



CARPENTARIA SHIRE

*Outback by the Sea*

***BUSINESS PAPER***

***19 JUNE, 2024***

## **BUSINESS PAPERS**

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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**

Presentation at 9:15am:      Gulf Water Plan Review -

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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 15 May 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 Native Title Determination Application QUD673/2014 – Cape York United #1**

*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.*

#### **8.2 Internal Audit Report**

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

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### 9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 9.1 CEO MATTERS OF INTEREST ONLY REPORT

**Attachments:** 9.1.1. Leaving a legacy [↓](#)  
**Author:** Mark Crawley - Chief Executive Officer  
**Date:** 12 June 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
<b>Council</b>			
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
17 July 2024	9:00am	Ordinary Meeting of Council	Karumba
18 July 2024	8:30am	Workshop – Councillors, CEO, Directors, and Managers	Boardroom
<b>NWQROC and LGAQ</b>			
21-22 August		NWQROC Meeting F-2-F	Brisbane

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Date	Time	Event	Location
<b>Local Government Managers Australia (LGMA)/International City/County Managers Association (ICMA)</b>			

**CEO Mark Crawley's Last day is Monday 15<sup>th</sup> July 2024.**

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### FINANCIAL REPORT

Governance Income and Expenditure to 31 May 2024

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Communications	55,400	7,195	8,641	15,836
Community Recovery	0	215	0	215
Disaster Events	4,500	103,366	0	103,366
Disaster Preparedness	74,000	88,090	92,512	180,602
Elected Members	572,441	468,794	2,898	471,692
Emergency Response	51,400	36,166	0	36,166
Governance	1,635,493	1,580,079	74,936	1,655,014
Operational Plan	0	66,797	0	66,797
<b>Operating Expenditure Total</b>	<b>2,393,234</b>	<b>2,350,702</b>	<b>178,986</b>	<b>2,529,688</b>
<b>Operating Income</b>				
Disaster Events	0	-545,908	0	-545,908
Disaster Preparedness	-7,000	-59,480	0	-59,480
Emergency Response	-17,000	-55,070	0	-55,070
Governance	0	200,000	0	200,000
<b>Operating Income Total</b>	<b>-24,000</b>	<b>-460,458</b>	<b>0</b>	<b>-460,458</b>
<b>Grand Total</b>	<b>2,369,234</b>	<b>1,890,244</b>	<b>178,986</b>	<b>2,069,230</b>

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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	GB	Artificial Reef – Community consultation / feedback for names for reef	Complete	Naming of the Reef competition is about to close
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	Complete	CEO has presented to Councillors
May 24	012	Request for a detailed report for presentation at June Meeting – Karumba Pool	Complete	Director CDTRP has prepared report
May 24	011	Establishment of two Red Benches in Normanton	Progressing	EO – GPC has taken this on a project
May 24	010	ROC Assembly report acknowledged	Complete	Noted
May 24	009	Adoption of Acceptable Request Guidelines	Complete	Posted on website and distributed to all staff
May 24	005	Confidential Report – Matter to lay on Table	Complete	Matter to lay awaiting further information
May 24	004	Authorise Rent to Buy Scheme and submit application to Department	Progressing	CEO working with Department to submit formal application

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### MATTERS FOR COUNCIL INFORMATION

#### 1. Annual Leave

The trip to Germany, Belgium and France was a great experience, there is so much history across Europe.

The ICMA Meeting was held in Bruges, a Medieval City, which was established in 850. The Council has been doing a lot of work to restrict the movement of motor vehicles from within the City Circle and have a Mobility Policy in place that they are working towards.

The session on Artificial Intelligence (AI) at the meeting in Hasselt with was the ICMA-Europe Conference was very enlightening as well and Generative AI will be the next big thing, it was pleasing to see that they have some legislation in Europe in relation to Artificial Intelligence and its use.

Will provide a further verbal update at the meeting.

**Recommendation:** For information

#### 2. Strategic Intent – My last 300 Days

The table that follows indicates the work that I set out to undertake in my last 300 days and allow myself to be held accountable. There are some of the tasks that required the support of others, and it is disappointing that these were not able to be significantly completed during this time also, however, for the benefit of the organization these should be monitored and completed.

**Recommendation:** For information

#### 3. Final report – Carpentaria Shire Council as CEO

This will be my final report as your Chief Executive Officer, I have enjoyed the work we have managed to accomplish during my tenure and there is much that we can all be very proud of. A copy of the document I provided to staff last year "*Leaving a Legacy – Reflections from the CEO, looking forward – looking back*" is attached and highlights some of the achievements to 2023.

I would like to place on the public record my thanks for the support from the staff over the past five years and thanks to the Councillors, past and present, whom I have had the pleasure of working with during my tenure. I would also like to thank Mayor Jack for his continued support and the close working relationship we had over the past 5 years. The relationship between Mayor and CEO is the most important for any local government and we managed to get many things completed and achieved. Thank you all. Many fond memories from my time at Carpentaria Shire Council.

**Recommendation:** For information

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### ACTIONS FROM STRATEGIC INTENT DOCUMENT

Action	Status	Comment
<p><u>Departmental Plans</u> CEO to work with Senior Leadership Team to complete documents for adoption.</p>	65%	<p>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</p>
<p><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.</p>	10%	<p>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.</p> <p>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>.</p> <p><b>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</b></p>
<p><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.</p>	55%	<p>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</p>
<p><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</p>	75%	<p>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</p>

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Team Meetings.		Services. Those are now 100% complete The Manager Human Resources will now take 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.	100%	The new Position Descriptions have been completed by Peak Services and are uploaded into the records management system and old PDs are being archived
<u>Performance Reviews</u> Senior Leadership Team to sign off on their individual Performance Plans prior to Christmas Closedown and a first performance review meeting to be held prior to June 2024.	90%	<del>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</del>  <del>Chris has now started this work in January</del>  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 <del>Two more policies are presented for adoption this month</del> 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

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<p><u>LHAP Housing Strategy</u> CEO to continue to provide the secretarial role for the Advisory Committee and has responsibility for many of the response actions contained in the LHAP Implementation Tracker and continue to progress these in accordance with direction from the Advisory Committee and Council.</p>	60%	<p>Carpentaria Shire Council has progressed further than the other member council of the WQAC.</p> <p>The Carpentaria Shire Council Housing Strategy is complete and included on the Council Website.</p> <p>Implementation Tracker is updated prior to each meeting of the LHAP Advisory Committee.</p> <p>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>	90%	<p><del>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</del></p> <p><del>Draft has been sent to the Department for review and feedback before formal adoption following the LG election</del></p> <p>Working with the Department to progress formal application</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>	70%	<p>Draft survey layouts have been provided and the CEO has commenced discussions with the Department in relation to the acquisition of land for future urban expansion.</p> <p>Further discussed with Department during recent visit to Carpentaria Shire Council 25<sup>th</sup> October 2023</p> <p>Application has been lodged with Department to purchase the land from the State Government.</p> <p>Department have requested an extension till April to obtain a valuation for the land</p> <p>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</p>	85%	<p><del>Application submitted</del></p> <p><del>Architect has been engaged and visited site. Also held discussions with Councillors to ascertain input into the layout, yield, and possible design</del></p> <p><del>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</del></p>

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available to progress this important initiative.

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 estimate to complete the build

QS Report has been received

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

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.

100%

This information session will be held in conjunction with Departments Information Sessions on 6<sup>th</sup> and 7<sup>th</sup> December.

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.

100%

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

Handbook is now complete

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.

90%

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.

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

King and Company have now provided the draft constitution for the Company Limited by Shares

Draft Constitution and other Documents have been distributed to the Department for review prior to formal adoption following the LG Election

Confidential report presented to Council in May 2024, matter to lay on table for presentation at a further meeting of council for further

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consideration at a later time		
<p><u>WH&amp;S and Psychosocial Health</u> CEO and Senior Leadership Team to ensure that WH&amp;S continues to remain front of mind and we continue to strive to achieve the identified targets set in the WH&amp;S Safety Management System.</p>	<p>50%</p>	<p>We are implementing good practices in relation to WH&amp;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 style="text-align: center;">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 inspections and incident reporting and close out.</p>
<p><u>Small Business Friendly</u> CEO to work with the Director Community Services, Tourism and Regional Prosperity and the Manager Economic and Community Development to progress the Accelerator Program as part of the Small Business Friendly program</p>	<p>50%</p>	<p>Charter has been signed and we are working through the documentation provided by the Office of the Small Business Commissioner in relation to the Accelerator Program. First draft of Accelerator Program has been submitted to Small Business Commissioner 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</p> <p>Social media posts are being arranged and will be scheduled for the month of May</p> <p>Our social media posts for Small Business Week have started</p>
<p><u>Recruitment of new CEO</u> CEO to prepare a report and advertise a Special Meeting with agenda item to include the recruitment for new CEO as soon as possible following the Post-Election Meeting.</p>	<p>100%</p>	<p>A report will be drafted for the Special Meeting to follow the Post-Election Meeting to allow the elected members to decide on the recruitment of the new CEO.</p> <p style="text-align: center;">Draft report commenced Draft Report ready for Special Meeting Agenda</p>
<p><u>New CEO – Handover Notes</u> CEO to prepare detailed handover notes to provide to the new CEO as part of the smooth transition between current CEO and incoming CEO.</p>	<p>100%</p>	<p>The compilation of Hand-Over Notes for the incoming CEO have been started and is largely compiled to date.</p> <p>Additional items are added to the hand over notes as required.</p>

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

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



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

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

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

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

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

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

- And more recently the development of a Workforce Strategy and Workforce Plan (including Implementation Plan)
- A review of the 2010 Sport and Recreation Plan has been undertaken. This will now provide Council with an updated listing of the outstanding items for the sporting and recreational facilities and an action Plan will be able to be developed and progressed.
- A Report Card to the Community on the Community Plan (available on the website)
- Local Housing Action Plan (available on the website)

- Business Case and Project Plan Documents (based on the QTC templates) for the School Dam project, we now have 8 more projects to put into these templates to ensure we are well placed to get grant funding.
- Introduction of Monthly Newsletters from the CEO, 15 newsletters have now been produced since being introduced.
- Advocacy Action Plan (available on the website)

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

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

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

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

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

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

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

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

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

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

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

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

Mark Crawley  
**Chief Executive Officer**

## **BUSINESS PAPERS**

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### **9.2 COUNCILLOR PORTFOLIO POLICY**

<b>Attachments:</b>	9.2.1. Councillor Portfolio Policy <a href="#">↓</a>
<b>Author:</b>	Jacinda Sceresini - Executive Officer - Governance, Projects & Communications
<b>Date:</b>	10 June 2024
<b>Key Outcome:</b>	A well governed, responsive Council, providing effective leadership and management, and respecting community values
<b>Key Strategy:</b>	Maintain a focus on integrity, Accountability and Transparency in all that we do

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#### **Executive Summary:**

The Councillor Portfolio Policy has been reviewed and is presented to Council for adoption.

#### **RECOMMENDATION:**

That Council adopt the Councillor Portfolio Policy as attached.

#### **Background:**

The Councillor Portfolio Policy provides a comprehensive understanding for Councillors and Council staff regarding the expectations and clear direction for the role of Portfolio Councillors. The existing 'Schedule of Councillor Portfolios' table has been reviewed. The attached Policy is provided for consideration and adoption by Council.

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

- Mark Crawley – Chief Executive Officer

#### **Legal Implications:**

- As listed in Policy Document

#### **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 medium



## Councillor Portfolio Policy

### Policy Details

<b>Policy Category</b>	Council Policy
<b>Date Adopted</b>	<del>17-19 June 2020-2024</del> Resolution # <del>06200624/0130??</del>
<b>Endorsed by</b>	Council
<b>Approval Authority</b>	Chief Executive Officer
<b>Effective Date</b>	<del>17-19 June 2020</del> 2024
<b>Policy Version Number</b>	<del>4</del> 2
<b>Policy Owner</b>	Chief Executive Officer
<b>Contact Officer</b>	<del>Mark Crawley</del>
<b>Review Date</b>	<del>May-June 2024</del> 2028

### Supporting documentation

<b>Legislation</b>	<ul style="list-style-type: none"> <li>Local Government Act 2009</li> <li>Local Government Regulation 2012</li> </ul>
<b>Policies</b>	<ul style="list-style-type: none"> <li>Code of Conduct for Councillors</li> <li>Confidential Information Policy</li> <li>Acceptable Request Guidelines</li> </ul>
<b>Delegations</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
<b>Forms</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
<b>Supporting Documents</b>	<ul style="list-style-type: none"> <li></li> </ul>

### Version History:

Version	Adopted	Comment	eDRMS #
1	17 June 2020	New Portfolio Policy – Council Resolution 0620/013	
<u>2</u>	<u>19 June 2024</u>	<u>Council Resolution #0624/0??</u>	



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## **Intent**

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To ensure that Councillors and Council staff fully understand the expectations and set clear direction for the role of Portfolio Councillors. This includes defining the relationship between the Portfolio Councillor and the staff within the portfolio area, their involvement in directing and suggesting policy, and their role in representing Council on issues that fall within the portfolio.

## **Scope**

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This policy applies to all Councillors and Senior Staff.

## **Policy Statement**

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In adopting the Councillor Portfolio Policy, the Council accepts that the main role of the Portfolio Councillors is to be the spokesperson within the Council Chamber for those issues falling within their allocated portfolio, and not to be involved in the day to day operation of the portfolio.

## **Policy Implementation/Councillor Portfolio Protocols**

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Council will be better informed by the portfolio holder who will have a more intimate understanding of the portfolio's activities and issues rather than Councillors generally. The Portfolio Councillor will thus be able to speak with knowledge of his/her portfolio at Council meetings and publicly if requested to by the Mayor. To maximise the use of all Councillors' time whilst ensuring Council has at its disposal all relevant information for making decisions. The Portfolio Councillor will be better able to represent and understand the topical or pending issues of the portfolio area. By the Portfolio Councillors providing their (and hopefully Council's) views regarding issues, it will assist the Officers in understanding the Council's preferences and direction.

## **Relationship between Portfolio Councillor and Senior Officers**

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Portfolio Councillors and the relevant senior officer will establish a professional relationship whereby regular briefings are provided to the Councillor. These briefings should be strategic in nature and held weekly until Councillors are conversant with portfolio matters, and then fortnightly thereafter. Proposals and initiatives should also be discussed between the Portfolio Councillor and the Senior Manager to assist the development of reports for consideration by Council at a formal Council meeting. However, the report preparation and content will always remain the Officer's responsibility. It is essential that reports presented to Council are written by Officers in a manner that reflects their own professional judgement. The Portfolio Councillors are not permitted to give direction to Senior Managers. The Senior Officer will keep minutes of briefing notes of all meetings with Portfolio Councillors. Any issues or problems relating to a portfolio should be discussed with the relevant Director in the first instance. Where the issue or problem cannot be resolved between the Portfolio Councillor and the Director, the matter is to be escalated to the Chief Executive Officer and the Mayor.

## **Portfolio Councillor Responsibilities**

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Portfolio Councillors should:

Take a particular interest in the subject for which they hold the portfolio and familiarise themselves with media articles and publications about the subject matter.  
Speak to any reports tabled at Council meetings and provide verbal updates to workshops when necessary, with the relevant Senior Officer invited to make comment.  
Represent the Council when required in relation to portfolio related matters.  
Participate as Council's representative on External Bodies and at the "Coal Face" on issues relevant to the portfolio.  
Communicate with Council's administration through the Senior Officers.

Portfolio Councillors:

- Cannot direct Council staff
- Must abide by Council decisions
- Must abide by Council policies

## Portfolio Councillor and the Media

Councillors are free to make statements and contact the media as individuals as they wish. However, this protocol relates to statements and interactions with the media in their capacity as a Portfolio holder.

The Mayor is the principal spokesperson for Council.

When a Councillor, as a Portfolio holder, is to interact with the media on behalf of Council, the following applies:

Portfolio Councillors (utilising Council's Media, Communications and Grants Officer) may issue media releases on behalf of the Council if the content of those releases complies with the following:

- It directly relates to the Councillors Portfolio area(s);
- It is consistent with Council Policy and Council decisions;
- The Mayor is advised of all such releases provided to the media
- Media contact is to be undertaken through the Media, Communications and Grants Officer)

Copies of all media statements made by Portfolio Councillors are to be circulated to all Councillors.

Council will provide media training to all Councillors.

Difficult media requests should be deferred or taken on notice so that a considered response may be provided. Questions relating to another portfolio should be directed to the relevant Portfolio Councillor.

Adopted by Council ~~17-19~~ June ~~2020-2024~~ by Resolution ~~06200624/0130??~~.

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



Schedule of Councillor Portfolios			
Portfolio	Strategic Areas of Focus	Portfolio Councillor	Proxy Councillor
Advocacy and Good Governance	Advocacy Citizenship Community Recovery Events Disaster Management Governance	Mayor	Cr Hawkins Deputy Mayor
Coastal Management	Coastal Hazard Adaptation Environmental Management - Coast	Cr <del>Wells</del> <u>Murphy</u>	Cr <del>Murphy</del> <u>Henry</u>
Community	Aged Arts and Culture Community Facilities <u>Economic Development</u> Housing Parks and Gardens Sport and Recreation <u>Tourism</u> Youth	Cr <del>Scott</del> <u>Hawkins</u>	Cr <del>Gallagher</del> <u>O'Brien</u>
Finance	Asset Management Audit and Risk Financial Management Local Spend	Cr <del>Gallagher</del> <u>Schafer</u>	Cr <del>Scott</del> <u>Smerdon</u>
Roads	Accessibility <del>Advocacy for additional funding</del> Bike lanes Local Roads Main Roads <del>Regional Roads and Transport Group</del>	Cr <del>Hawkins</del> Deputy Mayor <del>Mayer</del> <u>Smerdon</u>	Mayor Bawden
Water & Sewerage	Water Storage Water Reticulation and Supply Sewerage Reticulation Sewerage Treatment	Cr <del>Murphy</del> <u>O'Brien</u>	Cr <del>Young</del> <u>Schafer</u>
Waste Management	Environmental Management - Other Illegal Dumping Land Fill management Refuse Collection	Cr <del>Young</del> <u>Henry</u>	Cr <del>Wells</del> <u>Murphy</u>

## **BUSINESS PAPERS**

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### **9.3 GRANT MANAGEMENT PROPOSAL**

<b>Attachments:</b>	9.3.1. Grant Management Report from Peak <a href="#">↓</a>
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	12 June 2024
<b>Key Outcome:</b>	Day to day management of activities within the Office of the CEO
<b>Key Strategy:</b>	As per the Departmental Plan for the Office of the CEO

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#### **Executive Summary:**

The grant management services provided by Peak Services are due to come to an end on 30 June 2024 and Council has been provided with a proposal to extend the service for a further 12 months.

#### **RECOMMENDATION:**

That Council extend the Grant Management Services provided by Peak Services for a further 12-month period from 1 July 2024 to 30 June 2025 and move to the recommended Mid-Level Support of 6 hours per week.

#### **Background:**

The grant writing service provided by Peak Services over the past 34 months has proved very successful in Council being able to lodge quality grants and receive funding for the applications submitted.

Peak Services have been committed to assisting Council in obtaining grants and committed to preparing applications to ensure they are lodged within the deadlines associated with the grants.

Peak Services recommended a move to increase the number of hours provided each month from 4 hours to 6 hours in 2023 which provided additional time to provide some support to community organisations for grant writing / support. It is recommended to remain with the 6-hour option for 2024-2025.

All the Executive Leadership Team have access to the grant writers, and we receive regular emails in relation to the availability of the various grants as they become available for the projects that we have identified, the service also provides information in relation to grants that would be available to community groups and businesses for further distribution to those groups.

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

- Peak Services

#### **Legal Implications:**

- N/A

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

- Costs are \$1,008 per week (ex GST) in accordance with proposal.

## **BUSINESS PAPERS**

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**Risk Management Implications:**

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

## **Report to Carpentaria Shire Council**

Report prepared by Leanne Tu'ipulotu, Principal Advisor, Peak Services

Date: 6 June 2024

### **Topic: Grants Management Services – Carpentaria Shire Council**

#### **Purpose:**

The purpose of this report is to inform Carpentaria Shire Council about the Grants Management Service provided by Peak Services.

#### **Achievements:**

For the past three years, Peak Services have been engaged by Council to provide Grants Management services. The partnership has strengthened the grants program to increase access to essential grant funds. Peak works with Council to regularly monitor funding programs and maps Councils priority projects to available funding. This strategic approach shifts away from a reactive model of pursuing funding, enabling a more targeted and effective funding acquisition process.

During this time Peak's Grants Team have prepared 24 competitive funding applications that have included developing detailed responses to grant assessment criteria, mapping strategic alignment to local, regional and statewide strategies, preparation of cost benefit analysis, business case and project plans. Council's Grants Management arrangements have enabled Council to have priority access to Peak's team of expert economists, project planners and strategy developers.

This partnership has proven to be successful with funding approved for 16 projects with a combined value of approximately \$8.6 million. A further 3 applications are currently waiting on funding outcome decisions.

**2021/2022** secured funding for critical infrastructure to improve water assets and to undertake works to protect the Karumba Point Foreshore from coastal hazards. \$5,635,994 was successfully secured through five separate grants for Council to undertake these works. An additional \$305,804 was secured to develop the Youth Strategy, improve fish stocks in the waters off Karumba and to construct a commemorative sculpture in Normanton.

**2022/2023** secured funds for community projects such as youth strategy delivery, community art activities in Karumba to reduce social isolation. Grants have also been prepared to continue the Karumba Foreshore Protection works and to improve the internet in Normanton in partnership with NBN Local. Approximately \$2.5 million for grant funds were secured for Council.

**2023- 2024** funding requests have been focused on projects to increase tourism such as Outback by the Sea Festival and bird hides / shelters at School Dam and also a waste management campaign to reduce improper use of general waste bins. A Growing Regions EOI and detailed application was prepared to construct an artificial headland at Karumba Point to reduce coastal erosion.

In addition to grant writing Peak's Grants Team have also undertaken the following:

- Provision of a weekly Grants Register that provides up to date information on Federal, State and Philanthropic grants available. Each week the Grants Register is reviewed, and the Council's Executive Leadership Team is informed of funding opportunities that match the Council's project priorities.

- A monthly Community Grants Register is prepared providing up to date information about Federal, State and Philanthropic grants that are suitable for community groups and businesses. The Community Grants Register is provided to Council on a monthly basis for Council to distribute to local community stakeholders.
- Assisted Council's Senior Officers to review and update the Carpentaria Project Wishlist that identifies a diverse range of projects to meet community needs. This Project Wishlist is used to track potential funding opportunities.
- Provided professional services, through project support and management services.
- Provided strategic advice regarding potential funding opportunities to meet Council identified community needs.
- Provided advice to support Council to seek grant variations to respond to emerging issues impacting on the delivery of funded projects.
- Assisted in preparing milestone reports for the Preparing Australian Communities Program funding for the Karuma Foreshore Revitalisation project.
- Supported Council to participate in the Queensland Connects Program: Cohort 4. Queensland Connects is a regional entrepreneurship acceleration program that brings together regional leaders to solve regional challenges and opportunities that will help connect and grow the sector or region. Carpentaria Shire Council is participating in the Community Capacity Building Team to build preparedness for future disasters.

## BUSINESS PAPERS

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### 9.4 SPECIAL HOLIDAY 2025

**Attachments:** 9.4.1. Request for Special Holiday [↓](#)  
9.4.2. Approved form [↓](#)

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

**Date:** 13 June 2024

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**Key Outcome:** Day to day management of activities within the Office of the CEO

**Key Strategy:** As per the Departmental Plan for the Office of the CEO

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#### **Executive Summary:**

Correspondence has been received from the Office of Industrial Relations, Department of Education in relation to the Public Holiday for the 2025 year.

#### **RECOMMENDATION:**

That Council request the Special Holiday for the Normanton Show for the whole of the Carpentaria Shire Council area to be held on the second Friday of June 2025.

#### **Background:**

Council makes application each year for the public holiday to coincide with the Annual Show and Rodeo in June.

Please note correspondence from the Office of Industrial Relations in relation to the request for a public holiday for 2025.

The special holiday is a public holiday only in respect of an agricultural, horticultural or industrial show.

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

- Office of Industrial Relations

#### **Legal Implications:**

- Holiday is granted under the *Holidays Act 1983*

#### **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



**Queensland  
Government**

Office of  
**Industrial Relations**

**Department of State  
Development and  
Infrastructure**

24 May 2024

Dear Chief Executive Officer,

As you may be aware, each year in accordance with the *Holidays Act 1983* local governments are invited to request special holidays to be observed during the following year for districts in their area.

If you wish to request special holidays to be observed during 2025 for districts in your local government area, please complete the attached request form and submit via email to [info@oir.qld.gov.au](mailto:info@oir.qld.gov.au) by no later than **Friday, 12 July 2024**.

A local council requested special holiday is a public holiday only if it is in respect of an agricultural, horticultural or industrial show. Under federal industrial relations legislation, on a public holiday employees are, without loss of ordinary pay, entitled to be absent from work or refuse to work in reasonable circumstances. Employees who work on a public holiday are entitled to penalty rates in accordance with their award or agreement.

A special holiday for any other reason is not a public holiday but is a bank holiday only and under the *Trading (Allowable Hours) Act 1990*, is only a holiday for banks and insurance offices and under a directive of the *Public Sector Act 2022*, a holiday for public service employees unless otherwise determined by a chief executive.

Upon receiving Ministerial approval, the holidays will be published in the Queensland Government Gazette. Confirmation of the approved special holidays together with a link to the Queensland Government Gazette will be emailed to your office.

Should you require further information regarding this process, please contact Patricia Faulkner, Office of Industrial Relations on (07) 3406 9845 or email [patricia.faulkner@oir.qld.gov.au](mailto:patricia.faulkner@oir.qld.gov.au).

Yours sincerely

**Shane Donovan**  
A / Executive Director, Industrial Relations  
Office of Industrial Relations

1 William Street Brisbane  
Queensland 4000 Australia  
GPO Box 69 Brisbane  
Queensland 4001 Australia  
**Telephone 13 QGOV (13 74 68)**  
**WorkSafe** 1300 362 128  
**Website** [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)  
[www.business.qld.gov.au](http://www.business.qld.gov.au)

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## BUSINESS PAPERS

### 10 REPORTS FROM DIRECTOR OF CORPORATE SERVICES

#### 10.1 DCS REPORT

**Attachments:** 10.1.1. Local Laws Report - May 2024 [↓](#)  
**Author:** Julianne Meier - Director Corporate Services  
**Date:** 12 June 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.

## BUSINESS PAPERS

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

## BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Animal Control	85,237	46,519	0	46,519
Cemeteries	54,900	134,248	2,211	136,459
Corporate Services	50,000	32,450	19,525	51,975
Environmental Health	19,400	6,395	0	6,395
Information Technology	735,932	807,191	92,083	899,274
Local Laws	120,206	67,330	0	67,330
Major Opex	0	10	0	10
Mosquito Control	51,000	24,936	0	24,936
Pensioner Housing	43,000	34,016	0	34,016
Pest Management Operations	143,881	159,471	0	159,471
Property And Leases	5,000	24,188	0	24,188
Stores & Purchasing	453,631	193,881	1,813	195,694
Wages On-Costs	0	11,863	5,100	16,963
Weed Control	366,272	60,225	4,000	64,225
<b>Operating Expenditure Total</b>	<b>2,128,458</b>	<b>1,602,723</b>	<b>124,732</b>	<b>1,727,456</b>
<b>Operating Income</b>				
Animal Control	-2,000	-2,289	0	-2,289
Cemeteries	-20,000	-29,923	0	-29,923
Environmental Health	-2,500	-5,325	0	-5,325
Information Technology	0	-664	0	-664
Local Laws	-27,500	-81,837	0	-81,837
Pensioner Housing	-27,000	-33,006	0	-33,006
Property And Leases	-83,000	-117,210	0	-117,210
Staff Housing	-253,500	-285,738	0	-285,738
Weed Control	0	-8,000	0	-8,000
<b>Operating Income Total</b>	<b>-415,500</b>	<b>-563,991</b>	<b>0</b>	<b>-563,991</b>
<b>Grand Total</b>	<b>1,712,958</b>	<b>1,038,732</b>	<b>124,732</b>	<b>1,163,464</b>

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Admin And Customer Service	553,997	417,839	7,254	425,094
Financial Services	1,263,068	953,749	137,800	1,091,549
Payroll	50,000	57,252	0	57,252
Rates Management	201,385	228,720	32,492	261,211
Records Management	193,533	112,541	1,135	113,676
Wages On-Costs	-1,400,617	-709,472	0	-709,472
<b>Operating Expenditure Total</b>	<b>861,367</b>	<b>1,060,629</b>	<b>178,681</b>	<b>1,239,309</b>
<b>Operating Income</b>				
Admin And Customer Service	-500	-4,218	0	-4,218
Financial Services	-5,997,084	-1,607,970	0	-1,607,970
Rates Management	-4,694,000	-4,791,022	0	-4,791,022
<b>Operating Income Total</b>	<b>-10,691,584</b>	<b>-6,403,210</b>	<b>0</b>	<b>-6,403,210</b>
<b>Grand Total</b>	<b>-9,830,217</b>	<b>-5,342,581</b>	<b>178,681</b>	<b>-5,163,901</b>

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

## BUSINESS PAPERS

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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

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#### Local Laws

The local laws statistics to May are attached.

#### Bounty Scheme

The table below shows the number of bounties claimed for wild dog scalps in the year. Only 7% of the \$15,000 budget remains.

Month	Bounty Scheme 2023 to 2024		
	Wild dogs (Qty claimed)	Monthly Total	Budget Remaining
Jul-23		0	15,000
Aug-23	15	750	14,250
Sep-23	85	4,250	10,000
Oct-23	50	2,500	7,500
Nov-23	85	4,250	3,250
Dec-23	0	0	3,250
Jan-24	0	0	3,250
Feb-24	0	0	3,250
Mar-24	22	1,100	2,150
Apr-24	22	1,100	1,050
May-24	0	0	1,050
Jun-24		0	1,050
<b>Total</b>	<b>279</b>	<b>13,950</b>	<b>1,050</b>

For information.

#### Overgrown Allotments

The local laws officer has identified 6 overgrown allotments in Normanton and 15 in Karumba during the month of May and compliance notices have been mailed last week. Property owners have 14 days to clean up the property.

For information.

#### Illegal Dumping

Officers have installed three cameras at the transfer station in Karumba to help identify instances of illegal dumping in and around the facility, so we can educate those who seem to be putting waste in the wrong areas.

It is planned for another two cameras to be installed at the Normanton Waste Facility next week.

## **BUSINESS PAPERS**

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The number of routine patrols has been extended around Normanton and Karumba as the number of tourists seems to be increasing.

For information.

### **Pest and Weed Management**

#### 1080 Baiting

The round has commenced, with the first property baited being Miranda Downs. Property owners have been reporting a significant number of dogs that seem to be attacking their stock. Baiting is planned throughout June and into July.

#### Weeds

The Rural Lands Officer has been spraying in the Karumba area across from the Recreation Club and will continue on this plan over the coming months. A combination of treatments will be used in addition to spraying, such as basal barking of large weeds.

For information.

### **Environmental Health**

#### Mosquitos

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. This inspection timeline is subject to change as Council is now seeking a new contract environmental health officer.

For information.

## **4. Other Matters**

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#### Annual Budget Preparation 2024/2025

Community consultation was held to display the DRAFT budget on the 4<sup>th</sup> & 5<sup>th</sup> of June in Normanton and the 5<sup>th</sup> and 6<sup>th</sup> of June in Karumba from 9am to 6pm. There was quite a bit of material on display for the community to see, including:

- Karumba Revetment Wall – Detailed Drawings
- Karumba Groyne near Boat Ramp – Detailed Drawings
- Barnett Park
- Landsborough Street Development
- Normanton Pump Track – Detailed Design
- Cemetery Beautification and Masterplan for Karumba and Normanton
- Details of Works for Queensland (24-27) Projects
- Details of Local Roads Community Infrastructure Projects - Phase 4
- Details of Proposed Capital Projects
- Changes in Rates and Charges

## BUSINESS PAPERS

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- Differential General Rates
- Operating Statements

### Community Feedback on Budget Consultation

There were around twenty visitors in Normanton and twelve in Karumba over the three days of consultation. Ideally, we would have had a longer consultation period to allow more feedback, however the feedback we did get was positive.

Generally, people prefer a budget surplus, and were supportive of Council's budget. Some comments from different visitors are below:

- *Shire roads are the best in the State, so would it be worth a sacrifice, such as suffer a few potholes for better community infrastructure.*
- *Why are the tourists not stopping in Normanton longer?*
- *Council are doing a good job.*
- *Consider more housing for Council employees.*
- *Consider more solar / street lighting.*
- *Consideration for a gymnasium concession for seniors.*
- *Doing a great job overall.*
- *The new amenities / dressing rooms at the Oval are so good and it helps a lot to have plenty of room.*
- *Does the Council have the power to get residences to clean up yards in both Karumba and Normanton? So much rubbish in some yards and footpath areas.*

One community member named the Footpath to Rodeo Grounds as a project supported by them. One of the questions asked what projects would you like to see in future, and below are some of the responses:

- *Concrete the Corduroy*
- *Philp Street - Road Raised*
- *Clark Creek Causeway – Culverts*
- *Vanrook Creek – Culverts*
- *More Council Housing*
- *Community Notice Board at Karumba Point*
- *Small kids pump track for Karumba. They have more little kids than big kids and could use a small track.*
- *Footpath from Karumba Point Van Park to Ash's (Fielding Street) with consideration of some lighting.*
- *More huts at Karumba Point for people to enjoy. The huts are always full and a great place to enjoy fish and chips. Consider lighting for night fishing and a place to clean the fish.*
- *Install a sundial near Karumba Tavern where brolgas are with a marker for the:*
  - *equator*
  - *tropic of Cancer*

## **BUSINESS PAPERS**

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- *tropic of Capricorn*
- *Heated pool in Karumba*
- *Normanton Cemetery*
  - *Trees along the fence line, where road is for privacy during burials*
  - *More trees generally*
- *Karumba Cemetery*
  - *Seating with Shade*
  - *Don't remove existing trees*
- *John Henry Oval*
  - *More seating for Oval*
  - *Upgrade of Oval*
  - *Grass Hill with shade*
  - *More Shade Overall*
  - *Fence around oval to separate the playing area from the general public.*
- *Any project is a good project! Get as much funding as you can.*

The printed newsletter remains popular with the community.

For information.

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

- Mark Crawley - Chief Executive Officer
- Community Members
- Council Workshop
- 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	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba		
Jul-23	3	10			6	0	62	30		5	0	62	30			
Aug-23	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	224 rats	3	0	52	25	224 rats		
Dec-23	1	0			7	0	14	2	2500 rats	7	0	14	2			
Jan-24	4	0			0	0	0	holiday		0	0	0	0			
Feb-24	3	2			7	1	42	0	1 horse	3	0	42	0	1		
Mar-24	7	5			10	0	62	0		6	0	62	0			
Apr-24	1	2			9	0	49	10		7	0	49	10			
May-24	4	3			12	1	45	25		9	0	45	25			
Jun-24					4					0						
<b>Total</b>	<b>32</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>78</b>	<b>2</b>	<b>451</b>	<b>139</b>	<b>1</b>	<b>0</b>	<b>53</b>	<b>0</b>	<b>451</b>	<b>139</b>	<b>1</b>	<b>0</b>

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	0	2								\$330.00	
Apr-24	0	0	9	0										
May-24	1	3	6	4	5	14	7	5						
Jun-24														
<b>Total</b>	<b>3</b>	<b>7</b>	<b>64</b>	<b>10</b>	<b>5</b>	<b>14</b>	<b>12</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>959</b>	<b>0</b>

## BUSINESS PAPERS

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### 10.2 HUMAN RESOURCES REPORT

**Attachments:** 10.2.1. WHSMP Progress Report - May 2024 [↓](#)

**Author:** Peter Ryan - Manager Human Resources

**Date:** 12 June 2024

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

**Key Strategy:** Ensure that workforce planning is in place and the safety of employees is maintained and improved

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**Executive Summary:**

This report provides information on the general Human Resource matters and Work Health and Safety matters relevant to the team's daily business.

**RECOMMENDATION:**

That Council accepts the report for information.

### 1. Human Resources Management

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A recruitment and selection process has been undertaken to identify and engage a Human Resources Support Officer. This engagement will assist in the administration of both the Human Resources and WHS aspects of the team. This will also allow the Manager of Human Resources catch up significantly on the operational aspects with a view to then moving into the more strategic aspect of this role.

### 2. Work Health and Safety matters

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The SafePlan progress report to the previous month is attached.

### 3. Staff Movements

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**Arrivals**

- Barista LWBDC
- Cook LWBDC

**Departures**

- Customer Service Officer
  - Garbage Truck Operator
  - Child Care Educator
-

## **BUSINESS PAPERS**

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- Graduate Engineer

### **Current Recruitments**

- Customer Service Officer Permanent                      Advertised
- Customer Service Officer Casual                              Advertised
- Child Care Educator (permanent)                              Advertised
- Human Resources Officer    Appointed

### **Current Vacancies**

- Asset Manager
- Manager of Water and Waste                                      Higher duties arrangement currently
- Accountant    Filled by consultant, housing required.
- Customer Service Officer Permanent                              Advertised
- Customer Service Officer Casual                                      Advertised
- Camp Foreman Casual
- Garbage Truck Operator

#### **4. Random Drug & Alcohol Testing Program**

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The annual Drug and Alcohol Testing Program has been put out for quotation for the 2024 construction year and a contractor has been appointed. The Drug Detection Agency has been successful this year. They have carried out two visits to Carpentaria Shire during May 2024. A large and diverse number of staff of indoor and outdoor were tested on both occasions with a zero positive finding on each occasion.

#### **5. Training Activities**

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The annual training plan has been implemented and many courses have been run and are now completed. There is still forklift training to be scheduled.

#### **6. Operating Budget and Expenditure**

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## BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Apprenticeships / Traineeship	67,000	37,979	7,993	45,972
Enterprise Bargaining	35,000	13,908	0	13,908
Human Resource Operations	449,344	466,999	57,768	524,767
Learning & Development	208,800	156,861	31,155	188,016
Workplace Health And Safety	528,294	385,099	31,411	416,510
<b>Operating Expenditure Total</b>	<b>1,288,438</b>	<b>1,060,846</b>	<b>128,328</b>	<b>1,189,173</b>
<b>Operating Income</b>				
Apprenticeships / Traineeship	-53,000	-34,545	0	-34,545
Learning & Development	0	2,415	0	2,415
<b>Operating Income Total</b>	<b>-53,000</b>	<b>-32,130</b>	<b>0</b>	<b>-32,130</b>
<b>Grand Total</b>	<b>1,235,438</b>	<b>1,028,715</b>	<b>128,328</b>	<b>1,157,043</b>

### 7. Enterprise Bargaining Update

Voting has now been completed in relation to the Carpentaria Shire Council Certified Agreement 2023. 90 staff members were eligible to vote. The outcome was that 69 members voted YES and 2 members voted NO. There were three voting stations available being in the Normanton Council Chamber, the Normanton Depot and the Barramundi Discovery Centre in Karumba. This was an overwhelming result in relation to this long overdue Enterprise Bargaining Agreement. Administration matters continue with assistance from LGAQ to finalise the matter as soon as is possible. The voting was overseen and organized by the Manager of Human Resources.

#### Consultation (Internal/External):

- CDEP through representatives from the LGAQ and Peak Services
- HR Manager
- WHS Advisor
- External training providers
- The Drug Detection Agency
- TAFE Qld
- Apprentice and Trainee administrators from various organisations.

#### Legal Implications:

- Within normal operational parameters.

#### Financial and Resource Implications:

- Within allocated budget.

#### Risk Management Implications:

- Within normal operational parameters.



**CSC WHSMP Progress Report – May 2024 (Report for year 2023-2024)**

CSC WHSMP Key Performance Indicators (KPIs)	Scheme Current	CSC Actual YTD 2023	CSC Actual YTD 2024	CSC KPI Year Target	KPI YTD Comparison
Average <b>Scheme</b> Frequency Rate (* Formula = Number of LTI for every million hrs worked)	11.46	1	4	<5 LTI	4
Average <b>Scheme</b> Duration Rate (*Formula = Average Number of days lost per LTI)	22.49	5	9 +	<112 Days	9 +
Progressive Frequency Rate YTD ( <b>B</b> ) group = wages greater than \$5 million – less than \$10 million	12.74	5.68	12.11	<20.60 Annual	12.11
Progressive duration rate YTD ( <b>B</b> ) group = wages greater than \$5 million – less than \$10 million	25.96	5.00	4.50	<19.93 Annual	4.50
Percentage of hazard inspections completed as per Matrices		100.00%	100.00%	95%	96.27%
Action Statistics from Skytrust – Percentage of actions completed against number added YTD from July 1st		91.00%	75.79%	90%	75.79%
Delivery of Take 5 courses on Skytrust		25.00%	53.27%	90%	80.00%
Percentage of Quarterly Action Plan items completed - April to June 2024		Due end June	Due end June	70%	89.12%
Note* Legislation requires LGW to count part days lost as full days.					

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

Mechanism of injury for claims submitted	YTD 2023/2024	Days Lost
28 Being hit by moving object	1	TBA
21 Being hit by falling objects		
42 Muscular stress while handling objects		
43 Muscular stress with no objects being handled	1	7
41 Muscular stress while lifting	1	2
01 Falls from a height		
26 Being trapped between Static objects		
TBA	1	TBA
<b>Total</b>	<b>4</b>	<b>9</b>
<b>Statutory Paid</b>	<b>\$9,669.00</b>	

LGW Data: 2022 – 2023 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC LTIFR YTD LGW Data.	0	0	22.20	16.65	26.64	22.20	19.03	16.65	14.80	13.32	12.11	
Group B LTIFR YTD (Councils with wages > \$5 mil<\$10 mil)	5.39	8.08	10.78	10.78	10.78	13.47	13.86	12.80	12.57	11.86	12.74	
CSC LTI's each month	0	1	0	0	1	0	0	0	0	2	0	

LGW Data: 2022 – 2023 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC Duration Rate YTD LGW data	0	0	2.00	2.00	4.50	4.50	4.50	4.50	4.50	4.50	4.50	
Average duration rate for Group B (Councils with wages > \$5 mil<\$10 mil))	8.00	16.67	16.50	16.88	19.00	15.47	17.39	16.53	20.19	19.86	25.96	
CSC Days lost YTD (Progressive)	0	2	2	2	9	9	9	9	9	TBA	TBA	

There was 0 Incident Reports submitted where an injury was sustained in May. There were 2 x Vehicle damage incident reports. One where an eagle hit a rear-view mirror and one where a vehicle reversed into a tree, both very minor damage.

Report Completed on 4 June 2023 – WHSA - A Bristow-Stagg

## **BUSINESS PAPERS**

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### **10.3 MONTHLY FINANCIAL REPORT - MAY 2024**

**Attachments:** 10.3.1. Monthly Financial Statements - May 2024 [↓](#)  
10.3.2. Cash - May 2024 [↓](#)  
10.3.3. Rates and Service Charges Receivable Report [↓](#)  
10.3.4. Financial Assistance Grants Allocation 2023/2024 [↓](#)

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

**Date:** 12 June 2024

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

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

---

#### **Executive Summary:**

Presentation of the financial report for 31 May 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 31 May 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 31 May 2024 are attached for Council's information.

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

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### 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 \$6,931,472. This is the sum of \$45,487,534 in recurrent revenue, \$62,585,105 in recurrent expenditure and \$10,166,099 in capital revenue.

	Actual (1 July 2023 to 31 May 2024)	Budget (1 July 2023 to 30 June 2024)
Recurrent Revenue	45,487,534	67,539,000
Recurrent Expenses	62,585,105	73,689,000
<b>Net Operating</b>	<b>(17,097,572)</b>	<b>(6,150,000)</b>
Capital Revenue	10,166,099	50,356,000
Capital Expense	0	0
<b>Net Result</b>	<b>(6,931,472)</b>	<b>44,026,000</b>

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

The unfavorable variance against the budget and significant deficit of the operating statement is mainly due to the following:

Operating Revenues that are yet to be received or claim:

RMPC	799,475
TMR Recoverable	4,196,864
Financial Assistant Grant – General	5,541,824 (budgeted revenue)
Financial Assistant Grant – Road	1,331,905 (budgeted revenue)
	11,870,068

Provided the abovementioned revenue were received in the month of May 2024, the net operating result would have been:

Net Operating Result , current	(17,097,572)
Revenue yet to be received or claim	11,870,068

## BUSINESS PAPERS

Net Operating Result

5,227,503

Simplified in the table below the RMPC and TMR recoverable works are certain to be invoiced in the current financial year. The end of month processes require a progress report for this to occur. The Financial Assistance Grant early payment of 50% of the 2023/2024 allocation was budgeted but then a 100% early payment was made in June 2023. As the budget had already been adopted prior to the announcement, this impacted the 2023/2024 budget significantly.

Officers are still not sure what allocation of the 2024/2025 allocation will be made in June 2024. A copy of the allocation for 2023/2024 from the department's website is attached for information. The 2023/2024 Budget assumed a 50% allocation from 2023/2024 and a 50% allocation from 2024/2025 as had been the case for a number of years. Put simply you would usually get half FAGS allocation of the current year, and half the FAGS allocation of the next year. Thus, in any one year you should receive a full allocation of FAGS.

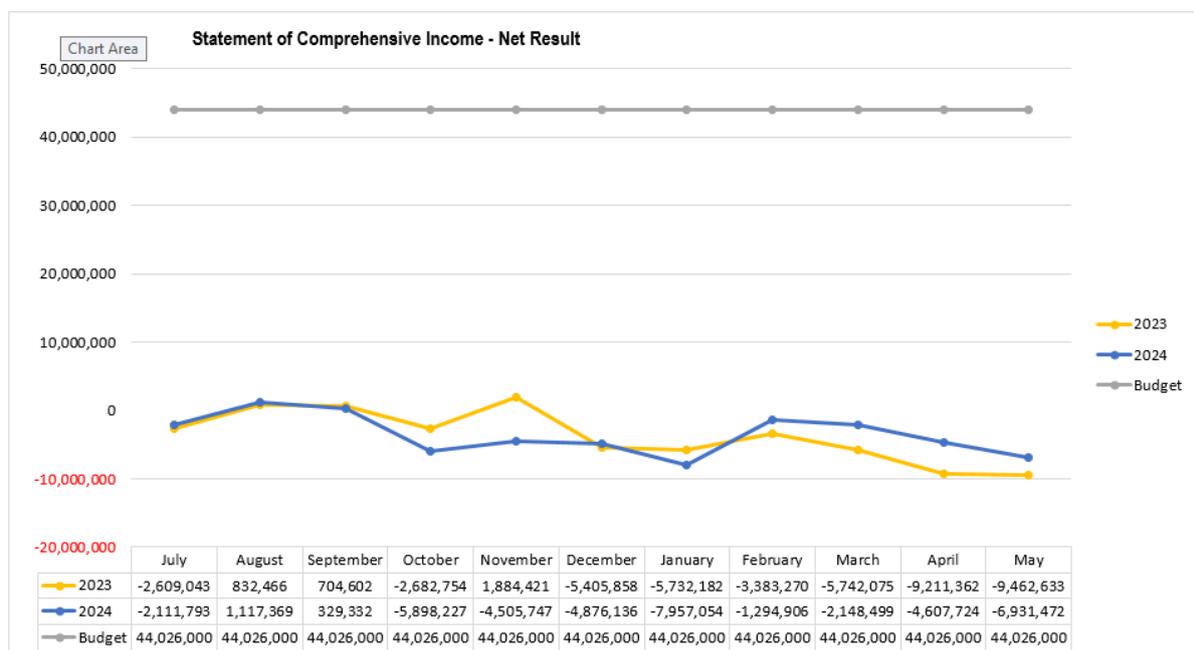
The FAGS allocation set out below does not include indexed amounts, but is a general representation of the impact on the budget.

<b>Revised Outcome for 100% FAGS early payment</b>	<b>Actual Revised</b> <i>(1 July 2023 to 31 May 2024)</i>	<b>Budget</b> <i>(1 July 2023 to 30 June 2024)</i>
Recurrent Revenue	45,487,534	67,539,000
<i>Add: RMPC</i>	799,475	
<i>Add: TMR Contract Works</i>	4,196,864	
<i>Add: FAGS – General Purpose</i>	5,541,824	
<i>Add: FAGS – Identified Roads</i>	1,331,905	
<i>Revised Recurrent Revenue</i>	57,357,602	
Recurrent Expenses	62,585,105	73,689,000
<b>Revised Net Operating</b>	<b>(5,227,503)</b>	<b>(6,150,000)</b>

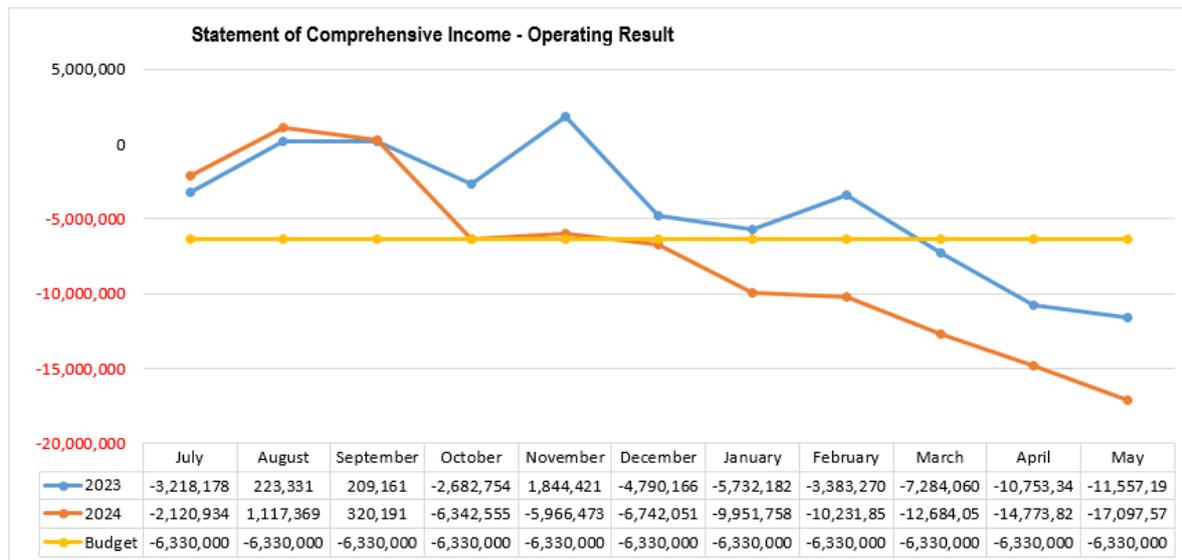
## BUSINESS PAPERS

Revised Outcome for 50% FAGS early payment	Actual Revised (1 July 2023 to 31 May 2024)	Budget (1 July 2023 to 30 June 2024)
Recurrent Revenue	45,487,534	67,539,000
Add: RMPC	799,475	
Add: TMR Contract Works	4,196,864	
Add: FAGS – General Purpose	2,770,912	
Add: FAGS – Identified Roads	665,952	
Revised Recurrent Revenue	53,920,737	
Recurrent Expenses	62,585,105	73,689,000
<b>Revised Net Operating</b>	<b>(8,663,368)</b>	<b>(6,150,000)</b>

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



## BUSINESS PAPERS



### 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
Rates	8,555,595	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 1<sup>st</sup> 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	1,421,243	300,000	473.75%	<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	5,903,287	14,665,000	40.25%	<p>↓ Actual is significantly lower than budgeted amount.</p> <p>The variance is mainly due to unclaimed Main Roads Projects. These amounts have been claimed and are expected to be</p>

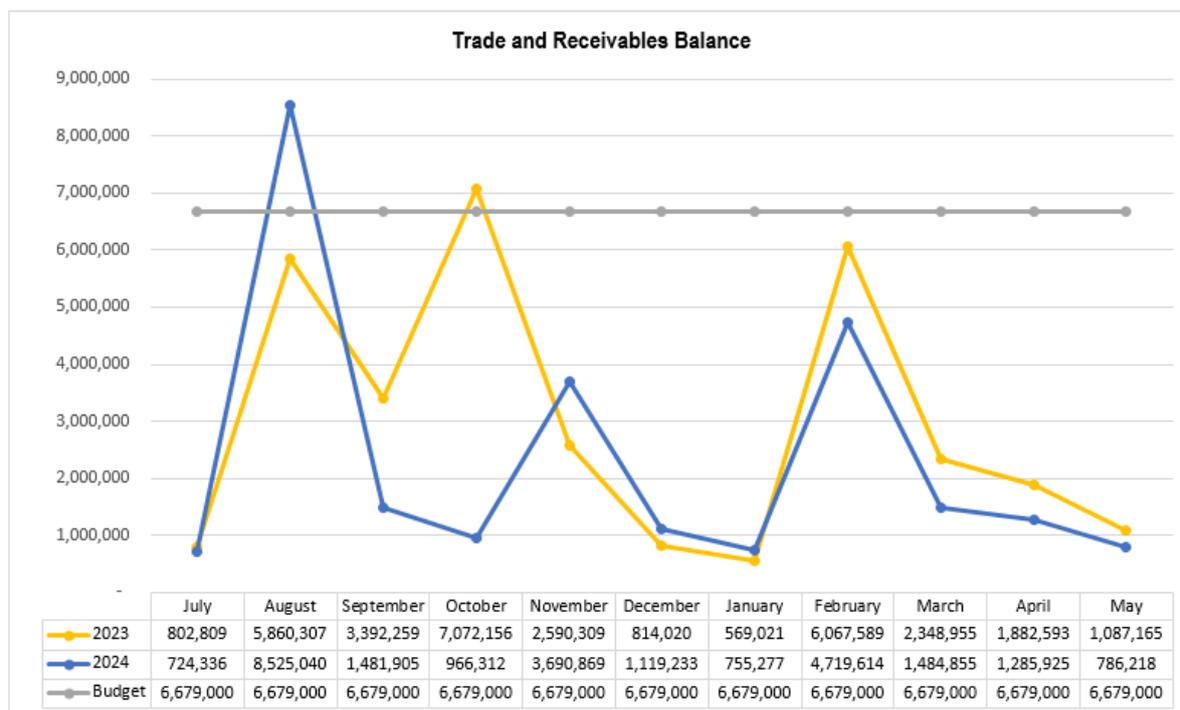
## BUSINESS PAPERS

Item	Actual	Budget	%	Analysis
				recognised as revenue in the current financial year.
Operating Grants	28,305,357	42,450,000	66.68%	<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, 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 2024.</p>
Employee Costs	8,875,947	11,283,000	78.67%	<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 was tabled during the budget workshop held on 3<sup>rd</sup> of June 2024.</p>

### Financial Position Reports

## BUSINESS PAPERS

The graph below shows the Council's *Trade and Receivables* balance of \$786,218, 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.



### Rates and Service Charges

Please see attached detailed Rates and Service Charges Receivables Report showing outstanding rates and charges of \$584,504. Council has received payments in advance for rates of \$62,862. Some long outstanding rates and charges have been recovered from recent payment arrangements, and payments in full of outstanding amounts.

The historical comparison of outstanding rates by month, shows May 2023/2024 at \$584,504 which is much lower than previous years. This has been reduced by the long outstanding rates which have now been recovered. There were three properties to be auctioned in July, however one property has now settled all overdue rates.

## 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 May 2024 investment performance.

Investment Accounts	Financial Institutions	Funds Available Balance*	May 2024 Interest Received	YTD Interest Earned
QTC General Fund	QTC	29,273,944	93,048	978,950
QTC Reserves Fund	QTC	8,056,338	33,819	347,240
<b>TOTAL</b>		<b>37,330,282</b>	<b>126,857</b>	<b>1,326,190</b>

\*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	May 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%	5.04%
Annual Effective Rate*	5.10%	5.04%	4.80%	4.49%	5.26%	5.17%	5.16%	4.97%	5.04%	4.84%	5.16%

\*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	3,939,648	15 March 2035
Karumba Sewerage	66,099.08	1,372,037	15 June 2030
Normanton Water	34,031.88	777,251	15 March 2031
<b>TOTAL</b>	<b>210,543.13</b>	<b>6,088,936</b>	

### Consultation (Internal/External):

- Julianne Meier – Acting Chief Executive Officer
- Erscon – Consulting Engineers
- Executive Leadership Team
- Senior Leadership Team

## **BUSINESS PAPERS**

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- Supervisors and relevant officers

### **Legal Implications:**

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

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

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

### **Risk Management Implications:**

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

**Carpentaria Shire Council**  
**Statement of Comprehensive Income**  
 for the period ended 31 May 2024

	Actual 31-May-24	Budget 30-Jun-24	% Variance 83.33%
<b>Income</b>			
<b>Revenue</b>			
<b>Operating revenue</b>			
Net rates, levies and charges	8,555,595	8,918,000	95.94%
Fees and charges	792,946	568,000	139.60%
Rental income	504,783	450,000	112.17%
Interest received	1,421,243	300,000	473.75%
Sales revenue	5,903,287	14,665,000	40.25%
Other income	4,323	8,000	54.04%
Grants, subsidies, contributions and donations	28,305,357	42,450,000	66.68%
<b>Total operating revenue</b>	<b>45,487,534</b>	<b>67,359,000</b>	<b>57.91%</b>
<b>Capital revenue</b>			
Grants, subsidies, contributions and donations	10,166,099	50,356,000	20.19%
<b>Total revenue</b>	<b>55,653,633</b>	<b>117,715,000</b>	<b>44.87%</b>
<b>Capital income</b>			
Total Capital Income	-	-	0.00%
<b>Total income</b>	<b>55,653,633</b>	<b>117,715,000</b>	<b>44.87%</b>
<b>Expenses</b>			
<b>Operating expenses</b>			
Employee benefits	8,875,947	11,283,000	78.67%
Materials and services	42,840,316	51,825,000	82.66%
Finance costs	295,289	320,000	92.28%
Depreciation and amortisation	10,573,553	10,261,000	103.05%
<b>Total operating expenses</b>	<b>62,585,105</b>	<b>73,689,000</b>	<b>84.93%</b>
<b>Capital expenses</b>			
Total Capital expenses	-	-	0.00%
<b>Total expenses</b>	<b>62,585,105</b>	<b>73,689,000</b>	<b>84.93%</b>
<b>Net result</b>	<b>(6,931,472)</b>	<b>44,026,000</b>	<b>-15.74%</b>
<b>Operating result</b>			
Operating revenue	45,487,534	67,359,000	
Operating expenses	62,585,105	73,689,000	
<b>Operating result</b>	<b>(17,097,572)</b>	<b>(6,330,000)</b>	<b>270.10%</b>

## Statement of Financial Position

as at 31 May 2024

	Actual 31-May-24	Budget 30-Jun-24
<b>Assets</b>		
<b>Current assets</b>		
Cash and cash equivalents	37,674,883	25,221,000
Trade and other receivables	786,218	6,679,000
Inventories	1,180,264	1,218,000
Contract Assets	9,058,828	5,690,000
ATO Receivables	22,278	508,000
<b>Total current assets</b>	<b>48,722,471</b>	<b>39,316,000</b>
<b>Non-current assets</b>		
Trade and other receivables	25,522	91,000
Property, plant & equipment	299,287,331	349,385,000
<b>Total non-current assets</b>	<b>299,312,853</b>	<b>349,476,000</b>
<b>Total assets</b>	<b>348,035,324</b>	<b>388,792,000</b>
<b>Liabilities</b>		
<b>Current liabilities</b>		
Trade and other payables	433,631	2,414,000
Contract Liabilities	30,601,443	17,070,000
Borrowings	526,632	572,000
Provisions	1,404,399	1,371,000
<b>Total current liabilities</b>	<b>32,966,105</b>	<b>21,427,000</b>
<b>Non-current liabilities</b>		
Borrowings	5,562,305	5,398,000
Provisions	1,022,786	1,127,000
<b>Total non-current liabilities</b>	<b>6,585,090</b>	<b>6,525,000</b>
<b>Total liabilities</b>	<b>39,551,195</b>	<b>27,952,000</b>
<b>Net community assets</b>	<b>308,484,129</b>	<b>360,840,000</b>
<b>Community equity</b>		
Asset revaluation surplus	200,688,182	189,438,000
Retained surplus	107,795,947	171,402,000
<b>Total community equity</b>	<b>308,484,129</b>	<b>360,840,000</b>

**Statement of Cash Flows**  
 for the period ended 31 May 2024

Actual                      Budget  
 31-May-24                  30-Jun-24

**Statement of Cash Flows**

**Cash flows from operating activities**

Receipts from customers	12,222,870	23,708,000
Payments to suppliers and employees	(50,060,933)	(63,208,000)
Interest received	1,421,243	300,000
Rental income	504,783	450,000
Non-capital grants and contributions	28,305,357	42,450,000
Borrowing costs	(295,289)	(299,000)
<b>Net cash inflow from operating activities</b>	<b>(7,901,969)</b>	<b>3,401,000</b>

**Cash flows from investing activities**

Payments for property, plant and equipment	(11,651,826)	(57,307,000)
Grants, subsidies, contributions and donations	10,166,099	50,356,000
<b>Net cash inflow from investing activities</b>	<b>(1,485,727)</b>	<b>(6,951,000)</b>

**Cash flows from financing activities**

Net cash inflow from financing activities	(353,782)	(543,000)
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**Total cash flows**

Net increase in cash and cash equivalent held	(9,741,478)	(4,093,000)
Opening cash and cash equivalents	47,416,360	29,314,000
Closing cash and cash equivalents	37,674,883	25,221,000



Statement of Comprehensive Income by Category  
 for the period ended 31 May 2024

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent revenue</b>					
Rates, levies and charges	8,555,595	-	-	8,555,595	8,918,000
Fees and charges	547,453	-	245,493	792,946	568,000
Rental income	134,187	-	370,596	504,783	450,000
Interest received	1,421,243	-	-	1,421,243	300,000
Sales revenue	5,766,496	-	136,791	5,903,287	14,665,000
Other income	4,323	-	-	4,323	8,000
Grants, subsidies, contributions and donations	2,074,272	25,954,330	276,755	28,305,357	42,450,000
	18,503,569	25,954,330	1,029,634	45,487,534	67,359,000
<b>Capital revenue</b>					
Grants, subsidies, contributions and donations	7,981,798	2,184,301	-	10,166,099	50,356,000
<b>Total revenue</b>	26,485,368	28,138,631	1,029,634	55,653,633	117,715,000
Capital income	-	-	-	-	-
<b>Total income</b>	26,485,368	28,138,631	1,029,634	55,653,633	117,715,000
<b>Expenses</b>					
<b>Recurrent expenses</b>					
Employee benefits	(7,208,458)	(746,379)	(921,111)	(8,875,947)	(11,283,000)
Materials and services	(16,365,560)	(25,207,951)	(1,266,804)	(42,840,316)	(51,825,000)
Finance costs	(295,289)	-	-	(295,289)	(320,000)
Depreciation	(9,622,850)	-	(950,703)	(10,573,553)	(10,261,000)
	(33,492,157)	(25,954,330)	(3,138,618)	(62,585,105)	(73,689,000)
<b>Capital expenses</b>	-	-	-	-	-
<b>Total expenses</b>	(33,492,157)	(25,954,330)	(3,138,618)	(62,585,105)	(73,689,000)
<b>Net result</b>	(7,006,789)	2,184,301	(2,108,984)	(6,931,472)	44,026,000
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to net result</b>					
Increase / (decrease) in asset revaluation surplus	-	-	-	-	-
<b>Total other comprehensive income for the year</b>	-	-	-	-	-
<b>Total comprehensive income for the year</b>	(7,006,789)	2,184,301	(2,108,984)	(6,931,472)	44,026,000

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



### Accounts Summary

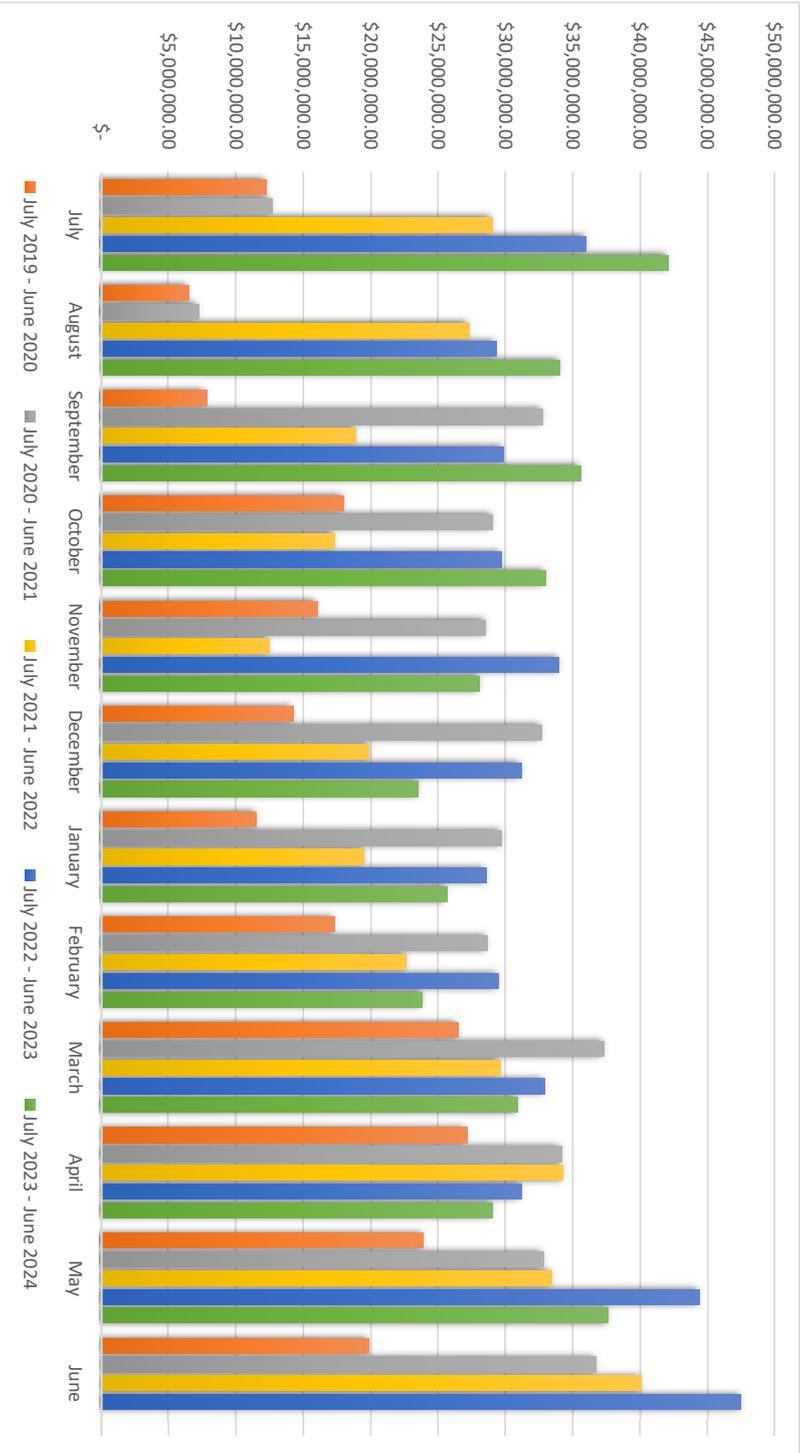
	31 May 2024 \$	30 April 2024 \$
<b>General Accounts</b>		
Westpac General Operating Accounts	341,701	1,041,542
QTC General Fund	29,273,944	19,962,181
QTC Reserves Fund	8,056,338	8,056,338
<b>Total balance held in banks (excl Reserves)</b>	<b>37,671,983</b>	<b>29,060,062</b>
<b>Other Balances</b>		
QTC Reserves Fund	8,056,338	8,056,338
CSC Provisions	2,427,185	2,413,956
Net of Contract Assets and Liabilities	21,542,615	9,105,315
<b>Total balance reserves, provisions and contract liabilities</b>	<b>32,026,138</b>	<b>19,575,609</b>
<b>Net Council Position before QTC Borrowings</b>	<b>5,645,844</b>	<b>9,484,453</b>
<b>QTC Borrowings</b>		
Karumba Sewerage	1,372,037	1,364,760
Normanton Water Upgrade	777,251	773,217
Glenore Weir	3,939,648	3,926,353
<b>Total balance QTC borrowings</b>	<b>6,088,936</b>	<b>6,064,329</b>
<b>Net Council Position after Borrowings</b>	<b>-443,092</b>	<b>3,420,124</b>
<b>RESERVES</b>		
<b>Cashed Back Reserves Accounts</b>		
QTC Sewerage Reserve	477,745	477,745
QTC Airport Reserve	132,275	132,275
QTC Water Supply Reserve	716,313	716,313
QTC Land Development Reserve	12,453	12,453
QTC Plant Replacement Reserve	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
<b>Total Reserves held in QTC</b>	<b>8,056,338</b>	<b>7,528,458</b>
<i>*QTC Road Reseals Reserve was previously QTC Sustainability Account of 1,150,000 as per Council Resolution</i>		
<b>TRUST</b>		
<b>Trust Accounts</b>		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	39,949	39,949
<b>Total balance held in trust</b>	<b>131,327</b>	<b>131,327</b>

**Carpentaria Shire Council**  
**Sustainability Ratios**  
as at 31 May 2024

Type	Measure	Overview	Target (Tier 7)	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%	-37.59%	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%	-13.69%	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 a demerger 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	5.03	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	-0.98	This is expected to increase once claims are made for TMR recoverable works
Financial Capacity	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	20.55%	
	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	\$37,674,883.00	



### Rates and Service Charges Receivables Report 31 May 2024

**Number of Assessments**

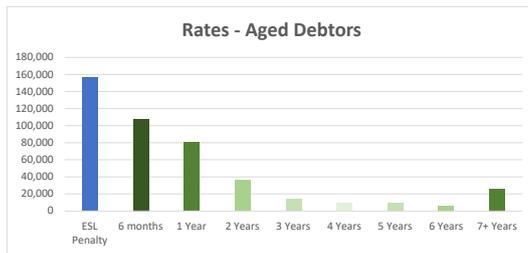
<b>Total Active</b>	1189	
<b>Non Valued</b>	351	Non-Rateable, but Utility charges & ESL may still apply.
<b>Valued</b>	838	Valuations Issued by State Valuations Office

**Payment Arrangements**

<b>No. of Assess</b>	<b>Amount</b>
6	89,462

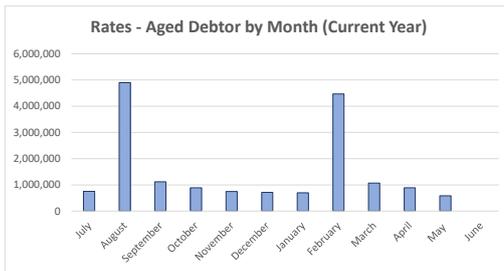
**Aged Debtor Breakdown**

TOTAL	Legal Fees	ESL Penalty	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years
584,504	0	156,387	139,044	107,869	80,498	36,183	13,838	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	584,504	

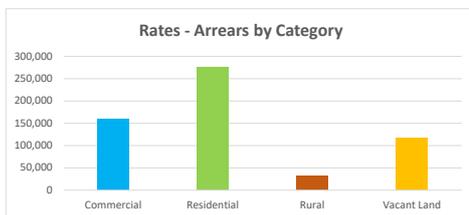


**Interest by Month**

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	7,529	

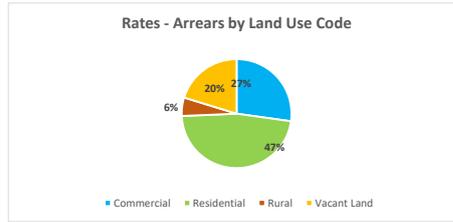
**Aged Debtor Breakdown by Category**

	Total	ESL Penalty	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years
Commercial	159,260	30,439	48,607	26,212	19,128	7,446	3,945	3,941	3,876	3,778	11,887
Residential	275,129	74,752	67,243	58,070	52,145	19,997	2,923	0	0	0	0
Rural	31,809	6,867	12,877	12,065	0	0	0	0	0	0	0
Vacant Land	118,306	44,329	10,316	11,524	9,225	8,740	6,969	5,066	5,521	2,220	14,396
<b>Totals</b>	<b>584,504</b>	<b>156,387</b>	<b>139,044</b>	<b>107,869</b>	<b>80,498</b>	<b>36,183</b>	<b>13,838</b>	<b>9,007</b>	<b>9,397</b>	<b>5,998</b>	<b>26,283</b>



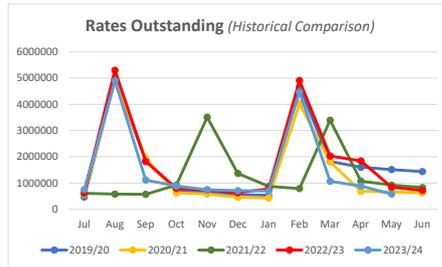
**Breakdown by Land Usage**

Land Usage	No. of Assess	Total	Percentage
Commercial	206	159,260	27%
Residential	642	275,129	47%
Rural	55	31,809	5%
Vacant Land	286	118,306	20%
	<b>1,189</b>	<b>584,504</b>	



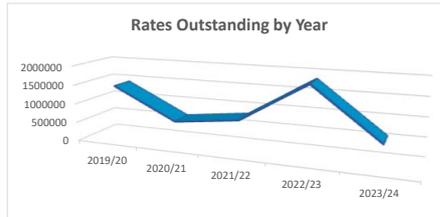
**Historical Comparison by Month**

	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	\$ 584,504	



**Historical Comparison by Year**

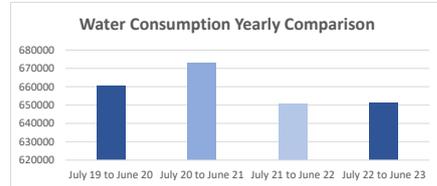
2019/20	\$ 1,437,098
2020/21	\$ 628,928
2021/22	\$ 825,409
2022/23	\$ 1,843,638
2023/24	\$ 584,504



All water consumption started being levied from July, 2022.

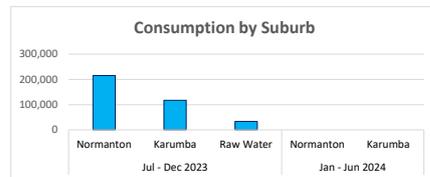
**Water Consumption Comparison**

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		





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 / [National principles for the allocation of grants under the Local Government \(Financial Assistance\) Act 1995](#) / Queensland

# Queensland



The Australian Government has provided over \$67 billion under the Financial Assistance Grant program to local government since 1974–75 (including 2023–24). This page contains information on the 2023–24 grant to Queensland.

