nomination of Cr. Greg Campbell as Policy Executive Representative for District 11 – North West	Complete	Nomination submitted to LGAQ. Cr. Campbell has subsequently been confirmed as the District 11 – North West representative as there was only the one nomination.
April 24	Notation	Copy of Housing Committee Minutes to be provided to Councillors	Complete	Copies have been emailed to Councillors. Minutes of the Housing Committee meetings are also available on the website in the agenda as presented following committee meetings
April 24	Notation	Training be arranged for Councillors from NHVR in relation to Chain of Responsibility and Councillors obligations	Progressing	Contact has been made with NHVR in relation to arranging training.
April 24	GB	CEO to provide a briefing on Major Proposed Projects	Presentation Complete	CEO has prepared presentation. Awaiting confirmation of proposed date to present to Councillors

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MATTERS FOR COUNCIL INFORMATION

1. Consultation – Planning Framework

Consultation is now open on the proposed amendments to the Planning Regulation 2017 (Planning Regulation), Minister’s Guidelines and Rules (MGR) and the Development Assessment (DA) Rules to support the implementation of the Housing Availability and Affordability (Planning and Other Legislation Amendment) Bill 2023 (the Bill).

The Bill delivers amendments to the Planning Act 2016 to optimise the planning framework’s response to the current housing challenges.

The Bill further delivers on commitments made by the Queensland Government in the Homes for Queenslanders plan under Pillar 1, to simplify and expedite the supply of housing to get homes on the ground faster.

The changes to the Planning Regulation, MGR and DA Rules ensure that the framework is responsive, efficient, and effective in removing barriers affecting housing and land supply in areas where growth should be occurring.

These amendments will guide how the amendments will operate, provide for the relevant matters that the community and applicants should consider and provide for transparency in identifying information that must be made available to the public.

The information was distributed separately to Councillors via email on 2 May 2024 to allow time to provide comment and feedback.

Recommendation: For information

2. Telecommunications Submission - WQAC

The Western Queensland Alliance of Councils is preparing a submission to the Committee as it did in 2021. Your perspective, from the North West Queensland point of view, is invaluable to this process, and we invite you to share your experiences and views through a brief survey that will take approximately 5 minutes to complete. Your feedback will directly contribute to the WQAC assessment of current initiatives like the \$1.1 billion investment in regional communications and help identify emerging needs and opportunities. **The survey closes on the 17 May 2024.**

Councillors received an email directly from Greg Hoffman – Executive Officer NWQROC. This is included as a reminder to complete the survey if you have not yet had the opportunity to do so.

Recommendation: For information

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3. NWQROC – Strategic Plans and Enabling Infrastructure Projects

The NWQROC has been progressing the development of the Strategic Plans and Enabling Infrastructure Projects Plan to enable formal adoption at the NWQROC meeting in Cloncurry on 8-9 May 2024. They will be released soon after the meeting and formal adoption.

Recommendation: For information

4. Handling of General Business

The Department does not consider 'general business' to be best practice and encourages council to consider implementing alternate strategies to ensure issues raised by Councillors and the public are considered and addressed.

The Department recommends the use of a 'service request system' to handle issues raised by Councillors. While not necessarily limited in scope, a service request system enables Councillors to contact the CEO directly identifying issues raised by their constituents and/or suggesting items for consideration in future meetings. While frequently service request system relies on electronic mail systems, they can be as simple as series of template forms and a tracking process.

The Department recommends that the CEO regularly reports back to the council on how items raised as service requests were managed. In addition to increasing transparency, this process assists Councillors in distinguishing future operational works' requests from strategic issues which require discussion and deliberation at council meetings.

Attached to the CEO Matters of Interest Only Report is a summary of the items that have arisen since the last Council meeting, as referred to the CEO from Councillors. In accordance with the recommendations from the Department, this could be a method of providing a record of the constituent requests of elected members.

Recommendation: For information

5. Annual Leave

Just a reminder that I will be on annual leave from Monday 20th May to Friday 7th June 2024, inclusive, returning to work Monday 10th June. I will be in attendance for the May and June meetings.

Recommendation: For information

6. Article – ICMA PM Magazine in U.S.A.

Copy of article featuring Carpentaria Shire Council is attached for information.

Recommendation: For information

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ACTIONS FROM STRATEGIC INTENT DOCUMENT

Action	Status	Comment
<u>Departmental Plans</u> CEO to work with Senior Leadership Team to complete documents for adoption.	65%	The Water and Waste Departmental Plan has been updated recently. Office of the CEO Departmental Plan review is complete Director Community Development, Tourism and Regional Prosperity has completed the Plan for the Department
<u>Business Cases</u> CEO to work with Senior Leadership Team to ensure the Business Case and Project Plans are completed in preparation for future grant opportunities.	10%	The draft Business Case and Project Plan have been completed for the School Dam Project. The estimates for the works required and the Cost Benefit Analysis are yet to be completed, there are other Business Cases and Project Plans that are required to be completed. Recent feedback from Peak Services in relation to preparing the grant application for infrastructure for the School Dam project – <i>“the Business Case and Project Plans provided for the School Dam Project assisted in being able to provide the necessary information into the application within the turnaround time provided for the submission of the application”</i> . CEO Forum Feedback – the Deputy Director General Local Government advised that Councils should start working on grants now as the turnaround times will be quick soon. Local Governments are also advised that they should be working on completing and finalising existing programs
<u>SurePact</u> CEO to work with the Senior Leadership Team to ensure the use of SurePact system becomes part of the day-to-day operations within Council ensuring that projects are well managed, and grants acquitted and managed in accordance with Milestones contained in the Grant Agreements.	55%	CEO has met with DOE to ensure the use of SurePact is taken up to manage the many projects and contracts under the Engineering Department SurePact provided further training for staff. SurePact provided presentation of system to Councillors Commitment from Team to progress finance and document management integration SurePact currently working on the Magiq Document integration with our ECM System SurePact have arranged additional training for Engineering team and are working through cleaning up the legacy projects and grants SurePact are working through and clearing out some of the legacy projects from the system
<u>Workforce Strategy and Plan</u> CEO to continue to progress the actions/recommendations contained in the Implementation Plan and regularly update outstanding items as a standard agenda item at the Senior Leadership Team Meetings.	75%	In the documents provided through the engagement of Davidson’s we were provided with an implementation plan to progress where we want to be as an organisation. Some of this work is being undertaken in-house and through support from Peak Services. Those are now 100% complete The Manager Human Resources will now take

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		on some of the outstanding actions still to be progressed from the Implementation Plan
<u>Accountability</u> Senior Leadership Team to take a more proactive role in ensuring all staff are treated fairly.	50%	Some training has been provided to the leadership team in relation to managing people under the new Psychosocial Guidelines. The review of the Human Resource Policies that has recently been undertaken will assist with ensuring all staff are treated fairly if policy is implemented and followed by all staff and monitored by the supervisors and managers. Staff will be consulted on the changes proposed in the amendments and where necessary training will be provided
<u>Position Descriptions</u> CEO and Manager Human Resources to distribute new PDs to all staff throughout the organisation. New PD's to be utilised for all new recruitment for vacancies as advertised.	400%	The new Position Descriptions have been completed by Peak Services and are uploaded into the records management system and old PDs are being archived
<u>Performance Reviews</u> Senior Leadership Team to sign off on their individual Performance Plans prior to Christmas Closedown and a first performance review meeting to be held prior to June 2024.	90%	Peak Services will move onto this work following to completion of the current body of work. This was listed as project five of five of the work to be undertaken by Chris Leck Chris has now started this work in January The draft performance plans have been provided by Chris Planning for Chris to attend Council in February/March to complete works assigned to Peak Services Performance Plans worked through in late February while Chris was on site CEO has completed his and has provided a summary of feedback ready to forward for performance assessment Mayor has been provided with the CEO's review for assessment.
<u>Governance and Policy Review</u> CEO to work with the EO – GPC and the Senior Leadership Team to ensure all the outstanding governance issues are cleared up and completed prior to the hand over to the new CEO.	80%	The EO-GPC has completed the “quick wins” from the recent review, and we are progressing through the remainder of the items identified in the Governance Review Two more policies are presented for adoption this month HR Policies are currently being reviewed and will be distributed for consultation with staff when complete Two additional policies were adopted at the April Meeting and a further Policy is provided for review at the May Meeting
<u>Governance Framework</u> CEO to prepare a Governance Framework for formal adoption and inclusion on the Council Website.	400%	CEO has drafted the Governance Framework and will present to the January 2024 Council Meeting
<u>LHAP Housing Strategy</u> CEO to continue to provide the secretarial role for the Advisory	60%	Carpentaria Shire Council has progressed further than the other member council of the WQAC.

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<p>Committee and has responsibility for many of the response actions contained in the LHAP Implementation Tracker and continue to progress these in accordance with direction from the Advisory Committee and Council.</p>	<p>The Carpentaria Shire Council Housing Strategy is complete and included on the Council Website. Implementation Tracker is updated prior to each meeting of the LHAP Advisory Committee.</p>
	<p>Next LHAP Advisory Committee meeting to be scheduled following the LG Election</p>
	<p>Work continues to be progressed on the Council Actions by the CEO.</p>
<p><u>Rent to Buy Scheme</u> CEO to meet with the Department to progress this initiative and obtain support from the Department to progress</p>	<p>90% CEO has met with the Department in relation to this. Obtained examples of what some other Councils are doing in this space. CEO commenced drafting of the documentation to support scheme. Document is now completed in Draft for the majority Draft has been sent to the Department for review and feedback before formal adoption following the LG election</p>
<p><u>Residential Subdivision</u> CEO to work with surveyor and the Department to progress this parcel of land for further development to provide additional residential lots in the Normanton community.</p>	<p>65% Draft survey layouts have been provided and the CEO has commenced discussions with the Department in relation to the acquisition of land for future urban expansion. Further discussed with Department during recent visit to Carpentaria Shire Council 25th October 2023 Application has been lodged with Department to purchase the land from the State Government. Department have requested an extension till April to obtain a valuation for the land CEO is working on an application for planning funding through the Housing Support Program from the Federal Government</p>
<p><u>Gough Street – Units (planning)</u> CEO will continue to work with the architects to ensure the plans are provided to Council to allow for the development of a further scope of works to prepare tender documents that will allow for the calling of tenders for a design and construct for the multi-unit development for further staff accommodation when funds become available to progress this important initiative.</p>	<p>85% Architect has been engaged and visited site. Also held discussions with Councillors to ascertain input into the layout, yield, and possible design First draft distributed to Councillors for feedback. Feedback sent to Architect for inclusion and amendment of first draft. Further plans provided by architect and forwarded to Councillors on 22 November 2023 Further update from Council at December Meeting – One bedroom units reduced to 4 only. Balance as two bedroom units Architect advised of proposed change New drawings provided with 4x1 Bedroom units and balance as two bedroom (20) Now moving to obtain QS report to ascertain</p>

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		<p>estimate to complete the build</p> <p>QS Report has been received</p> <p>Have spoken to NWQROC CEO to progress the development of a Business Case for the Units to present to the Federal Government in preparation for when the HAFFF (Housing Australia Future Fund Facility) grant funds are announced by the Government</p>
<p>Candidate Information Session CEO to prepare a presentation and conduct an information session for intending candidates prior to the close of nominations for the 2024 local government election.</p>	400%	<p>This information session will be held in conjunction with Departments Information Sessions on 6th and 7th December.</p>
<p>Councillor Induction Handbook CEO to prepare the Induction Handbooks for the incoming Councillors and present at the Induction. Also, to prepare a presentation for the Induction Workshop with new elected members following the declaration of the poll and the Post-Election Meeting.</p>	400%	<p>The template from the Handbook provided to the Councillors following the 2020 Election will be updated to ensure the latest information is available to the 2024 cohort of Councillors following the March/April 2024 Local Government Election</p> <p>Handbook is now complete</p>
<p>Company Limited by Guarantee/Shares CEO to meet with the Department to ascertain if the establishment of a company limited by guarantee will be supported including the transfer of assets from Council to the newly established Company. CEO to also commence, following confirmation from the Department, the development of Policies and Procedures and the other Governance arrangements for the Company's establishment.</p>	80%	<p>The CEO has met with the Department and progressed discussions with King and Company Solicitors. In discussions with King and Company an option will be provided in relation to a Company Limited by Shares, pros, and cons for both will be provided for consideration.</p> <p>King and Company have been advised to progress with the development of the constitution for the Company Limited by Shares following the resolution at the November meeting</p> <p>King and Company have now provided the draft constitution for the Company Limited by Shares</p> <p>Draft Constitution and other Documents have been distributed to the Department for review prior to formal adoption following the LG Election</p>
<p>WH&S and Psychosocial Health CEO and Senior Leadership Team to ensure that WH&S continues to remain front of mind and we continue to strive to achieve the identified targets set in the WH&S Safety Management System.</p>	50%	<p>We are implementing good practices in relation to WH&S and training has been provided to Supervisors in relation to Psychosocial Health. A new system – SkyTrust has been installed and rolled out throughout Council.</p> <p>Additional information as received is distributed through to the Senior Leadership Team</p> <p>Noticing additional utilisation of the Skytrust program for Take 5's and the completion of</p>

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		inspections and incident reporting and close out.
<u>Small Business Friendly</u> CEO to work with the Director Community Services, Tourism and Regional Prosperity and the Manager Economic and Community Development to progress the Accelerator Program as part of the Small Business Friendly program	50%	Charter has been signed and we are working through the documentation provided by the Office of the Small Business Commissioner in relation to the Accelerator Program. First draft of Accelerator Program has been submitted to Small Business Commissioner for review and feedback. May is Small Business Friendly Month and the Community Development Team are working on events and promotion of the small businesses in the Carpentaria Shire Council area Social media posts are being arranged and will be scheduled for the month of May Our social media posts for Small Business Week have started
<u>Recruitment of new CEO</u> CEO to prepare a report and advertise a Special Meeting with agenda item to include the recruitment for new CEO as soon as possible following the Post-Election Meeting.	100%	A report will be drafted for the Special Meeting to follow the Post-Election Meeting to allow the elected members to decide on the recruitment of the new CEO. Draft report commenced Draft Report ready for Special Meeting Agenda
<u>New CEO – Handover Notes</u> CEO to prepare detailed handover notes to provide to the new CEO as part of the smooth transition between current CEO and incoming CEO.	99%	The compilation of Hand-Over Notes for the incoming CEO have been started and is largely compiled to date. Additional items are added to the hand over notes as required.

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Councillor requests received by Chief Executive Officer



The table below contains the requests received by the Chief Executive Officer from Councillors following requests/queries from members of the public and actions taken by the Chief Executive Officer to have these addressed/actioned.

Date received	Councillor	Description	Action Taken
1 st May 2024	Councillor O'Brien	Complaint regarding overgrown blocks in Noel Street West, neighbours are experiencing frequent encounters with snakes and have noticed more mosquitoes due to how overgrown it is.	Passed onto LLO and DCS for action

From: [Department of Housing, Local Government, Planning and Public Works](#)
To: [Chief Executive Officer](#)
Subject: Have your say on proposed amendments to the Planning Framework
Date: Wednesday, 24 April 2024 3:54:49 PM

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

Our Place - email header



**Department of Housing, Local Government,
Planning and Public Works**

Having trouble viewing this email? [View Online](#)

Consultation now open on material supporting the Housing Availability and Affordability Bill

Consultation is now open on the proposed amendments to the Planning Regulation 2017 (Planning Regulation), Minister's Guidelines and Rules (MGR) and the Development Assessment (DA) Rules to support the implementation of the Housing Availability and Affordability (Planning and Other Legislation Amendment) Bill 2023 (the Bill).

The Bill delivers amendments to the *Planning Act 2016* to optimise the planning framework's response to the current housing challenges.

The Bill further delivers on commitments made by the Queensland Government in the [Homes for Queenslanders](#) plan under Pillar 1, to simplify and expedite the supply of housing to get homes on the ground faster.

The changes to the Planning Regulation, MGR and DA Rules ensure that the framework is responsive, efficient and effective in removing barriers affecting housing and land supply in areas where growth should be occurring.

These amendments will guide how the amendments will operate, provide for the relevant matters that the community and applicants should consider and provide for transparency in identifying information that must be made available to the public.

Summary of proposed amendments to the Planning Regulation, MGR and Development Assessment Rules.

- Modernising the operation of Development Control Plans within the planning framework.
- Setting requirements for applications to register, renew or amend an urban encroachment registration (including, the requirement for public consultation).
- Setting requirements for applications to extend or amend a temporary use licence.
- Providing for a new ability to impose a development condition for the provision of an affordable housing component.
- Providing for key criteria for what constitutes an affordable housing component.
- Providing for the processes relating to declaring an application for State facilitated development including, the effect of particular notices on the development

assessment process.

- Providing key criteria for the declaration of an application for State facilitated development.
- Providing for a new definition for 'build-to-rent' development.
- Providing for the materials to be made publicly available for inspection or purchase for State facilitated development and temporary use licences.
- Minor changes to update the references for the designation process rules, DA Rules and MGR.

Amendments to the MGR include:

- A criteria for administrative and minor amendment to planning schemes.
- A new ability for the Planning Minister to condition a proposed Temporary Local Planning Instrument (TLPI).
- General operational and editorial improvements.

Amendments to the DA Rules include:

- A new process for assessing and deciding an application for State facilitated development.
- Modernised public notice and submissions requirements.
- General operational and editorial improvements.

Further information including details about the key amendments to Planning Regulation, MGR and DA Rules can be found on haveyoursay.dsdilgp.qld.gov.au.

Providing feedback

You can provide feedback on the proposed changes on haveyoursay.dsdilgp.qld.gov.au.
Submit your feedback by Tuesday 21 May 2024.

If you have any queries about the Bill or the proposed amendments to the planning framework, please contact us on planning4housing@dsdilgp.qld.gov.au.

To find out more, visit our [website](#) or follow us on [LinkedIn](#).

Regards,
The Department of Housing, Local Government, Planning and Public Works

Our Place - Email header



This email was sent by Dept of Housing, Local Government, Planning and Public Works, 41 George St, Brisbane Qld 4000 to ceo@carpentaria.qld.gov.au

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A Mental Health Conversation Starter in Remote Australia

An innovative approach to mental health awareness among staff and in the community

by [Mark Crawley](#), May 01, 2024 | PM MAGAZINE - ARTICLE



Carpentaria Shire Council in Queensland, Australia, is a very remote local government located in the northwest part of the state in the Southern Gulf Region, covering an area of 64,000 square kilometers, with a population of 2,000 people and a staff of 100.

A priority for the council over the past few years has been mental health awareness. Our staff has not only increased their knowledge of mental health issues and ways to help others, we have also become more proactive in our mental health outreach in the community. And it all started with some funky shirts.

In 2022, the executive leadership team were considering the introduction of uniforms for the staff. At a workplace health and safety meeting, a member proposed the idea of a shirt from [TradeMutt](#), an Australian social impact workwear brand. This put the wheels in motion for Carpentaria Shire Council to partner with TradeMutt to develop a uniform for the entire staff. This was the first time that staff both indoors and those working in the open spaces would have a similar uniform. The print used for the shirts was developed from a painting by local indigenous artist Margaret Sailor, which was a great opportunity to celebrate our region while also creating a sense of team unity at the council.

Workwear with a Purpose

TradeMutt makes colorful clothing with a special purpose: their funky, eye-catching workwear is intended to spark conversations about mental health and to provide access to free counseling via a QR code under the left pocket. The company got its start after one of the two founders learned that a friend had tragically and unexpectedly taken his own life. By creating TradeMutt, they hoped to [make a difference](#):

We are an Australian Workwear brand that aims to make...workers of all kinds look and feel great at work, and in doing so, reduce the rate of blue-collar suicide in Australia. Our loud and vibrant shirts act as a catalyst to starting the conversation around mental health in men, a topic that has been hard to approach in the past for blokes, mostly due to the attached stigmas and perceived weakness. However, seeing the emptiness in the eyes of a family who have lost a loved one to suicide makes it blatantly obvious that the courage that us blokes pride ourselves on is the very thing required to address this silent killer.

Carpentaria Shire Council chose TradeMutt as the supplier for our uniforms to help continue the discussion about suicide and mental health in the interest of both the wellbeing of our staff and our wider community. The shirts are true conversation starters, encouraging team members to have authentic conversations with one another, and in doing so, create a greater level of trust and companionship. Each shirt comes with a QR code sewn into the left breast pocket or collar that links directly to [TIACS \(which stands for This Is A Conversation Starter\)](#), a not-for-profit mental health service that provides free counseling via call or text. TradeMutt donates 50% of their profits directly to TIACS.



Already Making a Difference

Our staff received their new uniforms in February 2023, and they were an immediate success. Everywhere employees go, we receive compliments on how well we look, and the staff continue to take the time to tell the story of the mental health message behind the shirts. Not only do we look like a team, but we also have an important message to share.

One Carpentaria Shire Council team member had a particularly moving experience as a result of sharing the TradeMutt story. I have sought permission to share the team member's experience, as it demonstrates the fact that conversations can change – and save – lives. A true story with a powerful message.

Since the changeover and introduction of the new uniforms at Carpentaria Shire Council and the constant message about mental health, this has allowed me to be more open and unembarrassed about my dealings with depression and most recently anxiety. Depression is a dark place which seems like there is no escape. You start to distance yourself from family and friends, withdraw from activities, lose all your interest, and start to contemplate your own existence. Because of my own dealings and understandings, I was able to notice a change in a previous employee. I kept letting him know if they needed to talk, I'm here. After a few times he eventually sat down with me and spoke about what was happening. I asked him to see a doctor and he was diagnosed with severe depression. During the recovery he would sometimes contact me around midnight asking if he could sleep over, which he did. Before he left to take up another job, he gave me a bag and said, "thank you," and "Can you get rid of this for me? I won't be needing it." The bag had items he was considering using to take his life.

Sharing this message lets people know that they're not alone and helps those who haven't experienced a mental illness to understand what it's like. Upon realizing that our uniforms had contributed to the saving of a valuable life, I was proud of what we had achieved in such a short time. In partnering with TradeMutt, we were able to connect with our small community and to highlight the importance of mental health and well-being through the messaging on the garments.



Making Mental Health a Top Priority

Effective April 1, 2023, a new code of practice was introduced into Queensland and approved by the minister under the Work Health and Safety Act: "Managing the risk of psychosocial hazards at work." With this new code of practice, the council began supervisor and staff training and accreditation from a number of mental health first aid providers. We had 12 staff members volunteer to participate in the training and become accredited to be able to assist colleagues struggling with their mental health and to identify early signs of depression and anxiety. The licensed mental health first aid instructor provided the team with additional resources for distribution through the smoko (break) rooms and for the notice boards.

The council also engaged the services of an employment law firm to provide training for our supervisors by conducting a psychosocial risks management training workshop using case studies, scenarios, and role play. This training has now equipped our supervisors and managers with additional tools for their toolkit when looking after the health and well-being of staff and identifying anything that may be impacting their lives more broadly.

At Carpentaria Shire Council, we are genuinely committed to the physical health and safety of our employees, and we want to ensure that they return home to their loved ones at the end of each workday. We are now also committed to looking after their mental health and well-being. This is something that as a very small and remote council we are immensely proud of.



MARK CRAWLEY is chief executive officer of Carpentaria Shire Council in Queensland, Australia.

Topics

[Mental Health](#)

[Leadership](#)

[Management](#)

New, Reduced Membership Dues

A new, reduced dues rate is available for CAOs/CAOs, along with additional discounts for those in smaller communities, has been implemented. Learn more and be sure to join or renew today!

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BUSINESS PAPERS

9.2 CONSIDERATION AND ADOPTION OF THE ACCEPTABLE REQUEST GUIDELINES

Attachments:	9.2.1. Acceptable Request Guidelines ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	8 May 2024
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

Section 170A(7) of the *Local Government Act 2009* requires the adoption of the acceptable request guidelines about the way in which Councillors may ask a local government employee for advice to help the Councillor carry out his or her responsibilities under the act and reasonable limits on requests that a councillor may make.

RECOMMENDATION:

That Council adopt the Acceptable Request Guidelines – Requests by Councillors (Information and Provision of Administrative Support).

Background:

The *Local Government Act 2009* section 170A requires the adoption of the acceptable request guidelines.

The guidelines have been in use by the Council for several years and were recently reviewed by NB Employment Law to bring them up to date and in line with changes to the legislation.

The draft guidelines presented contain the tracked changes from the original document forwarded for the recent review and are attached for Council consideration and formal adoption.

Consultation (Internal/External):

- NB Employment Law

Legal Implications:

- *Local Government Act 2009* - Sec 170A(7)
 - (7) **The acceptable requests guidelines** are guidelines, adopted by resolution of the local government, about—
 - (a) the way in which a councillor may ask a local government employee for advice to help the councillor carry out his or her responsibilities under this Act; and
 - (b) reasonable limits on requests that a councillor may make.

BUSINESS PAPERS

Financial and Resource Implications:

- Not Applicable

Risk Management Implications:

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



Acceptable Request Guidelines

– Requests by Councillors

(Information and Provision for Administrative Support)

Local Government Act 2009

Policy Details

<u>Policy Category</u>	<u>Council Policy Guidelines</u>
<u>Date Adopted</u>	
<u>Resolution Number</u>	
<u>Approval Authority</u>	<u>Council</u>
<u>Effective Date</u>	
<u>Policy Version Number</u>	<u>3</u>
<u>Policy Owner</u>	<u>Chief Executive Officer</u>

Version History:

<u>Version</u>	<u>Adopted</u>	<u>Comment</u>	<u>eDRMS #</u>
<u>1</u>	<u>February 2016</u>	<u>Council Resolution 0216/018</u>	
<u>2</u>	<u>August 2021</u>	<u>Updated – No Resolution Number</u>	
<u>3</u>			



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Carpentaria Shire Council

Adopted by Resolution Number 0246/018

February 2016 Ordinary Meeting

Acceptable Request Guidelines – Requests by Councillors

Policy Number: GDL E CSC 002

Document ID:

Document accurate and up to date at time of printing

Version 3

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~~ACCEPTABLE REQUESTS GUIDELINES – REQUESTS BY COUNCILLORS (INFORMATION AND PROVISION FOR ADMINISTRATIVE SUPPORT) FOR INFORMATION~~

Local Government Act 2009

Introduction

Pursuant to section 170A (1) of the *Local Government Act 2009* (the “Act”), a councillor may ask a local government employee to provide information to assist the councillor carry out his or her responsibilities under the Act. Councillors must otherwise not give directions to a local government employee, so as to ensure there is a separation between elected council representatives and the appointed administration of Council.

The responsibilities of councillors under the Act are set out generally in section 12 of the Act, with extra responsibilities for the mayor. An excerpt is attached to these guidelines as Appendix A. Requests for information must relate to some identifiable aspect of the councillor’s responsibilities under the Act.

The request must also comply with these acceptable requests guidelines adopted by resolution of the local government pursuant to subsection 170A (6) of the Act.

In addition to requests for information, a councillor may also request the provision of administrative support to assist them in performing their responsibilities under the Act, in accordance with section 170AA of the Act. These requests must also be consistent with these guidelines or else they will be of no effect having regard to section 170AA(3) of the Act.

Purpose

The purpose of these guidelines is to set out the way in which a councillor may ask a local government employee for information to help the councillor carry out his or her responsibilities under the Act. These guidelines also set out requirements for requesting administrative support.

Guidelines for information requests

1. The principles that underpin these guidelines are the local government principles set out in the Act; namely—
 - a. transparent and effective processes, and decision-making in the public interest; and



- b. sustainable development and management of assets and infrastructure, and delivery of effective services; and
 - c. democratic representation, social inclusion and meaningful community engagement; and
 - d. good governance of, and by, local government; and
 - e. ethical and legal behaviour of councillors and local government employees.
2. A further principle valued by Council is open communication and the development of positive relationships between councillors and employees, subject to any obligations imposed by the Act. All requests and responses should reflect this principle.
3. A councillor may approach certain employees directly to ask for information to help the councillor carry out his or her responsibilities under the Act. No personal information, or information protected under privacy legislation or other laws, will be provided. It is also prohibited, under section 170A(4) of the Act, for councillors to request information on:
 3.
 - a. a record of the Councillor Conduct Tribunal established under the Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018 (Qld), or a record of the predecessors to the Councillor Conduct Tribunal;
 - b. information that, if disclosed, would conflict with an order of a court or tribunal;
or
 - c. information that would be privileged from production in legal proceedings as it is subject to legal professional privilege (e.g. legal advice received by Council).
4. No councillor may give a direction or instruction to the chief executive officer or an employee. Councillors must be careful to ensure that any requests cannot be misconstrued as a direction or ~~instruction~~instruction and remain consistent with these guidelines.
5. The Mayor may give a direction or instruction to the Chief Executive Officer ~~or a Director~~, but not to any other staff member. Directions and instructions must be lawful and in accordance with Council's policies. The Mayor must not give a direction or instruction which:
 - a. is inconsistent with a resolution, or a document adopted by resolution, of Council;
 - b. the appointment of a local government employee by the Chief Executive Officer or their delegate under section 196(3) of the Act;



c. disciplinary action by the Chief Executive Officer as it relates to a local government employee under section 197 of the Act, or as it relates to a councillor advisor appointed by Council under section 197A(1) of the Act; or

5-d. _____ if followed, would result in the Chief Executive Officer breaching the law.

6. To ensure accurate information is provided, requests for information may be made to the following employees (refer to specific list in paragraph 4514):

a. chief executive officer; and

a. _____

b. directors; and

b. _____

c. managers.

Note—the aim of this limitation is to ensure Councillors receive up-to-date and accurate information or advice from those employees who are most likely to be able to assist councillors.

7. If a councillor asks for information from an employee other than under these guidelines, the employee must inform the chief executive officer about the request. Councillors must adhere to these guidelines as breaches may amount to inappropriate conduct or misconduct under the Local Government Act 2009 Act.

Example—the chief executive officer must be informed when a councillor asks anyone below the level of manager for advice or information.

8. This guideline does not aim to prevent informal or social interactions between councillors and employees, and informal or social interactions between councillors and employees are encouraged to develop positive relationships.

Examples—

i. A councillor stops in the street and compliments a work gang on their good work;

ii. A councillor stops and says to a crew “How’s everything going?” as a social exchange rather than a formal request for information.

9. Employees must offer all reasonable assistance to a councillor who asks for information under these guidelines but must also remain mindful of the limitations imposed on councillors by the Act. Council will support employees who, on reasonable grounds, believes that compliance with a councillor’s request would be inconsistent with the Act or the requirements under these guidelines. Where applicable, the councillor should be politely requested to formalise their request into writing, so that the scope of the information being sought is clear and to avoid the possibility of miscommunication.

10. If an employee is able to provide the information immediately, the employee will do so. If an employee is busy with other matters or cannot otherwise attend to the request immediately or does not expect the request to be fulfilled within ten (10) business days,



the request must be referred to the chief executive officer, so that the request can be attended to without undue delay.

11. If an employee needs to check files or undertake research to respond to the request, the employee should endeavour to provide a response within 72 hours. Employees and the Chief Executive Officer must otherwise remain compliant with the timeframes imposed by section 170A(9)(a) of the Act, being a response within ten (10) business days after receiving the request from the councillor. Where the Chief Executive Officer forms a belief that the request cannot be fulfilled within ten (10) business days, they must (in accordance with section 170A(9) of the Act) do the following:

a. prepare a written notice to the requesting councillor setting out reasons for their belief that the request cannot be fulfilled within ten (10) business days;

b. send that written notice within ten (10) business days of the request; and

11. comply with the councillor's request by no later than twenty (20) business days after it was first received, after giving them the above written notice.

~~12.c. If an employee is busy with urgent matters or cannot otherwise attend to the request immediately or within a reasonable time frame, the request must be referred to the chief executive officer, so that the request can be attended to without undue delay.~~

~~13.12. Employees will keep councillors informed of their progress on a regular basis if an immediate or short term response is not possible. It is expected that councillors and employees of Council (including the Chief Executive Officer) communicate with each other regarding requests in a respectful and positive manner. This may include providing timely updates on the progress of requests.~~

~~14.13. The following types of matters must be referred to the chief executive officer who will co-ordinate the response to the request—~~

~~a. controversial;~~

~~•~~

~~b. complicated;~~

~~•~~

~~c. confidential;~~

~~•~~

~~d. politically-sensitive;~~

~~•~~

~~e. where the employee is uncertain of the issue or response;~~

~~e. relates to information that the employee does not have access to; or~~

~~•~~

~~f. frivolous or vexatious.~~

~~a.~~



~~15.14.~~ The following list specifies the positions ~~and staff members of~~ whom requests for information may be made. Requests can be made to the person who substantively holds the position or is in the position in an acting capacity. The power to amend this list is delegated to the Chief Executive Officer as required due to staffing or corporate structure changes.

POSITION
Chief Executive Officer
Director Corporate Services
Director of Engineering
Manager Governance and Executive Services
Manager Human Resources
Manager Economic and Community Development
Manager Administration
Manager Works
Manager Workshop and Fleet
Manager Water and Wastewater

15. Employees and the Chief Executive Officer are entitled to make enquiries, in a respectful and constructive manner, to clarify the purpose of a councillor's request. This is to ensure that the requests relate to the councillor's responsibilities. Councillors are required, upon request, to provide written reasons for the request to confirm it is consistent with the Act.

16. Any information provided to councillors must not be used to the detriment of Council. Councillors should assume that any information obtained as a result of a request under these guidelines, which is not public available or accessible, is confidential to Council. Such information should not be released by the councillor. These obligations reflect the requirements on the usage of information outlined in section 171 of the Act.

17. As employees are expected to fulfill their usual obligations when actioning requests, a request by a councillor that places an unreasonable burden on Council resources may be rejected or refused by Council. A councillor may subsequently revise their request.

Guidelines for provision of administrative support

18. Council may make available the provision of administrative support to councillors to assist them in performing their responsibilities under the Act. Administrative support is limited to support of a clerical nature, and may include the following types of support:

- a. assistance with answering calls or email enquiries to the councillor;
- b. printing, photocopying, scanning or the sending of documents for the councillor;
- c. assistance with organising meetings and appointments with community members;
- d. arranging for Council facilities to be used by the councillor for their functions;
- e. making enquiries on service jobs requested by community members; or
- f. taking minutes of councillor meetings, or meetings with the Chief Executive Officer.



19. The level of administration support provided to councillors must be incidental in nature, as the support is usually provided by employees who are other duties and responsibilities as part of their role. The provision of the administrative support must not interfere with the employee's ability to fulfil their other duties and responsibilities to Council.

20. A councillor may make a written request to the Chief Executive Officer for the provision of administrative support. Within their request, the councillor must clarify:

- a. the type of administrative support being requested, and the purpose of the request;
- b. the length of time that the administrative support is being requested for; and
- c. any other information that is requested by the Chief Executive Officer.

21. A request by a councillor can be refused where the support does not relate to the councillor's responsibilities under the Act, where the support is not wholly administrative in nature, or where the support requested will place an unreasonable burden on Council resources. Requests that are intended, directly or indirectly, to assist the councillor with campaigning activities (whether during the leadup to elections or otherwise) must be refused by the Chief Executive Officer, to ensure fairness for all councillors. Indirect support may include freeing up the councillor's time so that they can focus on campaigns.

22. If the Chief Executive Officer is satisfied it is appropriate to provide the councillor with the administrative support that is requested, they must advise the councillor in writing of their approval and the date on which the administrative support will begin to be provided and (if applicable) the date on which the administrative support will end. The approval may also specify the local government employee that is responsible for providing the support.

23. The written approval is to be provided to any local government employee that is tasked with providing administrative support to the requesting councillor. The councillor may give a direction to any local government employee tasked with providing them administrative support, but only if the direction relates directly to the administrative support which has been approved by the Council in accordance with these guidelines.

24. Whilst Council will endeavour to support the responsibilities of councillors under the Act, the Chief Executive Officer may by written notice revoke approval for administrative support if there are subsequently grounds for refusal mentioned in paragraph 21.



ANNEXURE A – Extract of section 12 of the Act

Responsibilities of councillors

(1) A councillor must represent the current and future interests of the residents of the local government area.

(2) All councillors of a local government have the same responsibilities, but the mayor has some extra responsibilities.

(3) All councillors have the following responsibilities—

_____ (a) ensuring the local government—

_____ (i) discharges its responsibilities under this Act; and

_____ (ii) achieves its corporate plan; and

_____ (iii) complies with all laws that apply to local governments;

_____ (b) providing high quality leadership to the local government and the community;

_____ (c) participating in council meetings, policy development, and decision-making, for the benefit of the local government area;

_____ (d) being accountable to the community for the local government's performance.

(4) The mayor has the following extra responsibilities—

(a) leading and managing meetings of the local government at which the mayor is the chairperson, including managing the conduct of the participants at the meetings;

(b) leading, managing, and providing strategic direction to, the chief executive officer in order to achieve the high quality administration of the local government;

(c) directing the chief executive officer of the local government under section 170;

(d) conducting a performance appraisal of the chief executive officer, at least annually, in the way that is decided by the local government (including as a member of a committee, for example);

(e) ensuring that the local government promptly provides the Minister with the information about the local government area, or the local government, that is requested by the Minister;

(f) being a member of each standing committee of the local government;

(5) A councillor who is not the mayor may perform the mayor's extra responsibilities only if the mayor delegates the responsibility to the councillor.

(6) When performing a responsibility, a councillor must serve the overall public interest of the whole local government area.

Carpentaria Shire Council

Adopted by Resolution Number 0246/018

February 2016 Ordinary Meeting

Acceptable Request Guidelines – Requests by Councillors

Policy Number: GDL E CSC 002

Document ID:

Document accurate and up to date at time of printing

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9.3 LGAQ ROC ASSEMBLY - KARUMBA JULY 2024

Attachments:	NIL
Author:	Mark Crawley - Chief Executive Officer
Date:	8 May 2024
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Continue to represent the community through active Advocacy efforts - (State and Federal Government, regional bodies and others)

Executive Summary:

The LGAQ ROC Assembly is scheduled for Wednesday 10th to Friday 12th July 2024 and Carpentaria Shire Council are assisting with hosting the event.

RECOMMENDATION:

That Council acknowledge the content of the Chief Executive Officer's Report and confirm their attendance at the dinner and any accommodation requirements with the Chief Executive Officer as soon as possible.

Background:

The LGAQ have locked in the ROC Assembly for Wednesday 10th to Friday 12th July 2024 to be held in Karumba. Delegates from across Queensland will be in attendance for the Assembly, registrations are open to the Chairs and Executive Officers of the various ROC's across the State.

The Chief Executive Officer has assisted with planning and logistics for the event as Carpentaria Shire Council is assisting with hosting the event.

A dinner is scheduled for Thursday evening 11th July 2024 and Councillors, Senior Executives and their partners are invited to join with the delegates from across the State who will be attending the Assembly. Accommodation has been set aside for the delegates and some additional rooms for Councillors and Senior Executives who may wish to attend the dinner and stay over. The room charges are the responsibility of those wishing to stay over.

To assist with logistics for the Assembly we are sourcing a bus to assist with transporting delegates to the various venues for the event. Quotes are being obtained for a 22-seater Coaster from FleetCrew. We are working with the LGAQ in the final arrangements for the Assembly.

Your earliest advice in relation to the dinner would be appreciated, so rooms can be allocated, and numbers confirmed for the dinner.

Consultation (Internal/External):

- Mayor Jack Bawden
- Grace McSorley – Local Government Association of Queensland
- Local Motel Owners – Karumba Point

BUSINESS PAPERS

Legal Implications:

- Not applicable

Financial and Resource Implications:

- Financial and Resource Implications are limited to the hosting of the event, we will cover the meals and the venue hire for the Assembly. Travel and accommodation are the responsibility of delegates. We may also have some personnel assisting with set up and possibly bus transport for delegates.

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

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9.4 RED BENCH INITIATIVE

Attachments:	9.4.1. Red Bench Initiative ↓ 9.4.2. Red Bench Relay ↓ 9.4.3. Pledge, signed in 2021 ↓ 9.4.4. Mayor Jack signing pledge ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	8 May 2024
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:

New initiative to support raising the awareness of domestic and family violence. Installation of two red benches in Normanton.

RECOMMENDATION:

That Council fund the establishment of two red benches in Normanton, one at the fishing bridge and a second at Joyce Travers QCWA Park.

Background:

The Red Bench initiative was introduced by the Red Rose Foundation, who work to eliminate domestic / family violence related deaths. Many communities have got on board with the Red Bench initiative to raise awareness of domestic violence and provide an opportunity for this important issue to remain visible in their communities. A Red Bench is also located in Normanton at the Police Station.

In 2021 Mayor Bawden signed a pledge as part of the LGAQ's #notinourbackyard campaign to continue to raise awareness through Local Government.

A plaque can be requested through the Red Rose Foundation for fixing to the benches when installed. The idea behind the two benches is to provide destinations to encourage a walk for domestic violence month between the benches from the Fishing Bridge to Joyce Travers QCWA Park, if the LGAQ are to continue their initiative of the Red Bench Relay. The bench seat to be in Joyce Travers QCWA Park is in the vicinity of the current sign and the sign could then be incorporated into the Skillion Shelter over the bench seat.



<https://www.redrosefoundation.com.au/red-bench-project>

BUSINESS PAPERS

Consultation (Internal/External):

- Mayor Jack Bawden
- Councillors
- LGAQ

Legal Implications:

- Not applicable

Financial and Resource Implications:

- Red Bench \$3,000.00 (ex GST) (Estimated) x 2
- Skillion Shelter \$6,699.00 (ex GST) (Joyce Travers QCWA Park) x 1
- Installation

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 medium



Take A Seat To Take A Stand To End Domestic Violence

The Red Rose Foundation™ launched the **Red Bench Project™** in 2019 to build a permanent reminder that domestic violence occurs within all of our communities. The first red bench was unveiled on 15th May 2019 in Cleveland by Redlands Mayor Karen Williams.

The presence of a Red Bench in a public location aims to raise awareness and provide an opportunity for this important issue to remain visible. A place to sit and have a conversation about how we as community can change the ending to domestic violence.



The **Red Bench** in Cleveland was the first of over 300 red benches across Australia. Initially started as a partnership with local government, red benches are now being established by state government departments, businesses, sporting groups, schools, churches and various community groups.

The Red Rose Foundation™ is a national not for profit charity who works to end domestic violence across our communities. We are especially concerned at the high number of domestic violence related deaths that occur each year through homicide and suicide. We also acknowledge that tragically, many of these domestic violence related deaths have many predictive elements and are largely considered preventable.

Our motto is Change The Ending.

If you would like to join us, we are asking for local and state government and other community groups to paint one or more existing public benches red, arrange and pay for the cost of the metal plaque with the wording *Domestic Violence: Lets Change The Ending*. We request that the plaque includes dual logos: The Red Rose Foundation™ and the logo of your own organisation. The Red Bench is a wonderful way to bring the community together to take a stand by taking a seat.

Send us your photos and we will feature them on social media. Also take a photo of yourself or others on the Red Bench, send us your short message and we will turn them into Conversation postcards.



If you require any further information please contact
Red Rose Foundation™.

Ph: 0432118248 (Betty Taylor)

Redbench@redrosefoundation.com.au

www.redrosefoundation.com.au



The Red Bench Project: Changing the ending to domestic violence

Published: 1st July 2021

The Red Bench Project was launched in 2019 by the Red Rose Foundation, encouraging the installation of red benches as permanent reminders that domestic violence occurs within our communities—but that we have the power to ‘change the ending’.

Betty Taylor, founder and director of the Red Rose Foundation Queensland, is a domestic violence advocate who has worked across the sector for more than 30 years. Betty was instrumental in the establishment of the Australian Institute for Strangulation Prevention and a partnership with the Training Institute for Strangulation Prevention in San Diego. Putting non-lethal strangulation on the public policy and law reform agendas is just one of her significant achievements.

In 2020, Betty was named a Queensland Great by Queensland Premier Anastacia Palaszczuk, in recognition for her long-term contribution and achievements that have significantly impacted the history and development of Queensland.

We took this opportunity to interview Betty and ask about the Foundation and her vision for the future of domestic violence campaigns like the Red Bench Relay.

What drove you to create the Red Rose Foundation?

The Red Rose Foundation was established to specifically focus on high-risk, high-harm domestic violence.

I have worked in various positions during my 30 years in domestic violence prevention, and in 2002 I had the amazing privilege of being awarded a Churchill Fellowship to study collaborative and integrated responses to domestic violence in the USA and Canada. During the Fellowship, I met people doing ground-breaking work addressing high-risk domestic violence through a specific focus on domestic violence death reviews and non-lethal strangulation. My partnership with the Training Institute for Strangulation has continued and grown over the past 19 years.

Back in Australia, neither domestic violence death reviews nor the issue of strangulation were on the public agenda—no one was talking about them. With the support of other domestic violence colleagues, we began the process of lobbying for both.

It is our belief that domestic violence deaths are largely predictable and preventable—and this is now supported through death review reports and research.

Through successful lobbying, we established both the death review board and a standalone strangulation offence, implemented through the recommendations from the ‘Not Now, Not Ever’ report. However, victims of domestic violence are sadly still being murdered or suffering life endangering injuries, both physical and psychological, which can have long-term consequences.

It is my hope that the Red Rose Foundation can help make a difference.

What does the red rose signify?

The red rose was originally adopted following the murder of a Sydney woman, whose ex-husband left red roses on her body after murdering her. While we see red roses as a sign of love, they can also be used as symbols of distorted love.

What is the goal of the Red Rose Foundation?

Of course, we would like to see the end of all domestic and family violence, however, we know that many people experience levels of high risk, high harm that others do not. By focusing on some of the significant high-risk issues—specifically strangulation—we are hoping to make a difference.

What do you see for the future of the Red Rose Foundation's Red Bench Relay?

The Red Bench Relay is a wonderful initiative of the Local Government Association of Queensland (LGAQ) that brings communities together across the state to raise awareness through a positive and inclusive event. I believe it has huge potential to grow and involve other organisations that have red benches.

The number of organisations with red benches is now growing to include schools, sporting clubs and police.

The Red Rose Foundation's inaugural Red Bench Relay took place in November 2020, marking the beginning of an annual domestic violence education campaign. Queensland councils, as well as the LGAQ, took part in 'walk against violence' events in a bid to change the ending to Domestic and Family Violence (DFV) within our communities.

Seven councils participated in the event: Boulia Shire Council, Bundaberg Regional Council, Livingstone Shire Council, South Burnett Regional Council, Townsville City Council, Whitsunday Regional Council and Winton Shire Council.



Townsville participating in the walk against violence

Boulia Shire Council

Boulia Shire Council participants wore red shirts and hats and concluded with a morning tea at the Shire Hall.

Bundaberg Regional Council

Bundaberg community members put on their joggers and gathered at Bundaberg's newest red bench at Alexandra Park to take a stand against domestic violence. Bundaberg now has four red benches, and the participants made their way through the CBD before meeting for a prayer service and a moment of silence.

Livingstone Shire Council

Livingstone Shire Council held two Red Bench Relays where residents showed their support by taking part and wearing red. Livingstone Shire Council currently has two red benches installed in the Shire.



A great turnout in Livingstone Shire Council

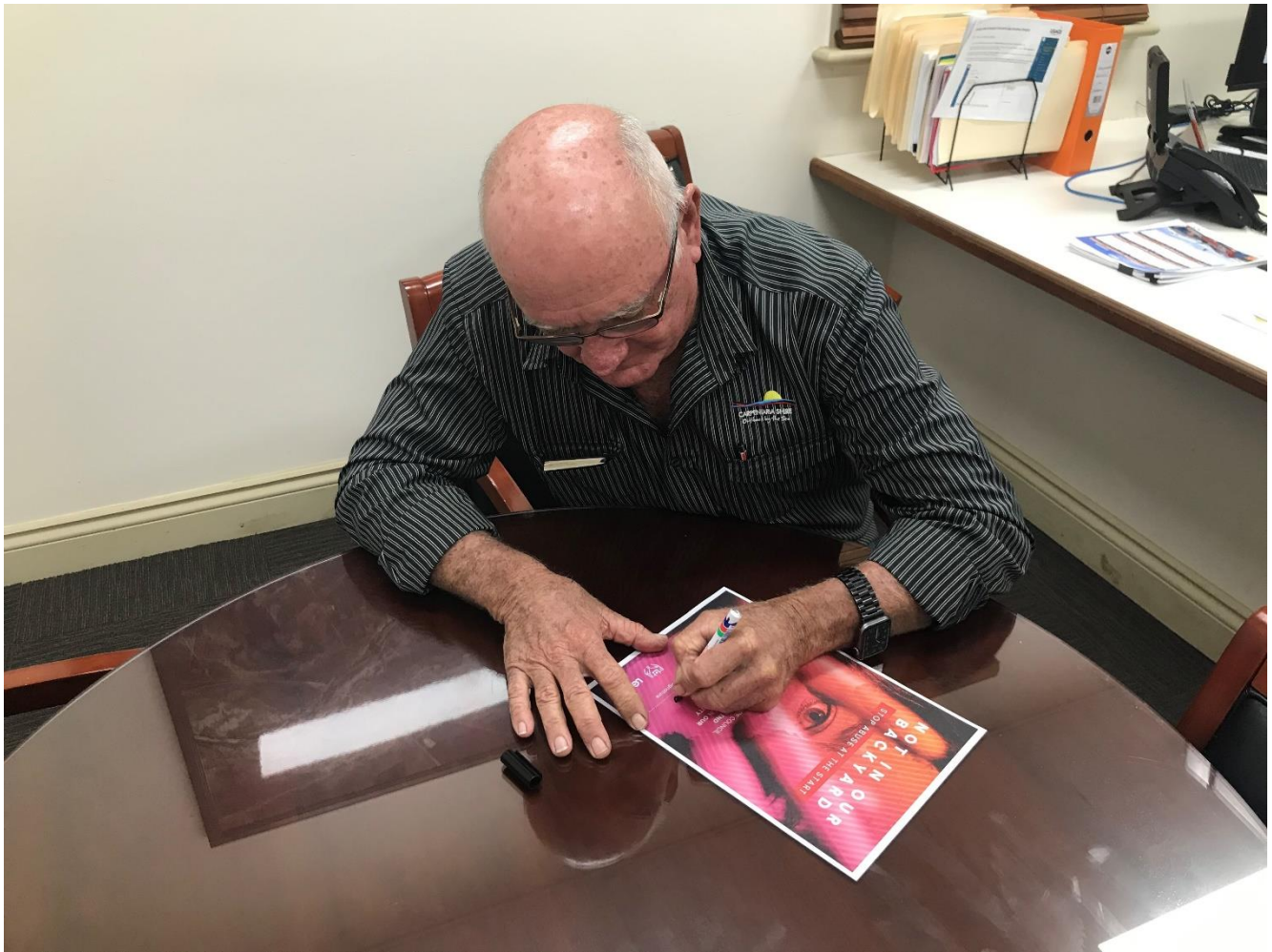
How can councils get involved?

As part of our wide-ranging commitment to raising awareness of the issue, the LGAQ introduced the Red Rose Foundation's goal of having at least one red bench in each Queensland council area through the Council Showcase session (with red bench onstage) at the 2019 Annual Conference in Cairns. You'll find a red bench—with the all-important 'Domestic Violence: Let's Change the Ending' plaque—outside Local Government House in Newstead and you'll find red bench guidelines and other resources for keeping this important issue visible in your community at redrosefoundation.com.au.



The LGAQ team gathered in Newstead for the walk against violence





BUSINESS PAPERS

9.5 KARUMBA POOL

Attachments: 9.5.1. Letter from Karumba Resident [↓](#)

Author: Mark Crawley - Chief Executive Officer

Date: 8 May 2024

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

Key Strategy: Maintain a focus on excellence in customer service and improvements in service delivery

Executive Summary:

Request from Karumba resident to table letter at Council Meeting for consideration of extending the opening period of the Karumba Pool.

RECOMMENDATION:

That Council request a detailed report for presentation at the June 2024 meeting for consideration.

Background:

Correspondence has been received from a long-term Karumba resident requesting the Karumba Swimming Pool remain open over the next few months.

Further information from the correspondence (also attached) is below: -

I request the name of the person we need to send any petitions from the community, and from the tourists that we may require in support of this request.

I request reasons, numbered from one onwards, why the pool needs to be closed, so that we can address each reason sequentially.

I look forward to a speedy reply, and will post that, as well as this request, on the community noticeboard in Karumba.

I will take this opportunity to acknowledge Candice and Col for all they do to make the pool a safe and welcoming environment.

It is recommended that a detailed report be provided to Councillors for consideration prior to deciding on the extension of the season as per the request. Information in relation to the usage of the pool would also need to be considered.

Consultation (Internal/External):

- Lyne Russell – Karumba Resident
- Anne Andrews – Director Community Development, Tourism, and Regional Prosperity

Legal Implications:

- Not applicable
-

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Financial and Resource Implications:

- Additional resourcing with personnel over the extended period, etc., all to be identified in a detailed report for consideration.

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 medium

Mark Crawley

From: Amanda Farraway
Sent: Friday, 3 May 2024 10:48 AM
To: Anne Andrews
Cc: Mark Crawley
Subject: FW: Pool

Hi

Candice has just sent this through as per Lyn Russell's request

Amanda Farraway
Community Development Coordinator
CARPENTARIA SHIRE COUNCIL
Ph: 07 4745 2200
PO Box 31, NORMANTON QLD 4890
amanda.farraway@carpentaria.qld.gov.au
<http://www.carpentaria.qld.gov.au>



Find us on Facebook



From: Candice Harris <candice.harris@carpentaria.qld.gov.au>
Sent: Friday, May 3, 2024 10:24 AM
To: Amanda Farraway <amanda.farraway@carpentaria.qld.gov.au>
Subject: FW: Pool

Candice Harris
Administration/Library Officer Karumba
CARPENTARIA SHIRE COUNCIL
Ph: 07 4747 7555
PO Box 31, NORMANTON QLD 4890
candice.harris@carpentaria.qld.gov.au
<http://www.carpentaria.qld.gov.au>



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From: lynette russell <lyne.russell@gmail.com>
Sent: Thursday, May 2, 2024 7:41 PM
To: Candice Harris <candice.harris@carpentaria.qld.gov.au>
Subject: Pool

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

02/05/24

To the Carpentaria Shire Council.

As a long-term ratepayer in Karumba, and a resident for 52 years, I would like to request that the following message be tabled for consideration at the next Council meeting.

On behalf of the Karumba community, I would like to request that the Karumba swimming pool remain open over the next few months.

I request the name of the person we need to send any petitions from the community, and from the tourists that we may require in support of this request.

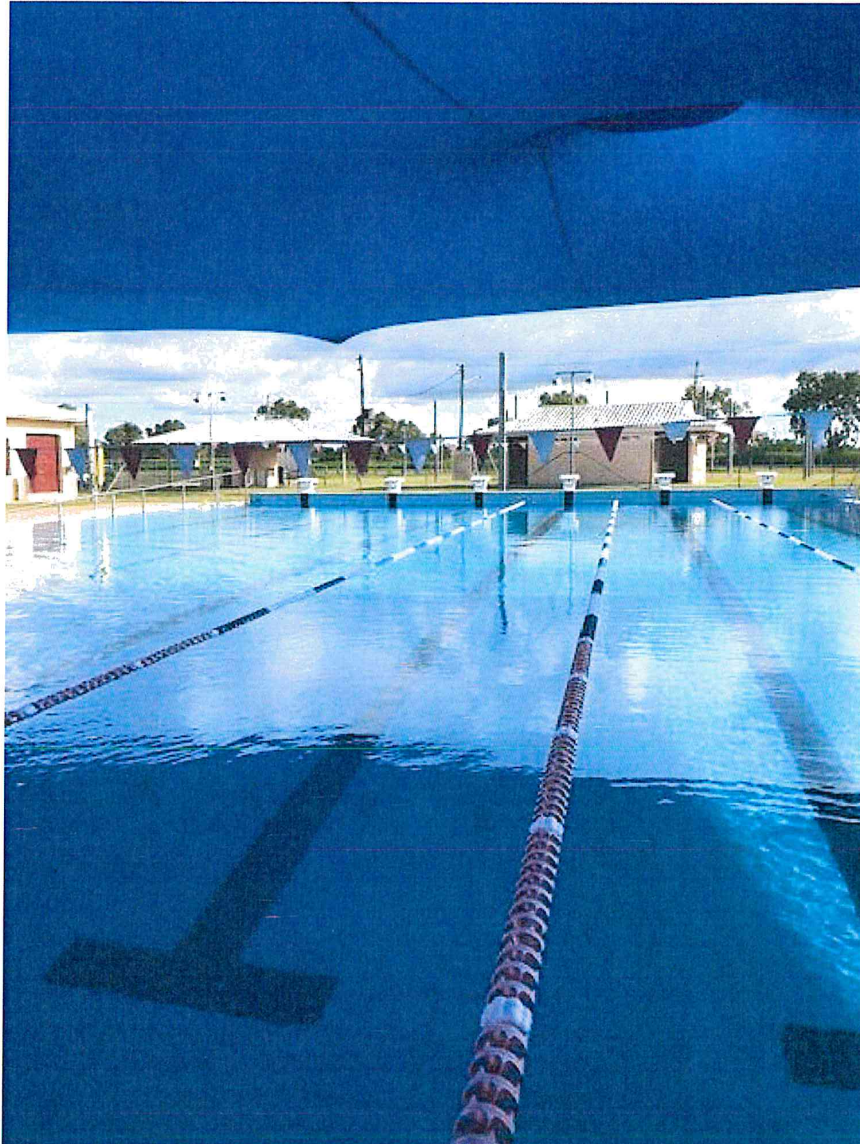
I request reasons, numbered from one onwards, why the pool needs to be closed, so that we can address each reason sequentially.