Financial Assistance Grants to Queensland [PDF: 87 KB](#)

## State summary

### General purpose and local road financial assistance grant

#### Queensland

Local Government Area	Financial Assistance Grant Entitlement for 2023–24						
	Early Payments from 2023–24 made in 2023			Cash Payments to be made in 2023–24			Total of the early and cash payments
	General Purpose	Local Roads	Total	General Purpose	Local Roads	Total	
Aurukun Shire Council	\$3,585,480	\$103,898	\$3,689,378	\$124,454	\$4,588	\$129,042	\$3,818,420
Balonne Shire Council	\$7,697,022	\$2,986,019	\$10,683,041	\$260,967	\$112,451	\$373,418	\$11,056,459
Banana Shire Council	\$7,414,783	\$4,953,131	\$12,367,914	\$260,720	\$183,079	\$443,799	\$12,811,713
Barcaldine Regional Council	\$8,325,981	\$3,028,140	\$11,354,121	\$308,494	\$121,956	\$430,450	\$11,784,571
Barcoo Shire Council	\$4,881,379	\$1,358,051	\$6,239,430	\$170,124	\$59,776	\$229,900	\$6,469,330
Blackall-Tambo Regional Council	\$5,736,781	\$1,955,451	\$7,692,232	\$192,775	\$77,741	\$270,516	\$7,962,748

Boulia Shire Council	\$5,394,951	\$1,155,510	\$6,550,461	\$168,769	\$49,583	\$218,352	\$6,768,813
Brisbane City Council	\$31,952,093	\$12,685,608	\$44,637,701	\$1,308,818	\$740,013	\$2,048,831	\$46,686,532
Bulloo Shire Council	\$6,769,676	\$1,712,179	\$8,481,855	\$289,570	\$72,474	\$362,044	\$8,843,899
Bundaberg Regional Council	\$3,962,696	\$1,447,738	\$5,410,434	\$217,884	\$113,627	\$331,511	\$5,741,945
Burdekin Shire Council	\$5,548,792	\$1,675,813	\$7,224,605	\$177,975	\$63,963	\$241,938	\$7,466,543
Burke Shire Council	\$5,406,754	\$923,961	\$6,330,715	\$179,358	\$34,115	\$213,473	\$6,544,188
Cairns Regional Council	\$4,284,626	\$1,346,409	\$5,631,035	\$173,762	\$100,462	\$274,224	\$5,905,259
Carpentaria Shire Council	\$7,039,126	\$1,662,424	\$8,701,550	\$251,315	\$67,093	\$318,408	\$9,019,958
Cassowary Coast Regional Council	\$3,293,308	\$2,300,622	\$5,593,930	\$134,938	\$84,584	\$219,522	\$5,813,452
Central Highlands Regional Council	\$4,540,236	\$5,429,261	\$9,969,497	\$264,696	\$209,440	\$474,136	\$10,443,633
Charters Towers Regional Council	\$6,222,185	\$4,470,051	\$10,692,236	\$223,935	\$171,815	\$395,750	\$11,087,986
Cherbourg Aboriginal Shire Council	\$2,177,973	\$62,688	\$2,240,661	\$68,012	\$2,861	\$70,873	\$2,311,534
Cloncurry Shire Council	\$7,269,471	\$1,798,261	\$9,067,732	\$261,154	\$69,130	\$330,284	\$9,398,016
Cook Shire Council	\$10,240,133	\$3,487,698	\$13,727,831	\$424,476	\$132,265	\$556,741	\$14,284,572
Croydon Shire Council	\$4,888,929	\$1,247,835	\$6,136,764	\$189,375	\$47,733	\$237,108	\$6,373,872
Diamantina Shire Council	\$5,336,439	\$749,180	\$6,085,619	\$171,544	\$35,175	\$206,719	\$6,292,338
Doomadgee Aboriginal Community Council	\$3,458,255	\$97,462	\$3,555,717	\$110,797	\$4,339	\$115,136	\$3,670,853
Douglas Shire Council	\$3,439,045	\$927,552	\$4,366,597	\$100,447	\$33,319	\$133,766	\$4,500,363
Etheridge Shire Council	\$5,754,791	\$1,744,439	\$7,499,230	\$234,087	\$70,076	\$304,163	\$7,803,393

Flinders Shire Council	\$7,081,925	\$2,329,219	\$9,411,144	\$296,824	\$87,605	\$384,429	\$9,795,573
Fraser Coast Regional Council	\$3,996,876	\$1,313,722	\$5,310,598	\$207,151	\$106,497	\$313,648	\$5,624,246
Gladstone Regional Council	\$4,508,313	\$5,002,479	\$9,510,792	\$228,892	\$179,463	\$408,355	\$9,919,147
Gold Coast City Council	\$16,112,217	\$5,782,701	\$21,894,918	\$661,759	\$361,221	\$1,022,980	\$22,917,898
Goondiwindi Regional Council	\$5,483,451	\$2,863,853	\$8,347,304	\$215,700	\$110,495	\$326,195	\$8,673,499
Gympie Regional Council	\$3,069,480	\$4,098,858	\$7,168,338	\$150,180	\$147,589	\$297,769	\$7,466,107
Hinchinbrook Shire Council	\$3,987,201	\$1,125,414	\$5,112,615	\$118,729	\$16,101	\$134,830	\$5,247,445
Hope Vale Aboriginal Shire Council	\$3,073,957	\$111,258	\$3,185,215	\$101,548	\$4,831	\$106,379	\$3,291,594
Ipswich City Council	\$6,040,838	\$2,116,571	\$8,157,409	\$243,655	\$139,765	\$383,420	\$8,540,829
Isaac Regional Council	\$6,161,712	\$3,705,283	\$9,866,995	\$210,493	\$145,731	\$356,224	\$10,223,219
Kowanyama Aboriginal Shire Council	\$3,367,429	\$288,788	\$3,656,217	\$109,045	\$12,154	\$121,199	\$3,777,416
Livingstone Shire Council	\$2,174,402	\$2,307,666	\$4,482,068	\$114,769	\$89,989	\$204,758	\$4,686,826
Lockhart River Aboriginal Shire Council	\$3,762,953	\$145,523	\$3,908,476	\$121,180	\$6,183	\$127,363	\$4,035,839
Lockyer Valley Regional Council	\$2,186,951	\$4,586,342	\$6,773,293	\$124,194	\$147,532	\$271,726	\$7,045,019
Logan City Council	\$9,035,764	\$4,101,370	\$13,137,134	\$358,528	\$230,585	\$589,113	\$13,726,247
Longreach Regional Council	\$9,041,308	\$2,807,400	\$11,848,708	\$336,059	\$112,065	\$448,124	\$12,296,832
Mackay Regional Council	\$3,112,940	\$1,378,567	\$4,491,507	\$317,808	\$109,903	\$427,711	\$4,919,218
Mapoon Aboriginal Council	\$3,062,675	\$47,988	\$3,110,663	\$96,314	\$2,056	\$98,370	\$3,209,033

Maranoa Regional Council	\$9,918,529	\$7,009,627	\$16,928,156	\$515,139	\$260,276	\$775,415	\$17,703,571
Mareeba Shire Council	\$6,255,004	\$2,567,872	\$8,822,876	\$284,928	\$105,610	\$390,538	\$9,213,414
Mackinlay Shire Council	\$5,738,287	\$2,025,196	\$7,763,483	\$227,978	\$75,329	\$303,307	\$8,066,790
Moreton Bay Regional Council	\$12,364,860	\$4,437,853	\$16,802,713	\$500,825	\$297,515	\$798,340	\$17,601,053
Mornington Shire Council	\$3,994,127	\$132,643	\$4,126,770	\$141,257	\$5,733	\$146,990	\$4,273,760
Mount Isa City Council	\$6,635,671	\$2,398,273	\$9,033,944	\$267,654	\$95,357	\$363,011	\$9,396,955
Murweh Shire Council	\$7,178,502	\$3,375,073	\$10,553,575	\$277,860	\$125,112	\$402,972	\$10,956,547
Napranum Aboriginal Shire Council	\$3,250,777	\$144,247	\$3,395,024	\$104,100	\$6,187	\$110,287	\$3,505,311
Noosa Shire Council	\$1,427,537	\$573,243	\$2,000,780	\$58,421	\$43,953	\$102,374	\$2,103,154
North Burnett Regional Council	\$7,655,017	\$4,655,039	\$12,310,056	\$358,294	\$181,358	\$539,652	\$12,849,708
Northern Peninsula Area Regional Council	\$5,520,766	\$306,317	\$5,827,083	\$218,852	\$13,317	\$232,169	\$6,059,252
Palm Island Aboriginal Council	\$4,127,242	\$45,705	\$4,172,947	\$132,959	\$2,442	\$135,401	\$4,308,348
Paroo Shire Council	\$6,621,500	\$2,338,768	\$8,960,268	\$239,169	\$93,168	\$332,337	\$9,292,605
Pormpuraaw Aboriginal Shire Council	\$3,554,102	\$386,068	\$3,940,170	\$110,989	\$16,012	\$127,001	\$4,067,171
Quilpie Shire Council	\$6,096,441	\$1,762,861	\$7,859,302	\$220,866	\$75,209	\$296,075	\$8,155,377
Redland City Council	\$4,075,558	\$1,377,786	\$5,453,344	\$166,117	\$95,531	\$261,648	\$5,714,992
Richmond Shire Council	\$5,071,061	\$1,627,780	\$6,698,841	\$174,229	\$59,845	\$234,074	\$6,932,915
Rockhampton Regional Council	\$3,904,548	\$1,056,577	\$4,961,125	\$232,368	\$79,166	\$311,534	\$5,272,659
Scenic Rim Regional Council	\$1,519,068	\$3,054,223	\$4,573,291	\$75,908	\$115,978	\$191,886	\$4,765,177

Somerset Regional Council	\$1,606,489	\$2,881,665	\$4,488,154	\$83,901	\$107,665	\$191,566	\$4,679,720
South Burnett Regional Council	\$3,420,440	\$3,693,641	\$7,114,081	\$177,802	\$145,776	\$323,578	\$7,437,659
Southern Downs Regional Council	\$2,927,139	\$4,258,462	\$7,185,601	\$153,745	\$160,634	\$314,379	\$7,499,980
Sunshine Coast Regional Council	\$8,855,646	\$2,833,084	\$11,688,730	\$353,840	\$205,428	\$559,268	\$12,247,998
Tablelands Regional Council	\$2,969,057	\$2,958,046	\$5,927,103	\$174,753	\$109,622	\$284,375	\$6,211,478
Toowoomba Regional Council	\$6,067,788	\$2,890,932	\$8,958,720	\$310,583	\$227,471	\$538,054	\$9,496,774
Torres Shire Council	\$6,922,190	\$511,950	\$7,434,140	\$233,932	\$18,328	\$252,260	\$7,686,400
Torres Strait Island Regional Council	\$15,118,824	\$239,119	\$15,357,943	\$587,041	\$11,357	\$598,398	\$15,956,341
Townsville City Council	\$4,938,866	\$1,792,052	\$6,730,918	\$203,586	\$126,959	\$330,545	\$7,061,463
Western Downs Regional Council	\$6,790,490	\$8,769,272	\$15,559,762	\$396,891	\$334,595	\$731,486	\$16,291,248
Whitsunday Regional Council	\$3,365,156	\$2,457,567	\$5,822,723	\$169,662	\$97,364	\$267,026	\$6,089,749
Winton Shire Council	\$5,680,520	\$2,779,425	\$8,459,945	\$217,317	\$107,409	\$324,726	\$8,784,671
Woorabinda Aboriginal Council	\$2,689,684	\$49,450	\$2,739,134	\$78,517	\$2,246	\$80,763	\$2,819,897
Wujal Wujal Aboriginal Council	\$2,560,828	\$15,809	\$2,576,637	\$74,020	\$718	\$74,738	\$2,651,375
Yarrabah Aboriginal Shire Council	\$2,547,290	\$59,852	\$2,607,142	\$89,730	\$3,048	\$92,778	\$2,699,920
<b>Totals</b>	<b>\$441,250,301</b>	<b>\$178,887,860</b>	<b>\$620,138,161</b>	<b>\$17,894,507</b>	<b>\$8,077,141</b>	<b>\$25,971,648</b>	<b>\$646,109,809</b>

The 2023-24 cash payment consists of the 2023-24 estimated entitlement and the adjustment created from the difference between the 2022-23 final entitlement and 2022-23 estimated entitlement.

### Social media

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts acknowledges the Traditional Custodians of Country throughout Australia.

Aboriginal and Torres Strait Islander people are advised that this website may contain images, voices and names of deceased people.

ABN: 86 267 354 017

## BUSINESS PAPERS

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### 10.4 2023/2024 OPERATIONAL PLAN 3RD QUARTER REVIEW (MARCH 2024)

**Attachments:** 10.4.1. Operational Plan 23/24 - 3rd Quarter Review [↓](#)  
**Author:** Julianne Meier - Director Corporate Services  
**Date:** 12 June 2024

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

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#### Executive Summary:

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

#### RECOMMENDATION:

That Council notes the third quarter review of the 2023 – 2024 Operational Plan to the 31<sup>st</sup> March 2024.

#### Background:

The Annual Operational Plan 2023/2024 was adopted at the Special Budget meeting held on the 22<sup>nd</sup> June 2023. The Operational Plan is an annual document which outlines activities and actions Council will undertake for the financial year.

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

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

The attached report shows the progress towards implementing the Annual Operational Plan for 2023/2024 for the third quarter.

#### Consultation (Internal/External):

- Chief Executive Officer
  - Executive Leadership Team
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## **BUSINESS PAPERS**

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### **Legal Implications:**

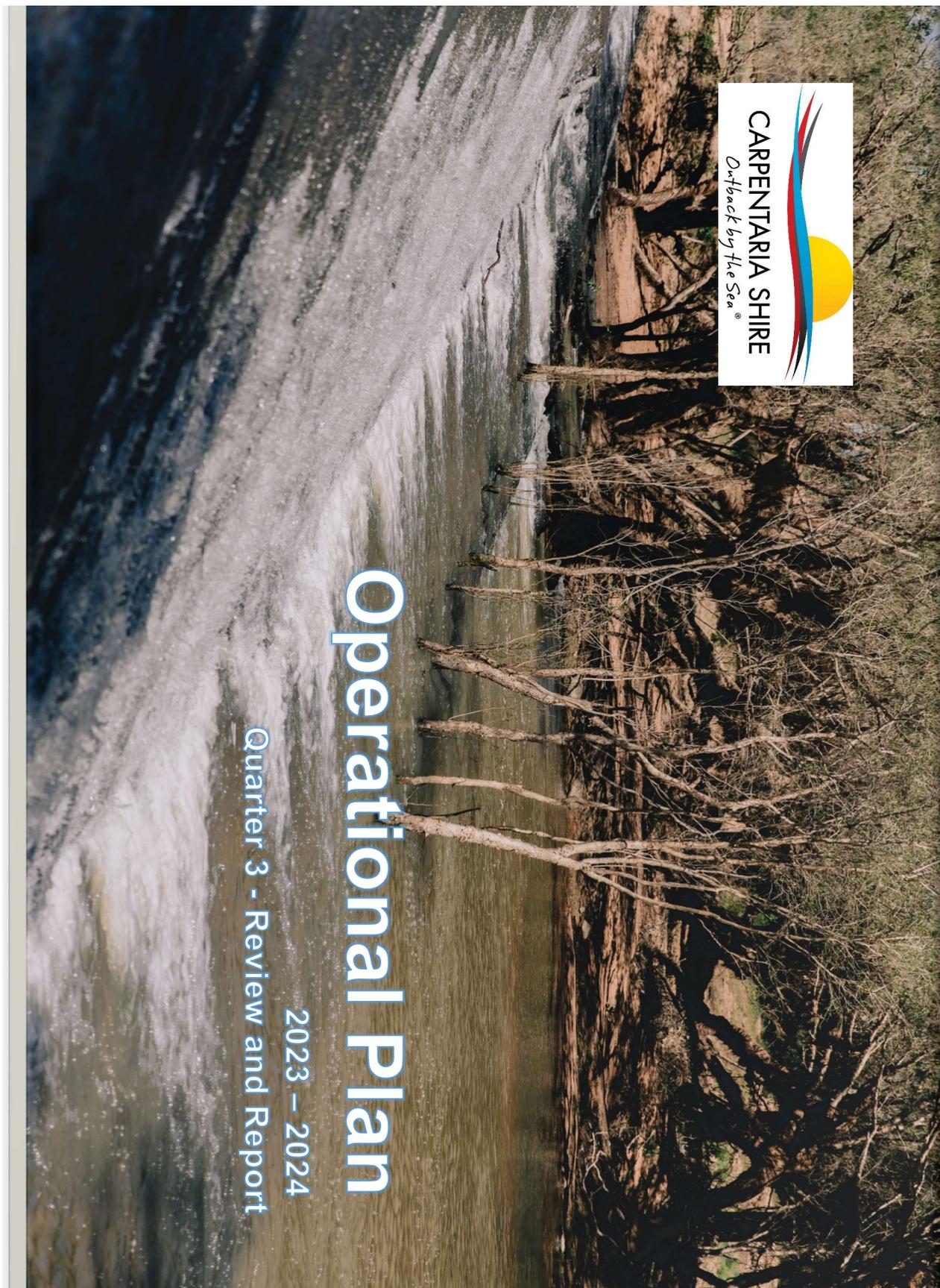
- *Local Government Act 2009*
- *Local Government Regulation 2012*

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

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

### **Risk Management Implications:**

- Risks are within normal operational parameters.



Operational Plan 2023-2024

# 1 Carpentaria Community

Corporate Outcomes		2023-2024 Key Initiative	
1.1 A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle.	1.2.1	Implementation of the Youth Strategy recommendations.	
	1.3.2	Load all standard leases into the Monitor Computer System and monitor the use in accordance with Agreements.	
	1.4.2	Implementation of the outstanding actions from the review of the 2010 Carpentaria Sport and Recreation Plan	
	1.5.1	Seek funding to commence development of a Community Health and Wellbeing Plan for the Shire.	
	1.7.2	Undertake an annual review of the Local Disaster Management Plan	

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Community and Cultural Development	Community Development	1.2.1	<ul style="list-style-type: none"> <li>Implementation of the Youth Strategy recommendations</li> </ul>	<ul style="list-style-type: none"> <li>Youth Strategy recommendation implemented</li> </ul>	In-house	65%	Government funding has allowed the sport centre to be open two afternoons a week for basketball. Community development officer is working in collaboration with partners to deliver activities in school holidays. Youth activities included in Outback By The Sea Festival programming. Funding secured for 1 x ppt and 1 x casual youth project officers.	DCDTRP
		1.3.2	<ul style="list-style-type: none"> <li>Load all standard leases into the Monitor Computer</li> </ul>	<ul style="list-style-type: none"> <li>Draft leases are presented to Council for Adoption. Once</li> </ul>	In-House	90%	Current leases and agreements have been recorded in Monitor.	DCDTRP DCS

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Operational Plan 2023-2024

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
			System and monitor the use in accordance with Agreements.	adopted record in the system			Some overdue licences are awaiting approvals from DNRME. When final agreements are endorsed by Council these will be loaded into system.	
	Sports and Recreation	1.4.2	Implementation of the outstanding actions from the review of the 2010 Carpentaria Sport and Recreation Plan.	Actions implemented	In-house	0%	Letters to be sent to each of the sporting and community organisations to ascertain if actions are still relevant	DCDTRP
	Community Wellbeing	1.5.2	Seek funding to commence development of a Community Health and Wellbeing Plan for the Shire.	Grant application successful	Operational Budget	0%	Peak Services to monitor suitable grant opportunities as part of Grant Management Service. Funding requested in 2024/25 budget.	DCDTRP
	Disaster Management	1.7.2	Undertake an annual review of the Local Disaster Management Plan.	Undertake a desktop review of the plan with QFES	Operational Budget	0%	This will be scheduled in the final quarter of the year following any seasonal rains. Likely to be undertaken by June 2024.	CEO

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## 2 Carpentaria Environment

Corporate Outcomes		2023-2024 Key Initiative	
2.1 The region's environmental assets including natural areas and resources, open spaces, and agricultural land, are conserved and enhanced for future generations.	2.1.1	Implementation of funded initiatives identified in the Coastal Hazard Adaptation Strategy.	
	2.2.1	Prepare a map and Fact Sheet of the Flyaway Site Network Areas along the Gulf Coastline.	
	2.3.1	Commence discussions with Bynoe CACS regarding the former Bynoe Tours to the Mutton Hole Wetlands.	
	2.6.1	Implementation of the recommendations in the Regional Biosecurity Plan.	

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Coastal Management	Foreshore Protection	2.1.1	<ul style="list-style-type: none"> <li>Implementation of funded initiatives identified in the Coastal Hazard Adaptation Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Projects funded by others are completed on time and within budget</li> </ul>	Grant Funding	20%	PACP funding approved to undertake foreshore protection works. EOT has been applied for in relation to the PACP funding. Applications being prepared for additional works identified in the CHAS	CEO
		2.2.1	<ul style="list-style-type: none"> <li>Prepare a map and Fact Sheet of the Flyaway Site Network Areas along the Gulf Coastline.</li> </ul>	<ul style="list-style-type: none"> <li>Maps available for distribution and on website</li> </ul>	In-House	0%	Will commence these in the new calendar year	EO - GPC

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Operational Plan 2023-2024

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Natural Resource Management	Resource Management	2.3.1	<ul style="list-style-type: none"> <li>Commence discussions with Bynoe CACS regarding the former Bynoe Tours to the Mutton Hole Wetlands.</li> </ul>	<ul style="list-style-type: none"> <li>Tours are re-commenced</li> </ul>	In-House	0%	Meeting to be scheduled with Bynoe CACS in the new calendar year.	CEO
	Pest Management Operations	2.1.2	<ul style="list-style-type: none"> <li>Implementation of the recommendations in the Regional Biosecurity Plan.</li> </ul>	<ul style="list-style-type: none"> <li>Works undertaken to address the recommendation</li> </ul>	Operational Budget	75%	Regional Biosecurity Plan was adopted by Council, December 23. Weed spraying program has commenced, and planning for round two of the baiting program is underway.	DCS

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### 3 Carpentaria Economy

Corporate Outcomes		2023-2024 Key Initiative	
3.1 A dynamic and diverse economy creating industry development and employment opportunities.	3.1.2	Incorporate the outstanding initiatives from the Community Plan 2012-2022 into the Economic Development Strategy.	
	3.1.3	Update and implement initiatives contained in the Economic Development Strategy.	
	3.2.2	Continued participation in the North West Minerals Provenance and other Council and State Government Departments.	
	3.3.2	Implementation of the initiatives in the Tourism Strategy	
	3.3.3	Commence discussions with the Traditional Owner groups within the Carpentaria Shire to introduce Cultural Tourism product into the visitor experience	
	3.4.1	Development of Business Cases and Project Plans for the projects identified by Council from the MIIPP2 Report	

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Economic Development	Regional Economic Development	3.1.2	<ul style="list-style-type: none"> <li>Incorporate the outstanding initiatives from the Community Plan 2012-2022 into the Economic Development Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Outstanding actions from the Community Plan are incorporated into the ED Strategy.</li> </ul>	In-House	100%	The outstanding actions from the Community Plan have been captured and are included in the ED Strategy.	DCDTRP
		3.1.3	<ul style="list-style-type: none"> <li>Update and implement initiatives contained in the Economic Development Strategy.</li> </ul>	<ul style="list-style-type: none"> <li># of initiatives completed during the reporting period</li> </ul>	In-House	75%	Work is progressing on the outstanding items contained in the ED Strategy. Committee TOR have been completed and advisory committee established. First meeting to be held in June.	DCDTRP

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Operational Plan 2023-2024

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
		3.2.2	<ul style="list-style-type: none"> <li>Continued participation in the North West Minerals Province with other councils and state government.</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at 90% of all meetings called and held in relation to the NWMMP</li> </ul>	Operational Budget	5%	Monitoring the opportunities to attend various Regional and local meetings	CEO DCDTRP
		3.3.2	<ul style="list-style-type: none"> <li>Implementation of the initiatives in the Tourism Strategy.</li> </ul>	<ul style="list-style-type: none"> <li># of initiatives completed</li> </ul>	In-House	75%	Advisory Committee Established Advertising campaign in key media including REX Magazine, Caravan and Camping, updated north Qld map, Black Star radio Expression of Interest for new destination visitor guide Discover Carpentaria website maintained. Planning for new Ocean and Outback Film Festival and Outback By The Sea tickets on sale	DCDTRP
	Business Development	3.3.3	<ul style="list-style-type: none"> <li>Commence discussions with the Traditional Owner groups within the Carpentaria Shire to introduce Cultural Tourism product into the visitor experience.</li> </ul>	<ul style="list-style-type: none"> <li># of new initiatives realised and implemented as new tourism product</li> </ul>	In-House	5%	To be arranged in the new calendar year	CEO DCDTRP Barra Hatchery Manager
		3.1.3	<ul style="list-style-type: none"> <li>Development of Business Cases and Project Plans for the projects identified by</li> </ul>	<ul style="list-style-type: none"> <li>Business Cases and Project Plans are completed to</li> </ul>	Operational Budget	5%		DOE ELT

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Operational Plan 2023-2024

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
			Council from the MIPP2 Report	assist in attracting funding for projects identified by Council.				

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Operational Plan 2023-2024

## 4 Carpentaria Governance

Corporate Outcomes		2023-2024 Key Initiative	
4.1 A well governed, responsive Council, providing effective leadership and management, and respecting community values.	4.1.2	Complete the Local Law Review of the relevant Local Laws.	
	4.1.3	Undertake a review of the Corporate and Operational Risk Registers and update where necessary.	
	4.3.2	Implementation of the transition plan for Enterprise Finance System.	
	4.4.1	Implementation of the individual asset class management plans.	
	4.5.1	Undertake a review of the most utilised forms and implement an online version for ease of access and completion by members of the public.	
	4.6.1	Implementation of the recommendations and actions contained in the Workforce Strategy and Workforce Plan.	
	4.7.1	Adoption and implementation of the long-term financial management plan.	
	4.8.1	Regional representation on the NWQROC and WQAC.	

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Corporate Governance	Financial Services	4.1.2	<ul style="list-style-type: none"> <li>Complete the Local Law Review of the relevant Local Laws.</li> </ul>	<ul style="list-style-type: none"> <li># of local laws identified for review and update</li> </ul>	Operational Budget	100%	It was decided a full review was not necessary. Individual matters shall be addressed on a case-by-case basis as they arise, and minor amendments will be made if required.	DCS
		4.1.3	<ul style="list-style-type: none"> <li>Undertake a review of the Corporate and Operational Risk Registers and update where necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Registers are regularly used to identify and manage risks across the organisation.</li> </ul>	In-House	60%	A workshop has been held with the management team to review current registers. Another workshop has been scheduled for June.	DCS
		4.3.2	<ul style="list-style-type: none"> <li>Implementation of the transition plan for</li> </ul>	<ul style="list-style-type: none"> <li>Present business case to</li> </ul>	In-House	90%	Presentations have been provided to staff by software	DCS

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Operational Plan 2023-2024

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
			Enterprise Finance System.	Council for consideration			providers, and a business case is expected to be finalised in June to present to Council.	
Engineering	Asset Management	4.4.1	<ul style="list-style-type: none"> <li>Implementation of individual asset class management plans.</li> </ul>	<ul style="list-style-type: none"> <li>Individual Plans presented to Council for adoption.</li> </ul>	Operational Budget	90%	Contractor engaged, to conduct site visit and prepare individual AMP's. AMP for Buildings, Water and Wastewater have been reviewed, other AMP's have been forwarded to relevant Managers for final review.	DOE DCS
Corporate Governance	Financial Services	4.5.1	<ul style="list-style-type: none"> <li>Undertake a review of the most utilised forms and implement an online version for ease of access and completion by members of the public.</li> </ul>	<ul style="list-style-type: none"> <li># of forms digitised and available to the public for utilisation</li> </ul>	In-House	5%	The business case being prepared for the Enterprise Finance System incorporates this function, so this matter will be resolved on implementation.	DCS
Corporate Governance	Human Resources	4.6.1	<ul style="list-style-type: none"> <li>Implementation of the recommendations and actions contained in the Workforce Strategy and Workforce Plan.</li> </ul>	<ul style="list-style-type: none"> <li># of actions implemented and progressed</li> </ul>	Operational Budget	75%	Work has progressed on a number of the recommendations and actions identified in the Workforce Plan.	ELT
Corporate Governance	Financial Services	4.7.1	<ul style="list-style-type: none"> <li>Adoption and implementation of the long-term financial management plan.</li> </ul>	<ul style="list-style-type: none"> <li>Plan reviewed and presented for formal adoption</li> </ul>	In-House	10%	To be finalised in the new financial year.	DCS
Economic Development	Business Development	4.8.1	<ul style="list-style-type: none"> <li>Regional representation on the</li> </ul>	<ul style="list-style-type: none"> <li>100% attendance at all NWQROC and WQAC meetings</li> </ul>	Operational Budget	100%	CEO, Mayor and Deputy Mayor attended ROC and WQAC meetings as scheduled	CEO

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Operational Plan 2023-2024

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
			NWQROC and WQAC					

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

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## **BUSINESS PAPERS**

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### **10.5 FEES AND CHARGES - 2024/2025**

**Attachments:** 10.5.1. 2024-2025 Commercial and Regulatory Fees and Charges↓  
**Author:** Julianne Meier - Director Corporate Services  
**Date:** 10 June 2024

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**Key Outcome:** A well governed, responsive Council, providing effective leadership and management, and respecting community values  
**Key Strategy:** Maintain a focus on excellence in customer service and improvements in service delivery

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#### **Executive Summary:**

As part of Council's annual budget setting process, the fees and charges for the next financial year need to be developed and set by Council. This report recommends that Council set the fees and charges effective from the next financial year (from 1 July 2023) in accordance with the attached fees and charges schedule.

#### **RECOMMENDATION:**

That Council:

1. Adopts the Fees and Charges for the 2024/2025 financial year, effective from 1 July 2024, by:
  - a. Fixing the cost-recovery fees as indicated in the 2024/2025 Fees and Charges Schedule in accordance with section 97(1) of the *Local Government Act 2009*; and
  - b. Fixing all other fees and charges contained in the 2024/2025 Fees and Charges Schedule.

#### **Background:**

The setting of fees and charges each year is a significant decision by Council with direct consequences on the Community and Council. The proposed fees and charges have been developed with the overarching view that Council should pursue an improvement in the operational deficit position while also balancing the needs of the community.

Officers have consulted with managers, executive and Council on the proposed charges for the next financial year. Generally, there has been no increases in fees and charges.

Overall most fees have not been increased, despite increasing input costs to provide services.

A few new fees have been included in the proposed schedule of fees and charges, including the following:

- Gymnasium concession for those who hold a Seniors card
- Les Wilson Barramundi Discovery Centre includes some new tour fees
- Visitor Information Centers include a town tour

Some fee increases have been applied mostly for user pays services such as:

- Childcare services
- Potable water will now attract a delivery fee at cost recovery

## **BUSINESS PAPERS**

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

- Council Workshop
- ELT
- Managers

### **Legal Implications:**

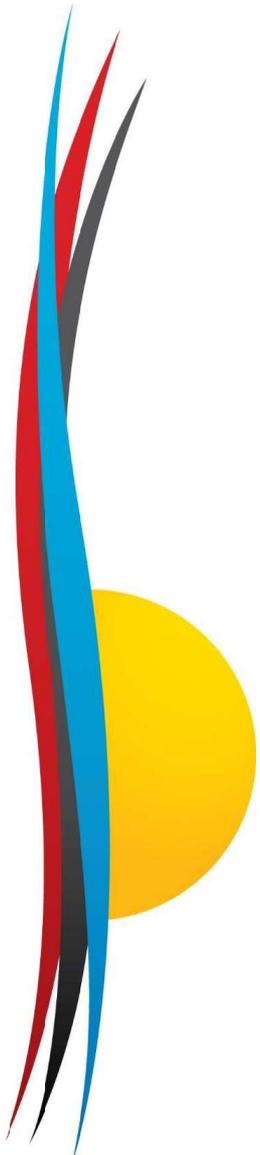
- Section 257 of the *Local Government Act 2009*:  
This section provides Council with the power to delegate certain powers it holds to other persons, including the Chief Executive Officer. This section is used to delegate the power to set or vary fees and charges, other than those that are cost-recovery fees, to the Chief Executive Officer.
- Section 262(3)(c) of the *Local Government Act 2009*:  
This section provides Council with the general power to set fees and charges for services and facilities, other than those that are cost recovery fees. These are known as commercial fees and charges.
- Section 97 of the *Local Government Act 2009*:  
This section provides Council with the power to fix cost-recovery fees. This section also prescribes that a cost-recovery fee must not be more than the cost to the local government of taking the action for which the fee is charged. Council cannot delegate this power.

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

- It can be difficult to estimate the effect the changes will have on Council's overall fees and charges revenue, as fee revenue may vary from year to year depending on a number of factors.  
The fees and charges detailed in this report will be published on Council's Website.

### **Risk Management Implications:**

- Compliance with *Local Government Act 2009*



# CARPENTARIA SHIRE

*Outback by the Sea*®

**Carpentaria Shire Council**

**2024/2025**

## **Commercial and Regulatory Fees & Charges**

Adopted Resolution No. xxxx/xxx

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Carpentaria Shire Council

2024-2025 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>CUSTOMER SERVICES</b>						
<b>Photocopying / Printing</b>						
Photocopying [Plus 15c per copy on colour paper if available]						
Up to 10 A4 copies [black and white] - per page	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	0.50	Y	550112	1560 Other Fees & Charges
10 or more A4 copies [black and white] - per page	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	0.30	Y	550112	1560 Other Fees & Charges
Photocopying A3 [black and white] - per page	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	1.00	Y	550112	1560 Other Fees & Charges
Colour photocopying A4 - per page	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	1.50	Y	550112	1560 Other Fees & Charges
Colour photocopying A3 - per page	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	2.00	Y	550112	1560 Other Fees & Charges
Funeral Booklet A5 - per book max 12 (A5) pages, additional pages as per copy cost)	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	3.00	Y	550112	1560 Other Fees & Charges
MAPs A3 - per page	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	10.00	Y	550112	1560 Other Fees & Charges
MAPs A1 - per page	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	20.00	Y	550112	1560 Other Fees & Charges
MAPs A4 - per page	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	5.00	Y	550112	1560 Other Fees & Charges
<b>Laminating</b>						
Laminating per A4 sheet	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	4.00	Y	550112	1560 Other Fees & Charges
Laminating per A3 sheet	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	6.00	Y	550112	1560 Other Fees & Charges
<b>Binding</b>						
Binding - per bound article (Call only)	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	15.00	Y	550112	1560 Other Fees & Charges
<b>Facsimile</b>						
Facsimile - 1st page	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	5.00	Y	550112	1560 Other Fees & Charges
Facsimile - additional pages	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	1.00	Y	550112	1560 Other Fees & Charges
Facsimile receiving	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	1.00	Y	550112	1560 Other Fees & Charges
<b>Scanning</b>						
Scanning - A4 or A3 (send to email only, up to maximum of 5 pages, additional page 0.50)	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	5.00	Y	550112	1560 Other Fees & Charges
Replacement of Council Issued Key/SALTO Job [Damaged or lost]	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	20.00	Y	550112	1560 Other Fees & Charges



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>AIRPORTS</b>						
<b>Landing Fees</b>						
Normanton - Per Tonne or part thereof	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	19.00	Y	150512	1571 Airport Fees
Karumba - Per Tonne or part thereof	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	19.00	Y	150522	1571 Airport Fees
<b>Passenger Fees</b>						
Per Passenger Fee [977 Flights and Charter Flights] for each take off and landing						
Normanton	Commercial/Service Fee	Local Government Act 2009, s262(3)(c), s 14 Local Law No. 7 (Aerodromes) 2015	19.00	Y	150512	1571 Airport Fees
Karumba	Commercial/Service Fee	Local Government Act 2009, s262(3)(c), s 14 Local Law No. 7 (Aerodromes) 2015	19.00	Y	150522	1571 Airport Fees
<b>Aircraft Parking Charges - Normanton &amp; Karumba</b>						
6 Months	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	770.00	Y	Ntn: 150512 Kba: 150522	1571 Airport Fees
12 months	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	1,325.00	Y	Ntn: 150512 Kba: 150522	1571 Airport Fees
<b>ANIMAL CONTROL</b>						
<b>Cattle and Horses</b>						
Pound release fee per head	Cost Recovery Fee	Local Government Act 2009, s 97(1)(2)(c)	110.00	N	Ntn: 500212 Kba: 500222	1521 Animal Fines and Penalties
Sustenance	Cost Recovery Fee	Local Government Act 2009, s 97(1)(2)(c)	At Cost	N	Ntn: 500212 Kba: 500222	1521 Animal Fines and Penalties
Transport of livestock	Cost Recovery Fee	Local Government Act 2009, s 97(2)(c)	At Cost	N	Ntn: 500212 Kba: 500222	1522 Animal Misc Fees
<b>Town Common - (No stallions permitted)</b>						
Cattle and Horses annual licence fee for agjstment per head	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	72.00	N	Ntn: 500212 Kba: 500222	1522 Animal Misc Fees
<b>Animal Traps</b>						
Hog Hoppers (Security Deposit)	Bond	Local Government Act 2009, s262(3)(c)	110.00	N	900937	
Dog Traps (Security Deposit)	Bond	Local Government Act 2009, s262(3)(c)	110.00	N	900937	
Cat Traps (Security Deposit)	Bond	Local Government Act 2009, s262(3)(c)	110.00	N	900937	
<b>Dog Registration Fees</b>						
Whole Male or Female per dog	Cost Recovery Fee	Local Government Act 2009, s 97(2)(c)	22.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
Desexed Male or Female per dog	Cost Recovery Fee	Local Government Act 2009, s 97(2)(c)	11.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
[NOTE: At the time of registration of a desexed animal, proof of desexing (i.e. veterinary certificate or ear tattoo) must be shown to the registration official.]						
Aged Person Dog [Limit to one dog - guide dogs no fee]	Cost Recovery Fee	Local Government Act 2009, s 97(2)(c)	4.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
Replacement tags each	Commercial/Service Fee	Local Government Act 2009, s 97(2)(c)	5.00	N	Ntn: 500212 Kba: 500222	1522 Animal Misc Fees



Ordinary Council Meeting  
Item: 10.5 - Attachment: 1: 2024-2025 Commercial and Regulatory Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>Regulated Dog Registration Fees</b>						
Restricted Dog Permit - Initial (Includes signage and tag) <i>[Restricted Dogs Only]</i> .	Coat Recovery Fee	Local Government Act 2009, s 97(2)(a); s 83 Animal Management (Cats and Dogs) Act 2008	500.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
Regulated Dog Registration - Initial (Includes signage and tag) <i>[Menacing and Dangerous Dog]</i>	Coat Recovery Fee	Local Government Act 2009, s 97(2)(a)	265.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
Regulated Dog Registration - Annual Renewal <i>[Restricted, Menacing and Dangerous Dog]</i>	Coat Recovery Fee	Local Government Act 2009, s 97(2)(a)	55.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
Regulated Dog Collar (additional/replacement)	Commercial/Service Fee	Local Government Act 2009, s 426(2)(c)	40.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
Regulated Dog Signage - Metal (additional/replacement)	Commercial/Service Fee	Local Government Act 2009, s 426(2)(c)	48.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
Regulated Dog Signage - Corluxe (additional/replacement)	Commercial/Service Fee	Local Government Act 2009, s 426(2)(c)	20.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
Replacement tags each	Commercial/Service Fee	Local Government Act 2009, s 426(2)(c)	20.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
<b>Keeping of animals where requirement for approval to keep animal is applicable - Fees Payable on Approval</b>						
More than 2 dogs over the age of 3 months on an allotment in a designated town area (animal breeder approval)	Coat Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 <i>(Animal Management) 2015</i>	220.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
[NOTE: For Multiple Units or Dwellings, an application may be submitted, and fee waiver provided subject to approval.]						
More than 2 cats over the age of 3 months on an allotment in a designated town area (animal breeder approval)	Coat Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 <i>(Animal Management) 2015</i>	220.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
More than 1 horse or donkey on an allotment in a designated town area	Coat Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 <i>(Animal Management) 2015</i>	220.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
1 or more cows on an allotment in a designated town area	Coat Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 <i>(Animal Management) 2015</i>	220.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
1 or more sheep, goats, alpacas or llamas on an allotment in a designated town area	Coat Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 <i>(Animal Management) 2015</i>	220.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
1 or more roosters on an allotment in a designated town area	Coat Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 <i>(Animal Management) 2015</i>	220.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
More than 20 poultry on an allotment in a designated town area	Coat Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 <i>(Animal Management) 2015</i>	220.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
1 or more deer on an allotment in a designated town area	Coat Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 <i>(Animal Management) 2015</i>	220.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
1 or more pigs (domestic) on an allotment in a designated town area	Coat Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 <i>(Animal Management) 2015</i>	220.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
More than 5 ducks or geese on an allotment in a designated town area	Coat Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 <i>(Animal Management) 2015</i>	220.00	N	Nn: 500212 Kba: 500222	1523 Animal Registration
<b>Miscellaneous Dog Fees</b>						
Pound release fee/ <i>registered &amp; de-sexed dog</i> . First pound release for registered dog - no charge.	Coat Recovery Fee	Local Government Act 2009, s 97(2)(a); s 83 Animal Management (Cats and Dogs) Act 2009	78.00	N	Nn: 500212 Kba: 500222	1521 Animal Fines and Penalties
Pound release fee <i>[registered dog]</i> . First pound release for registered dog - no charge.	Commercial/Service Fee	Local Government Act 2009, s 426(2)(c)	170.00	N	Nn: 500212 Kba: 500222	1521 Animal Fines and Penalties
Pound release fee for unregistered dog - includes registration	Commercial/Service Fee	Local Government Act 2009, s 426(2)(c)	330.00	N	Nn: 500212 Kba: 500222	1521 Animal Fines and Penalties
Penalty for unregistered dog over the age of 3 months	Commercial/Service Fee	Local Government Act 2009, s 426(2)(c)	2 Penalty Units + Registration Fee	N	Nn: 500212 Kba: 500222	1521 Animal Fines and Penalties
Penalty for keeping of more than two dogs and/or cats as pets (permit to be applied for separately)	Commercial/Service Fee	Local Government Act 2009, s 426(2)(c)	2 Penalty Units	N	Nn: 500212 Kba: 500222	1521 Animal Fines and Penalties



Carpentaria Shire Council

2024-2025 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>BUILDING SERVICES</b>						
<b>Bonds</b>						
Building bond on relocatable/transportable buildings. Refundable on completion and after Certificate of Occupancy / Classification is issued	Bond	Local Government Act 2009 s47	3,195.00	N	900950	
Building bond for protection of road reserve for commercial or multi unit development	Bond	Local Government Act 2009 s47	6,395.00	N	900950	
Bond required for demolition of commercial or multi unit structure	Bond	Local Government Act 2009 s86(1)	6,395.00	N	900950	
Bond required for demolition or removal of structures containing asbestos	Bond	Local Government Act 2009 s86(1)	6,395.00	N	900950	
<b>Building Record Searches</b>						
Building plans and photocopying [A4 & A3]	Cost Recovery Fee	Local Government Act 2009, s262(3)(c)	125.00	N	151911	1580 Building & Development Fees - Other
Building file search - Domestic	Cost Recovery Fee	Local Government Act 2009, s262(3)(c)	305.00	N	151911	1580 Building & Development Fees - Other
Building file search - Commercial	Cost Recovery Fee	Local Government Act 2009, s262(3)(c)	485.00	N	151911	1580 Building & Development Fees - Other
<b>Application Assessments</b>						
New dwelling single unit less than 150m <sup>2</sup>	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	1,215.00	Y	151911	1581 Building Application Fees
New dwelling single unit more than 150m <sup>2</sup>	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	1,400.00	Y	151911	1581 Building Application Fees
Residential Class 10 Shed / Carport / Patio less than 20m <sup>2</sup>	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	145.00	Y	151911	1581 Building Application Fees
Residential Class 10 Shed/Carport/Patio between 20m <sup>2</sup> and 50m <sup>2</sup>	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	330.00	Y	151911	1581 Building Application Fees
Residential Class 10 Shed/Carport/Patio more than 50m <sup>2</sup>	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	580.00	Y	151911	1581 Building Application Fees
Industrial Storage Shed Class 7A	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	665.00	Y	151911	1581 Building Application Fees
Industrial Class 10 Shed/Carport/Garage or the like less than 20m <sup>2</sup>	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	145.00	Y	151911	1581 Building Application Fees
Industrial Class 10 Shed/Carport/Garage or the like between 20m <sup>2</sup> and 50m <sup>2</sup>	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	330.00	Y	151911	1581 Building Application Fees
Industrial Class 10 Shed/Carport/Garage or the like more than 50m <sup>2</sup>	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	580.00	Y	151911	1581 Building Application Fees
Alterations and/or extensions less than \$100,000.00	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	1,080.00	Y	151911	1581 Building Application Fees
Alterations and/or extensions more than \$100,000.00	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	1,400.00	Y	151911	1581 Building Application Fees
New multiple dwelling or duplex	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	1,275.00 + 195.00 per unit	Y	151911	1581 Building Application Fees
Commercial Application Classes 1b, 3, 4, 5, 6, 7, 8 & 9	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	3,955.00	Y	151911	1581 Building Application Fees
Commercial Application Classes 1b, 3, 4, 5, 6, 7, 8 & 9 less than 300m <sup>2</sup>	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	1,740.00	Y	151911	1581 Building Application Fees
Fence / Sign / Retaining Wall or any other miscellaneous structure	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	360.00	Y	151911	1581 Building Application Fees



Carpentaria Shire Council

2024-2025 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
Above ground pools with fencing	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	800.00	Y	151911	1581 Building Application Fees
In ground pools with fencing	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	1,045.00	Y	151911	1581 Building Application Fees
Demolition of structures, Domestic (Fee includes Bulk or Commercial Waste charges)	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	700.00	N	151911	1581 Building Application Fees
Demolition of structure, Commercial (Fee does not include Bulk or Commercial Waste charges)	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	1,185.00	N	151911	1581 Building Application Fees
Amendments to approved plans (minor)	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	115.00	N	151911	1581 Building Application Fees
Amendments to approved plans less than 2 hours assessment	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	395.00	N	151911	1581 Building Application Fees
Amendments to approved plans major more than 2 hours assessment	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	650.00	N	151911	1581 Building Application Fees
Archiving of Private Certifiers Documents	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	160.00	N	151911	1581 Building Application Fees
Non specific assessment all classes, per hour fee applies	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	245.00	Y	151911	1581 Building Application Fees
Resubmitted applications	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	535.00	N	151911	1581 Building Application Fees
Extension of time to Building Permit	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	150.00	N	151911	1581 Building Application Fees
Roadworks Permit	Cost Recovery Fee	Local Government Act 2009, s 97(2)(e)	110.00	N	151911	1581 Building Application Fees



Carpentaria Shire Council

2024-2025 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>CEMETERIES</b>						
<b>Normanton and Karumba</b>						
Burial fee (including 2 viewings if requested)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	3,860.00	Y	Nrn: 400812 Kba: 400822	1561 Cemetery Charges
Additional Viewings (per viewing)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	310.00	Y	Kba: 400822	1561 Cemetery Charges
<b>Standard Brass Plaques (\$330.00) Included in above cost for Lawn Cemetery / Karumba Cemetery only (additional cost for other than standard) Plaques other than Lawn Cemetery at cost plus postage and administration charge.</b>						
Plot Reservation	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	165.00	Y	Nrn: 400812 Kba: 400822	1561 Cemetery Charges
Plaque - Memorial Wall	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	POA	Y	Nrn: 400812 Kba: 400822	1561 Cemetery Charges
Interment of Ashes - Memorial Wall [Niche]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	235.00	Y	Nrn: 400812 Kba: 400822	1561 Cemetery Charges
Hearse Transfer - Airport / Hospital	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	210.00	Y	Nrn: 400812 Kba: 400822	1561 Cemetery Charges
Hearse Transport - per hour	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	61.00	Y	Nrn: 400812 Kba: 400822	1561 Cemetery Charges
Body Transfer Normanton	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	210.00	Y	Nrn: 400812 Kba: 400822	1561 Cemetery Charges
Body Transfer Karumba	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	420.00	Y	Nrn: 400812 Kba: 400822	1561 Cemetery Charges
Accident scene to hospital transfer - per kilometre	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	2.00	Y	Nrn: 400812 Kba: 400822	1561 Cemetery Charges
Accident scene to hospital transfer - minimum charge	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	210.00	Y	Nrn: 400812 Kba: 400822	1561 Cemetery Charges
Coffin Only	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	1,050.00	Y	Nrn: 400812 Kba: 400822	1561 Cemetery Charges
Burials at other than Normanton and Karumba Cemeteries	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	POA	Y	Nrn: 400812 Kba: 400822	1561 Cemetery Charges



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>CHILDCARE SERVICES</b>						
Weekly	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	525.00	N	400712	1590 Childcare Fees and Charges
Daily	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	105.00	N	400712	1590 Childcare Fees and Charges
Late Fee - first 5 mins (At discretion of Childcare Director)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	58.00	N	400712	1590 Childcare Fees and Charges
Late Fee - every minute after first 5 minutes (As above)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	7.00	N	400712	1590 Childcare Fees and Charges
Bond- Enrolment Fee	Bond	Local Government Act 2009, s262(3)(c)	110.00	N	400712	1590 Childcare Fees and Charges
<b>CLEANING / WASTE DISPOSAL</b>						
Short term use of wheeble bin per week or part thereof per bin [no garbage collection service]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	34.00	Y	450212	1584 Waste Fees
Short term use of wheeble bin per week or part thereof per bin [Including 1 garbage collection service/week]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	44.00	Y	450212	1584 Waste Fees
Delivery & Return of wheeble bin/s (during business hours only)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	340.00	Y	450212	1584 Waste Fees
Replacement of wheeble bin (if not through wear or tear) includes delivery in town	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	60.00	Y	450212	1584 Waste Fees
Replacement of wheeble bin parts - wheels/tids/pins etc.	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	At Cost	Y	450212	1584 Waste Fees
Replacement bin issued at no charge if damaged bin is returned to Council and due to wear and tear	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	No Charge			
<b>Trade Waste</b>						
Trade Waste Annual Permit - Category One Utility Charge (low volume, low strength) <500KL waste per year	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a); s 180 Water Supply (Safety and Reliability) Act 2002	400.00	N	450212	1584 Waste Fees
<b>Normanton Landfill Site</b>						
Asbestos waste disposal/Asbestos removal (only to be carried out by licensed removalist/ Disposal only at Normanton tip Contractor to pay for cartage (per m <sup>3</sup> ) [No asbestos accepted at Karumba or from other Shires]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	400.00 per m <sup>3</sup> (Minimum charge of 0.5 m <sup>3</sup> )	Y	450312	1584 Waste Fees
Bulk or Commercial Waste - Disposal of bulk or commercial waste at Normanton landfill site only (per tonne)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	44.00	Y	450312	1584 Waste Fees
<b>Karumba Waste Transfer Station</b>						
Building Waste - Up to 3 cubic metres of building waste to be disposed of directly into designated bins at the Karumba Waste Transfer Station on the following user pays basis:						
Car and small trailer (6x4)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	37.00	Y	450312	1584 Waste Fees
Car and medium trailer (8x5)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	48.00	Y	450312	1584 Waste Fees
Car and large trailer (bigger than 8x5)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	61.00	Y	450312	1584 Waste Fees
Truck up to 4.5t GVM	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	72.00	Y	450312	1584 Waste Fees

No loads on vehicles above 4.5t will be accepted at the Waste Transfer Station and these larger loads are to be taken to the Normanton Landfill by the user.



Carpentaria Shire Council

2024-2025 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>LES WILSON BARRAMUNDI DISCOVERY CENTRE</b>						
<b>Discovery Centre</b>						
Donation - Gold Coin or QR Code	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	Donation	N		
<b>Custom Tour</b>						
Carpentaria Shire Educational & Recreational Facilities (per person)		Local Government Act 2009, s262(3)(c)	5.00	Y	200312	1553 LWBDC - Tours
All Other Groups		Local Government Act 2009, s262(3)(c)	POA	Y	200312	1553 LWBDC - Tours
<b>Feed a Barra - Guided Tour - 30 minutes</b>						
Adult	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	28.00	Y	200312	1553 LWBDC - Tours
Concession - (Senior and Student card holders)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	25.00	Y	200312	1553 LWBDC - Tours
Children under 4 Years	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.00	Y	200312	1553 LWBDC - Tours
Children (Ages 4 to 17 Years Old)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	20.00	Y	200312	1553 LWBDC - Tours
Family Pass (2 Adults & 2 Children)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	67.00	Y	200312	1553 LWBDC - Tours
Carpentaria Shire Educational & Recreational Facilities (per person)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00	Y	200312	1553 LWBDC - Tours
Companion Card Holder	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.00	Y	200312	1553 LWBDC - Tours
<b>Behind the Scenes - Guided Tour - 60 minutes</b>						
Adult	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	65.00	Y	200312	1553 LWBDC - Tours
Concession - (Senior and Student card holders)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	58.00	Y	200312	1553 LWBDC - Tours
Children under 4 Years	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.00	Y	200312	1553 LWBDC - Tours
Children (Ages 4 to 17 Years Old)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	45.00	Y	200312	1553 LWBDC - Tours
Family Pass (2 Adults & 2 Children)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	154.00	Y	200312	1553 LWBDC - Tours
Carpentaria Shire Educational & Recreational Facilities (per person)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00	Y	200312	1553 LWBDC - Tours
Companion Card Holder	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.00	Y	200312	1553 LWBDC - Tours
<b>Pond Feeding</b>						
per person	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00	Y	200312	1553 LWBDC - Tours
Family Pass (2 Adults & 2 Children)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	10.00	Y	200312	1553 LWBDC - Tours
Carpentaria Shire Educational & Recreational Facilities (per person)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00	Y	200312	1553 LWBDC - Tours
Companion Card Holder	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.00	Y	200312	1553 LWBDC - Tours



Carpentaria Shire Council

2024-2025 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>Supply of Fingerlings</b>						
Fingerlings - up to 25mm	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	0.90	N	200412	1554 Hatchery - Sales
Fingerlings - 25mm to 50mm	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	1.80	N	200412	1554 Hatchery - Sales
Fingerlings - 50mm to 75mm	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	3.60	N	200412	1554 Hatchery - Sales
Fingerlings - 75mm to 100mm	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	7.20	N	200412	1554 Hatchery - Sales
Fingerlings - over 100mm	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	14.40	N	200412	1554 Hatchery - Sales
Fish from 200mm - 300mm	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	28.80	N	200412	1554 Hatchery - Sales
Fish from 300mm - 400mm	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	43.20	N	200412	1554 Hatchery - Sales
Fish from 400mm - 500mm	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	57.60	N	200412	1554 Hatchery - Sales
Fish over 500mm	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	72.00	N	200412	1554 Hatchery - Sales
Supply to Local Governments and Registered Restocking Associations (release into the wild & public dams)	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	50% discount	N	200412	1554 Hatchery - Sales
Transport, Fish Food and Onsite-Consultation	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	POA	N	200412	1554 Hatchery - Sales
<b>LIBRARY / VISITOR INFORMATION CENTRES</b>						
<b>Public Internet Access and Computer Use</b>						
Non-library members per 30 minutes or part thereof	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	0.00	Y	Nln: 401312 Kbr: 401322	1563 Libraries
Library members per 30 minutes or part thereof	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	0.00	Y	Nln: 401312 Kbr: 401322	1563 Libraries
Charities and Non-Profit Community Organisations	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	FOC- 1 hr	Y	Nln: 401312 Kbr: 401322	1563 Libraries
Students working on assignments	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	FOC- 1 hr	Y	Nln: 401312 Kbr: 401322	1563 Libraries
<b>Use of own computer equipment charged at same rate</b>						
Normanton VIC TOWN tour	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	5.00	Y		
Free camping in Normanton designated camping area	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	0.00	Y		
<b>Public WiFi Access</b>						
Library and Non-library members 9:00am to 5:00pm (Per Day)	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	Free of Charge	Y	Nln: 401312 Kbr: 401322	1563 Libraries
Library members 9:00am to 5:00pm (Per Day)	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	Free of Charge	Y	Nln: 401312 Kbr: 401322	1563 Libraries



Carpentaria Shire Council

2024-2025 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>PENSIONER HOUSING</b>						
Pensioner Housing (subject to approval) - Unit Accommodation [per fortnight]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	181.35	N	Nrn: 400612 Kba: 400622	
<b>PLANNING</b>						
Development Application for material change of use - code 8 & impact assessable ( Fee is charged at actual cost - \$1,100 is charged initially + actual costs if over and above \$1,100)	Cost Recovery Fee	Planning Act 2016, s51 (1)(b)(ii)	Base Fee \$1,100.00 + Cost	N	Nrn: 100212 Kba: 100222	1583 Town Planning Fees
Development Application for material change of use - Associated Minor Industrial use on Industrial lots	Cost Recovery Fee	Planning Act 2016, s51 (1)(b)(ii)	305.00	N	Nrn: 100212 Kba: 100222	1583 Town Planning Fees
Develop Application for reconfiguring a lot ( Fee is charged at actual cost - \$1,100 is charged initially + actual costs if over and above \$1,100)	Cost Recovery Fee	Planning Act 2016, s51 (1)(b)(ii)	Base Fee \$1,100.00 + Cost	N	Nrn: 100212 Kba: 100222	1583 Town Planning Fees
Other development (building work assessable against the planning scheme or operational work)	Cost Recovery Fee	Planning Act 2016, s51 (1)(b)(ii)	Base Fee \$1,100.00 + Cost	N	Nrn: 100212 Kba: 100222	1583 Town Planning Fees
<b>[Note: Development applications fees are recorded as the minimum charge, large development applications will be processed on an at cost basis. ] [Council reserves the right to assess whether or not applications are deemed large developments]</b>						
<b>Issue of Certificates</b>						
Boundary Dispensation - Front, Side or Rear	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	380.00	N	Nrn: 100212 Kba: 100222	1583 Town Planning Fees
Limited Planning Certificate	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	325.00	N	Nrn: 100212 Kba: 100222	1583 Town Planning Fees
Standard Planning Certificate	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	810.00	N	Nrn: 100212 Kba: 100222	1583 Town Planning Fees
Full Planning Certificate [consultancy/required] (per certificate plus consultant costs)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	1,975.00	N	Nrn: 100212 Kba: 100222	1583 Town Planning Fees
Town Planning Signs	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	75.00	N	Nrn: 100212 Kba: 100222	1583 Town Planning Fees
Sealing of survey Plans	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	170.00	N	Nrn: 100212 Kba: 100222	1583 Town Planning Fees
Hardcopy of town planning scheme	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	305.00	N	Nrn: 100212 Kba: 100222	1583 Town Planning Fees
CD of town planning scheme	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	93.00	N	Nrn: 100212 Kba: 100222	1583 Town Planning Fees



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>PLUMBING AND DRAINAGE</b>						
<b>Sewerage Services</b>						
Waste water and waste disposal at Sewerage Treatment Plant - per kilolitre charge	Commercial/Service Fee	Local Government Act 2009, s282(1)(c)	46.00	Y	Ntn: 151812 Kba: 151822	1584 Waste Fees
<b>Application for Sanitary Plumbing / Drainage:</b>						
Domestic - New Dwelling [Includes up to 6 Fixtures - extra at \$105 per fixture]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	775.00	N	151911	1582 Plumbing Application Fee
Domestic - Extension / Alteration [Includes up to 6 Fixtures - extra at \$105 per fixture]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	525.00	N	151911	1582 Plumbing Application Fee
Domestic - Swimming Pool [New Work]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	265.00	N	151911	1582 Plumbing Application Fee
Domestic - Swimming Pool [Alterations]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	510.00	N	151911	1582 Plumbing Application Fee
Commercial Application for Commercial / Industrial - New Buildings [Free plus per fixture]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	1,215.00 +115.00 per fixture	N	151911	1582 Plumbing Application Fee
Commercial Application for Commercial / Industrial - Extensions and Alterations	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	865.00 + 115.00 per fixture	N	151911	1582 Plumbing Application Fee
Re-inspection fee: All Buildings	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	POA	N	151911	1582 Plumbing Application Fee
Sewerage - Construction Plan [Mains]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	83.00	N	151911	1582 Plumbing Application Fee
<b>Sewerage: House Drainage Plan [Written consent of the property owner is required for the following]:</b>						
Copy of the House Drainage Plan [if available]	Cost Recovery Fee	Local Government Act 2009 s97(2)(c); Plumbing and Drainage Act 2002 s85	50.00	N	151911	1582 Plumbing Application Fee
<b>Onsite Sewerage Treatment Facilities Rural properties Application for Installation</b>						
New Installation	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	POA	N	151911	1580 Building & Development Fees - Other
Extension / Alteration / Re-inspection	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	POA	N	151911	1580 Building & Development Fees - Other
<b>Sewerage Connection</b>						
Connection Fee - gravity	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	POA	N	Ntn: 151812 Kba: 151822	1580 Building & Development Fees - Other
Connection Fee - low pressure	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	1,655.00	N	Ntn: 151812 Kba: 151822	1580 Building & Development Fees - Other
Supply & Installation of Sewer Pod at either Karumba or Normanton [Plus connection fee]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	13,000.00	N	Ntn: 151812 Kba: 151822	1580 Building & Development Fees - Other
Disconnection Fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	300.00	N	Ntn: 151812 Kba: 151822	1580 Building & Development Fees - Other
<b>PRIVATE WORKS</b>						
Any works where no set fee has been determined to be charged as private works						
Quote / Estimate	Commercial/Service Fee	Local Government Act 2009, s282(1)(c)	POA	Y	Works Order	1220 Private Works - Other



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>RATES SEARCH</b>						
Rate Search - Basic [No water meter reading] - response within seven (7) working days	Cost-recovery fee	Local Government Act 2009 s97(2)(a)(e)	190.00	N	550313	1700 Other Revenue
Rate Search - Full [With a water meter reading] - response within seven (7) working days	Cost-recovery fee	Local Government Act 2009 s97(2)(a)(e)	305.00	N	550313	1700 Other Revenue
Priority Rate Search Fee [In addition to above fees] - response within three (3) working days	Cost-recovery fee	Local Government Act 2009 s97(2)(a)(e)	130.00	N	550313	1700 Other Revenue
Counter Search - Ownership	Cost-recovery fee	Local Government Act 2009 s97(2)(a)(e)	17.00	N	550313	1700 Other Revenue
Counter Search - Rate Notice or Receipt (not in the current financial year)	Cost-recovery fee	Local Government Act 2009 s97(2)(a)(e)	17.00	N	550313	1700 Other Revenue
<b>REGULATORY SERVICES</b>						
<b>Prescribed Activities</b>						
Application to Undertake a Prescribed Activity	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	18.00	N	450412	1512 Itinerant Vendor Fees
<b>Alteration or Improvement to local government controlled areas and roads</b>						
Installing, changing, damaging or removing a structure in a local government controlled area or road [refer to applications assessments (roadworks permit)]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	POA	N	450412	1512 Itinerant Vendor Fees
<b>Weekly commercial use of local government controlled areas and roads (Itinerant vendors)</b>						
1 day per week	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	435.00	N	450412	1512 Itinerant Vendor Fees
2 - 3 days per week	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	1,050.00	N	450412	1512 Itinerant Vendor Fees
4 - 7 days per week	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	1,390.00	N	450412	1512 Itinerant Vendor Fees
<b>Temporary commercial use of local government controlled areas and roads (Itinerant vendors)</b>						
Application and approval for temporary commercial use of local government controlled areas and roads e.g. Itinerant vendor / standing stall. Fee includes first day approval. [Maximum 3 continuous days]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	115.00	N	450412	1512 Itinerant Vendor Fees
Additional Days - Fee per day [Maximum 2 additional days]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	53.00	N	450412	1512 Itinerant Vendor Fees
Sideshow amusement outlet on reserves - per day	Cost Recovery Fee	Local Government Act 2009 s282(3)(c)	115.00	Y	450412	1512 Itinerant Vendor Fees
Electricity if required from Council - per day per outlet	Cost Recovery Fee	Local Government Act 2009 s282(3)(c)	76.00	Y	450412	1512 Itinerant Vendor Fees
Carrying out work on a road or interfering with its operation	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	POA	N	450412	1512 Itinerant Vendor Fees
<b>Understanding regulated activities on local government controlled areas and roads</b>						
Driving or leading animals to cross a road	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	97.00	N	450412	1510 Licenses - Other
Depositing goods or materials	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	305.00	N	450412	1510 Licenses - Other
Holding a public place activity (excluding temporary entertainment events)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	305.00	N	450412	1510 Licenses - Other
Grazing livestock (annual application fee)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	120.00	N	450412	1510 Licenses - Other
Addition agistment fee per head of stock	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	2.30	N	450412	1510 Licenses - Other



Carpentaria Shire Council

2024-2025 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
Parking Permits	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	POA	N	450412	1510 Licenses - Other
Establishment or occupation of a temporary home	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	100.00	N	450412	1510 Licenses - Other
Installation of advertising devices	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	POA	N	450412	1510 Licenses - Other
<b>Abandoned Vehicles</b>						
Release of Vehicle / Goods	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	160.00	N	450412	1510 Licenses - Other
<b>Camping Grounds &amp; Caravan Parks</b>						
<b>Operation of camping grounds</b>	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	395.00	N	450412	1510 Licenses - Other
Annual Renewal	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	350.00	N	450412	1510 Licenses - Other
Transfer of Approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	350.00	N	450412	1510 Licenses - Other
Application for alteration of approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	350.00	N	450412	1510 Licenses - Other
<b>Operation of caravan parks</b>	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	395.00	N	450412	1510 Licenses - Other
Annual Renewal	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	350.00	N	450412	1510 Licenses - Other
Transfer of Approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	350.00	N	450412	1510 Licenses - Other
Application for alteration of approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	350.00	N	450412	1510 Licenses - Other
Approval Search Fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	315.00	N	450412	1510 Licenses - Other
<b>Other activities</b>						
<b>Operation of Cemeteries</b>	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	POA	N	450412	1510 Licenses - Other
<b>Operation of Public Swimming Pools</b>	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	POA	N	450412	1510 Licenses - Other
<b>Operation of Rental Accommodation</b>	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	425.00	N	450412	1510 Licenses - Other
Annual Renewal	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	350.00	N	450412	1510 Licenses - Other
Transfer of Approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	350.00	N	450412	1510 Licenses - Other
Application for alteration of approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	350.00	N	450412	1510 Licenses - Other
Approval Search Fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	315.00	N	450412	1510 Licenses - Other
<b>Operation of temporary entertainment events</b>	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	270.00	N	400912	1530 Facilities Hire - Other
Approval Fee - Operation of temporary entertainment events	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	330.00	N	900933	
Security Bond for all events	Bond	Local Government Act 2009 s97(2)(a)	330.00	N		
<b>Undertaking regulated activities regarding human remains</b>	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s.36.	POA	N		



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>Environmental Protection</b>						
File Search Fee	Cost Recovery Fee	Local Government Act 2009, s262(3)(f)	305.00	Y	450412	1560 Other Fees & Charges
<b>Food Business / Licences</b>						
<i>Note: Not for Profit Community and Charitable Organisations are not charged Licensing Fees. Proof of status may be required.</i>						
Application for Food Licence - new food premises (Fixed or Mobile)	Cost Recovery Fee	Food Act 2006, ss 31, 52, 85	350.00	N	450412	1514 Food Business Licence
Application for Food Licence (alteration to premises)	Cost Recovery Fee	Food Act 2006, ss 31, 52, 85	350.00	N	450412	1514 Food Business Licence
Application for Food Licence - Concession for low risk home business operations	Cost Recovery Fee	Food Act 2006, ss 31, 52, 85	215.00	N	450412	1514 Food Business Licence
<i>Note: Application fee does not include Annual Licence Fee.</i>						
Food Licence Renewal - Fixed or Mobile	Cost Recovery Fee	Food Act 2006, ss 31, 52, 85	325.00	N	450412	1514 Food Business Licence
<i>Note: Food Licences granted by other Local Governments are recognised in Carpentaria Shire and therefore do not require another licence to be issued (a copy of the licence must be provided). Where the licensee proposes to operate a temporary or mobile food business in a Local Government Controlled Area or Road, the licensee must still apply for an Approval to undertake a prescribed Activity - Commercial Use of Local Government Controlled Area or Road. Refer to relevant fees above.</i>						
Food Licence Renewal - Concession for low risk home business operations	Cost Recovery Fee	Food Act 2006, ss 31, 72, 85	215.00	N	450412	1514 Food Business Licence
Restoration of Food Licence ( must be made within 30 days of Food Licence Expiry)	Cost Recovery Fee	Food Act 2006, ss 31, 73, 85	225.00	N	450412	1514 Food Business Licence
Food Licence amendment to licence	Cost Recovery Fee	Food Act 2006, ss 31, 74, 85	215.00	N	450412	1514 Food Business Licence
Temporary Food Licence (e.g. Food Stall Stand) - (maximum of 3 continuous days) - (No fees applicable for current/licensed/ fixed food businesses - application still required) - First day included.	Cost Recovery Fee	Food Act 2006, ss 31, 52, 85	110.00	N	450412	1514 Food Business Licence
Additional days (Food licence) - Fee per day (Maximum 2 additional days)	Cost Recovery Fee	Food Act 2006, ss 31, 85	56.00	N	450412	1514 Food Business Licence
Accreditation of Food Safety Program when application is accompanied with written advice from approved auditor	Cost Recovery Fee	Food Act 2006, ss 31, 102	325.00	N	450412	1514 Food Business Licence
Auditing of food safety programs by Council Auditor	Commercial/Service Fee	Local Government Act 2009, s262(3)(f)	POA	Y	450412	1514 Food Business Licence
File search fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(c)	305.00	N	450412	1514 Food Business Licence



Carpentaria Shire Council

2024-2025 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>High Risk Skin Penetration Premises</b>						
Application for approval [Fixed or Mobile]	Cost Recovery Fee	Local Government Act 2009, s97(2)(a); Public Health (Infection Control for Personal Appearance Services) Act 2003 s 58	355.00	N	450412	1510 Licenses
Application for alteration	Cost Recovery Fee	Local Government Act 2009, s97(2)(a); Public Health (Infection Control for Personal Appearance Services) Act 2003 s 58	325.00	N	450412	1510 Licenses
Annual licence [Including annual inspection fee]	Cost Recovery Fee	Local Government Act 2009, s97(2)(a); Public Health (Infection Control for Personal Appearance Services) Act 2003 s 58	355.00	N	450412	1510 Licenses
Additional inspection fee [e.g. complaint etc.]	Cost Recovery Fee	Local Government Act 2009, s97(2)(a); Public Health (Infection Control for Personal Appearance Services) Act 2003 s 58	245.00	N	450412	1510 Licenses
Transfer of licence	Cost Recovery Fee	Local Government Act 2009, s97(2)(a); Public Health (Infection Control for Personal Appearance Services) Act 2003 s 58	320.00	N	450412	1510 Licenses
Application and licence for temporary services [Maximum 3 days]	Cost Recovery Fee	Local Government Act 2009, s97(2)(a); Public Health (Infection Control for Personal Appearance Services) Act 2003 s 58	115.00	N	450412	1510 Licenses
File search fee	Cost Recovery Fee	Local Government Act 2009, s97(2)(a); Public Health (Infection Control for Personal Appearance Services) Act 2003 s 58	305.00	N	450412	1560 Other Fees & Charges
<b>RIGHT TO INFORMATION</b>						
Right To Information application, searches and responses [As per Right to Information Regulation 2009]	Cost Recovery Fee	Local Government Act 2009 s97 (1) (2)(a)(c)	As per regulation	N	550812	1560 Other Fees & Charges



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>SWIMMING POOLS &amp; SPORTS CENTRES</b>						
<b>Nonantion and Kamumba Swimming Pools</b>						
Child Entry	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	2.00	Y	Nn: 401412 Kb: 401422	1566 Swimming Pool
Child Entry (after school hours on school days)	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	1.00	Y	Nn: 401412 Kb: 401422	1566 Swimming Pool
Adult Entry	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	4.00	Y	Nn: 401412 Kb: 401422	1566 Swimming Pool
Adult Entry (Age Pension Concession Card Holder/Old Repatriation Health (Gold) Card Holder)	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	2.00	Y	Nn: 401412 Kb: 401422	1566 Swimming Pool
Season Single Pass	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	230.00	Y	Nn: 401412 Kb: 401422	1566 Swimming Pool
Season Family Pass (2 Adults and 2 Children under 18 years of age)	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	360.00	Y	Nn: 401412 Kb: 401422	1566 Swimming Pool
Season Family Pass - Per Additional Child	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	63.00	Y	Nn: 401412 Kb: 401422	1566 Swimming Pool
Monthly Single Pass	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	35.00	Y	Nn: 401412 Kb: 401422	1566 Swimming Pool
Monthly Family Pass (2 Adults and 2 Children under 18 years of age)	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	50.00	Y	Nn: 401412 Kb: 401422	1566 Swimming Pool
Season Single Pass (out of hours access)	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	370.00	Y	Nn: 401412 Kb: 401422	1566 Swimming Pool
Monthly Single Pass (out of hours access)	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	50.00	Y	Nn: 401412 Kb: 401422	1566 Swimming Pool
<b>Nonantion and Kamumba Gymsnasiums</b>						
Annual Gym Access (Includes one gym key)	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	370.00	Y	Nn: 401812 Kb: 401822	1564 Gym
Annual Access - Age Pension Concession Card holder/Old Repatriation Health (Gold) Card holder	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	180.00	Y	Nn: 401812 Kb: 401822	1564 Gym
Six Month Access (Includes one gym key)	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	195.00	Y	Nn: 401812 Kb: 401822	1564 Gym
Six Month Access - Age Pension Concession Card holder/Old Repatriation Health (Gold) Card holder	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	90.00	Y	Nn: 401812 Kb: 401822	1564 Gym
Weekly Access	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	28.00	Y	Nn: 401812 Kb: 401822	1564 Gym
Monthly Access (30 Days, or part thereof)	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	50.00	Y	Nn: 401812 Kb: 401822	1564 Gym
Monthly Access (30 Days, or part thereof) - Seniors (must present a seniors card as evidence)	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	35.00	Y	Nn: 401812 Kb: 401822	1564 Gym
Replacement of Council issued key/SALTO fob (Damaged or lost)	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	20.00	Y	550112	1560 Other Fees & Charges
<b>Nonantion and Kamumba Sports Centres</b>						
Commercial, Government or Corporate	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	400.00	Y	400912	1530 Facilities Hire - Other
Community Group, Not-for-Profit or Private Use	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	200.00	Y	400912	1530 Facilities Hire - Other
Commercial, Government or Corporate - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	80.00	Y	400912	1530 Facilities Hire - Other
Community Group, Not-for-Profit or Private Use - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s282(3)(c)	50.00	Y	400912	1530 Facilities Hire - Other



Carpentaria Shire Council

2024-2025 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>VENUE HIRE</b>						
<b>Nonmanton Shire Hall / Karamba Civic Centre / Meeting Room</b>						
[Please note these charges and bonds are cumulative]						
Commercial, Government or Corporate Function	Bond	Local Government Act 2009, s252(3)(c)	550.00	N	900933	
Community Group, Not-for-Profit or Private Use (alcohol consumption)	Bond	Local Government Act 2009, s252(3)(c)	1,105.00	N	900933	
Community Group, Not-for-Profit or Private Use (no alcohol consumption)	Bond	Local Government Act 2009, s252(3)(c)	550.00	N	900933	
<b>Cleaning Fee (cleaning fee shall be applied based on estimate of labour and plant used)</b>						
Cleaning Fee - [per hour]	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	125.00	Y	401712	1531 Shire Hall Fees
<b>Main Hall</b>						
[Includes use of tables and chairs]						
Commercial, Government or Corporate Function (incl Urn/Hot Water - Own cups etc.)	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	390.00	Y	401712	1531 Shire Hall Fees
Community Group, Not-for-Profit or Private Use (alcohol consumption)	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	390.00	Y	401712	1531 Shire Hall Fees
Community Group, Not-for-Profit or Private Use (no alcohol consumption)	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	150.00	Y	401712	1531 Shire Hall Fees
Private Use - Funeral (no alcohol consumption)	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	FOC	Y	401712	1531 Shire Hall Fees
Commercial, Government or Corporate Function - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	63.00	Y	401712	1531 Shire Hall Fees
Community Group, Not-for-Profit or Private Use (no alcohol consumption) - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	32.00	Y	401712	1531 Shire Hall Fees
<b>Use of main hall kitchen facilities (plus the venue hire)</b>						
Commercial, Government or Corporate Function	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	215.00	Y	401712	1531 Shire Hall Fees
Community Group, Not-for-Profit or Private Use (alcohol consumption)	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	100.00	Y	401712	1531 Shire Hall Fees
Community Group, Not-for-Profit or Private Use (no alcohol consumption)	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	50.00	Y	401712	1531 Shire Hall Fees
Commercial, Government or Corporate Function - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	25.00	Y	401712	1531 Shire Hall Fees
Community Group, Not-for-Profit or Private Use (no alcohol consumption) - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	15.00	Y	401712	1531 Shire Hall Fees



Carpentaria Shire Council

2024-2025 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>Table &amp; Chair Hire</b>						
Security Bond <i>(external use only)</i>	Bond	Local Government Act 2009, s262(3)(c)	110.00	N	900938	
Hire of tables - per table	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	14.00	Y	401712	1535 Tables and Chairs
Hire of chairs - per chair	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00	Y	401712	1535 Tables and Chairs
Pickup and delivery of tables and chairs by Council <i>(During Council business hours)</i>	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	380.00	Y	401712	1535 Tables and Chairs
Pickup and delivery of tables and chairs by Council <i>(Outside Council business hours)</i> <i>[By application only]</i>	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	685.00	Y	401712	1535 Tables and Chairs
<b>Hire of Trailer containing Tables &amp; Chairs</b>						
Hire (contains Tables & Chairs)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	580.00	Y	401712	1535 Tables and Chairs
Cleaning of Tables and Chairs	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	110.00	Y	401712	1535 Tables and Chairs
Security Bond	Bond	Local Government Act 2009, s262(3)(c)	330.00	N	900938	
<b>Norrmanton Shire Hall - Meeting Room</b>						
Meeting Room - half day (up to 4 hours)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	100.00	Y	401712	1531 Shire Hall Fees
Meeting Room - full day (9am to 4:30pm)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	200.00	Y	401712	1531 Shire Hall Fees
Commercial, Government or Corporate Function - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	25.00	Y	401712	1531 Shire Hall Fees
Community Group, Not-for-Profit or Private Use (no alcohol consumption) - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	15.00	Y	401712	1531 Shire Hall Fees
<b>Other Items</b>						
Hire table cloths [per tablecloth]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00	Y	401712	1535 Tables and Chairs
Hire chair covers [per item]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00	Y	401712	1535 Tables and Chairs
Wheeler Bins - [per bin] includes delivery and collection of bins, and emptying of bins during event. Otherwise refer Cleaning and Disposal section	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	65.00			
<b>Les Wilson Barramundi Discovery Centre</b>						
Hire Café / Art Gallery / Deck	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	POA	Y		
Conference Room - half day (up to 4 hours)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	200.00	Y		
Conference Room - full day (9am to 4:30pm)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	390.00	Y		



Carpentaria Shire Council

2024-2025 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>Normanton John Henry Oval</b>						
Security Bond	Bond		550.00	N	900939	
Casual use of facilities per day (excluding Amenities/Change Rooms)	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	150.00	Y	400912	1530 Facilities Hire - Other
Casual use of facilities per hour (excluding Amenities/Change Rooms)	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	55.00	Y	400912	1530 Facilities Hire - Other
Amenities and Change Rooms [per day]	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	150.00	Y	400912	1530 Facilities Hire - Other
Sporting Clubs - Hire of storage space	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	50.00	Y	400912	1530 Facilities Hire - Other
Use of John Henry Oval Lights one off	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	10.00	Y	400912	1530 Facilities Hire - Other
Linemarking for events	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	1,500.00	Y	400912	1530 Facilities Hire - Other
Use of John Henry Oval Lights season pass - not for profit and sports groups	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	100.00	Y	400912	1530 Facilities Hire - Other
<b>Normanton Golf Course</b>						
Commercial, Government or Corporate	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	150.00	Y	400912	1530 Facilities Hire - Other
Community Group, Not-for-profit or Private Use	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	100.00	Y	400912	1530 Facilities Hire - Other
<b>Normanton Rodeo &amp; Show Grounds</b>						
Security Bond	Bond		550.00	N	900935	
Casual use of facilities per day (including electricity)	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	250.00	Y	400912	1533 Rodeo and Racecourse
<b>Overnight accommodation for visitors travelling with livestock and visiting sporting teams and organisations - per camp site</b>						
Unpowered site	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	5.00	Y	400912	1533 Rodeo and Racecourse
Powered site	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	20.00	Y	400912	1533 Rodeo and Racecourse



Carpentaria Shire Council

2024-2025 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2024/2025	GST Incl	GL Number	Income Expenditure IE
<b>WATER - CONNECTIONS</b>						
20mm Service connection <i>[For single dwelling only]</i>	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164, 165,167	1,870.00	N	Nrn: 151612 Kba: 151622	1585 Water Fees and Charges
25mm Service connection	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164, 165,167	2,090.00	N	Nrn: 151612 Kba: 151622	1585 Water Fees and Charges
32mm Service connection	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164, 165,167	2,200.00	N	Nrn: 151612 Kba: 151622	1585 Water Fees and Charges
40mm Service connection (*)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164, 165,167	2,475.00	N	Nrn: 151612 Kba: 151622	1585 Water Fees and Charges
50mm Service Connection (*)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164, 165,167	2,640.00	N	Nrn: 151612 Kba: 151622	1585 Water Fees and Charges
100mm Service connection (*)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164, 165,167	POA	N	Nrn: 151612 Kba: 151622	1585 Water Fees and Charges
150mm Service connection (*)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164, 165,167	POA	N	Nrn: 151612 Kba: 151622	1585 Water Fees and Charges
(*)Connections for 25mm services or greater, [Plus RP2D or double check, whichever is required] and any connection involving a road crossing.						
(*)Applicable to <b>ALL</b> connections: if directional drilling is required by either the Department of Main Roads or Carpentaria Shire Council, the associated costs will be charged back to the applicant.						
Disconnection fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164, 165,167	310.00	N	Nrn: 151612 Kba: 151622	1585 Water Fees and Charges
Water meter check [refunded if meter tests faulty]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164, 165,167	230.00	N	Nrn: 151612 Kba: 151622	1585 Water Fees and Charges
<b>Backflow Prevention</b>						
Application assessment fee (review of building plans)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	72.00	N	Nrn: 151612	1585 Water Fees and Charges
Registration of backflow prevention device (one-off)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	64.00	N	Nrn: 151612 Kba: 151622	1585 Water Fees and Charges
Annual licence fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	41.00	N	Nrn: 151612 Kba: 151622	1585 Water Fees and Charges
<b>Bulk Water</b>						
Potable Water from Stand Pipe - <b>per kilolitre [Plus \$90.00 after hours opening fee]</b>	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	5.00	N	Nrn: 151612 Kba: 151622	1585 Water Fees and Charges
Potable Water Delivery Fee within 5km of Normanton - [per delivery up to 30,000 litres]	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	440.00	N	Nrn: 151612 Kba: 151622	1585 Water Fees and Charges
<b>Note:</b> Delivery times will vary depending on availability of plant, allow 5 days notice. No delivery beyond 5km of township by Council. Applicant must organise directly.						
Builders connection - Connection Fee + Usage [per kilolitre]	Commercial/Service Fee	Local Government Act 2009, s252(3)(c)	5.00	N	Nrn: 151612 Kba: 151622	1585 Water Fees and Charges

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### 10.6 WORKS FOR QUEENSLAND (W4Q) 2024-27 PROPOSED PROJECTS

<b>Attachments:</b>	10.6.1. Letter to Council - W4Q Funding Allocation <a href="#">↓</a>
<b>Author:</b>	Julianne Meier - Director Corporate Services
<b>Date:</b>	12 June 2024
<b>Key Outcome:</b>	A well governed, responsive Council, providing effective leadership and management, and respecting community values
<b>Key Strategy:</b>	Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

#### Executive Summary:

The Honourable Meaghan Scanlon MP, Minister for Housing, Local Government and Planning and Minister for Public Works has announced an amount of \$2,500,000 under the 2024-27 W4Q program has been made available to the Carpentaria Shire Council (the council). This report presents the recommended projects for submission.