I look forward to a speedy reply, and will post that, as well as this request, on the community noticeboard in Karumba.

I will take this opportunity to acknowledge Candice and Col for all they do to make the pool a safe and welcoming environment.

Thank yo
Your sincerely,

Lyne Russell.



Sent from my iPhone

Consider the environment before printing this email.

This email including any attachments sent with it is confidential and for the sole use of the intended recipient(s). If you are not the intended recipient(s) or if you have received this email in error, you are asked to immediately notify the sender by telephone or by return email. You should also delete this email and any copies from your computer system network and destroy any hard copies produced. Although Carpentaria Shire Council takes all reasonable steps to ensure this email does not contain malicious software, Carpentaria Shire Council does not accept responsibility for the consequences if any person's computer inadvertently suffers any disruption to services, loss of information, harm or is infected with a virus, other malicious computer program or code that may occur as a consequence of receiving this email. **Unless stated otherwise, this email represents only the views of the sender and not the views of the Carpentaria Shire Council.**

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BUSINESS PAPERS

9.6 REVIEW AND ADOPTION OF WASTE MANAGEMENT RESOURCES AND EDUCATIONAL MATERIAL

Attachments:	9.6.1. Bin Collection Factsheet ↓ 9.6.2. Example Residential Bin Factsheet ↓ 9.6.3. Example Green Waste Factsheet ↓ 9.6.4. Example Cardboard Factsheet ↓ 9.6.5. Example Marine Flares Factsheet ↓ 9.6.6. Example Bin Sticker ↓ 9.6.7. Further Example Bin Sticker ↓
Author:	Jacinda Sceresini - Executive Officer - Governance, Projects & Communications Mark Crawley - Chief Executive Officer
Date:	8 May 2024
Key Outcome:	Day to day management of activities within the Water and Waste Department
Key Strategy:	As per the Departmental Plan for Water and Waste

Executive Summary:

This report has been prepared to provide Council with suggested waste disposal factsheets / guidelines and community outreach strategies to address persistent challenges in rubbish collection.

RECOMMENDATION:

That Council implements the proposed factsheets and educational materials and commences process to distribute to community members.

Background:

There has been a notable increase in waste management challenges in Normanton and Karumba, primarily attributed to improper disposal practices in general waste bins. These issues include:

- Excessive green waste
- Improper disposal of commercial waste
- Overfilling of bins with cardboard, resulting in manual unpacking by the driver
- Cardboard jammed that tight in bins it cannot be emptied.
- Presence of extra rubbish on footpaths
- High incidence of damaged bins
- Extra bins being left out for collection

Rubbish runs have not been monitored in recent years resulting in concerns. The rubbish truck's inability to compact green waste and other materials poses the risk of breakdowns and increased operational expenses.

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During the collection of waste, it has been noticed that some residents have been putting up to three bins out for collection. An audit was undertaken some time ago in relation to the collection when Council was to review the charges for waste collection, this information could be used to ascertain the number for collection against the rate charges and if bins continue to be left out the ratepayer be advised of the second bin charge and charged accordingly on their rates notice.

Some promotion has been undertaken through social media and the monthly newsletter as matters are raised, i.e., the marine flares that have been found in the refuse collection. This could continue until the information can be distributed with the rate notices.

Factsheets

Factsheets have been drafted to educate the community and address the behaviors contributing to waste management issues. It is proposed that these factsheets be distributed through various channels, including the council website, monthly newsletters, and social media platforms. Each factsheet focuses on specific problem areas, such as residential bin usage, collection guidelines, green waste, cardboard disposal, marine flares etc. These resources could be divided into smaller, easy-to-digest posts suitable for platforms like Facebook to ensure regular and consistent messaging. We welcome ideas on how best to communicate and distribute this valuable information effectively.

Bin Stickers

Additionally, the utilisation of bin stickers is proposed to communicate waste disposal guidelines directly to residents. These stickers, featuring a clear red marking for "general waste," aim to inform residents about prohibited items for inclusion in general waste bins.

Consultation (Internal/External):

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

Legal Implications:

- Not Applicable

Financial and Resource Implications:

- Purchase of promotional/educational materials and distribution

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 medium

KEEP AT LEAST **0.5M CLEAR** BETWEEN BINS

KEEP AT LEAST **1M CLEAR** FROM TREES AND NOT UNDER TREE CANOPY

KEEP AT LEAST **1M CLEAR** OF FENCES, CARS AND LETTER BOXES

BIN COLLECTION

-  PLACE BIN/S OUT BY 5AM ON COLLECTION DAY
-  MAXIMUM WEIGHT OF EACH BIN IS 70KG
-  DO NOT PARK IN FRONT OF BIN/S
-  DO NOT OVERFILL BIN/S OR LEAVE RUBBISH ON THE FOOTPATH
-  RUBBISH BIN LIDS MUST REMAIN CLOSED
-  RETURN BIN/S TO HOUSEHOLD AS SOON AS POSSIBLE AFTER COLLECTION

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RESIDENTIAL BINS



ALL ELIGIBLE RESIDENTIAL HOUSEHOLDS WITHIN THE BIN COLLECTION SERVICE AREA SHOULD HAVE 1 X 240-LITRE GENERAL WASTE (LANDFILL) BIN. ADDITIONAL BINS FOR A HOUSEHOLD MUST BE REQUESTED THROUGH COUNCIL.



SCHEDULED WASTE PICK UP DAYS

**KARUMBA - TUESDAY
NORMANTON - THURSDAY**



DAMAGED OR STOLEN BINS

TO REPORT DAMAGED OR STOLEN RESIDENTIAL BINS, PLEASE FILL OUT A REQUEST A REPAIR OR REPLACEMENT BIN FORM (FORM 306) AND RETURN TO THE COUNCIL OFFICE OR CALL US ON [07 4745 2200](tel:0747452200).



ITEMS THAT CAN GO IN THE GENERAL WASTE BIN

- GENERAL HOUSEHOLD WASTE
- FOOD SCRAPS
- PLASTIC BAGS AND OTHER SOFT PLASTICS
- PLASTIC FOOD WRAPPING, PACKETS AND CLING WRAP
- CERAMICS AND CROCKERY
- NON-RECYCLABLE GLASS AND MIRRORS
- NAPPIES
- POLYSTYRENE FOAM / STYROFOAM
- GRASS CLIPPINGS

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GREEN WASTE



WHAT IS GREEN WASTE?

GARDEN AND/OR GREEN WASTE INCLUDES LAWN CLIPPINGS, MULCH, BRANCHES AND LOPPED MATERIAL, TREE TRUNKS AND STUMPS, LEAVES, UNWANTED AND DEAD PLANTS, SEEDS AND FRUITS.



SMALL AMOUNTS OF GARDEN WASTE CAN BE INCLUDED YOUR GENERAL WASTE BIN; HOWEVER, THIS IS FAR FROM IDEAL AS GREEN WASTE WILL END UP IN LANDFILL.



GARBAGE BINS HAVE NOT BEEN DESIGNED FOR AND MUST NOT HOLD EXCESSIVE GREEN WASTE, SOIL AND BRANCHES. EXCESSIVE CONTAMINATION WILL RESULT IN NON-COLLECTION OF KERBSIDE BIN/S.



YOU CAN DISPOSE OF GREEN WASTE FOR FREE AT OUR WASTE FACILITIES IN NORMANTON AND KARUMBA.



DID YOU KNOW?

WHEN GREEN WASTE IS SENT TO LANDFILL, IT IS COMPRESSED AND BURIED IN THE GROUND WITH MINIMAL EXPOSURE TO OXYGEN, WHICH MAKES THE BREAKDOWN PROCESS VERY SLOW, RESULTING IN THE PRODUCTION OF LANDFILL GASES LIKE METHANE AND CARBON DIOXIDE.

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CARDBOARD



CARDBOARD CAN BE PLACED IN GENERAL WASTE, BUT IT'S ESSENTIAL TO DISPOSE OF IT PROPERLY.



PLEASE AVOID STACKING CARDBOARD IN BINS WITH OPEN LIDS, AS IT CANNOT BE COLLECTED BY THE RUBBISH TRUCK. PLEASE REFRAIN FROM TIGHTLY JAMMING CARDBOARD INTO BINS, AS THIS PREVENTS PROPER EMPTYING.



CARDBOARD NOT DISPOSED OF CORRECTLY WILL RESULT IN NON-COLLECTION OF KERBSIDE BIN/S.



REMEMBER TO BREAK DOWN CARDBOARD BOXES BEFORE PLACING THEM IN THE BIN TO MAXIMIZE SPACE AND EASE OF DISPOSAL.



FOR LARGE QUANTITIES OR COMMERCIAL-SIZED CARDBOARD, YOU CAN DISPOSE OF IT FOR FREE AT OUR WASTE FACILITIES IN NORMANTON AND KARUMBA.

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MARINE FLARES



PLEASE DO NOT DISPOSE OF DAMAGED OR EXPIRED MARINE SAFETY DISTRESS SIGNALS WITH YOUR EVERYDAY RUBBISH OR AT OUR LANDFILLS AND TRANSFER STATIONS. IT IS TOO DANGEROUS!



DISPOSAL OF POTENTIALLY DANGEROUS ITEMS CORRECTLY AVOIDS CAUSING SERIOUS INJURY OR FIRE.



IF YOU HAVE ANY OUT-OF-DATE FLARES MAKE SURE YOU DISPOSE OF THEM APPROPRIATELY. YOU CAN SURRENDER THESE ITEMS IN MARKED BINS AT AUTHORISED COLLECTION POINTS WHERE THEY WILL BE SAFELY DISPOSED OF.



THERE ARE TWO FLARE DISPOSAL LOCATIONS IN KARUMBA:

- **KARUMBA MARITIME SAFETY QUEENSLAND REGIONAL OFFICE
146 YAPPAR STREET (LOT 75), KARUMBA**
- **JONES MARINE
30 YAPPAR STREET, KARUMBA**



FOR A FULL LIST OF DESIGNATED DISPOSAL POINTS, PLEASE VISIT THE FOLLOWING LINK - MARINE SAFETY QUEENSLAND

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The sticker features a red background with a white border. At the top is a white icon of a garbage truck. Below it, the text "GENERAL WASTE" is written in large, bold, white capital letters. Underneath, the text "What cannot go in your general waste bin" is written in a smaller white font. The main body of the sticker contains a 4x4 grid of 16 white circular icons, each with a diagonal slash through it, indicating that the item is not allowed. Each icon is accompanied by a short text label in white. The items listed are: excessive green waste and branches, avoid stacking cardboard in bin with open lids or jamming into bin, no commercial waste, building materials, dirt or rocks, no cooking or motor oil, no marine flares, no chemicals and poisons, no e-waste, no batteries, no nets including mooring lines, no liquid paint, no tyres, no gas cylinders or fire extinguishers, no medical waste, no scrap metal, no asbestos, and no liquids. At the bottom of the sticker, there is a warning in white italicized text: "Improperly disposing of items in general waste bins will lead to the non-collection of kerbside bin/s." followed by "All items listed can be disposed of at **NO COST** at our waste facilities in Normanton and Karumba". The logo for "CARPENTARIA SHIRE" is at the bottom, with the tagline "Outback by the Sea®" in a smaller font below it.

GENERAL WASTE
What cannot go in your general waste bin

- Excessive green waste and branches
- Avoid stacking cardboard in bin with open lids or jamming into bin.
- NO** commercial waste, building materials, dirt or rocks
- NO** cooking or motor oil
- NO** marine flares
- NO** chemicals and poisons
- NO** e-waste
- NO** batteries
- NO** nets including mooring lines
- NO** liquid paint
- NO** tyres
- NO** gas cylinders or fire extinguishers
- NO** medical waste
- NO** scrap metal
- NO** asbestos
- NO** liquids

Improperly disposing of items in general waste bins will lead to the non-collection of kerbside bin/s.
*All items listed can be disposed of at **NO COST** at our waste facilities in Normanton and Karumba*

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BUSINESS PAPERS

10 REPORTS FROM DIRECTOR OF CORPORATE SERVICES

10.1 DCS REPORT

Attachments: 10.1.1. Local Laws Report - April 2024 [↓](#)
Author: Julianne Meier - Director Corporate Services
Date: 9 May 2024

Key Outcome: A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy: Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

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

RECOMMENDATION:

That Council:

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

Background:

1. Actions Outstanding from Previous Meetings

Date:	Ref:	Action	Status	Comment
		Liaise with relevant parties to improve connectivity at Normanton Rodeo Grounds	Ongoing	Ongoing – reported fault with Telstra about service dropouts. Officers to discussed issue with Telstra to see if we can increase bandwidth during specific events, however, have been advised we already have the maximum bandwidth. Officers are preparing to submit another grant for connectivity.
Apr 23		Raw Water Policy	In Progress	In liaison with MWW, the policy is now in draft. We do not expect to finalise until the Declared Service Areas have been mapped by the Water and Waste team.
Jan 23		Waste behind Karumba Transfer Station in Karumba	Ongoing	Hoping to secure funding to support the clean-up of waste behind the Karumba Transfer Station that has accumulated over several years. Discussing options with DOE, may consider moving part of this with the cyclone clean up.

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Mar 23	0323/004	Agistment Agreements	In Progress	5/3/2024 Have draft agreements, but still in discussions as some lots are owned by the State and the use is inconsistent with the purpose of the Reserve. This will require Departmental approval so will take some time. In the meantime, Council will still invoice for the fixed amount per the resolution.
Aug 23	GB	Cemetery Masterplan	Handed to DTCDRP	The Masterplan is complete. The Karumba Cemetery is under State Management Land and subject to Native Title. This process has not commenced. 5/3/2024 Community Consultation planned to occur after the Council elections.
Aug 23		Weed spraying around Karumba	Ongoing	Progressing with annual plan to clear some infestations in Karumba. 29/4/24 Have engaged a contractor to assist with spraying while Rural Lands Officer takes leave and then undertakes the 1080 baiting program.
Sep 23		Wi-Fi Access point in Council's Boardroom	In Progress	5/3/2024 Reviewing proposals, planning to resolve in the next two months. 29/4/24 Have engaged GWI to assist with the preparation of a Network Plan that will assess the current state of Wi-Fi and network infrastructure.

2. Budget Update

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

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Actual Bal
Operating Expenditure				
Animal Control	85,237	43,594	295	43,594
Cemeteries	54,900	98,110	1,640	98,110
Corporate Services	50,000	32,450	19,525	32,450
Environmental Health	19,400	6,395	0	6,395
Information Technology	735,932	705,311	119,363	705,311
Local Laws	120,206	62,226	0	62,226
Major Opex	0	10	0	10
Mosquito Control	51,000	18,936	7,500	18,936
Pensioner Housing	43,000	34,016	0	34,016
Pest Management Operations	143,881	157,716	5,767	157,716
Property And Leases	5,000	7,343	0	7,343
Stores & Purchasing	453,631	157,184	1,246	157,184
Wages On-Costs	0	11,658	5,100	11,658
Weed Control	366,272	59,705	4,000	59,705
Operating Expenditure Total	2,128,458	1,394,655	164,436	1,394,655
Operating Income				
Animal Control	-2,000	-2,267	0	-2,267
Cemeteries	-20,000	-7,618	0	-7,618
Environmental Health	-2,500	-2,625	0	-2,625
Information Technology	0	-300	0	-300
Local Laws	-27,500	-79,979	0	-79,979
Pensioner Housing	-27,000	-30,467	0	-30,467
Property And Leases	-83,000	-109,210	0	-109,210
Staff Housing	-253,500	-271,838	0	-271,838
Weed Control	0	-8,000	0	-8,000
Operating Income Total	-415,500	-512,304	0	-512,304
Grand Total	1,712,958	882,351	164,436	882,351

BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Actual Bal
Operating Expenditure				
Admin And Customer Service	553,997	396,702	13,925	396,702
Financial Services	1,263,068	851,746	165,391	851,746
Payroll	50,000	-171,803	0	-171,803
Rates Management	206,385	214,783	33,727	214,783
Records Management	193,533	89,927	1,135	89,927
Wages On-Costs	-1,400,617	-626,405	0	-626,405
Operating Expenditure Total	866,367	754,950	214,179	754,950
Operating Income				
Admin And Customer Service	-500	-3,925	0	-3,925
Financial Services	-5,997,084	-1,328,767	0	-1,328,767
Rates Management	-4,699,000	-4,784,202	0	-4,784,202
Operating Income Total	-10,696,584	-6,116,893	0	-6,116,893
Grand Total	-9,830,217	-5,361,944	214,179	-5,361,944

The above operating budget shows actual expenditure and committed expenditure. The sum of the total actual includes outstanding purchase orders.

Whilst some items are almost fully spent, such as Pest Management Operations, that budget can be offset against Weed Control. The budget is not incorrect but there may be some costing between the items that needs correcting.

The IT Budget is the only budgeted item that may need closer review, otherwise the overall expenditure at year end is not expected to exceed the current budgeted amount.

3. Program Update

Local Laws

The local laws statistics to April are attached.

Approved Inspection Programs

The local laws officer has now carried out inspections in Normanton and Karumba and the program has now drawn to a close.

There was 365 registered dogs in Normanton, and 40 were not registered. Karumba had 90 registered dogs and 7 dogs were not registered. The local laws officer will go back in two weeks and see if the owners have registered their dogs.

For information.

Overgrown Allotments

The local laws officer shall focus on overgrown allotments during the month of May.

For information.

Illegal Dumping

There have been quite a few instances of kerbside rubbish being placed beside rubbish bins for the garbage truck driver to collect. This rubbish has not been treated as illegal dumping, but is discussed in a separate report.

For information.

Pest and Weed Management

1080 Baiting

The round is expected to commence in June through to early July.

Weeds

The Rural Lands Officer has taken some leave, and a contractor has been engaged to continue with works in Karumba. The contractor is hoping to commence next week.

For information.

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Environmental Health

Mosquitos

Several rounds of fogging were conducted in each town last month, however none are planned this month.

This program will be provided on demand, and not otherwise.

Annual Food Business and Caravan Park Licences

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

Renewal notices have been prepared and sent out to businesses with a letter informing them of the inspection timeline, and contact details of the contractor who carries out these inspections.

For information.

4. Other Matters

Annual Budget Preparation 2024/2025

Budget planning has commenced, and a proposed budget workshop is planned for the Thursday after the May meeting. Another workshop is planned for Thursday 30th of May.

There are many matters to be discussed, including:

- Operational Plan
- Fees and Charges
- Organisational Structure
- Operational Budget
- Capital Budget, including Plant and Fleet renewals
- Long Term Financial Forecast
- Proposed Community Consultation

Ideally the above items would make up several workshops, however given it is an election year, it has occurred a little later.

For information.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Michael Wanrooy – Director of Engineering
- Local Laws Officer – Phil Grieve
- 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.

2023/2024 Local Laws Reporting																	
Month	New Animal Registrations			Impounded Animals				Euthanized Animals									
	Ntn	Kba	Dogs	Ntn	Kba	Other	Dogs	Kba	Ntn	Kba	Cats	Other	Euth. Dogs	Euth. Cats	Ntn	Kba	Euth. Other
Jul-23	3	10		6	0		62	30			5	0	62	30			
Aug-23	0	0		8	0		45	25			6	0	45	25			
Sep-23	3	0		5	0		45	18			4	0	45	18			
Oct-23	3	0		6	0		35	4			3	0	35	4			
Nov-23	3	0		4	0		52	25	224rats	2500 rats	3	0	52	25			
Dec-23	1	0		7	0		14	2			7	0	14	2			
Jan-24	4	0	0	0	0		0	holiday			0	0	0	0			
Feb-24	3	2		7	1	1 horse	42				3	0	42				
Mar-24	7	5		10	0		62				6		62				
Apr-24	1	2		9	0		49	10			7		49	10			
May-24																	
Jun-24																	
Total	28	19	0	62	1	0	406	114	1	0	44	0	406	114	0	0	0

2023/2024 Local Laws Reporting														
Month	Illegal Campers		Snakes removed		Overgrown Allotment notices		Abandoned Vehicles		Pound Release fees		Infringements Issued		Fines Collected	
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba
Jul-23	0	1	5	2										
Aug-23	0	2	4	1					-	-	-	-	-	-
Sep-23	0	1	7	1					-	-	-	-	-	-
Oct-23	0	0	3	0					-	-	-	-	-	-
Nov-23	0	0	5	2					-	-	-	-	\$629.00	-
Dec-23	2	0	4	0					-	-	-	-	-	-
Jan-24	0	0	0	0					-	-	-	-	-	-
Feb-24	0	0	12	0		3			-	-	-	-	-	-
Mar-24	0	0	9			2			-	-	-	-	\$330.00	-
Apr-24			9						-	-	-	-	-	-
May-24									-	-	-	-	-	-
Jun-24									-	-	-	-	-	-
Total	2	4	58	6	0	0	5	0	0	0	0	0	959	0

BUSINESS PAPERS

10.2 MONTHLY FINANCIAL REPORT - APRIL 2024

Attachments:	10.2.1. Monthly Financial Statements April 2024 ↓ 10.2.2. Cash April 2024 ↓ 10.2.3. Rates and Service Charges Receivables - April 2024 ↓
Author:	Jade Nacario - Manager Finance and Administration
Date:	8 May 2024

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

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

Executive Summary:

Presentation of the financial report for 30 April 2024 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 30 April 2024.

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 30 April 2024 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

A new Financial Management (Sustainability) Guideline was developed by the Department following consultation with local governments and other stakeholders on the Local Government Sustainability Framework discussion paper. Councils are required to report on the ratios included in the Sustainability Guideline as part of 2023-24 Annual General Purpose Financial Statements.

Queensland has one of the most diverse local government sectors in Australia, covering a large geographic area. In recognition to its diversity, the Department has allocated each council a category for sustainability reporting and monitoring purposes. As per the Sustainability Grouping for Council, Carpentaria Shire Council belongs to Tier 7.

Statement of Comprehensive Income

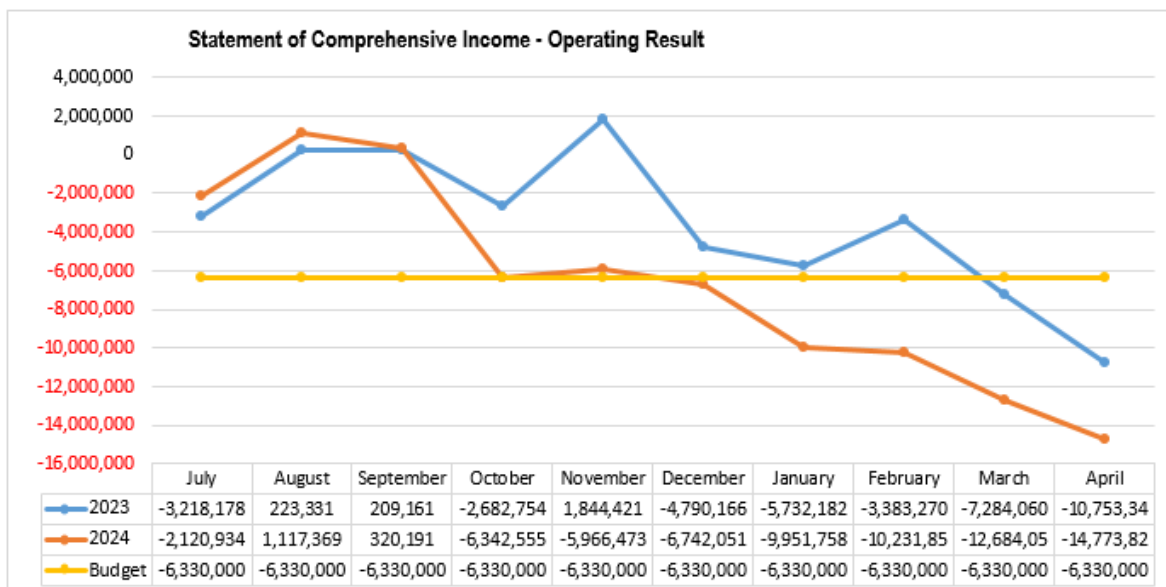
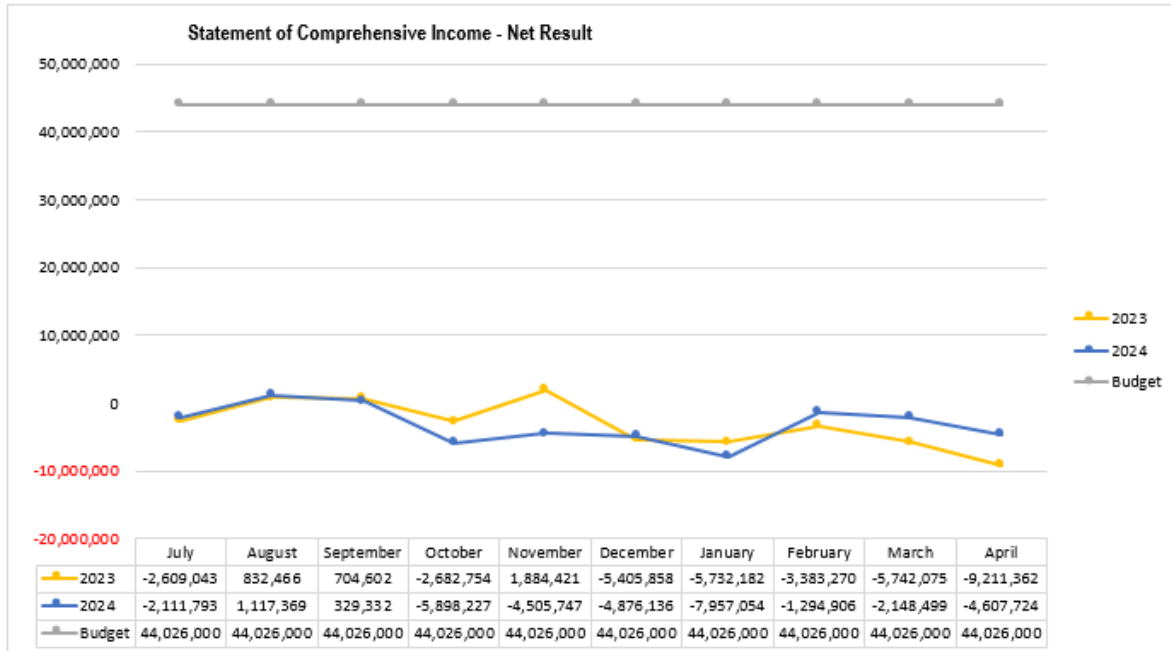
For the tenth month of the financial year 2023/2024, the comprehensive income statement net result indicated a deficit of \$4,607,724. This is the sum of \$42,043,700 in recurrent revenue, \$56,817,523 in recurrent expenditure and \$10,166,099 in capital revenue.

	Actual <i>(1 July 2023 to 30 April 2024)</i>	Budget <i>(1 July 2023 to 30 June 2024)</i>
Recurrent Revenue	42,043,700	67,539,000
Recurrent Expenses	56,817,523	73,689,000
Net Operating	(14,773,823)	(6,150,000)
Capital Revenue	10,166,099	50,356,000
Capital Expense	0	0
Net Result	(4,607,724)	44,026,000

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

BUSINESS PAPERS

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



This large deficit is concerning. It is mostly due to the early payment of Financial Assistance Grants being received in June 23 and outstanding TMR contracts.