#### RECOMMENDATION:

That Council endorse the Works 4 Queensland projects as presented below:

Water - Normanton - Manifold and Clarifier 1 Renewal	200,000
Water - Valve Replacement Program, Normanton	225,000
Sewer - Valve Replacement Program, Normanton	50,000
Sewer - Sewer Treatment Plant, Karumba- Membrane Replacement & Skid Renewal	1,200,000
Other - Town Beautification - School Dam Precinct Development - Stage 2	200,000
Shire Hall, Normanton - Electrical Works	75,000
Staff Housing - Ntn WTP Office conversion to accommodation	135,000
Karumba Childcare Centre - Maintenance Works	35,000
Normanton Shire Hall - Conference Room	15,000
Solar Lights from town to Rodeo Grounds	75,000
Solar Lights from Ash's to Caravan Park, Palmer St, Karumba Point	35,000
Staff Housing - Upgrades	200,000
Karumba Sports Centre - Big Ass Fans and Seating	30,000
Normanton Showgrounds - Amenities Refurbishment	25,000
	<b>2,500,000</b>

#### Background:

The aim of 2024-27 W4Q is to provide funding to eligible Councils to deliver infrastructure, planning, maintenance and capability development projects which:

## BUSINESS PAPERS

- support essential services, or
- contribute to community economic development or council sustainability.

These projects enable Councils to further drive local employment opportunities and provide liveable communities where Queenslanders want to work, live and play.

Council has until 5 July 2024 to provide its list of nominated projects for assessment and endorsement, with announcements expected from September 2024.

Councils may use their 2024-27 W4Q program funding by applying it toward to projects that fit one, or all of the following elements:

- infrastructure / maintenance projects
- planning projects (no more than 20% of Council's total 2024-27 W4Q allocation)
- capability development projects (no more than 5% of Council's total 2024-27 W4Q allocation).

There is no limit to the number of project proposals that a Council can submit. However, we encourage Councils to consider submitting projects based on the highest need and their own capacity to manage and deliver all endorsed projects by the program end date.

Plant and equipment items and operational expenses are not able to be funded through W4Q.

The projects below have been identified as suitable for the W4Q program. Council are asked to consider and endorse the projects below.

Project Description	Project Expense Budget
Water - Normanton - Manifold and Clarifier 1 Renewal	200,000
Water - Valve Replacement Program, Normanton	225,000
Sewer - Valve Replacement Program, Normanton	50,000
Sewer - Sewer Treatment Plant, Karumba- Membrane Replacement & Skid Renewal	1,200,000
Other - Town Beautification - School Dam Precinct Development - Stage 2	200,000
Shire Hall, Normanton - Electrical Works	75,000
Staff Housing - Ntn WTP Office conversion to accommodation	135,000
Karumba Childcare Centre - Maintenance Works	35,000
Normanton Shire Hall - Conference Room	15,000
Solar Lights from town to Rodeo Grounds	75,000
Solar Lights from Ash's to Caravan Park, Palmer St, Karumba Point	35,000
Staff Housing - Upgrades	200,000
Karumba Sports Centre - Big Ass Fans and Seating	30,000
Normanton Showgrounds - Amenities Refurbishment	25,000
	<b>2,500,000</b>

The 2024-27 W4Q program guidelines are available on the department's website at: <https://www.statedevelopment.qld.gov.au/local-government/for-councils/grants/current-programs/works-for-queensland-program>.

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

- Director of Engineering – Michael Wanrooy
- Director of Community Development, Tourism and Regional Prosperity
- Council workshop
- Community Consultation

### **Legal Implications:**

- Failure to complete the project on time could result in repayment of the grant. Otherwise no legal implications.

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

- The grant allocation requires no co-contribution, and therefore is fully funded. Council will contribute in kind project management of projects. If the grant is not completed within the timelines, there may be a risk of repayment of unspent funds.

### **Risk Management Implications:**

- The program runs from 2024 when approved through to 30 June 2027. Ideally this is adequate time to complete projects. This round will not allow any extensions of time for incomplete projects so it is important to keep this in mind if changing the identified projects later.

Our reference: MBN24/348



13 May 2024

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

Mr Mark Crawley  
Chief Executive Officer  
Carpentaria Shire Council  
ceo@carpentaria.qld.gov.au

Dear Mr Crawley

I am writing to you about the recently announced \$300 million 2024-27 Works for Queensland (W4Q) program.

The Honourable Meaghan Scanlon MP, Minister for Housing, Local Government and Planning and Minister for Public Works has announced an amount of \$2,500,000 under the 2024-27 W4Q program has been made available to the Carpentaria Shire Council (the council). The Minister has also written to your mayor about the W4Q program allocation.

The 2024-27 W4Q program budget has been increased to \$300 million, making it the largest round of the W4Q program to be rolled out. It will support councils to deliver infrastructure, maintenance and capital works projects that are focused on essential services and economic development outcomes. These projects are to be supported by documents which demonstrate the need for the project and will support the long-term sustainability.

Additionally, it is important to note that the 2024-27 W4Q program also allows councils to direct up to 20 per cent of their allocation towards planning projects, and up to five per cent of their allocation towards capability development projects.

The 2024-27 W4Q program guidelines are available on the department's website at: <https://www.statedevelopment.qld.gov.au/local-government/for-councils/grants/current-programs/works-for-queensland-program>.

The council has until 5 July 2024 to provide its list of nominated projects for assessment and endorsement, with announcements expected from September 2024. Departmental officers from the Local Government Division will be in contact shortly to provide further information on the application process for the program.

The Head Funding Agreement executed by the council and the Queensland Government along with a specific 2024-27 W4Q Project Funding Schedule will govern the delivery of endorsed projects.

The council will have until 30 June 2027 to deliver endorsed projects.

GPO Box 690 Brisbane  
Queensland 4001 Australia  
**Website** [www.housing.qld.gov.au](http://www.housing.qld.gov.au)

I have asked for Ms Jo Stephenson, Regional Director, Northern Region, Local Government Division in the department to assist you with any further queries. You may wish to contact Ms Stephenson on (07) 4758 3419 or by email at [jo.stephenson@dsdilgp.qld.gov.au](mailto:jo.stephenson@dsdilgp.qld.gov.au). who will be pleased to assist.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Joshua Hannan'.

Joshua Hannan  
**Deputy Director-General**  
**Local Government Division**

## BUSINESS PAPERS

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### 10.7 ASSET MANAGEMENT PLANS

<b>Attachments:</b>	10.7.1. Water and Sewerage Asset Management Plan <a href="#">↓</a> 10.7.2. Waste Asset Management Plan <a href="#">↓</a> 10.7.3. Buildings and Other Structures Asset Management Plan <a href="#">↓</a> 10.7.4. Fleet Asset Management Plan <a href="#">↓</a> 10.7.5. CSC Transport AMP <a href="#">↓</a>
<b>Author:</b>	Julianne Meier - Director Corporate Services
<b>Date:</b>	12 June 2024

---

<b>Key Outcome:</b>	A well governed, responsive Council, providing effective leadership and management, and respecting community values
<b>Key Strategy:</b>	Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

---

#### Executive Summary:

Section 104(5) of the Local Government Act sets out the requirement to have a long-term asset management plan and asset registers. These plans are presented for Council to adopt.

#### RECOMMENDATION:

That Council adopt the Asset Management Plans for:

1. Transport Assets
2. Water and Sewerage Assets
3. Waste Assets
4. Buildings and Other Structure Assets
5. Fleet Assets

#### Background:

Section 104(5) of the Local Government Act sets out the requirement to have a long-term asset management plan and asset registers. Whilst Council currently has these documents the long-term plan is not linked to renewals or service levels.

Officers have been working with a consultant in developing Asset Management Plans for the various classes of assets.

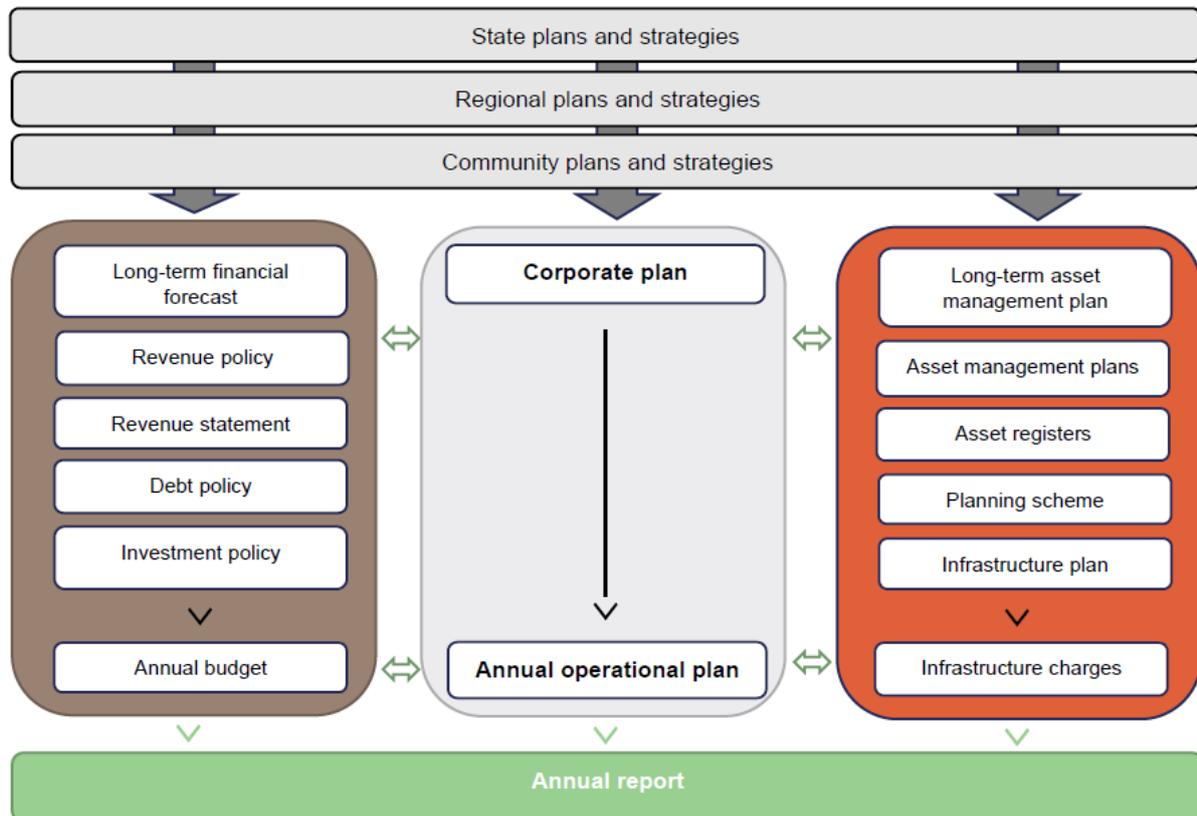
The development of these Plans is a first step in documenting our approach to managing these assets. Further work is required including but not limited to establishing for each class a long-term financial plan that links to the replacement of assets.

Figure 1 below shows the multitude of documents required and how they link together.

These plans are presented for Council to adopt.

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**Figure F1**  
**Legislative sustainability and reporting framework**



Source: Department of State Development, Infrastructure, Local Government and Planning, Sustainability Framework for Queensland Local Governments, November 2022.

### Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Director of Engineering – Michael Wanrooy
- Engineer – Kerrod Giles
- Manager of Water and Waste – Natasha Glaskin
- Asset Manager – Tom Loadsman
- Consultants – CT Management Group

### Legal Implications:

- section 104 *Local Government Act 2009*
- section 169 *Local Government Regulation 2012*
- Financial Management (Sustainability) Guideline 2024 version 1

### Financial and Resource Implications:

- Within operational budget for preparation of documents.
- Maintenance and replacement of capital assets is presented in the Capital Budget. It should be noted that Council's capital budget does not yet reflect the forecast in the Asset Management Plans.

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### **Risk Management Implications:**

- If assets are not managed in accordance with service levels, there is a risk the levels of service provided could become unaffordable to the community. Additionally, if assets are not renewed at end of life, and Council continues to use those assets, there could be a risk of critical asset failure.



**WATER & SEWERAGE ASSET MANAGEMENT PLAN  
PREPARED FOR CARPENTARIA SHIRE COUNCIL**

**MARCH 2023  
STRICTLY PRIVATE & CONFIDENTIAL**



## DOCUMENT CONTROL

CT Management Group P/L PO Box 1374 GEELONG VIC 3220  Mobile: 0419 741 592 Email: <a href="mailto:owenh@ctman.com.au">owenh@ctman.com.au</a> Web: <a href="http://www.ctman.com.au">www.ctman.com.au</a>	Document: 5957 - CSC WS AMP-Final
	Project Manager: Owen Harvey
	Author: Ruwan Jayarathne
	Date: March 2023
	Synopsis: Water & Sewerage AMP 2023

### Water & Sewerage CONSULTANTS DISTRIBUTION SCHEDULE

Version No.	Date	Distribution	Reference
1.0		Draft for client review	
2.0		Additional section added	

### SCHEDULE OF ADOPTION

Version No.	Date	Comment	Reference

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## 1. EXECUTIVE SUMMARY

### 1.1 What are our asset management objectives?

The water & sewerage assets and infrastructure covered by this Asset Management Plan (AMP) support the delivery and maintenance of water & sewerage infrastructure provided to residents and visitors to Carpentaria Shire Council (CSC).

The delivery of this AMP supports the following strategic theme of the Council and the key strategic actions (2021-2025).

***“Carpentaria Governance - A well governed, responsive Council, providing effective leadership and management, and respecting community values”***

The **asset management objective** of the Council is to operate, maintain and renew the physical infrastructure assets relating to its water & sewerage infrastructure to a level that:

- is acceptable to Council and the community in terms of safety, quality, meeting community needs and service standards, compliant with standards and
- is financially sustainable for Council,

to achieve key strategic actions under **Carpentaria Governance**.

### 1.2 What assets are included in this plan?

Council is responsible for water & sewerage infrastructure in Karumba and Normanton. These include raw water supply, water treatment plant, potable water storage, water reticulation (mains), sewer mains, sewer pump stations and sewerage treatment plant assets. A summary of the assets at a high level is as follows:

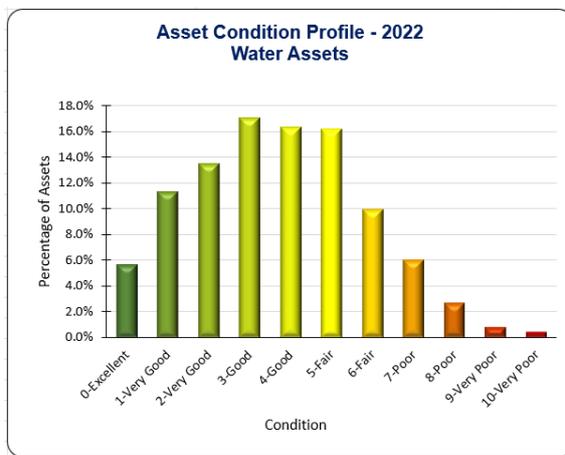
#### Water Assets

Asset Class	Asset Category	Asset Types	Replacement Cost (\$)
<b>Water</b>	Raw Water Supply	Intake Structure, Pipes & Fittings, Building/Fencing, Electrical, Mechanical, Valves, Pump, Telemetry, Generator	12,647,940
	Potable Water	Storage Tanks, Pipes & Fittings, Building/Shed/Roof/Fencing, Electrical, Mechanical, Valves, Pump, Telemetry, Instrumentation, Generator	5,471,574
	Treatment Plant	Structure/Roof/Building/Shed/Fence, Lagoon, Reservoir, Generator, Pipes& Fitting, Treatment Plant Associated Assets, Pumps, Switchboards Telemetry, Flow Meters	13,978,109
	Water Mains	/PEAC/uPVC/Blue Brute (50-315)	43,479,036
<b>Grand Total</b>			<b>75,576,660</b>

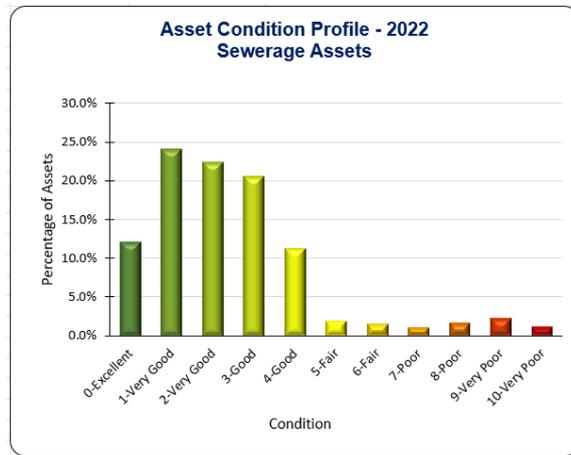
**Sewerage Assets**

Asset Class	Asset Category	Asset Types	Replacement Cost
			(\$)
Sewerage	Pump Stations	Pumps,Well Structure, Valves, pipes & Fittings, Telemetry,Metal Work, Pump station Associated Assets	1,961,317
	Treatment Plant	Lagoon, Drying Beds, Dosing Systems, Balance Tanks, Blowers, membrane Units, Holding Tanks, Electrical, Valves, Telemetry, Pumps, Liners, Buildings, Pontoon, Treatment Plant Associated Assets	8,886,270
	Sewer Mains	uPVC/HDPE/pe (40-225)	7,793,561
	Sewer Point Assets	Valves, Connections,Flushing Points	4,125,310
	Access Chambers	Manholes	2,565,843
<b>Grand Total</b>			<b>25,332,301</b>

**1.3 What is the current condition of these assets?**



**Water Assets Condition Profile**



**Sewerage Assets Condition Profile**

The majority of both the water and wastewater assets are in very good to good condition and can be managed effectively over the long term. Water mains, water treatment plant assets and submersible pumps within sewerage network are nearing their useful life will require renewal in near future. It is recommended that condition assessments of these aging assets are conducted, and renewals are planned based on the condition assessments given the significance of these assts and the renewal costs.

## 1.4 What is our current approach to managing these assets?

CSC is committed to delivering quality and reliable water and sewerage services to its customers. Customer service standard outlines the level of service that CSC water and sewerage customers can expect and the targets that CSC strive to achieve.

Council maintains comprehensive monitoring programs to ensure that the quality of water supplied to customers is safe. The monitoring programs assist to identify any issue before it becomes a significant water quality incident.

The customer service standards and drinking water quality are achieved by regular inspections, timely maintenance and renewal of water & sewerage assets.

Generally, renewal projects are identified via both inspections and condition assessments as well as emergent issues and asset failures for water & sewerage assets. These assets are then included in the forward works programs for renewal or maintenance works. Council funds the renewal and maintenance of the water & sewerage assets covered by the AMP via the revenue generated from rates or via grants.

- Annual asset maintenance programs exist for all asset covered by this asset management plan to ensure assets are maintained in a safe and serviceable condition.

## 1.5 What do we see as the key challenges, risks and opportunities to the specified asset management objective(s)?

Risk	Cause	Risk Rating	Management Strategy
<p><b>Overall Asset Management</b>                      Failure to manage and implement a Council-wide framework for sustainable whole of life asset management</p>	<ul style="list-style-type: none"> <li>▪ Lack of asset management policy, standards and procedures</li> <li>▪ Lack of robust infrastructure assets condition inspection programme</li> <li>▪ Failure to develop, implement and maintain a corporate asset register</li> <li>▪ Inadequate renewal and replacement programmes</li> <li>▪ Renewal and replacement programmes not captured through capital works plans and condition/maintenance assessments</li> <li>▪ Inadequate budget preparation for the development of asset management systems</li> </ul> <p>Failure to strategically manage the asset portfolio to best achieve service delivery outcomes</p>	<p>Very High</p>	<ul style="list-style-type: none"> <li>• Strategic Asset Management Plan and Framework</li> <li>• Transparent tender process for awarding major contracts and procurements</li> <li>• Administer and monitor contracts and contractor performance to minimize Council's risk exposure</li> <li>• Provide project management services and advice across Council for all capital works projects</li> <li>• Budgeting for and management of capital replacement through the identification of funding opportunities</li> </ul>

## 1.6 What does it cost?

The projected outlays modelled to be necessary to provide the services covered by this AMP include renewals over the 10-year planning period are **\$12,503,067** for water assets **and \$2,716,018** for sewerage assets which equates to **\$1,250,307 and \$271,602** respectively on average per year.

All water & sewerage new and upgrade programs and planned projects will need to be added to or incorporated in with the base renewal demand figures.

## 2. INTRODUCTION

### 2.1 Description of Service

The Water & sewerage assets and infrastructure covered by this Asset Management Plan (AMP) support the delivery and maintenance of water & sewerage infrastructure provided to residents and visitors to Carpentaria Shire Council (CSC). Council is a registered drinking water service provider, (service provider identification (SPID) number 32).

Council has set the following customer service standards for the water and wastewater infrastructure:

- Day-to-day continuity of the water supply,
- An adequate water supply system,
- Effective transportation of sewage effluent; and
- Continuity of water supply and sewerage services for the longer term

The delivery of this AMP supports the following strategic theme and the key strategic actions (2021-2025) of the Council.

***“Carpentaria Governance - A well governed, responsive Council, providing effective leadership and management, and respecting community values”.***

- Maintain a focus on Integrity, Accountability and Transparency in all that we do,
- Maintain a focus on excellence in customer service and improvements in service delivery,
- Develop systems that promote continuous improvement,
- Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.) Improve the online interaction with Council services for the community,
- Develop a 5-year plan towards meeting the Financial Sustainability targets.

### 2.2 Water & Sewerage Asset Class – Asset Management Objectives

The **asset management objective** of the Council is to operate, maintain and renew the physical infrastructure assets relating to its water & sewerage infrastructure to a level that:

- is acceptable to Council and the community in terms of safety, quality, meeting community needs and service standards, compliant with standards and
- is financially sustainable for Council,

to achieve key strategic actions under ***Carpentaria Governance***.

This AMP outlines the management approach to:

- Optimising the lifecycle management of assets (achieving service demand at lowest lifecycle cost),
- Identifying and managing risks associated with the relevant asset in line with Council’s Risk Register,
- Identifying renewal funds required for a 10-year planning period in alignment with the Operational Plan 2022-2023 and
- Continual improvement in the management of assets and performance monitoring.

## 2.3 Structure of the Asset Management Plan

It is imperative that CSC adopts a Water & Wastewater AMP that best enables it to achieve the asset management objective as specified above. Such an AMP needs to be strategic, practical and 'fit for purpose' in order to inform Council decision making. As a result, the AMP is structured to address the following five (5) key questions:

- a) What physical infrastructure assets does Council currently manage?
- b) What is the current condition of these physical infrastructure assets?
- c) What is Council's current approach to operating, maintaining and renewing these assets?
- d) What does Council see as the key risks to the asset management objective?
- e) What is the recommended approach for operating, maintaining and renewing these assets?

## 2.4 What assets are included in this AMP?

CSC is responsible for water & sewerage infrastructure which includes raw water supply system, water treatment plant, water reticulation system, sewer mains, sewer pump stations and a sewerage treatment plant.

Asset Class	Asset Category	Asset Types	Replacement Cost	Written Down Value	Annual Depreciation
			(\$)	(\$)	(\$)
<b>Water</b>	Raw Water Supply	Intake Structure, Pipes & Fittings, Building/Fencing, Electrical, Mechanical, Valves, Pump, Telemetry, Generator	12,647,940	11,787,339	125,921
	Potable Water	Storage Tanks, Pipes & Fittings, Building/Shed/Roof/Fencing, Electrical, Mechanical, Valves, Pump, Telemetry, Instrumentation, Generator	5,471,574	3,185,948	70,948
	Treatment Plant	Structure/Roof/Building/Shed/Fence, Lagoon, Reservoir, Generator, Pipes & Fitting, Treatment Plant Associated Assets, Pumps, Switchboards Telemetry, Flow Meters	13,978,109	9,460,096	243,239
	Water Mains	PEAC/uPVC/Blue Brute (50-315)	43,479,036	19,364,412	407,228
<b>Grand Total</b>			<b>75,576,660</b>	<b>43,797,795</b>	<b>847,337</b>

**Table 1 – Water Assets Covered by this AMP**

Asset Class	Asset Category	Asset Types	Replacement Cost	Written Down Value	Annual Depreciation
			(\$)	(\$)	(\$)
<b>Sewerage</b>	Pump Stations	Pumps, Well Structure, Valves, pipes & Fittings, Telemetry, Metal Work, Pump station Associated Assets	1,961,317	504,997	16,497
	Treatment Plant	Lagoon, Drying Beds, Dosing Systems, Balance Tanks, Blowers, membrane Units, Holding Tanks, Electrical, Valves, Telemetry, Pumps, Liners, Buildings, Pontoon, Treatment Plant Associated Assets	8,886,270	5,187,414	171,319
	Sewer Mains	uPVC/HDPE/pe (40-225)	7,793,561	5,736,899	64,283
	Sewer Point Assets	Valves, Connections, Flushing Points	4,125,310	3,197,020	59,300
	Access Chambers	Manholes	2,565,843	1,458,706	24,063
<b>Grand Total</b>			<b>25,332,301</b>	<b>16,085,036</b>	<b>335,462</b>

**Table 2 – Wastewater Assets Covered by this AMP**

### 3. LEVELS OF SERVICE

The adopted levels of service for water and sewer include a combination of customer and technical performance measures. The provision water and sewerage services are heavily regulated due to the nature of the services. These legislative requirements provide the basis for water quality, effluent quality, noise and sludge management standards. The service levels which relate to customer satisfaction are targets and not intended to be customer contracts. The LOS are categorised into the following 3 areas;

Water Supply	<ul style="list-style-type: none"> <li>• Quality, quantity and pressure</li> <li>• Response times to service interruptions</li> </ul>
Sewerage	<ul style="list-style-type: none"> <li>• Proportion of sewage treated to various standards</li> <li>• Number of overflow events</li> <li>• Response times to system failures</li> </ul>
Customer	<ul style="list-style-type: none"> <li>• Frequency of customer complaints</li> <li>• Response times for customer feedback/complaints</li> </ul>

*Table 3 - Categories of Levels of Service*

#### 3.1 Customer Levels of Service

Service levels are defined service levels in two terms, customer levels of service and technical levels of service. These are supplemented by organisational measures.

**Customer Levels of Service** measure how the customer receives the service and whether value to the customer is provided.

Council's Customer Service Standards for Water & Wastewater are published in Council's website. These are of a technical nature and are in response to State Government reporting requirements and form the basis of the customer and technical levels of service outlined in the following Tables.

Council completes state wide Water Information Management (SWIM) reports each year that Queensland State compiles into the annual Queensland's Urban Potable Water & Sewerage Benchmarking Report.

Service Level Outcome	Principle Activity	Strategic Elements	Performance Outcome	Assessed by
Reliability	Reliability and capacity of pipe network	Reduce pipe breakages and increase response to reported complaints	Reduce pipe breakages per annum. Reduce response to breakages and written correspondence follow up time	Response time and number of pipe breakages
	Sewerage doesn't impact other services	Unobtrusive service	No disruptions from sewerage network	Number of interruptions per year
Quality	Provide an effective method of treatment and distribution of bore water	Reduce customer complaints	No water related customer complaints Reduce response and written correspondence follow up time.	Number of water related customer complaints.
	Provide and ensure consistent supply of safe quality drinking water for the community	Minimise customer complaints	No water related customer complaints (incl health, dirty water, taste or odour)	Number of water related customer complaints.
	Meet QLD DRDMW standards as set out in conditions of approval	Measurement of non-compliance with DRDMW license requirements.	No non-compliance events	Number of non-compliance events
	Provide a safe compliant sewerage treatment system	Sewerage discharges effluent to minimise impact on environment	Minimise any sewerage overflows onto public and community properties	Number of related customer complaints
Function	Meet standards as set out in approved Drinking Water Quality Management Plan (DWQMP) water	Number of water supply outages and pipe breakages	Reduce outages and pipe breakages	Number of outages and pipe breakages
	Capacity of sewerage infrastructure	Maintain existing infrastructure to meet demand. Replace asset components as required.	Network capacity meets current demand. No sewerage system downtime	Demand/Capacity Downtime of system per month.
Condition	Provide appropriate levels of operations, maintenance and renewals to provide a reliable service	Monitor and condition assess plant equipment & infrastructure and pipes	Pipes, plant and water meters are checked and monitored regularly	Frequency with which all water infrastructure checked
	Provide appropriate levels of operation, maintenance and renewal to provide reliable service	Maintaining and renewing the sewer system most efficiently to reduce costs, downtime and risk	No system failures Reduce number of pump replacements per annum	Number of system failures and pump replacements.

Table 4 - Customer Level of Service Measures

### 3.2 Technical Levels of Service

**Technical Levels of Service** – Supporting the customer service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

<b>Operations</b>	The regular activities to provide services (e.g. access, mowing grass, inspections, response times etc.
<b>Maintenance</b>	The activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. Road patching, unsealed road grading. Table 2 defines the road classification and type for maintenance purposes.
<b>Renewal</b>	The activities that return the service capability of an asset up to that which it had originally (e.g. Mains Replacement, )
<b>Asset Improvements</b>	The activities to provide a higher level of service (e.g. Widening a road, sealing an unsealed road)

Table 5 – Technical level of Service Measures

Service and asset managers plan, implement and control technical service levels to influence the customer service levels.

**Technical Service Levels – Water Services**

Performance Indicator	Performance Measure	Target
<b>Operations</b>		
<b>Water</b>		
Response/reaction time to incidents (water quality complaints, burst mains, supply interruption)	Response to incident < 12 hours	>95%
Drinking water quality complaints per year	Per 1,000 connections / year	<10
Drinking water quality	% of samples tested with no <i>E. coli</i> detection / year	98%
<b>Sewerage</b>		
Sewerage complaints – overflow on properties and odour	Per 1,000 connections / year	<50
Response/reaction time to incidents (all events)	% of Response to all events < 12 hours	95%
Operating Cost - Sewerage	Per Connection	
<b>Maintenance</b>		
<b>Water</b>		
Unplanned interruptions per year	Per 1,000 connections / year	<50
Annual Maintenance Cost Water	Budget	
<b>Sewerage</b>		
Sewer mains breaks and chokes (blockages)	Per 100 km / year	<20
Annual Maintenance Cost Sewerage	Budget	
<b>Renewals</b>		
<b>Water</b>		
Forecast 5 Year Average annual renewals	Budget	
<b>Sewerage</b>		
Forecast 5 Year Average annual renewals	Budget	

*Table 6 – Technical level of Service Levels*

**3.3 Legislative Requirements**

There are many legislative requirements relating to the management of assets. These include:

Legislation	Requirement
Local Government Act 2009 & Local Government Regulation 2012	Sets out role, purpose, responsibilities and powers of local governments including the preparation of a long term financial plan supported by asset management plans for sustainable service delivery.
Water Supply (Safety and Reliability) Act 2008	The purpose of this Act is to provide for the safety and reliability of water supply.
Land, Water and Other Legislation Amendment Act 2013.	Includes amendment of Water Act 2000.
Australian Drinking Water Guidelines 6, 2011.	The ADWG provides Australia’s legislative guidelines and framework for suppliers as supply managers (Council); and States/ territories (Qld) as auditors of water supply safety

Legislation	Requirement
Public health Act (2005).	The object of this Act is to protect and promote the health of the Queensland public.
Work Health and Safety Regulation 2011	Sets out roles and responsibilities to secure the health, safety and welfare of persons at work.
Environmental Protection Act 1994	Sets out guidelines for land use planning and promotes sharing of responsibilities between various levels of government in the state.

*Table 7 – Legislative Requirements*

## 4. CURRENT ASSET CONDITION & PERFORMANCE

Asset condition assessment is critical to the current and future management approach of CSC’s water & sewerage infrastructure assets. Asset condition information provides us with the current performance of each asset and over time, demonstrates the rate of asset degradation and longer-term performance of infrastructure.

This asset management plan uses the asset condition information derived from asset valuation data.

Council uses a 0 – 10 condition rating scale whereby condition 0 is an asset in new condition to condition 10 where an asset is in very poor condition or has failed. The condition rating scale and definitions used is shown as Appendix A.

### 4.1 Asset Condition Summary – Water Assets

The following table summarises the overall condition assessment profile for each of the water assets covered by this AMP. The following sections break down each asset type into their component condition profiles for further analysis of asset performance.



Figure 1 – Overall Condition Profile of Water Assets

The condition of majority of water assets range from excellent to Fair. The assets that tend to be aged and likely lower remaining useful lives with poor/very poor condition include water mains and treatment plant assets. Even though the quantity of these assets is relatively small, the renewal costs of these assets tend to be significantly greater compared to the renewal costs of rest of the assets within the water asset class.

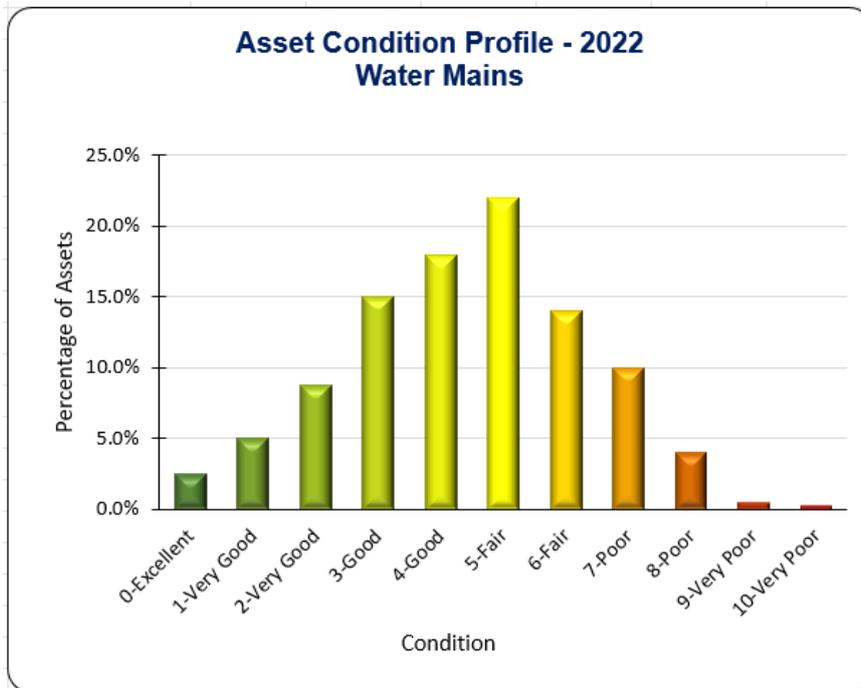


Figure 2 –Condition Profile of Water Mains

The water mains in poor/very poor condition are the water mains that were installed in 1948 and 1953. Rising main on Old Croydon Road only has 4 years of remaining life and its current replacement cost is about \$5 Million.

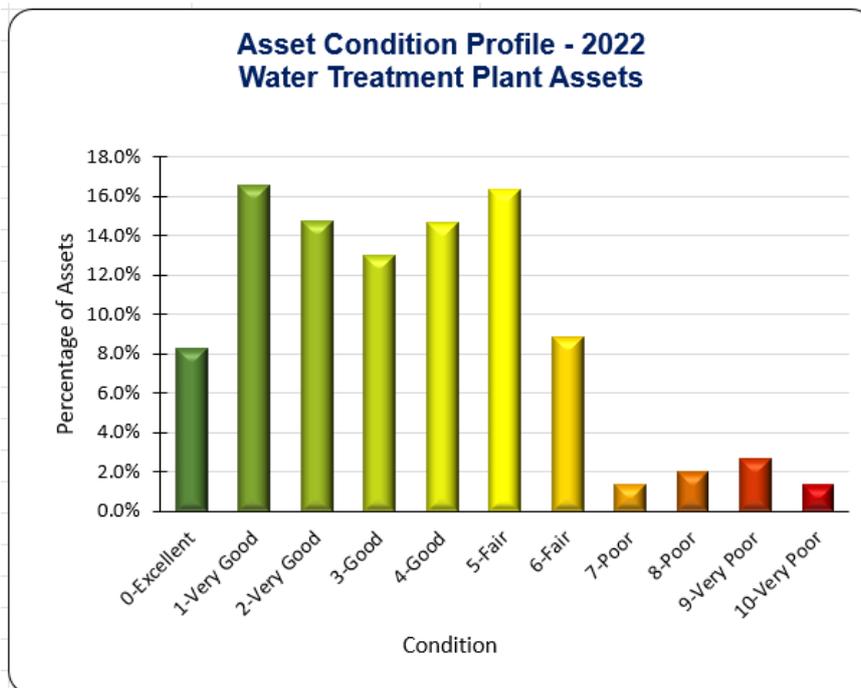


Figure 3 –Condition Profile of Water Treatment Assets

Most of the pumps, valves and actuators and short-life instrumentations are aged and in poor/very poor condition.

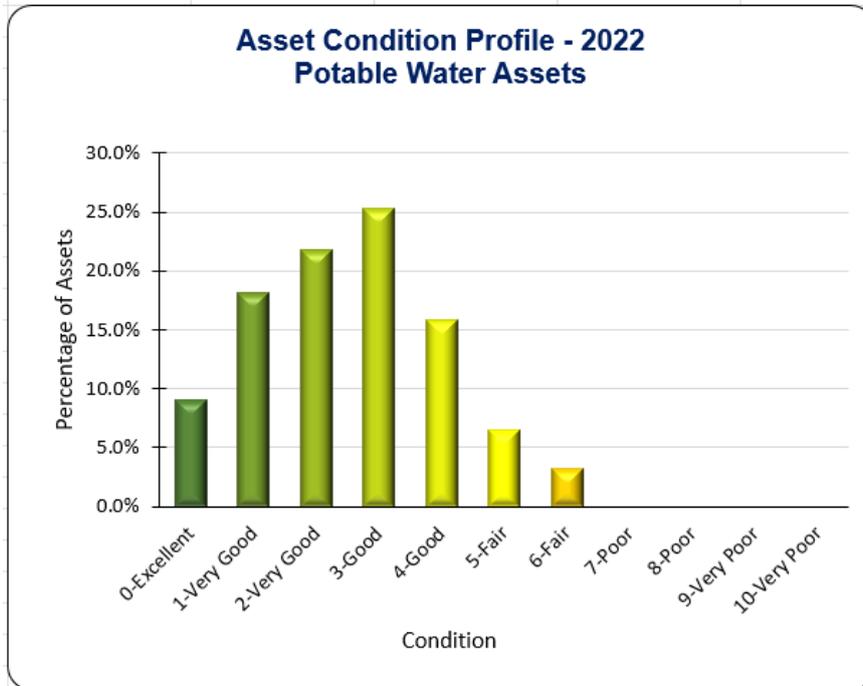


Figure 4 –Condition Profile of Potable Water Assets

Generally, potable water assets are in excellent to good condition. Some instrumentation, generator, and main switch board are nearing the useful life.

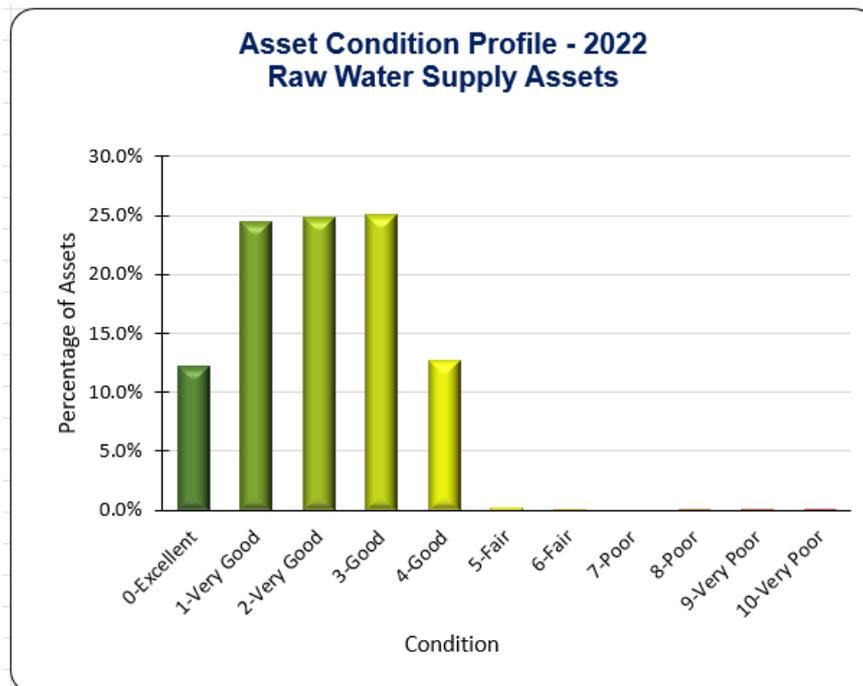


Figure 5 – Overall Condition Profile of Raw Water Supply Assets

All raw water supply assets are in excellent to fair condition with majority of assets are within excellent to good condition.

#### 4.2 Asset Condition –Sewerage Assets

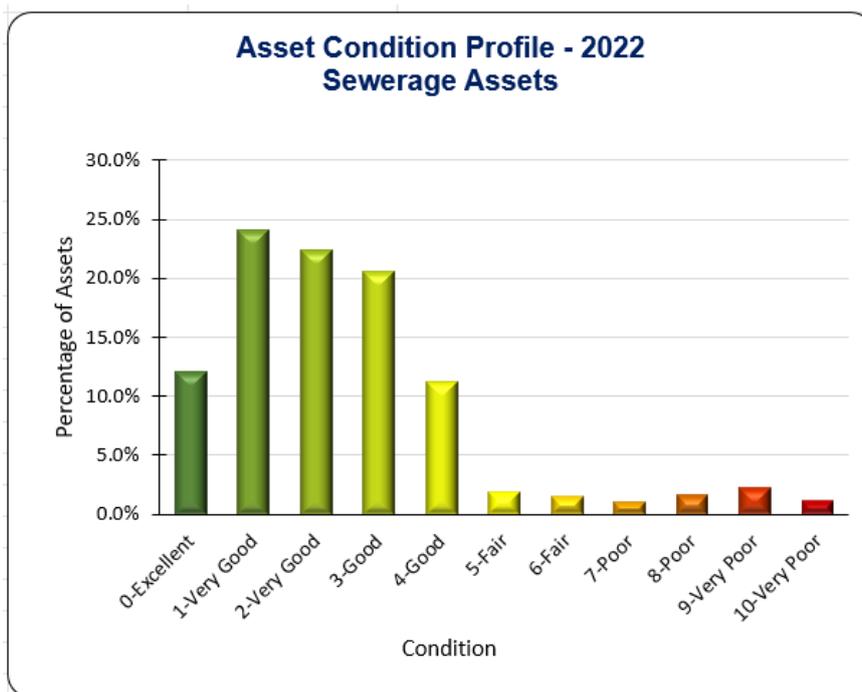


Figure 6 – Overall Condition Profile of Sewerage Assets

Majority of sewerage assets are in excellent to good condition. Short life assets within pump stations and the treatment plant are aging and in poor to very poor condition.

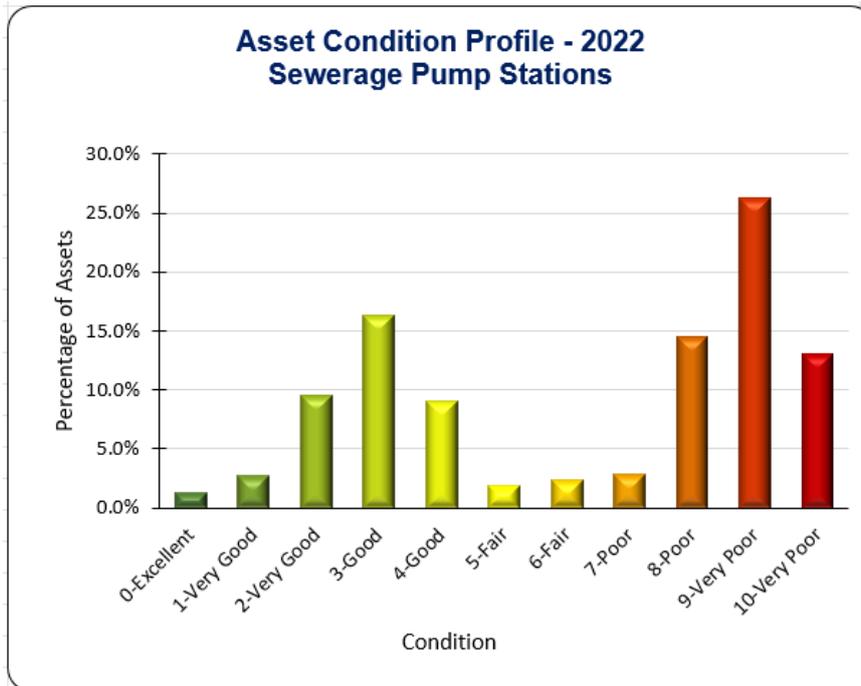


Figure 7 – Condition Profile of Sewerage Pump Station Assets

Pumps, electrical works, pipe works, and telemetry equipment are aging and in poor to very poor condition. The submersible pumps within the sewer zones are nearing end of life and the total replacement values of these assets is about \$ 900, 000.

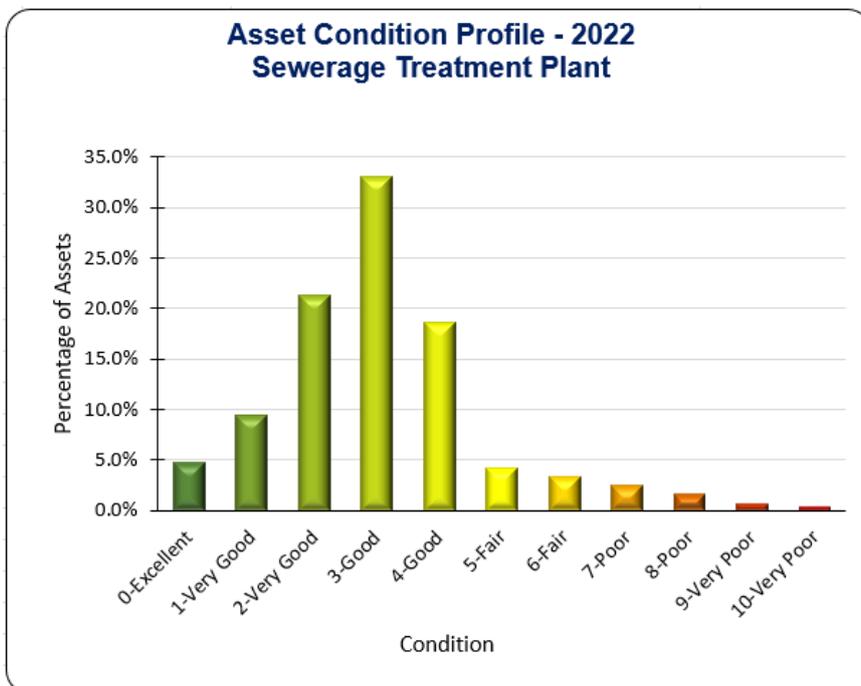


Figure 8 - Condition Profile of Sewerage Treatment Assets

Generally, sewerage treatment plant assets are in excellent to good condition. Some instrumentation, generator, pumps and membrane unit associated assets are nearing useful life.

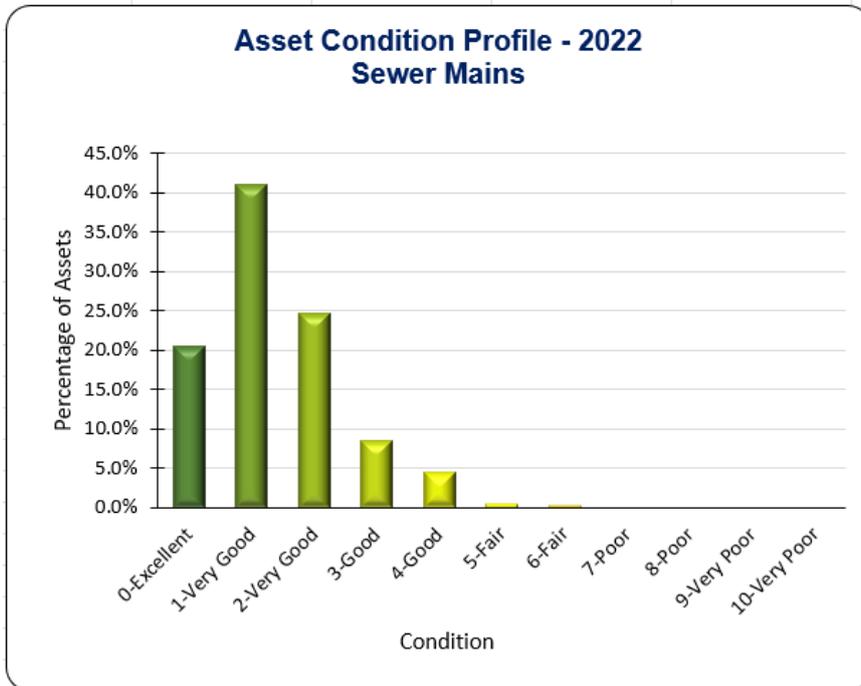


Figure 9 – Condition Profile of Sewer Mains

Majority of sewer mains are in excellent to fair condition with majority of assets are within excellent to good condition.

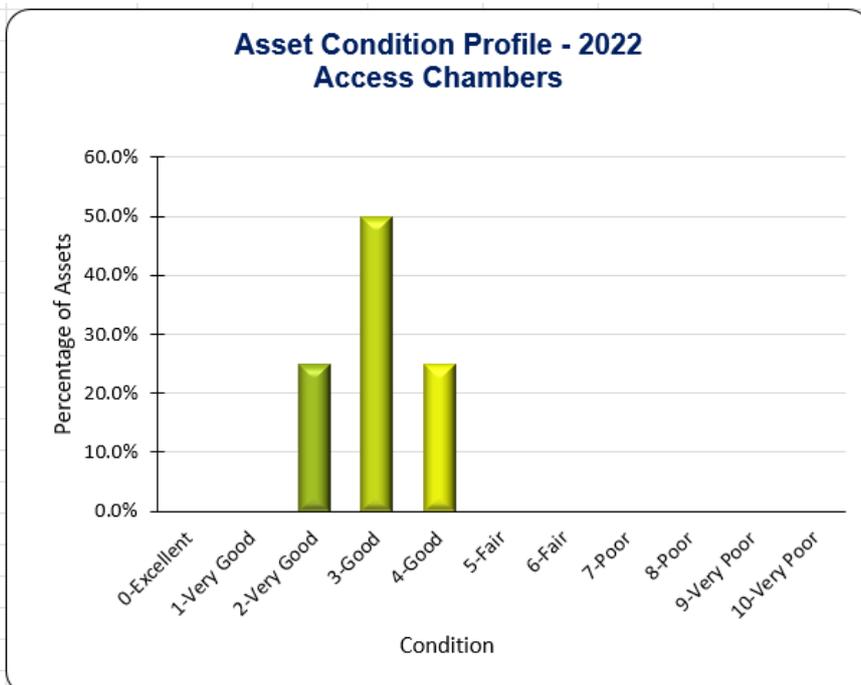


Figure 10 - Condition Profile of Access Chambers

All access chambers are in very good to good condition.



Figure 11 – Condition Profile of Sewer Points

Majority of sewer point assets are in excellent to fair condition with majority of assets are within excellent to very good condition.

### 4.3 Current Performance of Water & Sewerage Assets

Council meets its customer service standards consistently as per CSC Customer Service Standards.

Council maintains a culture of continuous improvement and are implementing the Improvement Plan of the Drinking Water Quality Management Plan (DWQMP) and making progress towards strengthening the management of the water supply.

The most recent drinking water quality event occurred on 22 October 2022. This “Dirty water event 22 October 2022” lasted for 14 days. The troubleshooting process of this event was consistent with common industry practice.

The drinking water quality at no time during the event breached the Australian Drinking Water Guidelines (ADWG) and met the DWQMP which was approved by the state government.

The event report concludes that the aged reticulation system may have played a role as a dirty water source, but this was inconclusive. Further investigation is required to identify any concerns and will reveal issues with the aging water assets.

## 5. WHAT IS OUR CURRENT APPROACH TO OPERATING, MAINTAINING AND RENEWING THESE ASSETS?

The current approach to the asset management of water & sewerage infrastructure is to identify and renew assets via inspection programs and or emergent issues. Council will also arrange for condition assessments of assets to prioritise renewal programs. The renewal of water & sewerage infrastructure) is generally funded from rates & grants revenue.

Annual maintenance funding is also required for asset inspection and general maintenance activities.

### 5.1 Typical Asset Useful Lives

Standardising useful lives across this asset class has improved the accuracy of remaining useful life estimates. These typical useful lives have been derived from the valuation data.

These lives are predominantly based on material type. The great majority of infrastructure in the water and sewerage network have long asset useful lives. Some shorter life assets such as mechanical and electrical equipment components of pump stations and treatment plants have between 10-40 years useful life and require different asset management strategies compared to longer lived buried infrastructure.

Water & Sewerage Asset Types	Useful Life (Years)
Water Mains	80
Water Treatment Plant Assets	10-80
Potable Water Assets	20-80
Raw Water Supply Assets	20-100
Pumps	20-30
Tank/Structure	40-80
Flow Meters	20-40
Switchboards	30
Telemetry	15-50
Electrical	30-50
Pipes & Fittings	60
Sewer Manholes	80
Sewer Connections	80
Sewer Treatment Plant Assets	10-100
Sewage Pump Station Assets	25-80
Sewer Mains	80
Lagoons	80

Table 8 – Asset Useful Lives

## 5.2 Cyclic Asset Inspections and Condition Monitoring

For Council to carry out effective planning and competent management of its building's assets, both in a strategic and operational sense, it is essential that maintenance and performance related information is collected through disciplined and regular inspections of the whole of the portfolio.

The inspection frequency regime uses a risk approach that considers a risk and/or hierarchy. The higher up the hierarchy, the higher the risk exposure and the more frequent the inspections and the quicker the response time.

Council's inspection activities can be grouped into the following categories based on definition and purpose:

Inspection Type	Description
<b>Reactive / Safety Inspections</b>	Reactive inspections are initiated generally by requests for maintenance received from asset users. Safety issues may be detected either as a result of programmed defect inspection or by customer request. Council's objective in relation to maintenance requests is to inspect and prioritise the work requests within specific timeframes.
<b>Planned Inspections (Programmed Defect Inspections)</b>	Planned or maintenance inspections involve a visual investigation to assess the condition of sub-elements or asset components. These inspections provide a basis for urgent, preventative, cyclic maintenance needs and, capital works planning.
<b>Condition Inspections</b>	A condition audit is a systematic inspection and identification and recording of the physical and functional adequacy of assets. The purpose of these inspections is to provide an input for life-cycle cost analysis, and asset planning purposes. This level of inspection does not identify detailed maintenance requirements but provides a basis for managing the asset portfolio from a strategic perspective.

**Table 9 - Asset Inspection Type Summary**

A visual survey will be carried out by an appointed Council staff officer to identify asset defects/risks. The water supply and sewerage network defects are to be recorded via the appropriate medium. Information collected will be uploaded, either automatically or manually, by Council's staff into the Maintenance Management Software. The following table outlines the current network and associated asset inspection frequency by functional hierarchy level and can be applied to either of the water or sewerage systems.

Water and Sewerage Asset Risk Category	Inspection Timeframe
Local mains, manholes and fittings (Low Risk)	Every 5 years <sup>1</sup>
Branch mains and associated fittings (Medium Risk)	Every 5 years <sup>1</sup>
Sewer mains and associated fittings/ access chambers (High Risk)	Annually <sup>1</sup>
Pump stations and treatment plant components	Annually <sup>1</sup>

**Table 10 - Asset Inspection & Maintenance Cycles**

<sup>1</sup> Inspection frequencies to be confirmed following formalised program development

### 5.3 Water & Sewerage Asset portfolio - Maintenance Practices

Key maintenance Program	Description
<b>Operations</b>	Use and manage the assets in a manner that minimises the long term overall total cost. Undertake scheduled inspections as justified by the consequences of failure on levels of service, costs, public health, or safety.
<b>Programmed/ Cyclic</b>	Reactive inspections are initiated generally by requests for maintenance received from asset users. Safety issues may be detected either as a result of programmed defect inspection or by customer request. Council’s objective in relation to maintenance requests is to inspect and prioritise the work requests within specific timeframes.
<b>Reactive</b>	Planned or maintenance inspections involve a visual investigation to assess the condition of sub-elements or asset components. These inspections provide a basis for urgent, preventative, cyclic maintenance needs and, capital works planning.

Table 11 - Asset Maintenance Practices

The current level of water supply and sewerage network asset maintenance is applicable going forward. This program includes inspection and testing and other associated water supply and sewerage network maintenance activities.

A review of the water supply and sewerage network maintenance programs is suggested which includes a review of current and future levels of service as well as whole of life cost strategies for water supply and sewerage network maintenance. This should include analysis of preservation treatments such as pipe and manhole relining along with maintenance practices to ensure whole of life costs are minimised over time.

#### 5.3.1 Planned Maintenance Activities

Recommended Inspection cycles for the water supply assets are provided below:

Asset Group	Maintenance Activity	Frequency	Comments
Mains	Monitor mains performance	As opportunities arise.	
		10 years	Carry out CCTV inspections of short lengths to determine rate of deterioration
	Leak detection (visual).	6 monthly, 1 day	
	Repair leaks and bursts	As required	
	Swabbing of mains	As recommended	Last swabbing not known
	Swab mains and scour through hydrants; Flushing of dead ends;	To a program to ensure all mains are cleaned every 4 years, 4 days 6 monthly, 4 hours	

Asset Group	Maintenance Activity	Frequency	Comments
Valves	Check clear and accessible	6 monthly, 3 days	Valves are rarely operated in the reticulation as the system is routinely turned off at the plant for reticulation repairs.
	Repair leaks	As required	
	Valve exercising to prevent seizure, ie. close valve fully open valve fully - close one turn	Six monthly for critical, scour and large valves and 2-3 years for all other valves.	Systematic plan to operate / service a number of valves each fortnight
Hydrants	Check that clear and accessible	2 years	Flow & pressure test on critical hydrants
Valve & Hydrant boxes & markers	Maintain as per drawing	As deficiencies noted.	Marked by white tipped pipe
Services	Locate and mark on register.		Undergoing addition to asset list as there has not previously been a recording of positions, etc.
	Repair leaks	As required	
Meters (bulk)	Monitor operation and remedy as defects identified.		
	Calibrate or verify	Annually	
Reservoirs	Clean / scour storage tanks	3-5 years	Monitor level of sedimentation
Intakes	Monitor operation and remedy as defects identified.	As deficiencies noted.	
WTP	Read gauge boards and record;		
	Read hours run meters, amp meters and volt meters and record;	Daily	
	Test run generating sets.	3 monthly, 2 hours	
	De-sludge intake area	Annually	Screen allows some material through from river bed.
Pumps	Monitor operation and remedy as defects identified.	Every 2-3 days	A record of pumping performance and status is filled out.
	Change pump duty	As per manufacturer's recommendations	
Switchboards	Inspection	Annual or as required for repair.	Check performed by electrician

Asset Group	Maintenance Activity	Frequency	Comments
Motors	Check for noises Check bearings Lubricate serviceable parts Check seals Measure and record motor current, megger windings	6 monthly	Check performed by electrician

**Table 12 - Inspection Cycles for Defect and Condition Assessments for Water Supply assets.**

\* Note. An increase in inspection frequencies will be carried out during the wet season or after major weather events

Recommended Inspection cycles for the Sewerage assets are provided in Table 13.

Asset	Task	Maintenance/Defect Inspections	Condition Inspections
<b>Pump stations</b>	Check for overflows	Twice weekly	Annually
	Check screening basket	Twice weekly	Annually
	Clear vegetation from fences	3 monthly	Annually
	Record pump hours and complete log sheet	Daily	Annually
	Calibrate flow meter	6 monthly	Annually
	Inspect and clean wet wells	6 monthly	Annually
<b>Manholes</b>	Visual inspection to check for cracks, seepage, ponding and collected grit.	6 monthly	Annually
<b>Valves</b>	Check for leaks and briefly open or close to prevent seizure	6 monthly	Annually
<b>Switchboards</b>	Inspect and test by electrician	Annually	Annually
<b>Standby generators</b>	Test operation	Monthly	Annually
<b>Treatment Lagoon</b>	Inspect for leaks.	Daily	Annually
	Check inlet and outlet points for floating solids	Weekly	Annually
	Briefly open all valves to prevent seizure	Monthly	Annually
	Take samples from lagoons	3 monthly	Annually
	Check that fences and gates are secure	Weekly	Annually
	Clear vegetation from fences	3 monthly	Annually
	Check operation of emergency shower	Monthly	Annually
<b>Administration</b>	Check completion and accuracy of all reporting functions.	Monthly	N/A

**Table 13 Inspection Cycles for Defect and Condition Assessments for Sewerage Assets.**

## 5.4 Water & Sewerage Asset portfolio – Renewal/ Replacement Practices

### 5.4.1 Water Supply Renewal Strategy

Water fittings and water equipment are generally replaced with modern equivalent assets at their forecast intervention timeframe. The renewal timeframe is based on the forecast date of remaining useful life based on available condition information. Given the above assumptions the following water network renewal strategy is applied.

Asset types	When do we intervene? (Intervention Criteria)	How do we prioritise works?	What treatment options do we apply?	What is our renewal timing from the intervention point?
Water Supply Mains and Connections	<p>All water mains and fittings are planned for renewal at the end of their useful life based on remaining useful life from original construction date.</p> <p>Where more up-to-date condition data is available a revised remaining useful life is calculated and applied.</p>	<ul style="list-style-type: none"> <li>Prioritise potable higher order/ trunk mains and associated fittings across the water supply network and/or mains that service a higher number of residences.</li> <li>Non potable water supply mains and fittings are considered lower priority.</li> <li>Consider whole of life costs of that may be incurring increase in maintenance costs</li> </ul>	<p>Full replacement</p> <p>Reline where appropriate</p>	<p>Water main renewal/ relining: Within +/- 0-4 years of end useful life</p> <p>Water fittings: Within +/- 0-4 years of end useful life</p> <p>Program has been smoothed to allow for delivery and funding of the program over the forward 10 years.</p>
Water Treatment Plant assets, Pump Stations and other Equipment	<p>All water equipment is planned for renewal at the end of their useful life based on remaining useful life from original construction date.</p> <p>Where more up-to-date condition data is available a revised remaining useful life is calculated and applied.</p>	<ul style="list-style-type: none"> <li>Prioritise critical equipment servicing the potable water supply network.</li> <li>Consider whole of life costs of that may be incurring increase in maintenance costs.</li> </ul>	<p>Full replacement with modern equivalent</p>	<p>Water equipment: Within +/- 0-4 years of end useful life.</p> <p>Program is forecast based on each piece of equipment.</p>

Table 14 - Water Supply Network Renewal Strategy

### 5.4.2 Sewerage Network Renewal Strategy

Sewer treatment plant components are replaced with modern equivalent assets to meet future demand when renewed at their forecast intervention timeframe.

	When do we intervene? (Intervention Criteria)	How do we prioritise works?	What treatment options do we apply?	What is our renewal timing from the intervention point?
Sewer Mains, Connections and Pump System	<p>All vacuum mains chambers are planned for renewal at the end of their useful life based on remaining useful life from original construction date.</p> <p>Where more up to date condition data is available a revised remaining useful life is calculated and applied.</p>	<ul style="list-style-type: none"> <li>Prioritise higher order/ trunk mains and associated fittings across the sewer network and/or the number of residences serviced.</li> <li>Consider whole of life costs of that may be incurring increase in maintenance costs</li> </ul>	<p>Full replacement</p> <p>Reline where appropriate (rising mains)</p>	<p>Sewer main renewal/ relining: Within +/- 0-4 years of end useful life</p> <p>Access chambers replaced, or renewed as required.</p> <p>Program has been smoothed to allow for delivery and funding of the program over the forward 10 years.</p>
Sewage Treatment Plant assets, Pump Stations and other Equipment	<p>All sewer equipment is planned for renewal at the end of their useful life based on remaining useful life from original construction date.</p> <p>Where more up-to-date condition data is available a revised remaining useful life is calculated and applied.</p>	<ul style="list-style-type: none"> <li>Prioritise critical equipment servicing the sewer supply network.</li> <li>Consider whole of life costs of that may be incurring increase in maintenance costs.</li> </ul>	<ul style="list-style-type: none"> <li>Full replacement with modern equivalent</li> </ul>	<p>Sewer civil Equipment: Within +/- 0-4 years of end useful life.</p> <p>Short life sewer equipment such as pumps and telemetry replaced with 1-2 year of end of useful life.</p> <p>Program has been smoothed to allow for delivery and funding of the program over the forward 10 years.</p>

Table 15 – Sewerage Network Renewal Strategy

## 5.1 Asset Rationalisation and Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation.

Water & sewerage related assets are rarely, if ever, disposed apart from bores are capped and decommissioned at the end of their useful lives. Council currently has no immediate or current strategic direction to retire or dispose of any elements of the local water & sewerage network.

However, it should be noted that the statues of assets that are replaced as a part of the renewal program need to be changed to “disposed” within the asset data register and relevant financial treatments applied to reflect the replacement of the old asset.

## 6. WHAT DO WE SEE AS THE KEY RISKS TO THE ASSET MANAGEMENT OBJECTIVES?

### 6.1 Risk Management Process

In accordance with the *ISO 3100: 2018 Risk Management Standard*, BSC defines risk as the “uncertainty on the achievement of objectives” and has adopted the following process to be applied when managing its physical infrastructure asset base:

The Framework is designed to provide the architecture for a common platform for all risk management activities undertaken by Council and is used to identify specific risks associated with Council’s delivery of services and management of assets.

The objective of the risk management process with regards to Council’s assets is to ensure that:

- All significant operational and organisational risks are understood and identified;
- The highest risks that need to be addressed in the short to medium term are identified; and
- Strategies and treatments to address risks are identified and applied.

An assessment of risks associated with service delivery from infrastructure assets has identified the most critical risks to Council. The risk assessment process identifies and assesses risks, develops a risk rating and develops a risk treatment plan for non-acceptable risks.

The objective of the risk management process with regards to Council’s assets is to ensure that:

- All significant operational and organisational risks are understood and identified,
- The highest risks that need to be addressed in the short to medium term are identified; and
- Strategies and treatments to address risks are identified and applied.

An assessment of risks associated with service delivery from infrastructure assets has identified the most critical risks to Council. The risk assessment process identifies and assesses risks, develops a risk rating and develops a risk treatment plan for non-acceptable risks.

## 6.2 Key asset risks

The following table presents risks associated with management of water & sewerage assets of the Council. Council use its risk assessment process to identify and prioritise corrective actions based on the on the risk rating.

Risk Event	Cause	Risk Rating (E, H)	Risk Treatment Mitigation Plan	Residual Risk
<b>Asset Data</b> Failure to manage asset data	<ul style="list-style-type: none"> <li>▪ Poor management of asset data</li> <li>▪ Inadequate resources</li> </ul>	High	<ul style="list-style-type: none"> <li>• Asset Management Plans across all classes</li> <li>• Separation of asset register between assets/finance</li> <li>• Full documentation of asset condition and valuation processes</li> <li>• Sufficient resources provided to support program</li> </ul>	Medium
<b>Asset Information</b> Failure to properly record and report on assets	<ul style="list-style-type: none"> <li>▪ Incorrect valuations, useful life and residual leading to incorrect depreciation calculations</li> <li>▪ Identification of all of Council assets</li> </ul>	High	<ul style="list-style-type: none"> <li>• Independent valuations</li> <li>• Assessment based on Asset Management Plans</li> <li>• Ongoing inspections</li> </ul>	Medium
<b>Overall Asset Management</b> Failure to manage and implement a Council-wide framework for sustainable whole of life asset management	<ul style="list-style-type: none"> <li>▪ Lack of asset management policy, standards and procedures</li> <li>▪ Lack of robust infrastructure assets condition inspection programme</li> <li>▪ Failure to develop, implement and maintain a corporate asset register</li> <li>▪ Inadequate renewal and replacement programmes</li> <li>▪ Renewal and replacement programmes not captured through capital works plans and condition/maintenance assessments</li> </ul>	Very High	<ul style="list-style-type: none"> <li>• Strategic Asset Management Plan and Framework</li> <li>• Transparent tender process for awarding major contracts and procurements.</li> <li>• Administer and monitor contracts and contractor performance to minimize Council's risk exposure.</li> <li>• Provide project management services and advice across Council for all capital works projects.</li> <li>• Budgeting for and management of capital replacement through the identification of funding opportunities</li> </ul>	High

Risk Event	Cause	Risk Rating (E, H)	Risk Treatment Mitigation Plan	Residual Risk
	<ul style="list-style-type: none"> <li>▪ Inadequate budget preparation for the development of asset management systems</li> <li>▪ Failure to strategically manage the asset portfolio to best achieve service delivery outcomes</li> </ul>			
<b>Water &amp; Sewerage Service</b>  Failure to deliver essential services	<ul style="list-style-type: none"> <li>▪ Major equipment failure</li> <li>▪ Disaster event - cyclone, flood, drought</li> <li>▪ Failure of external service provider (e.g. electricity)</li> <li>▪ Failure of external supplier to deliver chemicals, etc</li> <li>▪ Poor operational control</li> <li>▪ Lack of planning</li> </ul>	High	<ul style="list-style-type: none"> <li>• Suitably qualified and trained staff</li> <li>• Contingency plans- water truck tanker</li> <li>• Policies</li> <li>• Backup power supply at critical installations</li> <li>• Counter disaster sub plan</li> </ul>	High
<b>Water &amp; Sewerage Asset Inspections</b>  Inability to conduct inspections	<ul style="list-style-type: none"> <li>▪ Shortage of skilled staff</li> <li>▪ Disaster event</li> <li>▪ Inadequate scheduling/planning</li> </ul>	High	<ul style="list-style-type: none"> <li>• Random checks of inspections</li> <li>• Inspection checklists</li> </ul>	Medium
<b>Staff – Water &amp; Sewerage</b> Shortage of Qualified staff to maintain and operate water and sewerage assets	<ul style="list-style-type: none"> <li>▪ Inability to attract and retain staff</li> <li>▪ Loss of skilled staff</li> <li>▪ Isolated area/remote location</li> </ul>	High	<ul style="list-style-type: none"> <li>• Maintaining adequate numbers of trained staff</li> </ul>	Medium
<b>Water</b> Lack of Water supply	<ul style="list-style-type: none"> <li>▪ Failed wet season</li> <li>▪ Failure of electricity supply</li> </ul>	High	<ul style="list-style-type: none"> <li>• Water restrictions</li> </ul>	High

Risk Event	Cause	Risk Rating (E, H)	Risk Treatment Mitigation Plan	Residual Risk
	<ul style="list-style-type: none"> <li>▪ Reliability of equipment</li> <li>▪ Access to critical assets</li> <li>▪ Staff continuity and training</li> <li>▪ Constant supply of chemicals</li> <li>▪ Maintaining good data (recording and transmission)</li> </ul>			
<b>Water</b> Water Quality	<ul style="list-style-type: none"> <li>▪ Contamination (i.e. stock, algae, fish, etc.)</li> </ul>	High	<ul style="list-style-type: none"> <li>• Drinking Water Management Plan</li> <li>• Increase water supply</li> </ul>	High
<b>Water</b> Total failure of water treatment plant	<ul style="list-style-type: none"> <li>▪ Fire / burnt out electricals</li> <li>▪ Disaster event</li> </ul>	High	<ul style="list-style-type: none"> <li>• Regular maintenance carried out</li> <li>• Regular training of staff/training of new staff</li> <li>• Weekly water quality Monitoring</li> <li>• Water quality management plan</li> <li>• Operational procedures</li> </ul>	Low
<b>Water</b> Partial failure of water treatment plant	<ul style="list-style-type: none"> <li>▪ Equipment failure</li> <li>▪ Loss of power board essential components</li> <li>▪ Burnout of switchboard</li> <li>▪ Failure of electricity supply</li> <li>▪ Reliability of equipment</li> <li>▪ Staff continuity and training</li> <li>▪ Disaster event or drought</li> <li>▪ Constant supply of chemicals during flooding/road closures</li> </ul>	High	<ul style="list-style-type: none"> <li>• Spare electrical parts</li> <li>• Back up generator for power failure</li> <li>• Auto telemetry system-warning if water levels low, or power outage</li> </ul>	High
<b>Water</b> Inability to adequately control water quality	<ul style="list-style-type: none"> <li>▪ Contamination</li> <li>▪ Failure of electricity and or equipment</li> <li>▪ Poor record keeping</li> <li>▪ Lack of training</li> <li>▪ Lack of skilled staff</li> </ul>	High	<ul style="list-style-type: none"> <li>• Monitoring of water quality</li> <li>• Operational procedures</li> <li>• Drinking water Quality Management plan</li> <li>• Staff training</li> </ul>	Low

Risk Event	Cause	Risk Rating (E, H)	Risk Treatment Mitigation Plan	Residual Risk
<b>Sewerage</b> Sewage pod failure - Karumba	<ul style="list-style-type: none"> <li>▪ Equipment failure</li> <li>▪ - User error</li> </ul>	High	<ul style="list-style-type: none"> <li>• Staff on call</li> <li>• Budget for replacement pumps and repairs</li> </ul>	High
<b>Sewerage</b> Failure of ponds or sewage treatment process - Normanton	<ul style="list-style-type: none"> <li>▪ Equipment failure</li> <li>▪ Failure to adequately maintain infrastructure</li> <li>▪ Excess rain events / disasters</li> <li>▪ Lack of controls and skilled staff</li> </ul>	High	<ul style="list-style-type: none"> <li>• Staff on call</li> <li>• Budget for replacement pumps and repairs</li> </ul>	High

*Table 16 – Identified Water Supply and Sewerage Network Asset Risks*

## 7. FINANCIAL SUMMARY

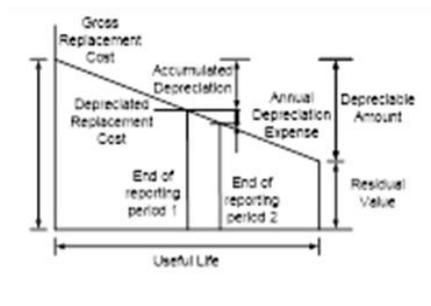
This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

### 7.1 Financial Statements and Projections

#### 7.1.1 Water Asset Valuations

The best available estimates of the value of assets included in this Asset Management Plan are shown below.

<b>Gross Replacement Cost</b>	<b>\$ 75,576,660</b>
<b>Accumulated Depreciation</b>	<b>\$ 31,778,865</b>
<b>Depreciated Replacement Cost</b>	<b>\$ 43,797,795</b>
<b>Annual Average Asset Consumption</b>	<b>\$ 847,336</b>

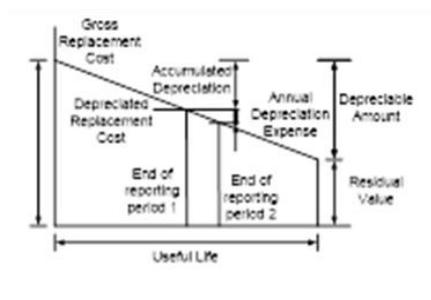


The value of assets is listed as recorded in the asset register as of 30 June 2022. Assets are valued at fair value based on depreciated replacement cost according to Greenfield rates. The quantities represent assets where replacement cost meets Council's capitalisation threshold.

#### 7.1.2 Sewerage Asset Valuations

The best available estimate of the value of assets included in this Asset Management Plan are shown below.

<b>Gross Replacement Cost</b>	<b>\$25,332,301</b>
<b>Accumulated Depreciation</b>	<b>\$9,247,265</b>
<b>Depreciated Replacement Cost</b>	<b>\$16,085,036</b>
<b>Annual Average Asset Consumption</b>	<b>\$335,462</b>



The value of assets is listed as recorded in the asset register as of 30 June 2021. Assets are valued at fair value based on depreciated replacement cost according to Greenfield rates. The quantities represent assets where replacement cost meets Council's capitalisation threshold.

### 7.1.3 Sustainability of Service Delivery

#### Asset Renewal

The Asset Sustainability Ratio as one of its key measures of an organisation’s sustainability. The ratio is defined as follows:

#### Financial Management (Asset Sustainability Ratio):

$$\frac{\text{Capital Expenditure on Replacement of Assets (Renewals)}}{\text{Depreciation Expenditure}}$$

The target range is greater than 90% per annum (on average over the long-term). From Council’s most recent water and sewer revaluation, the annual depreciation for the asset covered in this Asset Management Plan is:

- Water supply assets - **\$ 847,336 p.a.**
- Sewerage assets - **\$335,462 p.a.**

Based on a simple 90% or greater target then the target annual renewal expenditure amount should be in the order of:

- Water supply assets - **\$762,603 p.a. or greater**
- Sewerage assets - **\$301,915 p.a. or greater**

### 7.1.4 Projected Expenditures for Long Term Financial Plan

Based on the valuation data, the following identifies the projected renewals requirements over the next 10 years. In practice, renewals will be programmed over several years so that acts to “smooth” out the expenditure curve.

The following charts show the predicted renewal expenditure for water & sewerage class asset groups over the next 10 years.

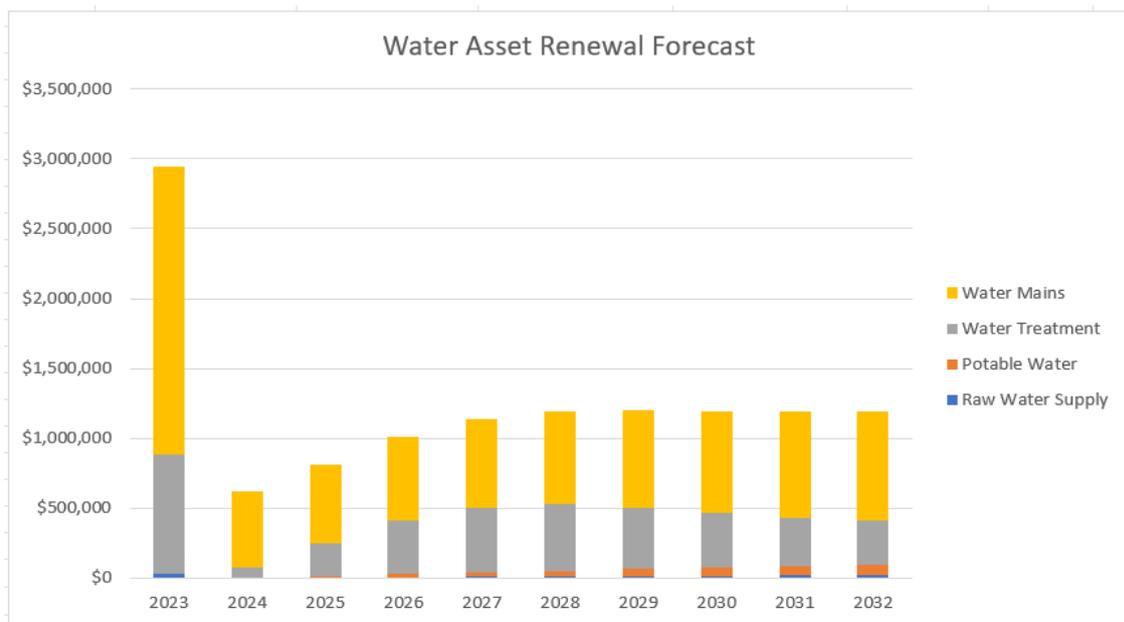


Figure 12 - Projected 10 Year Renewal Funding Demand – Water Assets

The aging AC water mains are the predominant assets class due for renewal. For example, rising main on Old Croydon Road only has 4 years of remaining life and its current replacement cost is about \$5 Million. Renewal of the water mains will require significant amount of funding in next 10 years and will require careful planning based on condition assessment to achieve optimum results.

Most of the pumps, valves and actuators and short-life instrumentations are aged and will require renewal in near future.



Figure 13 - Projected 10 Year Renewal Funding Demand –Sewerage Assets

Replacement of the submersible pumps will require significant amount of funding in the first year of the renewal program as these pumps in the sewer zones are nearing or already reached the end of useful life. The total replacement value of these pumps is about \$ 900, 000. Pumps, electrical works, pipe works, and telemetry equipment in pump stations are also aging and in will require renewal soon.

Generally, sewerage treatment plant assets are in excellent to good condition. However, some instrumentation, generator, pumps and membrane unit associated assets are nearing useful life and will require renewal soon.

The table below shows the consolidated projected expenditures for the 10-year Long Term Financial Plan.

Expenditure projections for water & sewerage assets are in current dollar values.

Year	Raw Water Supply	Potable Water	Water Treatment	Water Mains
2023	\$33,184	\$0	\$846,229	\$2,065,254
2024	\$0	\$0	\$77,079	\$543,488
2025	\$2,960	\$11,123	\$229,636	\$570,662
2026	\$5,919	\$22,247	\$382,194	\$601,234
2027	\$8,368	\$32,614	\$464,535	\$633,503
2028	\$10,624	\$41,836	\$474,529	\$666,158
2029	\$13,106	\$49,771	\$440,801	\$698,191
2030	\$16,023	\$56,440	\$393,052	\$728,845
2031	\$19,372	\$61,972	\$350,397	\$757,558
2032	\$23,033	\$66,552	\$320,648	\$783,930
<b>TOTAL</b>	<b>\$132,589</b>	<b>\$342,555</b>	<b>\$3,979,100</b>	<b>\$8,048,823</b>

Table 17 - Projected Expenditures of Water Assets for the Long-Term Financial Plan

Year	Sewerage Pump Stations	Sewerage Treatment Plant	Sewer Mains	Sewer Point Assets	Access Chambers
2023	\$1,057,356	\$263,025	\$0	\$0	\$0
2024	\$18,700	\$136,033	\$0	\$0	\$0
2025	\$16,745	\$130,069	\$304	\$0	\$3,822
2026	\$14,789	\$124,105	\$609	\$0	\$7,644
2027	\$13,165	\$123,741	\$985	\$157	\$9,555
2028	\$11,990	\$124,025	\$1,485	\$587	\$9,555
2029	\$11,278	\$125,144	\$2,153	\$1,373	\$8,415
2030	\$11,002	\$129,132	\$3,026	\$2,561	\$6,971
2031	\$11,112	\$137,187	\$4,135	\$4,170	\$5,879
2032	\$11,643	\$155,086	\$5,515	\$6,196	\$5,594
<b>Total</b>	<b>\$1,177,780</b>	<b>\$1,447,548</b>	<b>\$18,213</b>	<b>\$15,044</b>	<b>\$57,433</b>

Table 18 - Projected Expenditures of Wastewater Assets for the Long-Term Financial Plan

### 7.1.5 Planned Expenditures in the Long Term Financial Plan Comparison

The following table summarises the renewal forecast based on modelling and the renewal gap for next 10 years. The current LTFP budgets over the ten year is currently not available. These will be added to future updates of this plan.

#### Water Assets

Year	Renewal Forecast	LTFP Budget Water	Renewal Gap
2023	\$2,944,667	TBA	TBA
2024	\$620,566		
2025	\$814,382		
2026	\$1,011,594		
2027	\$1,139,020		
2028	\$1,193,147		
2029	\$1,201,869		
2030	\$1,194,360		
2031	\$1,189,299		
2032	\$1,194,162		
<b>TOTAL</b>	<b>\$12,503,067</b>		

**Table 19 – Comparison of Projected Expenditures of Water Assets with the Long-Term Financial Plan Budget**

Based on the above, the following graph shows the projected renewal over the next 10 years. Council need to allocate renewal funding for next 10 years. It should be noted that the renewal assessed is modelled on valuation data and physical condition assessments will provide improved confidence in future modelling results and budgeting inputs.

Therefore, it is recommended that Council undertake an immediate condition assessment of its aging water mains as these assets will require significant amount of renewal funding in immediate future.

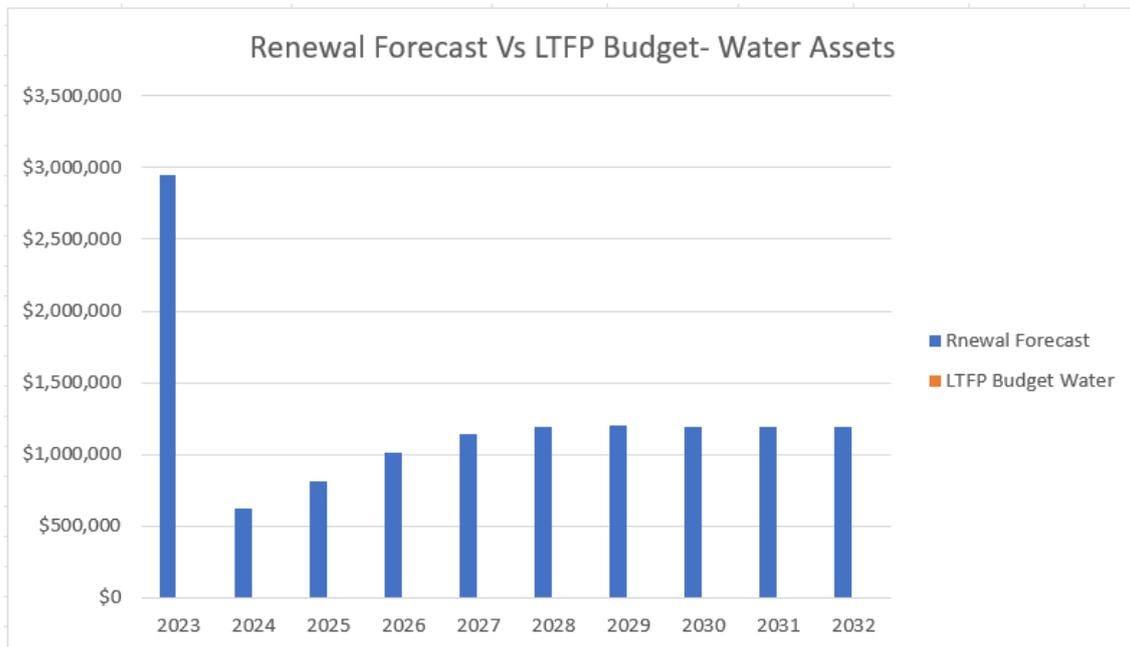


Figure 14 – Comparison of Projected 10 Year Renewal Funding Demand – Water Assets with LTFP Budget

This will be updated in future versions of the plan once additional data is available.

### Wastewater Assets

Year	Renewal Forecast	LTFP Budget Sewerage	Renewal Gap
2023	\$1,320,381	TBA	TBA
2024	\$154,734		
2025	\$150,940		
2026	\$147,146		
2027	\$147,602		
2028	\$147,642		
2029	\$148,363		
2030	\$152,691		
2031	\$162,484		
2032	\$184,034		
<b>TOTAL</b>	<b>\$2,716,018</b>		

Table 20 – Comparison of Projected Expenditures of Water Assets with the Long-Term Financial Plan Budget

Based on the above, the following graph shows the projected renewal over the next 10 years. Council need to allocate renewal funding for next 10 years. It should be noted that the renewal assessed is modelled on valuation data and physical condition assessments will provide improved confidence in future modelling results and budgeting inputs.

Therefore, it is recommended that Council undertake an immediate condition assessment of its aging submersible pumps within the sewer zones as these assets will require significant amount of renewal funding in immediate future.

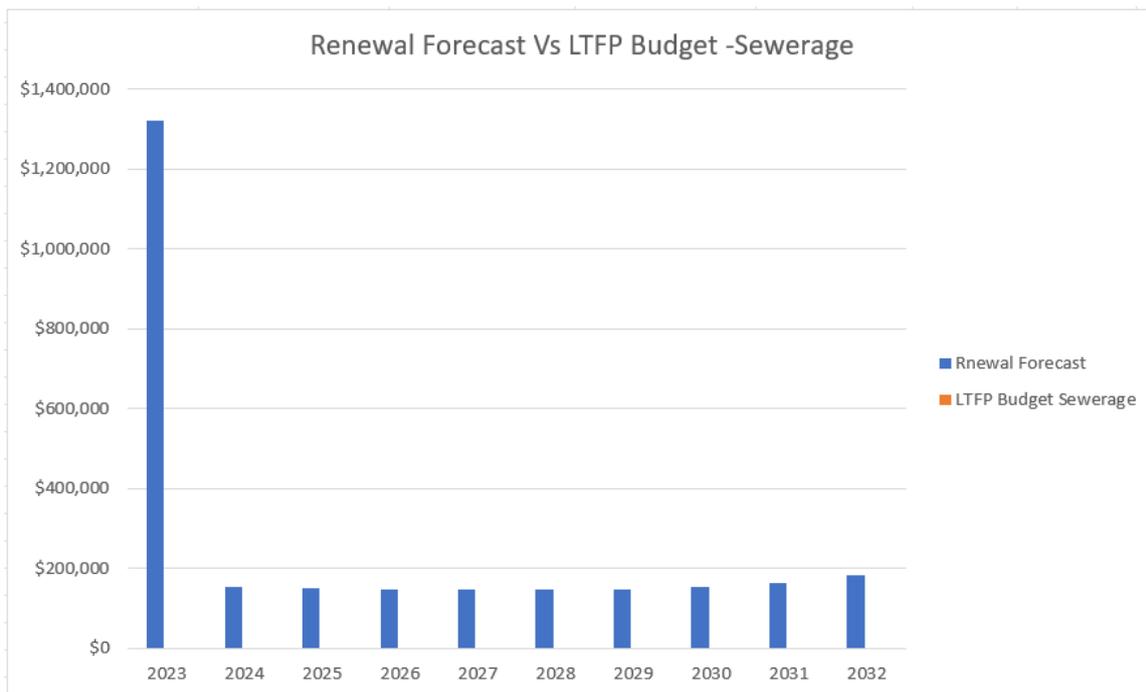


Figure 15 – Comparison of Projected 10 Year Renewal Funding Demand – Wastewater Assets with LTFP Budget

This will be updated in future versions of the plan once additional data is available.

### 7.1.6 Key asset funding considerations

As the modelling is based on valuation data, it is recommended that physical inspections/condition assessments of the aging assets be conducted to establish condition and renewal requirements and this information be utilised to develop the 10-year capital program.

## 8. IMPROVEMENT PLAN

The proposed asset management improvement plan generated from this asset management plan is shown in Table below.

ID	Improvement Initiative	Priority	Improvement Actions	Timeframe	Responsibility
1	Conduct regular water & sewerage asset condition assessments to ensure that condition data from assessments is linked to valuations	High	Allocate budget for condition assessment programs	4 -5-year cycle	Manager Water & Waste/ Manager Assets
2	Ensure that any physical condition assessments inform the renewal capex program	High	Develop 10-year renewal program to inform Long Term Financial Plan	4 -5-year cycles	Manager Assets/Manager Finance & Administration
3	Identify assets that require immediate renewal based on historical maintenance information	High	Review historical maintenance information (4-5years) to identify and prioritise assets that require immediate replacement	Annual	Manager Water & Waste/ Manager Assets
4	Update and maintain asset register. Maintain all relevant attributes including current condition and relevant key financial data. Maintain a single point of truth	High	Update asset registers Collate and consolidate asset information to create a single point of truth	Annual	Manager Assets/Manager Finance & Administration
5	Asset Management Policy Development	High	Develop an Asset Management Policy for the Council		Manager Assets
6	Asset Management Strategy Development	High	Develop an Asset Management Strategy for the Council		Manager Assets

Table 21 –Asset Management Improvement Plan

Council's Executive Management Team (EMT) will be responsible for determining the priority of the actions in this improvement plan and to allocate a responsible officer and identify resource needs. This is to ensure that the implementation of these improvement actions align with Council's overall asset management objectives.

## 8.1 Monitoring and Review Procedures

This asset management plan will be reviewed during annual budget planning processes and amended to show any material changes in service levels and/or resources available to provide those services because of budget decisions.

The asset management plan will be updated annually to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into the Long-Term Financial Plan.

The asset management plan will have a life of four (4) years and will be completely reviewed and updated in order to inform the development of the Corporate Plan, the Operational and Development Plan, and the Long-Term Financial Plan

## APPENDIX A – CONDITION ASSESSMENT DEFINITIONS

CONDITION RATING	CONDITION RATING DEFINITION
<b>0</b>	A new asset or recently rehabilitated back to new condition.
<b>1</b>	A near new asset with no visible signs of deterioration often moved to condition 1 based upon the time since construction rather than observed condition decline.
<b>2</b>	An asset in excellent overall condition. There would be only very slight condition decline but it would be obvious that the asset was no longer in new condition.
<b>3</b>	An asset in very good overall condition but with some early stages of deterioration evident, but the deterioration still minor in nature and causing no serviceability problems.
<b>4</b>	An asset in good overall condition but with some obvious deterioration evident, serviceability would be impaired very slightly.
<b>5</b>	An asset in fair overall condition. Deterioration in condition would be obvious and there would be some serviceability loss.
<b>6</b>	An asset in fair to poor overall condition. The condition deterioration would be quite obvious. Asset serviceability would now be affected and maintenance cost would be rising.
<b>7</b>	An asset in poor overall condition deterioration would be quite severe and would be starting to limit the serviceability of the asset. Maintenance cost would be high
<b>8</b>	An asset in very poor overall condition with serviceability now being heavily impacted upon by the poor condition. Maintenance cost would be very high and the asset would be at a point where it needed renewal
<b>9</b>	An asset in extremely poor condition with severe serviceability problems and needing renewal immediately. Could also be a risk to remain in service
<b>10</b>	An asset that has failed, is no longer serviceable and should not remain in service. There would be an extreme risk in leaving the asset in service.



**HEAD OFFICE – VICTORIA**

Level 1, 100 Fyans Street  
South Geelong VIC 3220  
PO Box 1374  
Geelong VIC 3220

Phone: 1300 500 932  
admin@ctman.com.au

**QUEENSLAND**

Suite 16 Capalaba Business Centre  
39 Old Cleveland Road  
PO Box 1057  
Capalaba QLD 4157

Phone: 61 7 3390 1685  
queensland@ctman.com.au

**NEW SOUTH WALES**

PO Box 8128  
Koorngal NSW 2650

Phone: 1300 500 932  
admin@ctman.com.au

**TASMANIA**

PO Box 337  
Newstead TAS 7250

Phone: 1300 500 932  
admin@ctman.com.au

[www.ctman.com.au](http://www.ctman.com.au)

ACN: 072 083 795  
ABN: 15 072 083 795



**WASTE ASSET MANAGEMENT PLAN  
PREPARED FOR CARPENTARIA SHIRE COUNCIL**

DECEMBER 2023  
STRICTLY PRIVATE & CONFIDENTIAL



## DOCUMENT CONTROL

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	Project Manager: Owen Harvey
	Author: Owen Harvey
	Date: December 2023
	Synopsis: Waste AMP 2023

### Waste

#### CONSULTANTS DISTRIBUTION SCHEDULE

Version No.	Date	Distribution	Reference
1.0		Draft for client review	
1.1		Final Version incorporating client Feedback	

#### SCHEDULE OF ADOPTION

Version No.	Date	Comment	Reference

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## 1. EXECUTIVE SUMMARY

### 1.1 What are our asset management objectives?

The waste assets covered by this Asset Management Plan (AMP) support the delivery and maintenance of waste collection and disposal services provided to residents and visitors to Carpentaria Shire Council (CSC).

The delivery of this AMP supports the following strategic theme of the Council and the key strategic actions (2021-2025).

***“Carpentaria Governance - A well governed, responsive Council, providing effective leadership and management, and respecting community values”***

The **asset management objective** of the Council is to operate, maintain and renew the physical infrastructure assets relating to its waste management to a level that:

- Minimise the amount of waste that goes to landfill.
- Encourage the maximisation of community involvement into recycling by providing accessible recycling services and facilities.
- Maintain the transfer stations in Normanton and Karumba for the community to maximise opportunity for convenient waste disposal and for recycling.
- Have an appropriate waste disposal network to ensure the future and current waste disposal and resource recovery needs of the community are met.
- Waste management and resource recovery infrastructure will be managed in an environmentally, financially and sustainable manner.

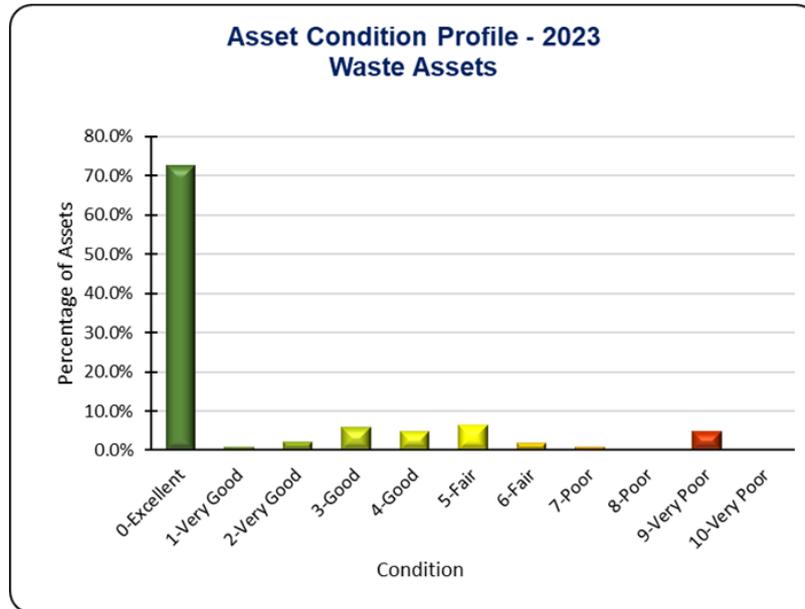
### 1.2 What assets are included in this plan?

Council is responsible for waste infrastructure in Karumba and Normanton. A summary of the assets at a high level is as follows:

#### Waste Assets

Asset Name	Replacement Cost
Waste Reception Facility Normanton	\$ 24,134
KBA Old Transfer Station - Fence	\$ 131,640
Ntn Refuse Site Fencing	\$ 175,520
Surveillance Equip - Normanton Refuse Tip	\$ 50,462
Leachate Pumping Structure - Normanton Landfill	\$ 57,730
Abandoned Vehicles Fencing at Normanton Refuse Facility	\$ 22,220
Normanton Waste Facility upgrade	\$ 1,995,896
Transfer Station - Karumba Dump Road	\$ 96,207
Bin Ramps - Karumba Dump Road	\$ 131,640
Concrete Slab - Shredder - Karumba Dump Road	\$ 46,074
Security Cameras - Karumba Transfer Station	\$ 17,736
	<b>\$ 2,749,259</b>

### 1.3 What is the current condition of these assets?



**Waste Assets Condition Profile**

The condition of majority of waste assets range from excellent to Fair. The assets that tend to be aged and likely lower remaining useful lives with poor/very poor condition include Karumba fencing and the waste reception facility at the Normanton landfill entry (based on valuation data).

### 1.4 What is our current approach to managing these assets?

CSC is committed to delivering quality and reliable waste management services to its customers. Council has regular weekly scheduled collection services for residents in Karumba and Normanton plus additional collection services for commercial businesses in both townships.

Council maintains monitoring programs to ensure that the disposal processes, landfill site and transfer stations operate in accordance with the various regulatory compliance requirements.

Generally, renewal projects are identified via both inspections as well as emergent issues and asset failures for waste assets. These assets are then included in the forward works programs for renewal or maintenance works. Council funds the renewal and maintenance of the waste assets covered by the AMP via the revenue generated from rates or via grants.

- Annual asset maintenance programs exist for all asset covered by this asset management plan to ensure assets are maintained in a safe, compliant and serviceable condition.

### 1.5 What do we see as the key challenges, risks and opportunities to the specified asset management objective(s)?

Risk	Cause	Risk Rating	Management Strategy
<p><b>Overall Asset Management</b>                      Failure to manage and implement a Council-wide framework for sustainable whole of life asset management</p>	<ul style="list-style-type: none"> <li>▪ Lack of asset management policy, standards and procedures</li> <li>▪ Lack of robust infrastructure assets condition inspection programme</li> <li>▪ Failure to develop, implement and maintain a corporate asset register</li> <li>▪ Inadequate renewal and replacement programmes</li> <li>▪ Renewal and replacement programmes not captured through capital works plans and condition/maintenance assessments</li> <li>▪ Inadequate budget preparation for the development of asset management systems</li> </ul> <p>Failure to strategically manage the asset portfolio to best achieve service delivery outcomes</p>	<p>Very High</p>	<ul style="list-style-type: none"> <li>• Strategic Asset Management Plan and Framework</li> <li>• Transparent tender process for awarding major contracts and procurements</li> <li>• Administer and monitor contracts and contractor performance to minimize Council's risk exposure</li> <li>• Provide project management services and advice across Council for all capital works projects</li> <li>• Budgeting for and management of capital replacement through the identification of funding opportunities</li> </ul>

### 1.6 What does it cost?

The projected outlays modelled to be necessary to provide the services covered by this AMP include renewals over the 10-year planning period are **\$217,128**, for waste assets which equates to **\$21,713** on average per year. The modelling was based on the valuation data.

All waste services new and upgrade programs and planned projects will need to be added to or incorporated in with the base renewal demand figures.

## 2. INTRODUCTION

### 2.1 Description of Service

The Waste assets covered by this Asset Management Plan (AMP) support the delivery and maintenance of waste infrastructure provided to residents and visitors to Carpentaria Shire Council (CSC). This Asset Management Plan documents the management practices that will maintain the long-term integrity of Council's waste and recycling collection, transportation and disposal operations.

The delivery of this AMP supports the following strategic theme and the key strategic actions (2021-2025) of the Council.

***"Carpentaria Governance - A well governed, responsive Council, providing effective leadership and management, and respecting community values".***

- Maintain a focus on Integrity, Accountability and Transparency in all that we do,
- Maintain a focus on excellence in customer service and improvements in service delivery,
- Develop systems that promote continuous improvement,
- Provision of safe and reliable infrastructure (roads, water and sewer, waste management, buildings and facilities, etc.) Improve the online interaction with Council services for the community,
- Develop a 5-year plan towards meeting the Financial Sustainability targets.

### 2.2 Waste Asset Class – Asset Management Objectives

The **asset management objective** of the Council is to operate, maintain and renew the physical infrastructure assets relating to its waste services infrastructure to a level that:

- is acceptable to Council and the community in terms of safety, quality, meeting community needs and service standards, compliant with standards and
- is financially sustainable for Council,

to achieve key strategic actions under **Governance**.

This AMP outlines the management approach to:

- Optimising the lifecycle management of assets (achieving service demand at lowest lifecycle cost),
- Identifying and managing risks associated with the relevant asset in line with Council's Risk Register,
- Identifying renewal funds required for a 10-year planning period in alignment with the Operational Plan 2023-2024 and
- Continual improvement in the management of assets and performance monitoring.

### 2.3 Structure of the Asset Management Plan

It is important that CSC adopts a Waste AMP that best enables it to achieve the asset management objective as specified above. Such an AMP needs to be strategic, practical and 'fit for purpose' in order to inform Council decision making. As a result, the AMP is structured to address the following five (5) key questions:

- a) What physical infrastructure assets does Council currently manage?
- b) What is the current condition of these physical infrastructure assets?
- c) What is Council's current approach to operating, maintaining and renewing these assets?
- d) What does Council see as the key risks to the asset management objective?
- e) What is the recommended approach for operating, maintaining and renewing these assets?

## 2.4 What assets are included in this AMP?

CSC is responsible for waste management and associated infrastructure which includes a transfer station at Karumba and a landfill site at Normanton.

Asset Name	Replacement Cost	Annual Depreciation	Written Down Value
Waste Reception Facility Normanton	\$ 24,134	\$ 204	\$ 7,586
KBA Old Transfer Station - Fence	\$ 131,640	\$ 2,152	\$ 18,418
Ntn Refuse Site Fencing	\$ 175,520	\$ 4,790	\$ 86,674
Surveillance Equip - Normanton Refuse Tip	\$ 50,462	\$ 846	\$ 21,322
Leachate Pumping Structure - Normanton Landfill	\$ 57,730	\$ 968	\$ 49,064
Abandoned Vehicles Fencing at Normanton Refuse Facility	\$ 22,220	\$ 373	\$ 20,959
Normanton Waste Facility upgrade	\$ 1,995,896	\$ 5,605	\$ 1,941,307
Transfer Station - Karumba Dump Road	\$ 96,207	\$ 1,036	\$ 67,003
Bin Ramps - Karumba Dump Road	\$ 131,640	\$ 1,788	\$ 83,480
Concrete Slab - Shredder - Karumba Dump Road	\$ 46,074	\$ 643	\$ 30,076
Security Cameras - Karumba Transfer Station	\$ 17,736	\$ 1,487	\$ 12,702
	<b>\$ 2,749,259</b>	<b>\$ 19,892</b>	<b>\$ 2,338,592</b>

Table 1 – Waste Assets Covered by this AMP

### 3. LEVELS OF SERVICE

The adopted levels of service for waste services include a combination of customer and technical performance measures. The provision of waste services are regulated due to the environmental sensitive nature of the services. These legislative/planning requirements provide the basis for waste disposal, quality and environmental management standards. The service levels which relate to customer satisfaction are targets and not intended to be customer contracts. The LOS are categorised into the following 3 areas;

Customer	<ul style="list-style-type: none"> <li>• Collection frequency and reliability</li> <li>• Frequency of customer complaints</li> <li>• Response times for customer feedback/complaints</li> </ul>
Technical	<ul style="list-style-type: none"> <li>• Collection frequency and reliability</li> <li>• Compliance to Stage Government environmental regulations</li> </ul>

Table 2 - Categories of Levels of Service

#### 3.1 Customer Levels of Service

Service levels are defined service levels in two terms, customer levels of service and technical levels of service. These are supplemented by organisational measures.

**Customer Levels of Service** measure how the customer receives the service and whether value to the customer is provided.

Council's Customer Service Standards for Waste collection and disposal are published on the Council's website. These are mostly related to collection services but are indirectly in response to State Government requirements and form the basis of the customer and technical levels of service outlined in the following Tables.

Service Level Outcome	Principle Activity	Strategic Elements	Performance Outcome	Assessed by
Reliability	Collection of Waste	Ensure waste is collected regularly on the published frequencies	Reliable waste collection service Transfer station and landfill are ac	Number of customer complaints
	Transfer Station and Landfill accessibility	Unobtrusive service	No disruptions from sewerage network	Number of interruptions per year
Quality	Meet QLD DES standards as set out in conditions of approval	Measurement of non-compliance with DES license requirements.	No non-compliance events	Number of non-compliance events
	Provide a safe compliant landfill and transfer station sites with minimal impact on surrounding areas	Site operations minimise impact on environment	Minimise any environmental impacts onto public and community properties	Number of related customer complaints
Function	Capacity of the landfill	Maintain existing infrastructure to meet demand. Replace asset components as required.	Landfill capacity meets current demand. Access to landfill is not interrupted due to lack of asset maintenance & renewals	Demand/Capacity Unavailability of landfill site per month.
Condition	Provide appropriate levels of operations, maintenance and renewals to provide a reliable service	Monitor and condition assess assets & infrastructure and transfer station & landfill site	Waste assets are checked and monitored regularly	Frequency with which all waste infrastructure checked
	Provide appropriate levels of operation, maintenance and renewal to provide reliable service	Maintaining and renewing the waste assets most efficiently to reduce costs, downtime and environmental risk	No asset failures No non-compliance events	Number of system failures and environmental non-compliance events

Table 3 - Customer Level of Service Measures

#### 3.2 Technical Levels of Service

**Technical Levels of Service** – Supporting the customer service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

<b>Operations</b>	The regular activities to provide services (e.g. access, mowing grass, inspections, response times etc.
<b>Maintenance</b>	The activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. Road patching, unsealed road grading. Table 2 defines the road classification and type for maintenance purposes.
<b>Renewal</b>	The activities that return the service capability of an asset up to that which it had originally (e.g. Mains Replacement)
<b>Asset Improvements</b>	The activities to provide a higher level of service (e.g. Widening a road, sealing an unsealed road)

*Table 4 – Technical level of Service Measures*

Service and asset managers plan, implement and control technical service levels to influence the customer service levels.

**Technical Service Levels**

Performance Indicator	Performance Measure	Target
<b>Operations</b>		
Collection of Waste	Provide a reliable collection service as per the published collection frequencies	>95% satisfaction
Compaction of Landfill	Normanton landfill compaction is performed three times per week by Council staff with Council backhoe	Minimum of 95% availability of the pit for dumping of waste Minimal wind borne waste
Environmental	Comply with conditions of DES approvals and legislation including management of: - Litter - Ocour minimisation - Dust Emissions - Noise - Site Security - Fire	100% Compliance
Site Safety	Waste management & safety guidelines followed  Compliance with environmental protection legislation and license requirements  Hazardous waste disposed of properly	100% Compliance
Sustainability	Long term planning for site management, new landfill cells etc. Operations of services aimed to ensure sustainability of service	Operations to ensure efficiency and long term value for money
Annual Maintenance Cost	Budget	
<b>Renewals</b>		
Forecast 5 Year Average annual renewals	Budget	

*Table 5 – Technical Level of Service Measures*

### 3.3 Legislative Requirements

There are many legislative requirements relating to the management of assets. These include:

Legislation	Requirement
Local Government Act 2009 & Local Government Regulation 2012	Sets out role, purpose, responsibilities and powers of local governments including the preparation of a long term financial plan supported by asset management plans for sustainable service delivery.
Waste Reduction and Recycling Act 2011 Waste Reduction and Recycling Regulation 2011	Introduced to promote waste avoidance and reduction, and resource recovery and efficiency actions;.
Dangerous Goods Safety Management Act 2001	Set out the safe management in Queensland of the storage and handling of hazardous materials, particularly dangerous goods and combustible liquids, and the management of major hazard facilities and emergencies involving hazardous materials, and for other purposes
Public health Act (2005).	The object of this Act is to protect and promote the health of the Queensland public.
Work Health and Safety Regulation 2011	Sets out roles and responsibilities to secure the health, safety and welfare of persons at work.
Environmental Protection Act 1994	Sets out guidelines for land use planning and promotes sharing of responsibilities between various levels of government in the state.
Environmental Protection Regulation 2019	Prescribes the detail for processes contained in the EP Act 1994.

*Table 6 – Legislative Requirements*

## 4. CURRENT ASSET CONDITION & PERFORMANCE

Asset condition assessment is critical to the current and future management approach of CSC’s waste infrastructure assets. Asset condition information provides us with the current performance of each asset and over time, demonstrates the rate of asset degradation and longer-term performance of infrastructure.

This asset management plan uses the asset condition information derived from asset valuation data.

Council uses a 0 – 10 condition rating scale whereby condition 0 is an asset in new condition to condition 10 where an asset is in very poor condition or has failed. The condition rating scale and definitions used is shown as Appendix A.

### 4.1 Asset Condition Summary – Waste Assets

The following table summarises the overall condition assessment profile for each of the identified assets covered by this AMP.

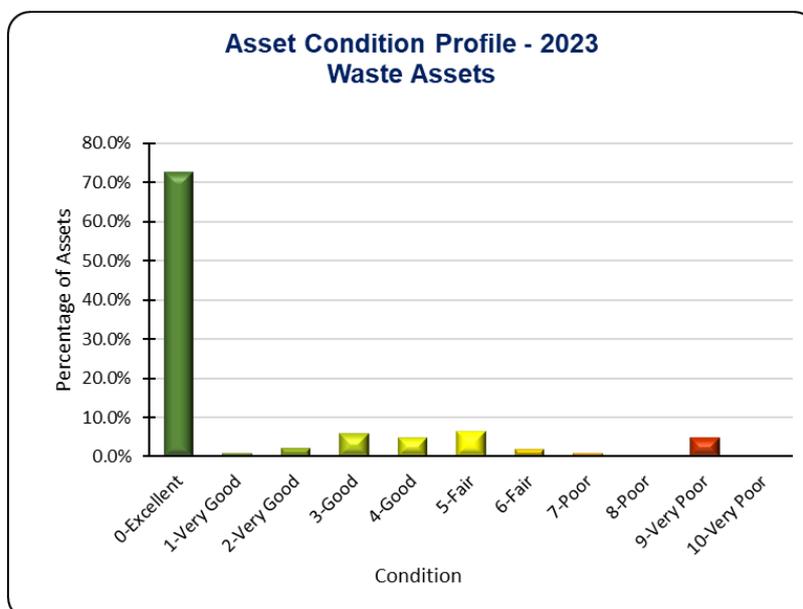


Figure 1 – Overall Condition Profile of Waste Assets

The condition of majority of waste assets range from excellent to Fair. The assets that tend to be aged and likely lower remaining useful lives with poor/very poor condition include Karumba fencing and the waste reception facility at the Normanton landfill entry. A physical condition assessment will better clarify actual condition of the assets and therefore this data will improve confidence in future renewal modelling and planning.

### 4.2 Current Performance of Waste Assets

Council meets its customer service standards consistently as per CSC Website published waste collection services which are in effect Customer Service Standards.

Council maintains a culture of continuous improvement and have recently undertaken major upgrades to the landfill.

## 5. WHAT IS OUR CURRENT APPROACH TO OPERATING, MAINTAINING AND RENEWING THESE ASSETS?

The current approach to the asset management of waste assets is to identify and renew assets via inspection programs and or emergent issues. Council will also arrange for condition assessments of assets to prioritise renewal programs. The renewal of waste infrastructure) is generally funded from rates & grants revenue.

Annual maintenance funding is also required for asset inspection and general maintenance activities.

### 5.1 Typical Asset Useful Lives

Standardising useful lives across this asset class has improved the accuracy of remaining useful life estimates. These typical useful lives have been derived from asset management data.

These lives are predominantly based on material type. The great majority of infrastructure in the waste area such as concrete pavement areas etc have long asset useful lives. Some shorter life assets such as mechanical and electrical equipment components of pump/plant have between 10-40 years useful life and require different asset management strategies compared to longer lived infrastructure.

Waste Assets	Useful life
Landfill site (Landfill cell)	16 years
Landfill site buildings	50 years
Fencing	20 years
Pavements	39 years
Recycling equipment	12 years
Bins	5 years
Land remediation	100 years

*Table 7 – Asset Useful Lives*

### 5.2 Cyclic Asset Inspections and Condition Monitoring

For Council to carry out effective planning and competent management of its waste assets, both in a strategic and operational sense, it is essential that maintenance and performance related information is collected through disciplined and regular inspections of the whole of the portfolio.

The inspection frequency regime uses a risk approach that considers a risk and/or hierarchy. The higher up the hierarchy, the higher the risk exposure and the more frequent the inspections and the quicker the response time.

Council's inspection activities can be grouped into the following categories based on definition and purpose:

Inspection Type	Description
<b>Reactive / Safety Inspections</b>	Reactive inspections are initiated generally by requests for maintenance received from asset users. Safety issues may be detected either as a result of programmed defect inspection or by customer request. Council's objective in relation to maintenance requests is to inspect and prioritise the work requests within specific timeframes.
<b>Planned Inspections (Programmed Defect Inspections)</b>	Planned or maintenance inspections involve a visual investigation to assess the condition of sub-elements or asset components. These inspections provide a basis for urgent, preventative, cyclic maintenance needs and, capital works planning.
<b>Condition Inspections</b>	A condition audit is a systematic inspection and identification and recording of the physical and functional adequacy of assets. The purpose of these inspections is to provide an input for life-cycle cost analysis, and asset planning purposes. This level of inspection does not identify detailed maintenance requirements but provides a basis for managing the asset portfolio from a strategic perspective.

**Table 8 - Asset Inspection Type Summary**

A visual survey will be carried out by an appointed Council staff officer to identify asset defects/risks. The defects are to be recorded via the appropriate medium. Information collected will be recorded, either automatically or manually, by Council's staff to enable upload into a future Maintenance Management System when implemented.

### 5.3 Waste Asset portfolio - Maintenance Practices

Key maintenance Program	Description
<b>Operations</b>	Use and manage the assets in a manner that minimises the long term overall total cost. Undertake scheduled inspections as justified by the consequences of failure on levels of service, costs, public health, or safety.
<b>Programmed/ Cyclic</b>	Reactive inspections are initiated generally by requests for maintenance received from asset users. Safety issues may be detected either as a result of programmed defect inspection or by customer request. Council's objective in relation to maintenance requests is to inspect and prioritise the work requests within specific timeframes.
<b>Reactive</b>	Planned or maintenance inspections involve a visual investigation to assess the condition of sub-elements or asset components. These inspections provide a basis for urgent, preventative, cyclic maintenance needs and, capital works planning.

**Table 9 - Asset Maintenance Practices**

#### 5.3.1 Operations & Maintenance

##### *Compaction at Landfill Sites*

Compaction at the Normanton landfill site is completed as required to minimise windblown litter and maintain well compacted tip face.

Site	Frequency	Intervention Level
Normanton	Compaction managed by Lessee	To be developed

**Table 10 - Compaction Frequencies**

### **Operation of Oil Collection**

Oil collection facilities are available at both the Normanton Landfill and Karumba Transfer Station. The contractor manages the volumes and arranges collection when volumes reach appropriate levels.

### **Hygiene and Aesthetics**

Minimise the odour and aesthetic nuisance emanating from the site and controlling the frequency of covering and compaction. A local contractor is also engaged for monthly pest control to minimize flies.

### **Landfill Maintenance**

Compaction at landfill sites will be completed to reduce wind borne waste and maximise density of the waste to minimise the volume used by the waste. Minimising the volume of each waste delivery, will maximise the utilisation of the pit and therefore delay the costs associated with construction of a new pit or landfill strategy.

### **Waste Collection Operations**

Garbage Collection will be completed as outlined in the table below.

Location	Customer Type	Frequency
Normanton	Residential	Weekly – Every Thursday
	Business	3 times per week
Karumba	Residential	Weekly – Every Tuesday
	Business	3 times per week

**Table 11 - Waste Collection Frequencies**

### **Operations and Maintenance Costings**

Based on the 2022-23 OPEX budget, the following is a summary of the operational budgets for waste collection and the landfill/transfer station operations.

ITEM	BUDGET
Refuse Collection Ntn/Kba - Garbage Collection	\$ 262,536
Landfill/Waste Transfer Operations - Ntn/Kba - Operating Expenses	\$ 547,271
<b>TOTAL</b>	<b>\$ 809,807</b>

**Table 12 - Waste Operations & Maintenance Expenditure**

## 5.4 Waste Asset portfolio – Renewal/ Replacement Practices

Renewal and replacement expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original or lesser required service potential. Work over and above restoring an asset to original service potential is upgrade/expansion or new works expenditure.

Council plans capital renewal and replacement projects to meet level of service objectives and minimise infrastructure service risks. The methodology of renewals and replacements are described in the AMP. Council has recently undertaken significant renewal works at the Normanton Landfill site.

This plan provides a program for the renewal of the waste services assets based on Council's 5 year planning.

### 5.1 Asset Rationalisation and Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation.

Waste related assets are rarely, if ever, disposed apart from cells being capped and decommissioned at the end of their useful lives. Council currently has no immediate or current strategic direction to retire or dispose of any elements of the local waste assets as part of the transfer station or landfill site.

However, it should be noted that the statuses of assets that are replaced as a part of the renewal program need to be changed to "disposed" within the asset data register and relevant financial treatments applied to reflect the replacement of the old asset.

## 6. WHAT DO WE SEE AS THE KEY RISKS TO THE ASSET MANAGEMENT OBJECTIVES?

### 6.1 Risk Management Process

In accordance with the *ISO 3100: 2018 Risk Management Standard*, Council defines risk as the “uncertainty on the achievement of objectives” and has adopted the following process to be applied when managing its physical infrastructure asset base:

The Framework is designed to provide the architecture for a common platform for all risk management activities undertaken by Council and is used to identify specific risks associated with Council’s delivery of services and management of assets.

The objective of the risk management process with regards to Council’s assets is to ensure that:

- All significant operational and organisational risks are understood and identified;
- The highest risks that need to be addressed in the short to medium term are identified; and
- Strategies and treatments to address risks are identified and applied.

An assessment of risks associated with service delivery from infrastructure assets has identified the most critical risks to Council. The risk assessment process identifies and assesses risks, develops a risk rating and develops a risk treatment plan for non-acceptable risks.

The objective of the risk management process with regards to Council’s assets is to ensure that:

- All significant operational and organisational risks are understood and identified,
- The highest risks that need to be addressed in the short to medium term are identified; and
- Strategies and treatments to address risks are identified and applied.

An assessment of risks associated with service delivery from infrastructure assets has identified the most critical risks to Council. The risk assessment process identifies and assesses risks, develops a risk rating and develops a risk treatment plan for non-acceptable risks.

## 6.2 Key asset risks

The following table presents risks associated with management of waste assets of the Council. Council use its risk assessment process to identify and prioritise corrective actions based on the on the risk rating.

Asset at Risk	Critical Incident	Cause	Likelihood	Risk Rating	Risk Treatment Plan
Waste Services	Environmental non-compliance	Not meeting conditions set out on environmental authority	Possible	High	Renegotiate license conditions
	Environmental non-compliance	Wet weather makes the landfill site inaccessible	Moderate	Moderate	Take the risk and not provide alternative temporary site. Residents to be advised of closure during these times
	Fire	Fire at landfill site	Possible	High	Take the risk and manage the fire if it occurs
	Personal Injury	Member of the public going into the pit to rummage and injure themselves	Possible	High	Appropriate signage warning of danger

*Table 13 – Identified Waste Asset Risks*

## 7. FINANCIAL SUMMARY

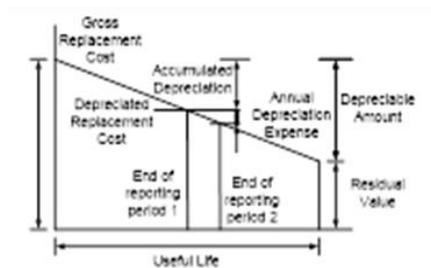
This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

### 7.1 Financial Statements and Projections

#### 7.1.1 Waste Asset Valuations

The best available estimates of the value of assets included in this Asset Management Plan are shown below.

<b>Gross Replacement Cost</b>	<b>\$ 2,749,259</b>
<b>Accumulated Depreciation</b>	<b>\$ 390,774</b>
<b>Depreciated Replacement Cost</b>	<b>\$ 2,338,592</b>
<b>Annual Average Asset Consumption</b>	<b>\$ 19,892</b>



The value of assets is listed as recorded in the asset register as of 30 June 2023. Assets are valued at fair value based on depreciated replacement cost according to Greenfield rates. The quantities represent assets where replacement cost meets Council’s capitalisation threshold.

#### 7.1.2 Sustainability of Service Delivery

##### Asset Renewal

The Asset Sustainability Ratio as one of its key measures of an organisation’s sustainability. The ratio is defined as follows:

##### Financial Management (Asset Sustainability Ratio):

$$\frac{\text{Capital Expenditure on Replacement of Assets (Renewals)}}{\text{Depreciation Expenditure}}$$

The target range is greater than 90% per annum (on average over the long-term). From Council’s most recent waste assets valuation data, the annual depreciation for the asset covered in this Asset Management Plan is:

- Waste assets - **\$ 19,892 p.a.**

Based on a simple 90% or greater target then the target annual renewal expenditure amount should be in the order of:

- Waste assets - **\$17,903 p.a. or greater**

### 7.1.3 Projected Expenditures for Long Term Financial Plan

Based on the valuation data, the following identifies the projected renewals requirements over the next 10 years. In practice, renewals will be programmed over several years so that acts to “smooth” out the expenditure curve.

The following charts show the predicted renewal expenditure for waste assets over the next 10 years.

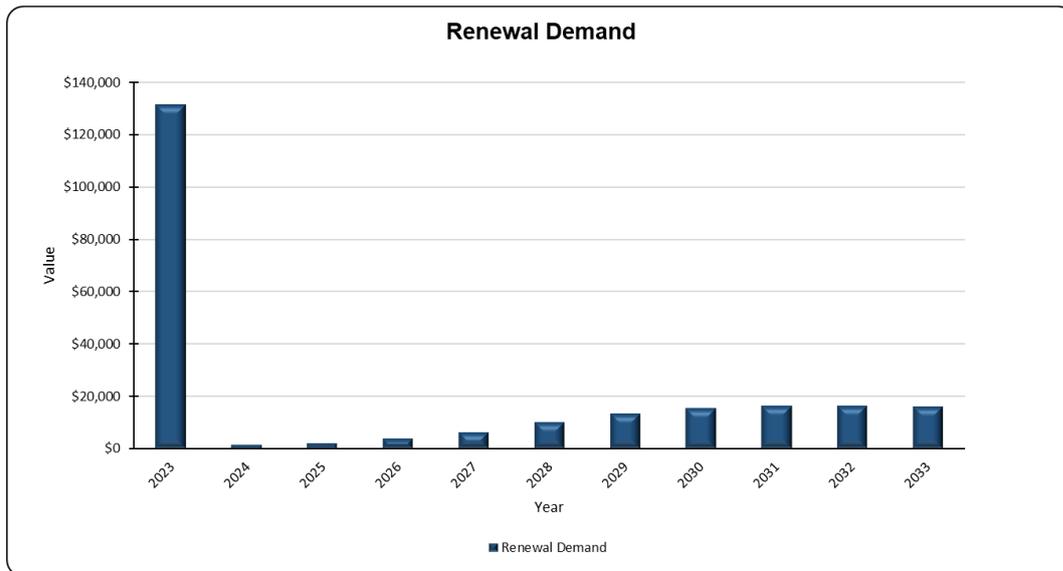


Figure 2 - Projected 10 Year Renewal Funding Demand – Waste Assets

The aging Karumba old transfer station fencing is the predominant assets in the class due for renewal. The other assets in the valuation data either have low replacement costs and/or long useful lives which will stretch out the replacement times significantly. It is recommended that physical condition assessment and development of useful lives based on asset types and finishes will give more accuracy and therefore confidence in the data. One key asset that will require further investigation is the remaining airspace available in the current cell needs can be identified so that capital funds can be included in the ten year capital expenditure forecast.

The table below shows the consolidated projected expenditures for the 10-year Long Term Financial Plan.

Expenditure projections for waste assets are in current dollar values.

Year	Waste Assets
2023	\$131,640
2024	\$1,486
2025	\$2,145
2026	\$3,998
2027	\$6,275
2028	\$10,013
2029	\$13,399
2030	\$15,468
2031	\$16,315
2032	\$16,389
<b>TOTAL</b>	<b>\$217,128</b>

**Table 14 - Projected Expenditures of Waste Assets for the Long-Term Financial Plan**

The average over ten years based on the above is \$21,713 per annum.

#### 7.1.4 Planned Expenditures in the Long Term Financial Plan Comparison

The following table summarises the renewal forecast based on modelling and the renewal gap for next 10 years. The current LTFP budgets over the ten year is currently not available. These will be added to future updates of this plan.

#### Waste Assets

Year	Renewal Forecast	LTFP Budget Waste	Renewal Gap
2023	\$2,944,667	TBA	TBA
2024	\$620,566		
2025	\$814,382		
2026	\$1,011,594		
2027	\$1,139,020		
2028	\$1,193,147		
2029	\$1,201,869		
2030	\$1,194,360		
2031	\$1,189,299		
2032	\$1,194,162		
<b>TOTAL</b>	<b>\$12,503,067</b>		

**Table 15 – Comparison of Projected Expenditures of Waste Assets with the Long-Term Financial Plan Budget**

### 7.1.5 Key asset funding considerations

As the modelling is based on valuation data, it is recommended that physical inspections/condition assessments of the aging assets be conducted to establish condition and renewal requirements and this information be utilised to develop the 10-year capital program.

## 8. IMPROVEMENT PLAN

The proposed asset management improvement plan generated from this asset management plan is shown in Table below.

ID	Improvement Initiative	Priority	Improvement Actions	Timeframe	Responsibility
1	Conduct regular waste asset condition assessments to ensure that condition data from assessments is linked to valuations	High	Allocate budget for condition assessment programs	4 -5-year cycle	Manager Water & Waste/ Manager Assets
2	Ensure that any physical condition assessments inform the renewal capex program	High	Develop 10-year renewal program to inform Long Term Financial Plan	4 -5-year cycles	Manager Assets/Manager Finance & Administration
3	Identify assets that require immediate renewal based on historical maintenance information	High	Review historical maintenance information (4-5years) to identify and prioritise assets that require immediate replacement	Annual	Manager Water & Waste/ Manager Assets
4	Update and maintain asset register. Maintain all relevant attributes including current condition and relevant key financial data. Maintain a single point of truth	High	Update asset registers, identify all assets to a component level to ensure future valuations are accurate and depreciation reflects actual useful lives Collate and consolidate asset information to create a single point of truth	Annual	Manager Assets/Manager Finance & Administration
5	Asset Management Policy Development	High	Develop an Asset Management Policy for the Council		Manager Assets
6	Asset Management Strategy Development	High	Develop an Asset Management Strategy for the Council		Manager Assets

Table 16 –Asset Management Improvement Plan

Council's Executive Management Team (EMT) will be responsible for determining the priority of the actions in this improvement plan and to allocate a responsible officer and identify resource needs. This is to ensure that the implementation of these improvement actions align with Council's overall asset management objectives.

## 8.1 Monitoring and Review Procedures

This asset management plan will be reviewed during annual budget planning processes and amended to show any material changes in service levels and/or resources available to provide those services because of budget decisions.

The asset management plan will be updated annually to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into the Long-Term Financial Plan.

The asset management plan will have a life of four (4) years and will be completely reviewed and updated in order to inform the development of the Corporate Plan, the Operational and Development Plan, and the Long-Term Financial Plan

## APPENDIX A – CONDITION ASSESSMENT DEFINITIONS

CONDITION RATING	CONDITION RATING DEFINITION
0	A new asset or recently rehabilitated back to new condition.
1	A near new asset with no visible signs of deterioration often moved to condition 1 based upon the time since construction rather than observed condition decline.
2	An asset in excellent overall condition. There would be only very slight condition decline but it would be obvious that the asset was no longer in new condition.
3	An asset in very good overall condition but with some early stages of deterioration evident, but the deterioration still minor in nature and causing no serviceability problems.
4	An asset in good overall condition but with some obvious deterioration evident, serviceability would be impaired very slightly.
5	An asset in fair overall condition. Deterioration in condition would be obvious and there would be some serviceability loss.
6	An asset in fair to poor overall condition. The condition deterioration would be quite obvious. Asset serviceability would now be affected and maintenance cost would be rising.
7	An asset in poor overall condition deterioration would be quite severe and would be starting to limit the serviceability of the asset. Maintenance cost would be high
8	An asset in very poor overall condition with serviceability now being heavily impacted upon by the poor condition. Maintenance cost would be very high and the asset would be at a point where it needed renewal
9	An asset in extremely poor condition with severe serviceability problems and needing renewal immediately. Could also be a risk to remain in service
10	An asset that has failed, is no longer serviceable and should not remain in service. There would be an extreme risk in leaving the asset in service.



**HEAD OFFICE – VICTORIA**

Level 1, 100 Fyans Street  
South Geelong VIC 3220  
PO Box 1374  
Geelong VIC 3220

Phone: 1300 500 932  
admin@ctman.com.au

**QUEENSLAND**

Suite 16 Capalaba Business Centre  
39 Old Cleveland Road  
PO Box 1057  
Capalaba QLD 4157

Phone: 61 7 3390 1685  
queensland@ctman.com.au

**NEW SOUTH WALES**

PO Box 8128  
Koorngal NSW 2650

Phone: 1300 500 932  
admin@ctman.com.au

**TASMANIA**

PO Box 337  
Newstead TAS 7250

Phone: 1300 500 932  
admin@ctman.com.au

[www.ctman.com.au](http://www.ctman.com.au)

ACN: 072 083 795  
ABN: 15 072 083 795



**BUILDINGS ASSET MANAGEMENT PLAN  
PREPARED FOR CARPENTARIA SHIRE COUNCIL**

MAY 2022  
STRICTLY PRIVATE & CONFIDENTIAL



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**HEAD OFFICE – VICTORIA**

Level 1, 100 Fyans Street  
South Geelong VIC 3220  
PO Box 1374  
Geelong VIC 3220

Phone: 1300 500 932

**QUEENSLAND**

Suite 16 Capalaba Business Centre  
39 Old Cleveland Road  
PO Box 1057  
Capalaba QLD 4157

Phone: 61 7 3390 1685

**NEW SOUTH WALES**

PO Box 8128  
Koorringal NSW 2650

Phone: 1300 500 932  
admin@ctman.com.au

**TASMANIA**

PO Box 337  
Newstead TAS 7250

Phone: 1300 500 932  
admin@ctman.com.au

[www.ctman.com.au](http://www.ctman.com.au)

ACN: 072 083 795  
ABN: 15 072 083 795

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## 1. EXECUTIVE SUMMARY

### What services are being provided by these assets and what are our Asset Management objectives?

The buildings and other structures assets covered by this Asset Management Plan (AMP) support the delivery of a wide range of services on behalf of residents, Council staff and visitors to Carpentaria Shire.

**The asset management objective** - Carpentaria Shire Council will operate, maintain and renew the buildings and other structure assets relating to supporting a range of services to a level that:

- is acceptable to Council and the community in terms of safety, access, quality, impact on the environment, meeting community needs and
- is financially sustainable for Council to do so.
- 

### What assets are included in this Asset Management Plan?

Carpentaria Shire Council (CSC) currently maintains approximately 281 individual buildings and related other structures. The asset portfolio for which Council is responsible is extensive and includes administration buildings, workshops, emergency service buildings, sporting, recreation facilities, accommodation, libraries, and community facilities.

Asset Type	Quantity	Gross Replacement Cost
Buildings	125	\$44,746,300
Other Structures	156	\$19,990,000
<b>TOTALS</b>	<b>281</b>	<b>\$64,736,300</b>

### What is the current condition of these assets?

The majority of the buildings and other structures assets are in good, or fair condition and can be managed effectively over the long term. The buildings identified as being in poor condition were generally minor in nature. These have been identified in Condition Assessment Reporting.

### What is our current approach to managing these assets?

Renewal projects are identified via both inspections and condition assessments as well as emergent issues for building assets. These assets are then included in the forward works programs for renewal or maintenance works. Council relies heavily on grant funds for the renewal and maintenance of the buildings assets covered by the AMP but has budgeted some funds in future years for priority maintenance issues.

- Annual asset maintenance programs exist for all asset covered by this asset management plan to ensure assets are maintained in a safe and serviceable condition.

### What do we see as the key challenges, risks and opportunities to the specified asset management objective(s)?

Risk	Cause	Risk Rating	Management Strategy
Grant funding availability	Uncertain economic conditions and high government deficits meaning	H	Develop a buildings hierarchy to prioritise which buildings should receive maintenance funding priority

	future grants may be more difficult to obtain		
Ability to record individual maintenance items and record completion & cost against building asset	Lack of a simple maintenance management System	M	Identify an appropriate maintenance management system.

## What is our recommended approach for operating, maintaining, and renewing these assets going forward?

### Asset Renewal

Establish and fund to the required level long-term asset renewal funding programs as specified in “Section 4 - What is the recommended approach to operating, maintaining and renewing these assets going forward” of this Buildings AMP.

This should include implementing the following:

- Development of a buildings hierarchy to assist in prioritising building assets maintenance allocations and will assist in determining the levels of service for each buildings category.
- A buildings maintenance program (based on 2021 condition assessment and Council regular inspections )

### Asset Maintenance

It is suggested that a complete review of asset maintenance levels of service and associated programs and funding allocations be linked to the accessed building hierarchy levels to ensure maintenance levels of service can be maintained into the future.

### Buildings asset whole of life cost minimisation

Finally, it is suggested that a review of both asset renewal and maintenance strategies (including programs and funding allocations) for each asset type should be conducted over the next 2-3 years to ensure the balance of asset maintenance and renewal is appropriate. This will ensure that both the asset maintenance programs, and renewal programs are working together to minimise whole of life costs in the management each asset type.

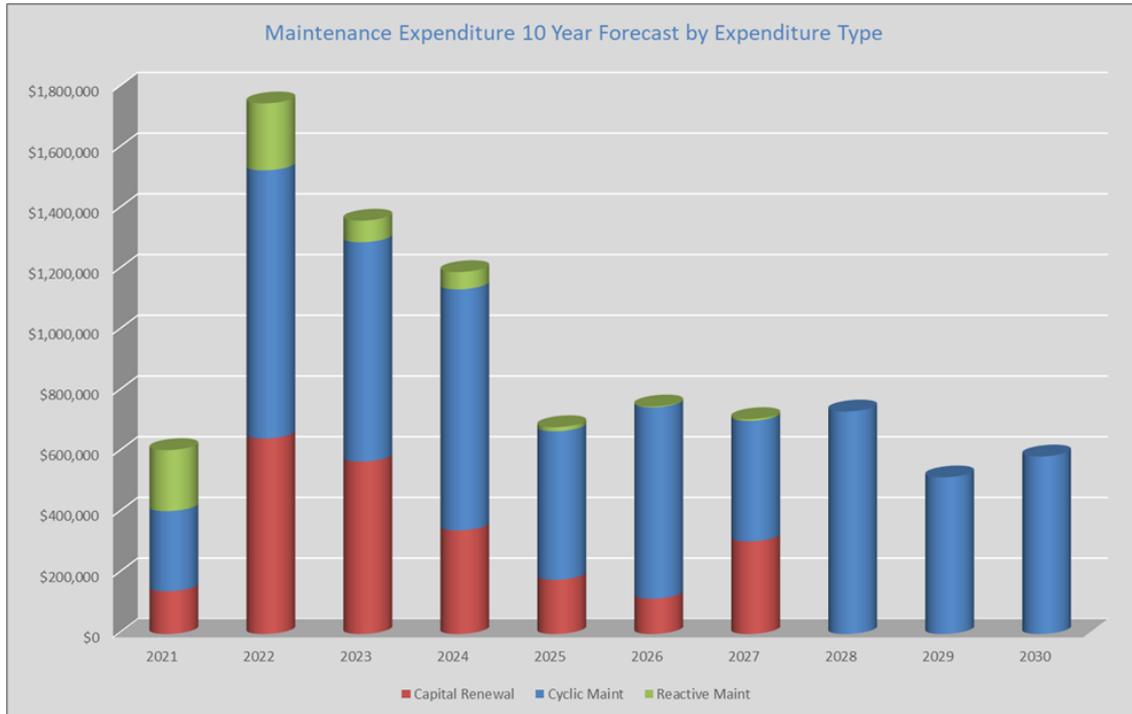
## What does it cost?

The projected outlays necessary to provide the services covered by this plan include building renewals over the 10-year planning period are **\$888,083** on average per year. This assumes that all buildings are to be brought up to a high level of service.

These figures do not include planned building upgrades or new building construction funding requirements to meet desired levels of service.

All building new and upgrade programs and planned projects will need to be added to or incorporated in with the base renewal demand figures below.

The initial years of the forecast comprised a **\$644,000 and \$568,000** renewal backlog containing poor condition building structures, services, floor and fit out. A number of bathrooms and kitchen replacements were identified in the condition assessment which contribute to the higher cost numbers. Thereafter, the renewal funding requirement drops back as well as reactive maintenance. It is noted that recent W4Q grants have been utilised to address some of the renewals works in housing.



These renewal demand figures would be expected to grow beyond the forward 10 year forecast horizon as the building assets age and a larger number reach their renewal intervention point.

### Asset and Service Sustainability Assessment

Asset Type	Status	Asset Management Issues or Gaps Identified	Sustainability Risk
Buildings		Utilisation of a maintenance management system would assist in tracking maintenance requirements and forward planning/ budgeting	A more detailed maintenance program based on assessed maintenance needs for the asset class will assist in a more targeted and planned approach over multiple years. This will assist to inform where allocation of limited funds are best applied.
Buildings		Long Term Funding for Maintenance and Renewals	Council is relying heavily on grant funds to fund renewals in this asset class. New builds such as the Barra Centre will add to maintenance and renewal demands over the next few years as elements start to wear.

## 2. INTRODUCTION

### 2.1 Description of service being provided

Council has responsibility for a wide range of buildings and other structures that support service delivery to the Community and visitors. The majority of the buildings are located in Normanton and Karumba.

**The asset management objective:**

Carpentaria Shire Council will operate, maintain and renew the physical infrastructure assets relating to its buildings and other structures to a level that:

- is acceptable to Council and the community in terms of safety, access, quality, impact on the environment, meeting community needs (functionality) and
- is financially sustainable for Council to do so.

### 2.2 Structure of the Asset Management Plan

It is imperative that CSC adopts a Buildings Asset Management Plan that best enables it to achieve the asset management objective as specified above. Such an Asset Management Plan (AMP) needs to be strategic, practical and 'fit for purpose' in order for it to inform Council decision making. As a result, the AMP is structured to address the following five (5) key questions:

- a) What buildings assets does Council currently manage?
- b) What is the current condition of these assets?
- c) What is Council's current approach to operating, maintaining and renewing these assets?
- d) What does Council see as the key risks to the asset management objective (specified in 1.2)?
- e) What is the recommended approach for operating, maintaining and renewing these assets?

### 3. CURRENT ASSET CONDITION

Asset condition assessment is critical to the current and future management approach of CSC’s buildings and other structures assets. Asset condition information provides us with the current performance of each asset and over time, demonstrates the rate of asset degradation and longer-term performance of infrastructure. This is particularly relevant for buildings which contain subcomponents which are a mix of shorter life components (ie fitout, floor coverings) verses longer life components such as structure, foundations.

This asset management plan uses the asset condition information available to project forward funding requirements at both an individual asset level (i.e. for single individual assets) as well as at a whole of asset network level.

Council uses a 0 – 10 condition rating scale whereby condition 0-1 is an asset in very good condition to condition 10 where an asset is in very poor condition or has failed. The condition rating scale and definitions used is shown as Appendix A.

Cond Score	Condition %
0	0.0%
1	4.7%
2	16.5%
3	25.2%
4	27.7%
5	16.5%
6	6.2%
7	2.7%
8	0.5%
9	0%
10	0%

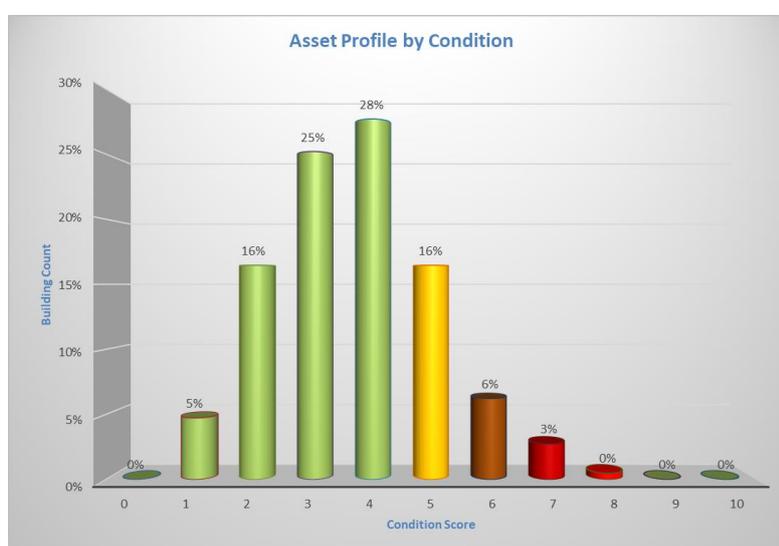


Table 1 – Buildings Overall Condition Scores

A physical condition assessment was undertaken in May 2021 and the data is utilised for this plan. The analysis of the condition data used condition rating 5 as the ‘break point’ for detailed analysis. In comparing the buildings asset portfolio, the condition profile is compared by Asset Condition by Number of Buildings (Count). This indicates the overall condition profile of buildings by number assessed at each condition rating from 0-10.

Of the buildings and structures scored, 26% have an assessed condition rating score of 5 or worse by count of buildings, indicating that overall, the assets are in good condition. It should be noted that 3.5% (5) of the buildings are in poor or worse condition with these requiring either maintenance/renewal works in the near future or a decision on their continued usage.

## 4. WHAT IS OUR CURRENT APPROACH TO OPERATING MAINTAINING AND RENEWING THESE ASSETS?

The current approach to the asset management of buildings and other structures is to identify and renew assets via inspection programs and or emergent issues. Building assets identified for renewal are prioritised according to Council direction and priorities. Implementation of a formal buildings hierarchy will assist in planning and prioritisation of maintenance and renewals. The renewal of building and other structures infrastructure (replacement, maintenance and upgrade) is generally funded from rates revenue taken by the Shire and contributions through grant funding for refurbishments and new buildings and/or structures.

Annual maintenance funding is also required for asset inspection and general maintenance activities.

### 4.1 Suggested Asset Hierarchy

The suggested hierarchy scale is a five point scale ranging from low importance buildings (S5) though to high importance to the community and/or buildings supporting critical services (S1). The service level, intervention level and maintenance responses are linked to the set hierarchy.

This means in terms of budgeting and asset Management planning, buildings rated as S1 are given higher priority than a S2 - S5 building for example.

It also means that higher importance and critical facilities must be funded or other solutions found to provide the level of service council has agreed (or needs) to deliver.

Council recognises the need to balance stakeholder demand for new and upgraded facilities while concurrently maintaining appropriate and sustainable levels of service on its existing facilities. Consequently, Council can use the approach to define appropriately differentiated levels of service and maintenance responses. Whether assets will be hierarchically or non-hierarchically differentiated depends on the nature of the asset.

Types of assets that are expected to have hierarchically defined levels of service:

- Amenities
- Administration/Customer Service Centres
- Depot Facilities
- Community halls
- Civic Centres
- Sport and Recreational facilities
  - Swimming pools

Types of assets that are expected to have non-hierarchically defined levels of service include:

- Housing
- Disaster management buildings

It is recommended as an improvement action, that this be developed further in order to prioritise and allocate funding for building operational and maintenance activities in a process to best manage Council's ongoing risks in a budget constrained environment.

Category	Description	Examples	Condition Standard	Risk Management Approach
<b>S1</b>	<ul style="list-style-type: none"> <li>High usage/importance/profile site/building, substantial infrastructure.</li> <li>Allows provision of essential services.</li> <li>These buildings are the most critical to Council operations and the community.</li> </ul>	<ul style="list-style-type: none"> <li>Major Administration Centre</li> <li>Regional Customer Service Centre</li> <li>Regional Community Centres</li> <li>Key Tourism Facilities</li> <li>Major sporting facilities</li> <li>Buildings containing key Essential Services</li> </ul>	Asset to be in best possible condition. Only minimal deterioration will be tolerated.	<ul style="list-style-type: none"> <li>Planned inspections in accordance with manufacturer's recommendations or Council policy/procedure</li> <li>Planned maintenance, including shutdown maintenance, in accordance with manufacturer's recommendations (equipment/plant) or good practice guidance</li> <li>Regular condition assessments appropriate to asset type</li> <li>Respond to reactive issues in a timely manner consistent with risk management plan</li> <li>Asset replaced at defined optimum renewal intervention point</li> <li>Business or service continuity plan in place</li> </ul>
<b>S2</b>	Medium usage sites/buildings utilised by the local community and operational council buildings and accommodation facilities to support retention of key Council staff	<ul style="list-style-type: none"> <li>Key Depots</li> <li>Swimming Pools</li> <li>Town community halls</li> <li>Sporting Facilities</li> <li>Civic Centres</li> <li>Housing/Accommodation</li> <li>Buildings containing Essential Services</li> </ul>	Asset to be in good condition operationally and aesthetically, benchmarked against industry standards for that particular class of asset.	<ul style="list-style-type: none"> <li>Planned inspections in accordance with manufacturer's recommendations (equipment/plant) or Council policy/procedure</li> <li>Condition and performance monitoring</li> <li>Respond to reactive issues in a timely manner consistent with risk management plan</li> <li>Asset replaced at defined optimum renewal intervention point</li> </ul>
<b>S3</b>	<ul style="list-style-type: none"> <li>Stress/Public Buildings with limited/local use.</li> <li>Buildings built for a specific purpose with limited variety of use.</li> </ul>	<ul style="list-style-type: none"> <li>Amenities in tourist/higher use public areas</li> <li>Local/Rural Community Halls</li> <li>Sport &amp; Recreational facilities</li> <li>Minor depot facilities</li> <li>Local Sporting facilities</li> </ul>	Asset to be in reasonable condition, fully meeting operational requirements	<ul style="list-style-type: none"> <li>Planned inspections at least annually</li> <li>Condition monitoring at a frequency appropriate to asset type</li> <li>Planned maintenance in accordance with Council policy or procedure</li> <li>Respond to reactive issues in line with Council policy or procedure</li> <li>Monitor maintenance costs and program renewal accordingly</li> </ul>
<b>S4</b>		<ul style="list-style-type: none"> <li>Amenities (S4)</li> </ul>		<ul style="list-style-type: none"> <li>Reactive inspections and maintenance</li> </ul>

	<ul style="list-style-type: none"> <li>Minor Depot Buildings</li> <li>Minor Sporting Facilities (Seasonal demand) or low usage</li> <li>Local low use community facilities</li> </ul> <p>Sites/Buildings with low usage and/or limited access and that have a specific use.</p>	<p>Condition needs to meet minimum operational requirements only.</p>	<ul style="list-style-type: none"> <li>Basic maintenance only to manage building at a minimal operational level</li> </ul>
<b>S5</b>	<p>Low use buildings - to be monitored to identify potential problems. Future consideration for usage or disposal</p> <ul style="list-style-type: none"> <li>Amenities (S5)</li> <li>Low impact/low use facilities /structures</li> </ul>	<p>Condition can be allowed to deteriorate and marginally maintained to meet minimum statutory requirements only</p>	<ul style="list-style-type: none"> <li>Reactive inspections and maintenance</li> <li>Manage asset to failure</li> </ul>

Table 2 – Buildings Service Management Framework

## 4.2 Typical Asset Useful Lives

Standardising useful lives across this asset class has improved the accuracy of remaining useful life estimates. These typical useful lives were developed through modelling, assessment, and the application of engineering experience to Council’s local conditions.

A review of useful lives will be added to the improvement plan so that any changes can be included in future valuations.

Asset Category	Asset Sub-category	Average Useful Life (Years)
BUILDINGS	Building Components - External Services	40
	Building Components - Fitout	20
	Building Components - Floor Coverings - Carpet	10
	Building Components - Floor Coverings - Tiles	40
	Building Components - Floor Coverings - Timber	80
	Building Components - Floor Coverings - Vinyl	50
	Building Components - Roof Cladding - Concrete	60
	Building Components - Roof Cladding - Other	40
	Building Components - Services (Plant)	40
	Building Components - Sub Structure - Concrete	100
	Building Components - Sub Structure - Steel	120
	Building Components - Sub Structure - Timber	60
	Building Components - Super Structure - Brick	100
	Building Components - Super Structure - Concrete	120
	Building Components - Super Structure - Steel	150
	Building Components - Super Structure - Timber	80
	Building Components - Wall Finishes External	80
	Building Components - Wall Finishes Internal	25
	Carport	50
	Fence - Brick and Steel Gates	80
	Fence - Metal Construction	25
	Garage	50
	Grandstand - Including Tiered seating	80
	Hardstand - Concrete	80
	Pavilion	55
	Shadesail Shelter	55
Storage Shed	55	

Asset Category	Asset Sub-category	Average Useful Life (Years)
	Swimming Pool	50
	Swimming Pool - Pumps and Fittings	15

Table 3 – Useful Lives for Building Assets

### 4.3 Cyclic Asset Inspection and Condition Monitoring

For Council to carry out effective planning and competent management of its building's assets, both in a strategic and operational sense, it is essential that maintenance and performance related information is collected through disciplined and regular inspections of the whole of the portfolio.