- Financial Assistance Grants budgeted \$7.1m, but nil received to date
- TMR contract work performed, but not yet approved by TMR amounting to \$5m

Operational Budget Analysis

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

Item	Actual	Budget	%	Analysis
------	--------	--------	---	----------

BUSINESS PAPERS

Item	Actual	Budget	%	Analysis
Rates	8,556,304	8,918,000	95.94%	<p>↑ Actual is higher than budgeted amount.</p> <p>Council levies rates and service charges twice yearly, in August (covering the period 1 January to 30 June) and February (covering the period 1 July to 31 December). The actual amount is the revenue for the first and second levy issued in August 23 and February 2024. The figures include the water consumption charges for the period 1 July to 31 December 2023.</p> <p>It is expected the water consumption for the period 1st January 2024 to 30 June 2024 to be levied in August 2024 will be charged back to this financial year. That amount is expected to be around \$600,000. Therefore, we expect the rates revenue is on track to meet the budget forecast.</p>
Interest Income	1,301,952	300,000	433.98%	<p>↑ Actual is significantly higher than budgeted amount.</p> <p>The favourable variance is a result of increase interest rates this financial year and due to Council maintaining higher cash balance on its QTC Investment account.</p>
Income from Operations and Sales	4,639,053	14,665,000	31.63%	<p>↓ Actual is significantly lower than budgeted amount.</p> <p>The variance is mainly due to unclaimed Main Roads Projects.</p>
Operating Grants	26,318,804	42,450,000	62%	<p>↓ Actual is lower than budgeted amount.</p> <p>Operating grants are mostly made up of Disaster Recovery Funding Arrangements (DRFA) received for restoration of road assets. Other operating grants include financial assistance grants and other program grants.</p> <p>Council received an 100% early payment of its financial assistance grant, and this was recognized in 2023. The payment for 2024 is forecasted to be paid later in the financial year.</p> <p>The budget for the Financial Assistance Grants is \$7.1 million. Council has not received any of this grant in the current year. When the budget was prepared it was assumed Council would receive a 50% early payment, as it had in previous years.</p> <p>However the Federal Government paid 100% of the current year's allocation in June last year. If the Federal Government does that again this year we will likely receive the full amount in June.</p> <p>If they only pay 50% it is likely to have a significant impact on Council's budget.</p>
Non-Operating Grants	10,166,099	50,356,000	20.19%	<p>↓ Actual is significantly lower than budgeted amount.</p> <p>Non-operating grants are funding received for the purpose of constructing roads, buildings, and other infrastructure assets, and purchasing equipment. Due to the nature of this income,</p>

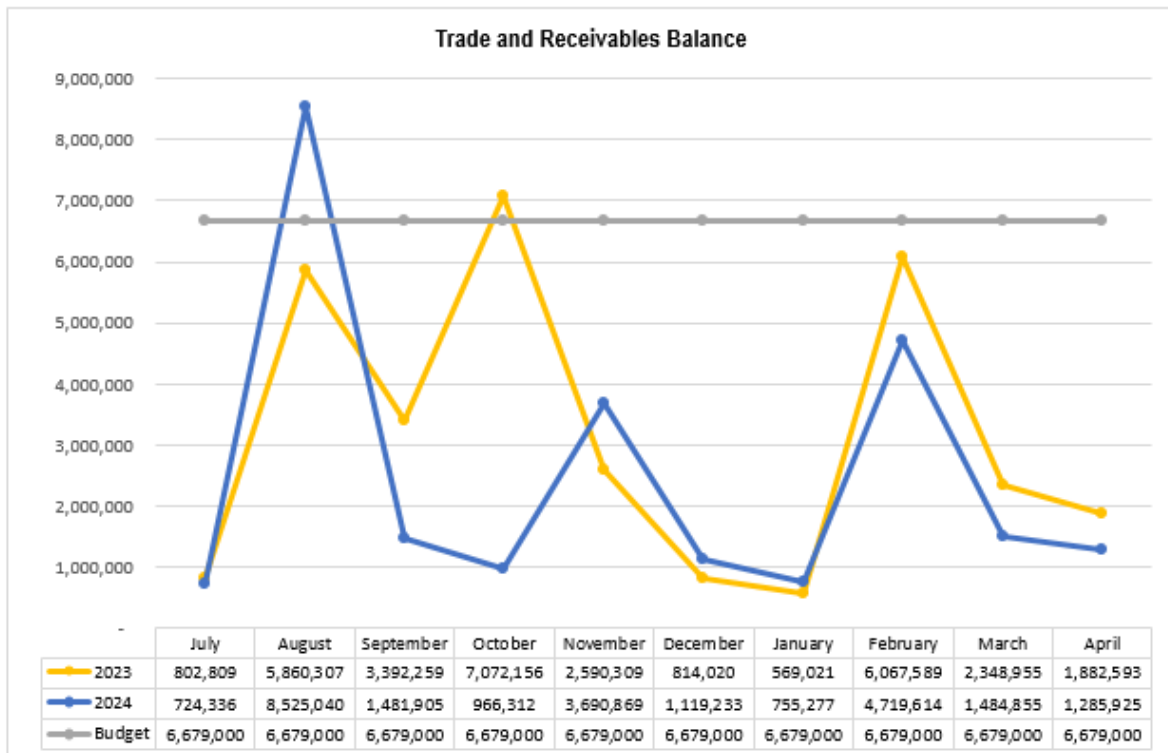
BUSINESS PAPERS

Item	Actual	Budget	%	Analysis
				<p>the timing of the funding receipt depends on project approval or progress claims and project completion.</p> <p>The project team meets regularly to discuss the progress of capital jobs to monitor any risk such as project overruns.</p> <p>Whilst this is a considerable amount, many of these projects have been extended beyond 30 June 2023.</p>
Employee Costs	7,934,110	11,283,000	70.32%	<p>↓ Actual is Lower than budgeted amount. Council is carrying several vacant positions which accounts for some of the budgetary shortfall. Sometimes depending on the position, it may be filled with contractors and/or labour hire. Where this occurs the expense is costed to the Materials and Services line item, not Employee Costs.</p> <p>A significant amount of labour hire is being utilised by Council, so this would also impact employee costs.</p> <p>A review of the organizational structure and budget is currently in progress as of time of writing this report.</p>

Financial Position Reports

The graph below shows the Council's *Trade and Receivables* balance of \$1,285,925, against a budget of \$6,679,000. A significant portion of the trade receivables is made up of Rates. The two spikes in receivables in August and February represent the issuing of Rate Notices. Payment of these notices results in the decreasing balances afterwards.

BUSINESS PAPERS



Rates and Service Charges

Please see attached detailed Rates and Service Charges Receivables Report showing outstanding rates and charges of \$887,345. Council has received payments in advance for rates of \$46,960. Some long outstanding rates and charges have been recovered from recent payment arrangements, and payments in full of outstanding amounts.

BUSINESS PAPERS

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 April 2024 investment performance.

Investment Accounts	Financial Institutions	Funds Available Balance*	April 2024 Interest Received	YTD Interest Earned
QTC General Fund	QTC	22,007,570	81,228	885,902
QTC Reserves Fund	QTC	8,056,338	30,324	313,422
TOTAL		30,063,908	111,552	1,199,324

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

Gross Earnings Rate	July 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24
Annual Rate Payable Monthly	4.98%	4.92%	4.70%	4.40%	5.13%	5.05%	5.04%	4.86%	4.93%	4.73%
Annual Effective Rate*	5.10%	5.04%	4.80%	4.49%	5.26%	5.17%	5.16%	4.97%	5.04%	4.84%

*To allow comparison to industry benchmarks, Council monthly earnings rate has been converted to an annual effective rate.

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	3,926,353	15 March 2035
Karumba Sewerage	66,099.08	1,364,760	15 June 2030
Normanton Water	34,031.88	773,217	15 March 2031
TOTAL	210,543.13	6,064,329	

Consultation (Internal/External):

- Mark Crawley – Chief Executive Officer
- Erscon – Consulting Engineers
- Executive Leadership Team
- Senior Leadership Team
- Supervisors and relevant officers

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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 30 April 2024

	Actual 30-Apr-24	Budget 30-Jun-24	% Variance 83.33%
Income			
Revenue			
Operating revenue			
Net rates, levies and charges	8,556,304	8,918,000	95.94%
Fees and charges	745,459	568,000	131.24%
Rental income	477,805	450,000	106.18%
Interest received	1,301,952	300,000	433.98%
Sales revenue	4,639,053	14,665,000	31.63%
Other income	4,323	8,000	54.04%
Grants, subsidies, contributions and donations	26,318,804	42,450,000	62.00%
Total operating revenue	42,043,700	67,359,000	57.91%
Capital revenue			
Grants, subsidies, contributions and donations	10,166,099	50,356,000	20.19%
Total revenue	52,209,799	117,715,000	44.87%
Capital income			
Total Capital Income	-	-	0.00%
Total income	52,209,799	117,715,000	44.87%
Expenses			
Operating expenses			
Employee benefits	7,934,110	11,283,000	70.32%
Materials and services	39,065,926	51,825,000	75.38%
Finance costs	269,706	320,000	84.28%
Depreciation and amortisation	9,547,781	10,261,000	93.05%
Total operating expenses	56,817,523	73,689,000	77.10%
Capital expenses			
Total Capital expenses	-	-	0.00%
Total expenses	56,817,523	73,689,000	77.10%
Net result	(4,607,724)	44,026,000	-10.47%
Operating result			
Operating revenue	42,043,700	67,359,000	
Operating expenses	56,817,523	73,689,000	
Operating result	(14,773,823)	(6,330,000)	233.39%

Statement of Financial Position

as at 30 April 2024

	Actual 30-Apr-24	Budget 30-Jun-24
Assets		
Current assets		
Cash and cash equivalents	29,062,962	25,221,000
Trade and other receivables	1,285,925	6,679,000
Inventories	1,248,628	1,218,000
Contract Assets	12,375,191	5,690,000
ATO Receivables	-	508,000
Total current assets	43,972,705	39,316,000
Non-current assets		
Trade and other receivables	25,522	91,000
Property, plant & equipment	328,324,036	349,385,000
Total non-current assets	328,349,559	349,476,000
Total assets	372,322,264	388,792,000
Liabilities		
Current liabilities		
Trade and other payables	2,338,601	2,414,000
Contract Liabilities	21,480,506	17,070,000
Borrowings	526,632	572,000
ATO Payable	997,662	-
Provisions	1,391,170	1,371,000
Total current liabilities	25,736,909	21,427,000
Non-current liabilities		
Borrowings	5,537,697	5,398,000
Provisions	1,022,786	1,127,000
Total non-current liabilities	6,560,483	6,525,000
Total liabilities	32,297,392	27,952,000
Net community assets	340,024,872	360,840,000
Community equity		
Asset revaluation surplus	229,432,845	189,438,000
Retained surplus	110,592,027	171,402,000
Total community equity	340,024,872	360,840,000

Statement of Cash Flows
 for the period ended 30 April 2024

Actual
30-Apr-24 **Budget**
30-Jun-24

Statement of Cash Flows

Cash flows from operating activities

Receipts from customers	8,600,598	23,708,000
Payments to suppliers and employees	(53,117,482)	(63,208,000)
Interest received	1,301,952	300,000
Rental income	477,805	450,000
Non-capital grants and contributions	26,318,804	42,450,000
Borrowing costs	(269,706)	(299,000)
Net cash inflow from operating activities	(16,688,029)	3,401,000

Cash flows from investing activities

Payments for property, plant and equipment	(11,429,266)	(57,307,000)
Grants, subsidies, contributions and donations	10,166,099	50,356,000
Net cash inflow from investing activities	(1,263,167)	(6,951,000)

Cash flows from financing activities

Net cash inflow from financing activities	(402,203)	(543,000)
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Total cash flows

Net increase in cash and cash equivalent held	(18,353,399)	(4,093,000)
Opening cash and cash equivalents	47,416,360	29,314,000
Closing cash and cash equivalents	29,062,962	25,221,000



Statement of Comprehensive Income by Category
 for the period ended 30 April 2024

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
Income					
Revenue					
Recurrent revenue					
Rates, levies and charges	8,556,304	-	-	8,556,304	8,918,000
Fees and charges	526,339	-	219,120	745,459	568,000
Rental income	126,187	-	351,618	477,805	450,000
Interest received	1,301,952	-	-	1,301,952	300,000
Sales revenue	4,525,102	-	113,952	4,639,053	14,665,000
Other income	4,323	-	-	4,323	8,000
Grants, subsidies, contributions and donations	1,959,207	24,111,562	248,035	26,318,804	42,450,000
	16,999,413	24,111,562	932,724	42,043,700	67,359,000
Capital revenue					
Grants, subsidies, contributions and donations	7,196,139	2,969,961	-	10,166,099	50,356,000
Total revenue	24,195,552	27,081,523	932,724	52,209,799	117,715,000
Capital income	-	-	-	-	-
Total income	24,195,552	27,081,523	932,724	52,209,799	117,715,000
Expenses					
Recurrent expenses					
Employee benefits	(6,440,447)	(651,089)	(842,574)	(7,934,110)	(11,283,000)
Materials and services	(14,412,044)	(23,460,474)	(1,193,408)	(39,065,926)	(51,825,000)
Finance costs	(269,706)	-	-	(269,706)	(320,000)
Depreciation	(8,686,298)	-	(861,484)	(9,547,781)	(10,261,000)
	(29,808,496)	(24,111,562)	(2,897,465)	(56,817,523)	(73,689,000)
Capital expenses	-	-	-	-	-
Total expenses	(29,808,496)	(24,111,562)	(2,897,465)	(56,817,523)	(73,689,000)
Net result	(5,612,944)	2,969,961	(1,964,741)	(4,607,724)	44,026,000
Other comprehensive income					
Items that will not be reclassified to net result					
Increase / (decrease) in asset revaluation surplus	-	-	-	-	-
Total other comprehensive income for the year	-	-	-	-	-
Total comprehensive income for the year	(5,612,944)	2,969,961	(1,964,741)	(4,607,724)	44,026,000

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



Accounts Summary

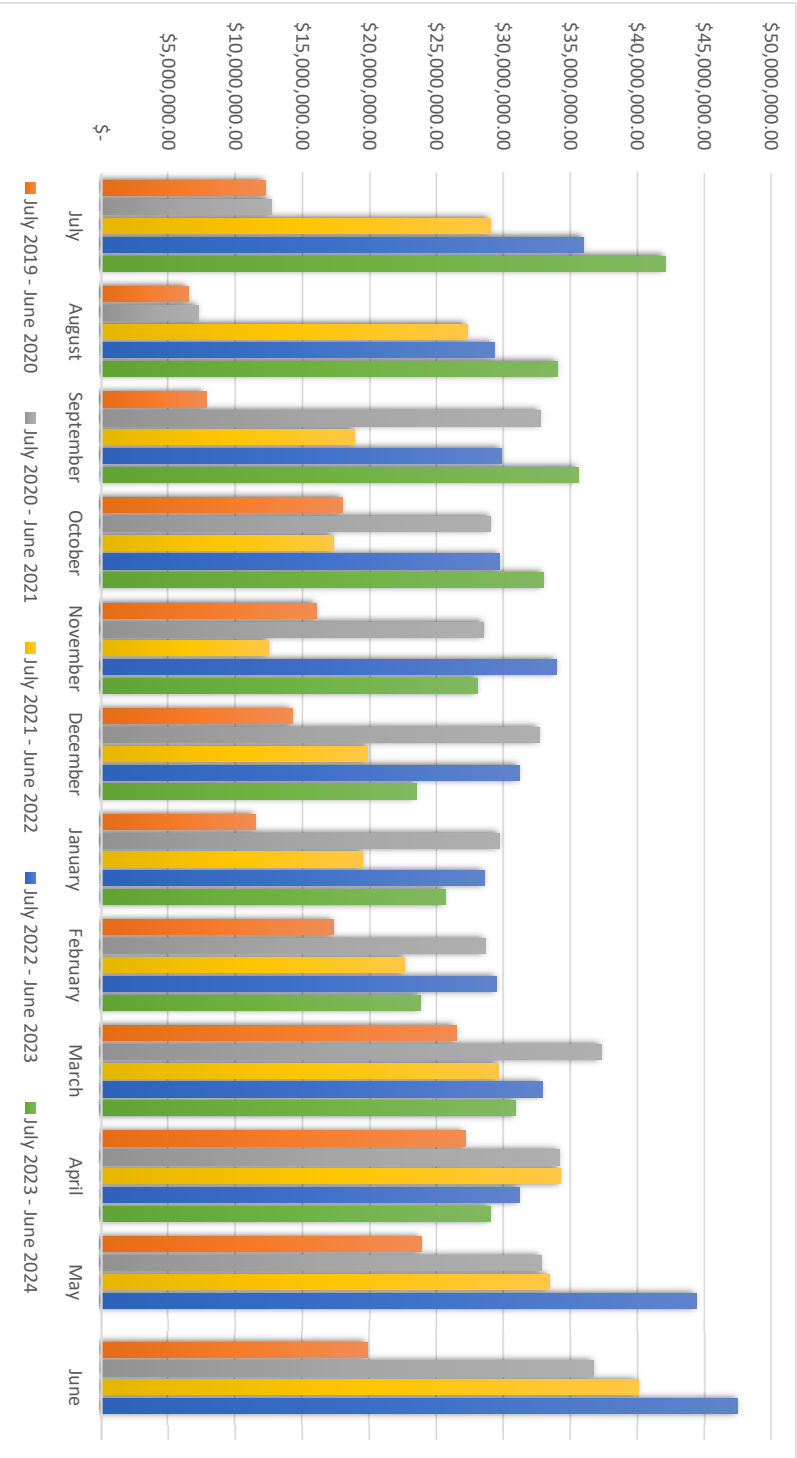
	30 April 2024 \$	31 March 2024 \$
General Accounts		
Westpac General Operating Accounts	1,041,542	861,723
QTC General Fund	19,962,181	22,007,570
QTC Reserves Fund	8,056,338	8,056,338
Total balance held in banks (excl Reserves)	29,060,062	30,925,630
Other Balances		
QTC Reserves Fund	8,056,338	8,056,338
CSC Provisions	2,413,956	2,389,395
Net of Contract Assets and Liabilities	9,105,315	10,612,249
Total balance reserves, provisions and contract liabilities	19,575,609	21,057,982
Net Council Position before QTC Borrowings	9,484,453	9,867,649
QTC Borrowings		
Karumba Sewerage	1,364,760	1,357,716
Normanton Water Upgrade	773,217	769,313
Glenore Weir	3,926,353	3,913,486
Total balance QTC borrowings	6,064,329	6,040,515
Net Council Position after Borrowings	3,420,124	3,827,134
Externally Restricted Cash		
Capital Grants	2,064,070	2,064,070
Operating Grants	13,929,695	13,929,695
Total Externally Restricted Cash	15,993,765	15,993,765
RESERVES		
Cashed Back Reserves Accounts		
QTC Sewerage Reserve	477,745	477,745
QTC Airport Reserve	132,275	132,275
QTC Water Supply Reserve	716,313	716,313
QTC Land Development Reserve	12,453	12,453
QTC Plant Replacement Reserve	2,693,104	2,693,104
QTC Future Capital Grants	1,389,164	1,389,164
QTC Road Reseals Reserve	2,579,517	2,579,517
QTC Disaster Relief Reserve	55,767	55,767
Total Reserves held in QTC	8,056,338	7,528,458
<i>*QTC Road Reseals Reserve was previously QTC Sustainability Account of 1,150,000 as per Council Resolution</i>		
TRUST		
Trust Accounts		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	39,949	39,949
Total balance held in trust	131,327	131,327

Carpentaria Shire Council
Sustainability Ratios
as at 30 April 2024

Type	Measure	Overview	Target (Tier 1)	Actual YTD	Council Narrative
Operating Performance	Operating Surplus Ratio	The operating surplus is an indicator of the extent to which operating revenues generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes.	Greater than 0%	-35.14%	Operating deficit of \$12m is attributable to the low revenue generated with Council Sales
	Operating Cash Ratio	The operating cash ratio is a measure of a council's ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation, and finance costs.	Greater than 0%	-11.79%	Unfavourable ratio is a result of low revenue in Council Sales and Recoverable Works
Liquidity	Unrestricted Cash Expense Cover Ratio	The unrestricted cash expense cover ratio is an indicator of the unconstrained liquidity available to a council to meet ongoing an emergent financial demands, which is a key component to solvency. It represents the number of months a council can continue operating based on current monthly expenses.	Greater than 4 months	3.34	Council had met the target
Asset Management	Asset Sustainability Ratio	The asset sustainability ratio approximates the extent to which the infrastructure assets managed by a council are being replaced as they reach the end of their useful lives.	Greater than 90%	-	Insufficient data available as of reporting date.
	Asset Consumption Ratio	The asset consumption ratio approximates the extent to which council's infrastructure assets have been consumed compared to what it would cost to build a new asset with the same benefit to the community.	Greater than 60%	-	Insufficient data available as of reporting date.
Debt Servicing Capacity	Leverage Ratio	The leverage ratio is an indicator of a council's ability to repay its existing debt. It measures the relative size of the council's debt to its operating performance	0 - 3 times	-1.22	This is expected to increase once claims are made for TMR recoverable works
	Council-Controlled Revenue	Council controlled revenue is an indicator of a council's financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks.	No target as contextual measure	22.12%	
Financial Capacity	Population Growth	Population growth is a key driver of a council's operating income, service needs, and infrastructure requirements into the future.	No target as contextual measure	0.60%	The latest population estimates available on the Queensland Government Statistician's Office was published on the 1st September 2023

CASH

Cash	July	August	September	October	November	December	January	February	March	April	May	June
2020	\$12,280,567.00	\$6,538,396.00	\$7,802,385.00	\$17,986,246.00	\$16,045,726.00	\$14,253,941.00	\$11,534,551.00	\$17,310,350.00	\$26,505,321.00	\$27,149,119.00	\$23,891,105.00	\$19,895,041.00
2021	\$12,668,763.00	\$7,267,828.00	\$32,799,197.00	\$29,061,031.00	\$28,569,461.00	\$32,701,782.00	\$29,755,429.00	\$28,656,349.42	\$37,318,356.00	\$34,226,338.00	\$32,854,549.00	\$36,769,988.00
2022	\$29,066,133.00	\$27,305,252.00	\$18,876,147.00	\$17,306,164.00	\$12,501,484.00	\$19,906,129.00	\$19,521,847.00	\$22,627,835.00	\$29,625,892.00	\$34,300,881.00	\$33,474,702.00	\$40,097,628.00
2023	\$36,016,895.12	\$29,324,952.00	\$29,916,342.00	\$29,764,622.00	\$34,019,634.00	\$31,208,774.91	\$28,614,115.00	\$29,516,827.00	\$32,925,760.00	\$31,205,087.00	\$44,404,416.00	\$47,514,968.00
2024	\$42,100,294.74	\$34,068,431.00	\$35,589,540.00	\$32,999,885.49	\$28,118,105.00	\$23,538,245.00	\$25,679,602.00	\$23,858,330.00	\$30,928,530.00	\$29,062,962.00		



Rates and Service Charges Receivables Report 30 April 2024

Number of Assessments

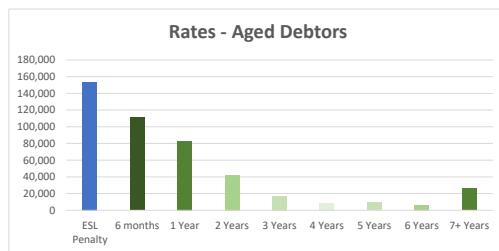
Total Active	1189	
Non Valued	351	Non-Rateable, but Utility charges & ESL may still apply.
Valued	838	Valuations Issued by State Valuations Office

Payment Arrangements

No. of Assess	Amount
6	89,681

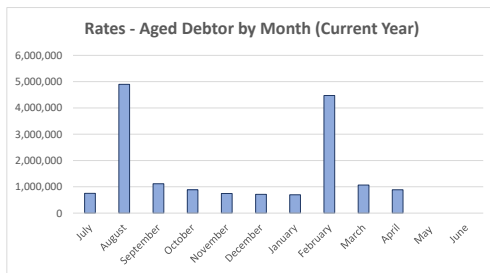
Aged Debtor Breakdown

TOTAL	Legal Fees	ESL Penalty	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years
887,345	0	153,525	429,181	111,319	82,898	42,342	17,395	9,007	9,397	5,998	26,283



Aged Debtor by Month

July	August	September	October	November	December	January	February	March	April	May	June
752,191	4,897,044	1,116,188	886,847	745,547	711,371	698,922	4,469,737	1,066,032	887,345		

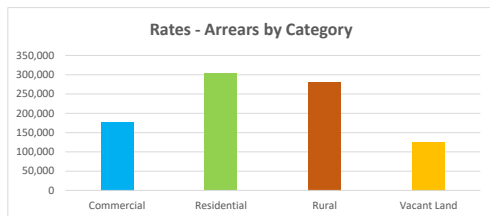


Interest by Month

July	August	September	October	November	December	January	February	March	April	May	June
7,566	5,656	10,382	9,285	6,521	6,061	14,725	1,977	9,306	11,390		

Aged Debtor Breakdown by Category

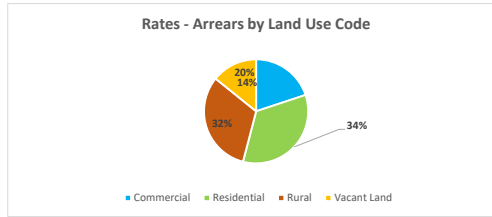
	Total	ESL Penalty	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years
Commercial	176,667	28,988	67,464	26,213	19,128	7,446	3,945	3,941	3,876	3,778	11,887
Residential	302,965	76,402	78,721	61,307	54,446	25,610	6,480	0	0	0	0
Rural	281,643	4,887	264,692	12,065	0	0	0	0	0	0	0
Vacant Land	126,070	43,248	18,304	11,735	9,324	9,286	6,969	5,066	5,521	2,220	14,396
Totals	887,345	153,525	429,181	111,319	82,898	42,342	17,395	9,007	9,397	5,998	26,283



Rates and Service Charges Receivables Report 30 April 2024

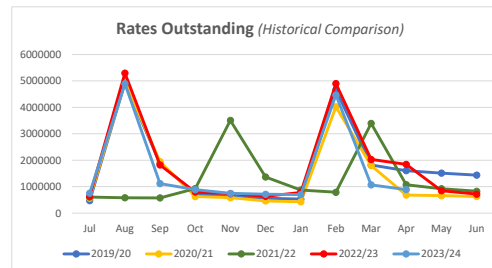
Breakdown by Land Usage

Land Usage	No. of Assess	Total	Percentage
Commercial	206	176,667	20%
Residential	642	302,965	34%
Rural	55	281,643	32%
Vacant Land	286	126,070	14%
	1,189	887,345	



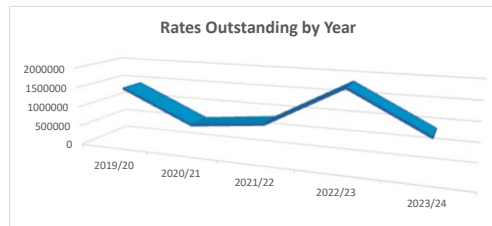
Historical Comparison by Month

	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	\$1,116,188	\$ 886,847	\$ 745,547	\$ 711,371	\$ 698,922	\$4,469,737	\$1,066,032	\$ 887,345		



Historical Comparison by Year

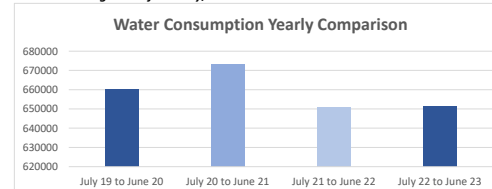
2019/20	\$ 1,437,098
2020/21	\$ 628,928
2021/22	\$ 825,409
2022/23	\$ 1,843,638
2023/24	\$ 887,345



All water consumption started being levied from July, 2022.

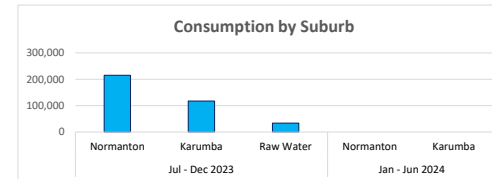
Water Consumption Comparison

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



Water Consumption Comparison by Suburb

Cons Period	Suburb	Total Cons	\$ Rated
Jul - Dec 2023	Normanton	215,295	\$168,016
	Karumba	117,292	\$134,968
	Raw Water	33,363	\$7,630
Jan - Jun 2024	Normanton		
	Karumba		
	Raw Water		



BUSINESS PAPERS

10.3 SUNDRY DEBTOR - REQUEST TO WRITE OFF BALANCES

Attachments: NIL
Author: Kim Lawrence - Rates and Revenue Officer
Date: 8 May 2024

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 is presented to request that Council consider the writing off of Sundry Debtors Invoice 19039 dated 11/10/2021.

RECOMMENDATION:

That Council write off Sundry Debtor Invoice 19039 for the outstanding balance amount of \$2,910.00

Background:

Invoice No. 19039 dated 11/10/2021 was raised for funeral services, and there is an outstanding balance of \$2,910.00. Council was notified of the passing of the debtor on 30/03/2024. Officers are of the view the debt is now uncollectable.

Around a year ago officers stopped the process of raising debtor invoices for funerals as there was over \$35,000 in unpaid funeral expenses. Since then, funerals are paid in advance of the service being provided.

Officers are currently reviewing outstanding funeral expenses and will be following through on outstanding debts in accordance with the Debt Recovery Policy.

Consultation (Internal/External):

- Director of Corporate Services – Julianne Meier
- Other relevant officers within Council

Legal Implications:

- There is unlikely to be any legal implications from writing off the invoices.

Financial and Resource Implications:

- Council's revenue would be reduced by the amount of the write off.

Risk Management Implications:

- No material risk management issues have been identified.

BUSINESS PAPERS

11 REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL

11.1 MONTHLY REPORT COMMUNITY DEVELOPMENT, TOURISM AND REGIONAL PROSPERITY

Attachments: NIL
Author: Anne Andrews - Director Community Development, Tourism & Regional Prosperity
Date: 7 May 2024

Key Outcome: Day to day management of activities within the Economic and Community Development Department

Key Strategy: As per the Departmental Plan for Economic and Community Development

Executive Summary:

This report updates Council on various activities and programs that are facilitated within the Community Development, Tourism and Regional Prosperity portfolio of Council.

RECOMMENDATION:

That Council:

1. notes the Community Development, Tourism and Regional Prosperity report; and
2. that those matters not covered by resolution be noted.

Background:

1. ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

DATE	Ref:	Action	Status	Comment
January 17, 2024	GB	Director CDTRP to progress the operations of the Barra Bites Café in preparation for the season.	In progress.	May 2024: Café is now open for cakes, coffee, snacks with menu being developed in line with local producers around a "Taste of Karumba". The vision is to showcase the foods of Karumba in bite-sized portions and promote to visitors local businesses where they can purchase product. Council is currently advertising for a seasonal cook.
November 15, 2024	9.2 9.4	Council resolved to repeal Resolution No. 0823/012 made at its Ordinary Council Meeting on Wednesday, 16 th August 2023 to authorise the Chief Executive Officer establish a Company Limited by Guarantee as an overarching Company for the Normanton Child Care and the Les Wilson Barramundi Discovery Centre and resolved to establish the new Company Limited by	In progress.	May 2024: Draft Constitution and next steps have been provided by King and Company Solicitors to CEO.

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		Shares.		
November 15, 2023	GB	Director CDTRP to obtain quotes for the reprint of the Outback By The Sea tourism brochure and distribute to other VICs.	In progress.	May 2024: Expression of Interest closes April 30, 2024. Assessment being undertaken.
October 11, 2023	GB	Tourism Advisory Committee. The Director CDTRP to arrange EOIs from interested persons to form the Tourism Advisory Committee.	In progress	May 2024: New Terms of Reference for merged Tourism and Economic Development Advisory Committee presented to this meeting as per April Council resolution.
October 11, 2023	GB	Souvenir sales at the Normanton Visitor Information Centre. The Director CDTRP to work with the local businesses on this matter and develop local souvenir policy.	In progress	May 2024 update: Draft Souvenir Policy in progress. Local stock has been procured for this year and a strategy to shift excess stock has been implemented.

Recommendation: For information.

2. FINANCIAL REPORT

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Actual Bal
Operating Expenditure				
Arts & Culture	29,500	2,831	909	2,831
Business Development	0	4,268	0	4,268
Child Care	819,281	651,760	53,105	651,760
Community Development	306,227	73,473	0	73,473
Community Donations	96,000	43,732	0	43,732
Community Events	116,000	80,254	21,504	80,254
Community Sponsorship	0	286	0	286
Cultural & Natural Heritage	129,000	85,226	0	85,226

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Gym	57,000	62,834	3,158	62,834
Halls	244,300	188,123	434	188,123
Libraries	140,777	133,485	400	133,485
Recreational Sports Centre	727,400	471,616	4,011	471,616
Regional Economic Development	4,000	3,500	597	3,500
Rodeo Grounds	147,000	104,789	6,017	104,789
Sports & Recreation	160,400	269,988	36,301	269,988
Swimming Pools	685,800	625,660	118,132	625,660
Tourism Events	500,210	285,500	56,159	285,500
Youth Services	0	411	0	411
Operating Expenditure Total	4,162,894	3,087,735	300,727	3,087,735
Operating Income				
Arts & Culture	-24,500	-1,500	0	-1,500
Child Care	-137,500	-342,809	0	-342,809
Community Development	0	-75,000	0	-75,000
Community Events	-52,000	-87,061	0	-87,061
Gym	-30,000	-43,040	0	-43,040
Halls	-21,500	-49,334	0	-49,334
Libraries	-8,000	-1,131	0	-1,131
Sports & Recreation	0	-4,650	0	-4,650
Swimming Pools	0	0	0	0
Tourism Events	-118,000	-441	0	-441
Youth Services	0	-109,091	0	-109,091
Operating Income Total	-391,500	-714,056	0	-714,056
Grand Total	3,771,394	2,373,679	300,727	2,373,679

3. MONTHLY REPORT FOR VISITOR INFORMATION CENTRES AND LIBRARIES

Information Centres :

Attendance

1-30 April 2024			
Normanton VIC	Normanton Library	Karumba VIC	Karumba Library
Visitors 164	Visitors 48	Visitors 804	Visitors 49
Average of 5.65 person per day (open Wed – Sun each week 9am to 12pm for a total of 21 days)	Number of loans 55	Average of 28.71 people per day (open daily 9am to 4pm for a total of 28 days; Closed Sunday 21 st & 28 th due to staff shortages)	Number of loans 100
(March average was 1.47 people per day)	Total hours open to public 60	(March average was	Total hours open to public 76

BUSINESS PAPERS

open 5 days per week 9am to 12pm)		2.95 people per day open 7 days per week 9am to 4pm)	
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Karumba:

- First 5 Forever: 12 children attended the 3 sessions in April.
- New Sensory items have been brought for the First Five Forever program and there was lots of excitement with these.



LWBDC

	2024				TOURS		
	Visitors	Tours #	Sales (POS)	Sales (Barra Bites)	RTBS (API – Online payment)	Sunlover/ Invoice	Total Sales
JAN 24	62	24	\$1,559.50	-	\$176.00	\$0.00	\$1,735.50
FEB 24	16	0	\$1,389.80	-	\$0.00	\$0.00	\$1,389.80
MAR 24	68	38	\$1123.50	\$169.00	\$799.00	\$0.00	\$2,091.50
APR 24	804	329	\$16,979.20	\$4,314.00	\$2,210.00	0.00	\$23,503.20

KARUMBA

- Visitation has decreased 17.28% compared to April last.

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NORMANTON CAMP STATISTICS

Normanton free camp opened in the first week of May, 2024.

4. MONTHLY REPORT FOR NORMANTON AND KARUMBA POOLS (CAM COACHING)

TOTAL ENTRIES			
	Adult	Child	Total
Normanton	86	62	148
Karumba	121	8	129

- Numbers are starting to decrease due to the cooler weather and water temperature.
- The backstroke flags are at the end of their life and new ones are required for the beginning of next season.
- Normanton State School has started their swimming lessons.
- Karumba is now getting only adult lap swimmers with very few general child or general swimmers due to the water temperature dropping.
- Majority of the swimmers at both Normanton and Karumba are the same swimmers each day, which are pass holders. We are getting very few casual swimmers.
- We are getting good feedback on water quality and facility. We had a doctor message to say that he has booked another 21 weeks of practice in Normanton next year and the pool was a major factor in his decision.

Recommendation: For information.

5. DEPARTMENT APPOINTMENTS

- Tourism and Events Officer – Tina Numan
- LWBDC seasonal workers – advertised.

Recommendation: For information

6. DEPARTMENT MEETINGS / CONFERENCE / WORKSHOP ATTENDANCE

- 21/22 April 2024: QLD Connects - Carpentaria Collective meetings in Normanton.
- 10 May 2024: DRFA Category C North West Queensland Tourism Recovery and Resilience Program – Cloncurry Workshop.
- 07 May 2024: Economic Development Australia State Practitioner Network Committee.

Recommendation: For information.

7. EVENTS

Community

- 20 April 2024 – Australia Day Official Ceremony Karumba.
- 20 April 024 – Karumba Community Consultation Outback By The Sea.
- 25 May 2024 - ANZAC Day – Karumba and Normanton.

In the planning:

- Gala Ball – First committee meeting held on 02 May 2024.

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Outback By The Sea Festival Update

- Logistics are well underway, with cross-department collaboration.
- Planning of calendar of events continuing
- Sponsorship call-out ongoing with five Friends of the Festival signed up including: Flaming North Fire Protection, Murph's Plumbing, Airside Services Pty Ltd, Ash's at the Point Café and Store and Ash's Holiday Units
- Entertainment confirmed – Shane Howard, Fanny Lumsden, Split Image.
- Tickets went on sale through OzTix on April 16, 2024. Marketing and social media are live for concert promotion.
- Advertising in REX Magazine, Camping and Caravanning Magazine and Matilda Way magazine finalised. Council's social media platforms updated.
- Sponsorship prospectus has been launched.
- Calendar of events in draft form with expansion of activities to include Karumba and Normanton.
- The Ocean and Outback Film Festival website and social media platforms are live.

Recommendation: For information.

8. GRANT APPLICATIONS

Waiting outcome:

- RADF: 2024-25 RADF Program and Budget for Arts - \$26,250.00.
- First Nation Sport Funding Round 3: \$23,040.00.
- Festivals Australia Fund - \$121,276.00 – Outback by The Sea Festival.
- Queensland Tourism Events Fund – Outback by The Sea Festival - \$25,000.00.
- Building Bush Tourism Fund – School Dam barbecues and bird hatches - \$200,000.00.
- North-West Queensland Economic Diversification Strategy – Explorers Experience - \$98,325.00.

Recommendation: For information.

Consultation (Internal/External):

- Chief Executive Officer
 - Mayor
 - Director Corporate Services
 - Community Development Coordinator
 - Tourism and Events Officer
 - Executive Officer
 - Manager Les Wilson Barramundi Discovery Centre
 - Coordinator Les Wilson Barramundi Discovery Centre
 - Karumba Sport and Rec Club and businesses
 - Carpentaria Shire Pool Manager
 - Library Coordinators
 - Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust
 - Peak Services
 - James Cook University
 - Central Queensland University
 - Childcare Centre Director
 - Chief Executive Officer - Gulf Savannah Development
 - Local Schools
-

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- Police
- Bynoe CACS Ltd
- Deadly Choices
- Gidgee Healing
- Sport and Recreation - Department of Tourism, Innovation and Sport
- Empire Touring
- Film Festivals Australia

Legal Implications:

- Local Government Regulation 2012.
- Local Government Act 2009.
- Water Quality Guidelines for Public Aquatic Facilities.
- National Health and Medical Research Council's Guidelines for managing risks in recreational water.
- Royal Life Saving Society Australia Guidelines for safe pool operations.
- Australian Pool Standards.

Financial and Resource Implications:

- Within allocated budget.

Risk Management Implications:

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

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11.2 COMMUNITY DONATIONS AND SUPPORT

Attachments:	NIL
Author:	Amanda Farraway - Community Development Coordinator
Date:	9 May 2024
Key Outcome:	Day to day management of activities within the Economic and Community Development Department
Key Strategy:	As per the Departmental Plan for Economic and Community Development

Executive Summary:

During the period since the April 2024 meeting of Council, the requests listed in this report have been received for consideration in the Carpentaria Shire Council Community Donations and Support Program.

RECOMMENDATION:

That Council:

1. Considers the fee waivers presented for approval in this report.
2. Notes the fee waivers approved under the delegation of the Chief Executive Officer since the April 2024 meeting of Council.
3. Approves the request to waive the fees for the Normanton Stingers Rugby League Club clusters for the 18 May and 15 June 2024 for the amount of \$6,750.00 from the 2023/2024 Budget.
4. Approves the fee waivers for the Normanton Stingers Rugby League Club clusters on the 24 August 2024 for the amount of \$2,500.00 from the 2024/2025 Budget.
5. Approves the request for the fee waivers from the Normanton Rodeo Association for the use of the tables & chair trailer, Normanton Shire Hall hire fee, temporary road closure, daily rubbish collection from the 5 - 10 June 2024 and the additional mow with the total amount being \$7,735.00.
6. Does not approve the request from the Normanton Rodeo Association to waive the fees for the use of a water truck from the 3 - 9 June 2024 and the use of a grader to rip the two arenas and fire breaks with the total amount valued being \$11,100.00.
7. Notes that there is \$9,936.48 remaining in the 2023/24 budget. With the approval of these approvals the budget will be over-spent \$9,548.52.

Background:

Council has a Community Donations and Support program for events held in the Carpentaria Shire. There has been an expenditure of \$69,202.08 against the budget of \$96,000.00 related to local non-profit groups for the financial YTD which are displayed in the table. The

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requests listed for consideration in this report total \$30,585 which is \$3,787.08 above approved 2023/24 budget.

Acct Code	Account	Current Budget	Actual	Variance \$
IK1000	In Kind - Bynoe	0.00	4772.72	-4772.72
IK1010	In Kind - Carpentaria Kindergarten	0.00	527.27	-527.27
IK1040	In Kind - Gulf Christian College	0.00	1345.93	-1345.93
IK1070	In Kind - Karumba Recreation Club	0.00	2746.50	-2746.50
IK1080	In Kind - Karumba State School	0.00	291.34	-291.34
IK1120	In Kind - Normanton Rodeo	0.00	4744.50	-4744.50
IK1130	In Kind - Normanton State School	0.00	6509.13	-6509.13
IK1140	In Kind - Normanton Stingers	0.00	2367.99	-2367.99
IK1200	In Kind - Normanton Cricket Club	0.00	768.16	-768.16
IK1230	In Kind - Kurtijar Aboriginal Corporation	0.00	181.81	-181.81
IK1252	In Kind - Junior Rugby League	0.00	0.31	-0.31
IK1256	In Kind - Carpentaria Kindergarten Association	0.00	580.00	-580.00
IK1258	In Kind - Normanton Athletics Club	0.00	-2.09	2.09
IK1265	In Kind - Normanton Christian Centre	0.00	354.55	-354.55
IK1557	In Kind - Centacare NQ	0.00	3900.00	-3900.00
IK1722	In Kind - Aspire Cairns Community	0.00	1205.47	-1205.47
IK1723	In Kind - Deadly Choices	0.00	10590.90	-10590.90
IK1724	In Kind - NAIDOC Dinner/Ball	0.00	799.99	-799.99
IK1727	In Kind - Heels & Reels	0.00	409.09	-409.09
IK1728	In Kind - Doomadgee State School	0.00	709.10	-709.10
IK1729	In Kind - Lynette Russell	0.00	229.09	-229.09
	Approved fee waivers to be receipted post event	0.00	26170.52	26170.52
	* Total *	96000.00	69202.28	-69202.28

Donations and Fee Waivers for Council Consideration

1. Normanton Rugby League Football Club has requested a fee waiver for the use of the John Henry Memorial Oval and amenities, line marking of the football field and Normanton Show Grounds for camping & amenities, on the weekend of the upcoming Gulf Football Clusters to be held on the 18 May and the 15 and 16 June 2024, valued at \$6,750.00.

2023/2024

Rodeo Grounds hire x 3 nights @ \$250	\$ 750.00
Marking of the Oval	\$1,500.00
John Henry Oval & Amenities x 2 dates @ \$300.00	\$ 600.00
30 bins x 2 dates @ \$65 per bin	\$3,900.00
Total	\$6,750.00

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2. Normanton Rodeo Association has requested fee waivers for the 2024 Normanton Rodeo for the use of the tables and chair trailer, hall hire and temporary road closure on Thursday 6 June for the Normanton Street Parade, collection of rubbish daily from the 5 - 10 June, water truck from the 3 - 9 June, grader to rip the two arenas and grade the fire break, and one additional mow, valued at \$18,835.00 Council recommends fee waivers for tables & chair trailer, hall hire, temporary road closure, daily rubbish collection 5 – 10 June & the additional mow of the rodeo grounds. It is recommended that due to the full expenditure of Council's donations budget the Normanton Rodeo Association approach local contractors in the Shire for the donations of the water truck and grader hire valued at \$11,100.00.

Tables & Chair trailer	\$ 685.00
Hall Hire	\$ 150.00
Temporary road closure	\$2,000.00
Daily rubbish collection 5 -10 June	\$2,500.00
Water Truck 3 - 9 June	\$7,500.00
Grader to rip the 2 arenas & fire breaks	\$3,600.00
Additional mow of the rodeo grounds	\$2,400.00
Total	\$18,835.00

Donations approved under the delegation of the Chief Executive Officer

1. Gidgee Healing has requested a fee waiver for the hire of the Normanton Shire Hall on the 23 May 2024 to host the Cancer Council Biggest Morning Tea for the community. The aim is to bring Community together socially and promote Healthy lifestyles and education around Cancer.

Normanton Shire Hall fee hire, with the use of the kitchen	\$ 200.00
Total	\$ 200.00

2. Gulf Christian College has requested a fee waiver for a class tour/ field trip to the Les Wilson Barramundi Discovery Centre on the 27 May 2024 for 14-16 students and 2 teachers.

16 x Student tour fees	\$ 720.00
2 x Adult tour fees	\$ 130.00
Total	\$ 850.00

3. Normanton QCWA Branch has requested fee waivers for the hire of the Normanton Shire Hall 11May 2024 and, 15 June 2024 for community markets.

Hall hire for the 2 dates during 2023/2024 budget	\$ 300.00
Total	\$ 300.00

4. Karumba State School has requested the fee waiver for the use of the Karumba Civic Centre to host a disco for the children on 14 June 2024

Karumba Civic Centre Hire	\$ 550.00
Total	\$ 550.00

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2024/2025 Budget items for consideration:

1. Normanton Rugby League Football Club has requested a fee waiver for the use of the John Henry Memorial Oval and amenities, Normanton Show Grounds for camping & amenities, on the weekend of the upcoming Gulf Football Clusters to be held on the 24 August 2024 valued at \$2,500.00.

Rodeo Grounds hire x 1 night	\$ 250.00
John Henry Oval & Amenities	\$ 300.00
30 bins @ \$65 per bin	\$1,950.00
Total	\$2,500.00

2. Normanton QCWA Branch has requested fee waivers for the hire of the Normanton Shire Hall 20/07/2024, 31/08/2024, 5/10/2024, 23/11/2024.

Hall hire for the 4 dates during 2024/2025 budget	\$ 600.00
Total	\$ 600.00

Approved donations for 2024/2025 budget:

1. Gulf Christian College fee waiver for \$580.00 for the hire of the table and chair trailer for the Year 6 graduation to be held on 2 December 2024.
2. Gulf Christian College fee waiver of \$390.00 for the hire of the Normanton Shire Hall for on 5 December 2024 for the annual awards night.
3. Normanton State School fee waiver of \$390.00 for the hire of the Normanton Shire Hall on 25 November 2024 for the end of year awards ceremony.
4. Normanton State School fee waiver of \$2,110.00 for the use of the John Henry Memorial Oval on 18/19 July, 2024 for the Gulf District Athletics Carnival.

Consultation (Internal/External):

- Chief Executive Officer
- Finance Manager
- Community Development Coordinator
- Customer Service Officer
- External stakeholders (applicants)

Legal Implications:

- Community Donations and Support Policy.

Financial and Resource Implications:

- The requests in the report total \$30,585.00 and approval of this month's requests will result in an overspend of the 2023/2024 budget by \$9,548.52.

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Risk Management Implications:

- Risks are within the normal operations parameters.

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11.3 CARPENTARIA SHIRE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Attachments:	11.3.1. Draft Terms of Reference Economic Development Advisory Committee ↓
Author:	Anne Andrews - Director Community Development, Tourism & Regional Prosperity
Date:	9 May 2024
Key Outcome:	Day to day management of activities within the Economic and Community Development Department
Key Strategy:	As per the Departmental Plan for Economic and Community Development

Executive Summary:

At the November 2023 meeting of Council, Council endorsed the recommendations of the Carpentaria Shire Economic Development Strategy and the Outback by The Sea[®] Tourism Strategy to establish Advisory Committees to assist Council to deliver the recommendations and actions from the two strategies. Expressions of Interest closed on February 29, 2024. A report was presented to Council at the March 2024 meeting but was deferred for consideration of the new Council. At the April 2024 Meeting of Council, it was resolved to merge the two committees based on the number of Expressions of Interest from the community and form the Economic Development Advisory Committee. This resolution required a new Terms of Reference, and these are attached for Council's consideration.

RECOMMENDATION:

That Council adopts the amended Terms of Reference for the Carpentaria Shire Economic Development Committee.

Background:

At the November 2023 meeting of Council, Council endorsed to establish a Tourism Advisory Committee and Terms of Reference. (Resolution No: 1123/026). The Advisory Committee was a recommended action from the Outback by The Sea[®] Tourism Strategy in 2021 and further endorsed by Council in 2023 to implement actions of the strategy.

At the same meeting, Council endorsed the recommendation to establish an Economic Development Advisory Committee as recommended in the October 2020 Economic Development Strategy and updated 2023 strategy and action plan. The report also endorsed Terms of Reference for the committee. (Resolution No: 1123/028).

Subsequently, calls for Expressions of Interest for both committees were advertised in the Council newsletter, on social media and on community noticeboards across December 2023 and January 2024 and extended to include February 2024. Applicants were notified by email that the Expression of Interest period had been extended by one month. EOIs closed on February 29, 2024.

At the end of the advertising period, Council had received four Expressions of Interest for the Economic Development Advisory Committee from industry representing retail/food, transport, visitor experience, accommodation, and property management and four applications for membership of the Tourism Advisory Committee representing retail/food, accommodation transport and community. Applicants will be tabled at the meeting.

Crossover

Of the 9 applicants for the two committees, two had nominated for both committees.

Given the difficulty in filling all positions, Council had the opportunity to reassess the makeup of the committees, including maintaining both or merging the two. At the April 2024 Meeting

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of Council, Councillors resolved to merge the two, which requires a new Terms of Reference.

The resolution included that Council:

1. Notes the information and considers options for the committees including:
 - a. Merge the two committees into one, being the Economic Development Advisory Committee with a tourism industry sub-committee. This will require an assessment of the Terms of Reference and membership base with a report being returned to the May meeting of Council for consideration; and
2. Write to applicants advising them of the above outcome. (Resolution No. 0424/021).
Current applicants for community positions include:
 - Cathy Bawden - Normanton
 - Leanne Crossland - Karumba
 - Micheal Kelly - Karumba
 - Jemma Probert - Karumba
 - Derek Lord – Normanton (both committees)
 - Mandy Martin – Normanton
 - Yvonne Tunney – Karumba (both committees)

Nominee Cherie Schaefer has been removed from the EOI listing due to being elected to Carpentaria Shire Council. All Councillors have a standing position on the Advisory Committee.

The full committee recommended membership is:

Agency	Representative/s
Council	Mayor
Council	All Councillors
Council	Chief Executive Officer
Council	Director Community Development, Tourism and Regional Prosperity
Council	Tourism and Events Officer
Council	Community Development Coordinator
Gulf Savannah Development	Chief Executive Officer or delegate
Community member	Agriculture
Community member	Fishing
Community member	Mining
Community member	Retail Services
Community member	Education / Training
Community member	Tourism and Events
Community member	Business
Community member	Carpentaria Land Council Aboriginal Corporation
Community member	Bynoe CACS Ltd
Community member	Member from each Traditional Owner Group
Community member	Gulf Chamber of Commerce (if available)

The Draft Terms of Reference for the amended committee are attached.

Consultation (Internal/External):

- Mayor / Councillors
- Chief Executive Officer
- Applicants

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Legal Implications

- Advisory Committees may be established in accordance with section 265 Local Government Regulation 2012.
 - (1) An advisory committee—
 - a) must not be appointed as a standing committee; and
 - b) may include in its members persons who are not Councillors.
 - (2) A member of an advisory committee (whether or not they are a Councillor) may vote on business before the committee.

Financial and Resource Implications:

- Within normal operational parameters.

Risk Management Implications:

- Workplace Health and Safety risk is assessed as low.
- Financial risk is assessed as low.
- Public perception and reputation risk is assessed as medium.



Economic Development Advisory Committee Terms of Reference

DRAFT

May 2024

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



Policy Details

Policy Category	Council Policy
Date Adopted	
Resolution Number	
Approval Authority	
Effective Date	
Policy Version Number	1
Policy Owner	Director Community Development, Tourism and Regional Prosperity

Supporting Documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local Government Regulation 2012
Policies	<ul style="list-style-type: none"> Nil
Delegations	<ul style="list-style-type: none"> Nil
Forms	<ul style="list-style-type: none"> Expression of Interest application form
Supporting Documents	<ul style="list-style-type: none"> Corporate Plan 2020 – 2025 Carpentaria Shire Economic Development Strategy and Action Plan Outback By The Sea® Tourism Strategy

Version History

Version	Adopted	Comment	#EDRMS#
1			



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Enquiries:

Email: council@carpentaria.qld.gov.au

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Street Address: 29 – 33 Haig Street Normanton

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



Name

The committee will be known as the Carpentaria Shire Economic Development Advisory Committee.

Purpose

The purpose of the committee is to:

- assist with the delivery of actions from the Carpentaria Economic Development Strategy and the Carpentaria Shire Outback By The Sea® Tourism Strategy
- highlight opportunities and challenges facing business and industry to inform Council's Advocacy Strategy
- support the delivery of Small Business Friendly initiatives
- provide other assistance where required.

Tourism Sub-Committee

A Tourism Advisory Sub-Committee can be formed if the Committee resolves this will assist in the delivering the outcomes of the Advisory Committee as listed in this terms of reference.

Membership

In the interest of operational efficiency, membership of the committee will generally be limited to Council staff, Councillors and community members representing business and industry.

Agency

Council
Council
Council
Council

Council
Council
Gulf Savannah Development
Community member
Community member
Community member
Community member
Community member
Community member
Community member
Community member
Community member

Community member
Community member
Community member

Representative/s

Mayor
All Councillors
CEO
Director Community Development, Tourism and Regional Prosperity
Tourism and Events Officer
Community Development Coordinator
CEO or delegate
Agriculture
Fishing
Mining
Retail Services
Education / Training
Tourism and Events
Business
Carpentaria Land Council Aboriginal Corporation
Bynoe CACS Ltd
Member from each Traditional Owner Group
Gulf Chamber of Commerce (if available)

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

Where the membership is unable to reach a majority decision on any 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

The Mayor or delegated representative will be the chairperson.

All members should:

- Provide feedback and suggestions from the sector or organisation they represent;
- Provide feedback on items on the agenda; and
- Develop recommendations for consideration by Council concerning matters of interest developing and growing the economy of Carpentaria Shire

Key Responsibilities of Members

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

- a. attending meetings
- b. providing timely advice to the chair about non-attendance at meetings
- c. working collaboratively with other team members to accomplish desired outcomes
- d. be respectful, reasonable and professional
- e. not interrupt another speaker, disturb or converse aloud while another person is speaking
- f. immediately cease speaking when the Chair speaks
- g. declare any conflicts of interest that may arise during Committee discussions
- h. raising awareness within your agency, and the wider community, to foster increased support for initiatives and improve opportunities for synergies across agencies.

In addition, the Chair will be responsible for:

- a. facilitating the meetings
- b. ensuring that the minutes and a Committee Report containing any recommendations is presented to the Council for consideration.

Meetings

- Meetings will generally be held bi-monthly or as required
- Meetings will generally be held at the Normanton Shire Hall and Les Wilson Barramundi Discovery Centre on alternate months.

Conflict of Interest

At the commencement of each meeting, Committee Members must declare:

- Any material personal interest (using the definition of that term in the Local Government Act 2009, to the extent it applies to the committee member); and



- Any perceived or actual conflict of interest they have in respect of a matter before the meeting. Committee Members with a material personal interest must not participate in discussion or recommendation about the matter in which they have the material personal interest; and
- Any other committee recommendation about a matter if that decision has any possibility of impacting upon the matter in which they have the material personal interest (for example, a recommendation about an award).

When a Committee Member declares a perceived or actual conflict of interest and the Committee Member does not decide to refrain from discussing or recommending upon the matter, the other Committee Members must decide upon whether the declaring member must refrain from discussing or recommending upon the matter. The results of the decision are binding upon the declaring member.

Secretariat

Secretariat support will be provided by Council.

Agendas and Minutes

The secretariat will be responsible for the following:

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

Review

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

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

Contact Details

All communications should be addressed to:

Director Community Development, Tourism and Regional Prosperity
PO Box 31
Normanton, Queensland, 4890
Telephone: 07 4745 2200
Email: council@carpentaria.qld.gov.au

Adopted by Council 15th November by Resolution 1123/026



Mark Crawley
Chief Executive Officer

DRAFT



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11.4 NORMANTON CHILDCARE CENTRE - TRANSITION TO ASTUTE MANAGEMENT

Attachments:	11.4.1. Astute Monthly Report April 2024 ↓
Author:	Anne Andrews - Director Community Development, Tourism & Regional Prosperity
Date:	9 May 2024
Key Outcome:	Day to day management of activities within the Economic and Community Development Department
Key Strategy:	As per the Departmental Plan for Economic and Community Development

Executive Summary:

In March 2023, Carpentaria Shire Council engaged Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust (Astute) to create a business plan for the Normanton Child Care Centre and in September 2023, resolved that pursuant to s235 (b) of the Local Government Regulation 2012, enter into an agreement with Astute to support Council with the implementation of the business plan over a period of five years to be reviewed annually. Astute and Council meets weekly to ensure the successful transition of the centre.

RECOMMENDATION:

That Council notes the attached information and report.

Background:

Astute has met regularly with the Director Community Development, Tourism and Regional Prosperity and Childcare Centre Director to address issues of human resourcing, policy development and compliance and meetings with the Chief Executive Officer and Director CDTRP have been held as required to address governance and management issues. This has included management control of the centre being transitioned to Chief Executive Officer and Director CDTRP as required under the Childcare Legislation.