The inspection frequency regime uses a risk approach that considers a risk and/or hierarchy. The higher up the hierarchy, the higher the risk exposure and the more frequent the inspections and the quicker the response time.

Council's inspection activities can be grouped into the following categories based on definition and purpose:

Inspection Type	Description
<b>Reactive / Safety Inspections</b>	Reactive inspections are initiated generally by requests for maintenance received from asset users. Safety issues may be detected either as a result of programmed defect inspection or by customer request. Council's objective in relation to maintenance requests is to inspect and prioritise the work requests within specific timeframes.
<b>Planned Inspections (Programmed Defect Inspections)</b>	Planned or maintenance inspections involve a visual investigation to assess the condition of sub-elements or asset components. These inspections provide a basis for urgent, preventative, cyclic maintenance needs and, capital works planning.
<b>Condition Inspections</b>	A condition audit is a systematic inspection and identification and recording of the physical and functional adequacy of assets. The purpose of these inspections is to provide an input for life-cycle cost analysis, and asset planning purposes. This level of inspection does not identify detailed maintenance requirements but provides a basis for managing the asset portfolio from a strategic perspective.

Table 4 – Asset Inspection Type Summary

### 4.4 Buildings Maintenance Strategy

The following general maintenance and operations strategies are applied to Council's building assets:

<b>Operations</b>	Use and manage the assets in a manner that minimises the long term overall total cost. Undertake scheduled inspections as justified by the consequences of failure on levels of service, costs, public health, or safety.
<b>Reactive Maintenance</b>	A suitable level of preparedness for a prompt and effective response to service requests or asset failures is maintained.
<b>Planned or Preventative Maintenance</b>	Undertake planned asset maintenance activities to minimise the risk of critical asset failure and to maintain assets in a manner that minimises ongoing lifecycle costs.

Table 5 – Asset Inspection Type Summary

## 4.5 Renewal/Replacement Strategy

Renewal expenditure is major work that does not increase the asset’s design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential.

Work over and above restoring an asset to original service potential is an upgrade/expansion or new work expenditure resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified using a combination of an analysis of the performance of the asset (condition, user complaints, and faults) and the strategy for renewal, for example, is it planned or reactive renewal. The data gathered as part of a condition assessment will provide long term financial budgeting inputs as part of an improved approach to maintenance and renewals planning. As Council is reliant on grant funding, the data collected is utilised in grant funding applications to source appropriate funding such as Works for Qld programs etc.

When do we intervene? (Intervention Criteria)	How do we prioritise works?	What treatment options do we apply?	What is our renewal timing from the intervention point?
<p>All building components are planned for renewal at the end of their useful life based on either observed condition assessment information or remaining useful life from original construction date.</p> <p>All building components are planned for renewal when they have a condition score of 8 or greater or the building component has reach 90% consumption of its useful life.</p> <p>Buildings and building components are considered for renewal if maintenance costs and frequencies are increasing, and the long-term building maintainability is in question</p>	<ul style="list-style-type: none"> <li>• Prioritise higher use and criticality buildings within the asset hierarchy</li> <li>• Consider whole of life costs of buildings that may be incurring increase in maintenance costs</li> </ul>	<p>Like for like replacement of building components</p> <p>Or</p> <p>Consideration of building upgrade as part of renewal works (funding and demand dependant)</p> <p>Or</p> <p>Consider building for rationalisation, consolidation with other buildings available to reduce the number of buildings within the portfolio</p>	<p>Building component replacement program: Within +/- 0-3 years of end useful life. Renewal works could be incorporated into broader building upgrade works as deemed appropriate</p> <p>Program has been smoothed to allow for delivery and funding of the program over the forward 10 years.</p>

Table 6 – Renewal/Replacement Strategy - Buildings

## 5. WHAT DO WE SEE AS THE KEY RISKS TO THE ASSET MANAGEMENT OBJECTIVES?

### 5.1 Risk Management Process

In accordance with the ISO 3100: 2018 Risk Management Standard, CSC defines risk as the “uncertainty on the achievement of objectives” and has adopted the following process to be applied when managing its physical infrastructure asset base.

The Framework is designed to provide the architecture for a common platform for all risk management activities undertaken by Council and is used to identify specific risks associated with Council’s delivery of services and management of assets.

As is common with small communities, the most likely four primary risks across all classes of assets and services that the Council faces are namely:

- funding sustainability to support consistent Levels of Service;
- loss of key personnel;
- the need for improved skills and the ‘whole of organisation’ approach to the management of assets and services effectively; and
- failure of an asset due to inappropriate asset management.

The table below describes the typical risks and proposed treatments for the Building assets based on the risk criteria nominated as per below.

Currently the operational risks are adequately managed with day to day operations. However, this management is predominantly reactive on an ad hoc basis and done in the absence of formal corporate direction due to the nature and timing of the grants process. Addressing the corporate and external risks would enable the organisation to devise and enact more appropriate treatment.

LIKELIHOOD	CONSEQUENCES				
	1. Negligible	2. Minor	3. Moderate	4. Major	5. Catastrophic
A. Rare	L	L	L	M	H
B. Unlikely	L	L	M	H	H
C. Possible	L	M	M	H	E
D. Likely	M	M	H	E	E
E. Almost Certain	M	H	H	E	E

Table 7 Risk Framework – Source AS/NZS ISO 31000

The objective of the risk management process with regards to Council’s assets is to ensure that:

- All significant operational and organisational risks are understood and identified;
- The highest risks that need to be addressed in the short to medium term are identified; and
- Strategies and treatments to address risks are identified and applied.

## 5.2 Key Asset Risks

Portfolio or system risks assessed as 'Very High' - requiring immediate corrective action and 'High' – requiring prioritised corrective action identified by Council's asset risk assessment process are summarised in below.

General Details			Risk Assessment	Treatment Strategy	Residual
Risk	Likelihood	Consequence	Risk Rating		Risk
Asbestos found in public buildings.	Likely	Catastrophic	VH	<ul style="list-style-type: none"> <li>All buildings surveyed for asbestos.</li> <li>Asbestos replacement program by Council (as work is conducted to relevant structure)).</li> <li>Preparation of Asbestos Management Plan Policy.</li> </ul>	M
Asset condition deteriorates at a greater than acceptable rate due to failure to adequately fund maintenance (reactive and programmed) programs or renewal programs	Likely	Minor	M	<ul style="list-style-type: none"> <li>Professional Asset Management staff.</li> <li>Use of industry 'best practice' processes for asset management.</li> <li>Asset inventory and condition status maintained.</li> <li>Whole of life management of assets adopted.</li> </ul>	L
Asset value decreases at greater than acceptable rate due to failure to adequately fund preventative maintenance programmes, or intervention maintenance programmes.	Likely	Minor	M	<ul style="list-style-type: none"> <li>Annual budget process.</li> <li>Annual assessment of asset condition and prioritisation of funding needs.</li> </ul>	L
Increase in staffing levels in response to community demand for services	Likely	Minor	M	<ul style="list-style-type: none"> <li>Adequate strategic planning for future accommodation needs</li> </ul>	L
Design or layout does not provide access to the disabled in accordance with requirements of the Disability (Access to Premises – Buildings) Standards 2010	Likely	Major	H	<ul style="list-style-type: none"> <li>Disability Access Audit completed.</li> <li>All new assets designed in accordance with the requirements for disabled access.</li> </ul>	H
Faulty electrical system results in building user becoming electrocuted.	Unlikely	Catastrophic	H	<ul style="list-style-type: none"> <li>Inspection and maintenance contracts with external electrician.</li> <li>RCDs fitted to all buildings.</li> <li>Routine and regular switchboard inspection and maintenance.</li> <li>Public Liability Insurance.</li> </ul>	H
Fire suppression equipment fails	Likely	Catastrophic	VH	<ul style="list-style-type: none"> <li>Inspection and maintenance service contractor.</li> <li>Regular scheduled inspection and testing of fire suppression equipment.</li> <li>Public Liability Insurance.</li> </ul>	H

General Details			Risk Assessment	Treatment Strategy	Residual
Risk	Likelihood	Consequence	Risk Rating		Risk
Emergency lighting fails during an emergency Fire detection system fails resulting in fire getting out of control.	Likely	Catastrophic	VH	<ul style="list-style-type: none"> <li>Routine and regular inspection and testing of emergency lighting.</li> <li>Routine and regular inspection and testing of fire system</li> <li>Public Liability Insurance.</li> </ul>	H
Destruction of Corporate building	Unlikely	Major	H	<ul style="list-style-type: none"> <li>Maintain adequate insurance</li> <li>Disaster Management Plan updated and current</li> <li>Offsite storage of data backups</li> </ul>	H
Increased injury risk to users due to age and condition Inadequate maintenance program.	Unlikely	Moderate	M	<ul style="list-style-type: none"> <li>Capital works and maintenance program in place.</li> <li>Communication with clubs and lease holders.</li> </ul>	M
Fire in kitchen of public building.	Unlikely	Catastrophic	H	<ul style="list-style-type: none"> <li>Fire response equipment (extinguishers, hose and reels) placed in buildings.</li> <li>Kitchen equipment regularly inspected for faults.</li> <li>Fire blankets provided in kitchen areas.</li> <li>Staff training in fire response and emergency evacuation.</li> </ul>	H
Non compliance with relevant legislation, standards, codes of practice, etc	Likely	Major	VH	<ul style="list-style-type: none"> <li>Non-compliance works to be given priority.</li> <li>Undertake regular inspection and maintenance regimes.</li> <li>Allocation of appropriate funding and resources.</li> </ul>	M
Poor or inappropriate maintenance practices accelerates building portfolio deterioration	Likely	Major	VH	<ul style="list-style-type: none"> <li>Maintenance programs and treatments developed by experienced staff.</li> <li>Experienced and competent maintenance personnel employed on maintenance tasks.</li> <li>Competent and experienced contractors used for maintenance tasks.</li> </ul>	M
Inappropriate construction and maintenance methods expose work personnel to unacceptable risks	Unlikely	Catastrophic	H	<ul style="list-style-type: none"> <li>Selection process for Contractors considers OH&amp;S status.</li> <li>OH&amp;S requirements incorporated into Contract documentation.</li> <li>Regular inspections of contract works and contractor performance.</li> </ul>	M
Poor management practices by Committees of Management, user groups, lessees, etc (e.g. storage of flammable liquids) results in property damage.	Likely	Moderate	H	<ul style="list-style-type: none"> <li>Leases, agreements, etc set minimum requirements.</li> <li>Develop building policy that applies equally to all user groups.</li> <li>Currency of insurances is verified annually.</li> <li>Regular inspection programmes</li> </ul>	M

General Details			Risk Assessment	Treatment Strategy	Residual
Risk	Likelihood	Consequence	Risk Rating		Risk
Break-in and/or inappropriate behaviour	Likely	Moderate	H	<ul style="list-style-type: none"> <li>Access controlled to authorized personnel.</li> <li>Access codes controlled.</li> <li>Staff key return policy on resignation or termination.</li> <li>Regular inspection of building security/doors/windows/locks.</li> <li>Inspection and review of systems in place</li> <li>Regular review of other sites without systems</li> </ul>	M
Building user slips on surface that has insufficient traction	Likely	Moderate	H	<ul style="list-style-type: none"> <li>Programmed regular building inspections.</li> <li>Dedicated maintenance budget.</li> <li>Onsite surveillance and clean up of slippery material from floor areas.</li> <li>Use of floor materials with appropriate slip ratings in buildings. Public Liability Insurance.</li> </ul>	M
Building user trips and injures themselves	Likely	Moderate	H	<ul style="list-style-type: none"> <li>Programmed regular building inspections.</li> <li>Dedicated maintenance budget.</li> <li>Onsite surveillance.</li> <li>Public Liability Insurance.</li> </ul>	M
Damage to buildings causing closure of infrastructure	Unlikely	Moderate	M	<ul style="list-style-type: none"> <li>Staff temporarily repair damage.</li> <li>Contractor engaged.</li> <li>Routine maintenance inspections.</li> </ul>	L
Illegal or unauthorized entry into public buildings results in damage to property. Damage to buildings causing closure of infrastructure	Likely	Moderate	H	<ul style="list-style-type: none"> <li>Access controlled to authorized personnel.</li> <li>Access codes controlled.</li> <li>Staff key return policy on resignation or termination.</li> <li>Regular inspection of building security/doors/windows/locks.</li> <li>Use of CCTV monitoring if appropriate</li> </ul>	M
Flood / Storm damage results in water entry to building.	Likely	Moderate	H	<ul style="list-style-type: none"> <li>Programmed regular building inspections.</li> <li>Dedicated maintenance budget.</li> <li>Property Insurance.</li> </ul>	M

Table 8 – Buildings Risk Register

## 6. FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

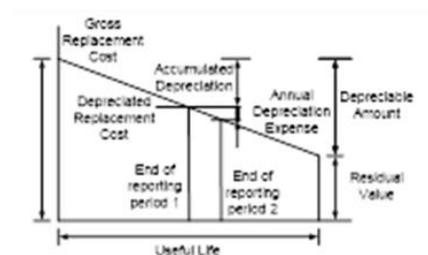
### 6.1 Financial Statement and Projections

#### 6.1.1 Asset Valuations

The best available estimate of the value of assets included in this Asset Management Plan are shown below.

##### Building Assets

<b>Gross Replacement Cost</b>	\$65,059,982
<b>Accumulated Depreciation</b>	\$25,086,453
<b>Depreciated Replacement Cost</b>	\$39,973,529
<b>Annual Average Asset Consumption</b>	\$2,081,493



The value of assets recorded in the asset register as at 30 June 2021 is covered by this asset management plan are shown above.

Assets are valued at fair value based on depreciated replacement cost according to Greenfield rates. Quantities represent those assets whose replacement cost meets Council's capitalisation threshold.

#### 6.1.2 Sustainability of Service Delivery

The Asset Sustainability Ratio as one of its key measures of an organisation's sustainability. The ratio is defined as follows:

##### Financial Management (Sustainability Ratio):

$$\frac{\text{Capital Expenditure on Replacement of Assets (Renewals)}}{\text{Depreciation Expenditure}}$$

The target range is greater than 90% per annum (on average over the long-term). From Council's most recent building valuation, the annual depreciation across both buildings and other structure asset classes is **\$2,081,493**. Based on the 90% target then the target annual renewal expenditure amount (for both) should be in the order of **\$1,873,344**.

The current capital renewal budget allocation for 2021-21 is **\$826,259**.

### 6.1.3 Projected Expenditure for Long Term Financial Plan

Based on the valuation data and Council condition data, the following identifies the projected renewals requirements over the next 10 years. In practice, renewals will be programmed over a number of years so that acts to “smooth” out the expenditure curve.

The following chart shows the predicted renewal expenditure for building structures, roof, and fit out components over the next 20 years. As expected, significant renewal backlog currently exists and this is represented by the assets with structures, roof, fit out or floor coverings identified in very poor condition. These assets appear in the first year of the renewal forecast as they have passed their renewal intervention point and require either immediate renewal to ensure they continue to safe and serviceable or disposal.

The remainder of the renewal forecast shows as steady increase in funding required over the 20 years, predominantly due to shorter life floor covering requiring renewal along with building fit outs and roof renewal. Beyond the initial backlog the annual average renewal demand is approximately **\$888,083 p.a.** over the next 10 years.

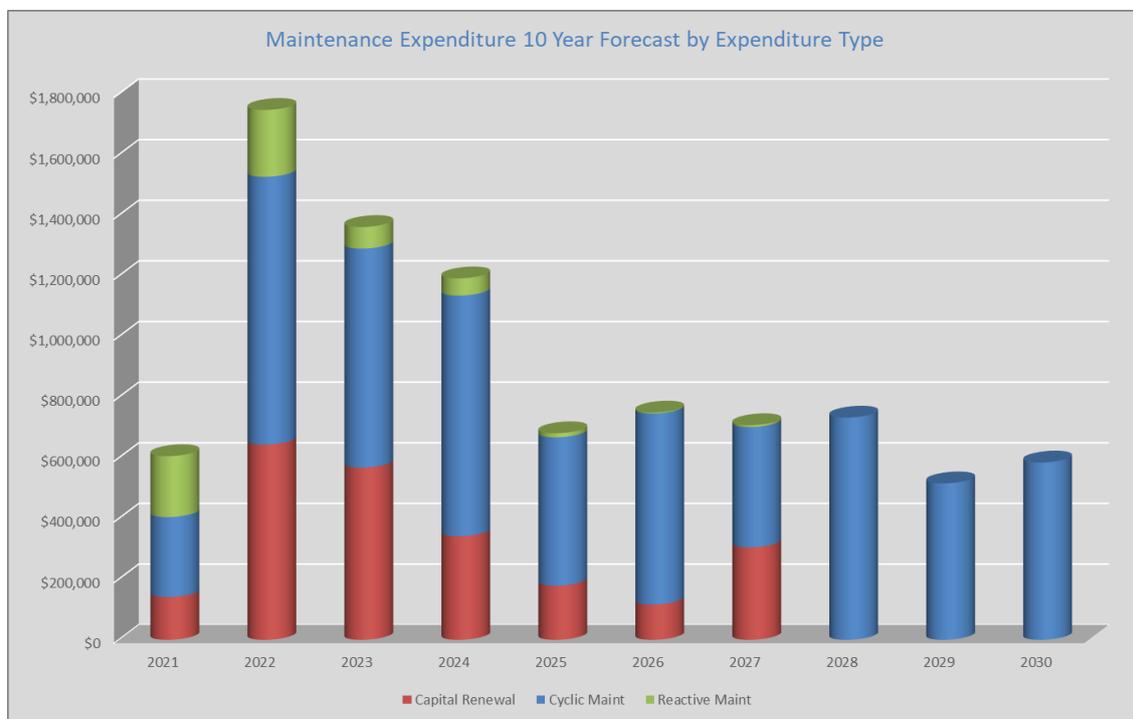


Figure 1 – Projected 10 Year Renewal Funding Demand – Buildings & Other Structures

The table below shows the consolidated projected expenditures for the 10-year Long Term Financial Plan.

Expenditure projections for building components are in 2021/22 today's dollar values.

Expenditure Type	Capital Renewal	Cyclic Maintenance	Reactive Maintenance	TOTAL
2021	\$141,000	\$263,900	\$201,001	\$605,901
2022	\$644,000	\$883,400	\$220,550	\$1,747,950
2023	\$568,000	\$722,500	\$71,200	\$1,361,700
2024	\$341,500	\$793,850	\$56,900	\$1,192,250
2025	\$178,500	\$489,450	\$13,500	\$681,450
2026	\$116,500	\$630,125	\$3,000	\$749,625
2027	\$305,000	\$397,000	\$6,000	\$708,000
2028		\$733,000		\$733,000
2029		\$516,100		\$516,100
2030		\$584,850		\$584,850

Table 9 - Projected Expenditures of Buildings for the Long-Term Financial Plan

### 6.1.4 Actual Expenditures for the Long Term Financial Plan

Council expenditure on buildings is highly dependent on grants particularly for upgrades and new building assets.

Year	Maintenance/ Renewals (Council Contrib'n)	Upgrades (Council Contrib'n)	New Build (Council Contrib'n)	Maintenance/ Renewals (Grant Funding)	Upgrades (Grant Funding)	New Build (Grant Funding)	TOTAL
2021	\$50,000			\$716,259	\$60,000		\$826,259
2022	\$275,000						\$275,000
2023	\$275,000						\$275,000
2024	\$275,000						\$275,000
2025	\$275,000						\$275,000
2026	\$275,000						\$275,000
2027	\$275,000						\$275,000
2028	\$275,000						\$275,000
2029	\$275,000						\$275,000
2030	\$275,000						\$275,000

Table 10 - Projected Council Budgeted Expenditures of Buildings for the Long-Term Financial Plan

### 6.1.5 Management Approach

Council acknowledges that it cannot maintain all buildings at a high level of service and is implementing the following approach:

1. Council will implement an asset hierarchy approach to prioritise maintenance and renewals for those buildings identified as high importance to Council operations and the community. Buildings identified as lower hierarchy assets will be monitored and maintenance kept to a basic level to ensure functionality and safety are maintained.

2. Council will continue to seek grant funding for building projects from external sources such as Works for Queensland etc.
3. Continue to undertake regular condition assessments to monitor building condition and maintenance needs to assist in the ongoing management of the building asset class.

## **7. IMPROVEMENT PLAN**

The asset management improvement plan generated from this Asset Management Plan is shown in Table 11 below.

Item No.	Task	Responsibility	Priority	Resource Type	2023	2024	2025	2026
1	Develop a functional hierarchy system for Council's buildings and include as attribute information in the asset register and assist in prioritising maintenance and renewals for key buildings. Workshop with Council to obtain cross council support.		High	Internal/ External	✓			
2	Identify and procure a suitable maintenance management system for buildings asset class		High	Internal/ External	✓			
3	Continue to collect and refine building asset data (including condition) suitable to inform strategic and operational analysis and decisions. Also include whole of building considerations in future data collection activities (e.g., condition, sustainability)		High	Internal/ External			✓	
4	Establish processes to monitor and report maintenance delivery performance against adopted maintenance standards.		Medium	Internal	✓	✓		
5	Review current funding allocations made to building maintenance and operations to ensure that it is sufficient to deliver current levels of service.		Ongoing	Internal	✓	✓	✓	✓
6	Review OPEX cost allocation framework to capture maintenance and operations costs at activity level.		Medium	Internal		✓		
7	Develop a project-based four (4) year Capital Works Program for renewals, upgrades, and new works.		Medium	Internal	✓	✓		

Table 11 – Buildings Assets Improvement Plan

## 7.1 Monitoring and Review Procedures

This asset management plan will be reviewed during annual budget planning processes and amended to show any material changes in service levels and/or resources available to provide those services because of budget decisions.

The asset management plan will be updated annually to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into the Long-Term Financial Plan.

The asset management plan will have a life of four (4) years and will be completely reviewed and updated in order to inform the development of the Corporate Plan, the Operational Plan, and the Long-Term Financial Plan.



**HEAD OFFICE – VICTORIA**

Level 1, 100 Fyans Street  
South Geelong VIC 3220  
PO Box 1374  
Geelong VIC 3220

Phone: 1300 500 932  
admin@ctman.com.au

**QUEENSLAND**

Suite 16 Capalaba Business Centre  
39 Old Cleveland Road  
PO Box 1057  
Capalaba QLD 4157

Phone: 61 7 3390 1685  
queensland@ctman.com.au

**NEW SOUTH WALES**

PO Box 8128  
Koorngal NSW 2650

Phone: 1300 500 932  
admin@ctman.com.au

**TASMANIA**

PO Box 337  
Newstead TAS 7250

Phone: 1300 500 932  
admin@ctman.com.au

[www.ctman.com.au](http://www.ctman.com.au)

ACN: 072 083 795  
ABN: 15 072 083 795



**FLEET ASSET MANAGEMENT PLAN  
PREPARED FOR CARPENTARIA SHIRE COUNCIL**

JULY 2023  
STRICTLY PRIVATE & CONFIDENTIAL



## DOCUMENT CONTROL

CT Management Group P/L PO Box 1374 GEELONG VIC 3220  Mobile: 0419741592 Email: <a href="mailto:owenh@ctman.com.au">owenh@ctman.com.au</a> Web: <a href="http://www.ctman.com.au">www.ctman.com.au</a>	Document: Carpentaria Shire Council AMP 2023
	Project Manager: Owen Harvey
	Author: Jason Raiteri
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## CONSULTANTS DISTRIBUTION SCHEDULE

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1.0	05/07/2023	Draft for Client Review	
2.0	31/05/2024	Final Version	

## SCHEDULE OF ADOPTION

Version No.	Date	Comment	Reference

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## APPENDIX

APPENDIX 1 – 10-YEAR FLEET REPLACEMENT PROGRAM

## 1. EXECUTIVE SUMMARY

### What services are being provided by these assets and what are our Asset Management objectives?

Council's plant and Fleet items are utilised primarily to enable the construction and maintenance of infrastructure and to provide mobility for staff.

Council plant and fleet is provided primarily as a means to achieve organisational objectives and outcomes. Council is committed to the management and operation of a fleet that:

- is safe for users.
- is supported with fleet management practices.
- Facilitates delivery of infrastructure projects.
- delivers value for money fleet services.

The management of Fleet assets requires the consideration of the following factors:

- managing the future demand for fleet assets
- achieving financial sustainability
- optimising the lifecycle management of fleet assets
- identifying and managing fleet risks
- determination of funds (operating and capital) required to operate and renew fleet assets

### What assets are included in this Asset Management Plan?

This Asset Management Plan covers a total of 143 Fleet assets broken down into the following Fleet Classifications:

- Graders
- Loaders
- Backhoes
- Forklifts
- Rollers
- Trucks
- Trucks
- Trailers
- Utes
- Mowers
- Generators
- Sundry Plant

### What is our current approach to managing these assets?

The objective of fleet asset management is to procure, operate, maintain, and replace assets at the optimum time in a cost effective and safe manner while meeting service needs. The goals and Objectives for the management of Plant and Fleet assets are:

- Plant and Fleet to be financially self-sustaining
- Life-cycle costs to be utilised
- Fleet to be environmentally friendly
- Vehicle usage policies to be applied
- Fleet purchases to be focussed on business operational needs

## What do we see as the key challenges, risks and opportunities to the specified asset management objective(s)?

With regard to risks identified specific to the management and operation of Fleet assets, three main risk areas have been identified:

- Purchasing/Procurement Risks
- Operating Risks
- Maintenance Risks

## What is our recommended approach for operating, maintaining, and renewing these assets going forward?

### Fleet Operation

The major use of plant and fleet assets within Council are used to upgrade, improve, maintain and service Council's large network of roads, utilities, and infrastructure assets.

Council is committed to the management and operation of a fleet that is safe, serviceable and supports the workforce in the delivery of capital project and services to the community.

### Fleet Maintenance

It is important that the balance between scheduled and reactive maintenance being performed is actively managed. While the general condition and age of the fleet will have a significant impact on the frequency and demand for unscheduled (reactive) maintenance, the administrative functions of scheduling, ordering supplies, workshop coordination and communication with operators will determine the efficiency of the scheduled maintenance and the overall condition of the fleet items.

### Fleet Replacement

**10-Year Fleet Replacement Program.** A Ten-Year Replacement Program is a necessary plan for the financial sustainability of the fleet. While the first third of the program will be more accurate than the last third, it is important that the funding of the fleet is planned over a ten-year period. This is particularly necessary due to the relatively short life of plant and fleet (compared to the infrastructure) and the criticality of plant and fleet to the operations of the organisation.

The optimal timing for renewing or replacing an asset is considered to be the point in the life of the asset which will provide the lowest whole of life cost. Defining the optimal replacement timing for plant and fleet is complicated, and includes consideration of variables such as resale value, servicing costs, timing and cost of major refurbishments

## What does it cost?

There are two key indicators of cost to provide the Fleet asset portfolio:

- The Annual Operating Cost – Total annual operating cost including fixed costs, variable costs, for 2021/22.
- 10-year Replacement Program Net Cash Investment - The projected Net Cash Demand (i.e. after trade-ins/sales) to cover renewals over the 10-year period is approximately **\$16,321,627**.

<b>Financial Year</b>	<b>TOTAL</b>
2022-23	<b>\$1,223,227</b>
2023-24	<b>\$1,463,563</b>
2024-25	<b>\$1,865,205</b>
2025-26	<b>\$2,077,005</b>
2026-27	<b>\$1,850,941</b>
2027-28	<b>\$1,680,881</b>
2028-29	<b>\$1,416,020</b>
2029-30	<b>\$1,337,990</b>
2030-31	<b>\$1,696,504</b>
2031-32	<b>\$1,710,291</b>

The Net Cash Demand per year required to facilitate the projected 10 -year replacement program for fleet assets is forecast as shown in Table 1.

## 2. INTRODUCTION

### 2.1 Description of service being provided

Council's fleet comprises plant, machinery, trucks and vehicles assets. These assets are necessary and required for the undertaking of various council services. Their use is either directly in service delivery or on the construction and ongoing maintenance of infrastructure assets. (e.g. road construction and maintenance).

A vital aspect of fleet management is the recognition that a primary service provided to fleet users is mobility. Organisational mobility is essential for providing services to the community by moving people, materials and tools to various work sites.

**The asset management objective** - This Asset Management Plan describes the required management for plant and fleet assets and outlines the approach for:

- managing the future demand for fleet assets to achieve and maintain financial sustainability;
- optimising the lifecycle management of fleet assets (achieving service demand at the lowest lifecycle cost);
- identifying and managing risks associated with the relevant asset (including criticality and condition);
- determination of funds (operating and capital) required to operate the fleet in alignment with the asset management plan over a 10-year planning period; and
- continual improvement in fleet management practices.

Council plant and fleet is provided primarily as a means to achieve organisational objectives and outcomes. Council is committed to the management and operation of a fleet that:

- is safe for workers, visitors, other passengers and the community.
- is aligned with good fleet management practices.
- supports the achievement of services and projects within the annual operating plans and budgets.
- delivers value for money fleet services; and
- effectively supports the workforce in the performance of duties.

### 2.2 Plant and Fleet Asset Class – Asset Management Objectives

For nearly all local governments, plant and fleet is a critical resource for Council operations, as well as for the construction, renewal, and maintenance of infrastructure. Operating a portfolio of fleet, including the purchase of new plant and fleet assets, is a significant investment, contributing to approximately 20-30% of the cash outgoings annually (depending on the outsourcing arrangements for capital works). Due to the relatively short life of the assets, fleet replacement is typically a significant proportion of the annual capital investment. The goals and Objectives for the management of Plant and Fleet assets are detailed in Table 2.

Objective	Details
<b>Plant and fleet to be financially self-sustaining</b>	The overall cost of operations is to be sustainable with no direct funding injection required from rate income. The income generated from hire of each and every asset should be sufficient to cover its operating expenses and replacement costs. This includes income from asset disposals (sales).
<b>Life-cycle costs to be utilised</b>	The cost of running and maintaining a vehicle fleet goes beyond the initial purchase price, insurance, and registration expenses. Operational or 'life-cycle' costs include fuel, maintenance, tyres and any necessary refurbishment before disposal.

<p><b>Fleet performance to be monitored</b></p>	<p>Performance costs need to be clearly identified and tracked if they are to be understood and well managed. This requires tracking both financial and non-financial data on use of plant and vehicles. For example, minimising fleet costs requires managing timely and appropriate maintenance, repair and disposal of vehicles.</p> <p>Plant items and vehicles not serviced when they reach their designated milestones are at risk of deteriorating faster, requiring expensive unscheduled maintenance and losing residual value. As well as managing and monitoring vehicle fleet costs, it is also important to report on all fleet costs to quantify the full cost of the resource, analyse areas where costs are too high or too low and use this information to improve fleet performance.</p>
<p><b>Fleet to be environmentally friendly</b></p>	<p>Fuel efficiency and emissions of the fleet to be monitored to reduce its environmental impact. Vehicle fleets account for a large part of council's energy consumption and carbon emissions. Reduction in vehicle fleet emissions can be achieved in various ways, such as encouraging the use of alternative fuels and purchasing more energy efficient vehicles in line with operational requirements.</p>
<p><b>Vehicle usage policies to be applied</b></p>	<p>Policies on usage of vehicles for both business and approved private usage are to be kept up to date with current industry practice and staff be made aware of and comply with them. There is to be a distinguishing between business and private use of vehicles.</p>
<p><b>Fleet purchases to be focussed on business operational needs</b></p>	<p>The number and type of plant and vehicles in a fleet are to align with business needs. Too many items in the fleet can create unnecessary fleet costs. Equally, if there are insufficient plant and/or vehicles service delivery may be compromised</p>

*Table 1 – Goals and Objectives for the Management of Plant and Fleet Assets*

### 2.3 Structure of the Asset Management Plan

It is imperative that Carpentaria Shire Council adopts a Fleet Asset Management Plan that best enables it to achieve the asset management objective as specified above. Such an Asset Management Plan (AMP) needs to be strategic, practical and 'fit for purpose' in order for it to inform Council decision making. As a result, the AMP is structured to address the following four (4) key questions:

- a) What physical Plant and Fleet assets does Council currently operate and maintain?
- b) What is Council's current approach to operating, maintaining and renewing these Fleet assets?
- c) What does Council see as the key risks to the asset management objective?
- d) What are the financial costs for operating, maintaining and renewing these assets?

## 2.4 What assets are included in this plan?

Carpentaria Shire Council currently maintains a Plant and Fleet consisting of 143 items ranging over the asset types below:

Asset Type	Quantity
Graders	4
Loaders/Forklifts/Backhoes	6
Tractor	2
Camp	11
Excavator	1
Fuel/Water	2
Generator	14
Roller	1
SES	6
Skidsteer	1
Stabilizer	1
Sundry Plant	18
Front deck Mowers	4
Trailers	16
Trucks	18
Utes	32
UTV	2
Wagon	4
<b>TOTALS</b>	<b>143</b>

*Table 2 – Carpentaria Shire Council Plant and Fleet Assets*

### 3. WHAT IS OUR CURRENT APPROACH TO OPERATING, MAINTAINING AND RENEWING THESE ASSETS?

The objective of fleet asset management is to procure, operate, maintain, and replace assets at the optimum time in a cost effective and safe manner. The Asset Management Plan must therefore forecast the needs and demands of the fleet in the future and outline strategies to manage plant and fleet assets to meet service needs.

There are two aspects to demand from a plant and fleet management perspective:

- The demand for financial resources to fulfil commitments for replacements; and
- The requirement to provide plant and vehicles to meet changing requirements of construction and service delivery. Replacement fleet may also be required to keep pace with legislative requirements and safety standards.

The major use of plant and fleet assets within Council are used to upgrade, improve, maintain and service Council's large network of roads, utilities and infrastructure assets.

For plant and fleet assets, the demand drivers include:

- increased performance expectations and technology changes,
- Increased utilisation and demand for equipment in response to infrastructure growth, e.g., new water pipelines and urban roads extensions,
- The ability of Council to consistently fund the maintenance and replacement programs required to meet desired and agreed size and type of fleet items,
- Change in community expectations,
- Required levels of operator and maintainer competencies.

#### 3.1 Typical Asset Useful Lives

The useful lives of plant and fleet assets (by asset types) as shown in the table below informs the management approach to both asset replacement as well as scheduled servicing. Plant and fleet assets are generally replaced at the end of their adopted useful life.

Fleet asset utilisation rates (hours use and/ or kilometres travelled) are recorded and monitored to ensure Council is only holding plant and fleet assets that provide consistent service. Assets that have not been utilised to their full extent historically are reviewed. The objective of recording plant utilisation rates is to minimise overall whole of life costs associated with the plant and fleet asset whilst still supporting the delivery and levels of service provided. In addition, plant and fleet financial performance is recorded and monitored whereby expenditure against assets for operational costs such as servicing, and parts are compared against plant hire charge revenue and income. This data enables Council to assess which plant and fleet assets are not performing (or being utilised) hence cost Council to hold the asset rather than it being used throughout its lifecycle and costs recovered via plant charges.

The optimal timing for renewing or replacing Fleet assets is considered to be the point in the life of the asset which will provide the lowest whole of life cost. Defining the optimal replacement timing for plant and fleet is complicated, and includes consideration of variables such as resale value, servicing costs, timing and cost of major refurbishments. The IPWEA benchmarks for optimum replacement are considered best practice, it is important that they are adjusted for local considerations.

Asset Group	Asset Type	IPWEA National Annual Benchmark Utilisation (Engine Hrs/KM Travelled)	IPWEA Optimum Replacement Timing	
			Years	KM/HR
Heavy/Small Plant	Grader	1000	10	8000
	Backhoe Loader	800	7	5000
	Drum Roller	500	10	5000
	Forklift	300	10	2500
	Multi Tyre Roller	500	10	5000
	Skid Steer Loader	700	5	5000
	Tractor	800	7	5000
	Wheel Loader	800	7	5000
Trucks	Heavy Rigid	35000	8	500000
	Medium Rigid	20000	8	200000
	Light Rigid	10000	6	150000
Ancillary Equipment	Front Deck Mowers	500	5	2000

Table 3 – Plant and Fleet Asset Useful Lives

### 3.2 Maintenance Scheduling

Effective maintenance strategies are essential to ensure that fleet assets perform at the desired service level on a day-to-day basis. Efficiency in the scheduled mechanical maintenance is pivotal to the efficiency of fleet operations at Carpentaria Shire Council. Manufacturers of fleet assets provide standards for both the timing (engine hours/kilometres travelled) of scheduled services and the specification for the preventative maintenance work. The standards provide important information for scheduling maintenance.

The risk of not following those manufacturer’s standards includes:

- loss of warranty (during a warranty period);
- increased downtime due to breakdowns and
- liability being placed on the asset owner.

<b>Daily Maintenance</b>	Includes daily servicing, fluid checks and safety checks.
<b>Reactive Maintenance</b>	Reactive maintenance is defined as unplanned repair work which is carried out in response to service requests and management/supervisory directions.
<b>Scheduled Maintenance</b>	Scheduled maintenance is work that is identified and managed according to manufacturer and industry expectation. These activities include inspection, assessing the condition against failure/breakdown standards, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Table 4 – Maintenance Definitions

### 3.3 Renewal/Replacement Plan

The prime mechanism for managing plant and vehicle replacements is the 10-Year Fleet Replacement Program. This is developed by utilising the assessed 'useful-life' of each plant item and regular condition appraisals. Replacement is scheduled on a timetable in accordance with its useful life with adjustment as necessary depending upon condition as it approaches the scheduled replacement period.

The Program is updated annually to ensure that it provides the best possible long-term scenario of Council's plant and vehicle replacements. A copy of the current 10-year Fleet Replacement Program is attached as Appendix 1.

The renewal strategy is guided by the annual funding available to meet the identified needs in the Plant Replacement Program. In the event that funding does not meet the demand, or market fluctuations consume more of the funding than originally budgeted for individual items or fleet groups, then prioritisation of fleet acquisitions will occur. The prioritisation will be at the discretion of the Fleet Manager but with regard for customer's needs, both immediate and longer term, using a consultative process.

**Plant and Fleet Asset Renewal Strategies.** A 'like for like' renewal approach has been applied for plant and fleet equipment unless operational needs have changed. The renewal timeframe is based on the asset acquisition date and remaining useful life /available asset age information contained within the asset register. In broad terms the key steps in the renewal/replacement process involve:

- Establish the specification of the replacement unit where there may be minor variations to the unit being replaced in consultation with the client (department or work area).
- Tenders or Quotations called for the replacement unit and also sale of the old unit, with relevant documentation & specification provided.
- Driver/operator to ensure that the unit being replaced is made available at the prescribed time and location in good, clean condition for appraisal by prospective buyers.
- Evaluation of tenders/quotations undertaken in consultation with the client and recommendation made by approved Council process for both sale and purchase.
- Decision on sale and purchase made and relevant transactions completed.
- Details of the transactions provided to Finance for recording on the Financial and Asset Information Systems.
- Upon delivery, ensure that the unit delivered is in accordance with the specification then hand the unit to the driver/operator with provision of an appropriate level of training or familiarisation of the item.

Given the above assumptions the following high-level plant and fleet asset renewal strategy is applied:

Asset type	When do we intervene? (Intervention Criteria)	How do we prioritise works?	What replacement options do we apply?	What is our renewal timing from the intervention point?
<b>Heavy Plant / Machinery</b>	All machinery assets are planned for renewal at the end of their useful life based on remaining useful life from original purchase/acquisition date.  Some items of machinery may be run later into their	Significant pieces of machinery are prioritised over smaller less significant items.	Full replacement.  Like for like replacement to the modern equivalent plant item.  Disposal.	The renewal program can be smoothed to allow for delivery and funding of the program over the forward 10 years however significant pieces of heavy plant will impact the forecasts.

Asset type	When do we intervene? (Intervention Criteria)	How do we prioritise works?	What replacement options do we apply?	What is our renewal timing from the intervention point?
	design life based on utilisation hours.			
<b>Trucks/Heavy Vehicles</b>	<p>All Council heavy vehicles assets are planned for renewal at the end of their useful life based on remaining useful life from original purchase/acquisition date.</p> <p>Some Council vehicles may be run later into their design life based on utilisation hours</p>	Significant trucks are prioritised over smaller less significant assets.	<p>Full replacement.</p> <p>Like for like replacement to the modern equivalent truck.</p> <p>Disposal.</p>	<p>All Council trucks will be replaced within 0-4 years of reaching their useful life or replacement age.</p> <p>The renewal program can be smoothed to allow for delivery and funding of the program over the forward 10 years however significant heavy vehicles and loaders will impact the forward forecasts.</p>
<b>Light Vehicles</b>	<p>All Council light vehicles are planned for renewal at the end of their useful life based on remaining useful life from original purchase/acquisition date.</p> <p>Some Council vehicles may be run later into their useful life base on utilisation hours.</p>	In accordance with the Fleet Procedure.	<p>Full replacement.</p> <p>Like for like replacement to the modern equivalent vehicle.</p> <p>Disposal.</p>	<p>All Council vehicles will be replaced between 2-5 years</p> <p>The renewal program can be smoothed to allow for delivery and funding of the program over the forward 10 years.</p>
<b>Trailers/Special Trailers</b>  <b>Ancillary Equipment</b>	<p>All trailers and ancillary equipment assets are planned for renewal at the end of their useful life based on remaining useful life from original purchase/acquisition date.</p> <p>Some trailers and ancillary equipment may be run later into their design life base on utilisation hours.</p>	Significant or critical assets are prioritised over smaller less significant assets.	<p>Full replacement.</p> <p>Like for like replacement to the modern equivalent asset.</p> <p>Disposal.</p>	<p>All trailers will be replaced within 10-25 years.</p> <p>The renewal program can be smoothed to allow for delivery and funding of the program over the forward 10 years.</p>

Table 5 – Plant and Fleet Renewal Strategy

## 4. WHAT DO WE SEE AS THE KEY RISKS TO THE ASSET MANAGEMENT OBJECTIVES?

### 4.1 Risk Management

In accordance with the *ISO 3100: 2018 Risk Management Standard*, Carpentaria Shire Council defines risk as the “uncertainty on the achievement of objectives.”

The Objectives of safe plant operations are:

- To ensure plant is assessed for risk.
- To ensure the safe use and maintenance of plant.
- To ensure operators are appropriately trained in the operation of plant.
- To ensure the maintenance or repairs of any item of plant are recorded appropriately.

An assessment of risks associated with service delivery from infrastructure assets has identified the most critical risks to Council. The risk assessment process identifies and assesses risks, develops a risk rating and develops a risk treatment plan for non-acceptable risks.

### 4.2 Risk Management Process

Council's risk management framework is designed to provide the architecture for a common platform for all risk management activities undertaken by Council and is used to identify specific risks associated with Council's delivery of services and management of assets.

The objective of the risk management process with regards to Council's fleet assets is to ensure that:

- All significant operational and organisational risks are understood and identified.
- The highest risks that need to be addressed in the short to medium term are identified; and
- Strategies and treatments to address risks are identified and applied.

Risks associated with fleet operations relate to safety of operations and financial impacts. Operational safety relates to safety for the operator and others in the vicinity and this includes members of the general public as well as other work colleagues. Financial impacts include the overall sustainability of the Council investment and the adherence with good commercial practices. Risks include where operational expenditures exceed revenue stream.

Deferring the replacement of fleet assets can lead to increased maintenance and downtime. This can result in the increased costs of repair, especially if it involves transmissions or engine rebuilds, loss of hiring income and additional contractor hiring costs for unplanned replacement assets.

The objective of the risk management process with regards to Council's assets is to ensure that:

- All significant operational and organisational risks are understood and identified.
- The highest risks that need to be addressed in the short to medium term are identified; and
- Strategies and treatments to address risks are identified and applied.

An assessment of risks associated with service delivery from infrastructure assets has identified the most critical risks to Council. The risk assessment process identifies and assesses risks, develops a risk rating and develops a risk treatment plan for non-acceptable risks.

### 4.3 Risk Mitigation

Carpentaria Shire Council is committed to reducing the risk of injury/illness from use of plant through the process of hazard identification, assessment, and control in accordance with legislation and the WH&S Policy requirements. Council has an obligation to provide a safe workplace for its staff, this includes providing safe plant and equipment to carry out duties. Below is a table listing identified risks associated with plant assets and suggested management strategies:

Identified Risk	Management Strategy
<b>Purchase Risk</b>	<ul style="list-style-type: none"> <li>• Informed and detailed assessment and analysis of item proposed for replacement/purchase</li> <li>• Specifications to be descriptive and not prescriptive</li> <li>• Operational assessment prior to purchase</li> <li>• Compliance, access and utilisation of applicable policy and legislation.</li> <li>• Use weighted analysis for purchase/tender assessment – (Vendor Panel process)</li> </ul>
<b>Operating Risk</b>	<ul style="list-style-type: none"> <li>• Operator/driver induction and competence</li> <li>• Continuous staff training and competency assessments</li> <li>• Risk assessment on new plant</li> <li>• License/ qualification or competency checks to ensure operator is appropriately trained</li> <li>• Ensure plant operated correctly and for its intended purpose</li> <li>• Operator/driver completion and delivery of prestart inspections, and notification of identified defects.</li> </ul>
<b>Maintenance Risk</b>	<ul style="list-style-type: none"> <li>• Maintaining detailed records</li> <li>• Use of genuine or suitable parts</li> <li>• Programmed safety and operational checks</li> <li>• Repair and maintenance in accordance with manufacturers specifications</li> <li>• Oil sampling and analysis</li> <li>• Loss of warranty</li> </ul>

*Table 6 – Risk Management Strategies*

## 5. WHAT IS THE RECOMMENDED APPROACH FOR OPERATING, MAINTAINING AND RENEWING THESE ASSET GOING FORWARD?

### 5.1 Fleet Maintenance Strategy

Plant and fleet service schedules are critical to keep Council's plant and fleet assets in a serviceable condition and operating effectively throughout their useful life. A comprehensive service regime is in place for each type of plant and fleet asset type which is funded via operational budgets.

<p><b>Machinery and Heavy Vehicles</b></p>	<p>Serviced in accordance with the manufacturer's recommended service intervals. Where plant and equipment is subjected to higher than normal operational wear and tear, whether on specific projects or individual jobs, specific checks and services are implemented in consultation with the customer.</p> <p>Operators/drivers are required to complete daily / weekly checklists on these fleet items and all faults reported on the checklists are repaired as routine maintenance. Any fault relating to a safety or legal issue is a trigger for the item to be immediately removed from service until the fault has been rectified.</p> <p>Annual inspections are conducted on all fleet items listed under this category with all details of the inspections accurately recorded. Any faults found during these inspections are rectified as routine maintenance.</p>
<p><b>Fleet/ Light Vehicles</b></p>	<p>Serviced in accordance with manufacturer's recommendations, including safety inspections, with all faults being immediately rectified. Service intervals for light vehicles are dependent on kilometres travelled and / or time periods. As a consequence, the number of services required annually can vary from vehicle to vehicle.</p>
<p><b>Trailers and Ancillary Equipment</b></p>	<p>All trailer and ancillary equipment assets are serviced based on manufacturer's recommendations and the amount of use the item has received. In addition, any reported mechanical and safety faults are inspected. Any determined faults are repaired prior to the item being utilised again.</p>

*Table 7 – Maintenance Strategy Summary*

### 5.2 Fleet Renewal Strategy

A Ten-Year Replacement Program is a necessary plan for the financial sustainability of the fleet. While the first third of the program will be more accurate than the last third, it is important that the funding of the fleet is planned over a ten-year period. This is particularly necessary due to the relatively short life of plant and fleet (compared to the infrastructure) and the criticality of plant and fleet to the operations of the organisation.

Furthermore, without a ten-year plan, it is highly unlikely that the recovery hire rates for the fleet will be accurate, and most likely be insufficient to build and maintain a sufficient reserve for fleet replacement. It is important that the calculations for depreciation and the cost of capital are included in the recovery rates, otherwise funds recovered will not be sufficient to maintain a sustainable reserve.

The most common cause for deferring the replacement of plant and fleet is insufficient availability of cash. Deferring replacement compounds costs, both operational costs due to increase maintenance and downtime costs to the business operations. A sustainable funding for fleet replacement is therefore essential component of managing a fleet portfolio.

**5.2.1 Optimum Replacement Timing.** The optimal timing for renewing or replacing an asset is considered to be the point in the life of the asset which will provide the lowest whole of life cost. Defining the optimal replacement timing for plant and fleet is complicated, and includes consideration of variables such as resale value, servicing costs, timing and cost of major refurbishments etc. The variable considerations are unique to the location of the organisation, the strength of the resale market, the type of use and the transport costs (for maintenance and resale). Therefore, while the IPWEA benchmarks for optimum replacement are considered best practice, it is important that they are adjusted for local considerations.

Figure 8 has been adapted from the IPWEA Plant and Vehicle Management Manual and represents the generalised lifecycle costs and indicates the optimal replacement point. The resale value has two distinct steep drops - the first significant drop is immediately post purchase and the second drop is prior to a major component overhaul and before when the second hand buyers anticipate a large maintenance cost.

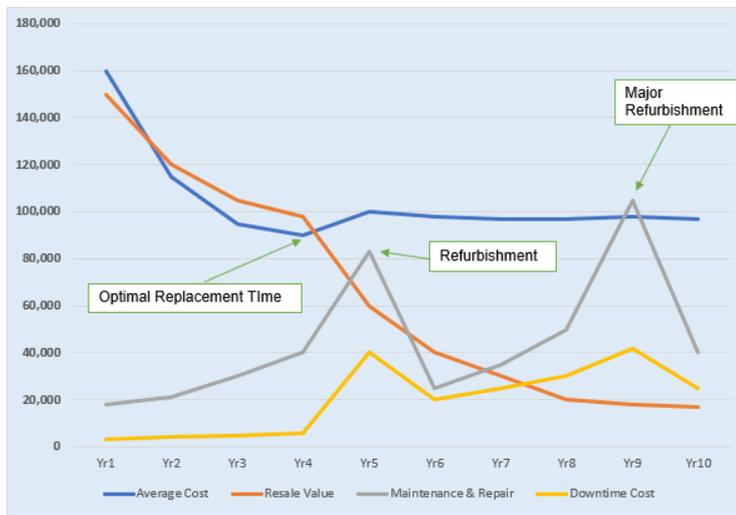


Figure 1 - Optimum Fleet Replacement Timing (adopted from IPWEA Manual)

### 5.3 Fleet Rationalisation and Disposal Plan

Fleet assets are generally disposed of at the end of their useful life. This may include being at the end of their period of serviceability; changes to service needs making them surplus to needs; or legislative changes making them obsolete (eg safety requirements).

When disposing of plant, industry experience is that some items have produced better residual values for Council at auction or private sale through tenders than as trades.

Methods of disposal are:

- Item to be replaced - trading and/or selling through tenders or quotations for the replacement unit.
- No replacement involved - tender advertisement or by means of a public auction or by web-based auction.
- No residual value or is deemed unsafe for further use - item is to be scrapped.

After disposal the Asset Accountant is to be advised so that relevant records, including the Plant Register, are amended and residual value accounted for.

## 6. IMPROVEMENT PLAN

The asset management improvement plan generated from this asset management plan is shown below. The asset improvement program should be reviewed annually and updated as part of any future Plant and Fleet AMP development.

Improvement Action	Importance	Timeframe
Record and monitor utilisation. Identify and manage fleet not meeting utilisation benchmarks	High	Immediate and Ongoing
Continue to improve maintenance records and data for Fleet assets. Utilise data to report and plan annual fleet requirements.	High	Immediate and Ongoing
Adopt optimum replacement based on utilisation and age in line with industry benchmarks.	High	Immediate and Ongoing
Annual review of fleet to assess performance and ensure optimum replacement times are managed.	High	Immediate and Ongoing
Review whole of life costs to meet asset financial costs.	High	Ongoing
Review internal hire rates to ensure full cost recovery of fleet including replacement.	Medium	Ongoing
Develop fleet asset replacement procedure.	High	Immediate
Record and analyse unscheduled maintenance activities including downtime, incidents, reason for defect or failure.	Medium	24 months
Develop service level agreement between: <ul style="list-style-type: none"> <li>• Fleet services and end users of fleet (internal operations)</li> <li>• Fleet services and external providers</li> <li>• Fleet services and Workshop</li> </ul>	Medium	24 months

*Table 8 – Improvement Plan*

### 6.1 Monitoring and Review Procedures

This asset management plan will be reviewed during annual budget planning processes and amended to reflect any changes in fleet assets or fleet services as a result of budget decisions.

The asset management plan will be updated annually to ensure it represents the current plant and fleet assets, fleet asset values, maintenance costs, fleet replacements, and disposal expenditures are incorporated into the Long-Term Financial Plan.

The asset management plan will have a life of four (4) years and will be completely reviewed and updated in order to inform the development of the Corporate Plan, the Operational and Development Plan, and the Long-Term Financial Plan.

## APPENDIX 1 – 10 YEAR FLEET REPLACEMENT PLAN

Asset No.	Plant Type	Asset Description	30/06/23	30/06/24	30/06/25	30/06/26	30/06/27	30/06/28	30/06/29	30/06/30	30/06/31	30/06/32
13571	Backhoe	Caterpillar 432E Backhoe Loader (Used 1090 hrs) Karumba	\$0	\$0	\$107,636	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13581	Backhoe	Caterpillar 432F2 Backhoe Loader	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13614	Camp	12 x 3 Kitchen Diner Mobile Accommodation Roadworks	\$0	\$0	\$0	\$41,606	\$0	\$0	\$0	\$0	\$0	\$0
13619	Camp	Atco Laundry/Abution Mobile Camp Accommodation	\$0	\$0	\$0	\$0	\$25,226	\$0	\$0	\$0	\$0	\$0
13611	Camp	Caravan2 Man Traymark Heavy Duty	\$0	\$0	\$0	\$42,527	\$0	\$0	\$0	\$0	\$0	\$0
13636	Camp	Mobile Trailer Mntd Camps Kitchen Unit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13631	Camp	Mobile Trailer Mounted Bunk Unit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,141	\$0
13633	Camp	Mobile Trailer Mounted Bunk Unit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$124,833
13635	Camp	Mobile Trailer Mounted Camps Bunk Unit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13637	Camp	Mobile Trailer Mounted Camps Bunk Unit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13634	Camp	Mobile Trailer Mounted Camps Kitchen Uni	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13632	Camp	Mobile Trailer Mounted Kitchen Unit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$124,833
13630	Camp	Mobile Trailer Mounted Camps- Kitchen Unit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,141	\$0
13563	Excavator	Kubota Excavator	\$0	\$36,024	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13594	Forklift	Caterpillar DP30N Forklift Truck 29088C	\$0	\$0	\$0	\$28,420	\$0	\$0	\$0	\$0	\$0	\$0
13623	Fuel / Water	11000L Water Tank Roadworks (Old Tanks in Yard as Spares)	\$0	\$0	\$0	\$0	\$57,080	\$0	\$0	\$0	\$0	\$0
13624	Fuel / Water	11000L Water Tank Roadworks (Old Tanks in Yard as Spares)	\$0	\$0	\$0	\$0	\$57,080	\$0	\$0	\$0	\$0	\$0
13502	Generator	60KVA Generator for Water Supply	\$0	\$0	\$0	\$18,298	\$0	\$0	\$0	\$0	\$0	\$0
13645	Generator	110 Kva 3 Phase FGW Canopy Set Generator/Emergency Power Council Office	\$0	\$0	\$0	\$24,947	\$0	\$0	\$0	\$0	\$0	\$0

13643	Generator	44 Kva FG Wilson Generator Karumba SES Emergency Power	\$0	\$0	\$19,035	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13642	Generator	88 Kva FG Wilson Generator- Water Treatment Plant	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13657	Generator	Caterpillar 65KVA Generator (KBA Water)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,633	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13499	Generator	Gen Set 80Kva F. G. Wilson (Water Treat)	\$0	\$0	\$0	\$0	\$0	\$0	\$24,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13501	Generator	Generator S.DM.O. 75 Kva (Depot) (Will be A Spare camp Set?)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,000	\$0	\$0	\$0	\$0
13638	Generator	Generator Set 68TAg1 88kw - Airport	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64,622	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13655	Generator	Himoinsa Trailer Mounted Generator	\$0	\$0	\$0	\$0	\$0	\$0	\$25,387	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13653	Generator	Hino 45 Kva Generator (Used ex Tsunami Japan) Kba Civic Cre	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,216	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13654	Generator	Hino 60 Kva Generator (Used 2106 Hrs) Barra Complex Kba	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,168	\$0	\$0	\$0	\$0
13652	Generator	Kubota PK105 10 Kva Generator NE560 Hino Generator (Used ex Tsunami Japan) Backup Genset	\$0	\$0	\$0	\$0	\$0	\$0	\$13,809	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13650	Generator	Pramac GSW80 Generator Glenore Weir	\$0	\$0	\$0	\$0	\$0	\$0	\$18,444	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13656	Generator	2021 CATERPILLAR 150-14A MOTOR GRADER 98280C	\$0	\$0	\$0	\$0	\$0	\$0	\$25,169	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2102	Grader	CATERPILLAR 140M Motor Grader Rego: 32398C	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$378,240	\$0	\$0	\$0	\$0
13583	Grader	Caterpillar 140M Motor Grader Caterpillar 140M Motor Grader Rego: 32398C	\$0	\$0	\$0	\$330,720	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$330,720	\$0
13579	Grader	Caterpillar 140M Motor Grader Rego: 32398C	\$347,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$347,400	\$0	\$0	\$0	\$0
13578	Grader	Caterpillar 140M Motor Grader Rego: 32399C	\$0	\$0	\$347,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$347,400	\$0	\$0	\$0
13584	Loader	Caterpillar 259D Compact Track Loader	\$0	\$0	\$88,024	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$88,024
13582	Loader	Caterpillar 966K Loader (starting to see its age) leaks etc	\$0	\$140,671	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$140,671	\$0
13560	Loader	Loader Caterpillar 950H Not a lot of use	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13566	Roller- Smooth Drum	Dynapac CC900 Twin Drum V Roller Rego: 08100C (not a lot of use)	\$0	\$0	\$0	\$0	\$0	\$0	\$32,554	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13480	SES	Fire Truck Isuzu NPS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13481	SES	Fire Truck Mitsubishi Canter 4x4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$112,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13483	SES	Isuzu Fire Truck	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13489	SES	Isuzu Truck D/Cab Droppside 7410GJ	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$49,657	\$0	\$0	\$0	\$0

13498	SES	SES Rescue Boat with Trailer Honda 75HP Outboard Pro Punt	\$0	\$0	\$0	\$0	\$23,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13561	Skidsteer	Caterpillar Skid Steer Loader Rego No.: C82006 (Low usage)	\$0	\$0	\$0	\$0	\$0	\$51,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
15375	Stabilizer	Wirgen WR240 Soil Stabiliser	\$0	\$0	\$0	\$0	\$584,667	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13625	Sundry Plant	15m Hooklift Bin	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,850	\$0	\$0
13626	Sundry Plant	15m Hooklift Bin	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,850	\$0	\$0
13627	Sundry Plant	15m Hooklift Bin	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,850	\$0	\$0
13628	Sundry Plant	15m Hooklift Bin	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,850
13605	Sundry Plant	Coffin Set Rear floor suit Hearse	\$0	\$0	\$3,516	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13598	Sundry Plant	Gason Mower- VHD	\$0	\$0	\$0	\$0	\$0	\$13,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13601	Sundry Plant	Genelife Mobile Lighting Tower Graco LineLazer Iv 2505ps	\$0	\$0	\$0	\$0	\$0	\$9,012	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2101	Sundry Plant	Linemarket) 99038C Hydrapower AC450/20 Profiler	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,931
13508	Sundry Plant	3011 (Attachment) Low Loader Drake Tri-Axle	\$0	\$0	\$0	\$0	\$15,084	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13496	Sundry Plant	0710CR NQ Eng. Custom Dog Catcher	\$0	\$0	\$39,612	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13604	Sundry Plant	Body / Tray Pickup Broom & Gutter Brush	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,069	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13507	Sundry Plant	CAT BP15B	\$0	\$0	\$0	\$0	\$4,984	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13606	Sundry Plant	Pressure Clean/Monsoon 300 Road Broom - HIGH FLOW/ ANGLE BROOM - 24IN BRUSH	\$0	\$0	\$3,691	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4000	Sundry Plant	Single Cab Full Canopy 3 Door	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13599	Sundry Plant	Slasher Rep #4015 Sprayer - Greenmax Enviro (1000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,490	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13603	Sundry Plant	Vermeer BC1200XL Woodchipper Rego: 204QWM	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
20854	Sundry Plant	Jacobsen R311T WA Rotary Mower (DISPOSE) (Replace with single deck)	\$0	\$59,157	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,157	\$0	\$0	\$0	\$0	\$0	\$0
13592	Sundry Plant	Kubota F3690 Mower 30432C	\$0	\$0	\$0	\$0	\$27,337	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13596	Sundry- Mower	Kubota F3690 Mower 30433C	\$0	\$0	\$0	\$0	\$27,337	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13597	Sundry- Mower	Kubota Front Deck Mower Rego: 11752C	\$0	\$0	\$0	\$0	\$27,337	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13587	Mower	Massey Ferguson Tractor - Rego: 00096C (seen better days not used a lot)	\$0	\$28,836	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,836	\$0	\$0	\$0	\$0	\$0	\$0
13564	Tractor		\$0	\$74,109	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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13550	Truck-MC	Western Star 4964 CFX Rego: 392TUN Constellation Series (possible soon)	\$0	\$0	\$230,366	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$230,366
13559	Truck-Medium	Hino 300 series - Tray back	\$0	\$74,832	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$74,832
13557	Truck-Medium	Hino 500 Series FG1628 Crew Cab (RMPC)	\$0	\$0	\$0	\$130,328	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$130,328
13551	Truck-Medium	Isuzu C Series CXZ 455 805VNF Water Truck	\$0	\$121,340	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$121,340
13552	Truck-Medium	Isuzu C Series CXZ 455 806VNF Water truck	\$0	\$0	\$120,476	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,476
13554	Truck-Medium	Isuzu FXR1000 285VU	\$113,990	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$113,990
13555	Truck-Medium	Isuzu N Series NPR400 523V/KP	\$0	\$53,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$53,500
13553	Truck-Medium	Isuzu N Series NPS250/300 547V/KP	\$0	\$57,316	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$57,316
13593	Truck-Specialised	Dropdeck/T22 Hooklift Trailer Rego: TBA	\$0	\$0	\$0	\$89,340	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$89,340
13556	Truck-Specialised	Scarab Mistral Sweeper	\$0	\$0	\$0	\$0	\$250,602	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13514	Ute-Light	Toyota Hilux SCC 4x2 557VKU	\$31,617	\$0	\$0	\$0	\$31,617	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,617
13543	Ute-Light	Toyota Hilux SR 4x2 Utility Toyota Hilux SR TD 4x4 DC	\$34,060	\$0	\$0	\$0	\$34,060	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,060
13535	Ute-Medium	Canopy Ford Ranger 4x4 C/C XL SUPER 3.2L TDCI 6SPD MAN 268CT2 - Local Laws	\$0	\$0	\$52,092	\$0	\$0	\$0	\$0	\$52,092	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,092
2112	Ute-Medium	Local Laws	\$0	\$0	\$0	\$58,454	\$0	\$0	\$0	\$58,454	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$58,454
13545	Ute-Medium	Holden Colorado 4x4 Dual Cab S	\$0	\$46,189	\$0	\$0	\$46,189	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46,189
13544	Ute-Medium	Holden Colorado 4x4 Extra Cab Mitsubishi Triton GLX 2.5L DC 4x4 Mnl	\$47,472	\$0	\$0	\$47,472	\$0	\$0	\$0	\$47,472	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,472
13516	Ute-Medium	4x4 Mnl	\$37,042	\$0	\$0	\$37,042	\$0	\$0	\$0	\$37,042	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,042
1909	Ute-Medium	Toyota Hilux - 146ZJP Josh	\$0	\$0	\$59,520	\$0	\$0	\$0	\$0	\$59,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,520
1906	Ute-Medium	Toyota Hilux - 147ZJP Natasha	\$0	\$59,520	\$0	\$0	\$59,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,520
1979	Ute-Medium	Toyota Hilux - 149ZJP - Foreman	\$59,520	\$0	\$0	\$59,520	\$0	\$0	\$0	\$59,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,520
1907	Ute-Medium	Toyota Hilux - 425ZHR - CARL RLO	\$0	\$60,789	\$0	\$0	\$60,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,789
1974	Ute-Medium	Toyota Hilux 447ZHR - Formans	\$0	\$58,256	\$0	\$0	\$58,256	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$58,256
13524	Ute-Medium	Toyota Hilux 4x4 SC Ute	\$44,669	\$0	\$0	\$44,669	\$0	\$0	\$0	\$44,669	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44,669
2116	Ute-Medium	Toyota Hilux 4x4 SR Dual Cab 120CK7 - Engineer	\$0	\$0	\$64,482	\$0	\$0	\$0	\$0	\$64,482	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64,482
2114	Ute-Medium	Toyota Hilux 4x4 SR Dual Cab 195CK7 - Carpenter	\$0	\$0	\$0	\$79,623	\$0	\$0	\$0	\$79,623	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$79,623

2113	Ute-Medium	Toyota Hilux 4x4 SR Dual Cab	\$0	\$0	\$0	\$64,952	\$0	\$0	\$0	\$64,952	\$0	\$0	\$64,952
2107	Ute-Medium	Toyota Hilux 4x4 SR Dual Cab	\$0	\$0	\$65,091	\$0	\$0	\$65,091	\$0	\$0	\$0	\$65,091	\$0
2115	Ute-Medium	Toyota Hilux 4x4 SR Dual Cab	\$0	\$0	\$68,782	\$0	\$0	\$68,782	\$0	\$0	\$0	\$68,782	\$0
2108	Ute-Medium	Toyota Hilux 4x4 SR Dual Cab	\$0	\$0	\$65,091	\$0	\$0	\$65,091	\$0	\$0	\$0	\$65,091	\$0
2110	Ute-Medium	Toyota Hilux 4x4 SR Dual Cab	\$0	\$65,091	\$0	\$0	\$65,091	\$0	\$0	\$65,091	\$0	\$0	\$0
2109	Ute-Medium	Toyota Hilux 4x4 SR Dual Cab	\$0	\$0	\$65,091	\$0	\$0	\$65,091	\$0	\$0	\$0	\$65,091	\$0
2111	Ute-Medium	Toyota Hilux 4x4 SR Dual Cab	\$0	\$0	\$0	\$65,091	\$0	\$0	\$0	\$65,091	\$0	\$0	\$65,091
13538	Ute-Medium	Toyota Hilux SR 4x4 DC Ute	\$52,506	\$0	\$0	\$52,506	\$0	\$0	\$0	\$52,506	\$0	\$0	\$52,506
13519	Ute-Medium	Toyota Hilux SR 4x4 Single Cab Utility	\$49,340	\$0	\$0	\$49,340	\$0	\$0	\$0	\$49,340	\$0	\$0	\$49,340
13540	Ute-Medium	Toyota Hilux SR TD 4x4 DC - Karumba STP	\$0	\$54,217	\$0	\$0	\$54,217	\$0	\$0	\$0	\$54,217	\$0	\$0
13532	Wagon	Toyota Land Cruiser Prado VX Wagon (To be sold - already replaced)	-\$35,159	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2118	Ute-Medium	Toyota Landcruiser GXL Dual Cab 103CT7 - Mayor	\$0	\$0	\$87,539	\$0	\$0	\$87,539	\$0	\$0	\$0	\$87,539	\$0
2119	Ute-Medium	Toyota Landcruiser Single Cab Workmate 082CK7 - Workshop	\$0	\$0	\$0	\$95,754	\$0	\$0	\$0	\$95,754	\$0	\$0	\$95,754
2120	Ute-Medium	Toyota Landcruiser Single Cab Workmate 907CC9 - Electrician	\$0	\$0	\$0	\$80,380	\$0	\$0	\$0	\$80,380	\$0	\$0	\$80,380
2117	Ute-Medium	Toyota Landcruiser Workmate Dual Cab 879CS9 - Lone Patrol	\$0	\$0	\$83,207	\$0	\$0	\$83,207	\$0	\$0	\$0	\$83,207	\$0
13515	SES	Toyota LC78 Workmate DCC T Diesel 5M 960VRY (SES Cruiser)	\$0	\$0	\$48,921	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Ute-Light	Toyota Hilux SR 4x2 Single Cab Ute (STP)	\$30,000	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000	\$0
1955	Wagon	Toyota Prado - 148ZJP	\$0	\$37,684	\$0	\$0	\$32,684	\$0	\$0	\$32,684	\$0	\$0	\$0
1938	Wagon	Toyota Prado - 424ZHR	\$0	\$0	\$32,880	\$0	\$0	\$32,880	\$0	\$0	\$0	\$32,880	\$0
13509	Wagon	Toyota Troopcarrier 418LFF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,748
222301	Ute-Medium	Toyota Landcruiser GXL 4.5L Diesel Manual 4x4 Utility Dual Cab - 391-F13	\$81,692	\$0	\$0	\$88,815	\$0	\$0	\$0	\$88,815	\$0	\$0	\$88,815
	UTV	Yamaha 550FAP Quad Bike	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,400	\$0	\$0
13525	Ute-Medium	Toyota Landcruiser Dual Cab Utility (Blown Engine)	\$0	\$66,936	\$0	\$0	\$66,936	\$0	\$0	\$66,936	\$0	\$0	\$0
	UTV	Kubota RTV - X900W-A	\$30,363	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Truck- Specialised	Plumbers Isuzu Job Truck																			
		\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$1,223,227	\$1,463,563	\$1,865,205	\$2,077,005	\$1,850,941	\$1,680,881	\$1,416,020	\$1,337,990	\$1,696,504	\$1,710,291									





**TRANSPORT ASSET MANAGEMENT PLAN  
PREPARED FOR CARPENTARIA SHIRE COUNCIL**

FEBRUARY 2023  
STRICTLY PRIVATE & CONFIDENTIAL



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**HEAD OFFICE – VICTORIA**

Level 1, 100 Fyans Street  
South Geelong VIC 3220  
PO Box 1374  
Geelong VIC 3220

Phone: 1300 500 932  
admin@ctman.com.au

**QUEENSLAND**

Suite 16 Capalaba Business Centre  
39 Old Cleveland Road  
PO Box 1057  
Capalaba QLD 4157

Phone: 61 7 3390 1685  
queensland@ctman.com.au

**NEW SOUTH WALES**

PO Box 8128  
Koorringal NSW 2650

Phone: 1300 500 932  
admin@ctman.com.au

**TASMANIA**

PO Box 337  
Newstead TAS 7250

Phone: 1300 500 932  
admin@ctman.com.au

[www.ctman.com.au](http://www.ctman.com.au)

ACN: 072 083 795  
ABN: 15 072 083 795

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	Project Manager: Owen Harvey
	Author: Peter Savage
	Date: February 2023
	Synopsis: Transport AMP 2023

### CONSULTANTS DISTRIBUTION SCHEDULE

Version No.	Date	Distribution	Reference
1.0	17/02/2023	Draft for review	
2.0	31/05/2024	Final Version	

### SCHEDULE OF ADOPTION

Version No.	Date	Comment	Reference

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# 1. EXECUTIVE SUMMARY

## 1.1 What are our asset management objectives?

This Asset Management Plan has been developed in accordance with Council's Asset Management Policy and principles of the Asset Management Strategy (Objectives).

This asset management plan provides information about Council's Road assets. The plan outlines the management approach to:

- Describing and aligning the assets to services (as informed by corporate and service planning);
- Managing the future demand for assets to achieve and maintain financial sustainability;
- Optimising the lifecycle management of assets (achieving service demand at lowest lifecycle cost);
- Identifying and managing risks associated with the relevant asset (including criticality and condition);
- What funds (operating and capital) are required to operate the asset portfolio in alignment with the asset management plan over a 10-year planning period; and
- Continual improvement in the management of assets and performance monitoring.

Council's transport assets contribute to the community by:

- Allowing people to move safely and conveniently around and through the Shire
- Enabling the transport of goods and services
- Connecting people to service centres and other key destinations.

## 1.2 What assets are included in this plan?

The transport infrastructure for which Council is responsible is extensive and includes 1,560 km of roads with 93.5 km being sealed roads.

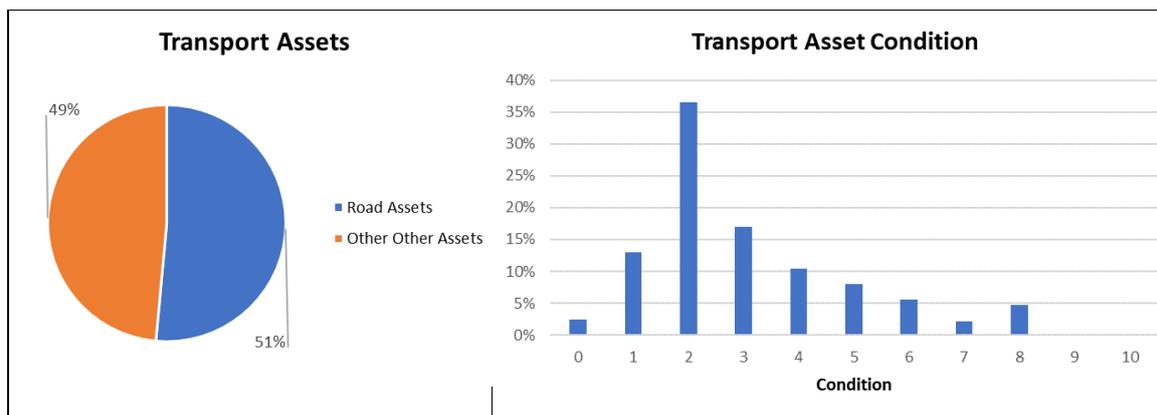


Figure 1: Transport assets as a percentage of all council assets. Figure 2: Transport assets overall condition.

Asset Classification	Length (km)/ Number
Sealed Road Network	91.355
Unsealed Road Network	1,467.1
Kerb and Channel	24.3
Footpaths	4.7
Culverts	58
Floodways	63
Grids	129
Runways	3

Table 1: Summary of Transport Assets

These infrastructure assets have a significant replacement value of \$210,720,878.

### 1.3 Future Demand

The population projections produced by the Queensland Government Statistician’s Office<sup>1</sup> indicate that the population of the Carpentaria Shire Council LGA is estimated to decrease from 2,051 to 1,994 between 2016 and 2041.

The main demands for new services are created by:

- Council financial sustainability;
- Council operational and services priority changes;
- Climate change;
- Expectations for increased levels of service provision.

These demands will be managed through a combination of managing existing assets, upgrading existing assets and providing new assets to meet demand and demand management.

We will implement demand management practices to control future increased costs of transport assets, including the consideration of non-asset solutions and mitigating the increased threat (risk exposure) of asset and system failure by:

- Restricting the types of vehicles accessing the road network;
- Planning network improvements to coincide with development and major land use changes; and
- Work with others to delineate a priority freight network to meet the needs of the increased freight task and to guide future investment in network upgrades.

### 1.4 What is the current condition of these assets?

Council’s condition information indicates that although the LRRS class roads are in good condition, there is a significant backlog of pavement renewal of the Primary and Access class roads and sealed road segments renewal demand across all classes which needs to be addressed in the immediate to short-term. This will require significant investment. The accuracy of this information should be verified to determine if the measured condition is reflective of asset performance prior to any major funding decisions being made.

<sup>1</sup> Queensland Regional Profiles – Carpentaria Shire Council (Accessed 22 November 2022)

### 1.5 What is our current approach to managing these assets?

Renewal projects are identified via both inspections and condition assessments as well as emergent issues and asset failures for transport assets. These assets are then included in the forward works programs for renewal or maintenance works. Council funds the renewal and maintenance of the transport assets covered by the AMP via the revenue generated from rates or via grants.

Annual asset maintenance programs exist for all asset covered by this asset management plan to ensure assets are maintained in a safe and serviceable condition.

### 1.6 What do we see as the key challenges, risks and opportunities to the specified asset management objective(s)?

Risk	Cause	Risk Rating	Management Strategy
Grant funding availability	Government priorities	M	Continue to seek grants for ongoing key road work maintenance/renewals

### 1.7 What Does it Cost?

The projected outlays necessary to provide the services covered by this plan include renewals over the 10-year planning period are **\$41.937 Million** which equates to **\$4.2 Million** on average per year.

These figures do not include planned roads upgrade, ie road widening, new seals/bridges etc to meet desired levels of service. All transport new and upgrade programs and planned projects will need to be added to or incorporated in with the base renewal demand figures below.

The initial year of the raw forecast comprises a **\$10.2m** to renew Primary Roads pavement assessed as being in very poor condition, and the renewal of floodways. Thereafter, the renewal funding requirement drops back to approx. **\$3.5M per annum**.

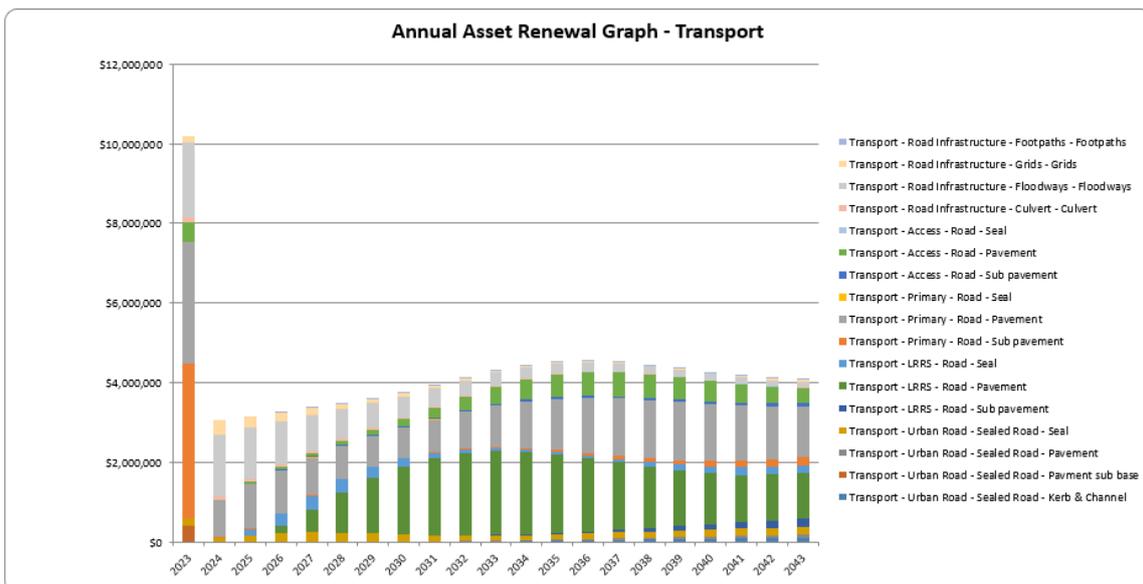


Figure 3: Renewal cost predictions - all transport assets.

### **1.7.1 What we will do with constrained funding**

We plan to provide the following transport related services:

- Operation, maintenance, renewal and upgrade of local sealed and unsealed roads, kerb and channel, pathways, bridges, car parks, and traffic treatments to meet service levels set by Council in annual budgets,
- Continue vigorous pursuit of State Government grants for roads and related assets,
- Plan asset rehabilitation to ensure that the highest priority assets are targeted for renewal each financial year. Prioritisation must be based on risk.

### **1.7.2 What we cannot do with constrained funding**

Works and services that cannot be provided under present funding levels are:

- An increased overall level of service delivered by transport assets;
- Upgrade of all identified functional deficiencies across our networks; and
- Sealing of unsealed roads on request.

## 2. INTRODUCTION

### 2.1 Description of Service Being Provided

Council has responsibility for a large network of roads and related infrastructure that support service delivery and connectivity to the Community and visitors.

Carpentaria Shire Council will operate, maintain and renew the physical infrastructure assets relating to its buildings and other structures to a level that:

- is acceptable to Council and the community in terms of safety, access, quality, impact on the environment, meeting community needs (functionality) and
- is financially sustainable for Council to do so.

### 2.2 Structure of the Asset Management Plan

It is imperative that CSC adopts a Transport Asset Management Plan that best enables it to achieve the asset management objective as specified above. Such an Asset Management Plan (AMP) needs to be strategic, practical and 'fit for purpose' in order for it to inform Council decision making. As a result, the AMP is structured to address the following five (5) key questions:

- a) What transport related assets does Council currently manage?
- b) What is the current condition of these assets?
- c) What is Council's current approach to operating, maintaining and renewing these assets?
- d) What does Council see as the key risks to the asset management objective (specified in 1.2)?
- e) What is the recommended approach for operating, maintaining and renewing these assets?

### 2.3 What assets are included in this plan?

The transport infrastructure for which Council is responsible is extensive and includes 1,560 km of roads with 93.5 km being sealed roads.

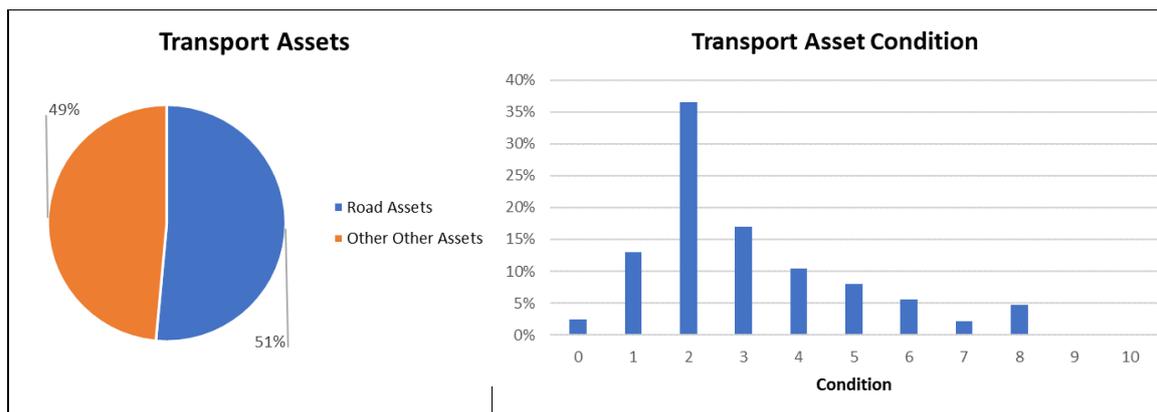


Figure 4: Transport assets as a percentage of all council assets. Figure 5: Transport assets overall condition.

### 3. WHAT IS OUR CURRENT APPROACH TO OPERATING MAINTAINING AND RENEWING THESE ASSETS?

The current approach to the asset management of transport assets is to identify and renew assets via inspection programs and or emergent issues. Transport assets identified for renewal are prioritised according to Council direction and priorities. The renewal of transport infrastructure (replacement, maintenance and upgrade) is generally funded from rates revenue collected by the Shire and contributions through grant funding including Disaster Recovery Funding Arrangements (DRFA) arrangements.

Annual maintenance funding is also required for asset inspection and general maintenance activities.

#### 3.1 Asset Hierarchy

All transport assets within the Council Road network are classified according to a hierarchy in terms of their specific function, types of users, user numbers and potential risk. The hierarchy classification is used to assist in prioritising works programs and intervention responses to remedy defects.

Council is not legally required to maintain or administer all gazetted road reserves within its council area. For a road to be considered on the road register, it has to meet the *Local Government Act 2009* requirements and has to be approved by Council and placed on the road register. The Act states:

- “A public road is an area of land dedicated to public use as a road, is open to, or used by the public. A purely private thoroughfare, one made available to and used only by the owner of the area and the owner’s visitors, is not considered a public road.”
- “If an off-alignment area satisfies it being public, it does not matter that the area is state-owned or privately owned; it is a road under Council control via the Local Government Act.”

Roads will only be added to the road register after consideration from Council and taking into account:-

- the cost to bring the road up to a minimum standard as defined by Council;
- its impact on the total roads program; and
- the section of concern has been surveyed by a registered surveyor to ensure the existing or proposed roadway will be contained fully within the existing road reserve and not generate any encroachments or off alignment issues. This will be at the cost of the applicant.

The following categories of roads will not be maintained by Council:

- Crown/State Government roads except those covered under Routine Maintenance Performance Contracts (RMPC)
- Private Roads
- Unspecified classifications (fire breaks and other private access tracks) Access for the improved management of a property is the responsibility of the landowner.

Limited resources can be used more effectively by allocating funds to those roads in greater need. The road hierarchy provides the basis for setting varying inspection frequencies and the repair response times is also based on the road hierarchy and risks arising. This simple classification system aligns with the levels of service that Council can and does physically provide.

Road Hierarchy Category	Council Asset Management (Transport) Definition
<b>Category 1: LRRS Roads</b>	<p>The criteria for a Local Road of Regional Significance (LRRS) Roads is defined by “The Roads and Transport Alliance: Operational Guidelines” and require approval by the Regional Road Transport Group.</p> <p>They consist of one or more of the following:</p> <ul style="list-style-type: none"> <li>• Provides a primary connecting function across more than one local government area within a regional road network;</li> <li>• Form an important part of the economic development strategy of the region, including access to natural resources, agricultural areas, industrial zones and attractions of regional significance;</li> <li>• Provide access to rail heads, freight depots, ports or major airfields from a higher order road;</li> <li>• Connect shires, towns, cities, and regions and provide travel time and distance savings;</li> <li>• Provide a connecting function across a local government boundary;</li> <li>• Acts as a significant commuter route;</li> <li>• Provide the only access to a remote community.</li> </ul>
<b>Category 2: Primary Roads</b>	<p>Primary roads have at least one of the following characteristics:</p> <ul style="list-style-type: none"> <li>• Roads that connect between higher order roads within the shire; or</li> <li>• Roads that connect with neighbouring council's roads or interstate roads where these roads are of a comparable standard;</li> <li>• Roads that service more than one property.</li> </ul>
<b>Category 3: Access Roads</b>	<p>Access roads have at least one of the following characteristics:</p> <ul style="list-style-type: none"> <li>• No through roads; or</li> <li>• service one property;</li> <li>• a road that is the main access to a property;</li> <li>• A secondary access to a town/property where a higher order road exists.</li> </ul>
<b>Category 4: Point of Interest</b>	<p>These roads are defined as:</p> <ul style="list-style-type: none"> <li>• A no through road connecting a point of interest (ie lookout, historical site).</li> </ul>

Table 2: CSC Road Classification.

### 3.2 Typical Asset Useful Lives

Standardising useful lives across this asset class has improved the accuracy of remaining useful life estimates. These typical useful lives were developed through modelling, assessment, and the application of engineering experience to Council's local conditions.

A review of useful lives will be added to the improvement plan so that any changes can be included in future valuations.

Asset Category	Asset Sub-category	Average Useful Life (Years)
Sealed Roads	Seal	15
	Pavement	60
	Pavement Sub-base	180
	Formation	1000
Unsealed Roads	Pavement	20
	Pavement Sub-base	60
	Formation	1000
Kerb & Channel	Kerb & Channel	60
Footpaths	Footpaths – Pedestrian - Concrete	60
Culverts	Culverts	60
Floodways	Concrete	60
	Other	10

Table 3: Typical Useful Lives for Road Transport Assets.

### 3.3 Cyclic Asset Inspection and Condition Monitoring

For Council to carry out effective planning and competent management of its transport assets, both in a strategic and operational sense, it is essential that maintenance and performance related information is collected through disciplined and regular inspections of the whole of the asset class.

The inspection frequency regime uses a risk approach that considers a risk and/or hierarchy. The higher up the hierarchy, the higher the risk exposure and the more frequent the inspections and the quicker the response time.

Council’s inspection activities can be grouped into the following categories based on definition and purpose:

Inspection Type	Description
<b>Reactive / Safety Inspections</b>	Reactive inspections are initiated generally by requests for maintenance received from asset users. Safety issues may be detected either as a result of programmed defect inspection or by customer request. Council’s objective in relation to maintenance requests is to inspect and prioritise the work requests within specific timeframes.
<b>Planned Inspections (Programmed Defect Inspections)</b>	Planned or maintenance inspections involve a visual investigation to assess the condition of sub-elements or asset components. These inspections provide a basis for urgent, preventative, cyclic maintenance needs and, capital works planning.

Inspection Type	Description
<b>Condition Inspections</b>	A condition audit is a systematic inspection and identification and recording of the physical and functional adequacy of assets. The purpose of these inspections is to provide an input for life-cycle cost analysis, and asset planning purposes. This level of inspection does not identify detailed maintenance requirements but provides a basis for managing the asset portfolio from a strategic perspective.

Table 4: Asset Inspection Type Summary

### 3.4 Transport Assets Maintenance Strategy

The following general maintenance and operations strategies are applied to Council’s transport assets:

<b>Operations</b>	Use and manage the assets in a manner that minimises the long term overall total cost. Undertake scheduled inspections as justified by the consequences of failure on levels of service, costs, public health, or safety.
<b>Reactive Maintenance</b>	A suitable level of preparedness for a prompt and effective response to service requests or asset failures is maintained.
<b>Planned or Preventative Maintenance</b>	Undertake planned asset maintenance activities to minimise the risk of critical asset failure and to maintain assets in a manner that minimises ongoing lifecycle costs.

Table 5: Asset Inspection Type Summary

### 3.5 Renewal/Replacement Strategy

Renewal expenditure is major work that does not increase the asset’s design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential.

Work over and above restoring an asset to original service potential is an upgrade/expansion or new work expenditure resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified using a combination of an analysis of the performance of the asset (condition, user complaints, and faults) and the strategy for renewal, for example, is it planned or reactive renewal. The data gathered as part of a condition assessment will provide long term financial budgeting inputs as part of an improved approach to maintenance and renewals planning. As Council is reliant on grant funding, the data collected is utilised in grant funding applications to source appropriate funding such as Works for Qld programs etc.

## 4. WHAT DO WE SEE AS THE KEY RISKS TO THE ASSET MANAGEMENT OBJECTIVES?

### 4.1 Risk Management Process

In accordance with the ISO 3100: 2018 Risk Management Standard, Council defines risk as the “uncertainty on the achievement of objectives” and has adopted the following process to be applied when managing its physical infrastructure asset base.

The Framework is designed to provide the architecture for a common platform for all risk management activities undertaken by Council and is used to identify specific risks associated with Council's delivery of services and management of assets.

As is common with small communities, the most likely four primary risks across all classes of assets and services that the Council faces are namely:

- funding sustainability to support consistent Levels of Service;
- loss of key personnel;
- the need for improved skills and the ‘whole of organisation’ approach to the management of assets and services effectively; and
- failure of an asset due to inappropriate asset management.

The table below describes the typical risks and proposed treatments for the Building assets based on the risk criteria nominated as per below.

Currently the operational risks are adequately managed with day to day operations. However, this management is predominantly reactive on an ad hoc basis and done in the absence of formal corporate direction due to the nature and timing of the grants process. Addressing the corporate and external risks would enable the organisation to devise and enact more appropriate treatment.

LIKELIHOOD	CONSEQUENCES				
	1. Negligible	2. Minor	3. Moderate	4. Major	5. Catastrophic
A. Rare	L	L	L	M	H
B. Unlikely	L	L	M	H	H
C. Possible	L	M	M	H	E
D. Likely	M	M	H	E	E
E. Almost Certain	M	H	H	E	E

Table 6: Risk Framework – Source AS/NZS ISO 31000

The objective of the risk management process with regards to Council's assets is to ensure that:

- All significant operational and organisational risks are understood and identified;
- The highest risks that need to be addressed in the short to medium term are identified; and
- Strategies and treatments to address risks are identified and applied.

### 4.2 Key Asset Risks

Network or system risks assessed as ‘Very High’ - requiring immediate corrective action and ‘High’ – requiring prioritised corrective action identified by Council's asset risk assessment process are summarised in Table 9 below.

Risk Event	Cause	Risk Rating (VH, H)	Risk Treatment Mitigation Plan	Residual Risk
<b>Sealed Roads</b> Pavement failure and potholes causing vehicle damage and increasing risk of traffic accidents	<ul style="list-style-type: none"> <li>▪ Extreme weather conditions.</li> <li>▪ Lack of maintenance and reseal program.</li> </ul>	High	<ul style="list-style-type: none"> <li>• Immediate response to damage created by major storm events.</li> <li>• Make road safe and repair as soon as possible.</li> <li>• Regular inspections and ongoing capital works / reseal / maintenance program.</li> </ul>	Medium
<b>Unsealed Roads</b> Corrugations, loss of pavement shape and rutting.	<ul style="list-style-type: none"> <li>▪ Large amounts of heavy traffic.</li> <li>▪ Extended dry weather.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Regular maintenance grading program.</li> <li>• Regular road inspections.</li> <li>• Understanding and appreciating traffic movement patterns.</li> </ul>	Low
<b>Unsealed Roads</b> Washouts during extreme weather conditions	<ul style="list-style-type: none"> <li>▪ Storm – flood damage</li> </ul>	High	<ul style="list-style-type: none"> <li>• Immediate response by on call staff in the event of a major storm event.</li> <li>• Make road safe and repair as soon as possible.</li> <li>• Regular inspections and ongoing capital works / maintenance program.</li> <li>• Close road and provide alternative access if possible.</li> </ul>	Medium
<b>Footpaths</b> Trip hazards, edge drop, and other defects cause public safety issues	<ul style="list-style-type: none"> <li>▪ Extreme weather conditions.</li> <li>▪ Lack of maintenance and renewal program.</li> </ul>	High	<ul style="list-style-type: none"> <li>• Regular footpath maintenance.</li> <li>• Regular footpath defect inspections.</li> <li>• Make footpath defects safe and repair as soon as possible.</li> </ul>	Medium
<b>Bridges</b> Part or overall failure of one of the principal load bearing components whilst in service.	<ul style="list-style-type: none"> <li>▪ Extreme weather conditions.</li> <li>▪ Lack of maintenance and renewal/rehabilitation program.</li> <li>▪ Lack of monitoring and inspection program</li> </ul>	Very High	<ul style="list-style-type: none"> <li>• Regular (level1) bridge defect inspections</li> <li>• Regular Level 2 component condition inspections.</li> <li>• Make footpath defects safe and repair as soon as possible.</li> <li>• Planned part or full renewal program</li> <li>• Load limiting and monitoring program</li> </ul>	Medium
Drainage blockage caused by backup of sediment into underground system	<ul style="list-style-type: none"> <li>▪ Inadequate preventative maintenance program</li> </ul>	High	<ul style="list-style-type: none"> <li>• Routine de-silt open channels program</li> </ul>	Low

Table 7: Identified Transport Risks

## 5. CURRENT ASSET CONDITION

### 5.1 Asset Capacity and Performance

Assets are generally provided to meet design standards where these are available.

Deficiencies in Council's service performance are identified by evaluating performance against levels of service and evaluating feedback and information from service requests, field inspections, and community consultation. Known services deficiencies are outlined, in general terms in Table 8.

Location	Service Deficiency
<b>Unsealed road network</b>	<ul style="list-style-type: none"> <li>▪ Many unsealed roads lack adequate pavement or drainage to shed water - formations are worn low with centre rutting, poor cross falls, no gravel, poor quality materials, windrows/silt/vegetation blocking drainage, etc.</li> <li>▪ Most unsealed roads are usually only "maintenance graded" by a grader only. This treatment is superficial unless done when pavement moisture content is optimal. Proper periodic maintenance grading using a grader, water cart and roller combination and gravelling is rarely employed except in cases of flood restoration works. The situation is exacerbated by the use of marginal gravel materials.</li> <li>▪ The normal operating speed of motor vehicles including heavy vehicles can fall significantly on roads affected by wet weather and/or seasonal heavy traffic (with dust problems when dry).</li> </ul>
<b>Sealed road network</b>	<ul style="list-style-type: none"> <li>▪ In recent years, sealed roads have suffered from insufficient bitumen sealing. As a result, sealed surfaces are often porous leading to more potholes and surface failures.</li> </ul>
<b>Footpaths</b>	<ul style="list-style-type: none"> <li>▪ Footpaths are generally in a reasonable condition with attention required to address displacements, cracking, etc.</li> </ul>
<b>Kerb and Gutter</b>	<ul style="list-style-type: none"> <li>▪ Kerb and channel assets are prone to the damage that can result from the adjacent pavement conditions, seasonal influences, heavy transport crossing and parking adjacent and passage of waste vehicles.</li> </ul>
<b>Bridges</b>	<ul style="list-style-type: none"> <li>▪ Council has aged timber and timber/steel truss bridges still requiring replacement.</li> </ul>
<b>Stormwater Drainage</b>	<ul style="list-style-type: none"> <li>▪ Deficiencies in the stormwater system in the urban areas include small lintels, under capacity, pipe sizes and flat grades. This causes excessive ponding to occur, weakening road pavements and creating inconvenience to residents.</li> </ul>

Table 8: Known Service Performance Deficiencies

Other issues facing the road transport network include:

- Roadmaking material availability is a primary issue with a lack of readily available materials in the Western parts of the Shire, which when coupled with poor materials on which to form and construct roads, makes for a high cost maintenance and construction regime.
- Gravel quality is typically poor and reasonable gravel deposits are scarce. The gravel used is generally under strength and susceptible to large strength variations with changes in moisture content.
- The more remote roads from the Shire hub incur substantial cost penalties for delivery and establishment works to undertake works on the roads.
- Subsoil conditions are generally poor with expansive silts and clays dominating.
- Longitudinal grades are flat and don't promote the efficient draining of surface water.
- Overloading of vehicles occurs causing further distress to weak road pavements.

### 5.2 Asset Condition

Asset condition is a measure of the health of an asset and is a key consideration in determining remaining useful life, as well as predicting how long it will be before an asset needs to be repaired, renewed, or replaced. Asset condition is also an indicator of how well it can perform its function.

Condition data is valuable for developing long term funding scenarios for strategic planning of Council's budget.

Council measures the condition of its assets using a standardised 1 to 5 grading system.

A summary of the condition rating scale used for the assets covered by this Asset Management Plan is detailed in Table 9. Council's condition grading system follows good practice guidance as provided by various industry standards including the *International Infrastructure Management Manual*.

Condition data for Council's transport assets is recorded in its asset register and is used for renewal modelling, capital works planning, and financial reporting.

Score	Condition Rating	Generalised Description of Asset Condition	Intervention Required
0	New	New asset or recently rehabilitated asset (to new condition)	None
1	As New	No apparent decline in condition	None
2	Excellent	Only slight condition decline	Routine maintenance only
3	Very Good	Early signs of wear and tear commensurate with age and use	Routine maintenance only
4	Good	Obvious signs of wear and tear	Routine and cyclical maintenance
5	Fair	Evidence of deterioration that could impact upon asset functionality or reduce the asset's remaining useful life	Maintenance needs to be scheduled
6	Fair - Poor	Evidence of deterioration that is impacting upon asset functionality or has reduced asset's remaining useful life	Maintenance required now
7	Poor	Evidence of significant structural, functional and/or protective failures which has substantially reduced asset functionality and/or will significantly reduce the asset's remaining useful life. Cost of maintenance would be high (if undertaken).	Renewal / replacement needs to be scheduled
8	Very Poor	Major structural or functional defects that may jeopardise structural integrity of the asset and/or cause major public health and safety concerns. Asset cannot satisfactorily perform its original purpose and/or provide the originally intended level of service.	Renewal / replacement required now
9	Extremely Poor	Evidence of severe problems which prevent the asset from performing its originally intended purpose. Major risks to public health and safety / building should be taken out of service.	Immediate renewal or replacement required or asset should be taken out of service.
10	Failed	Asset has failed or there is an extreme public health and safety risk of leaving the asset in service.	Complete replacement required or asset should be decommissioned.

Table 9: Condition Rating System

The following figures provide an overview of the condition of Council's transport infrastructure taken from the last condition audit completed in 2021.

### 5.2.1 Category 1: LRRS Roads - Condition

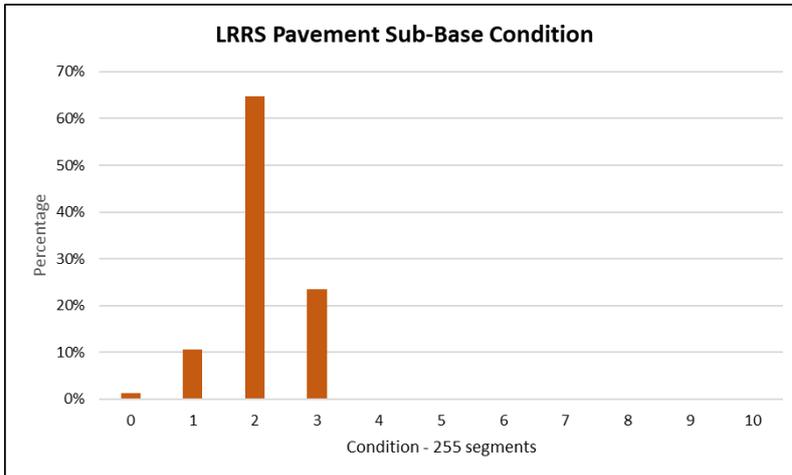


Figure 6: LRRS pavement sub-base condition.

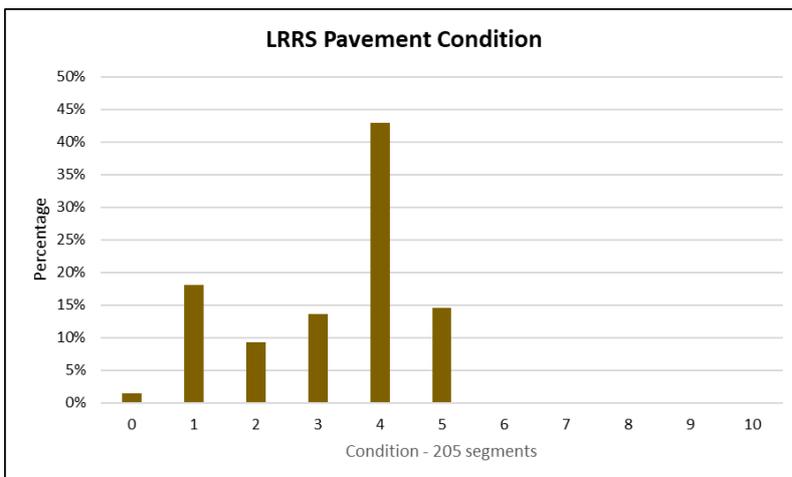


Figure 7: LRRS pavement condition .

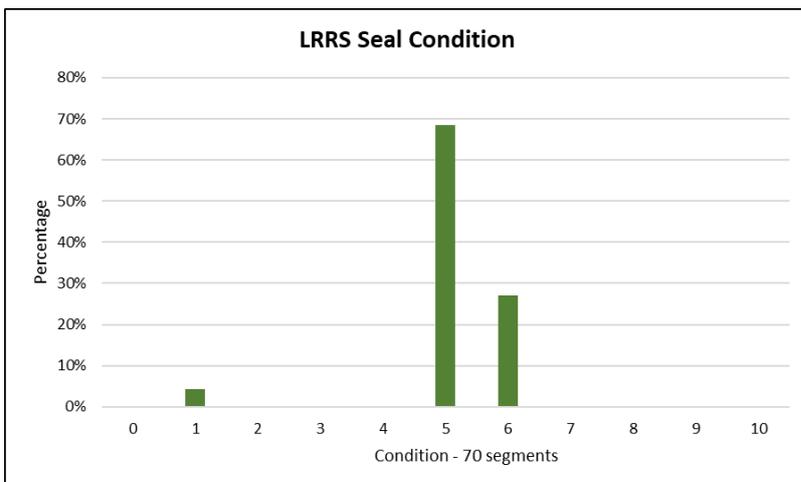


Figure 8: LRRS Seal condition.

**What does this mean?**

The condition profiles shown above for Council's LRRS road segments indicates that the pavements are in generally good condition although aging, and that the majority of the sealed segments will require renewal within the life of the Asset Management Plan.

**5.2.2 Category 2: Primary Roads - Condition**

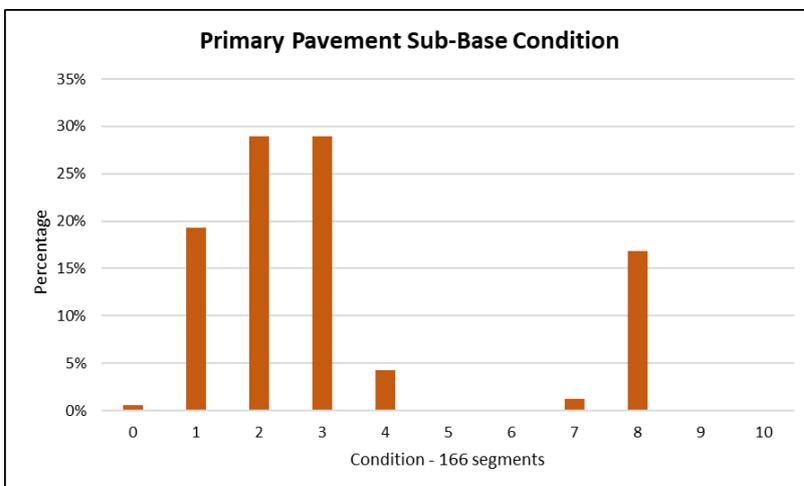


Figure 9: Primary roads pavement sub-base condition.

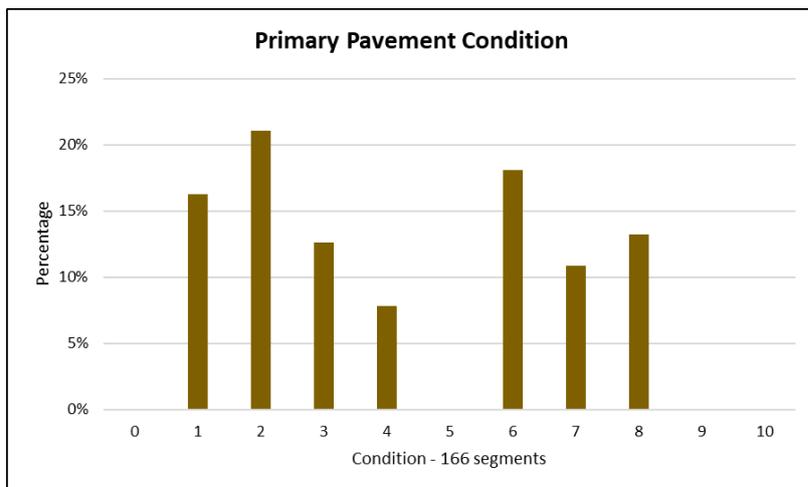


Figure 10: Primary roads pavement condition.

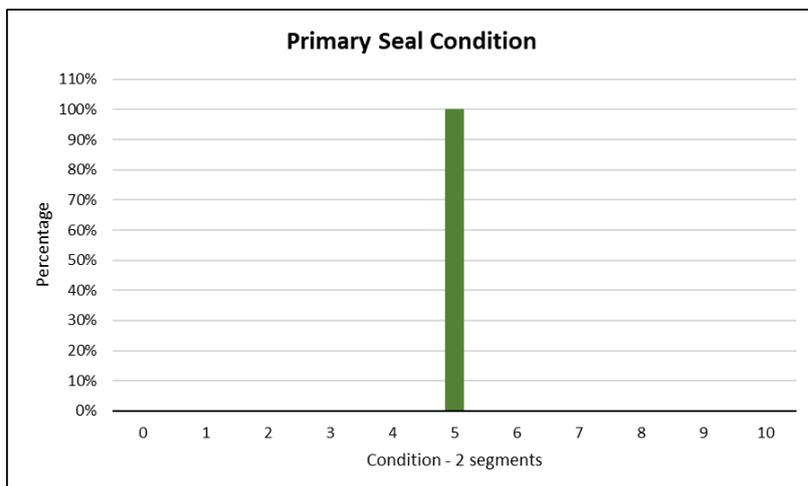


Figure 11: Primary roads seal condition.

**What does this mean?**

The condition profiles shown above for Council’s Primary road segments indicate that the condition of the roads is variable with a significant number of segments requiring renewal in the next few years, and that a number of segments are in very poor condition requiring immediate renewal.

### 5.2.3 Category 3: Access Roads - Condition

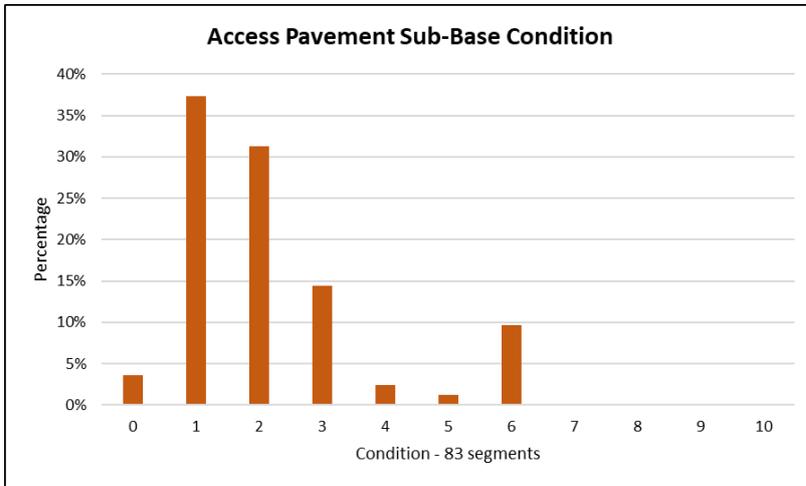


Figure 12: Access roads pavement sub-base condition.

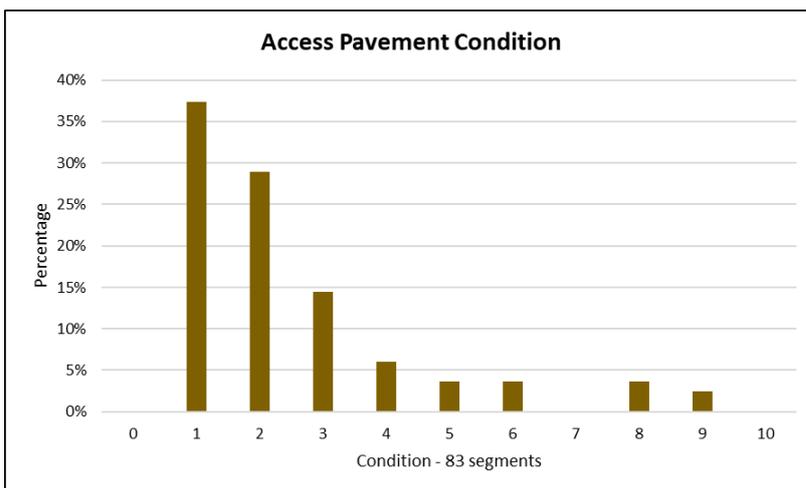


Figure 13: Access roads pavement condition.

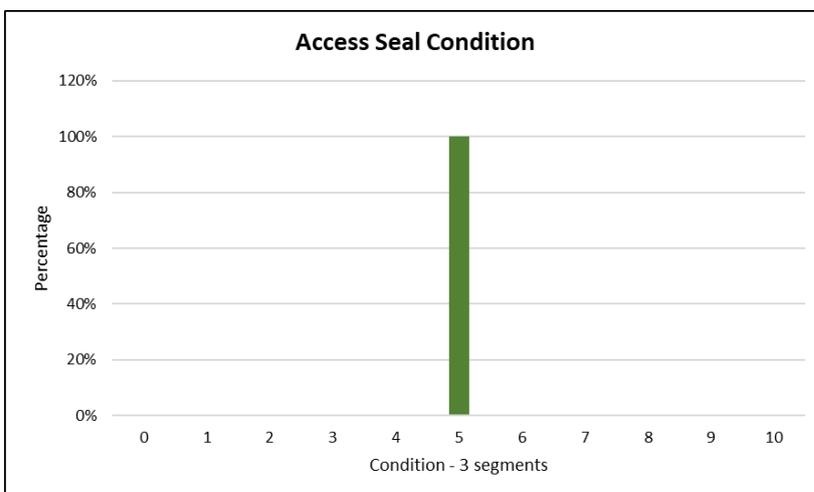


Figure 14: Access roads seal condition.

**What does this mean?**

The condition profiles shown above for Council’s Access road segments indicates that there are a small number of road segments in poor or very poor condition and the renewal of the sealed segments will need to be scheduled during the life of this plan.

**5.2.4 Category 4: Point of Interest Roads - Condition**

There are two Point of Interest (POI) Roads, the Burke and Wills Monument Access (1,482 m) and the Burke and Wills Monument Access (Secondary Access) (269 m). The Pavement Sub-base is rated at condition 1 for both roads, and the Pavement is also rated at 1 for both roads.

**What does this mean?**

The condition for Council’s Point-of-Interest roads is very good.

**5.2.5 Urban Roads - condition**

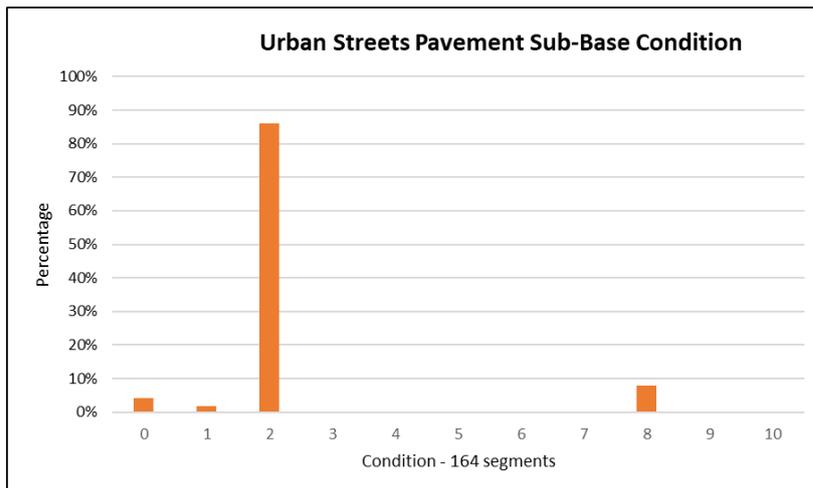


Figure 15: Urban roads pavement sub-base condition.

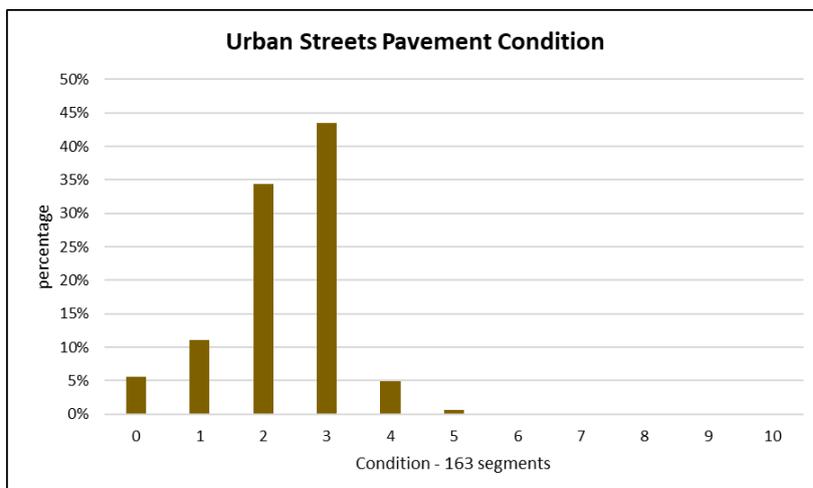


Figure 16: Urban streets pavement condition.

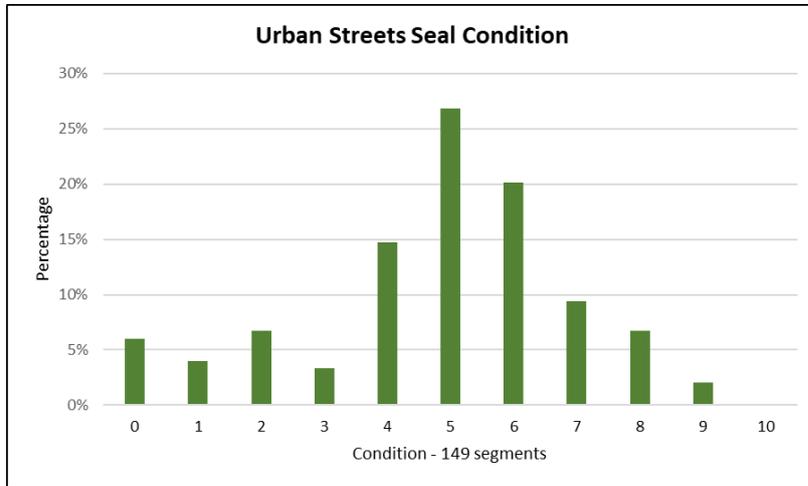


Figure 17: Urban streets seal condition.

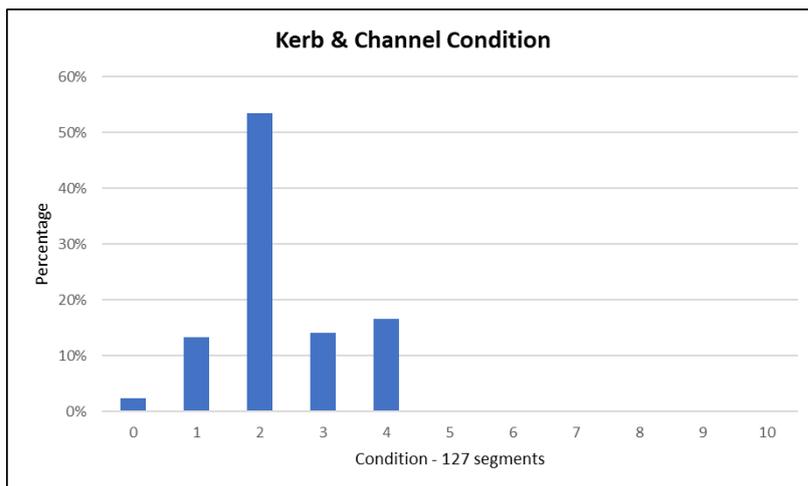


Figure 18: Urban streets kerb & channel condition.

**What does this mean?**

The condition profiles shown above for Council’s Urban streets indicates that the pavements are in good condition with the majority of the seals requiring renewal or scheduling for renewal during the life of this plan.

### 5.2.6 Other Road Assets - Condition

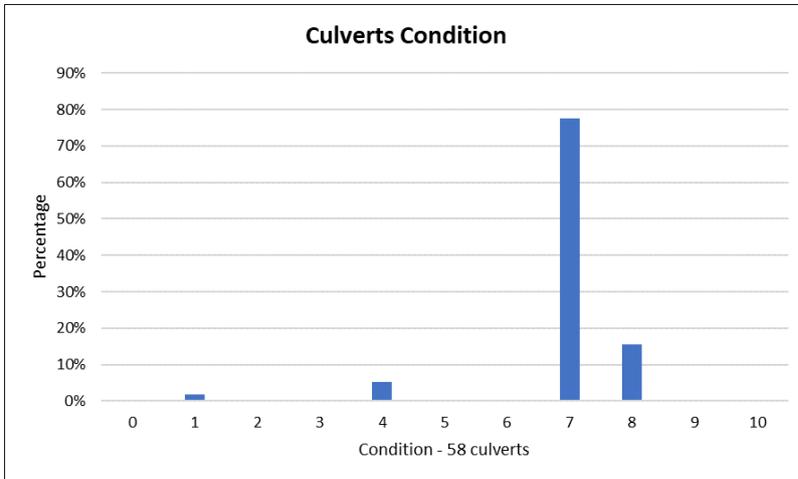


Figure 19: Culverts Condition.

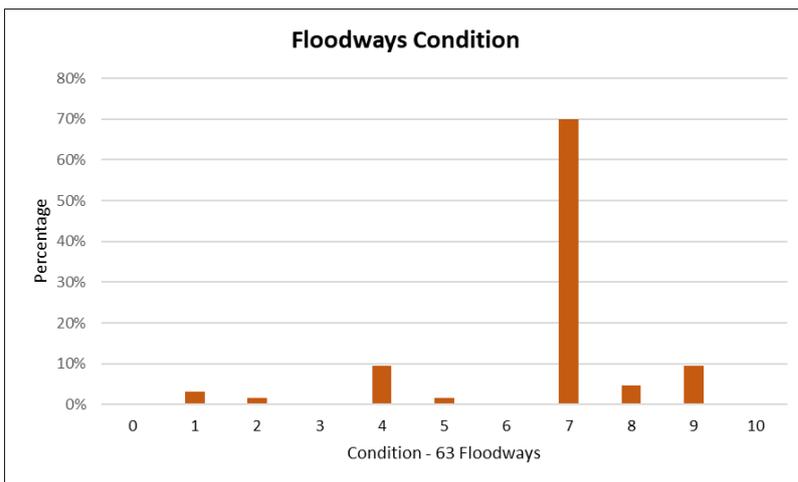


Figure 19: Floodways Condition.

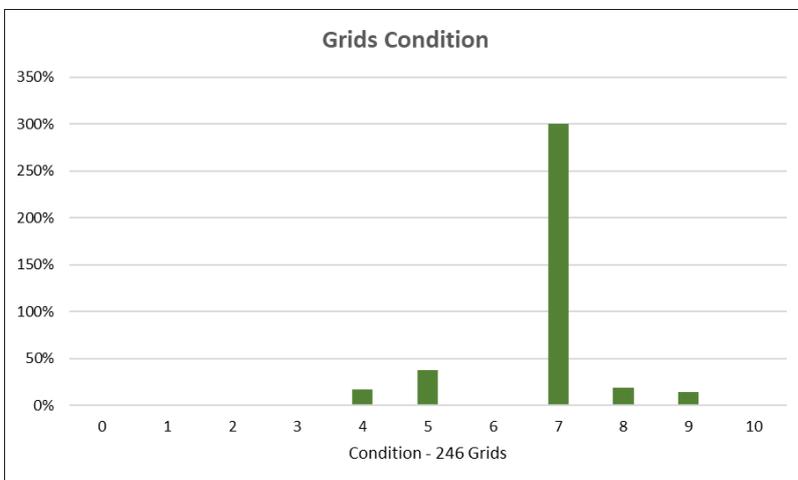


Figure 20: Grids Condition.

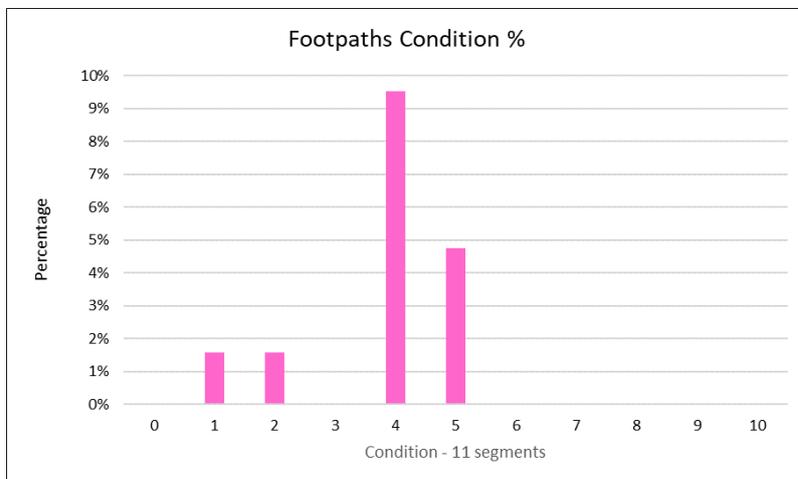


Figure 21: Footpaths Condition.

**What does this mean?**

The condition profiles shown above for Council’s culverts, floodways and grids indicates that these assets are in very poor condition with the majority of the assets requiring renewal or scheduling for renewal during the life of this plan.

**5.3 Existing maintenance practices**

The current maintenance practices are based in Councils Rural Road Policy which is summarised as follows:

Road Category	Light Formation Grading (Dry)	Heavy Formation Grading (Wet)	Re-sheeting
Cat.1 LRRS	Annually	Every 1-2 years and based on condition assessment	Every 7 years nominally, sections as required
Cat.2 Primary Roads	Annually	Every 2-3 years and based on condition assessment	Sections as required
Cat.3 Access Roads	Annually or as determined by condition assessment	Every 5 years and based on condition assessment	Sections as required
Cat.4 Point of Interest	As determined by condition assessment		

Table 10 - Existing Maintenance Practices

## 5.4 Transport Asset portfolio – Renewal/ Replacement Practices

### 5.4.1 Urban Sealed Road Renewal Strategy

When do we intervene? (Intervention Criteria)	How do we prioritise works?	What treatment options do we apply?	What is our renewal timing from the intervention point?
All sealed roads are planned for renewal at the end of their useful life based on remaining useful life from original construction date.	<ul style="list-style-type: none"> <li>Prioritise higher order roads within the road hierarchy</li> </ul>	Asphalt or spray seal to renew existing seals	Reseal Program: Within +/- 0-2 years of end seal useful life
Where more up-to-date condition data is available a revised remaining useful life is calculated and applied.	<ul style="list-style-type: none"> <li>Consider whole of life costs of roads that may be incurring increase in maintenance costs</li> </ul>	Road reconstruction to renew both base/ subbase and seal	Road Reconstruction of base or subbase and seal: Within +/- 0-4 years of end useful life
Break up long segments of rural road to be resealed over multiple years.			Program has been smoothed to allow for delivery and funding of the program over the forward 10 years.
When the asset has reach 90% consumption of its useful life			

Table 11 - Sealed Roads Renewal Strategy

### 5.4.2 Rural and Unsealed Road Renewal Strategy

When do we intervene? (Intervention Criteria)	How do we prioritise works?	What treatment options do we apply?	What is our renewal timing from the intervention point?
All unsealed roads are planned for reseal or re-sheeting on a cycle based on an indicative useful life. The timing of re-sheeting is based on remaining useful life from original construction date or last re-sheeting date.	<ul style="list-style-type: none"> <li>Prioritise roads as per road hierarchy</li> </ul>	Reseal of sealed surfaces	Re-sheet Program: Within +/- 0-2 years of end useful life
Where more up-to-date condition data is available a revised remaining useful life is calculated and applied.	<ul style="list-style-type: none"> <li>Consider whole of life costs of roads that may be incurring increase in maintenance costs such as increased grading or gravel runoff</li> </ul>	Re-sheeting of gravel surface	Program has been smoothed to allow for delivery and funding of the program over the forward 10 years.
When the asset has reach 90% consumption of its useful life.		Full re-sheet and renewal or base/ formation of unsealed road to reconstruction the unsealed road	

Table 12 - Unsealed Roads Renewal Strategy

## 5.5 Asset Rationalisation and Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation.

Roads and transport related assets are rarely, if ever, disposed with the exception of bridge structures. Council currently has no immediate or current strategic direction to retire or dispose of any elements of the local transport network however does respond to requests for acquisition from other parties as required.

In conjunction with detailed service planning, there may be opportunities to review the status of parts of Council's extensive road network to determine if various routes could be managed to a lower level of service. For example, there may be cases of parallel roads that are all currently being maintained to the same standard. Stakeholder engagement may identify a preferred strategic route that is managed to an agreed level of service while the other alternative parallel roads are delivered at a reduced level of service.

## 6. FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

### 6.1 Financial Statement and Projections

#### 6.1.1 Asset Valuations

The best available estimate of the value of assets included in this Asset Management Plan are shown below.

<b>Gross Replacement Cost</b>	\$ \$210,720,878
<b>Accumulated Depreciation</b>	\$ \$60,319,518
<b>Depreciated Replacement Cost</b>	\$150,401,359
<b>Annual Average Asset Consumption</b>	\$4,575,944

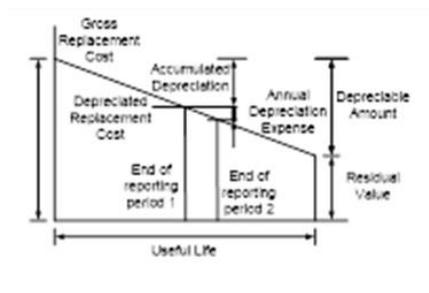


Table 13: Summary of valuation data at 30 June 2021.

The value of assets recorded in the asset register as at 30 June 2021 is covered by this asset management plan are shown above. Assets are valued at fair value based on depreciated replacement cost according to Greenfield rates. Quantities represent those assets whose replacement cost meets Council’s capitalisation threshold.

#### Sustainability of Service Delivery

The Asset Sustainability Ratio as one of its key measures of an organisation’s sustainability. The ratio is defined as follows:

#### Financial Management (Sustainability Ratio):

$$\frac{\text{Capital Expenditure on Replacement of Assets (Renewals)}}{\text{Depreciation Expenditure}}$$

The target range is greater than 90% per annum (on average over the long-term). From Council’s most recent transport assets valuation, the annual depreciation for the transport asset class is **\$4,575,944**. Based on the 90% target then the target annual renewal expenditure amount (for both) should be in the order of **\$4,118,349**.

The current capital renewal budget allocation for 2022-23 is **\$4,012,440** or **88%**.

### 6.1.2 Projected Expenditure for Long Term Financial Plan

Based on the valuation data and Council condition data, the following identifies the projected renewals requirements over the next 20 years. In practice, renewals will be programmed over a number of years so that acts to “smooth” out the expenditure curve.

#### Urban roads renewal demand forecast

The urban road assets consist predominantly of asphalt and spray seals with an average annual consumption of \$265,000 over the forward 20-year forecast with a total estimated expenditure of \$5,302,167. There is a significant amount of renewal backlog identified in the first year predominantly relating to the poor condition of the pavement sub-base. However, the important work will be to deal with the seal renewal requirements and to undertake the necessary work to improve the pavement conditions before sealing. It may be cost effective to undertake larger packages of work at intervals through the forest period. From year 7 there is a steady rise in the renewal forecast for the renewal of kerb & channel. It will be important to review the condition of these assets in year 5 and to determine the renewal needs at that time.

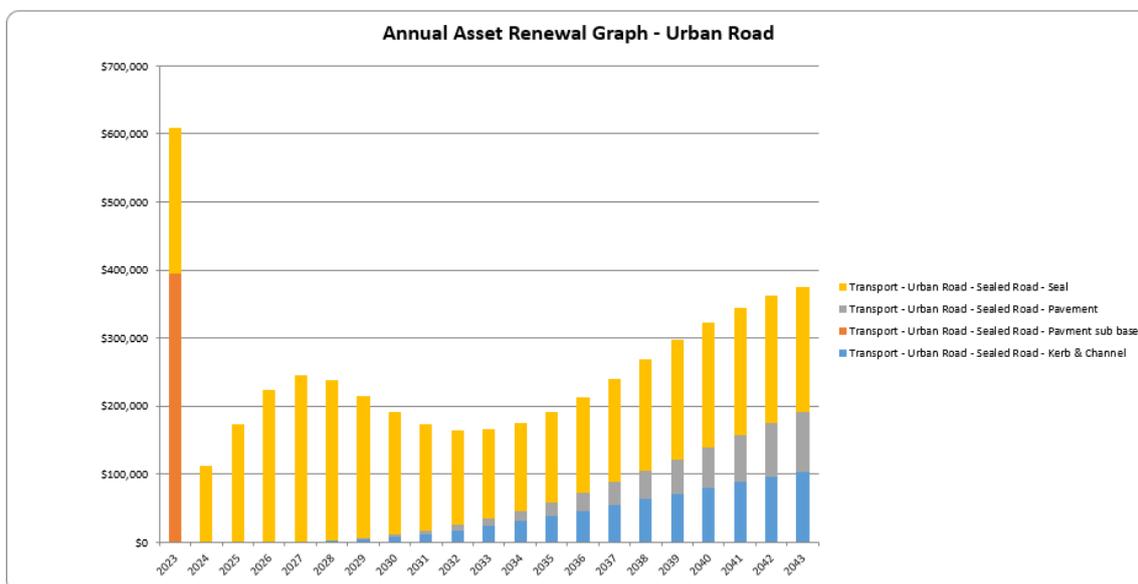


Figure 22: Projected 20-year renewal demand – Urban Roads

#### LRRS roads renewal demand forecast

The LRRS road pavements have a useful life of 20 years for unsealed regional roads. The LRRS road asset class has an annual consumption rate of \$1.521 over the forward 20-year forecast of which the majority of the expense will be directed to the unsealed roads.

There is no renewal backlog identified in the first four years but the need to renew the unsealed road pavements accelerates rapidly from year 4.

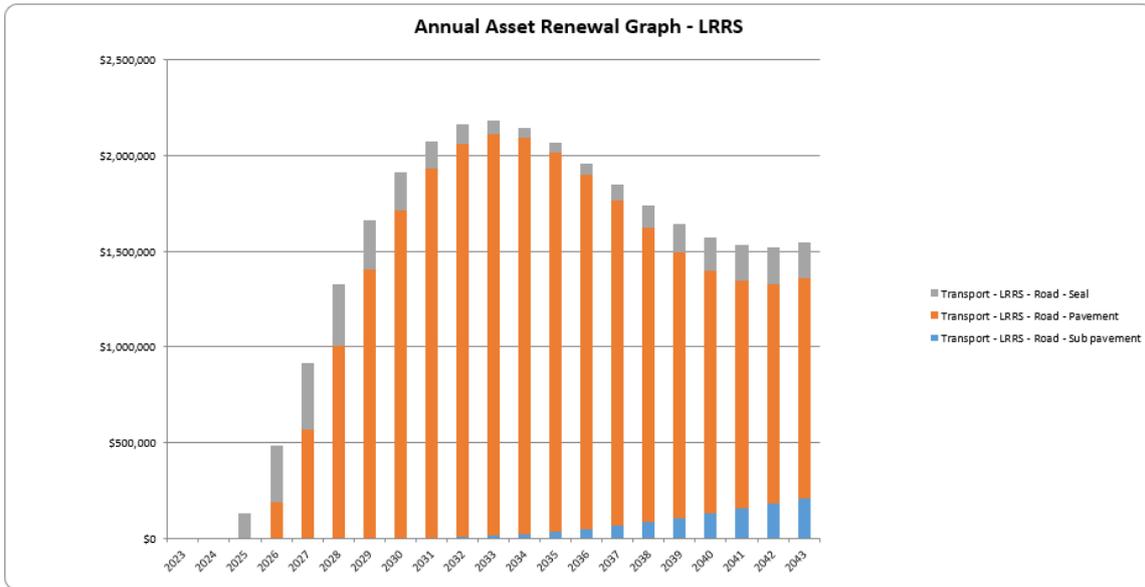


Figure 23: Projected 20-year renewal demand – LRRS Roads

**Primary Roads renewal demand forecast**

The short life of the Primary Roads unsealed road pavements (20 years) and the average annual consumption of \$2.2m leads to a high renewal or re-sheeting funding forecast over the forward 20 years when compared to the overall value of the asset cohort. The 20-year renewal demand is \$1.6 M p.a.

There is a large identified renewal backlog for the unsealed road pavements. It is suggested that Carpentaria Shire Council smooth the forecast renewal demand over the forward 10/20 years by using the 10- and 20-year averages to adjust existing unsealed road re-sheeting and grading programs.

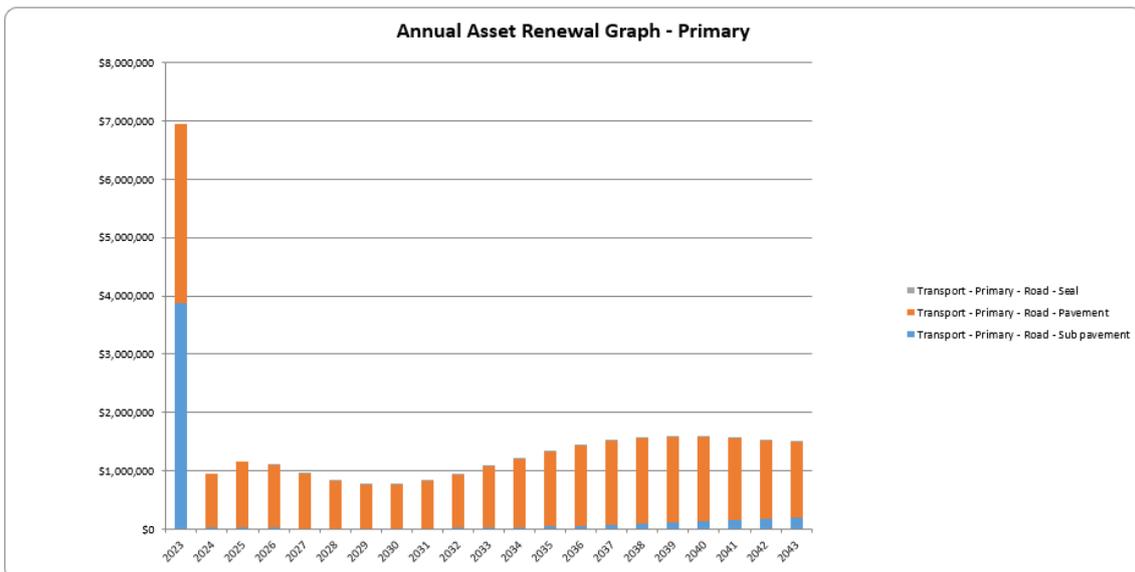


Figure 24: Projected 20-year renewal demand – Primary Roads

**Access Roads renewal demand forecast**

The renewal demand forecast for the Access Roads also reflects the short lives of the major component of these assets (Pavement - 20 years) and the existing condition profile. The renewal demand forecast steadily increases over the next 15 years to address steadily ageing assets with a significant up front component representing the existing backlog. The forward 20-year average is \$412,000 p.a.

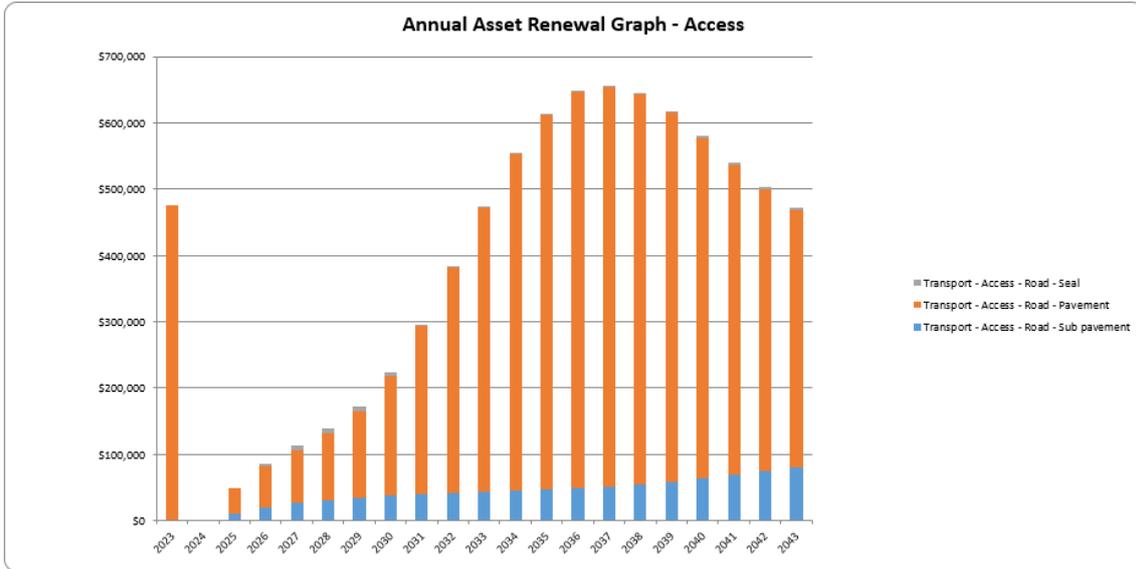


Figure 25: Projected 20-year renewal demand – Access Roads.

**Road Infrastructure renewal demand forecast (Footpaths, culverts, floodways and grids)**

The renewal demand forecast for the road infrastructure assets is largely driven by the poor condition of many of the floodways. The renewal demand forecast steadily increases over the next 15 years to address the ageing floodway assets. The forward 20-year renewal demand is \$730,000 p.a.

There is significant renewal backlog in 2021 of just over \$2.0M.

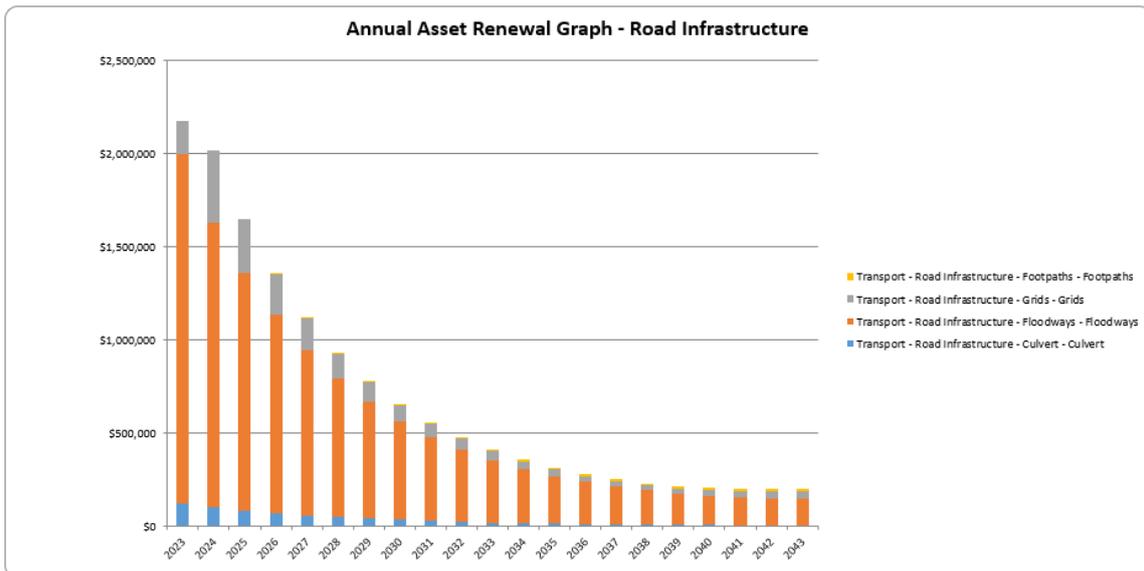


Figure 26: Projected 20-year renewal demand – Road Infrastructure

The table below shows the projected expenditures for the 20-year, Long Term Financial Plan. Expenditure projections are in 2023/24 today's dollar values.

Year	Urban Roads	LRRS Roads	Primary Roads	Access Roads	Road Infrastructure	TOTAL
2023	\$608,601	\$0	\$6,936,500	\$7,545,102	\$2,179,861	<b>\$17,272,087</b>
2024	\$111,793	\$0	\$942,652	\$1,054,445	\$2,016,010	<b>\$4,126,924</b>
2025	\$173,739	\$129,184	\$1,158,955	\$1,461,878	\$1,648,110	<b>\$4,573,891</b>
2026	\$224,508	\$482,621	\$1,099,692	\$1,806,822	\$1,353,925	<b>\$4,969,594</b>
2027	\$244,700	\$916,621	\$964,999	\$2,126,320	\$1,118,428	<b>\$5,373,095</b>
2028	\$237,179	\$1,330,515	\$843,875	\$2,411,570	\$929,610	<b>\$5,754,777</b>
2029	\$215,359	\$1,664,894	\$774,976	\$2,655,229	\$777,898	<b>\$6,090,385</b>
2030	\$191,269	\$1,909,573	\$774,672	\$2,875,514	\$655,673	<b>\$6,408,731</b>
2031	\$172,805	\$2,071,965	\$835,179	\$3,079,950	\$556,884	<b>\$6,718,814</b>
2032	\$164,633	\$2,160,408	\$941,613	\$3,266,654	\$476,749	<b>\$7,012,089</b>
2033	\$166,194	\$2,181,550	\$1,074,062	\$3,421,806	\$411,534	<b>\$7,257,179</b>
2034	\$175,514	\$2,144,745	\$1,212,142	\$3,532,401	\$358,387	<b>\$7,425,223</b>
2035	\$191,465	\$2,064,800	\$1,339,088	\$3,595,354	\$315,171	<b>\$7,507,913</b>
2036	\$213,399	\$1,959,420	\$1,443,524	\$3,616,343	\$280,319	<b>\$7,515,041</b>
2037	\$240,036	\$1,845,395	\$1,519,422	\$3,604,853	\$252,690	<b>\$7,464,433</b>
2038	\$269,089	\$1,736,553	\$1,565,271	\$3,570,914	\$231,441	<b>\$7,375,306</b>
2039	\$297,758	\$1,643,506	\$1,583,101	\$3,524,365	\$215,927	<b>\$7,266,696</b>
2040	\$323,549	\$1,574,036	\$1,577,578	\$3,475,163	\$205,619	<b>\$7,157,985</b>
2041	\$344,938	\$1,533,278	\$1,555,137	\$3,433,353	\$200,039	<b>\$7,068,786</b>
2042	\$361,572	\$1,523,567	\$1,523,123	\$3,408,261	\$198,732	<b>\$7,017,297</b>

Table 14: Projected Renewals Expenditures of Transport Assets for Long Term Financial Plan.

## 7. IMPROVEMENT PLAN

The asset management improvement plan generated from this Asset Management Plan is shown in Table 15 below:

Item No.	Task	Responsibility	Priority	Resource Type	2023	2024	2025	2026
1	Identify and procure a suitable maintenance management system for the transport asset class		High	Internal/ External	✓			
2	Continue to collect and refine asset data (including condition) suitable to inform strategic and operational analysis and decisions.		High	Internal/ External			✓	
3	Establish processes to monitor and report maintenance delivery performance against adopted maintenance standards.		Medium	Internal	✓	✓		
4	Review current funding allocations made to building maintenance and operations to ensure that it is sufficient to deliver current levels of service.		Ongoing	Internal	✓	✓	✓	✓
5	Review OPEX cost allocation framework to capture maintenance and operations costs at activity level.		Medium	Internal		✓		
6	Develop a project-based four (4) year Capital Works Program for renewals, upgrades, and new works.		Medium	Internal	✓	✓		

Table 15: Transport Assets Improvement Plan.

## 7.1 Monitoring and Review Procedures

This asset management plan will be reviewed during annual budget planning processes and amended to show any material changes in service levels and/or resources available to provide those services because of budget decisions.

The asset management plan will be updated annually to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into the Long-Term Financial Plan.

The asset management plan will have a life of four (4) years and will be completely reviewed and updated in order to inform the development of the Corporate Plan, the Operational Plan, and the Long-Term Financial Plan.



**HEAD OFFICE – VICTORIA**

Level 1, 100 Fyans Street  
South Geelong VIC 3220  
PO Box 1374  
Geelong VIC 3220

Phone: 1300 500 932  
admin@ctman.com.au

**QUEENSLAND**

Suite 16 Capalaba Business Centre  
39 Old Cleveland Road  
PO Box 1057  
Capalaba QLD 4157

Phone: 61 7 3390 1685  
queensland@ctman.com.au

**NEW SOUTH WALES**

PO Box 8128  
Koorngal NSW 2650

Phone: 1300 500 932  
admin@ctman.com.au

**TASMANIA**

PO Box 337  
Newstead TAS 7250

Phone: 1300 500 932  
admin@ctman.com.au

[www.ctman.com.au](http://www.ctman.com.au)

ACN: 072 083 795  
ABN: 15 072 083 795

## BUSINESS PAPERS

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### 10.8 NON-CURRENT ASSET POLICY

<b>Attachments:</b>	10.8.1. Non-Current Assets Policy <a href="#">↓</a>
<b>Author:</b>	Jade Nacario - Manager Finance and Administration
<b>Date:</b>	10 June 2024
<b>Key Outcome:</b>	7.3 - Strategic management of Council
<b>Key Strategy:</b>	7.3.1 Develop and implement local laws, policies, standards and codes in accordance with legislative requirements and ensure compliance.

#### Executive Summary:

The Non-Current Asset Policy has been reviewed and is presented to Council for adoption.

#### RECOMMENDATION:

That Council adopts the Non-Current Asset Policy as presented.

#### Background:

The Non-Current Asset Policy has been developed to establish guidelines for consistent asset management accounting practices in Council operations and to ensure compliance with the Australian Accounting Standards and all relevant legislation.

It is a legislative requirement for Council to produce annual financial statements, which includes reporting of Council's non-current assets, and this policy establishes the process for the capture of meaningful data to enable timely and accurate reporting.

To enable the formal identification of an asset as a non-current asset, this policy contains the necessary criteria to be satisfied, the various categories of assets and the financial thresholds that are applied to the value of the asset.

Section 206 (2) of the *Local Government Regulation 2012* requires Council to identify an amount (the asset recognition threshold) below which the purchase of an asset will be immediately expensed. The various asset categories and relevant financial thresholds are detailed in the following table:

Asset Class	Amount
Road Infrastructure	\$10,000
Sewerage Infrastructure	\$10,000
Water Infrastructure	\$10,000
Waste Assets	\$10,000
Building Assets	\$10,000
Other Assets	\$10,000
Land and Improvements	\$1
Plant and Equipment	\$5,000

When an asset is no longer useful for Council operations or is surplus to requirements, the process detailed in Council's Asset Disposal Policy are to be followed for disposing of assets.

## **BUSINESS PAPERS**

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There have been two changes to this policy. A new class of asset has been established for waste assets and the cyclical revaluations shall occur over five years, instead of three.

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

- This policy has been reviewed by the finance team prior to presentation to Council for adoption.

### **Legal Implications:**

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- This policy provides the guidelines to consistently manage Council's non-current assets to ensure timely and accurate reporting.

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

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

### **Risk Management Implications:**

- Having guidelines that provide a consistent approach to the management and reporting of Council's non-current assets reduces the potential risk of non-compliance to legislation and the Australian Accounting Standards.



## Non-Current Assets Policy

### Policy Details

<b>Policy Category</b>	Council Policy
<b>Date Adopted</b>	19 <sup>th</sup> June 2024
<b>Endorsed by</b>	Chief Executive Officer
<b>Approval Authority</b>	Council
<b>Effective Date</b>	19 <sup>th</sup> June 2024
<b>Policy Version Number</b>	3
<b>Policy Owner</b>	Manager Finance & Administration
<b>Contact Officer</b>	Jade Nacario
<b>Review Date</b>	2 years from date of adoption

### Supporting documentation

<b>Legislation</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 2009</i></li> <li>• <i>Local Government Regulation 2012</i></li> </ul>
<b>Policies</b>	<ul style="list-style-type: none"> <li>• Asset Disposal Policy</li> </ul>
<b>Delegations</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>Forms</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>Supporting Documents</b>	<ul style="list-style-type: none"> <li>• AASB 116 Property Plant and Equipment</li> </ul>

### Version History:

Version	Adopted	Comment	eDRMS #
2	20/05/2015	Council Resolution 0515/023	
3	15/04/2020	Council Resolution 0420/023	



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## Intent

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To set guidelines for implementing consistent asset management processes throughout Council and to state Council's position with regard to its financial management of Non-Current Assets in accordance with the *Local Government Regulation 2012* and the *Australian Accounting Standard 116 Property, Plant and Equipment*.

## Scope

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This policy applies to all of Council's non-current physical assets.

## Policy Statement

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Under the *Local Government Act 2009* and *Local Government Regulation 2012* all local governments in Queensland must produce annual financial statements that comply with Australian Accounting Standards.

An asset accounting policy is necessary to assist in the process of capturing meaningful data for strategic planning purposes to ensure a sustainable asset platform upon which to deliver services into the future.

This information will be audited as part of the annual external audit conducted by the Queensland Audit Office.

## Asset Identification

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Only individually identified assets will be recognised and recorded as a non-current asset.

In order to be classified as a non-current asset the following criteria must be satisfied:

- The asset must possess future economic benefits;
- It must be probable that those future economic benefits will be realised;
- Council must demonstrate control of the asset;
- A transaction or event must have occurred;
- It must be capable of reliable measurement and valuation;
- It must have a useful life to Council of longer than one year;
- The purchase or construction cost must be greater than Council's asset recognition threshold amount applicable to the relevant asset class;
- It must not be a network asset.

## Asset Recording

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Assets are to be recorded and maintained in the corporate asset registers or in a "portable and attractive items" registers if the initial purchase price is less than Council's asset recognition threshold. The asset recognition thresholds are detailed further in this policy.



## Asset Classes

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Given the diverse nature of Council's operations, Council controls a wide variety of different assets. In order to account for and manage those assets they have been classed into a number of categories of like assets. These categories are:

- Road Infrastructure
- Sewerage Infrastructure
- Water Infrastructure
- Buildings Assets
- Other Assets
- Waste Assets
- Land and Improvements
- Plant and Equipment

## Asset Recognition Thresholds

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Pursuant to the requirements of section 206 (2) of the *Local Government Regulation 2012* for each asset class, Council will identify an amount (the asset recognition threshold) below which the purchase of an asset will be immediately expensed. The asset recognition thresholds are:

Asset Class	Amount
Road Infrastructure	\$10,000
Sewerage Infrastructure	\$10,000
Water Infrastructure	\$10,000
Buildings Assets	\$10,000
Other Assets	\$10,000
Waste Assets	\$10,000
Land and Improvements	\$1
Plant and Equipment	\$5,000

These threshold values are exclusive of the Goods and Services Tax. They refer to individual acquisitions and not aggregated amounts (as Council does not recognise network assets).

## Valuation of Non-Current Physical Assets

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Pursuant to section 206 (1) of *Local Government Regulation 2012*, the value of Council's non-current physical assets must be worked out using relevant accounting documents. Accordingly, methods used will be consistent with relevant Australian Accounting Standards.



In accordance with the requirements of the *Local Government Regulation 2012*, Council will value the asset classes of Plant and Equipment on a cost basis and will value all Land, Land Improvements, Buildings and Other Structures and Road, Water and Sewerage Infrastructure on a revaluation basis.

A comprehensive external revaluation of all non-current assets will occur over a five year cycle. Each year the classes of non-current assets not being comprehensively revalued by external valuers, will be subject to an annual desktop revaluation. Annual review of all non-current assets will also be used to determine validity of inclusion of asset in Council's annual insurance renewal program.

## **Useful Life and Depreciation**

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Determining the useful life of conventional assets such as plant and equipment is not generally difficult as life cycle information is available. Many infrastructure assets are so long lived that the information and experience needed to accurately predict asset lives is not readily available. In the absence of such information, assets are to be given the longest sustainable life possible and conventional assets are to be given useful lives consistent with industry standards.

All of the Council's property plant and equipment will be depreciated over useful life based on the original cost or gross carrying value of the assets as recorded in Council's asset register. Land assets are not depreciated.

The method of depreciation chosen shall reflect the pattern in which the asset's future economic benefits are expected to be consumed.

Asset depreciation and amortisation parameters, useful lives, asset condition (used to assess remaining useful lives) and residual values are to be reviewed with sufficient regularity to ensure that they are representative of current conditions and expectations at the end of each financial year. Remaining useful life of an asset should be reassessed whenever a major addition or any significant partial disposal occurs.