The operational management of the Centre transitioned to Astute on January 1, 2024 with the Governance arrangements to continue to be co-managed until the Company Limited by Shares is established as endorsed at the November 2023 meeting of Council. Operational and governance meetings are continuing in 2024.

The month of April focused on a review of the center's goals, success and areas of improvement and formulating a plan to address these. As part of the program, practice and pedagogy, Astute holds a monthly Educational Leader Workshop. The April meeting focused on the role and responsibilities of the Educational Leader and the importance role this position played within the service.

Astute is working with the Department of Early Childhood and Education and Care in regard to the recent Assessment and Rating undertaken and, as a part of this process are developing goals prior to the first meeting with the department in line with the agreement the centre entered to support them to improve quality.

The Policy and Procedure roll out is in the final stages with feedback, comments and amendments being considered. Once this is completed the policy and procedure framework will be implemented and training and support to ensure these are embedded in the service.

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Consultation (Internal/External):

- Chief Executive Officer
- Director Community Development, Tourism and Regional Prosperity
- Director Normanton Childcare Centre and staff
- Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust

Legal Implications:

National Law	The National law sets a national standard for children's education and care across Australia
National Regulations	The National Regulations support the National Law by providing detail on a range of operational requirements for an education and care service.
National Quality Standards	The National Quality Standard (NQS) sets a high national benchmark for early childhood education and care and outside school hours care.
Approved Learning Frameworks	Under the National Law and Regulations, services are required to base their educational program on an approved learning framework
Early Years Learning Framework (EYLF)	National approved learning framework under the NQF for young children from birth to 5 years of age.
Queensland Kindergarten Learning Guideline (QKLG)	The QKLG provides advice for planning, documenting and assessing children's learning and development – service funded under QLD Kindy.

Financial and Resource Implications:

- Within approved budget.

Risk Management Implications:

- Medium risk. Council must continue to work towards mitigating the non-compliance issues and establish a management and governance framework that aligns with the legislation.



Astute Early Years Specialists
Monthly Report – APRIL 2024



Summary

Achievements

The month of April focused on a review of the center's goals, success and areas of improvement and formulating a plan to address these. As part of our program, practice and pedagogy we hold a monthly Educational Leader Workshop and it is pleasing to report that the service Educational Leader was able to attend the April meeting which focused on the role and responsibilities of the Educational Leader and the importance role this position played within the service.

We are working with the Department of Early Childhood and Education and Care in regard to the recent Assessment and Rating undertaken, as a part of this process we are developing goals prior to the first meeting with the department in line with the agreement the center entered to support them to improve quality.

The Policy and Procedure roll out is in the final stages with feedback, comments and amendments being considered. Once this is completed the policy and procedure framework will be implemented and training and support to ensure these are embedded in the service.

It is pleasing to report that the Nursery fence has been completed.

Challenges / Issues for consideration

The service continues to address the issues raised by the Regulatory Authority in 2023, outlined below are the issues and actions to date.

Issue	Action	Status
Sand in sandpit needs replacing	Sand to be replaced	Lodged with facilities – needing clarification regarding the type of sand

Projects update

The focus for April has been the roll out of the policies and procedures is well underway and the implementation of the Ops Card has enabled the tracking of operational matters.

Workstreams

Transition to Astute Management	<ul style="list-style-type: none"> ● Policy and Procedures
Operational Support	<ul style="list-style-type: none"> ● Operational support including Educational Leader ● Systems support and training ● Mandatory Training ● Assessment and Rating Action Plan
Marketing	<ul style="list-style-type: none"> ● Rebranding and logo development in progress ● Community Engagement Plan review
Human Resource Operations	<ul style="list-style-type: none"> ● Induction for new starters



Astute consultation

April Meetings

Educational Leader Meeting

Attended by Taleesha

- 10th April

Ops Meeting Dates

Attended by Renee and Nicole

- 17th Ops Meeting
- 23rd Goal setting Meeting

Operations

April Occupancy

	Utilisation/Capacity	Waiting List	Occupancy %
Nursery	83/168	0	37.46%
Kindy	156/420	0	

Incidents

24/4/24 A child tripped over their own feet grazing knee on cement.	Grazed knee
30/4/2024 A toddler was playing in between the garden and trees and lost balance.	scraping under nose on a small branch
29/4/24 A toddler was stepping on a stepping stone and lost balance fell on plastic block.	Bruising left hand.

People

Staffing update:

We welcomed our ECT, commencing with us on 22nd April and looking forward to her contribution to the service.

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11.5 MONTHLY REPORT - LES WILSON BARRAMUNDI DISCOVERY CENTRE

Attachments:	NIL
Author:	Christopher O'Keefe - Centre Manager - LWBDC
Date:	8 May 2024
Key Outcome:	A dynamic and diverse economy creating industry development and employment opportunities
Key Strategy:	Provision of support for a sustainable Tourism sector

Executive Summary:

This report provides a summary of the operational and promotional activities surrounding the Les Wilson Barramundi Discovery Centre and Hatchery.

RECOMMENDATION:

That Council:

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

Background:

The Les Wilson Barramundi Discovery Centre is Carpentaria Shire's primary tourism asset and is a business unit of Council. The LWBDC is a state-of-the-art interpretive centre that provides the history, stories, lifecycle and habits barramundi. The centre includes interpretive displays, theatre, saltwater lagoon, café, art gallery and provides visitors with guided tours throughout the centre and hatchery. It is the only hatchery in the world to breed the Southern Gulf strain of the barramundi. Diversity is the key to operations, managing multi-focal assets to satisfy demands of tourism/culture/retail/cafe, animal husbandry/ecology, legislative compliance, deliver community /events, meet the issues of seasonal demand and resultant employee management diversification/implications.

ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
LWBDC - Hatchery				
November 15,2023	018	Water treatment trials	Ongoing	Testing of water river in flood will not show the complete picture of water quality without first assessing the water storage at the Hatchery.
February, 2024	026	Exhibition tank drum filter fix	Complete	A spare drive motor, pump and sprayer heads have arrived on the 5 th of April and will be installed during next monthly servicing

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March, 2024	11.6	Algae free ultrasound Device	Ongoing	May Update: Currently pending, a decision on the purchase of the Ultrasound device for use in the Water storage tanks commence.
March 2024	002	Hormone Supply	Complete	May Update: Hormone has been collected from Cairns under portable refrigeration with current supplies fulfilling the requirement for the coming Spawning season.

Ongoing assessment of the centre, hatchery and business operations in by new management has resulted in the following observations and actions.

Activity	Observation / action
LWBDC Tours, VIC & Cafe staff shortage	Potential candidates identified including cook and barrista.
Exhibition Tank and Bio filter Cleaning and sterilization	Exhibition tank has been scrubbed and building walls and doors cleaned. Biological filter Bed has been decontaminated of protein buildup on internal walls and floor. Protein Fractionator has been stripped and reassembled and all pumps serviced, and corrosion protection applied. Drum Filter has been serviced and cleaned new Spray Nozzles installed. New grease nipples have been sourced and should be available for installation at servicing next month.
Water storage tanks	Tanks are clean and water salinity is slowly returning to the river, currently at 27 parts per thousand. And should be back to 36 ppt. in the coming weeks. Biological filters are functioning well with no Ammonia of other chemical anomalies affecting water quality.
Pond health	Salinity is slowly increasing in the Pond with some upsets in the algae growth that has affected dissolved oxygen and caused some minor scum around the edges of the pond. This is expected to clear up in the coming weeks as salinity returns to the pond and the biology returns to a saline ecosystem from the previously freshwater culture.
Evo Water Heater	The Evo Heat water heater previously removed in January has completed testing at the contracted service provider without any faults being detected and previous problems could have been a previous installation issue. The water Heater unit from the Quarantine tank has been picked up from Cairns and is currently being reinstalled. Trials of the heater will be ongoing to ensure the Faults are not accruing and reports of this returned to the supplier.

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<p>Feed a Barra Tours</p>	<p>Due to staff shortages key personal have been presenting tours to develop the experience to include some behind the scenes information on the fingerling production process. This has been getting better reviews and we are working to have the tour kept to the 45min – 50min target. The formally Behind the Scenes Tour will be developed into more customized experience depending on the group’s age and demographics.</p>
<p>Fisheries Compliance and regulations</p>	<p>The Quarantine and Broodstocks tanks have been emptied cleaned and all fish retagged, with identifying numbers displayed on the outside of the tank. The Exhibition tank will also need to be drained to allow segregation and tagging to be completed. This will have to be timed as to not effect tours and will take approx.12 hours to complete. Staffing will be required on a Sunday to lessen the impact upon tours and the fish will be shy for a couple of days. The other option is to wait till the end of the season and inform the fisheries of the reasoning and how it would affect tours at the facility.</p>
<p>Ultraviolet Lights</p>	<p>All Ultraviolet lights are now functional, parts from the old Hatchery have been salvaged and installed with spares in storage for future works.</p>
<p>Aqua Feed Pellets</p>	<p>New supply of 10mm floating pellets has been arranged with a 30 % discount for some of the supply due to some of the previous batch sinking. Awaiting the quote from supplier.</p>
<p>Bribie Island research centre Black Lip Rock Oyster (<i>Saccostrea echinate</i>) Saccostrea echinata - Wikipedia</p>	<p>The Research facility at Bribie Island has expressed interest in collaborative works with the Barra Centre for research into Black Lip Rock Oyster. They currently have grant funding to establish pilot stages in the Gulf of Carpentaria and are keen to work with the Centre. The manager has brought all relevant equipment with him from Fiji and will be able to adapt current equipment and tanks already in use in the hatchery. In the coming month, manager will be communicating with the researchers in regard to the timeline and relevant assistance needed to facilitate the scope of the research. It is not envisaged that there would be any funding need from the Council. An article link is attached for consideration. Manger has trained the researcher on projects in Tonga and has a good working arrangement with them and see no issues for the Council or the Barra centre Queensland Fisheries' heat-tolerant oyster breeding breakthrough offers hope as ocean temperatures rise - ABC News</p>
<p>VIC & Cafe POS system</p>	<p>Troubleshooting and correcting the POS breakdown between Karumba and Normanton.</p>
<p>Karumba & Normanton VIC Stock</p>	<p>On going collaboration with Normanton VIC to transfer merchandise and reduce old stock. Looking at direction for new merchandise. Concept to donate some of the stuffed animals not selling to</p>

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	Karumba & Normanton Libraries and early learning centres.
Interpretive & Discovery Centre development	Data write up for each display species (Pig Nose Turtle & Saratoga) to post in Centre with each exhibition animal. Write up on the ecological and biodiversity of the microenvironment developed from creating of Exhibition Pond. In the form of data sheets and photo ID for each species of fish in Pond (gar, guppies, glass shrimp, etc introduced through the intake pipe); wetland birds that are seen visiting and hunting from the pond, etc. Currently in development and editing stage. All for posting along the pond fence at pontoon entrances.
Pontoon use	Cleared regulation issues for opening access to the pontoons for visitors. Encouraging greater interaction at the centre and longer stays by visitors. Safety signage is posted at Pontoon gates.
Tour development	Fine tuning tour offerings in line with tour group requests and from visitor reviews and questions. Establishing overall script and information check for unity in all tours, regardless of tour guide leading any tour.
Conference Room	Developing photos and marketing to promote conference room rentals – for business meetings, groups and for functions. developing
Artist works shops	Successful workshop with silversmith Rod Hammond who held 2 separate workshops on 29 th . Made connection with Sabrina Toby RASN NQ to promote more artist workshops. Connected with Sally Thompson re showing & selling her art at VIC. Ongoing and always developing project.
Community Meeting	Hosted Community Meeting to discuss ideas/ proposals and opportunities for local involvement for Outback by the Sea Festival.

Consultation (Internal/External):

- Director Community Development, Tourism and Regional Prosperity
- Existing staff LWBDC
- Engineering and IT Department
- Local businesses

Legal Implications:

- Fisheries Act 1994, Fisheries (Commercial Fisheries) Regulation 2019
- Fisheries (General Section 24HA of the Native Title Act 1993
- Queensland Aboriginal Cultural Heritage Act 2003
- Native Title Work Procedures. Section 24HA of the Native Title Act 1993
- General fisheries permit (expiry date March 2025)
- Food Act 2006.

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Financial and Resource Implications:

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Actual Bal
Operating Expenditure				
Barra Bites Café	173,308	78,029	1,948	78,029
Hatchery	340,748	323,795	12,715	323,795
Les Wilson Barramundi Discovery Centre	735,816	732,690	26,401	732,690
Visitor Information	303,397	205,208	1,182	205,208
Operating Expenditure Total	1,553,269	1,339,723	42,245	1,339,723
Operating Income				
Barra Bites Café	-50,000	-65,934	0	-65,934
Hatchery	-20,000	0	0	0
Les Wilson Barramundi Discovery Centre	-320,000	-271,716	0	-271,716
Visitor Information	-15,000	-18,425	0	-18,425
Operating Income Total	-405,000	-356,074	0	-356,074
Grand Total	1,148,269	983,649	42,245	983,649

Risk Management Implications:

- The LWBDC is operating within approved risk parameters.

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12 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

12.1 DOE REPORT

Attachments: NIL

Author: Michael Wanrooy - Director of Engineering

Date: 9 May 2024

Key Outcome: 5.1 - Integrated and timely provision and management of sustainable infrastructure and assets

Key Strategy: 5.1.3 Plan and implement urban improvement works which enhance local character and identify, conserve and improve the region's streetscapes and provide iconic parkland.

Executive Summary:

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

RECOMMENDATION:

That Council:

1. receive and note the Director of Engineering Report as presented; and
2. that those matters not covered by resolution be noted.

1. Actions Arising from Previous Meetings

Date:	Ref:	Action	Status	Comment
2022 December Meeting		Add Premix to grooves at the Scrutton River Floodway.	In Progress	➤ In works program.
2023 January Meeting		New fence on three sides of NTN Cemetery. Replace old bollards in the cemetery. Construct new Rotunda in the cemetery	In Progress	➤ Cemetery is Heritage Listed and Council require approval ➤ Heritage approval obtained for the works ➤ Bollards completed ➤ Rotunda Completed ➤ Delayed by Flood ➤ Seeking alternative fencers
2023 March Meeting		Are there alternatives to repair scour on the footpath in Philp Street besides filling with gravel as every wet season it erodes repeatedly.	In Progress	➤ Repairs put in works program as per plan submitted in December 2022 Meeting ➤ In works program – took foreman out to site to

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Date:	Ref:	Action	Status	Comment
				<p>show scope of works</p> <ul style="list-style-type: none"> ➤ Scouring along footpath repaired. Premix to lay at median strip to divert water is put into works program
2023 August Meeting		<p>Discuss with TMR for slip lane at:</p> <p>Right turn from 92A to Glenore Weir – Near miss incident</p> <p>Right turn to 89B towards Dunbar at Walkers Creek</p> <p>Shady Lagoon turnoff</p>	In Progress	<ul style="list-style-type: none"> ➤ Discussed with TMR briefly – Getting plans drawn up to help push it along with TMR ➤ Will look at improving site distance in the road reserve at Walkers Creek bend ➤ Had meeting with TMR about extra slip lanes. They have tried to get funding for similar projects in the region without success. They won't be able to get funding for slip lanes here. I will try to get funding through blackspot into Glenore Weir. Will require a safety report, including near miss accident statements. ➤ Undertaking Safety audit and collected a statement. ➤ Awaiting Black Spot funding
2023 June Meeting		Look at solar lights for footpath to Rodeo Grounds	In Progress	<ul style="list-style-type: none"> ➤ Inspected site ➤ Quotes and designs being arranged.
2023 September Meeting		Chase up the no scooter/skating/riding signage for installation on the footpath in the vicinity of the shops in Karumba	In Progress	<ul style="list-style-type: none"> ➤ Signage have been ordered and have arrived in Normanton. Peter Casey RMPC crew to install.
2023 September Meeting		Burketown Road - call points at the Flinders, Bynoe & Little Bynoe Rivers and 92A - Norman River at Glenore.	In Progress	<ul style="list-style-type: none"> ➤ Call point signs for the Bynoe, Little Bynoe, Flinders R, Armstrong Ck, Station Ck and L Ck have arrived. RMPC crew to install. ➤ TMR has held up the call point signs at 92A - Norman R at Glenore and 89A Flinders River

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Date:	Ref:	Action	Status	Comment
				until they have completed the designs. They will also fund those signs.
2023 November Meeting		Council to obtain quote to do minor repairs and possible fresh up paint job on Kryss.	In Progress	<ul style="list-style-type: none"> ➤ Met with Nick De Jong from Karumba Marine Services to look at Chris to repair fibreglass damage. He is working on options for repair. ➤ Nick De Jong has provided a quote this week and a PO has been done.
2023 December Meeting		Clean up Karumba Transfer Station	In Progress	<ul style="list-style-type: none"> ➤ Look at cleaning sites after the wet season
2023 December Meeting		Remove stoppers at Karumba Point Boat ramp as they are starting to degrade, and bolts are being exposed – Seek TMR’s permission as they own the infrastructure.	In Progress	<ul style="list-style-type: none"> ➤ TMR has approved. ➤ Awaiting funding approval from TMR to undertake works.
2023 December Meeting		Parking line marking in Normanton main street needs to be repainted	In Progress	Put in Works Program
2023 December Meeting		Sutherland Street needs to be bitumen sealed	In Progress	<ul style="list-style-type: none"> ➤ Put in Works program to be sealed. ➤ Site inspected with foremens.
2023 December Meeting		Check lighting at the Karumba Town boat ramp to see if there is sufficient lighting	In Progress	<ul style="list-style-type: none"> ➤ More lighting is required ➤ Council is obtaining quotes for more solar lights. ➤ Awaiting funding approval with TMR
2024 January Meeting		Council look at a design for a Fish Attraction Device mould for future additional areas.	Not Started	<ul style="list-style-type: none"> ➤
2024 January Meeting		Faded ‘No Standing’ sign for Haig Street to be replaced	In Progress	<ul style="list-style-type: none"> ➤ Council has ordered the new signs.
2024 January Meeting		Flood markers at Alexandria Crossing needs to be set at correct levels	In progress	<ul style="list-style-type: none"> ➤ Council has arranged to go out and reset the flood markers to correct once we can gain access to the site.
2024 January		New Normanton columbarium wall	In progress	<ul style="list-style-type: none"> ➤ New columbarium has arrived.

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Date:	Ref:	Action	Status	Comment
Meeting				<ul style="list-style-type: none"> ➤ Malcolm will install the new columbarium ASAP ➤ We can use the existing plaques by gluing it onto the granite caps supplied with the new columbarium.
2024 February Meeting		Yappar Street – Water Supply upgrade to Raptis to be looked at	In Progress	<ul style="list-style-type: none"> ➤ Council undertook site visit to look at existing infrastructure ➤ Council is looking at options
2024 February Meeting		Walkway and lighting is required along Yappar Street to the Barramundi Discovery Centre.		<ul style="list-style-type: none"> ➤ Council are preparing costings and design
2024 February Meeting		Can metre marker at the bridge (Glenore) be moved to the other side of the road.		<ul style="list-style-type: none"> ➤ It can be moved. Council will install after the flooding
2024 February Meeting		Can rural addressing be updated for rural areas		<ul style="list-style-type: none"> ➤ Council is preparing rural address for properties
2024 February Meeting		Can the Swimming pool access toilets		<ul style="list-style-type: none"> ➤ Council will construct new fencing to access new toilets adjacent to the pool. ➤ Fencing materials have been ordered and to be installed this week
2024 April Meeting		Create 5 car parks at the boat parking area in front of the Hotel in Gilbert Street		<ul style="list-style-type: none"> ➤ Plans being prepared

2. Miscellaneous Projects

2.1. Barnett Park in Karumba – Council is starting the new park within the next few weeks as per the landscape plans as presented in the Karumba community meetings last year. Due to funding restrictions Council will complete the Park in stages when funds are available. Included in the first stage planned to start in the next few weeks are:

- Council have ordered two shade structures, including BBQ and picnic tables;
- Preparing to construct footpaths and concrete edging for garden beds;
- Preparing the construction of landscape and plantings; and
- And ordered a basketball hoop assembly kit.

2.2. School Dam Project – Council is starting works in May.

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- A specialist pump track contractor has been engaged to start the pump track and BMX advanced, intermediate and beginner's track.
 - Council has ordered several shelters for the pump and BMX tracks and a shelter for the walking track.
 - Council is planning to construct a 2m wide gravel walking track around the dam including installing culvert crossings where required.
- 2.3. Landsborough Street upgrade – Council has constructed a new flagpole and a foundation for the fire pit. Council has to spend W4Q funding on the upgrade before end of June. Council has provided a second option to landscape the area using the existing footprint. Plan will be provided at the meeting for Council's consideration.
- 2.4. Karumba Revetment Wall and Rock Groyne – Rock are being stockpiled near the end of the Karumba Aerodrome. Bigger rocks are being made and have been delayed due to road closures. Acceptance letters have been sent out to Wren Constructions. They have ordered the reinforcements for the precast wall component of the wall and are having it galvanised. Awaiting environmental permit approvals.
- 2.5. ATSI TIDS - Floodway upgrade on the Dunbar - Kowanyama Road. Days Creek is between the Scrutton River and Rutland Plains Station and near Middle Camp. Culverts have been ordered by Council for Days creek. Council have arranged with TMR to spend 125K this financial year and complete the project prior to end of November.
- 2.6. Mentana Creek – Council have been awarded the construction for Mentana Creek Causeway. The works will include the installation of four (4) 2700 x 1200 box culverts and the construction of concrete batter protection. Council have ordered the culverts. Council will undertake earthworks and road works for the project. Wet weather and access have delayed works. Works to be completed prior to December.
- 2.7. RMPC Crew – undertaking patching / road patrols / herbicide / guideposts / signs / mowing as required.
- 2.8. 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. Council have been formally notified that the funding will not be removed as part of the Federal Government review which is great news.
- 2.9. Kowanyama Road Betterment Works – Sealing Works. This project has been put on hold until after the flood season. Shaun Henry's stabilising Crew are working to complete 10km of new sealing works under betterment on the Kowanyama Road between the Scrutton River and Rutland Plains. The crew have completed the first 5km of stabilised pavement which was sealed by two (14/10) coat bitumen mid-November by Borals. They have completed the cement stabilisation of the gravel pavement for the second 5km. Council is planning to seal the last 5km early 2024 access depending.
- 2.10. Council is planning to seal the Burke and Will Monument Road prior to June. This is a betterment project.

Table: TMR Projects progress report for 2023 – 2024

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Projects	Value - Yr 23-24	Claimed	Progress	Comments	Budget for Yr 24-25
ATSI TIDS Dunbar Kowanyama Road - EOT granted. Original budget is \$1,340,000. TMR wants remaining balance of \$891,893.13 to be claimed after June 30th	\$891,893.13	\$891,893.13	100%		
ATSI TIDS Dunbar Kowanyama Road - Variation request (Cabbage Tree and Plains Ck)	\$250,000.00	\$250,000.00	100%		
ATSI-TIDS Dunbar Kowanyama Road - Days Creek	\$125,000.00	\$125,000.00	100%		\$ 835,000.00
TIDS 2023-2024 - 100% completed, claims being arranged	\$835,000.00	\$835,000.00	100%		
CN-21081 2023-24 RMPC	\$2,655,500.00	\$2,156,091.10	81%	Working on \$200,000 claim for works completed in Mid April - Mid May	
CN-21081 RMPC Variation for repair/replace flood markers - survey	\$100,000.00				
CN-20676 2023 TMR Emergent Works - Working to verify \$3,910,000 estimated total with TMR. \$698,652.83 claimed prior to June	\$3,211,347.17	\$3,211,347.17	100%		
CN-21599 Mentana Creek Floodway	\$174,001.44	\$174,001.44	100%		\$ 1,625,264.04
CN-21602 89B Formation	\$1,900,000.00	\$0.00	0%	Working on \$675,000 Claim	
CN-21603 89A and 84A Repa Works	\$1,038,059.82		0%	Working on \$350,000 Claim	

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CN-22267 Remote Roads Upgrade Pilot program (RRUPP) Iffley Road Resheeting - gravel from Ch. 42.299km to 81.276km	\$5,258,359.00	\$2,103,343.00	40%		
CN-22267 Remote Roads Upgrade Pilot program (RRUPP) Koolatah Road widening 0.007km to 30.307km	\$3,097,053.00	\$1,238,821.00	40%		
CN-22446 89B REPA Works	\$4,000,000.00			Working on 2.1 - 2.5 million Claim	\$ 8,690,179.57
CN-22464 Jasper Emergent Works		\$72,625.58			
CN- Kirrily Emergent Works		\$66,484.86			
Total	\$23,536,213.56	\$11,124,607.28	47%		\$ 11,150,443.61



Photo: New 972 Loader just arrived

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Photo: Stabilised repairs - Norman River Foot Bridge



Photo: Stabilised repairs and shoulder works before Corduroy

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Photo: Stabilised repairs and shoulder works after Corduroy



Photo: Stabilised repairs and shoulder works after Corduroy

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Photo: Sand being removed from the Gilbert R on 89B

3. Update on Shire Flood Damage Works

- 3.1. Shaun Henry's Stabiliser Crew is working on the Corduroy. They have nearly completed all shoulder repairs and stabilised pavement repairs. They will move on to complete pavement repairs on 84A, then onto Sutherland St, Monument Road and lastly complete the sealing betterment works on the Kowanyama Rd before the end of June.
- 3.2. Colin Charger's Crew is at the Stirling Camp undertaking 2023 DRFA Works.
- 3.3. Clarence Bynoe's Crew is at the Broadwater Camp completing 2022 DRFA Works.
- 3.4. Jodie Bond's Crew is at the Donors Hill Camp working to complete the 2022 DRFA Works.
- 3.5. Alfred Pascoe's Camp is based at the Augustus camp working to complete the 2022 DRFA Works.
- 3.6. Brenton Murray's Crew have just moved to the Wondoola Camp to undertake 2023 DRFA Works.
- 3.7. Undertaking road runs on 89B unsealed and looking to start emergent grades when we can – sand has been removed from the Gilbert River bridge approaches.

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4. New Projects/Grant Applications

- 4.1. Council is working with TMR on Betterment projects on 89B to continue sealing. Council is working with TMR to fund the widening of 89A around the narrow sections at Warrenvale. Council has provided an estimate to TMR for the construction of new culverts on Clark Creek on 89B. Council has submitted through ATSI-TIDS funding for another causeway upgrade at Plains Creek for the Kowanyama Road at Burkes Lagoon.

5. Reports

- 5.1. Nil

- 5.2. Budget

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Actual Bal
Operating Expenditure				
Airports	464,808	482,660	53,002	482,660
Asset Management	279,341	100,283	0	100,283
Building Services	1,283,496	206,112	99	206,112
Coastal Management	200,000	3,604	0	3,604
Depots & Workshop	583,329	552,391	17,946	552,391
Engineering Services	851,025	1,077,981	191,510	1,077,981
Fleet & Plant	-2,787,713	-2,459,400	1,563,213	-2,459,400
Main Roads (Rmpc And Pw)	10,658,347	9,693,613	899,187	9,693,613
Parks & Gardens	924,455	1,673,529	118,793	1,673,529
Pensioner Housing	188,400	170,423	4,046	170,423
Private Works	0	5,801	0	5,801
Public Conveniences	122,162	156,449	4,167	156,449
Quarries	52,000	7,684	0	7,684
Reserves	2,719	45,914	0	45,914
Road	5,453,471	5,219,942	85,455	5,219,942
Staff Housing	556,500	544,012	0	544,012
Town Planning	80,000	70,765	832	70,765
Operating Expenditure Total	18,912,338	17,551,764	2,938,249	17,551,764
Operating Income				
Airports	-252,500	-328,973	0	-328,973
Building Services	-3,660	-30,060	0	-30,060
Coastal Management	0	-845,812	0	-845,812
Engineering Services	0	1,908	0	1,908
Fleet & Plant	-50,000	-42,284	0	-42,284
Main Roads (Rmpc And Pw)	-14,540,000	-4,508,382	0	-4,508,382
Pensioner Housing	-30,000	-34,313	0	-34,313
Road	-1,365,452	-33,547	0	-33,547

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Staff Housing	-20,000	0	0	0
Town Planning	-2,000	-3,848	0	-3,848
Operating Income Total	-16,263,612	-5,825,310	0	-5,825,310
Grand Total	2,648,726	11,726,454	2,938,249	11,726,454

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12.2 NDRRA/QDRF REPORT

Attachments:	12.2.1. Appendix A - 2022 Expenditure Summary ↓
	12.2.2. Appendix B - 2022 Completed Works ↓
	12.2.3. Appendix C - 2023 Expenditure Summary ↓
	12.2.4. Appendix D - 2023 Completed Works ↓
	12.2.5. Appendix E - Betterment Projects ↓
	12.2.6. Appendix F - 2024 Construction Programme REV2 ↓

Author: John Martin - Consultant Engineering

Date: 9 May 2024

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

Key Strategy: Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

Executive Summary:

QRA21: Acquittal documentation for all five (5) submissions have been lodged with assurance audits currently in progress. A final outcome report for Submission 2 (Western Roads) has been received, final approval and payment is expected shortly.