## **Impairment**

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All Council assets will be periodically assessed for impairment. Asset management plans will specify steps to be taken to renew or replace impaired assets.

Due to their specialist nature and community use there is no active and liquid market for certain Council assets to determine recoverable amount as the higher of fair (market) value or value in use for impairment purposes. Value in use for these assets is measured as depreciated replacement cost.

As the carrying (fair) value of specialist assets is also based on depreciated replacement cost, any impairment of specialist assets will be accounted for as a revaluation adjustment.

## **Internal Controls**

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The following internal controls are to be adopted for asset registers:



- All inputs to Council's asset register are to be supported by authorised source documentation in an auditable format.
- All systems and processes connected with the maintenance of Council's asset register are to be documented as established procedures.
- Council's asset register is to be capable of tracking and reporting asset movements.
- Council's asset register is to be reconciled on a regular basis to control accounts maintained in the general ledger.
- Asset stocktakes are to be undertaken on a cyclical basis to ensure actual assets support reported financial information. All stocktake working papers supporting asset verification are to be retained and any differences between records and physical counts are to be explained.

## **Capital versus Maintenance Expenditure**

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Expenditure will be classified as capital expenditure where the expenditure:

- results in the acquisition or construction of a new and separately identifiable asset (above asset recognition threshold)
- extends the asset's useful life
- improves the asset's revenue earning capacity, service potential or future economic benefit, often by taking advantage of more modern technology; or
- adds attributes which were not previously part of the asset.

Expenditure will be classified as maintenance where it is necessarily incurred in maintaining the predetermined service potential or economic life of an asset and includes expenditure on road assets and water and sewerage assets where:

- it is part of a routine maintenance program; or
- it does not significantly increase the design life or useful life of the assets; or
- it relates to localised problems such as subsidence, breaking up etc., of part of the asset; or
- the basic qualities of the asset are not being upgraded.

Capital expenditure must either be recorded as a new asset or an increase in the current carrying value of the asset. Maintenance expenditure will be expensed in the financial statements.

## **Work in Progress**

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Work in progress balances are to be reviewed regularly to ensure that they are cleared no later than six months after practical completion or prior to full revaluation of the pertinent asset class, whichever occurs first.

After an asset is reported as complete and has been capitalised, all further costs will be subject to a test of materiality vs the burden of administration to determine if the costs post capitalisation will be capitalised or expensed.



## Disposal of Assets

Any disposal of Council assets is to be undertaken in accordance with Council's Asset Disposal Policy.

## Definitions

TERM	DEFINITION
<b>Amortisation</b>	Is the systematic allocation of the depreciable amount of an intangible asset over its useful life.
<b>Asset</b>	A resource controlled by Council as a result of past events and from which future economic benefits are expected to flow to Council.
<b>Carrying Value</b>	The amount at which an asset is recorded (either at cost or fair value) within the asset register after deducting any accumulated depreciation and accumulated impairment losses. This is the same as an asset's written down value.
<b>Depreciation</b>	Is the systematic allocation of the depreciable amount of an asset over its useful life.
<b>Future Economic Benefits</b>	The ability of an asset to provide goods or services in accordance with the organisation's goals and objectives.
<b>Impairment</b>	A decrease in service potential of an asset as a consequence of an irregular event or catastrophe resulting in its recoverable amount being less than its carrying value.
<b>Materiality</b>	If the omission or misstatement of an item, individually or collectively would influence the economic decisions of users of the financial statements or the accountability of management or governing body.
<b>Non-Current Asset</b>	An asset that is expected to be utilised over more than one financial year.
<b>Residual Value</b>	Is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.
<b>Useful Life</b>	The period of time over which an asset is expected to be available for use by Council.

Adopted by Council by Resolution.

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

## BUSINESS PAPERS

### 11 REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL

#### 11.1 MONTHLY REPORT DEPARTMENT COMMUNITY DEVELOPMENT, TOURISM AND REGIONAL PROSPERITY

**Attachments:** 11.1.1. Draft Outback By The Sea Festival Program [↓](#)  
**Author:** Anne Andrews - Director Community Development, Tourism & Regional Prosperity  
**Date:** 12 June 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 notes the information provided in the report.

#### Background:

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.	Complete.	Refer to Manager LWBDC report.
November 15, 2024	9.2 9.4	Council resolved to repeal Resolution No. 0823/012 made at its Ordinary Council Meeting on Wednesday, 16 <sup>th</sup> August 2023 to authorise the Chief Executive Officer establish a Company Limited by Guarantee as an overarching Company for the Normanton Child Care and resolved to establish the new Company Limited by Shares.	In progress.	June 2024. On hold for further consideration.
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.	June 2024: New Word Order was successful in the Expression of Interest and will work with the Director CDTRP and tourism team to develop during next few months.

## BUSINESS PAPERS

<b>October 11, 2023</b>	GB	Tourism Advisory Committee. The Director CDTRP to arrange EOIs from interested persons to form the Tourism Advisory Committee.	In progress	June 2025. Meeting date to be confirmed by Mayor and Councillors. Members invited to meet with CEO Tourism Tropical Queensland on June 12, 2024.
<b>October 11, 2023</b>	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	June 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.

### 1. FINANCIAL REPORT

## BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Arts & Culture	29,500	7,131	909	8,040
Business Development	0	4,268	0	4,268
Child Care	819,281	714,799	45,105	759,904
Community Development	306,227	92,687	0	92,687
Community Donations	96,000	48,361	0	48,361
Community Events	76,000	81,451	19,257	100,708
Community Sponsorship	0	286	0	286
Cultural & Natural Heritage	129,000	94,514	0	94,514
Gym	57,000	66,654	2,783	69,437
Halls	244,300	200,308	434	200,742
Libraries	140,777	144,442	400	144,842
Recreational Sports Centre	727,400	512,766	7,011	519,777
Regional Economic Development	4,000	4,502	0	4,502
Rodeo Grounds	147,000	133,639	5,517	139,156
Sports & Recreation	160,400	294,135	29,901	324,036
Swimming Pools	685,800	675,423	98,176	773,600
Tourism Events	500,210	307,925	58,178	366,103
Youth Services	0	411	0	411
<b>Operating Expenditure Total</b>	<b>4,122,894</b>	<b>3,383,703</b>	<b>267,671</b>	<b>3,651,375</b>
<b>Operating Income</b>				
Arts & Culture	-24,500	-27,225	0	-27,225
Child Care	-137,500	-381,486	0	-381,486
Community Development	0	-75,000	0	-75,000
Community Events	-12,000	-35,749	6,483	-29,266
Gym	-30,000	-47,004	0	-47,004
Halls	-21,500	-51,916	0	-51,916
Libraries	-8,000	-1,247	0	-1,247
Sports & Recreation	0	-4,650	0	-4,650
Swimming Pools	0	0	0	0
Tourism Events	-118,000	-3,395	0	-3,395
Youth Services	0	-134,091	0	-134,091
<b>Operating Income Total</b>	<b>-351,500</b>	<b>-761,763</b>	<b>6,483</b>	<b>-755,280</b>
<b>Grand Total</b>	<b>3,771,394</b>	<b>2,621,941</b>	<b>274,154</b>	<b>2,896,095</b>

## 2. MONTHLY REPORT FOR LIBRARIES

<u>Statistics</u>	Normanton	Karumba
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## BUSINESS PAPERS

	May 22	May23	May 24	May -22	May -23	May -24
<b>Monthly Walk-Ins</b>	-	-	48	96	45	47
<b>Number of library loans</b>	79	58	54	149	174	45
<b>Number of people using wifi</b>	-	-	-	8	22	19
<b>Number of new members</b>	1	4	4	0	1	2
<b>Total Public Computers Users</b>	1	-	7	15	16	12
<b>Total hours open to the public</b>	-	-	111.9	68	68	68

*\*Due to a previous system update, some historic data is unavailable.*

### Karumba

- First 5 Forever – There were two sessions for the month of April with a total five children and two adults participating. The kids really enjoyed the singing books and instruments.



### Normanton

- Gulf Christian College and Normanton State School have been using the Visitor Information Centre as a part of tourism industry studies and the learnings of the contribution of cattlemen in the area.
- With the extension of our opening hours, there has been a number of coach & bus tours back resulting in an increase in visitor numbers.
- The First Five Forever attendance has dropped off – Council will be making a change to the day and time to engage with new community members.
- With the arrival of the library's second book exchange for the year and 82 individually selected popular titles arriving (inc; Boy Swallows Universe, The Tattooist of Auschwitz 3 book series and Snow Child) our library collection is up to date. This has included a process of auditing, low usage weeding and rotating out what wasn't being used.

## BUSINESS PAPERS

- Moving forward the focus is on keeping recent popular and relevant titles and refreshing our hard furnishings and shelving.
- There has been an increase in the number of young people using the centre on weekends, providing the opportunity to encourage membership and an interest in reading.



### Information Centre Attendance

Normanton VIC	Karumba VIC
<b>818</b>	<b>1722</b>
Average of 26.38 person per day (open daily 9am to 4pm for a total of 31 days)	Average of 55.54 people per day (Open Mon-Sat 9am to 4pm & Sunday 9-12 VIC only (due to staff shortages) for a total of 31 days)
(April average was 5.65 people per day open daily 9am to 12pm for a total of 29 days)	(April average was 28.71 people per day open daily 9am to 4pm for a total of 28 days – closed for Sunday 21 <sup>st</sup> & Sunday 28 <sup>th</sup> due to staff shortages)

### LWBDC

	2024				TOURS		
	Visitors	Tours #	Sales (POS)	Sales (Barra Bites)	RTBS (API – Online payment)	Sunlover/ Invoice	Total Sales
<b>JAN 24</b>	62	24	\$1,559.50		\$176.00	\$0.00	\$1,735.50
<b>FEB 24</b>	16	0	\$1,389.80		\$0.00	\$0.00	\$1,389.80
<b>MAR 24</b>	68	38	\$1123.50	\$169.00	\$799.00	\$0.00	\$2091.50
<b>APR 24</b>	804	329	\$16,979.20	\$4,314.00	2,210.00	0.00	23,503.20
<b>May 24</b>	1722	659	\$35,260.96	\$7,231.78	\$2,783.00	\$912.25	\$46,187.99

## BUSINESS PAPERS

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### KARUMBA

- Visitation has increased 15.26% compared to last May. There have been fewer group booking cancellations this season as opposed to this time last year.

### NORMANTON CAMP STATISTICS

The campgrounds opened again on the 10 May 2024.

	2023 – Nights booked	2024 – Nights booked
MAY	61	69
JUNE	360	
JULY	461 (closed 2-11 July, due to risk of bogging)	
AUGUST	469	
SEPTEMBER	171	
OCTOBER	22	

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

TOTAL ENTRIES	Adult	Child	Total
Normanton	45	20	65
Karumba	150	10	160

- This is the final report for the season.
- This month the numbers are down due cool weather and cold water.
- Normanton pool held its temperature with the cover not on water temp was 28 degrees at the end of May.
- Karumba had 5-6 regular swimmers.
- Normanton's numbers dropped once the water temperature went below 29 degrees.
- It has generally been a great season numbers have been above last season.
- Fixing the Normanton pool during the off season has greatly reduced the cost of chemicals as well as water usage for this season. Both water parks will remain operational during the winter months with the pools being placed on a maintenance schedule.

**Recommendation:** For information.

### 4. DEPARTMENT MEETINGS / CONFERENCE / WORKSHOP ATTENDANCE

- Meeting and stakeholder consultation with CEO Tourism Tropical North Queensland and CEO Gulf Savannah Development to discuss visitor economy and tourism opportunities.
- Qld Connects project meetings x 2

## **BUSINESS PAPERS**

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- Meeting with CDEP representatives to discuss workforce program and changes to CDEP (Normanton).
- Meeting with LGAQ to discuss governance, IT, HR (trainees), workforce planning, superannuation and an economic development update. (Normanton).
- Economic Development Australia State Practitioner Network committee meeting (online)
- LGMA Senior Executive Connect meeting.

**Recommendation:** For information.

### **5. EVENTS**

#### **In the planning:**

- Gala Ball. Charity confirmed – Red Cross Townsville Wellbeing Centre. Tickets are on sale. Expression of interest for caterer being assessed. Band secured.
- Channel 7 – The Great Outdoors – will visit Karumba on July 9 and be filming at the Les Wilson Barramundi Discovery Centre.

#### **Outback By The Sea Festival and Ocean and Outback Film Festival**

- The draft Outback By The Sea festival program is attached for Council information.
- Tickets are on sale through OzTix and Council will shortly release the sale of local tickets at the Shire Office and Les Wilson Barramundi Discovery Centre.
- The sponsorship drive is continuing with eight local sponsors signing up and Queensland Tourism Events Fund confirming \$15,000.00.
- The advertising program is in market.
- The Festival is tracking on budget. The budget is \$231,050 with a current expenditure of \$84,209.00 and committed \$56,801.00 in the 2023/2024 financial year. The expended budget is lower this year as there was not an event in 2023. Please note: expenditure and income run over consecutive budgets as planning for the event takes place in the second half of the financial year in preparation for the September event in 2024/25 financial year.
- The Ocean and Outback Film Festival is finalizing the program of events and marketing – social media and website are live.

**Recommendation:** For information.

### **6. GRANT APPLICATIONS**

#### **Approved:**

- Queensland Tourism Events Fund – Outback by The Sea Festival - \$15,000.00.

#### **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.
- Building Bush Tourism Fund – School Dam barbecues and bird hatches - \$200,000.00.

## **BUSINESS PAPERS**

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- 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
- Police
- Bynoe CACS Ltd
- Deadly Choices
- Gidgee Healing
- 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.



## Friday 19th September

## Saturday 21st September

### Program of events

The Outback By The Sea Festival is a week-long annual event held in the Gulf of Carpentaria celebrating the legendary barramundi, seafood, live music, Indigenous culture, and arts and crafts.

This year's festival introduces a new highlight - the Outback and Ocean Film Festival, showcasing Australia's best short films. Local filmmakers will have the exciting opportunity to present their creations on the big screen during this cinematic addition to the festivities. Don't miss your chance to partake in this unique event, promising an unforgettable experience for all attendees. Stay tuned for all artist & activity updates!



Outback by the Sea Concert  
Closing concert at the Karumba Recreation Club. It features a great lineup of well-known Australian artists including Fanny Lumsden, Shane Howard of Goanna and local band Split Image.

Date: 21st September

Time: 6pm-10pm

Gates open at 5pm

Cost

Adult: \$33.40

Concession: \$28.30

Youth: \$20.15

Child under 11: \$0

Family 2 adult & 2 youth: \$84.40

Tickets are now on sale online via OzTix, Carpentaria Shire Council or at the Les Wilson Barramundi Discovery Centre. For more info ph; 07 4745 2200.



Proudly supported by



**Outback by the Sea**  
**Friends of the Festival**





**Flipside Circus**  
 Workshops in Normanton at the Sports Centre  
 Date: 13th, 14th & 15th  
 Time: 9.00am-3.00pm  
 The Cubby show at Normanton Sports Centre  
 Date: 16th September  
 Time: 9.00am-3.00pm  
 Workshop & The Cubby Show at Karumba Sports Centre  
 Date: 18th September  
 Time: 9.00am-3.00pm



**Mudcrabs Direct**  
 Learn the life cycle of the OLD Gulf mudcrab, Gulf mudcrab general knowledge, how to catch live mudcrabs, how to tie live mudcrabs and how to cook Gulf mudcrabs.  
 Date: Saturday 14th September  
 Time: 9.00am-9.45am  
 Wednesday 18th September - 2.00pm-7.45pm.  
 For more info call Mudcrabs Direct: Mark & Julianne - 0488998489



**Ash's Prawn peeling & eating contest**  
 at Ash's @ the Point  
 Monday 15th September - 5.30pm-6.00pm.  
 Be the first person to peel and eat 500gms of our famous Karumba prawns. For more information call Ash's on 07 4745 9132



**Carpentaria Mystery History challenge**  
 Share your knowledge during the festival with answering 15 questions related to Carpentaria's environment, history/heritage, culture and community. For more information call Ash's on 07 4745 9132



**Craft workshops**  
 with Irene Fitzsimmons in Normanton - Dates & Times to be advised



**Macrame Workshop**  
 Normanton Library with Tracey Sceresini.  
 Dates to be advised.



**Book reading workshop**  
 Book reading workshop - dates & times to be advised closer to the event



**Ocean & Outback Film Festival**  
 Karumba Recreation Club  
 Date: 14th September  
 Time: 6pm  
 Cost: Free  
 Bring your picnic rug/camper chair & enjoy the short films under the stars

**Workshop with Actor Steve Bast**  
 Les Wilson Barramundi Discovery Centre  
 Date: 15th September  
 Time: 10.00 Am  
 Cost: Free



**Trivia Night**  
 Trivia night at Central Hotel in Normanton:  
 Date: 19th September  
 Time: 7.30pm  
 For bookings please call: 07 4745 1347



## BUSINESS PAPERS

### 11.2 COMMUNITY DONATIONS AND SUPPORT

**Attachments:** NIL  
**Author:** Amanda Farroway - Community Development Coordinator  
**Date:** 11 June 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 May 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 notes the fee waiver approved under the delegation of the Acting Chief Executive Officer since May 2024 meeting of Council.

#### Background:

Council has a Community Donations and Support program for events held in the Carpentaria Shire. There has been an expenditure of \$ 100,707.88 against the budget of \$96,000.00 related to local non-profit groups for the financial YTD which are displayed in the table. The request listed in this report totals \$580.00

#### Budget

Acct Code	Account	Current Budget	Actual	Variance \$
IK1000	In Kind - Bynoe	0.00	5136.36	-5136.36
IK1010	In Kind - Carpentaria Kindergarten	0.00	527.27	-527.27
IK1030	In Kind - Gidgee Healing	0.00	181.82	-181.82
IK1040	In Kind - Gulf Christian College	0.00	2509.56	-2509.56
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	6434.01	-6434.01
IK1130	In Kind - Normanton State School	0.00	6509.13	-6509.13
IK1140	In Kind - Normanton Stingers	0.00	5646.88	-5646.88
IK1180	In Kind - Ntn Barra Classic	0.00	527.27	-527.27
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

## BUSINESS PAPERS

<b>IK1557</b>	In Kind - Centacare NQ	0.00	3900.00	-3900.00
<b>IK1722</b>	In Kind - Aspire Cairns Community	0.00	1205.47	-1205.47
<b>IK1723</b>	In Kind - Deadly Choices	0.00	10590.90	-10590.90
<b>IK1724</b>	In Kind - NAIDOC Dinner/Ball	0.00	799.99	-799.99
<b>IK1727</b>	In Kind - Heels & Reels	0.00	409.09	-409.09
<b>IK1728</b>	In Kind - Doomadgee State School	0.00	709.10	-709.10
<b>IK1729</b>	In Kind - Lynette Russell	0.00	229.09	-229.09
<b>IK1731</b>	In Kind - The Border Collie Boogie	0.00	136.36	-136.36
	Approved waivers to be receipted post event	0.00	50335.00	-50335.00
	<b>* Total *</b>		<b>100707.88</b>	<b>-100707.88</b>

### Donations approved under the delegation of the Acting Chief Executive Officer

1. Normanton Gun Club had requested a fee waiver for the hire of the Tables and Chairs Community Trailer 23<sup>rd</sup> to 27<sup>th</sup> May 2024 for the 40<sup>th</sup> Annual Shoot. The request for the waiver was made on 23 May, 2024.

Tables and Chairs Community trailer hire	\$580.00
<b>Total</b>	<b>\$580.00</b>

### 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.
5. Normanton Rugby League Football Club fee waiver of \$2,500.00 for the use of the John Henry Memorial Oval and amenities, Normanton Show Grounds for camping & amenities, on the weekend 24 August 2024 for Football Clusters.
6. Normanton QCWA Branch has requested fee waivers of \$600.00 for the hire of the Normanton Shire Hall 20/07/2024, 31/08/2024, 5/10/2024, 23/11/2024 for Community Markets.

### Consultation (Internal/External):

- Chief Executive Officer
- Director Community, Tourism & Regional Prosperity
- Community Development Coordinator
- Director Corporate Services

## **BUSINESS PAPERS**

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- External Stakeholders (applicants)

### **Legal Implications:**

- Community Donations and Support Policy.

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

- The Budget has been expended by \$4,707.88 and this does not include this month's fee waiver of \$580.00

### **Risk Management Implications:**

- Risks are financial as the program is now operating out of approved budget.

## **BUSINESS PAPERS**

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### **11.3 MONTHLY REPORT FROM ASTUTE - NORMANTON CHILD CARE CENTRE**

<b>Attachments:</b>	11.3.1. Astute Monthly Report Normanton Child Care Centre <a href="#">↓</a>
<b>Author:</b>	Anne Andrews - Director Community Development, Tourism & Regional Prosperity
<b>Date:</b>	10 June 2024
<b>Key Outcome:</b>	Day to day management of activities within the Economic and Community Development Department
<b>Key Strategy:</b>	As per the Departmental Plan for Economic and Community Development

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#### **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:**

The operational management of the Centre transitioned to Astute on January 1, 2024 with the Governance arrangements to continue to be co-managed with Council 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.

During May, the service had an announced visit from the Department of Education and, Astute worked with the team to review and update risk assessments, medical management procedures, planning being up to date and on display, review and updating the Quality Improvement Plan to include the recent working towards elements. The result is that the service was to be found compliant with the regulations.

The current operational focus is occupancy and staffing in the older age group to build occupancy. It has been identified that training and mentoring is required to support the team to manage service operations to support children and to welcome new families to the service. Astute will work with the Centre Manager to develop a training plan to upskill the staff with training and mentoring to enhance their skills so we can increase the ratio in that space.

Astute has also implemented a maintenance register to track and manage maintenance at the service. The Centre Manager will email this register to Astute and Council fortnightly, this will be transitioned to the operations support cards once we have completed training with the Centre Manager.

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

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

### Legal Implications:

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



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Astute Early Years Specialists  
Monthly Report – MAY 2024

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## Summary

### Achievements

The service had an announced visit from the department on the 15th of May, Astute worked with the Service to review and update Risk assessments, medical management procedures, planning being up to date and on display, review and updating the QIP to include the recent working towards elements. We are pleased to report that the service is compliant with the Regulations.

The current focus during our operations meetings has been occupancy and staffing in the older age group, to review the structure to build occupancy. It has been identified that training and mentoring is required to support the team with managing service operations to support children and to welcome new families to the service. We will work with the Centre Manager to develop a training plan to upskill the staff with training and mentoring to enhance their skills so we can increase the ratio in that space.

We have implemented a Maintenance register to track and stay on top of any maintenance at the service. The Centre Manager will email this register to Astute and Council fortnightly, this will be transitioned to the operations support cards once we have completed training with the Centre Manager.

### Challenges / Issues for consideration

Current concerns are staff skills in our older age group to support occupancy increase.

Issue	Action	Status
Staff capacity to increase ratio	Create a training plan to upskill the team.	Astute developing a training plan

### Projects update

Briefing papers have been submitted for consideration by Council.

1. To apply for Queensland Kindergarten Funding, to increase Kindy attendance and financial contribution to operating a Kindy Program.
2. Recommendation to increase the daily fee from 1 July 2024.

## Workstreams

Operational Support	<ul style="list-style-type: none"> <li>• Operational support including Educational Leader</li> <li>• Risk assessment review and development</li> <li>• Support with medical/dietary management plans</li> <li>• Staff Training plan to upskill to build occupancy</li> </ul>
Marketing	Community Engagement Plan review



## Astute consultation

### April Meetings

#### Educational Leader Mentor Meeting

- 7th May

#### Ops Meeting Dates

Attended by Renee and Nicole

- 8th Ops Meeting
- 13th Zoom Pre Department meeting check in
- 22nd Ops Meeting

## Operations

### April Occupancy

	Utilisation/Capacity	Waiting List	Occupancy %
Nursery	103/184	4	47.23%
Kindy	212/460	2	

## Incidents

28/5 Child kicked their toe in playground took skin off toe bandaid applied.	Skin off toe
16/5 Child slipped on the rocks and grazed knee cleaned it and applied band aid	Grazed Knee
23/5 Child tried to jump out of sandpit and bumped their toe	Grazed Toe

## People

### Staffing update:

We have received the resignation of an educator due to relocating.

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### 11.4 LES WILSON BARRAMUNDI DISCOVERY CENTRE MONTHLY REPORT

**Attachments:** NIL  
**Author:** Christopher O'Keefe - Centre Manager - LWBDC  
**Date:** 13 June 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:

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.

#### RECOMMENDATION:

That Council accepts the report as written.

#### Background:

#### ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
<b>LWBDC – Hatchery</b>				
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.
20th May 2024		Water treatment		Water at the hatchery has returned to 30 parts and the quantity has greatly improved.  The system will still be upgraded with the Creepy Crawley currently onsite. This has not been installed due to staff shortages
				and is expected to be completed this month

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				with new staff coming on board and freeing up time to complete the instillation.
20 May 2024		Algae Free Ultrasonic Device		We have contacted the supplier with a request for an invoice so that a purchase order can be sourced and provided. They are yet to provide the invoice but have acknowledged the request and will be sending the invoice.

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

### **Staff – Recruitment Café Attendant / Tour Guide**

The VIC and café staff positions have been advertised, with two suitable applicants vetted.

### **Landscaping / irrigation**

The irrigation system has been repaired and is functioning again and overgrown trees cut back. Investigation into the supply of ground covers and nurse plants has begun with the focus on local supplies from Normanton. Potted palms and ornamental greenery are needed as back drops to the architecture around the café. Some plants may be need to source from outside the Shire.

### **Evo Water Heater servicing and instillation issues**

Testing completed, over a long period of time and connected heat pump system, installed pressure pipe fittings to both inlet and outlet sides of the pump.

Powered up testing system and heat pump and run the heat pump overnight, both inlet and outlet pressures were both the same reading, meaning sufficient flow to and from the heat pump. The system was set at various temperatures and was found to be running fine. Although the pump was not previously connect backwards as thought, it was discovered that the bypass valve that sends some of the water to the biological filter was put on the back end of the heater. This caused back pressure on the system that would have caused the pressure sensor issues that caused the previous problems. The valve will be relocated to the front side of the heat pump so that water can be diverted to the biological filter and allow the water to go to both systems in an open flow and elevate the back pressure issues.

### **Liquor License**

Paperwork for the application for a liquor License has begun and will be lodged this month once some engineering plans of the facility have been sourced. The previous license was not held by the Shire, and we see no obstacles to obtaining the license.

### **Discovery Centre Theatre**

Once the Centre has the café running at full capacity and Liquor License in place, the possibility of movies in the Centre will be investigated for additional revenue and for community involvement with children’s movies played at the centre while the parents have some social time at the Café.

### **Feed a Barra Tours**

The Feed a Barra tours have continued to develop to incorporate a feeding session of the pond fish in front of the café and give an entertainment experience to guest that promotes sales in the café. The Kites that frequent the centre have been trained to

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come in and put on an aerial display as they pick up the uneaten pellets and has become a popular feature. Positive feedback from the tour groups is continuing and the extra features have completed the group package. As Centre Manager I have personally been providing the tour to the tour companies to express the goals and objective of the centre to the tour guides. Our goal is to ensure that we don't just have the tours, but also meals at the centre for future trips to Karumba. This has been met with positive feedback from operators who also wish to have a one stop experience and meal at the centre.

### **Aquamap Pty Ltd - Hydrographic Services**

Aquamap is currently using the pier/pontoons for their boat during a six-week survey of the area. The entrance and the ramp have been cleared of weeds and vines to give them clear access and to insure a good image of the Council's facilities.

### **Fire Panel and Fire detection systems**

The fire panel has continued to deteriorate with the system emitting alarms from the fire panel and must be disconnected during opening hours. Flaming North has been on site with rectification works being planned and alternate fire management plans in place.

### **Bat Wing Oyster ( *Pteria Penguin Oyster* )** [https://en.wikipedia.org/wiki/Pteria\\_penguin](https://en.wikipedia.org/wiki/Pteria_penguin)

If we can identify a local potential indigenous interest, then there are some internal funds for developing First Nations aquaculture that Council can access. (It would also be great if we can find a local indigenous artist who is interested in working with pearl shell and *P. penguin* mabé).

### **Bribie Island Research Centre - Black Lip Rock Oyster ( *Saccostrea echinata* )**

#### [Saccostrea echinata - Wikipedia](#)

We have begun communication with Bribie Island research facility regarding the production of the Blacklip Rock Oyster.

Before starting any Blacklip Rock Oyster (BRO) hatchery activities in the Gulf, I feel that there are two aspects that we will first need to explore:

- Finding a local source of BRO broodstock
- Identifying local interest in BRO aquaculture and potential oystering sites. It would be preferential to have oystering sites and approvals already in place before undertaking hatchery work as it would be a waste to produce spat that cannot be used.

One potential option that is relevant to both aspects is the possibility to collaborate with the ALK group on Groote Island. Bribie Island Research Facility has discussed this with their Aquaculture Manager, and they could provide broodstock and may be interested in taking spat, however they are undertaking their own hatchery operations and if they are successful in producing spat, they would not be interested in sourcing other spat. There would also be translocation and genetic integrity issues that would need to be resolved and approved before any interstate movement of broodstock or spat could happen. This genetic assessment alone is likely to be a long process..... hence my strong preference for using Queensland Gulf sourced broodstock for Queensland Gulf stocking.

### **Discovery Centre Bathroom Vents**

The vents in the bathroom storage room and the bathrooms do work. The electrician has turned them off as they cause the mold to worsen by drawing moisture into the bathrooms and feeding the mold in the bathroom storage area is a risk to workers during the wet season. The electrician has suggested that a Daikin Air conditioner with a dehumidifying cycle be used to dry the air and minimise the amount of growth.

### **Cafe Staff**

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The café has been running with only 1 staff person, able and qualified to work in the café. Have spent several weeks vetting applicants for café assistant and overcoming the housing issue for seasonal workers. We have 2 new staff (starting on 17<sup>th</sup> June) with kitchen & barista coffee experience.

### **Group Lunches**

First tour lunch of the Season was May 30<sup>th</sup> for 26 people. Served Barra & Chips, baked Barra & Chips and a few dietary specific requests. Great response and feedback received from group.

### **Tour Groups – Centre package & catered lunch offers**

Have been informed Heritage Tours and Outback Spirit Tour guides that early this year operations were informed that the café would not be operating and would not be catering group lunches. Because of the positive response to the revised tours and package promoting the whole of the centre (Interpretative Centre, Pontoon Barra feeding and Bird display, gift shop, VIC information, Art gallery etc.), the guides have their preference and the requests of guests to stay for longer periods of time to utilise the whole offerings available at the Centre including the café & lunches.

Contact has been made with operators to promote the new tours and package of the entire Centre with positive response.

### **Karumba & Normanton VIC Stock**

1. Continuing special sales to reduce stock left from last season - specifically children's clothing and various toys.
2. Have secured merchandise by Daryl Dickson, wildlife artist & member of QLD Wildlife Artists Society; will be stocking gift cars, magnets, small reproduction prints, 3 children's books and a collection of her wildlife art books.
3. Have arranged to stock bush herbs and rub mixes from My Dillybag from a small Indigenous family run business in QLD.
4. Have applied for the Barra Centre & Karumba VIC to be a destination stamp for the Australian Adventure Passport. We are arranging to carry the Australian Adventure Passport books in the VIC.

### **Interpretative & Discovery Centre Development**

Broken fishing pole in the Interpretative Centre Catch a Barra display interactive. Have replaced with a stock rod from Hatchery.

Continue to work on bird and fish species identity posts for around the Lagoon Fence. Lots of bird watchers have visited and commented on our bird population at the lagoon and the wetlands behind the hatchery/ Lagoon area.

### **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
-

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- General fisheries permit (expiry date March 2025)
- Food Act 2006.

### Financial and Resource Implications:

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Barra Bites Café	143,308	67,393	2,210	69,603
Hatchery	340,748	338,642	13,201	351,843
Les Wilson Barramundi Discovery Centre	605,816	666,087	8,639	674,726
Visitor Information	303,397	229,254	4,308	233,562
<b>Operating Expenditure Total</b>	<b>1,393,269</b>	<b>1,301,376</b>	<b>28,359</b>	<b>1,329,734</b>
<b>Operating Income</b>				
Barra Bites Café	-20,000	-56,144	2,414	-53,730
Hatchery	-20,000	0	0	0
Les Wilson Barramundi Discovery Centre	-190,000	-189,404	14,896	-174,509
Visitor Information	-15,000	-20,757	0	-20,757
<b>Operating Income Total</b>	<b>-245,000</b>	<b>-266,305</b>	<b>17,310</b>	<b>-248,996</b>
<b>Grand Total</b>	<b>1,148,269</b>	<b>1,035,070</b>	<b>45,668</b>	<b>1,080,739</b>

### Risk Management Implications:

- The LWBDC is operating within approved risk parameters.

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### 11.5 KARUMBA POOL WINTER OPENING

<b>Attachments:</b>	11.5.1. Request to keep Karumba Pool Open During Winter <a href="#">↓</a>
<b>Author:</b>	Anne Andrews - Director Community Development, Tourism & Regional Prosperity
<b>Date:</b>	10 June 2024
<b>Key Outcome:</b>	Day to day management of activities within the Economic and Community Development Department
<b>Key Strategy:</b>	As per the Departmental Plan for Economic and Community Development

#### Executive Summary:

At the May 2024 meeting of Council, the Chief Executive Officer informed Council that there had been a request to open the Karumba Pool during the winter months. Council has also received a written request from Lynne Russell requesting that her letter to open the pool during Winter be tabled at the Council meeting.

#### RECOMMENDATION:

That Council:

- receives the letter from Lynne Russel
- notes the information in the report
- does not open the Karumba Pool during winter months as the request is cost inhibitive.

#### Background:

The Normanton and Karumba Swimming pools are open between September and May each year and closed for the winter months. The Normanton and Karumba Pools and Splash Parks are operated under a management contract with a private company, and they are not required to keep the pools open during the winter period, only to complete maintenance of the facilities during this time.

Council has received a request from Lynne Russell to open the Karumba Pool during winter months.

The figures for the Karumba Pool 2023/24 season are listed below.

Month	Adult	Child	Total
September	120	240	415
October	120	200	320
November	160	120	280
December	55	45	100
January	10	25	35
February	40	30	70
March	18	25	43
April	121	8	129
May	150	10	160

As noted in the May and June reports from the pool contractor, Karumba is now getting only adult lap swimmers (about 5 per day) with very few general child or general swimmers due to the water temperature dropping. The majority of swimmers at both pools are the same swimmers each day, with little casual hire. It is suggested that patronage is higher during the

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month of May this year because of the warmer weather. In May 2023, patronage went to two when the water temperature dropped to below 21 degrees. Historically, once it drops below 24 degrees, there is limited to no patronage.

### Budget

Karumba Pool Operating Expenses – Actual Year to Date @ May 31 2024	\$145,519.37
Karumba Pool Maintenance Expenses Actual Year to Date @ May 31, 2024	\$20,402.53
<b>Total @ May 31, 2024</b>	<b>\$165,921.90</b>

The operations of Karumba Pool averages at \$15,084.00 per month. Council does not receive revenue from pool patrons as this is collected by the contractor as a part of the management agreement.

To consider opening for the winter months, Council would need to consider increasing the budget allocation for June 2024 and for the 2024-2025 budget for the months of July and August, increasing the Karumba Pool Season budget by an estimated \$45,000.00.

### Consultation (Internal/External):

- Mayor and Councillors
- Lynne Russell
- Finance Manager
- Director Community Development, Tourism and Regional Prosperity

### Legal Implications:

- Nil.

### Financial and Resource Implications:

- To open the Karumba Pool for an extra three months will cost Council an estimated \$45,000.00.

### Risk Management Implications:

- There is a small reputational risk associated with not opening the pool in the winter months as the patrons requesting that the service remain open may voice their dissatisfaction with Council publicly.

**From:** lynette russell <[lyne.russell@gmail.com](mailto:lyne.russell@gmail.com)>  
**Sent:** 04 May 2024 20:31  
**To:** Records <[records@carpentaria.qld.gov.au](mailto:records@carpentaria.qld.gov.au)>  
**Subject:** Karumba 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 you  
Your sincerely,

Lyne Russell.

## **BUSINESS PAPERS**

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### **11.6 DRAFT COMMUNITY DONATIONS, SPONSORSHIP AND SUPPORT POLICY - PROPOSED AMENDMENTS**

<b>Attachments:</b>	11.6.1. Draft Community Grants, Donations and Support Policy <a href="#">↓</a>
<b>Author:</b>	Anne Andrews - Director Community Development, Tourism & Regional Prosperity
<b>Date:</b>	12 June 2024
<b>Key Outcome:</b>	Day to day management of activities within the Economic and Community Development Department
<b>Key Strategy:</b>	As per the Departmental Plan for Economic and Community Development

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#### **Executive Summary:**

At the May 2024 Meeting of Council, Councillors requested a workshop to discuss the function and criteria of the Community Grants, Donations and Support Policy. A workshop was held on Monday June 3, 2024 and amendments recommended. This report addresses proposed changes to the policy.

#### **RECOMMENDATION:**

1. That Council considers the draft policy.
2. That the policy be placed public exhibition for 28 days.
3. That Council notifies stakeholders of the draft changes to the policy.
4. That a report outlining the community consultation and draft report be presented to the July meeting of Council.

#### **Background:**

At the May 2024 Meeting of Council, Councillors requested a workshop to discuss the function and criteria of the Community Grants, Donations and Support Policy. A workshop was held on Monday June 3 2024, and amendments recommended.

Suggested changes include that the application process be offered in two rounds each year.

- Round One will provide support for events and projects that take place between January and June each year. Applications will be called for in October, with the assessment and report to Council taking place in November. Applicants will be notified of the outcome in December.
- Round Two provides support for events and projects that take place between July and December each year. Applications will be called for in October, with the assessment and report to Council taking place in April. Applicants will be notified of the outcome in May.

The draft policy is attached to this report with track changes for Councillors to consider. Councillors also considered capping the amount available to applicants, but this was rejected.

This report recommends that given the substantive change to the process, that the draft policy is placed on public exhibition for 28 days to ensure adequate community consultation and that a report be returned to Council in July.

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It is also recommended that ad hoc requests for donation be considered from June to December 2024, to allow the community to transition to the new application process.

**Consultation (Internal/External):**

- Mayor
- Councillors
- Director Community Development, Tourism and Regional Prosperity

**Legal Implications:**

- There is a statutory requirement for Council to adopt a policy for Community Grants and Donations

**Financial and Resource Implications:**

- The draft community donations budget for the 2024-2025 is \$90,000. Council has already approved \$3,470.00 for activities in this financial period.

**Risk Management Implications:**

- Workplace Health and Safety risk is assessed at low.
- Financial Risk is assessed at low.
- Public Perception and Reputation Risk is assessed at medium.



# DRAFT Community Grants, Donations and Support Policy

## Policy Details

<b>Policy Category</b>	Statutory
<b>Date Adopted</b>	16 <sup>th</sup> August 2023
<b>Resolution Number</b>	0220/026
<b>Approval Authority</b>	Council
<b>Effective Date</b>	16 <sup>th</sup> August 2023
<b>Policy Version Number</b>	<del>4</del> 5
<b>Policy Owner</b>	<del>Manager Economic and Community Development</del> Community Development Coordinator

## Supporting documentation

<b>Legislation</b>	<ul style="list-style-type: none"> <li>Local Government Act 2009</li> <li>Local Government Regulation 2012</li> </ul>
<b>Policies</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
<b>Delegations</b>	<ul style="list-style-type: none"> <li>Delegated authority for one-off applications for In-Kind assistance of less than \$1,000, is provided to the Chief Executive Officer.</li> </ul>
<b>Forms</b>	<ul style="list-style-type: none"> <li>Grant, Donation and Support Program Application</li> <li>Acquittal</li> <li>Community Donations and Support Guidelines</li> </ul>
<b>Supporting Documents</b>	<ul style="list-style-type: none"> <li>Corporate Plan 2020 - 2025</li> </ul>

## Version History:

Version	Adopted	Comment	eDRMS #
1	18/07/2012	Council Resolution 0712/024	
2	09/12/2015	Council Resolution 1215/024	
3	26/02/2020	Council Resolution 0220/026	
4	16/08/2023	Council Resolution 0823/017	



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## Intent

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To guide the delivery of Council's Community Grant, Donations and Support Program which provides financial and in-kind assistance to community-based groups and organisations.

## Scope

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The policy applies to all Council community grants, donations, including financial and in-kind support, provided to community organisations that provides activities for a public purpose within Carpentaria Shire.

Applications for Regional Arts Development Funds are outside the scope of this Policy.

## Policy Statement

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Council acknowledges the very important role that community groups/clubs, sporting clubs, committees and other community organisations play in the social fabric of the communities within the Shire.

Therefore, supporting the community through financial and in-kind assistance is necessary for the provision of a diverse range of programmes and projects that enhances the cultural, social, sporting, education and economic development aspirations of organisations and individuals.

The amount of assistance, financial or otherwise, available in any given financial year will be dependent on Council's budget decisions and priorities. Whilst all applications received from eligible entities will be considered on their individual merits and the current circumstances, there is no guarantee that applications will be automatically approved.

## Grants, Donations and In-Kind Support

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In the administration of its Grants Program, Council will consider applications and distribute funds and in-kind support in an equitable, transparent and responsible manner. Approval will only be forthcoming when Council is satisfied that the application:

- Aligns with themes and goals in Council's Corporate Plan or other strategic plans
- Addresses an identified need in the community;
- Benefits the community and is in the public interest; and
- Meets eligibility criteria outlined in this policy.

## Community Grants, Donations and Support Program

Council has two separate streams of its Community Grants, Donations and Support Program which consist of:

1. Community Grants, Donations and Support in excess of \$1,000

There are limited funds available through a competitive process with applications being assessed on individual merit and the criteria established in this policy. ~~Applications can be submitted at any time during the financial year and wherever possible applications are to be received four (4) weeks prior to the event occurring.~~ Council will hold two competitive rounds for Community Assistance Program each financial year. Applications are still required to meet all criteria and conditions stated in this policy and applicants are required to lodge an acquittal post event/project.



Submission of an application does not guarantee approval and all decisions are at Council's absolute discretion.

2. Community Grants, Donations and Support less than \$1,000

~~Applications can be submitted at any time during the financial year and wherever possible applications are to be received four (4) weeks prior to the event occurring.~~  
Council will hold two competitive rounds for Community Assistance Program each financial year. Applications ~~are still required to~~must meet all criteria and conditions stated in this policy.

### Eligibility Criteria

Community groups/clubs, sporting clubs, committees and other community organisations may apply for assistance under Council's Grant Program if they satisfy the following criteria:

- The program and/or project for which funding is requested must provide a direct benefit to the Carpentaria Shire community and align with Council's corporate goals and objectives.
- Must be based in the Carpentaria Shire Council region, have a membership base within the Carpentaria Shire, or be delivering a service which will be of a direct benefit to members of the Carpentaria Shire community.
- Be able to demonstrate viability and ongoing sustainability.
- Have no debt to council or have entered into an acceptable repayment arrangement with Council which is being adhered to, and/or have met acquittal conditions for previous Council grants.
- Must agree to comply with any reasonable conditions which Council may apply to the support provided.

### Ineligibility Criteria

Applications which will generally be considered ineligible for consideration under Council's Grant Program where one or a number of the following conditions apply:

- The applicant is a political organisation;
- The applicant has previously received support and has failed to meet the conditions of that support including failing to provide an acquittal when required;
- The applicant has an outstanding debt with Council (including rates and excess water bills) and an approved repayment arrangement has not or is not being adhered to;
- The project is for a private commercial (for profit) activity;
- The project does not provide a direct public purpose benefit to the Carpentaria Shire community;
- The application is for retrospective support;
- The request is for maintenance of community facilities that are owned by Carpentaria Shire Council. (These applications are to be referred to the relevant operational area of Council);
- The community organisation has a lease agreement or Memorandum of Understanding (MOU) or Management Agreement where support is included as a term of that agreement or MOU.
- Applications for payment of service fees such as water access and sewerage access fees.



## Application Process

The application process will take place in two rounds.

<u>ROUND ONE</u> <u>For activities between January and June each year</u>	<u>Call for applications from October 1 – 31</u> <u>Assessment and report to Council – November</u> <u>Applicant notified in December</u>
<u>ROUND TWO</u> <u>For activities between July and December each year</u>	<u>Call for applications from 1 – 31 March</u> <u>Assessment and report – April</u> <u>Applicant notified in May</u>

To ensure consistency within the application process, entities are required to submit applications on the following basis:

All applications must be submitted ~~in the approved on the~~ Community Grant, Donation and Support program application form and signed by the applicant. (Note: letters or verbal ~~a~~Applications will not be accepted).

Organisations wishing to apply for more than one event or activity are only required to complete one application form detailing all events or activities.

Application for Community Grants, Donations and Support over \$1,000 must demonstrate:

- How the grant/support will benefit the Carpentaria Shire;
- How the grant/support will strengthen the Carpentaria community;
- Justification of how the in-kind application will be applied to the budget for the activity;
- That the organisation is incorporated, and a copy of the Certificate of Incorporation is to be attached with the application. A copy of the latest audited financial statement may also be required ~~also~~;
- If the organisation is not incorporated, a sponsoring organisation must be obtained with relevant evidence supplied;
- That the applicant has all insurances, including public liability and Health and Safety requirements are abided by; and
- A clear need for support and show that other avenues of support have been explored (e.g., other grant funding, sponsorship etc.)

Should the application, either in part or wholly, be requesting in-kind support from Council then the application must include a Council quote for value of assistance sought. Council's Community Development team can assist with this.

Applications involving the use of Council facilities and/or equipment may require the applicant to provide evidence of their insurance coverage with a Certificate of Currency as well as a copy of their Public Liability Insurance Policy. Council's insurance policy does not cover persons or property in activities or events not organised by Council.

Any Council equipment must be returned in good, clean and undamaged condition or charges may be imposed as outlined in the conditions of use.



## Assessment Criteria

All applications received will be assessed on their individual merits and the capacity of the applicant to satisfy the conditions and criteria of Council's Community Grants, Donations and Support Program as established in this policy. As Council has limited budget and it is a competitive process preference will be afforded to applications that:

- Demonstrate a strong community benefit either through support of local business/industry or the need for the particular project or activity;
- Provide a financial commitment from the applicant to, or demonstrate the attempts at obtaining additional funding to, co-contribute with Council towards the project or activity;
- Confirm the continued viability of the applicant entity and its capacity to successfully deliver on the project or activity.

## Approval Process

All applications be presented to Council for determination, unless done via delegation and all applications approved under delegation are to be reported monthly to Council.

If the applicant is seeking a financial contribution, then the application is to be presented to Council for determination.

If the applicant is seeking in-kind support, then this request may be approved under delegated authority by the Chief Executive Officer or their delegate. These approved applications are to be reported to an ordinary meeting of Council for information by the ~~Manager of Economic and Community Development~~ Coordinator.

## Acknowledgement of Council

All applicants successful in obtaining support under the Community Grants, Donations and Support Program must acknowledge Council's contribution in all publicity relating to events or activities to which the grant/support applies.

## Acquittals

Entities who receive a contribution under Council's Community Grants, Donations and Support Program that has value in excess of \$1,000 will be required to complete an acquittal report no later than eight (8) weeks after the completion of the project or activity. This report must include provision of the following information: -

- Evidence that the monies were expended as intended;
  - Event or activity attendance figures and visitation statistics; and
  - Detailed briefing of event or activity
- If the applicant fails to complete and lodge the acquittal report to the satisfaction of Council or delegate, Council reserves the right to recover the granted funds.
  - Depending on the circumstances, Council, at its discretion, may request an acquittal be submitted for a contribution with a value less than \$1,000.
  - To assist in providing the acquittal report to Council, it is recommended that applicants refer to a copy of the original application they sent to Council.
  - Council reserves the right to recover any contribution or part thereof, should after the receipt and review of the acquittal report, it is determined that funds and/or assistance provided by Council were utilised for purposes that does not align with the original application.

## Definitions



TERM	DEFINITION
<b>Community Organisation</b>	Defined in schedule 8 of the <i>Local Government Regulation 2012</i> as: a) an entity that carries on activities for a public purpose; or b) another entity whose primary object is not directed at making a profit.
<b>Donation</b>	Is any charitable contribution made by Council to assist a person or entity. This charitable contribution may or may not be subject to conditions being met by the recipient.
<b>Financial Support</b>	Is a monetary contribution which includes grants, donations and low interest loans to sporting clubs.
<b>Grant</b>	Is an amount of money or in-kind value that is contributed by Council to a person or organisation, to achieve a specific purpose or outcome. This form of assistance may or may not be subject to conditions being met by the recipient.
<b>In-kind Support</b>	Is the provision of goods and services by Council that is of a non-financial value.

~~Adopted by Council 16<sup>th</sup> August 2023 by Resolution 0823/017.~~

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

## BUSINESS PAPERS

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

#### 12.1 DOE REPORT

**Attachments:** NIL  
**Author:** Michael Wanrooy - Director of Engineering  
**Date:** 12 June 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 show scope of works ➤ Scouring along footpath repaired. Premix to lay

## BUSINESS PAPERS

Date:	Ref:	Action	Status	Comment
				at median strip to divert water is put into works program
2023 August Meeting		Discuss with TMR for slip lane at: Right turn from 92A to Glenore Weir – Near miss incident Right turn to 89B towards Dunbar at Walkers Creek Shady Lagoon turnoff	In Progress	<ul style="list-style-type: none"> <li>➤ Discussed with TMR briefly – Getting plans drawn up to help push it along with TMR</li> <li>➤ Will look at improving site distance in the road reserve at Walkers Creek bend</li> <li>➤ Had meeting with TMR about extra slip lanes. They have tried to get funding for similar projects in the region without success. They won't be able to get funding for slip lanes here. I will try to get funding through blackspot into Glenore Weir. Will require a safety report, including near miss accident statements.</li> <li>➤ Undertaking Safety audit and collected a statement.</li> <li>➤ Awaiting Black Spot funding</li> </ul>
2023 June Meeting		Look at solar lights for footpath to Rodeo Grounds	In Progress	<ul style="list-style-type: none"> <li>➤ Inspected site</li> <li>➤ Quotes and designs being arranged.</li> <li>➤ Funding to be approved for 24/25 budget</li> </ul>
2023 September Meeting		Chase up the no scooter/skating/riding signage for installation on the footpath in the vicinity of the shops in Karumba	Completed	<ul style="list-style-type: none"> <li>➤ Signage have been ordered and have arrived in Normanton. Peter Casey RMPC crew have installed.</li> </ul>
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"> <li>➤ Call point signs for the Bynoe, Little Bynoe, Flinders R, Armstrong Ck, Station Ck and L Ck have arrived. RMPC crew to install.</li> <li>➤ TMR has held up the call point signs at 92A - Norman R at Glenore and 89A Flinders River until they have</li> </ul>

## BUSINESS PAPERS

Date:	Ref:	Action	Status	Comment
				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"> <li>➤ Met with Nick De Jong from Karumba Marine Services to look at Chris to repair fibreglass damage. He is working on options for repair.</li> <li>➤ Nick De Jong has provided a quote this week and a PO has been done.</li> <li>➤ Patches completed by Nick. There was more repairs done than expected.</li> </ul>
2023 December Meeting		Clean up Karumba Transfer Station	Completed	<ul style="list-style-type: none"> <li>➤ Look at cleaning sites after the wet season</li> <li>➤ Transfer site cleaned up</li> </ul>
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"> <li>➤ TMR has approved.</li> <li>➤ Awaiting funding approval from TMR to undertake works.</li> </ul>
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"> <li>➤ Put in Works program to be sealed.</li> <li>➤ Site inspected with foremens.</li> </ul>
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"> <li>➤ More lighting is required</li> <li>➤ Council is obtaining quotes for more solar lights.</li> <li>➤ Awaiting funding approval with TMR</li> </ul>
2024 January Meeting		Council look at a design for a Fish Attraction Device mould for future additional areas.	Not Started	➤
2024 January Meeting		Faded ‘No Standing” sign for Haig Street to be replaced	In Progress	➤ Council has ordered the new signs.
2024 January Meeting		Flood markers at Alexandria Crossing needs to be set at correct levels	In progress	➤ Council has arranged to go out and reset the flood markers to correct once we can gain access to the site.

## BUSINESS PAPERS

Date:	Ref:	Action	Status	Comment
				➤ New flood markers ordered
2024 January Meeting		New Normanton columbarium wall	Completed	<ul style="list-style-type: none"> <li>➤ New columbarium has arrived.</li> <li>➤ Malcolm will install the new columbarium ASAP</li> <li>➤ We can use the existing plaques by gluing it onto the granite caps supplied with the new columbarium.</li> <li>➤ New Columbarium installed</li> </ul>
2024 February Meeting		Yappar Street – Water Supply upgrade to Raptis to be looked at	In Progress	<ul style="list-style-type: none"> <li>➤ Council undertook site visit to look at existing infrastructure</li> <li>➤ Council is looking at options</li> </ul>
2024 February Meeting		Walkway and lighting is required along Yappar Street to the Barramundi Discovery Centre.		<ul style="list-style-type: none"> <li>➤ Council are preparing costings and design</li> <li>➤ Funding to be approved for 24/25 budget</li> </ul>
2024 February Meeting		Can metre marker at the bridge (Glenore) be moved to the other side of the road.		➤ It can be moved. Council will install after the flooding
2024 February Meeting		Can rural addressing be updated for rural areas	In Progress	<ul style="list-style-type: none"> <li>➤ Council is preparing rural address for properties</li> <li>➤ Address Numbers have been assigned. Report attached</li> </ul>
2024 February Meeting		Can the Swimming pool access toilets	Completed	<ul style="list-style-type: none"> <li>➤ Council will construct new fencing to access new toilets adjacent to the pool.</li> <li>➤ Fencing materials have been ordered and to be installed this week</li> <li>➤ Works Completed</li> </ul>
2024 April Meeting		Create 5 car parks at the boat parking area in front of the Hotel in Gilbert Street	In Progress	<ul style="list-style-type: none"> <li>➤ Plans Completed</li> <li>➤ Put in Works Program for new linemarking and barrier stops</li> </ul>
2024 May meeting		Purchase Milwaukee water pump for funeral services. Jack Bawden will provide details of pump sizes		➤
2024 May Meeting		Enquire about exclusion zone was required around the fish	In Progress	➤ Matt Moore – will investigate with the

## BUSINESS PAPERS

Date:	Ref:	Action	Status	Comment
		attracting device for recreational fishermen.		Department
2024 May Meeting		Tourists are parking in the unloading zone for mail truck outside Karumba – Check linemarking		➤

### May Accruals

Project	Description	Value (ex GST)	Comments
CN-21081	RMPC Element 15	\$ 100,000.00	May Accruals
	RMPC Element 16	\$ 100,000.00	May Accruals
CN-21602	89B Formation Works	\$ 768,947.88	May Accruals
CN-22446	TMR 89B DRFA	\$ 2,116,200.97	May Accruals
CN-22464 (Jasper)	Emergent Works	\$ 100,000.00	May Accruals
CN-XYXYX (Kirrily)	Emergent Works	\$ 677,304.69	May Accruals
	<b>Total</b>	<b>\$ 3,862,453.54</b>	

## 2. Miscellaneous Projects

- 2.1. Federal Safety Audit - On Monday 10<sup>th</sup> June 2024 the Federal Safety Office Kelvin Crowell came to Normanton on behalf of the Office of the Federal Safety Commissioner (OFSC) to undertake an audit on the Iffley Road Gravel resheeting works. During this audit Kelvin reviewed areas of the Management System and its onsite implementation against the criteria set by the OFSC. In addition to this, Kelvin attended the Iffley Road site to gain a further understanding of the job and to verify the system implementation onsite. At the conclusion of this audit, Kelvin communicated to project management that only 2 minor deficiencies were identified. With this information, 2 Corrective Actions (CARs) will be issues on the final report, which is yet to be finalised. Based on the outcomes of this audit, it is to be assumed that Carpentaria Shire Council will maintain their accreditation with the OFSC, with our accreditation being renewed in August.
- 2.2. Council's stabiliser crew have completed the repairs at the Corduroy, pavement edge failures on the road to Karumba and pavement failures at Glenore on the road to Croydon. We have also repaired the road leading towards the fishing footbridge across the Norman river.
- 2.3. 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.

## **BUSINESS PAPERS**

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- 2.4. School Dam Project – Pump track.**
- A specialist pump track contractor has started the pump track and BMX tracks. Road base have been delivered to site by Council and the contractor is using it to construct the pump track.
  - Council has ordered several shelters for the pump and BMX tracks and a shelter for the walking track. The shelters have just arrived in Normanton.
  - Council is planning to construct a 2m wide gravel walking track around the dam including installing culvert crossings where required.
- 2.5. 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.**
- 2.6. Karumba Revetment Wall and Rock Groyne – The Rock Groyne is almost completed. Permits for the Revetment Wall has been approved and require Council to pass it in the June Meeting. Wren Constructions have completed the steel moulds to cast the precast units required for the revetment wall. They have ordered all the reinforcements required and have successfully constructed some of the precast units.**
- 2.7. 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.**
- 2.8. 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.**
- 2.9. RMPC Crew – undertaking patching / road patrols / herbicide / guideposts / signs / mowing as required.**
- 2.10. 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. Council have been formally notified that the funding will not be removed as part of the Federal Government review which is great news. Council is still awaiting financial approval.**
- 2.11. 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.**
- 2.12. Council is planning to seal the Burke and Will Monument Road prior to June. Three concrete floodway's have been completed. This is a betterment project.**
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## BUSINESS PAPERS

**Table:** TMR Projects progress report for 2023 – 2024

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	\$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%		
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 (Total \$5,258,359)	\$2,103,343.00	\$2,103,343.00	100%		\$ 3,155,016.00
CN-22267 Remote Roads Upgrade Pilot program (RRUPP) Koolatah Road widening 0.007km to 30.307km (Total \$3,097,053)	\$1,238,821.00	\$1,238,821.00	100%		\$ 1,858,232.00
CN-22446 89B REPA Works	\$4,000,000.00			Working on Claims	\$ 8,690,179.57
CN-22464 Jasper Emergent Works		\$72,625.58			
CN- Kirrily Emergent Works		\$66,484.86			
TIDS 2024-2025 Widening of Poingdestre Creek - Burketown Road					\$ 350,000.00
TIDS 2024-2025 Placement of culverts at Dips on Chainage 80.045km, 80.432km, 81.475km, 83.852km, 86.760km, 88.394km and 88.620km - Burketown Road					\$ 100,000.00
TIDS 2024-2025 - Bitumen Reseal - Burketown Road					\$ 250,000.00
RMPC 24/25					\$ 2,620,000.00
Betterment 89B Package 1					\$ 7,700,000.00
Betterment 89B Package 2					\$ 7,700,000.00
CN-22828 Formation Works					\$2,282,025.00
Clarke Creek Upgrade - 89B					
<b>Total</b>	<b>\$18,522,965.56</b>	<b>\$11,124,607.28</b>	<b>60%</b>		<b>\$ 37,165,716.61</b>

## **BUSINESS PAPERS**

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**Photo:** Pump Track under construction at the School Dam



**Photo:** Pump Track under construction at the School Dam

## **BUSINESS PAPERS**

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**Photo:** Rock Groyne under construction

## **BUSINESS PAPERS**



**Photo:** Rock Groyne under construction



**Photo:** Precast walls for the Revetment Wall under construction

## **BUSINESS PAPERS**

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**Photo:** Columbarium



**Photo:** Patch Repairs completed at the Corduroy

## **BUSINESS PAPERS**

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**Photo:** Patch repairs on 92A Croydon Road



**Photo:** New Culvert on 89B (Sealed Section)

## **BUSINESS PAPERS**

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**Photo:** Burke and Wills Monument Road being readied for Bitumen.

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

- 3.1.** Augustus Camp - Alfred Pascoe. Alfred's crew has completed his portion of 2022 works the Donors to Augustus Road. They are now on 2023 works on the Lorraine Access Road, when Lorraine works are completed the Augustus camp will move to Koolatah approximately starting 7th July. They are loading and carting out of Pixie Pit
- 3.2.** Donors Hill Camp – Josie Bond. Josie's crew are continuing their portion of 2022 works on the Donors Hill to Augustus Road. When they finish the 2022 works, the crew will work on the 2023 works on the Nardoo to Leichhardt Road. They will finish the season on the McAllister Road. They are loading and carting out of Pixie Pit
- 3.3.** Wondoola Camp – Brenton Murray. Brenton's crew has completed the opening grade to Iffley Station. They are now working on the remaining RRUPP work on the Iffley Road. After RRUPP works are completed, they will spend the remainder of the year on the Wondoola Bypass Road. They are loading and carting out of Reaphook Pit
- 3.4.** Broadwater Camp – Clarence Bynoe. Clarence's crew are completing 2022 works on the Broadwater to Iffley Road which will take up to the end of June. They will then move to the Pioneer camp on the Trenton road and spend the remainder of the year there. They are currently loading and carting out of the Lilyvale Pit
- 3.5.** Stirling Camp – Colin Charger. Colin's crew are currently working on the Lotus Vale to Stirling Road on 2023 works. They will spend the remainder on the Delta triangle works. They are using the Gilbert Pit and Lilyvale Pit.
- 3.6.** Cockburn Camp – Wayne Bond. They are undertaking emergent works on 89B undertaking opening grade using Wells 75mm minus gravel to stabilize soft spots and gullies. They have graded one cut to the Chillagoe boundary to provide access and are

## BUSINESS PAPERS

returning grading the other side opening the road where we can. There are graders working both ends of 89B. The Cockburn camp will move to the Inkerman camp when the road (89B) is accessible to work on the Dorunda and Inkerman Access Roads. They will also work on the TMR REPA Works.

- 3.7. Stabilizer crew – Shaun Henry. Shaun's crew are currently working on patches on 89A, all patch work will be completed next swing.

### 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. Rural Addressing

Carpentaria Shire Council - Rural Addresses					
Road	Station/Property	Left or Right	Chainage	Address Based of Main Roads	Origin of Road
Ten Mile Road	NA			NA	
Burke & Wills Monument Road	NA			NA	
Claraville Road	NA			NA	
Delta Downs Road	Double Lagoons	Right	18050	1806 Delta Downs Road	Intersection of Delta Downs Road and Double Lagoon Access
Karumba Developmental Road 89A	Delta Downs	Right	1736	174 Karumba Developmental Road 89A	Intersection of 84A & Delta Downs Road
Burke Developmental Road 89B	Lotus Vale	Left	96363	9637 Burke Developmental Road 89B	Intersection of 89B and Lotus Vale - Stirling Road
Burke Developmental Road 89B	Stirling	Left	96363	9637 Burke Developmental Road 89B	Intersection of 89B and Lotus Vale - Stirling Road
Donors Hill - Leichardt Road	Talawanta	Left	31157	3115 Donors Hill - Leichardt Road	Intersection of Talawanta Access and Donors Hill - Augustus Downs Road
Donors Hill - Leichardt Road	Neumeyer Valley	Right	29341	2934 Donors Hill - Leichardt Road	Intersection of Donors Hill - Augustus Downs Rd and Neumeyer Valley Access

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Dunbar - Koolatah Road	Koolatah	Left	16589	1659 Dunbar - Koolatah Road	Intersection of Dunbar - Koolatah Road & Koolatah - Drumduff Road
Burke Developmental Road 89B	Dunbar	Left	256500	25651 Burke Developmental Road 89B	Intersection of Dunbar - Kowanyama Rd & 89B
Dunbar - Kowanyama Road	Rutland Plains	Left	78128	7813 Dunbar - Kowanyama Road	Intersection of Dunbar - Kowanyama Road and Rutland Plains Access
Burke Developmental Road 89B	Miranda Downs	Right	60211	6022 Burke Developmental Road 89B	Intersection of 89B and Glencoe - Miranda Downs Road
Glenore Weir Road	Old Glenore	Right	527	52 Glenore Weir Road	Intersection of Glenore Weir Road and Beard Access
Glenore Weir Road	Sawtell	Right	1054	106 Glenore Weir Road	Intersection of Glenore Weir Road and Sawtell Creek Access
Broadwater - Iffley Road	Broadwater	Left	23845	2385 Broadwater - Iffley Road	Intersection of Broadwater Iffley Road and Broadwater Access
Broadwater - Iffley Road	Yappar River	Right	68777	6878 Broadwater - Iffley Road	Intersection of Broadwater Iffley Road and Yappar River Access
Gulf Developmental Road 92A	Vena Park	Left	19167	1917 Gulf Developmental Road 92A	Intersection of 89A and Iffley Road
Broadwater Iffley Road	Iffley	Left	127702	12771 Broadwater Iffley Road	Intersection of Iffley Road & Claraville Road
Burke Developmental Road 89A	Milgarra	Right	56628	5662 Burke Developmental Road 89A	Intersection of Iffley Road & 89A
Iffley Road	Surveyors/ Glenore	Left	40473	4047 Iffley Road	Intersection of Iffley Rd and Glenore Access
Trenton Road	Munjurro	Left	34925	3493 Trenton Road	Intersection of Trenton Road and Mundjuro Access
Trenton Road	Lucksome Holdings	Right	120900	12090 Trenton Road	Intersection of Trenton Road and Iffley Road
Trenton Road	Pioneer	Right	87188	8718 Trenton Road	Intersection of Trenton Road and Pioneer Access
	Trenton	NA	NA	NA	

## BUSINESS PAPERS

Burke Developmental Road 89B	Inkerman	Left	207044	20705 Burke Developmental Road 89B	Intersection of 89B and Inkerman Access
Inkerman Access	Dinah Island	Left	66811	6681 Inkerman Access	Intersection of Inkerman Access and Dinah Island Access
Koolatah - Oriners Road	Sefton	NA	NA	NA	
Koolatah - Dixie Road	Oriners	Right	89850	8986 Koolatah - Dixie Road	Intersection of Koolatah - Drumduff Rd and Koolatah - Dixie Rd
Burke Developmental Road 89A	Mcallister	Right	63297	6330 Burke Developmental Road 89A	Intersection of 89A and McAllister Road
Nardoo - Augustus Downs Road	Augustus Downs	Left	34667	3467 Nardoo - Augustus Downs Road	Intersection of Nardoo - Leichardt Rd and Augustus Downs Access
Normanton - Burketown Road	Kelwood	Right	9885	988 Normanton - Burketown Road	Intersection of Normanton - Burketown Rd and Kelwood Access
Normanton - Burketown Road	Magowra	Right	20628	2062 Normanton - Burketown Road	Intersection of Normanton - Burketown Rd and Magowra Access
Normanton - Burketown Road	Inverleigh	Right	64692	6470 Normanton - Burketown Road	Intersection of Normanton - Burketown Rd and Inverleigh Access
Normanton - Burketown Road	Inverleigh West	Left	91795	9179 Normanton - Burketown Road	Intersection of Normanton - Burketown Rd and Inverleigh West Access
Normanton - Burketown Road	Wernadinga	Right	139679	13968 Normanton - Burketown Road	Intersection of Normanton - Burketown Rd and Wernadinga Access
Old Croydon Road (Sealed)	Woodveiw	Left	5465	547 Old Croydon Road (Sealed)	Intersection of Old Croydon Rd (Sealed) and Woodview Access
Burke Developmental Road 89B	Shady Lagoons	Left	5743	575 Burke Developmental Road 89B	Intersection of 89B and Shady Lagoon Access
Iffley Road	Wondoola	Right	40473	4048 Iffley Road	Intersection of Iffley Rd and Wondoola Access
Wondoola Road	NA			NA	
Burke Developmental Road 89A	Cowan Downs	Left	166660	16667 Burke Developmental Road 89A	Intersection of 89A and Cowan Downs Road

## BUSINESS PAPERS

Burke Developmental Road 89A	Donors Hill	Right	137652	13766 Burke Developmental Road 89A	Intersection of 89A and Donors Hill Access
Burke Developmental Road 89B	Dorunda	Right	173812	17382 Burke Developmental Road 89B	Intersection of 89B and Dorunda Access
Gulf Developmental Road 92A	Haydon	Left	46499	4649 Gulf Developmental Road 92A	Intersection of 92A and Haydon Access
Wills Developmental Road 78A	Lorraine	Left	50682	5069 Wills Developmental Road 78A	Intersection of 78A and Lorraine Access
Karumba Developmental Road 84A	Maggieville	Left	1756	175 Karumba Developmental Road 84A	Intersection of 84A and Maggieville Access
Burke Developmental Road 89B	Mutton Hole	Right	11136	1114 Burke Developmental Road 89B	Intersection of 89B and Mutton Hole Access
Burke Developmental Road 89B	Vanrook	Right	134643	13464 Burke Developmental Road 89B	Intersection of 89B and Vanrook Access
Burke Developmental Road 89A	Warrenvale	Right	90953	9096 Burke Developmental Road 89A	Intersection of 89A and Warrenvale Access

### 5.2. Budget

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Airports	464,808	519,891	47,702	567,593
Asset Management	279,341	100,577	0	100,577
Building Services	1,283,496	216,704	0	216,704
Coastal Management	200,000	3,604	0	3,604
Depots & Workshop	583,329	604,524	40,022	644,546
Engineering Services	851,025	1,161,168	180,785	1,341,954
Fleet & Plant	-2,787,713	-2,163,159	3,737,647	1,574,489

## BUSINESS PAPERS

Main Roads (RMPC and PW)	10,658,347	10,743,542	1,641,101	12,384,643
Parks & Gardens	924,455	1,795,742	92,854	1,888,595
Pensioner Housing	188,400	185,349	4,046	189,395
Private Works	0	5,465	0	5,465
Public Conveniences	122,162	170,711	1,815	172,525
Quarries	52,000	7,684	0	7,684
Reserves	2,719	48,676	0	48,676
Road	5,453,471	5,693,727	85,455	5,779,181
Staff Housing	556,500	582,626	0	582,626
Town Planning	80,000	78,887	832	79,719
<b>Operating Expenditure Total</b>	<b>18,912,338</b>	<b>19,755,717</b>	<b>5,832,259</b>	<b>25,587,976</b>
<b>Operating Income</b>				
Airports	-252,500	-341,158	0	-341,158
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	-5,747,203	0	-5,747,203
Pensioner Housing	-30,000	-36,852	0	-36,852
Private Works	0	915	0	915
Road	-1,365,452	-50,320	0	-50,320
Staff Housing	-20,000	0	0	0
Town Planning	-2,000	-4,848	0	-4,848
<b>Operating Income Total</b>	<b>-16,263,612</b>	<b>-7,095,714</b>	<b>0</b>	<b>-7,095,714</b>
<b>Grand Total</b>	<b>2,648,726</b>	<b>12,660,004</b>	<b>5,832,259</b>	<b>18,492,263</b>

## BUSINESS PAPERS

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### 12.2 NDRRA/QDRF REPORT

<b>Attachments:</b>	12.2.1. Appendix A - 2022 Expenditure Summary <a href="#">↓</a>
	12.2.2. Appendix B - 2022 Completed Works <a href="#">↓</a>
	12.2.3. Appendix C - 2023 Expenditure Summary <a href="#">↓</a>
	12.2.4. Appendix D - 2023 Completed Works <a href="#">↓</a>
	12.2.5. Appendix E - Betterment Projects <a href="#">↓</a>
	12.2.6. Appendix F - 2024 Programme <a href="#">↓</a>

**Author:** John Martin - Consultant Engineering

**Date:** 12 June 2024

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**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.)

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#### 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 91.7% complete. QRA22 scope is currently being prioritised to ensure submission deadlines are met. It is expected that all remaining scope will be completed by the 30 June 2024 deadline. 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). Setout for roads within the QRA23 project is currently underway. Construction of QRA23 scope has commenced however QRA22 scope is being prioritised to ensure submission deadlines are met. Five (5) camps have established with a sixth crew expected to mobilise to Cockburn Camp shortly. The QRA23 submissions have completion deadlines of 30 June 2025. Programming has identified that an additional 7<sup>th</sup> crew will be required to minimise the risk of incomplete work.

**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 been completed for the majority of the Shire with remaining roads North of the Mitchell River to be completed once accessible. Submission 2 (Eastern Roads) has been lodged on QRA MARS system and will be subject to an infield assessment by QRA. Two (2) submissions are currently being prepared and will be lodged once all damage pickup and assessments have been completed. 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 has commenced and Dixie Road widening will commence once access north of the Mitchell River is practicable.

**MITCHELL RIVER BRIDGE:** Design (by others) of the 2 lane, 20m TMR deck unit has been completed for the proposed bridge (approx. 460m). 2024 Submission 1 (Mitchell River Crossing Rollover) has been lodged on MARS QRA system based on tenders received by Council. Rectification significantly exceeds the \$25million trigger that necessitates a formal DRFA (federal) review prior to funding approval from QRA.

**OTHER:** An EOT has been submitted to QRA for Dunbar – Kowanyama (pavement and sealing) betterment project from 30 June 2024 to 31 December 2024, to allow remaining seal works to be completed once accessible this year. 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.

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## **BUSINESS PAPERS**

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### **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 91.7% of the project has been completed with an estimated Expenditure Ratio of 0.99. Refer to Appendix A and B for construction progress summaries.
3. QRA22 scope is currently being prioritised to ensure submission deadlines are met. It is expected that all remaining scope will be completed by the 30 June 2024 deadline.
3. 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. All six (6) QRA23 REPA submissions have been approved with a total RV of approx. \$89.0million (construction budget of \$66.5million).
2. Approximately 0.7% of the project has been completed with an estimated Expenditure Ratio of 1.00. Refer to Appendix C and D for construction progress summaries.
3. Setout for roads within the QRA23 project is currently underway. Construction of QRA23 scope has commenced however QRA22 scope is being prioritised to ensure submission deadlines are met.
4. Five (5) camps have established at Donors Hill, Augustus, Broadwater, Wondoola and Stirling, with a sixth crew expected to mobilise to Cockburn Camp shortly.
5. All QRA23 submissions have a completion deadline of 30 June 2025.
6. A 7<sup>th</sup> crew has been proposed for the QRA Shire Roads as there will be a significant amount of remaining works (in excess of 343 days) required to be finished in the 2025 calendar year prior to June 30 2025. Refer to Appendix F.

#### **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 been completed for the majority of the Shire with remaining roads North of the Mitchell River to be completed once accessible.
3. Submission 2 (Eastern Roads) has been lodged on QRA MARS system and will be subject to an infield assessment by QRA. Submission 3 (Western Roads) and Submission 4 (Northern Roads) are currently being prepared and will be lodged once all damage pickup and assessments have been completed.
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.

## **BUSINESS PAPERS**

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### **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.
  - A crew has established at Wondoola Camp to construct 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. Design (by others) of the 2 lane, 20m TMR deck unit has been completed for the proposed bridge (approx. 460m).
2. 2024 Submission 1 (Mitchell River Crossing Rollover) has been lodged on MARS QRA system based on tenders received by Council.
3. Rectification significantly exceeds the \$25million trigger that necessitates a formal DRFA (federal) review prior to funding approval from QRA.

### **Other**

4. Due to restricted access an EOT has been submitted to QRA for Dunbar – Kowanyama (pavement and sealing) betterment project from 30 June 2024 to 31 December 2024. This will allow for construction of remaining seal works to be performed once accessible this year. A full list of betterment projects can be seen in Appendix E.
5. 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).
6. 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.
- High – QRA23 – All submissions have a construction deadline of 30 June 2025. There is a high risk that work will not be completed by this deadline based on the current construction programme. A revised draft programme has been provided for comment.