QRA22: The QRA22 project is approximately 87% complete. Setout for remaining QRA22 roads is currently underway and crews will progressively mobilise to camps over the next month once emergency works have been completed. Four (4) camps have established at Donors Hill, Augustus, Broadwater and Stirling. The QRA22 submissions have completion deadlines of 30 June 2024. Two (2) submissions have been lodged for acquittal to enable all scope to be rolled over into future submissions.

QRA23: All six (6) QRA23 REPA submissions have been approved with a total RV of approx. \$89.0million (construction budget of \$66.5million). Construction of QRA23 scope will commence shortly with QRA22 being prioritised to ensure completion deadlines are met. The QRA23 submissions have completion deadlines of 30 June 2025.

QRA24: Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 29 December 2023 in response to the Tropical Cyclone Jasper event. Damage pickup has begun prior to Emergency Works being performed on accessible roads throughout the Shire and damage assessments are currently being prepared in QRA MARS system. Emergency Works will continue in the upcoming months to restore access where required.

RRUPP: Two (2) Remote Roads Upgrade Pilot Program (RRUPP) projects have been approved for construction. Construction of remaining Iffley Road works and Dixie Road widening will commence once accessible during the 2024 construction season.

MITCHELL RIVER BRIDGE: The options analysis report requires updating to incorporate the damage incurred during the 2024 wet season. Specific damage photos and survey data will need to be sourced for rollover into 2024 submissions. Due to additional damage rectification will significantly exceed the \$25million trigger that necessitates a formal DRFA (federal) review prior to funding approval from QRA. Design (by others) of the 2 lane, 20m TMR deck unit has been completed for the proposed bridge (approx. 460m) and is currently out for tender.

OTHER: Dunbar – Kowanyama (pavement and sealing) betterment project is near completion with seal works to be completed once accessible in the 2024 construction

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season. A pavement and sealing project (RV Approx. 8.6million) on Normanton to Burketown Road has been approved under betterment funding (approx. 12km) and the upgrade of Boredrain Creek causeway (RV Approx. 982k) has been approved under REPA funding.

RECOMMENDATION:

That Council:

1. accepts the NDRRA/QDRF Report as presented; and
2. that those matters not covered by resolution be noted.

Background:

2021 QRA Event

1. Acquittal documentation for all five (5) submissions have been submitted and assurance audits are progressively being undertaken prior to final approval and payment of outstanding expenditure to Council.
2. A final outcome report for Submission 2 (Western Roads) has been received, final approval and payment to Council is expected shortly.

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 87.0% of the project has been completed with an estimated Expenditure Ratio of 0.91. Refer to Appendix A and B for construction progress summaries.
3. Setout for remaining roads within the QRA22 project is currently underway. Crews will progressively mobilise to camps over the next month to commence works once emergency works have been completed to enable heavy vehicle access.
4. Four (4) camps have established at Donors Hill, Augustus, Broadwater and Stirling. Refer to Appendix F for current programme of works for the 2024 construction season.
5. All QRA22 submissions have a completion deadline of 30 June 2024.
6. Submission 5 (South Eastern Roads) and Submission 6 (Mitchell River Crossing) have been lodged for acquittal. Due to significant additional damage incurred from the 2023 and 2024 events, all scope is expected to be rolled over into QRA23 and QRA24 submissions.

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.

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2. All six (6) QRA23 REPA submissions have been approved with a total RV of approx. \$89.0million (construction budget of \$66.5million).
3. Construction of QRA23 scope will commence shortly with QRA22 scope being prioritised to ensure submission deadlines are met. Refer to Appendix C and D for construction progress summaries.
4. All QRA23 submissions have a completion deadline of 30 June 2025.

2024 QRA Event

1. Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 29 December 2023 in response to the Tropical Cyclone Jasper event.
2. Damage pickup has begun throughout the Shire on roads that are currently accessible from Normanton. Damage pickup will continue in the upcoming months as areas in the north of the Shire become accessible.
3. Damage assessments are in progress with submissions currently being prepared in the QRA MARS system.
4. Emergency works have commenced throughout the Shire on roads that are currently accessible and will continue in the upcoming months to restore access where required.

Remote Roads Upgrade Pilot Program (RRUPP)

Two (2) projects have been approved for construction under RRUPP funding.

1. The Iffley Road Gravel Upgrade project:
 - RV of approx. \$4.2million.
 - Constructed commenced prior to the wet season shut down.
 - A crew is expected to establish at Wondoola Camp shortly to commence remaining works.
2. Koolatah – Dixie Road Widening project:
 - RV of approx. \$2.5million.
 - Gravel has been pushed up prior to the wet season shut down.
 - Work will commence as soon as access to the north side of Mitchell River is practicable.

Mitchell River Bridge

1. The options analysis report for the Mitchell River Bridge requires updating to incorporate the damage incurred during the 2024 wet season in particular the southern embankment and the washouts along the north approach.

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2. Roll over of this project into the 2024 event has commenced however specific damage photos and survey data will need to be sourced for inclusion into the final funding application.
3. With the additional damage, rectification will significantly exceed the \$25million trigger that necessitates a formal DRFA (federal) review prior to funding approval from QRA.
4. Design (by others) of the 2 lane, 20m TMR deck unit has been completed for the proposed bridge (approx. 460m) and is currently out for tender.

Other

5. Construction for the Dunbar – Kowanyama (pavement and sealing) betterment project is near completion with remaining scope (seal works) being scheduled once accessible during the 2024 construction season. A full list of betterment projects can be seen in Appendix E.
6. A pavement and sealing project (RV Approx. 8.6million) on Normanton to Burketown Road has been approved by QRA under 2024 betterment funding (approx. 12km).
7. The upgrade of Boredrain Creek causeway (RV Approx. 982k) has been approved within Submission 6 of the QRA23 REPA submissions.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Michael Wanrooy - Director of Engineering
- John Martin and Nick Lennon - ERSCON Consulting Engineers

Legal Implications:

- Nil.

Financial and Resource Implications:

- QRA 21 Trigger Point contribution - \$30,180
- QRA 22 Trigger Point contribution - \$30,015
- QRA 23 Trigger Point contribution - \$29,070
- QRA 24 Trigger Point contribution - \$33,293

Risk Management Implications:

- 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.
- Low – QRA23 – All submissions have a construction deadline of 30 June 2025. 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 QRA22 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

1/05/2024

87.0%

0.91



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	Due to significant additional damage incurred from the 2023 event, all scope is expected to be rolled over within CSC.0075.2223G.REC
Pioneer Access	\$ 11,827.88	\$ -	100%	0.00	Due to significant additional damage incurred from the 2023 event, all scope is expected to be rolled over within CSC.0075.2223G.REC
Trenton Road	\$ 3,930,081.52	\$ -	100%	0.00	Due to significant additional damage incurred from the 2023 event, all scope is expected to be rolled over within CSC.0074.2223G.REC
TOTAL	\$ 4,005,053.81	\$ -			

*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

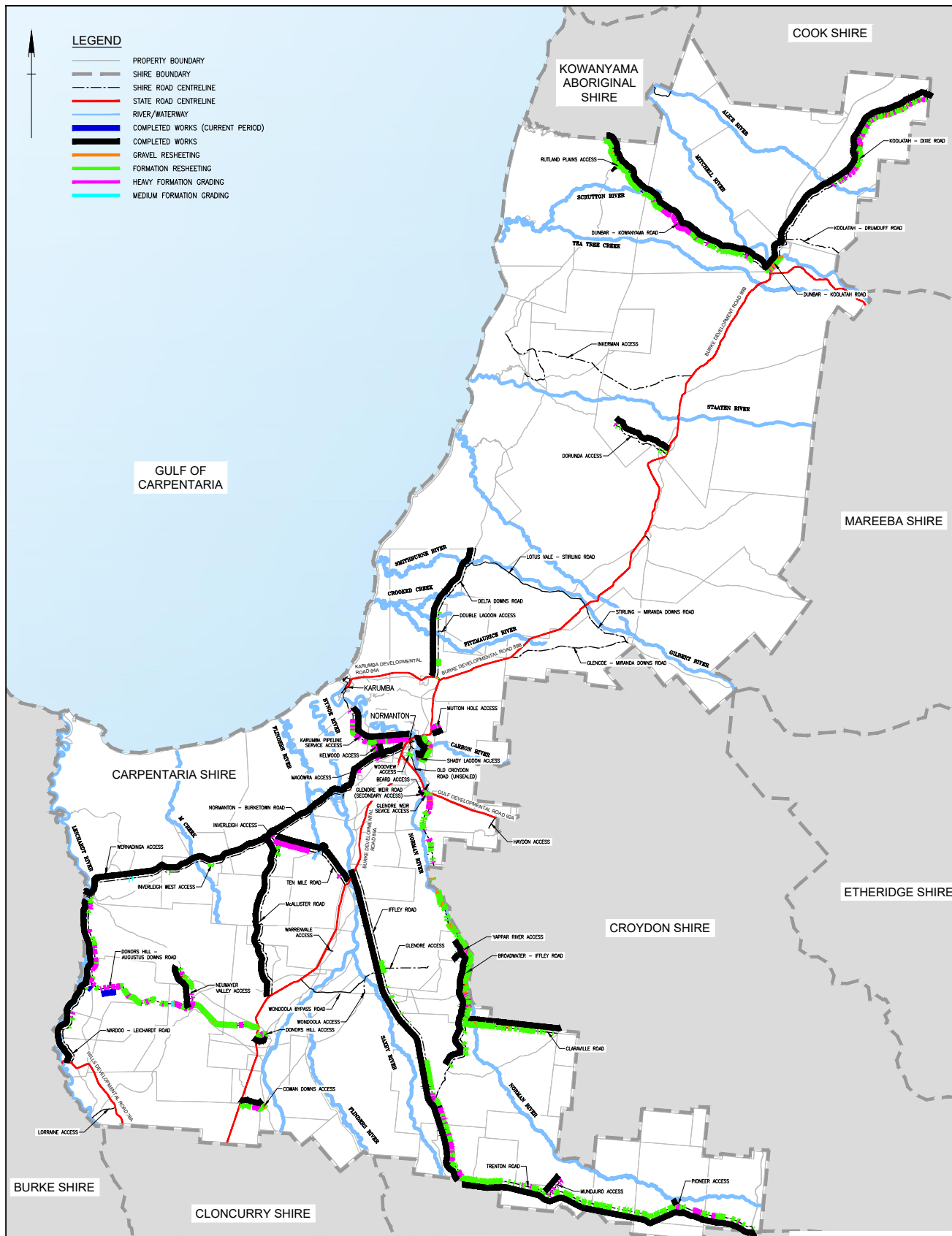
Submission 1 - CSC.0060.2122D.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Yappar River Access	\$ 96,778.87	\$ 90,508.65	100%	0.94	Overlapping camp and establishment costs with simultaneously constructed Yappar River Access (Secondary Access) and QRA21 Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Yappar River Access (Secondary Access)	\$ 39,976.45	\$ -	100%	0.00	Overlapping camp and establishment costs with simultaneously constructed Yappar River Access and QRA21 Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Beard Access	\$ 21,971.41	\$ -	100%	0.00	Overlapping camp and establishment costs with simultaneously constructed Glenore Weir Road, Glenore Weir Secondary Access and Glenore Weir Service Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Iffley Road	\$ 4,856,868.60	\$ -	100%	0.00	Due to significant additional damage incurred from the 2023 event, all scope was rolled over into CSC.0069.2223G.REC
Glenore Weir Road	\$ 9,544.65	\$ 31,987.03	100%	3.35	Overlapping camp and establishment costs with simultaneously constructed Beard Access, Glenore Weir Secondary Access and Glenore Weir Service Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Glenore Weir Road (Secondary Access)	\$ 5,146.14	\$ -	100%	0.00	Overlapping camp and establishment costs with simultaneously constructed Beard Access, Glenore Weir Road and Glenore Weir Secondary Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Glenore Weir Service Access	\$ 63,999.36	\$ 34,877.56	100%	0.54	Overlapping camp and establishment costs with simultaneously constructed Beard Access, Glenore Weir Road and Glenore Weir Secondary Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Claraville Road	\$ 1,665,824.70	\$ 1,151,502.14	100%	0.69	Overlapping camp and establishment costs with simultaneously constructed QRA21 and QRA22 Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Broadwater - Iffley Road	\$ 4,346,661.50	\$ 2,641,542.23	54%	1.12	Accrued costs processing, remaining works have recently recommenced.
TOTAL	\$ 10,970,016.36	\$ 3,859,908.96			

Submission 3 - CSC.0061.2122D.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Mutton Hole Access	\$ 136,902.94	\$ 75,358.03	100%	0.55	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Shady Lagoon Access	\$ 851,206.58	\$ 399,507.93	100%	0.47	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Delta Downs Road	\$ 175,940.26	\$ -	100%	0.00	Due to significant additional damage incurred from the 2023 event, all scope was rolled over into CSC.0073.2223G.REC
Dorunda Access	\$ 51,340.15	\$ -	100%	0.00	Due to significant additional damage incurred from the 2023 event, all scope was rolled over into CSC.0072.2223G.REC
Dunbar - Koolatah Road	\$ 545,549.26	\$ -	100%	0.00	Due to significant additional damage incurred from the 2024 event, all line items are expected to be rolled over within 2024 submissions.
Koolatah - Dixie Road	\$ 2,773,859.17	\$ -	100%	0.00	Due to significant additional damage incurred from the 2023 event, all scope was rolled over into CSC.0072.2223G.REC
Maggieville Access	\$ 2,604.28	\$ 1,706.25	100%	0.66	Due to significant additional damage incurred from the 2023 event, all scope was rolled over into CSC.0072.2223G.REC
Rutland Plains Access	\$ 97,628.71	\$ -	100%	0.00	Due to significant additional damage incurred from the 2024 event, all line items are expected to be rolled over within 2024 submissions.
TOTAL	\$ 4,635,031.35	\$ 476,572.21			

Submission 2 (CSC.0063.2122D.REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Neumayer Valley Access	\$ 432,541.55	\$ 393,490.85	100%	0.91	Overlapping camp and establishment costs with simultaneously constructed QRA21 Donors Hill - Augustus Downs Access and QRA21 Neumayer Valley Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Donors Hill Access	\$ 289,892.91	\$ 150,316.83	100%	0.52	Overlapping camp and establishment costs with simultaneously constructed with QRA21 Warrenvale Access and QRA21 Donors Hill - Augustus Downs Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Inverleigh Access	\$ 27,124.21	\$ 1,718.26	100%	0.06	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
McAllister Road	\$ 146,560.60	\$ -	100%	0.00	Due to significant additional damage incurred from the 2023 event, all scope is expected to be rolled over within CSC.0075.2223G.REC
Normanton - Burketown Road	\$ 162,302.51	\$ 241.69	100%	0.00	Due to significant additional damage incurred from the 2023 event, all scope is expected to be rolled over within CSC.0075.2223G.REC
Ten Mile Road	\$ 537,906.53	\$ -	100%	0.00	Due to significant additional damage incurred from the 2023 event, all scope is expected to be rolled over within CSC.0075.2223G.REC
Cowan Downs Access	\$ 516,686.65	\$ 401,662.51	100%	0.78	Overlapping camp and establishment costs with simultaneously constructed with QRA21 Cowan Downs Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Karumba Pipeline Service Access	\$ 1,125,778.01	\$ 849,994.55	100%	0.76	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Augustus Downs Access	\$ 31,886.54	\$ 21,528.19	100%	0.68	Overlapping camp and establishment costs with simultaneously constructed QRA21 Donors Hill - Augustus Downs Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Nardoo - Leichardt Road	\$ 853,337.09	\$ 1,166,965.84	100%	1.37	Overlapping camp and establishment costs with simultaneously constructed QRA21 Nardoo - Leichardt Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Kelwood Access	\$ 287,341.93	\$ -	100%	0.00	Due to significant additional damage incurred from the 2023 event, all scope is expected to be rolled over within CSC.0075.2223G.REC
Donors Hill - Augustus Downs Road	\$ 4,133,078.25	\$ 2,209,707.61	8%	6.81	Construction recently commenced. Preliminary push up of gravel costs have been booked to this road.
Inverleigh West Access	\$ 29,980.97	\$ 58,040.05	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Magowra Access	\$ 55,471.26	\$ -	0%	1.00	
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	\$ 5,254,583.89			

Submission 4 (CSC.0064.2122D.REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Kowanyama Road (REPA)	\$ 4,839,821.00	\$ 7,764,727.41	100%	1.60	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. Due to significant additional damage incurred from the 2023 and 2024 events, the majority of line items were rolled over into CSC.0072.2223G.REC and 5 line items are expected to be rolled over within 2024 submissions.
Dunbar - Kowanyama Road (Betterment)	\$ 5,350,169.94	\$ 3,336,977.59	100%	0.69	Road was partially constructed before wet season shutdown, remaining works are expected to commence when accessible.
TOTAL	\$ 10,189,990.94	\$ 11,101,705.00			

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	Due to significant additional damage incurred from the 2024 event, all scope is expected to be rolled over within 2024 submissions.
TOTAL	\$ 15,000,000.00	\$ -			



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NO.	DATE	DESCRIPTION	DESIGN	APPROVED
14	07/05/24	REVISED FOR MAY MEETING	AB	
13	15/04/24	REVISED FOR APRIL MEETING	AB	
12	04/03/24	REVISED FOR MARCH MEETING	AB	
11	12/02/24	REVISED FOR FEB MEETING	AB	
10	09/01/24	REVISED FOR JAN MEETING	AB	
1	08/05/23	INITIAL ISSUE		



CLIENT	APPROVED
DESIGN	APPROVED
DATE:	ISSUE:

PROJECT REF	CARPENTARIA SHIRE COUNCIL ROADS
DRAWING REF	2022 CONSTRUCTION SEASON COMPLETED WORKS
DRAWING NO	101-022-SK701
SIZE	A1
REVISION	14

CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA23 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

1/05/2024

0.0%

1.00



Submission 5 - CSC.0069.2223G.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Iffley Road	\$ 9,346,235.99	\$ -	0%	1.00	
TOTAL	\$ 9,346,235.99	\$ -			

*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)

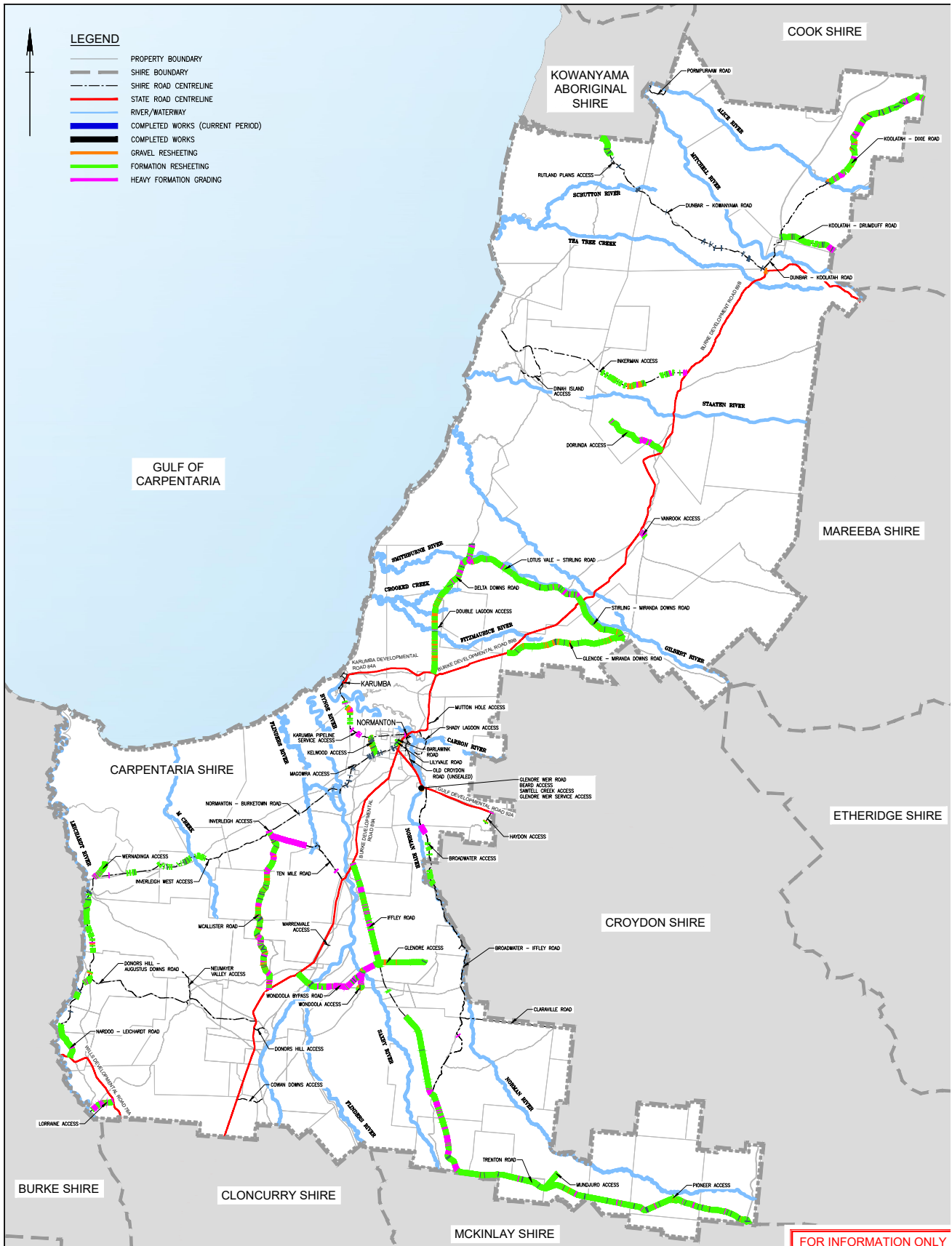
Submission 1 - CSC.0072.2223G.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dorunda Access	\$ 1,660,802.34	\$ -	0%	1.00	
Dunbar - Kowanyama Road	\$ 1,239,780.10	\$ -	0%	1.00	
Dunbar - Kowanyama Road (Secondary Access)	\$ 109,217.34	\$ -	0%	1.00	
Inkerman Access	\$ 1,631,100.04	\$ -	0%	1.00	
Koolatah - Dixie Road	\$ 5,759,502.97	\$ -	0%	1.00	
Koolatah - Drumduff Road	\$ 1,424,067.05	\$ -	0%	1.00	
TOTAL	\$ 11,824,469.84	\$ -			

Submission 3 - CSC.0074.2223G.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Barlawink Access	\$ 64,713.90	\$ -	0%	1.00	
Broadwater - Iffley Road	\$ 509,861.51	\$ -	0%	1.00	
Glenore Weir Service Access	\$ 13,974.13	\$ -	0%	1.00	
Haydon Access	\$ 47,186.10	\$ -	0%	1.00	
Karumba Pipeline Service Access	\$ 487,050.43	\$ -	0%	1.00	
Lilyvale Road	\$ 106,160.62	\$ -	0%	1.00	
Lorraine Access	\$ 510,204.94	\$ -	0%	1.00	
Nardoo - Leichardt Road	\$ 3,635,210.55	\$ -	0%	1.00	
Trenton Road	\$ 8,481,929.71	\$ -	0%	1.00	
Wernadinga Access	\$ 490,579.17	\$ -	0%	1.00	
Wondoola Access	\$ 855,477.93	\$ -	0%	1.00	
Wondoola Bypass Road	\$ 1,661,333.50	\$ -	0%	1.00	
TOTAL	\$ 16,863,682.49	\$ -			

Submission 2 - CSC.0073.2223G.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Delta Downs Road	\$ 3,938,668.34	\$ -	0%	1.00	
Stirling - Miranda Downs Road	\$ 1,708,813.12	\$ -	0%	1.00	
Glencoe - Miranda Downs Road	\$ 3,672,940.10	\$ -	0%	1.00	
Lotus Vale - Stirling Road	\$ 3,401,968.46	\$ -	0%	1.00	Crew mobilised at Stirling Camp, construction to commence shortly
Vanrook Access	\$ 161,825.68	\$ -	0%	1.00	
TOTAL	\$ 12,884,215.70	\$ -			

Submission 4 - CSC.0075.2223G.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Glenore Access	\$ 1,332,663.55	\$ -	0%	1.00	
Kelwood Access	\$ 569,396.34	\$ -	0%	1.00	
McAllister Road	\$ 4,693,540.87	\$ -	0%	1.00	
Mundjuro Access	\$ 589,668.16	\$ -	0%	1.00	
Normanton - Burketown Road	\$ 1,740,803.60	\$ -	0%	1.00	
Pioneer Access	\$ 34,106.44	\$ -	0%	1.00	
Ten Mile Road	\$ 585,725.70	\$ -	0%	1.00	
TOTAL	\$ 9,545,904.66	\$ -			

Submission 6 - CSC.0076.2223G.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Normanton - Burketown Road (Betterment)	\$ 6,055,511.46	\$ -	0%	1.00	
TOTAL	\$ 6,055,511.46	\$ -			



FOR INFORMATION ONLY

NO.	DATE	DESCRIPTION	DESIGN	APPROVED
2	3/05/24	REVISED FOR MAY MEETING	AB	
1	29/04/24	APPROVED SCOPE		



CLIENT	AB	APPROVED
DESIGN	AB	APPROVED
DIAL SNOFF APPROVAL		
DATE:	RFSC:	

PROJECT REF	CARPENTARIA SHIRE COUNCIL ROADS		
DRAWING REF	2023 CONSTRUCTION SEASON COMPLETED WORKS		
DRAWING NO	101-023-SK702	SIZE	A1
		REVISION	2

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)	Soda Ash Batching Machine	\$180,000	01/12/2023
Recovery and Resilience Grants (RRG)	Normanton WTP Chlorine Generator Cell Upgrade & Karumba Sewerage 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
Flood Mitigation Infrastructure (FMI)	Armstrong Creek Causeway	\$793,339	31/12/2023
Queensland Resilience and Risk Reduction Fund (QRRRF)	Inverleigh West Causeway Upgrade	\$500,000	30/06/2024
Queensland Resilience and Risk Reduction Fund (QRRRF)	Karumba Foreshore	\$500,000	31/12/2023
Queensland Resilience and Risk Reduction Fund (QRRRF)	Mitchell River Crossing Upgrade Investigation	\$300,000	30/06/2024
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 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

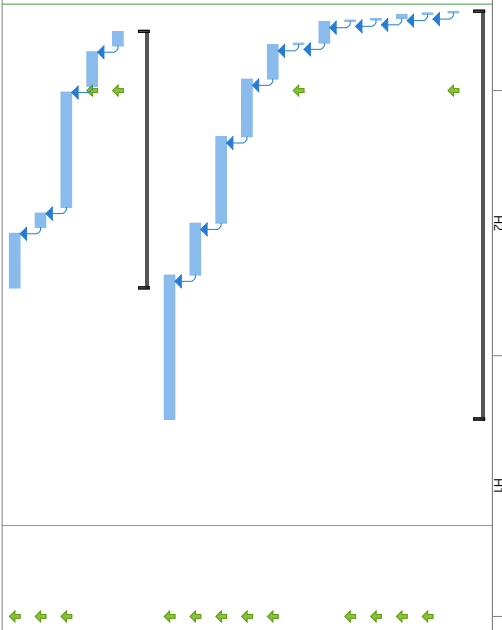
Project has been completed

2024 DRFA Construction Programme - REV2

ID	Task Name	Duration	Start	Finish	2024	2025
1	Alfred Pascoe	207 days	Fri 26/04/24	Thu 6/02/25	H1	H1
2	ORA22 Donors Hill - Augustus Downs Road (Augustus Camp)	30 days	Fri 26/04/24	Thu 6/06/24		
3	ORA23 Lorraine Access	11 days	Fri 7/06/24	Fri 21/06/24		
4	ORA23 Nardoo - Leichardt Road	53 days	Sat 22/06/24	Mon 2/09/24		
5	ORA23 Wernadanga Access	10 days	Tue 3/09/24	Mon 16/09/24		
6	ORA23 Normanton - Burkettown Road (Unsealed)	14 days	Tue 17/09/24	Tue 8/10/24		
7	ORA23 McAllister Road	89 days	Wed 9/10/24	Thu 6/02/25		
8	Jose Bond	266 days	Wed 24/04/24	Mon 28/04/25		
9	ORA22 Donors Hill - Augustus Downs Road (Donors Hill Camp)	31 days	Wed 24/04/24	Wed 5/06/24		
10	ORA23 Dorunda Access	33 days	Thu 6/06/24	Sat 20/07/24		
11	ORA23 Kooltalah - Dixie Road	79 days	Sun 21/07/24	Fri 8/11/24		
12	ORA23 Dunbar - Kowanyama Road	19 days	Sat 9/11/24	Thu 5/12/24		
13	ORA23 Dunbar - Kowanyama Road (Secondary Access)	2 days	Fri 6/12/24	Sat 7/12/24		
14	ORA23 Karumba Pipeline Service Access	9 days	Tue 1/04/25	Sun 13/04/25		
15	ORA23 Broadwater - Fifley Road	11 days	Mon 14/04/25	Mon 28/04/25		
16	Colin Charger	171 days	Mon 29/04/24	Mon 23/12/24		
17	ORA23 Lotus Vale - Stirling Road	67 days	Mon 29/04/24	Thu 1/08/24		
18	ORA23 Vanrook Access	4 days	Fri 2/08/24	Mon 5/08/24		
19	ORA23 Stirling - Miranda Downs Road	33 days	Tue 6/08/24	Thu 19/09/24		
20	ORA23 Glencoe - Miranda Downs Road	67 days	Tue 24/09/24	Mon 23/12/24		
21	Clarence Byrnoe	219 days	Wed 1/05/24	Mon 3/03/25		
22	ORA22 Remaining Broadwater - Fifley Road	43 days	Wed 1/05/24	Thu 2/07/24		
23	ORA23 Pioneer Access	2 days	Wed 3/07/24	Thu 4/07/24		
24	ORA23 Mundiuro Access	11 days	Fri 5/07/24	Fri 19/07/24		
25	ORA23 Trenton Road	163 days	Sat 20/07/24	Mon 3/03/25		
26	Brenton Murray	241 days	Tue 21/05/24	Thu 22/04/25		
27	RRUPP Remaining Fifley Road	30 days	Tue 21/05/24	Thu 27/06/24		
28	ORA23 Glenore Access	25 days	Tue 2/07/24	Sat 3/08/24		
29	ORA23 Wondoola Access	18 days	Sun 4/08/24	Thu 29/08/24		
30	ORA23 Wondoola Bypass Road	35 days	Fri 30/08/24	Tue 15/10/24		
31	ORA23 Fifley Road	133 days	Wed 16/10/24	Tue 22/04/25		

2024 DRFA Construction Programme - REV2

ID	Task Name	Duration	Start	Finish	2024	2025
32	Foreman 6	203 days	Tue 7/05/24	Thu 13/02/25	H1	H1
33	ORA22 Woodview Access	1 day	Tue 7/05/24	Tue 7/05/24		
34	ORA23 Barlawink Road	1 day	Wed 8/05/24	Wed 8/05/24		
35	ORA23 Liviya Road	3 days	Thu 9/05/24	Sat 11/05/24		
36	ORA23 Glenore Weir Service Access	1 day	Sun 12/05/24	Sun 12/05/24		
37	ORA23 Haydon Access	1 day	Mon 13/05/24	Mon 13/05/24		
38	ORA23 Keiwood Access	11 days	Tue 14/05/24	Tue 28/05/24		
39	ORA22 Inverleigh West Access	1 day	Wed 29/05/24	Wed 29/05/24		
40	ORA23 Ten Mile Road	16 days	Thu 30/05/24	Sat 22/06/24		
41	ORA23 Koolatah - Drumduff Road	28 days	Sun 23/06/24	Thu 1/08/24		
42	RUPP Koolatah - Dixie Road	44 days	Fri 2/08/24	Mon 30/09/24		
43	ORA23 Inkerman Access	24 days	Tue 1/10/24	Tue 5/11/24		
44	ORA23 Delta Downs Road	72 days	Wed 6/11/24	Thu 13/02/25		
45	Shaun Henry (Stabiliser)	130 days	Tue 21/05/24	Thu 14/11/24		
46	ORA22 Burke and Willis Monument Access Betterment	10 days	Tue 21/05/24	Thu 30/05/24		
47	ORA22 Dunbar - Kowanyama Road Remaining Betterment	20 days	Tue 4/06/24	Thu 27/06/24		
48	ORA23 Normanton - Burketown Road Sealing Betterment	60 days	Tue 2/07/24	Thu 19/09/24		
49	ORA23 Normanton - Burketown Road (Sealed)	10 days	Tue 24/09/24	Thu 3/10/24		
50	ORA23 Boreddrain Creek Causeway Upgrade (Contractor)	30 days	Tue 8/10/24	Thu 14/11/24		



BUSINESS PAPERS

12.3 WATER AND WASTE MONTHLY REPORT

Attachments: NIL
Author: Joe Beddows - Technical Officer - Water and Waste
Date: 9 May 2024

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

Key Strategy: Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

Executive Summary:

This report has been prepared to provide Council with an overview of actions completed and underway within the Water and Waste Department throughout April.

The following items of interest are presented in further detail within the report:

- Total treated water consumption (Normanton and Karumba) was 60.8ML for the month of April.
- Nine (9) eOne pump replacements occurred for the month of April.

RECOMMENDATION:

That Council:

1. receive and note the Water and Waste Monthly Report for March 2024; and
2. that those matters not covered by resolution be noted.

Background:

Water Industry Update

The next NW-QWRAP is scheduled for 30 of May 2024.

- Remote Area Planning & Development Board – Water and Sewage Alliance (RAPAD WSA) Reservoir cleaning activities in Normanton and Karumba were once again postponed owing to the unfavourable weather conditions prevailing in the West Queensland area, including flooding and road restrictions, the reservoir cleaning operations for Carpentaria SC have been postponed until these conditions improve. Carpentaria Shire will be notified as soon as the program is planned to resume.

Operations

Normanton-Karumba Water Supply Scheme

- Normanton WTP Clarifier 2 had a coagulation mixer shaft failure. Treatment Plant Operators were able to remove the mixer and shaft assembly to be repaired which resulted in the plant being shut down for approximately 3 hours.
- A major water main leak was repaired on the corner of Green and Matilda Street requiring Normanton's Town water to be shut off for approximately 2 hours.

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Photo: Normanton WTP Clarifier 2 Mixer Shaft failure

- Six minor leaks were reported for the Karumba water main distribution network, no major leaks reported.
- New Karumba Reservoir Inlet flow meter has arrived awaiting installation.

The water level at Glenore Weir was measured at 8.07m on the last day of the month. The Bureau of Meteorology recorded 22.6mm of rain at Normanton Airport during the month.

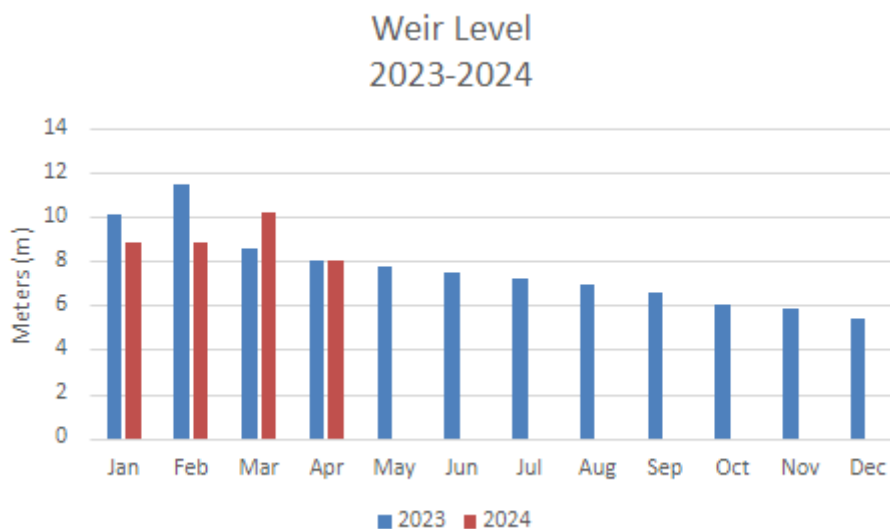


Figure 1 – Glenore Weir River Height at end of month

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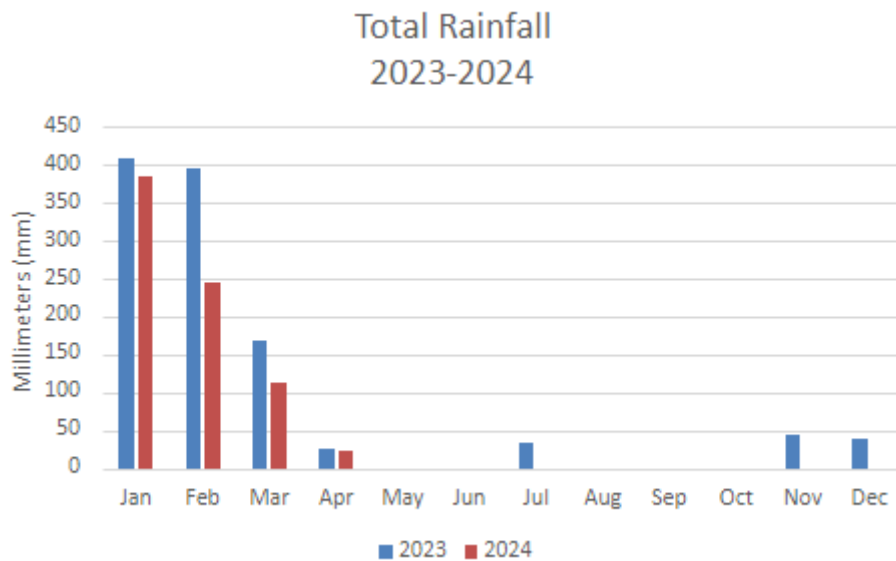


Figure 2 – Monthly Rainfall

For the month of April, approximately 67.1ML was pumped from Glenore Weir and 3.5ML from the Normanton bore for a total of 70.6ML of raw water.

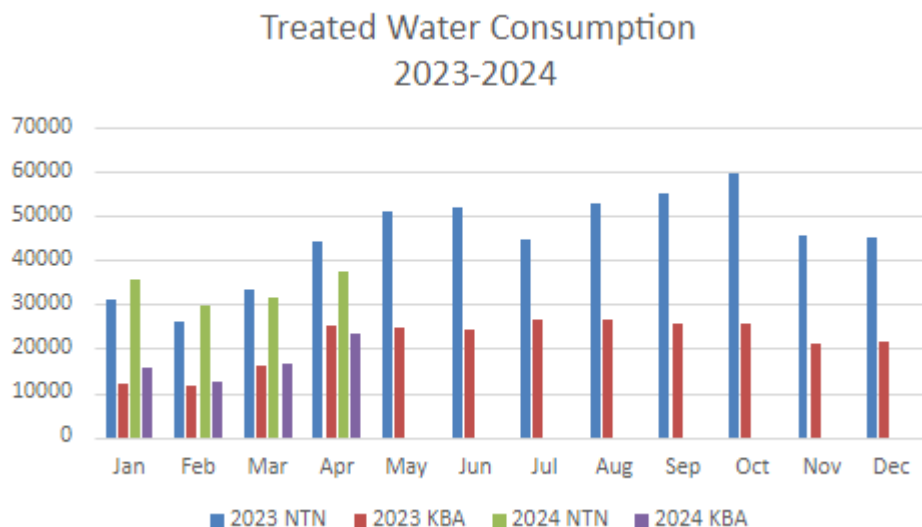


Figure 3 – Treated Water Consumption by Zone

Normanton Sewerage Scheme

New generator has been installed at Sewer Pump Station 3, located on Brown Street.

Karumba Sewerage Scheme

- During April, nine (9) low pressure pumps were replaced.
- 30 new e-one pumps were ordered and received in April for a total of 47 currently in stock and 5 Aquatec pumps in stock for Karumba.
- Both Membrane's TMP holding above -30 KPA and not running at their full capacity to produce permeate water for the month of April 2024. The Membranes ability to produce permeate water is drastically reduced when TMP's are above -30 KPA. Due

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to the old age of the Karumba STP's membranes, it is becoming more and more difficult to produce permeate effectively to keep up with demand.



Photo: Membrane cassette

- Karumba Sewage Treatment facility treated approximately 4.6ML during April.

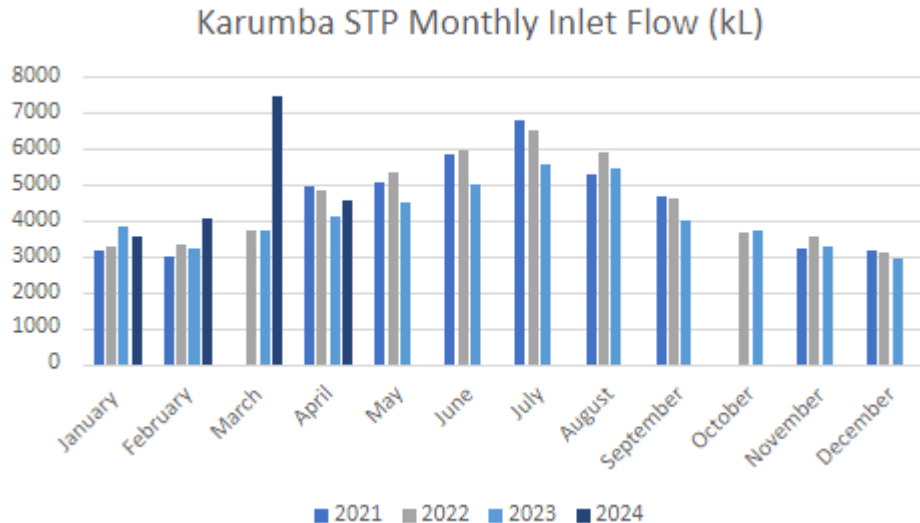


Figure 4 – Total Monthly inlet flow for Karumba STP

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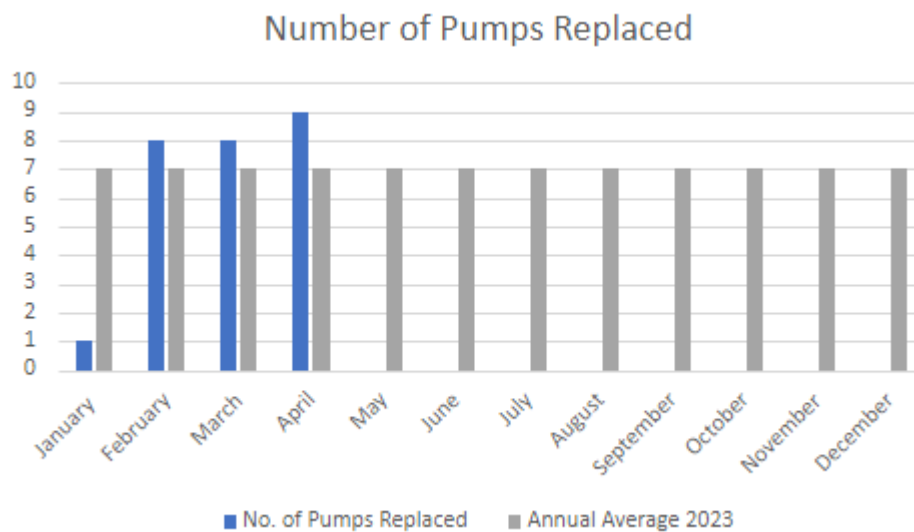


Figure 5 – Sewer Reticulation Pump Replacements

Waste Services

Regular discussions were held with the site supervisors to maintain operations as well as monthly virtual meetings with managers and directors. Work continues in a business-as-usual fashion.

Illegal dumping and theft are continuing to be an issue at both Normanton and Karumba Waste Transfer Stations.

Compliance

The Drinking Water Quality Management Plan amendment has been submitted. Water and Waste have engaged a suitably qualified consultant to support the team to meet this legislative requirement.

Item	Description	Due	Status	Comment
1	Service Provider Annual Registration	July 23	✓	<u>Complete.</u>
2	Waste Annual Data Survey	Aug 23	✓	<u>Complete.</u> Data has been estimated as Councils systems do not support data management for the indicators.
3	Queensland Government Key Performance Indicator Reporting	Oct 23	✓	<u>Complete.</u> Some data has been estimated as Councils systems do not support data management for all indicators.
4	Waste Environmental Permit Report	Nov 23	○	Report has been written.
5	Sewerage Environmental Permit Report	Nov 23	○	Report has been written.
6	Drinking Water Quality Management Plan Annual Report	Dec 23	✓	<u>Complete.</u>
7	Fluoride Public Health Report - March, June, September, December	Dec 23	✓	<u>Complete.</u>

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Item	Description	Due	Status	Comment
8	Drinking Water Quality Management Plan Review	Jan 24	✓	Complete

Projects – Capital & Funded Works Underway

Project No.	Project Name	On Time	On Budget	Comment
CO2411	Waste - New fencing and repair fencing at Normanton Landfill	✓	✓	Complete.
CO2410	Waste - Security System Design and install - Karumba	✓	✓	Complete.
CO2409	Waste - Security System Design and install - Normanton	✓	✓	Complete.
CS2403	Sewer - Analyser Upgrades / Replacement Program	✓	✓	To be completed this calendar year.
CS2401	Sewer - Generator for Pump Station 3	○	○	Pending install.
CS2202	Sewer - Karumba - Pump Replacement (eOne)	✓	✓	Stage 2 complete.
CS2405	Sewer - Karumba Sewerage Upgrades and Renewals	○	○	Progressing.
CS2201	Sewer - Karumba STP - Membrane Replacement & Skid Renewal	○	○	Options analysis and specification being finalized and will be presented to Council once options are received from the market.
CS2404	Sewer - Pump Replacement Program	✓	✓	Complete.
CS2402	Sewer - STP – Aerators	✓	✓	Complete.
CW2406	Water - Analyser Upgrades / Replacement Program	✓	✓	Quotes being sought for remainder of scope.
RRF001A	Water - Glenore Weir Raw Water Upgrade - Emergency Intake Structure	○	○	On track.
CW2204	Water - Glenore Weir Water Pipe Replacement Planning Project	✓	✓	On track.
CW2405	Water - Karumba Chlorination Renewal	✓	✓	Commenced. Quotes being sought to extend the Chemical storage area and dosing arrangement updates to ensure compliance.
RRF002	Water - Karumba Water Tower/Reservoirs On site Chlorine Generator	✓	✓	Complete.
CW2402	Water - Meter Replacement Program - Pending advice in Smart Metering Business Case	○	○	Ongoing.
RRF005	Water - Normanton Treatment Plant - Replacement of Soda Ash Dosing system	✓	✓	Complete.
CW2401	Water - Normanton Water Treatment Plant Storage Upgrades	○	✓	Ongoing.

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<u>Project No.</u>	<u>Project Name</u>	<u>On Time</u>	<u>On Budget</u>	<u>Comment</u>
CW2408	Water - Pump Replacement Program	✓	✓	Ongoing.
CW2403	Water - SCADA / Telemetry Renewals	✓	✓	Awaiting install.
WQ2205	<i>Water - Treatment Plant - Controls/Monitoring - Priorities to be established.</i>	✓	✓	<u>Complete.</u>

Operational Works / Projects raised by Council

<u>Date</u>	<u>Ref</u>	<u>Description</u>	<u>On Time</u>	<u>On Budget</u>	<u>Comment</u>
21/06/23	3	Customer Service Standards	✓	✓	Report is being presented to Council in June Meeting.
20/11/23	4	Water and Waste Resourcing Investigate alternate arrangements to deliver services.	○	✓	<ul style="list-style-type: none"> - Onboarding for the 2x Trainees continues. - eOne Service agreement (On Hold) - recruitment for Karumba Operator (On Hold pending Housing)

Consultation (Internal/External):

- Michael Wanrooy - Director of Engineering
- Joe Beddows – Technical Officer (Water and Waste)
- Matthew Brennan – Project Engineer
- Trades and operational staff
- *qldwater*
- *Viridis Consultants*
- *AgNr Consultants*
- *Wanless Pty Ltd*
- Department of Environment and Science

Legal Implications:

- Low.

Financial and Resource Implications:

- Medium.

Financial

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Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Actual Bal
Operating Expenditure				
⊕ Landfill/ Waste Transfer Operations	979,853	642,694	217,014	642,694
⊕ Raw Water Network	55,000	1,790	0	1,790
⊕ Refuse Collection	203,083	200,538	0	200,538
⊕ Sewerage	1,923,140	1,233,598	180,263	1,233,598
⊕ Water	3,563,313	2,608,047	226,426	2,608,047
Operating Expenditure Total	6,724,388	4,686,667	623,703	4,686,667
Operating Income				
⊕ Landfill/ Waste Transfer Operations	-737,000	-778,992	0	-778,992
⊕ Refuse Collection	0	-4,101	0	-4,101
⊕ Sewerage	-1,695,000	-1,550,630	0	-1,550,630
⊕ Water	-1,852,500	-1,615,909	0	-1,615,909
Operating Income Total	-4,284,500	-3,949,631	0	-3,949,631
Grand Total	2,439,888	6,755	623,703	6,755

Risk Management Implications:

- Continue to monitor.

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12.4 WORKSHOP REPORT

Attachments: NIL
Author: William Bollen - Workshop Foreman
Date: 9 May 2024

Key Outcome: 5.1 - Integrated and timely provision and management of sustainable infrastructure and assets

Key Strategy: 5.1.1 Develop a Strategic Infrastructure and Asset Management Plan to guide the provision, maintenance, decommissioning, replacement and enhancement of Council assets and infrastructure.

Executive Summary:

This report provides information and updates to Council on various maintenance and repairs that are facilitated within the Workshop.

RECOMMENDATION:

That Council:

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

Background:

Service, Repairs and Maintenance

Completed Tasks:

Below is the works carried out over the last month.

Please note the majority of these services and repairs include travel time and some minor defects are not recorded below.

Current and Completed Tasks		Hrs/Klm
P3717 Grader	Travel to jobsite, diagnose failure, disconnect A/C compressor, and replace belt to allow loading.	7310hrs
P3717 Grader	Replace A/C compressor and drier, Make and replace harness, Vac and gas system	7312hrs
P3118 Grader	Low power failure, found faulty solenoid and replaced	3282Hrs
P3516 Grader	Check all fluid levels and replace beacon bulb	8634hrs
P1907 Hilux	Install/fit/mount extra battery for spray poison pod	N/A

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Current and Completed Tasks (contd.)		
P4407 Fuel Pod	Replace Fuel Flow meter	N/A
P5303 John Deere Mower	Replace deck pullies, replace belt, service engine, grease machine	N/A
P4511 Mower Kubota	Replaced all filters, greased and checks	1331hrs
P4512 Kubota Mower	Replaced all filters, greased and checks	1809hrs
P4511 Kubota Mower	Repair start circuit and replace battery	1327hrs
P4013 Kubota Mower	Replace Hydraulic hoses, replace air filter housing and clips	1877hrs
P1974 Hilux	Replace and calibrate windscreen	N/A
P4512 Kubota Mower	Replace blades, replace blade cup covers, replace all tension washers, re-position drive belt on deck.	1846hrs
P3011 Skid steer	Machine inspection. Order 2x hydraulic rams/actuators	N/A
P2001 Garbage truck	logbook Service and replace stickers	
P9314 Landcruiser	Repair loom to UHF	3225klm
P4012 Kubota Mower	Replace all filters and change oils, grease and check	598hrs
P1165 Landcruiser	Replace front tyres and inspect bearings for play and nut tensions	75084klm
P1429 Hilux	Re-mount lightbar and connect wiring	576klm
P1169 Hilux	Replace steering rack, replace front shock absorbers, wheel alignment at Top Servo.	171243klm
P1104 Hilux	Replace main and Auxiliary batteries and repaired winch	146682km
P1212	Replace left rear tyre	86765klm
P4511 Kubota Mowers	Full Service and general inspection	1343hrs
P4512 Kubota Mower	Full Service and general inspection	1821hrs

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P1883 Colorado	logbook Service and repair indicators	171655klm
P4512 Kubota Mower	Replace all deck consumables and belt	1846hrs
P2626 Sweeper	Clean back of machine thoroughly and replace vacuum fan	
P1181 Hilux	Cleaned, replace tyres, Service, replace stickers	N/A
P1022 Hearse	Clean back of vehicle and clean body and windows, inspect starting system and B pressures	
P2001	Travel to machine, diagnose engine limp mode, clean relay connections for ECM control.	160000klm
P2403 Western Star	Clean cabin of truck before repairs can be carried out	
P2001 Garbage Compactor	Logbook Service and vehicle inspection	159533klm
P3601 CAT Backhoe	continue installing engine while time permits	
P3137 Backhoe	Machine serviced	
P2403 Star	Parts list taken and ordered	
P1771 Hilux	Logbook Service completed	171322klm
P1774 Hilux	Logbook service completed and booked for wheel alignment	67000
P2520 Truck	Truck inspection and checks for camp shifts	N/A
Toro Mower	Serviced as per warning device Rego: 7992CI	234hrs
P9701 CAT Grader	Replace all air filters, blow radiator and condenser out, replace drive belt and inform CAT Rental of compressor clutch issue	1256hrs
P9330 JCB Backhoe	Machine fault, repair fuel line blown out from injector pump, bleed system of air and start.	239hrs
P9701 CAT Grader	Remove covers and check articulation arm control movement	1238hrs
P9306 Spreader Truck	Make and replace rear rubber covers	557579hrs
P9705 Roller	Machine overheating, blew out all cleaning elements	863hrs

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Toro Mower	Rego: 7992CI. Replace deck pully and order new control screen for idle control	
P6501 Pioneer	Unregistered Permits competed for transport	N/A
P6502 Pioneer	Unregistered Permits competed for transport	N/A
P6503 Pioneer	Unregistered Permits competed for transport	N/A
P6504 Pioneer	Unregistered Permits competed for transport	N/A
P6505 Pioneer	Unregistered Permits competed for transport	N/A
P6506 Pioneer	Unregistered Permits competed for transport	N/A
P3701 Loader	Air Seat repaired until new switch arrives	N/A
P1767 Hilux	Replace all tyres	N/A
P1165 Landcruiser	Replaced all tyres to eliminate shake	N/A
P2520 Truck	Steer Tyre Replace and stereo replace	177400klm
P3701 Loader	Installed new auto greaser	N/A
P2036 Tipper	Replace battery	N/A
Pump CAT	Get pump working semi. To allow water transfer	N/A

Plant currently on the waiting list for repairs for either parts or diagnosing:

- Quad Bike will be sent to Supplier for repair to drive system.
- P3531 Tractor will be sent for repairs to wet brake system.
- P4500 Forklift will be sent to supplier for repairs to wet brake system.

Consultation (Internal/External):

- Nil.

Legal Implications:

- Nil.

Financial and Resource Implications:

- Nil.

Risk Management Implications:

- Within normal operating parameters.

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12.5 BUILDING AND PLANNING REPORT

Attachments:	NIL
Author:	Elizabeth Browning - Engineering Records Operator
Date:	9 May 2024
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 April 2024.

RECOMMENDATION:

That Council note and accept the content of the Building and Planning Report as presented.

Background:

Planning Applications Received

DA No.	Applicant	Address	Application Type	Status
I/2329	Paul Prenzler, Royal Haskoning DHV	Palmer Street Karumba QLD 4891 (Lot 11 NM843281 and Lot 68 NM98)	Operational Tidal Works (Coastal protection works, rock revetment wall and groyne) Stage1	Decision Notice. (Response and conditions from SARA 2310-37292)
I/2334	Paul Prenzler, Royal Haskoning DHV	2 Ward Street Karumba QLD 4891 (Lot 60 RP818020); 24-28 Palmer Street Karumba QLD 4891 (Lot 1 SP168781); Esplanade, Karumba QLD 4891 (Lot 56 K3645); 30 Palmer Street Karumba QLD 4891 (Lot 55 K3645); (Lot 54 K3645); (Lot 14 SP252497).	Operational Tidal Works (Coastal protection works, rock revetment wall and groyne) Stage 2 & 3. (SARA 2312- 38232)	Change to application. (SARA's referral agency response extended to 24 April 2024.)

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Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
N/A				

Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
I/2408 I/2337	Sticks Stones Urban Design for BCERT Consulting Pty Ltd for Energy Queensland LTD	1 Bell Street Normanton QLD 4890 (Lot 28 SP136520)	Extension to Existing Building with amenities (Industrial Building – EQL Depot)	Tba

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 (Lot 26 N14849)	Dual occupancy	tba
I/2304	tba	Karumba Point Caravan Park, Karumba QLD 4891 (Lot 11 SP258858)	Purchase State Land (boundary realignment – Lot 11 SP258858)	Tba
I/2415	Telstra c/- BMM Group	40 Palmer Street Karumba QLD 4891 (Lot 11 NM843281)	New Mobile Telecommunication (20m monopole)	Tba

Non-Conformance

DA No.	Applicant	Address	Application Type	Status
N/A				

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Consultation (internal/external)

- Jennifer Roughan – Consultant Town Planner
- Karina Goncharenko – Senior Consultant, Program Advisory (for Telstra), Aurecon
- Michael Cheung – Consultant, Environment and Planning (for Telstra), Aurecon
- Ryan Wong – (for Telstra), BMM Group
- Peter Watton – Building Certifier

Legal implications

- N/A

Policy Implications

- N/A

Financial and Resource Implications

- N/A

Risk Management Implications

- Low – risks are within normal operational parameters.

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- 13 GENERAL BUSINESS**
- 14 CLOSURE OF MEETING**