**CARPENTARIA SHIRE COUNCIL**

**SUMMARY OF QRA22 EXPENDITURE  
 CURRENT  
 Project Completed  
 Forecast Project Expenditure to RV Ratio**

**1/06/2024  
 91.7%  
 0.99**



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
<b>TOTAL</b>	<b>\$ 4,005,053.81</b>	<b>\$ -</b>			

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

Submission 1 - CSC.0060.2122D.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Yappar River Access	\$ 96,778.87	\$ 90,508.65	100%	0.94	Overlapping camp and establishment costs with simultaneously constructed Yappar River Access (Secondary Access) and QRA21 Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Yappar River Access (Secondary Access)	\$ 39,976.45	\$ -	100%	0.00	Overlapping camp and establishment costs with simultaneously constructed Yappar River Access and QRA21 Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Beard Access	\$ 21,971.41	\$ -	100%	0.00	Overlapping camp and establishment costs with simultaneously constructed Glenore Weir Road, Glenore Weir Secondary Access and Glenore Weir Service Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Iffley Road	\$ 4,856,868.60	\$ -	100%	0.00	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	\$ 2,667,851.59	64%	0.96	Accrued costs processing, remaining works currently under construction.
<b>TOTAL</b>	<b>\$ 10,970,016.36</b>	<b>\$ 3,886,218.32</b>			

Submission 3 - CSC.0061.2122D.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Mutton Hole Access	\$ 136,902.94	\$ 75,358.03	100%	0.55	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Shady Lagoon Access	\$ 851,206.58	\$ 399,507.93	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
Maggierville 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.
<b>TOTAL</b>	<b>\$ 4,635,031.35</b>	<b>\$ 476,572.21</b>			

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	\$ 2,234,609.19	55%	0.98	Accrued costs processing, road currently under construction.
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.
<b>TOTAL</b>	<b>\$ 8,673,780.64</b>	<b>\$ 5,279,485.47</b>			

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.
<b>TOTAL</b>	<b>\$ 10,189,990.94</b>	<b>\$ 11,101,705.00</b>			

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.
<b>TOTAL</b>	<b>\$ 15,000,000.00</b>	<b>\$ -</b>			



**CARPENTARIA SHIRE COUNCIL**

**SUMMARY OF QRA23 EXPENDITURE**

**CURRENT**

**Project Completed**

**Forecast Project Expenditure to RV Ratio**

**1/06/2024**

**0.7%**

**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	\$ 41,489.65	0%	1.00	
<b>TOTAL</b>	<b>\$ 9,346,235.99</b>	<b>\$ 41,489.65</b>			

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

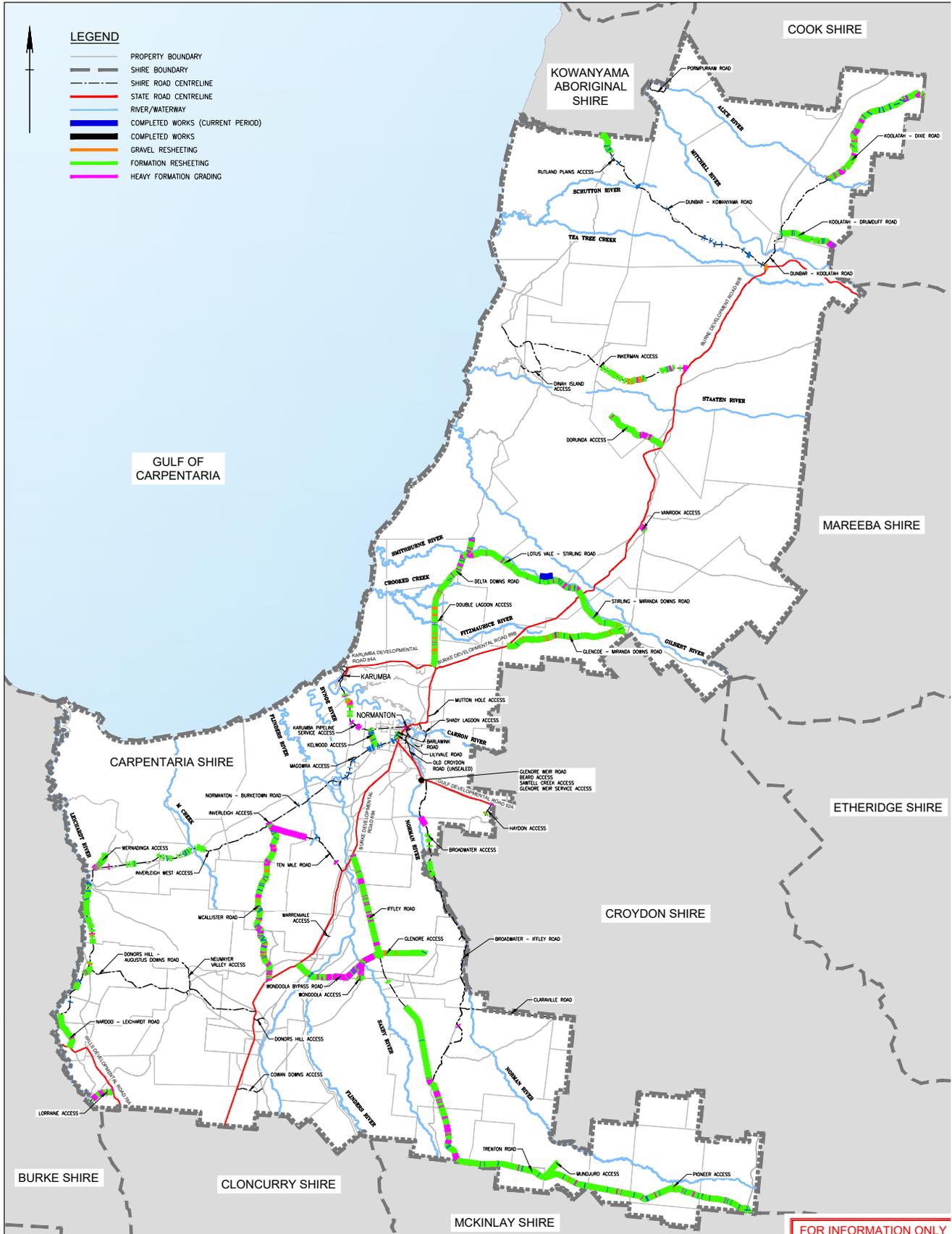
Submission 1 - CSC.0072.2223G.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dorunda Access	\$ 1,660,802.34	\$ -	0%	1.00	
Dunbar - Kowanyama Road	\$ 1,239,780.10	\$ -	0%	1.00	
Dunbar - Kowanyama Road (Secondary Access)	\$ 109,217.34	\$ -	0%	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	
<b>TOTAL</b>	<b>\$ 11,824,469.84</b>	<b>\$ -</b>			

Submission 3 - CSC.0074.2223G.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Bariawink 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	
<b>TOTAL</b>	<b>\$ 16,863,682.49</b>	<b>\$ -</b>			

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	\$ -	13%	0.00	Construction in progress
Vanrook Access	\$ 161,825.68	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 12,884,215.70</b>	<b>\$ -</b>			

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	
<b>TOTAL</b>	<b>\$ 9,545,904.66</b>	<b>\$ -</b>			

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	
<b>TOTAL</b>	<b>\$ 6,055,511.46</b>	<b>\$ -</b>			



FOR INFORMATION ONLY

NO.	DATE	DESCRIPTION	DESIGN	APPROVED
3	06/06/24	REVISED FOR JUNE MEETING	AB	
2	3/05/24	REVISED FOR MAY MEETING	AB	
1	29/04/24	APPROVED SCOPE		



CLIENT	AB	APPROVED
DESIGN	AB	APPROVED
DATE		REQ:

PROJECT REF	CARPENTARIA SHIRE COUNCIL ROADS		
DRAWING REF	2023 CONSTRUCTION SEASON COMPLETED WORKS		
DRAWING NO	101-023-SK702	SHEET	A1
REVISION			3

**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 - REV3 (DRAFT)**

ID	Task Name	Duration	Start	Finish	2024	2025	2026
1	<b>Alfred Pascoe</b>	<b>164 days</b>	<b>Fri 26/04/24</b>	<b>Mon 9/12/24</b>	H1		
2	ORA22 Donors Hill - Augustus Downs Road (Augustus Camp)	37 days	Fri 26/04/24	Thu 13/06/24			
3	ORA23 Lorraine Access	11 days	Tue 18/06/24	Tue 2/07/24			
4	RRUPP Koolatah - Dixie Road	44 days	Wed 3/07/24	Sat 31/08/24			
5	ORA23 Koolatah - Dixie Road Site 41 to 62	24 days	Sun 1/09/24	Wed 2/10/24			
6	ORA23 Koolatah - Drumduff Road	28 days	Thu 3/10/24	Mon 11/11/24			
7	ORA23 Dunbar - Kowanyama Road	18 days	Thu 12/11/24	Sat 7/12/24			
8	ORA23 Dunbar - Kowanyama Road (Secondary Access)	2 days	Sun 8/12/24	Mon 9/12/24			
9	<b>Wayne Bond</b>	<b>118 days</b>	<b>Sun 9/06/24</b>	<b>Thu 21/11/24</b>			
10	ORA22 Woodview Access	1 day	Sun 9/06/24	Sun 9/06/24			
11	ORA22 Inverleigh West Access	1 day	Mon 10/06/24	Mon 10/06/24			
12	ORA23 Dorunda Access	33 days	Tue 11/06/24	Thu 25/07/24			
13	ORA23 Vanhook Access	4 days	Tue 30/07/24	Fri 2/08/24			
14	ORA23 Inkerman Access	24 days	Sat 3/08/24	Tue 3/09/24			
15	ORA23 Koolatah - Dixie Road Site 127 to 63	55 days	Wed 4/09/24	Thu 21/11/24			
16	<b>Jose Bond</b>	<b>166 days</b>	<b>Wed 24/04/24</b>	<b>Mon 9/12/24</b>			
17	ORA22 Donors Hill - Augustus Downs Road (Donors Hill Camp)	39 days	Wed 24/04/24	Thu 13/06/24			
18	ORA23 Nardoo - Leichardt Road	53 days	Tue 18/06/24	Thu 29/08/24			
19	ORA23 Wernadanga Access	10 days	Fri 30/08/24	Thu 12/09/24			
20	ORA23 Normanton - Burketown Road (Unsealed)	14 days	Fri 13/09/24	Mon 30/09/24			
21	ORA23 McAllister Road Site 161 to 80	50 days	Tue 1/10/24	Mon 9/12/24			
22	<b>Colin Charger</b>	<b>167 days</b>	<b>Mon 29/04/24</b>	<b>Thu 19/12/24</b>			
23	ORA23 Lotus Vale - Stirling Road Site 33 to 1	23 days	Mon 29/04/24	Wed 29/05/24			
24	ORA23 Stirling - Miranda Downs Road	33 days	Thu 30/05/24	Wed 17/07/24			
25	ORA23 Glence - Miranda Downs Road	67 days	Thu 18/07/24	Wed 16/10/24			
26	ORA23 Lotus Vale - Stirling Road Site 34 to 71	44 days	Thu 17/10/24	Thu 19/12/24			
27	<b>Clarence Byrnoe</b>	<b>156 days</b>	<b>Wed 1/05/24</b>	<b>Fri 6/12/24</b>			
28	ORA22 Remaining Broadwater - Iffley Road	42 days	Wed 1/05/24	Thu 27/06/24			
29	ORA23 Trenton Road Site 158 to 115	45 days	Tue 2/07/24	Sat 31/08/24			
30	ORA23 Pioneer Access	2 days	Sun 1/09/24	Mon 2/09/24			
31	ORA23 Trenton Road Site 114 to 48	67 days	Tue 3/09/24	Fri 6/12/24			
32	<b>Brenton Murray</b>	<b>134 days</b>	<b>Tue 4/06/24</b>	<b>Fri 6/12/24</b>			
33	RRUPP Remaining Iffley Road	40 days	Tue 4/06/24	Thu 25/07/24			
34	ORA23 Wondoola Access	18 days	Tue 30/07/24	Tue 20/08/24			
35	ORA23 Wondoola Bypass Road	35 days	Wed 21/08/24	Thu 10/10/24			
36	ORA23 Glenore Access	25 days	Fri 11/10/24	Tue 12/11/24			
37	ORA23 Ten Mile Road	16 days	Wed 13/11/24	Fri 6/12/24			

**2024 DRFA Construction Programme - REV3 (DRAFT)**

ID	Task Name	Duration	Start	Finish	2024	2025	2026
38	<b>Foreman 7</b>	<b>122 days</b>	<b>Tue 18/06/24</b>	<b>Wed 4/12/24</b>	H1		
39	QRA23 Mundijoro Access	11 days	Tue 18/06/24	Tue 2/07/24			
40	QRA23 Trenton Road Site 47 to 1	51 days	Wed 3/07/24	Wed 11/09/24			
41	QRA23 Iffrey Road Site 77 to 43	60 days	Thu 12/09/24	Wed 4/12/24			
42	<b>Shaun Henry (Stabiliser)</b>	<b>130 days</b>	<b>Tue 4/06/24</b>	<b>Thu 28/11/24</b>			
43	QRA22 Burke and Wills Monument Access Betterment	10 days	Tue 4/06/24	Thu 13/06/24			
44	QRA22 Dunbar - Kowanyama Road Remaining Betterment	20 days	Tue 18/06/24	Thu 11/07/24			
45	QRA23 Normanton - Burketown Road Sealing Betterment	60 days	Tue 16/07/24	Thu 3/10/24			
46	QRA23 Normanton - Burketown Road (Sealed)	10 days	Tue 8/10/24	Thu 17/10/24			
47	QRA23 Boredrain Creek Causeway Upgrade (Contractor)	30 days	Tue 27/10/24	Thu 28/11/24			
48	<b>2025 Construction Season Works</b>	<b>221 days</b>	<b>Tue 1/04/25</b>	<b>Tue 3/02/26</b>			
49	QRA23 Delta Downs Road	72 days	Tue 1/04/25	Wed 9/07/25			
50	QRA23 McAllister Road Site 79 to 1	39 days	Thu 10/07/25	Tue 2/09/25			
51	QRA23 Iffrey Road Site 42 to 1	73 days	Wed 3/09/25	Tue 16/12/25			
52	QRA23 Barlawink Road	1 day	Wed 17/12/25	Wed 17/12/25			
53	QRA23 Lliyvale Road	3 days	Thu 18/12/25	Sat 20/12/25			
54	QRA23 Glenore Weir Service Access	1 day	Sun 21/12/25	Sun 21/12/25			
55	QRA23 Haydon Access	1 day	Mon 22/12/25	Mon 22/12/25			
56	QRA23 Kelwood Access	11 days	Tue 23/12/25	Tue 6/01/26			
57	QRA23 Karumba Pipeline Service Access	9 days	Wed 7/01/26	Mon 19/01/26			
58	QRA23 Broadwater - Iffrey Road	11 days	Tue 20/01/26	Tue 3/02/26			

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### **12.3 WATER AND WASTE MONTHLY REPORT**

**Attachments:** NIL  
**Author:** Joe Beddows - Technical Officer - Water and Waste  
**Date:** 10 June 2024

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**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.)

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#### **Executive Summary:**

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

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

- Total treated water consumption (Normanton and Karumba) was 72.1ML for the month of May.
- Six (6) eOne pump replacements occurred for the month of May.

#### **RECOMMENDATION:**

That Council:

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

#### **Background:**

##### **Water Industry Update**

The next NW-QWRAP is scheduled for 15th of August 2024 in Burketown.

- Council representatives attended the NW-QWRAP meeting in Mount Isa on the 30<sup>th</sup> of May 2024.

##### **Operations**

###### **Normanton-Karumba Water Supply Scheme**

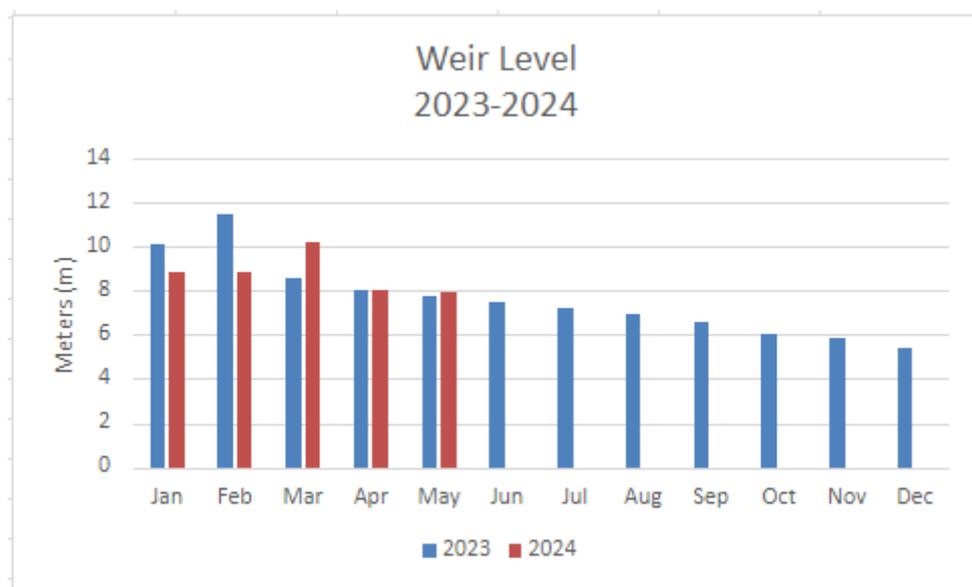
- Contractors were on site at Normanton during May to complete sand blasting and re-coating of the internal surfaces of Clarifier No. 1, in preparation for a complete refurbishment of the clarifier.
- No major water leaks reported for May in Normanton or Karumba.

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**Photo:** Normanton WTP Clarifier No.1 Sand Blast and Re-Coat

The water level at Glenore Weir was measured at 7.91m on the last day of the month. The Bureau of Meteorology recorded 0mm of rain at Normanton Airport during the month.



*Figure 1 – Glenore Weir River Height at end of month*

## BUSINESS PAPERS

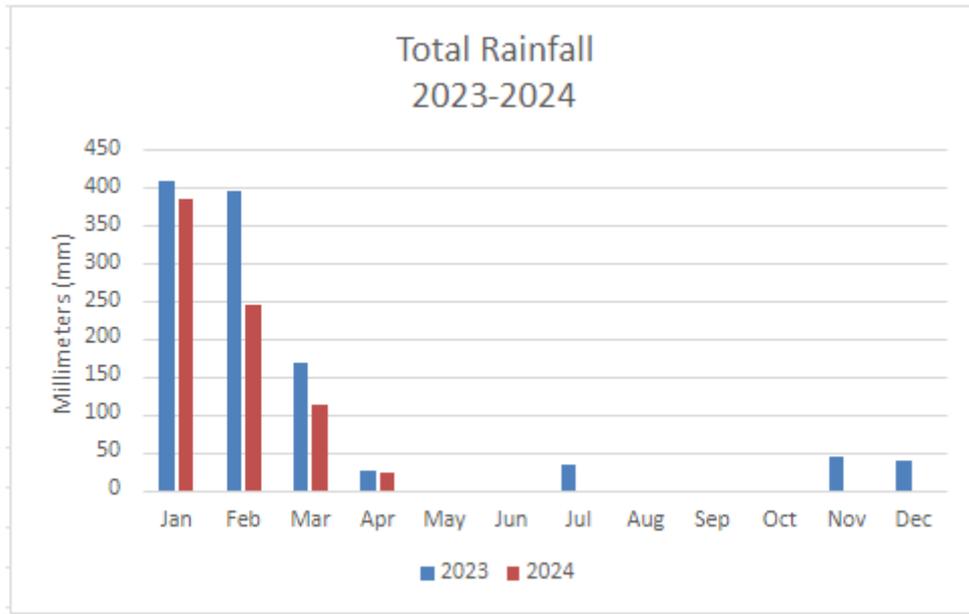


Figure 2 – Monthly Rainfall

For the month of May, approximately 80.8ML was pumped from Glenore Weir and 4.3ML from the Normanton bore for a total of 85.1ML of raw water.

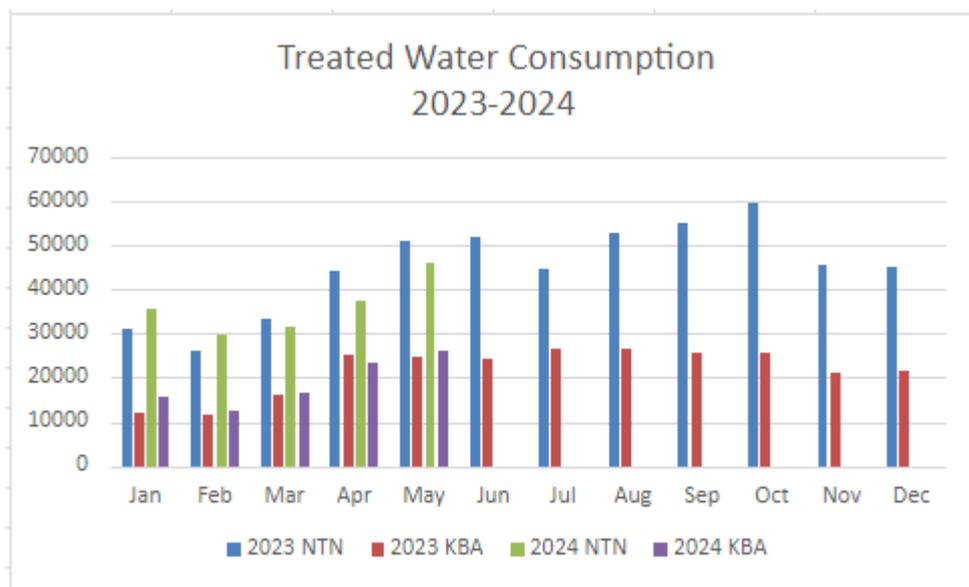


Figure 3 – Treated Water Consumption by Zone

### Normanton Sewerage Scheme

New Aerator installed at Normanton Sewerage Treatment Lagoon.

### Karumba Sewerage Scheme

- During May, Six (6) low pressure pumps were replaced.
- In May, Council engaged technicians to undertake essential maintenance at the Karumba Sewage Treatment Plant (STP). These technicians diligently performed an inspection and conducted maintenance tasks specifically targeted at the membrane system, ensuring its optimal functionality. The thorough service included de-ragging procedures and meticulous cleaning to enhance the system's efficiency. The

## BUSINESS PAPERS

membranes capacity has been significantly increased due to the works carried out with both membrane trains under -20 KPA.

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

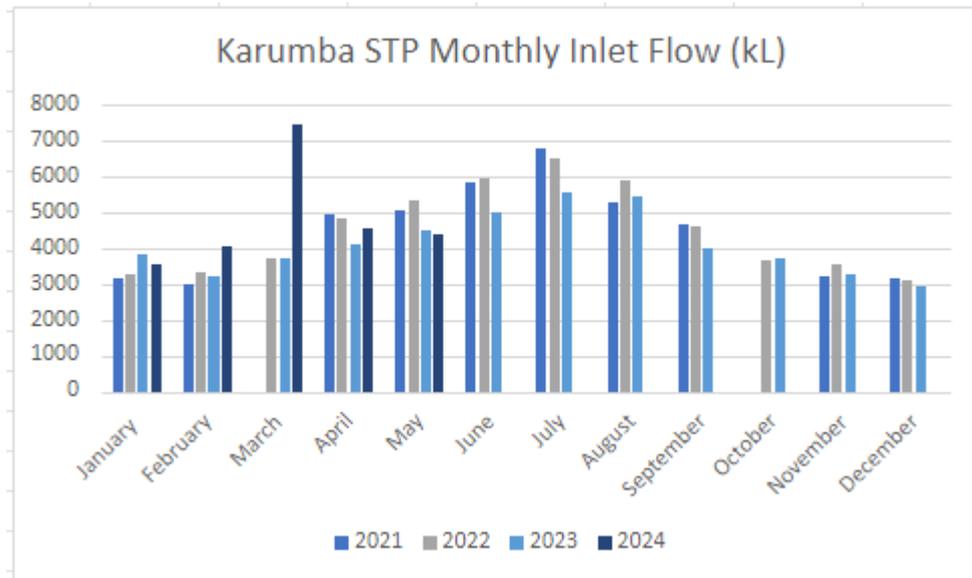


Figure 4 – Total Monthly inlet flow for Karumba STP

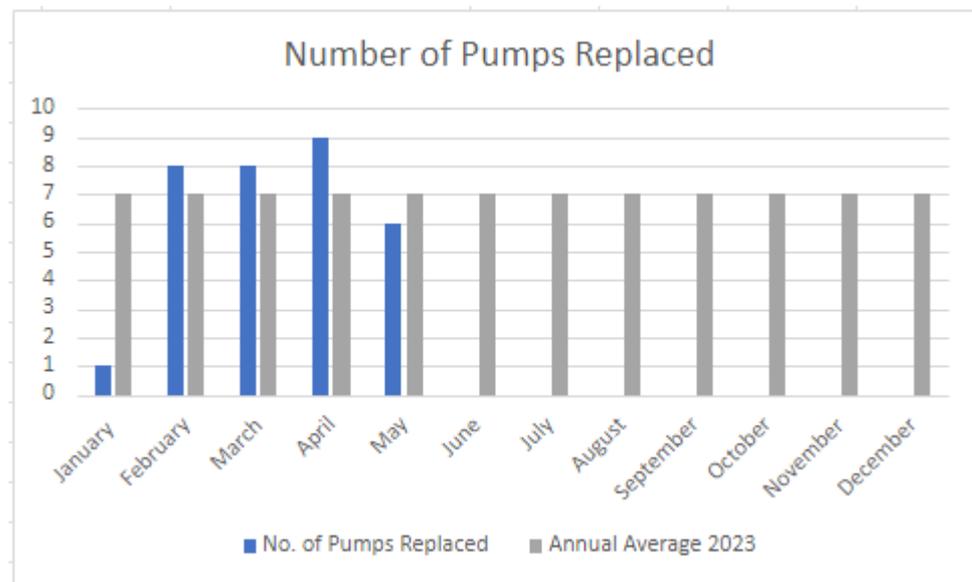


Figure 5 – Sewer Reticulation Pump Replacements

### 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.

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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	<a href="#">Service Provider Annual Registration</a>	July 23	✓	<u>Complete.</u>
2	<a href="#">Waste Annual Data Survey</a>	Aug 23	✓	<u>Complete.</u> Data has been estimated as Councils systems do not support data management for the indicators.
3	<a href="#">Queensland Government Key Performance Indicator Reporting</a>	Oct 23	✓	<u>Complete.</u> Some data has been estimated as Councils systems do not support data management for all indicators.
4	<a href="#">Waste Environmental Permit Report</a>	Nov 23	○	Report has been written.
5	<a href="#">Sewerage Environmental Permit Report</a>	Nov 23	○	Report has been written.
6	<a href="#">Drinking Water Quality Management Plan Annual Report</a>	Dec 23	✓	<u>Complete.</u>
7	<a href="#">Fluoride Public Health Report</a> - March, June, September, December	Dec 23	✓	<u>Complete.</u>
8	<a href="#">Drinking Water Quality Management Plan Review</a>	Jan 24	✓	<u>Complete</u>

### Projects – Capital & Funded Works Underway

Project No.	Project Name	On Time	On Budget	Comment
<a href="#">CO2411</a>	<a href="#">Waste - New fencing and repair fencing at Normanton Landfill</a>	✓	✓	<u>Complete.</u>
<a href="#">CO2410</a>	<a href="#">Waste - Security System Design and install - Karumba</a>	✓	✓	<u>Complete.</u>
<a href="#">CO2409</a>	<a href="#">Waste - Security System Design and install - Normanton</a>	✓	✓	<u>Complete.</u>
CS2403	Sewer - Analyser Upgrades / Replacement Program	✓	✓	To be completed this calendar year.
<a href="#">CS2401</a>	<a href="#">Sewer - Generator for Pump Station 3</a>	○	○	Pending install.
<a href="#">CS2202</a>	<a href="#">Sewer - Karumba - Pump Replacement (eOne)</a>	✓	✓	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.

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Project No.	Project Name	On Time	On Budget	Comment
<u>CS2404</u>	<u>Sewer - Pump Replacement Program</u>	✓	✓	<u>Complete.</u>
<u>CS2402</u>	<u>Sewer - STP – Aerators</u>	✓	✓	<u>Complete.</u>
<b>CW2406</b>	Water - Analyser Upgrades / Replacement Program	✓	✓	Quotes being sought for remainder of scope.
<b>RRF001A</b>	Water - Glenore Weir Raw Water Upgrade - Emergency Intake Structure	○	○	On track.
<b>CW2204</b>	Water - Glenore Weir Water Pipe Replacement Planning Project	✓	✓	On track.
<b>CW2405</b>	Water - Karumba Chlorination Renewal	✓	✓	Commenced. Quotes being sought to extend the Chemical storage area and dosing arrangement updates to ensure compliance.
<i>RRF002</i>	<i>Water - Karumba Water Tower/Reservoirs On site Chlorine Generator</i>	✓	✓	<u>Complete.</u>
<b>CW2402</b>	Water - Meter Replacement Program - Pending advice in Smart Metering Business Case	○	○	Ongoing.
<i>RRF005</i>	<i>Water - Normanton Treatment Plant - Replacement of Soda Ash Dosing system</i>	✓	✓	<u>Complete.</u>
<b>CW2401</b>	Water - Normanton Water Treatment Plant Storage Upgrades	○	✓	Ongoing.
<b>CW2408</b>	Water - Pump Replacement Program	✓	✓	Ongoing.
<b>CW2403</b>	Water - SCADA / Telemetry Renewals	✓	✓	Awaiting install.
<i>WQ2205</i>	<i>Water - Treatment Plant - Controls/Monitoring - Priorities to be established.</i>	✓	✓	<u>Complete.</u>

### Operational Works / Projects raised by Council

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

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

- Michael Wanrooy - Director of Engineering
- Joe Beddows – Technical Officer (Water and Waste)
- Matthew Brennan – Project Engineer

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- 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

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Actual Bal
<b>Operating Expenditure</b>				
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
<b>Operating Expenditure Total</b>	<b>6,724,388</b>	<b>4,686,667</b>	<b>623,703</b>	<b>4,686,667</b>
<b>Operating Income</b>				
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
<b>Operating Income Total</b>	<b>-4,284,500</b>	<b>-3,949,631</b>	<b>0</b>	<b>-3,949,631</b>
<b>Grand Total</b>	<b>2,439,888</b>	<b>6,755</b>	<b>623,703</b>	<b>6,755</b>

### Risk Management Implications:

- Continue to monitor.

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### 12.4 WORKSHOP REPORT

**Attachments:** NIL  
**Author:** William Bollen - Workshop Foreman  
**Date:** 12 June 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
P3811 Stabilizer	2x tyres changed at Bridgestone Earthmoving Mt Isa	
P4512 Kubota Mower	Repair Steel hydraulic lines re-fit and test	1855hrs
P3516 Grader	Travel to machine and repair/replace drive tyres	8688hrs
P9314	Operator reported machine shutting down, tested machine – all ok- possible operator error.	1482hrs
P3811 Stabilizer	Logbook service completed, hinges repaired and replaced, rear tyres fitted	

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Current and Completed Tasks (contd.)		
P3609 Backhoe	Engine installed and tested for 2 days, exhaust leak repaired, A/C compressor ordered	
P2403 Western Star	Replace all mudguards and arches, replaced cab air bags and shocks, replaced fuel tank rubbers, replaced grill assembly and missing badges, replaced exhaust tips x2, replaced all boost hoses, Replaced rear suspension air bags, repaired multiple air leaks.  Recommendation- Engine rebuild end of year or start replacement process.	425886Klm 11483Hrs
P1111 Hilux	Logbook service completed	180000klm
P1169 Hilux	Remove fuel tank to repair short	107000klm
P3011 Skid steer	Relace throttle control and pedal	3331hrs
P1883 Colorado	Compete logbook service	171665klm
P9413 Cruiser	Complete Logbook service	30635klm
P9417 Cruiser	Compete logbook service	22566klm
P1909 Hilux	Replace oil filter, oil and tyres	102000k
P2001 Compactor	Replace tyres on truck	
P2626 Sweeper	Replace fan and various parts	
P2001 Compactor	Complete logbook service	

### Training:

- Workshop Training – 5 days Machinery
- TAFE – 1<sup>st</sup> Year Apprentice Training
- First Aid Course
- Fire Warden Course
- Forklift Course

### 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 - Gone
- P3531 Tractor will be sent for repairs to wet brake system – Awaiting confirmation.
- P4500 Forklift will be sent to supplier for repairs to wet brake system – Waiting on supplier.

### Consultation (Internal/External):

- Nil.

## **BUSINESS PAPERS**

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**Legal Implications:**

- Nil.

**Financial and Resource Implications:**

- Nil.

**Risk Management Implications:**

- Within normal operating parameters.

## BUSINESS PAPERS

### 12.5 BUILDING AND PLANNING REPORT

**Attachments:** NIL  
**Author:** Elizabeth Browning - Engineering Records Operator  
**Date:** 12 June 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 May 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/2415	Telstra c/- BMM Group	40 Palmer Street Karumba QLD 4891 (Lot 11 NM843281)	MCU (New Mobile Telecommunications Facility)	Pending
I/2335	Dylan Leschke	23 Matilda Street Normanton QLD 4890 (Lot 98 M14812)	MCU (Industry on land)	Pending
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)	Pending (SARA's referral agency response received).

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### **Planning Applications Approved**

<b>DA No.</b>	<b>Applicant</b>	<b>Address</b>	<b>Application Type</b>	<b>Status</b>
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	Approved with conditions

### **Building Applications Received by Building Certifier**

<b>DA No.</b>	<b>Applicant</b>	<b>Address</b>	<b>Application Type</b>	<b>Value</b>
I/2408	ELIA Architecture for Energy Queensland LTD	1 Bell Street Normanton QLD 4890 (Lot 28 SP136520)	Extension to Existing Building with amenities (Industrial Building – EQL Depot)	\$384,000.00

### **Applications pending waiting on further information (Applicants advised)**

<b>DA No.</b>	<b>Applicant</b>	<b>Address</b>	<b>Application Type</b>	<b>Date Received</b>
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

### **Non-Conformance**

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DA No.	Applicant	Address	Application Type	Status
N/A				

### Consultation (internal/external)

- Jennifer Roughan – Consultant Town Planner
- Michael Cheung – Town Planning for Telstra
- Lynette Prince-Large – BCERT Consulting
- 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.

## **BUSINESS PAPERS**

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### **12.6 RFT24-0010 CONSTRUCTION OF MITCHELL RIVER BRIDGE**

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**Attachments:** 12.6.1. RFT24-0010 Tender Assessment [↓](#)  
**Author:** Michael Wanrooy - Director of Engineering  
**Date:** 4 June 2024

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**Key Outcome:** Day to day management of activities within Engineering Services Directorate

**Key Strategy:** As per the Departmental Plan for Engineering Services

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#### **Executive Summary:**

This report provides information received from RFT24 – 0010 for the Construction of a Bridge over the Mitchell River on the Dunbar to Koolatah Road in Carpentaria Shire

#### **RECOMMENDATION:**

That Council award the Tender to the Albem - Highway Constructions Joint Venture for Construction of Alternative Tender No 1 for a Total Tender Price of \$73,684,073.57 (incl. GST) subject to funding approved by the QRA.

#### **Background:**

The existing low-level crossing on the Mitchell River on the Dunbar to Koolatah Road was significantly damaged in the 2023 DRFA Event. Council are seeking Funding from QRA to Design and Construct a new bridge with 8.600 m between kerbs, 460m long, and 4.0m above existing bed level.

DRFA Submissions have been received by the QRA to fund the replacement bridge. Council have been advised that the submission has been accepted by the QRA, however requires final approval by the Federal Government.

#### **RFT24 – 0010 - Construction of a Bridge over the Mitchell River on the Dunbar to Koolatah Road in Carpentaria Shire**

Tenders were invited for the Construction of a Bridge over the Mitchell River on the Dunbar to Koolatah Road in Carpentaria Shire on the 5<sup>th</sup> April 2024. Prospective tenderers were required to be prequalified as a B3, F25, R1 Prequalified Contractor under the TMR Transport Infrastructure Project Delivery System (TIPDS).

The tender closed on the 17 May 2024. Nine (9) tenders were received from 4 Tenderers as per the Table 1 below.

Tenders were received from:

- Albem/Highways Construction Joint Venture
- Davbridge Constructions,
- CMC Pty Ltd, and
- Wren Construction Pty Ltd

The conforming tenders have been assessed on a Price and Non-price basis.

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## BUSINESS PAPERS

Table 1

Tenderer	Conforming	Alternative - Thicker Wall Driven Steel Tubes	Alternative - Precast Headstock	Alternative - Precast piles, pile cap, columns and headstock	Alternative - Single Lane Bridge	Alternative - Screw Piles
ALBEM	\$ 78,730,109.72	\$ 66,985,521.43	\$ 78,259,860.47		\$ 65,202,942.61	
Davbridge	\$ 80,022,898.43			\$ 64,349,488.95		
CMC	\$ 55,422,280.28				\$ 44,296,241.83	
WREN	\$ 62,298,858.19					\$ 11,052,833.00

### Assessment

The Tender Assessment Team comprised:

- Michel Wanrooy (Panel Chair)
- James Ramsay (Ramsay Collaborative Projects), and
- Chris Pyne (Western Queensland Consulting Engineers)

As noted, the Tenders were assessed on a Price and Non-price basis.

The Assessment Criteria were:

#### Non-price

- Claims History Information (5%)
- Subcontractor/Major Suppliers Relationship (5%),
- Company Experience and Track Record for Building Bridges in Remote Locations (20%), and
- Local Benefit (10%)

Price (60%)

### Discussion

1. Wren Constructions Pty Ltd – Wren Constructions are not prequalified as a B3, F25, B1 Contractor under TIPDS and consequently, were not considered in the Tender Evaluation process.
2. CMC Pty Ltd – CMC's conforming Tender amount was \$55,422,280.28. Clause 14 of the Contract's Part 2 – Conditions of Tendering, and Section 7 of the Conditions of Tendering Annexure, deals with Tenderers whose offer constitutes an Unusually Low Bid (ULB). A ULB is defined as an Offer which is outside of the Mean Tender Value less the Percentage specified in Section 7 of the Conditions of Tendering Annexure, in this case 10%.

In summary:

CMC Pty Ltd	\$55,422,280.28
Albem/Highways JV	\$78,730,109.72
Davbridge	\$80,022,898.43
Median Value	\$78,730,109.72

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Lower Limit ULB Value (Median Tender Value less 10%)	\$70,857,098.75
CMC Pty Ltd Offer	\$55,422,280.28
Difference between CMC Tender and Lower Limit of ULB Calculations	\$15,434,818.47

Correspondence was issued to CMC on the 21<sup>st</sup> May seeking clarification of several factors that would contribute to the Tender Offer being a ULB and the potential to keep their offer in contention.

The factors are:

- Material cost advantage
- Process cost advantage
- Innovation advantage, or
- Genuine commercial cost advantage.

CMC provided a written response that identified a total savings of \$11,413,766.00 which, when added to their Tender Value came to \$66,836,046.28. This amount is still significantly less than the Lower Limit ULB Value (\$70,857,098.75). Consequently, CMC's Offer is not considered further as it is deemed too great a risk for the Principal and/or the Contractor.

3. Davbridge Constructions – Davbridge's conforming Tender Submission amount was \$80,022,898.43, with an alternative of \$64,349,488.95. The alternative was based on an alternative Foundation Design. Council's Design Team assessed the alternative Design and found the Design to be unsuitable for the current Bridge Superstructure Design and consequently the Alternative Design was not considered further.
4. Albem/Highways Construction Joint Venture – The AHJV conforming Tender Submission amount was \$78,730,109.72 with three alternative Designs:
  - Alternative 1 – Thicker Walled Driven Steel Tubes - \$66,985,521.43
    - Alternative 2 – Precast Headstocks - \$78,259,860.47, and
    - Alternative 3 – Single Lane Bridge - \$65, 202,942.61

Council's Design Team assessed the revised Pile Design and found Alternative 1 to meet the Foundation Design Criteria.

Alternative 2 was not considered further due to a minimal Savings' and Alternative 3 was not considered further due to not meeting the Tendered Bridge Design Criteria.

For information the P90 estimate completed as part of the design process, came to \$##### The price and non-price components have been assessed for the remaining tenders in contention. The outcome of the Tender Assessment is shown on the attached Scoring Matrix spreadsheet.

From the combined assessment, it is the Tender Assessment Team's recommendation to Council to award the Contract for RFT24-0010 to Albem/Highways Construction Joint Venture for their Alternative No 1 (Thicker Walled DST Piles) Tender, being for **\$73,684,073.57** (incl GST).

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**Consultation (Internal/External):**

- Director of Engineering – Michael Wanrooy
- QRA
- Chris Pyne (Western Queensland Consulting Engineers)
- James Ramsay (Ramsay Collaborative Projects)

**Legal Implications:**

- Low – within operational parameters

**Financial and Resource Implications:**

- Low – DRFA funded project

**Risk Management Implications:**

- Within normal operating parameters.

Price Index Tender evaluation methodology as per	
PS&A%100	Price Index (PI)
PS-10-10<ABS(PT-PI)/PI	Price Score

Price	Price Score (PS)
Albem	10.00
Dawbridge	9.94
	0.00

P1	Wanrooy
P2	Ramsay
P3	Pyne

Non Price Index Tender evaluation methodology as per	
NPI=Sum of all (NPSxNPIW)	NPI

Criteria	Criteria Weighting (%)	Albem				Dawbridge				0				0				
		P1 Score (1-10)	P2 Score (1-10)	P3 Score (1-10)	Agreed Score (1-10)	P1 Score (1-10)	P2 Score (1-10)	P3 Score (1-10)	Agreed Score (1-10)	P1 Score (1-10)	P2 Score (1-10)	P3 Score (1-10)	Agreed Score (1-10)	P1 Score (1-10)	P2 Score (1-10)	P3 Score (1-10)	Agreed Score (1-10)	Weighted Score
Claims History Information	5	8	8	8	8	7	7	8	7									40
Subcontractor/ Major Supplier Relationships	5	8	8	9	8	7	7	7	7									40
Company Experience and Track Record for Bridges in Remote Areas	20	8	9	8	8	7	7	7	7									160
Local Benefit	10	8	7	8	8	7	7	7	7									80
	40																	320
	60																	600.00
Total Score (SVI = P1 + NPI)					10.00				9.94									920.00
Rank																		

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### 12.7 DEVELOPMENT APPLICATION - OPERATIONAL WORKS STAGE 2 SHORELINE PROTECTION WORKS KARUMBA - REVETMENT WALL - I/2334

<b>Attachments:</b>	12.7.1. Appendix A: Assessment Against Schedule 3 of the Coastal Protection and Management Regulation 2017 <a href="#">↓</a> 12.7.2. Appendix B: Referral Agency Responses <a href="#">↓</a>
<b>Author:</b>	Tahirih Bristow-Stagg - Assistant Building Planning & Property Officer
<b>Date:</b>	12 June 2024
<b>Key Outcome:</b>	4.1 - Sustainable urban and rural development
<b>Key Strategy:</b>	4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

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#### Executive Summary:

The application seeks a development permit for prescribed tidal works being the Stage 2 Shoreline Protection Works for Karumba, being the revetment wall component. On the tidal area adjoining esplanade and lots fronting Ward & Palmer Streets, being Lots 1 & 2 on SP340495, Lot 54 on K3645, Lot 14 on SP252497, Lot 1 SP168781 and esplanade area adjoining Lot 60 on RP818020.

#### RECOMMENDATION:

That Council resolve in accordance with the Planning Act 2016, that the applicant be notified Council approves the application for a Development Permit for operational works being prescribed tidal works for stage 2 shoreline protection works - revetment wall, subject to the conditions detailed below.

#### Background:

##### Summary of Assessment

The application relates to prescribed tidal works for the purposes of shoreline protection in the form of a revetment wall at Karumba Point. The works are proposed to mitigate natural hazard impacts, ensure the protection of key assets, and public access to and enjoyment of the foreshore.

Operational work for tidal works is made assessable under schedule 10, part 17 of the Planning regulation 2017. Schedule 8 of the Planning Regulation establishes Carpentaria Shire Council as the assessment manager for the application and requires assessment against the Coastal Protection and Management Regulation 2017, schedule 3. The work is not made assessable under Carpentaria Shire's planning scheme. Therefore, the planning scheme is not a relevant assessment benchmark and is not used in this assessment.

The proposed development complies or can be conditioned to comply with the applicable assessment benchmarks. Accordingly, the application must be approved under section 60(2) of the Planning Act 2017.

The State Assessment and Referral Agency (SARA) and Ports North were referral agencies for this application. Both authorities are satisfied with the proposal and have provided conditions of approval which are to be attached to any development permit for the work.

#### The Site and Proposed Development

##### The Site

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The total area in which the tidal works are proposed extends approximately 1 km from Fielding Street in the north to the boat ramp car park in the south (shown in figure 1). This stage 2 application relates only to the central area, between the esplanade parkland to Ward Street.

The area is formally described as lots 1 & 2 on SP340495, lot 54 on K3645, lot 14 on SP252497, esplanade area adjoining lot 60 RP818020 and lot 1 SP168781.



Figure 1: Aerial View

### The Proposed Development

The Karumba Point shoreline protection and revitalisation project is intended to mitigate natural hazard impacts, ensure the protection of key assets, future investment, and the region's tourism industry.

This application relates to stage 2 of the project and involves a revetment wall extending from Ward Street to the parkland area (refer figure 2).

Initially, the application also included stage 3 works (involving groyne structures located at either end of the revetment wall). However, a minor change was made to the application on 30 April 2024 to confine the development to the revetment wall component. Approval of the stage 3 works are expected to be pursued by separate application when funding is made available.

The wall would protect infrastructure from further erosion and would be constructed of armour and underlayer rock. It will include a pedestrian pathway along the crest of the structure to improve access along the coastline.

## BUSINESS PAPERS

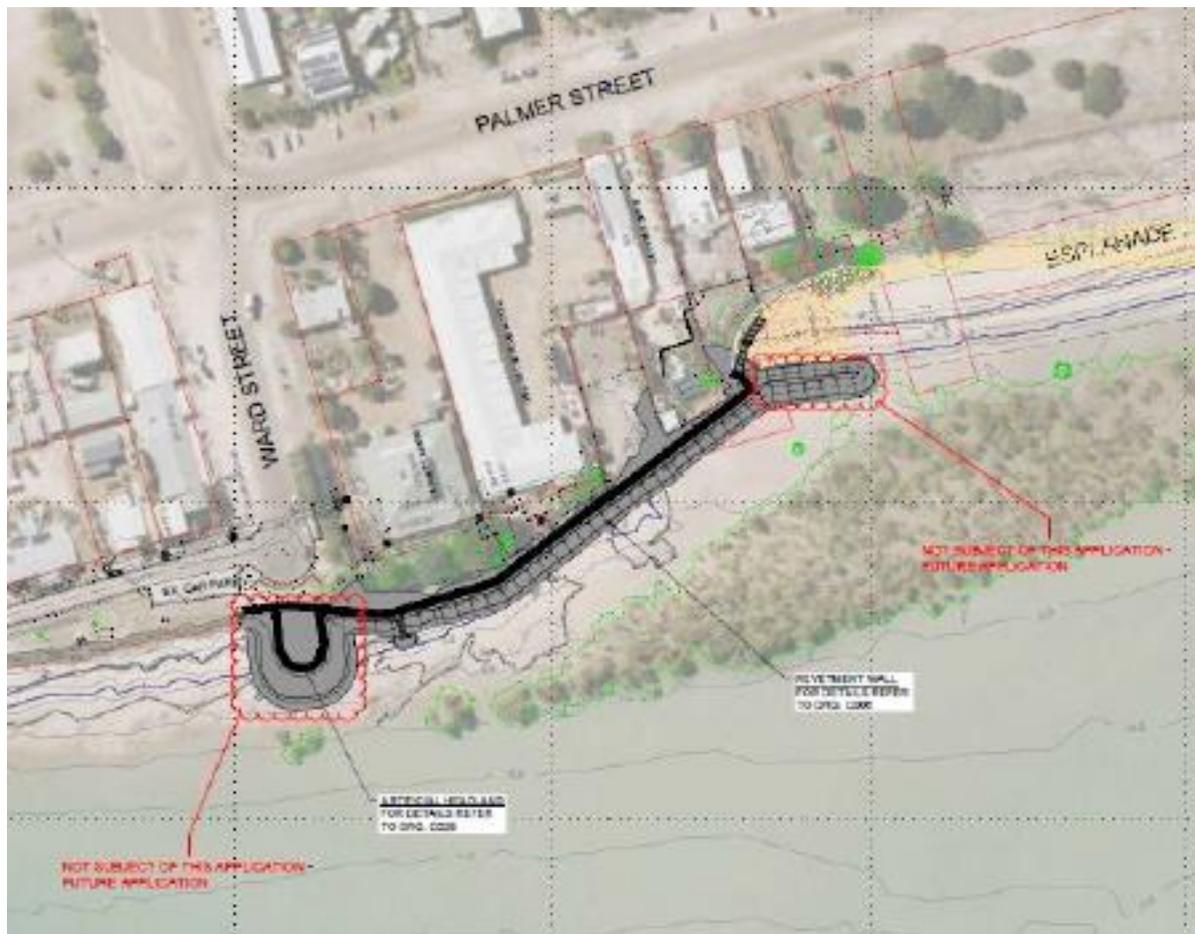


Figure 2: Proposed revetment wall

### Assessment

#### Overview

#### Decision Making Requirements for Code Assessable Development

The Planning Act 2016 requirements for code assessment are set out in section 45 (3). It requires that a code assessable application must be carried out only:

- (a) against the applicable assessment benchmarks (including the relevant codes in the planning scheme and the relevant assessment benchmarks set out in the State Planning Policy; and
- (b) having regard to any matters prescribed by regulation (which include the State Planning Policy and the material submitted with the application).

Section 60 (2) of the Planning Act states that, after carrying out the assessment, the assessment manager:

- (a) must decide to approve the application to the extent the development complies with all of the assessment benchmarks for the development;
- (b) may decide to approve the application even if the development does not comply with some of the assessment benchmarks;
- (c) may impose development conditions on an approval; and
- (d) may, to the extent the development does not comply with some or all the assessment benchmarks, decide to refuse the application only if compliance cannot be achieved by imposing development conditions.

Operational work for tidal works is made assessable under schedule 10, part 17 of the Planning regulation 2017. Schedule 8 of the Planning Regulation establishes Carpentaria Shire Council as the assessment manager for the application and requires assessment

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against the Coastal Protection and Management Regulation 2017, schedule 3. A full assessment of the proposal against schedule 3 is included in Appendix A. An overview is provided below.

The work is not made assessable under Carpentaria Shire's planning scheme. Therefore, the planning scheme is not a relevant assessment benchmark and is not used in this assessment.

### Assessment Against Schedule 3

The purpose of the assessment benchmarks in schedule 3 of the Coastal Protection and Management Regulation 2017, is to ensure prescribed tidal works—

- (a) *are compatible with the character and amenity of their surrounding area;*
- (b) *are designed and constructed in a way to ensure they are structurally sound;*
- (c) *are safe for their intended use;*
- (d) *are adequately serviced with infrastructure, including, for example, infrastructure for the supply of water or the discharge of sewage;*
- (e) *involve only minimal use of State tidal land for a private purpose; and*
- (f) *do not cause a significant adverse effect to any of the following—*
  - (i) *existing public use of, and access to, State tidal land or tidal water;*
  - (ii) *navigable access to, or navigable egress from, any lot that adjoins, or is in the immediate surroundings of, a lot connected to prescribed tidal works;*
  - (iii) *the natural features of tidal water, including, for example, the water quality and bed and banks of the tidal water;*
  - (iv) *the structural integrity, operation or maintenance of any existing structure.*

The schedule 3 assessment benchmarks are complied with or can be conditioned to comply. The material supporting the application provides justification for the works and the design appropriately considers the local environmental conditions and relevant Australian and international standards. Technical aspects of the proposal have been reviewed by Adam Brook, Principal Coastal Engineer at Alluvium Pty Ltd who has advised they meet the relevant requirements.

### Referral Agency Assessment and Responses

The State Assessment and Referral Agency (SARA) and Ports North were referral agencies for this application.

SARA has assessed that proposal against the relevant state development assessment provisions, including:

- State code 8: Coastal development and tidal works
- State code 11: Removal, destruction or damage of marine plants

Ports North has assessed the proposal having regard to port authority functions under the Transport Infrastructure Act, chapter 8, part 3.

Both authorities are satisfied with the proposal. SARA has provided conditions of approval which are to be attached to any development permit for the work. The referral agency responses are contained in Appendix B.

### Reasons for approval

The proposed development complies or can be conditioned to comply with the applicable assessment benchmarks, being Coastal Protection and Management Regulation 2017, schedule 3. Accordingly, the application must be approved under section 60(2) of the Planning Act 2017.

The works are necessary to mitigate natural hazard impacts, ensure the protection of key assets, and public access to and enjoyment of the foreshore.

### Conditions

1. The prescribed tidal works are to be undertaken generally in accordance with the following plans:

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- (a) Title Sheet Drawing List and Locality Plan prepared by Royal HaskoningDHV dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C001, revision PO4
- (b) General Notes prepared by Royal HaskoningDHV dated 23.10.2023, Drawing Number PA3014-RHD-00-XX-DR-C002, revision PO4
- (c) Site Setout Tables prepared by Royal HaskoningDHV dated 23.10.2023, Drawing Number PA3014-RHD-00-XX-DR-C003, revision PO4
- (d) Site Existing Condition Plan prepared by Royal HaskoningDHV dated 10.07.2023, Drawing Number PA3014-RHD-00-XX-DR-C004, revision PO4
- (e) Site General Arrangement Plan, prepared by Royal HaskoningDHV dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C005, revision PO4
- (f) Revetment Wall and Breakwater Detail Plan and Elevation prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C006 revision PO4
- (g) Revetment Wall and Breakwater Cross Sections Sheet 1, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C007 revision PO4
- (h) Revetment Wall and Breakwater Cross Sections Sheet 2, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C008 revision PO4
- (i) Revetment Wall and Breakwater Cross Sections Sheet 3, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C009 revision PO4
- (j) Revetment Wall and Breakwater Cross Sections Sheet 4, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C010, revision PO4
- (k) Revetment Wall Typical Details, Typical Details Sheet 1, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C011, revision PO4
- (l) Beach Access No.1 General Arrangement Plan & Longitudinal Section, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XXDR- C012 revision PO4
- (m) Beach Access No.2 General Arrangement Plan & Longitudinal Section, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XXDR- C013 revision PO4
- (n) Stormwater Details, prepared by Royal HaskoningDHV, dated 03.11.2023, Drawing Number PA3014-RHD-00-XXDR- C029, revision PO4
- (o) Retaining Wall & Path General Arrangement Plan Sheet 1, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S001, revision PO4
- (p) Retaining Wall & Path General Arrangement Plan Sheet 2, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S002, revision PO4

## **BUSINESS PAPERS**

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- (q) Retaining Wall & Path Detail Plans Sheet 1, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S003, revision PO4
  - (r) Retaining Wall & Path Detail Plans Sheet 2, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S004, revision PO4
  - (s) Precast Retaining Wall & Instu Slab & Abutment Concrete Outline dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S005, revision PO4
  - (t) Precast Retaining Wall & Instu Slab & Abutment Reinforcement Details dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S006, revision PO4
  - (u) Insitu Abutment Reinforcement Details dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S007, revision PO4
  - (v) Miscellaneous Details dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S008, revision PO4
  - (w) Beach Access No.1 Stair Plan dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S009 revision PO4
  - (x) Beach Access No.1 Stair Section & Details Sheet 1, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S010, revision PO4
  - (y) Beach Access No.1 Stair Section & Details Sheet 2, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S011, revision PO4
  - (z) Beach Access No.2 Ramp Plan, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S012, revision PO4
  - (aa) Beach Access No.2 Ramp Section & Details Sheet 1, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S013, revision PO4
  - (bb) Beach Access No.2 Ramp Section & Details Sheet 2, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S014, revision PO4
  - (cc) Beach Access No.2 Ramp Section & Details Sheet 3, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S015, revision PO4
  - (dd) Beach Access No.2 Ramp Section & Details Sheet 4, prepared by Royal HaskoningDHV, dated 02.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S016, revision PO4
2. The works are to be designed and constructed in accordance with the standards and other relevant parameters identified in the supporting material for the application.
  3. RPEQ certified "for construction" design drawings and rock specification are to be prepared and provided to Carpentaria Shire Council prior to works commencing.
  4. A site based environmental management plan is to be prepared and supplied provided to Carpentaria Shire Council prior to works commencing. This is to include a site rehabilitation plan to ensure any land or vegetation damaged or destabilised by the construction of the works is reinstated.
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## **BUSINESS PAPERS**

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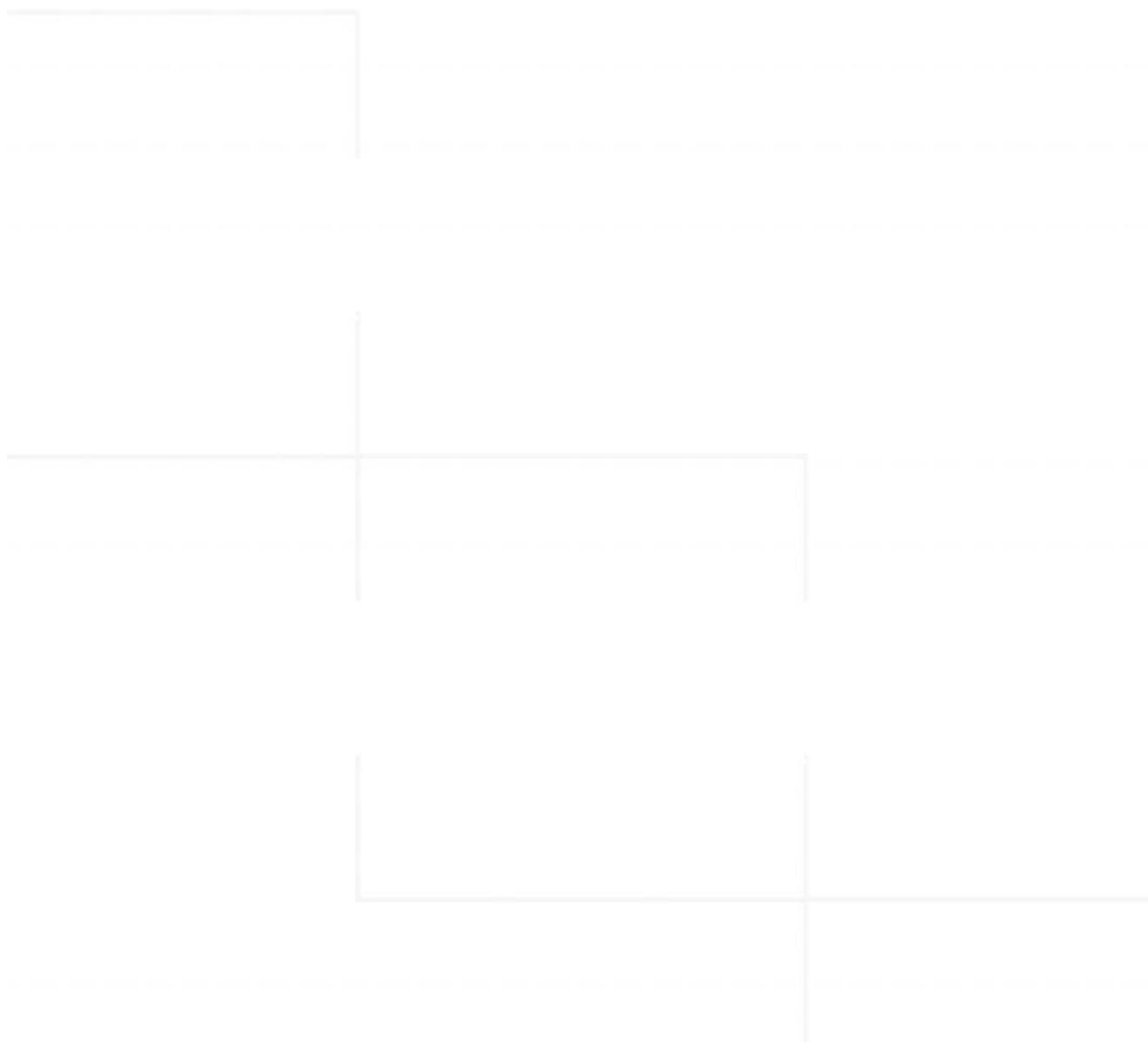
5. Works are to be undertaken in such a way that public access along the foreshore following construction is to be maintained.
6. Beach nourishment is to be undertaken within 3 years of completing the works, in accordance with the approved drawing PA3014-RHD-00-XX-DR-C005 and the existing beach nourishment approval.

### Advisory notes

1. In accordance with section 85 of the Planning Act 2016, this approval will lapse two years from the day the approval takes effect.

ROUGH PLAN

## Appendix A: Assessment Against Schedule 3 of the Coastal Protection and Management Regulation 2017



ROUGH PLAN

Performance Outcomes	Acceptable Outcomes	Performance of the Proposed Development
<b>Character and amenity (generally)—prescribed tidal works in a canal</b>		
Section not relevant and not addressed here		
<b>Character and amenity (generally)—prescribed tidal works not in a canal</b>		
<p>2.1 Prescribed tidal works not in a canal are compatible with their location, having regard to the following—</p> <p>(a) the character and amenity of the works' immediate surroundings and the locality within which the works are located;</p> <p>(b) if the relevant planning scheme states the desired character or amenity for the works' immediate surroundings or the locality within which the works are located—the stated desired character or amenity.</p>	<p>The design and construction of the prescribed tidal works is consistent with the following standards—</p> <p>(a) subject to paragraph (d), prescribed tidal works do not extend past the side boundary or extended side boundary of the lot connected to the works;</p> <p>(b) subject to paragraph (d), prescribed tidal works are the only works of their type along the edge of the tidal water fronting the lot connected to the works;</p> <p>(c) subject to paragraph (d)—</p> <p>(i) for prescribed tidal works for a private purpose—the works are not roofed; or</p> <p>(ii) for prescribed tidal works for a non-private purpose—the works are not roofed unless they are the main access to land;</p> <p>(d) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a), (b) or (c)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a), (b) or (c);</p> <p>(e) any other relevant planning scheme standard that is not inconsistent with the standards mentioned in paragraphs (a) to (d).</p>	<p><b>Complies</b> – the proposal is consistent with the character of the area.</p> <p>Structures to retain sand are consistent with character as there is already a boat ramp and other structures in the area.</p>
<b>Character and amenity (height, scale and size)</b>		

ROUGH PLAN

Performance Outcomes	Acceptable Outcomes	Performance of the Proposed Development
<p>3.1 Prescribed tidal works are of a height, scale and size to ensure the works are compatible with the character and amenity of their location, having regard to the following—</p> <p>(a) the height, scale and size of the natural features of the works' immediate surroundings and the locality within which the works are located;</p> <p>(b) the height, scale and size of the existing buildings or other structures in the works' immediate surroundings and the locality within which the works are located;</p> <p>(c) if the relevant planning scheme states the desired height, scale or size of buildings or other structures in the works' immediate surroundings or the locality within which the works are located—the stated desired height, scale or size.</p>	<p>The height, scale and size of the prescribed tidal works is consistent with each relevant planning scheme standard.</p>	<p><b>Complies</b> – The proposed wall is consistent with character as there is already a boat ramp and other structures in the area.</p> <p>Works have been kept to a reasonable minimum footprint.</p> <p>There is no relevant standard in the planning scheme requiring consideration.</p>
<p><b>Character and amenity (materials and colours)</b></p>		
<p>4.1 The materials used for, and the colours of, prescribed tidal works are compatible with the character and amenity of the works' location, having regard to the following—</p> <p>(a) the natural features of the works' immediate surroundings and the locality within which the works are located;</p> <p>(b) the existing buildings or other structures in the works' immediate surroundings and</p>	<p>The materials used for, and colours of, the prescribed tidal works are consistent with each relevant planning scheme standard.</p>	<p><b>Complies</b> – The works use material commonly used for the construction of coastal protection works. They are consistent with other structures in the area.</p> <p>There is no relevant standard in the planning scheme requiring consideration</p>

ROUGH PLAN

Performance Outcomes	Acceptable Outcomes	Performance of the Proposed Development
the locality within which the works are located;  (c) if the relevant planning scheme states the desired materials to be used for, or desired colours of, buildings or other structures in the works' immediate surroundings or the locality within which the works are located—the stated desired materials or colours.		
<b>Lighting</b>		
Section not relevant and not addressed here		
<b>Signage</b>		
Section not relevant and not addressed here		
<b>Earthwork, vegetation and rehabilitation</b>		
7.1 Excavation and filling for prescribed tidal works— (a) is carried out only to the extent reasonably necessary for the works; and (b) does not have a significant adverse effect on— (i) the natural features, including the banks, of the tidal water in the works' immediate surroundings; or (ii) the level of the surface of the land under the tidal water in the works' immediate surroundings or any foreshore near the works.	The earthwork and filling for the prescribed tidal works is consistent with each relevant planning scheme standard.	<b>Complies</b> - The planning scheme does not specify any relevant standards. The works have been designed to occupy the minimum footprint necessary to achieve the project objectives and design requirements.

ROUGH PLAN

Performance Outcomes	Acceptable Outcomes	Performance of the Proposed Development
<p>7.2 The location and construction of prescribed tidal works ensures vegetation is cleared or disturbed only to the extent reasonably necessary for the works.</p>	<p>Vegetation on land affected by the prescribed tidal works is dealt with in a way consistent with the following standards—</p> <ul style="list-style-type: none"> <li>(a) subject to paragraph (b), the clearing or disturbance of vegetation for a purpose associated with the construction of prescribed tidal works, including, for example, parking for construction or workers' vehicles or stockpiling of construction materials—                             <ul style="list-style-type: none"> <li>(i) is avoided; or</li> <li>(ii) if the clearing or disturbance of vegetation for a purpose associated with the construction of the works can not be avoided—the clearing or disturbance is limited to the smallest area of land reasonably necessary for the purpose;</li> </ul> </li> <li>(b) any other relevant planning scheme standard that is not inconsistent with the standard mentioned in paragraph (a).</li> </ul>	<p><b>Complies</b> – The works avoid marine plants, supported by marine plant survey.</p> <p>In any event, this matter has been assessed by SARA through referral of the application.</p>
<p>7.3 After the construction of prescribed tidal works, any land damaged or destabilised by, and any vegetation damaged, destroyed or removed by, the construction of the works is rehabilitated.</p>	<p>Land or vegetation affected by the prescribed tidal works is dealt with in a way consistent with the following standards—</p> <ul style="list-style-type: none"> <li>(a) subject to paragraph (b)—                             <ul style="list-style-type: none"> <li>(i) land surfaces damaged or destabilised by the prescribed tidal works are restored and stabilised; and</li> <li>(ii) vegetation damaged, destroyed or removed by prescribed tidal works is replaced with native vegetation for the locality within which the works are located, to the extent it is reasonably practicable to replace the vegetation with native vegetation;</li> </ul> </li> </ul>	<p><b>Can be conditioned to comply</b></p> <p>Approval conditions should include a site rehabilitation plan as part of environmental management plan for the project to be prepared prior to any works.</p>

ROUGH PLAN

Performance Outcomes	Acceptable Outcomes	Performance of the Proposed Development
	(b) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a);  (c) any other relevant planning scheme standard that is not inconsistent with the standards mentioned in paragraphs (a) and (b).	
<b>Public access—availability</b>		
8.1 Prescribed tidal works do not have a significant adverse effect on the availability of public access to, along or across State coastal land.	The design and construction of the prescribed tidal works is consistent with the following standards—  (a) subject to paragraph (b), prescribed tidal works do not involve the erection or placement of any physical barrier preventing existing public access to, along or across State coastal land near the works;  (b) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a);  (c) any other relevant planning scheme standard that is not inconsistent with the standards mentioned in paragraphs (a) and (b).	<b>Complies</b> - The proposed works includes provision for public access along the revetment wall.  There is no relevant standard in the planning scheme requiring consideration.
<b>Public access—safety</b>		
9.1 The location and design of prescribed tidal works does not adversely affect the safety of members of the public accessing State coastal land.	Public access to State coastal land near the prescribed tidal works is consistent with each relevant planning scheme standard.	

ROUGH PLAN

Performance Outcomes	Acceptable Outcomes	Performance of the Proposed Development
<b>Navigable access to, or egress from, lots that adjoin, or are in the immediate surroundings of, a lot connected to prescribed tidal works</b>		
Section not relevant and not addressed here		
<b>Infrastructure, including, access, parking, sewerage and water services</b>		
11.1 Prescribed tidal works have appropriate infrastructure, including, in particular, road access, parking facilities, sewerage services and water services, having regard to the following— <ul style="list-style-type: none"> <li>(a) the nature and scale of the works;</li> <li>(b) the number of people that may be on or at the works at any given time;</li> <li>(c) the number of vehicles that may be on or moored at the works at any given time;</li> <li>(d) the protection of any foreshores near the works and the vegetation and marine plants on the foreshores.</li> </ul>	The infrastructure for prescribed tidal works is consistent with each relevant planning scheme standard.	<b>Complies</b> - The proposed works include provision for public access and do not require any other services.  There is no relevant standard in the planning scheme requiring consideration.
<b>Design, construction and safety—all prescribed tidal works</b>		
12.1 Prescribed tidal works are designed and constructed in a way to ensure they are structurally sound, having regard to the following— <ul style="list-style-type: none"> <li>(a) relevant engineering standards;</li> <li>(b) the location of the works;</li> <li>(c) the purpose for which the works are to be used;</li> </ul>	The design and construction of the prescribed tidal works is consistent with the following standards— <ul style="list-style-type: none"> <li>(a) subject to paragraph (c), each Australian Standard relevant to the design or construction of structures, to the extent requirements stated in the Standard apply to the design or construction of prescribed tidal works;</li> <li>(b) subject to paragraph (c), the projected sea level rise is factored into the design and construction of the prescribed tidal works;</li> </ul>	<b>Complies</b> - The design of the works has been certified by an REPD. The design follows national and international design guidelines.  The design is fit for purpose and the location as site specific conditions.

ROUGH PLAN

Performance Outcomes	Acceptable Outcomes	Performance of the Proposed Development
<p>(d) the impact of flooding, storm tide, overtopping by waves, projected sea level rise, tidal influences and hydrodynamic forces;</p> <p>(e) the design life of the works;</p> <p>(f) the dead load of the works and the intended live load for the works;</p> <p>(g) the impact of hydrostatic pressures on the works;</p> <p>(h) the stability of individual components of the works, including, for example, boulders, concrete blocks or sandbags.</p>	<p>(c) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a) or (b)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a) or (b).</p>	
<p>12.2 Prescribed tidal works do not adversely affect the structural integrity of any existing revetment or seawall or another existing structure.</p>	<p>The design and construction of the prescribed tidal works is consistent with the following standards—</p> <p>(a) subject to paragraph (b), prescribed tidal works, including any abutment, piling or other structure connected with the works—</p> <p>(i) do not place an additional load on any existing revetment or seawall or another existing structure; or</p> <p>(ii) can be structurally supported by an existing revetment or seawall or another existing structure;</p> <p>(b) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a).</p>	<p><b>Complies</b> - The works will not affect the integrity of any existing structure.</p>

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Performance Outcomes	Acceptable Outcomes	Performance of the Proposed Development
<p>12.3 Prescribed tidal works are designed and constructed in a way to ensure they do not adversely affect the stability of the bed and banks of tidal water.</p>	<p>The design and construction of the prescribed tidal works is consistent with the following standards—</p> <ul style="list-style-type: none"> <li>(a) subject to paragraph (b), prescribed tidal works do not cause, by changing the flow of water, the removal of, or disturbance to, the sediment on the bed and banks of tidal water;</li> <li>(b) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a).</li> </ul>	<p><b>Complies</b> - The design of the works has been informed by a geotechnical investigation and will not adversely affect the stability of the bed and banks of tidal water.</p>
<p>12.4 Prescribed tidal works are designed and constructed using materials suitable for marine environments, having regard to their ability to resist the following—</p> <ul style="list-style-type: none"> <li>(a) attack by marine organisms;</li> <li>(b) corrosion;</li> <li>(c) deterioration or breakage resulting from exposure to environmental conditions including, for example, the following—                             <ul style="list-style-type: none"> <li>(i) abrasion;</li> <li>(ii) immersion in seawater;</li> <li>(iii) wave action.</li> </ul> </li> </ul>	<p>The design and construction of the prescribed tidal works is consistent with the following standards—</p> <ul style="list-style-type: none"> <li>(a) subject to paragraph (b), each Australian Standard relevant to the materials that should be used, or the measures that should be taken to treat materials used, for structures, to the extent the requirements stated in the Standard apply to structures located in a marine environment;</li> <li>(b) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a).</li> </ul>	<p><b>Complies</b> - The technical specification requires the use of armour rock that is suitable for a marine environment.</p> <p>Approval conditions should include – detailed RPEQ certified “for construction” design drawings and rock specification should be provided to council prior to works commencing.</p>
<p>12.5 Prescribed tidal works are designed and constructed in a way to ensure they do not adversely affect the operation or maintenance of any existing stormwater outlet.</p>	<p>The design and construction of the prescribed tidal works is consistent with the following standards—</p> <ul style="list-style-type: none"> <li>(a) subject to paragraph (c), vessels moored at prescribed tidal works do not impede the discharge of stormwater;</li> </ul>	<p><b>Complies</b>, the design of the rock revetment wall accommodates two stormwater outlets.</p>

ROUGH PLAN

Performance Outcomes	Acceptable Outcomes	Performance of the Proposed Development
	(b) subject to paragraph (c), prescribed tidal works do not restrict access to any stormwater outlet; (c) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a) or (b)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a) or (b).	
12.6 Prescribed tidal works are designed and constructed in a way to ensure they do not adversely affect the water quality of tidal water, including, in particular, as a result of— (a) release, into the tidal water, of materials used in the construction of the works; or (b) disturbance to the sediment on the bed and banks of the tidal water; or (c) exposure to acid sulphate soils.	The design and construction of the prescribed tidal works is consistent with the following standards— (a) subject to paragraph (b), each Australian Standard relevant to the design or construction of structures under, within or over tidal water, to the extent the requirements stated in the Standard are directed at maintaining the water quality of tidal water; (b) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a).	<p><b>Can be conditioned to comply</b></p> <p>Approval conditions should include that a site based environmental management plan is to be prepared and supplied prior to any works commencing.</p>
12.7 Prescribed tidal works are designed and constructed in a way to ensure they are safe for persons using the works.	The design and construction of the prescribed tidal works is consistent with the following standards— (a) subject to paragraph (d), each Australian Standard relevant to the design or construction of structures, the materials that should be used, or the measures that should be taken to treat materials used, for structures, to the extent the requirements stated in the Standard are directed at ensuring any surface of prescribed tidal works on which a person may stand or walk is— (i) not slippery; and	<p><b>Complies</b></p> <p>A safety in design assessment has been undertaken in support of the detailed design of the preferred option.</p>

ROUGH PLAN

Performance Outcomes	Acceptable Outcomes	Performance of the Proposed Development
	<ul style="list-style-type: none"> <li>(ii) does not have any feature that may cause the person to trip or fall;</li> <li>(b) subject to paragraph (d), any part of prescribed tidal works that is unsafe for persons using the works is surrounded by adequate barriers to deter persons from entering the part;</li> <li>(c) subject to paragraph (d), each Australian Standard relevant to the design or construction of structures, to the extent the requirements stated in the Standard are directed at ensuring prescribed tidal works provide safety ladders or other design features for the safety of a person who falls off the works into water;</li> <li>(d) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a), (b) or (c)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a), (b) or (c).</li> </ul>	
<p>12.8 Appropriate measures are taken for prescribed tidal works for a non-private purpose to ensure an unsupportable live load is not applied to the works by persons or vehicles.</p>	<p>The design and construction of the prescribed tidal works is consistent with the following standards—</p> <ul style="list-style-type: none"> <li>(a) subject to paragraph (b), prescribed tidal works have erected or placed in position on or near the works, a sign that—                             <ul style="list-style-type: none"> <li>(i) is visible at all times; and</li> <li>(ii) states the maximum live load that may be applied to the works, in terms of the maximum number of persons that may be on the works at any given time or the maximum number of vehicles of a particular type that may be on or moored at the works at any given time;</li> </ul> </li> <li>(b) if a relevant planning scheme standard is more stringent than the standard mentioned in</li> </ul>	<p><b>Complies</b> - The structure has been designed for the anticipated live loads.</p> <p>As rock structures are dynamic, council should consider signage at the groynes to state that they are potentially unstable rocks and pedestrians should stay of rocks.</p>

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Performance Outcomes	Acceptable Outcomes	Performance of the Proposed Development
	paragraph (a)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a).	
12.9 Prescribed tidal works, other than a prescribed deck for a private purpose, are designed and constructed in a way to ensure the use of tidal water in a canal for a non-maritime purpose is minimised.	The design and construction of the prescribed tidal works is consistent with each relevant planning scheme standard.	<b>Not relevant</b>
12.10 Prescribed tidal works that are a prescribed deck and for a private purpose, are designed and constructed in a way to ensure the use of tidal water in a canal for a non-maritime purpose is minimised.	The design and construction of the prescribed deck is consistent with the following standards—  (a) subject to paragraph (c), a prescribed deck does not extend more than 3m from the waterfront boundary of the lot connected to the deck;  (b) subject to paragraph (c), a prescribed deck is at least 3m inside of the side boundary or extended side boundary of the lot connected to the deck;  (c) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a) or (b)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a) or (b).	<b>Not relevant</b>
<b>Design, construction and safety—boat ramps and slipways for private purpose</b>		
<b>Design, construction and safety—bridges</b>		
<b>Design, construction and safety—prescribed decks</b>		
<b>Design, construction and safety—jetties and piers</b>		
<b>Design, construction and safety—pipelines and other underground services</b>		
<b>Design, construction and safety—pontoons</b>		
<b>Sections not relevant and not addressed here</b>		

ROUGH PLAN

Performance Outcomes	Acceptable Outcomes	Performance of the Proposed Development
<b>Design, construction and safety—revetments and seawalls</b>		
<p>19.1 Prescribed tidal works that are a revetment or seawall, are designed and constructed in a way to ensure the revetment or seawall is able to support its intended loads, having regard to its relevant loading matters and its intended design life.</p>	<p>(s 5(2) outcome)</p> <p>The design and construction of the revetment or seawall is consistent with the following standards—</p> <p>(a) subject to paragraph (c), each of the following Australian Standards to the extent requirements stated in the Standard apply to relevant loading matters for the design or construction of the revetment or seawall—</p> <ul style="list-style-type: none"> <li>(i) AS/NZS 1170.0;</li> <li>(ii) AS/NZS 1170.1;</li> <li>(iii) AS/NZS 1170.2;</li> <li>(iv) AS 1170.4;</li> <li>(v) AS 4997;</li> </ul> <p>(b) subject to paragraph (c), AS 4678 to the extent requirements stated in the Standard apply to earth-retaining structures;</p> <p>(c) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a) or (b)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a) or (b).</p>	<p><b>Complies</b> - The design has been prepared considering appropriate Australian and international standards</p>
<p>19.2 Prescribed tidal works that are a revetment or seawall, are designed and constructed in a way to ensure the revetment or seawall can withstand—</p>	<p>The design and construction of the revetment or seawall is consistent with the following standards—</p> <p>(a) subject to paragraph (d), a revetment or seawall is able to withstand the effect of waves, or a combination of</p>	<p><b>Complies</b> - The design has been prepared in accordance with the listed Australian standards in the acceptable outcomes.</p>

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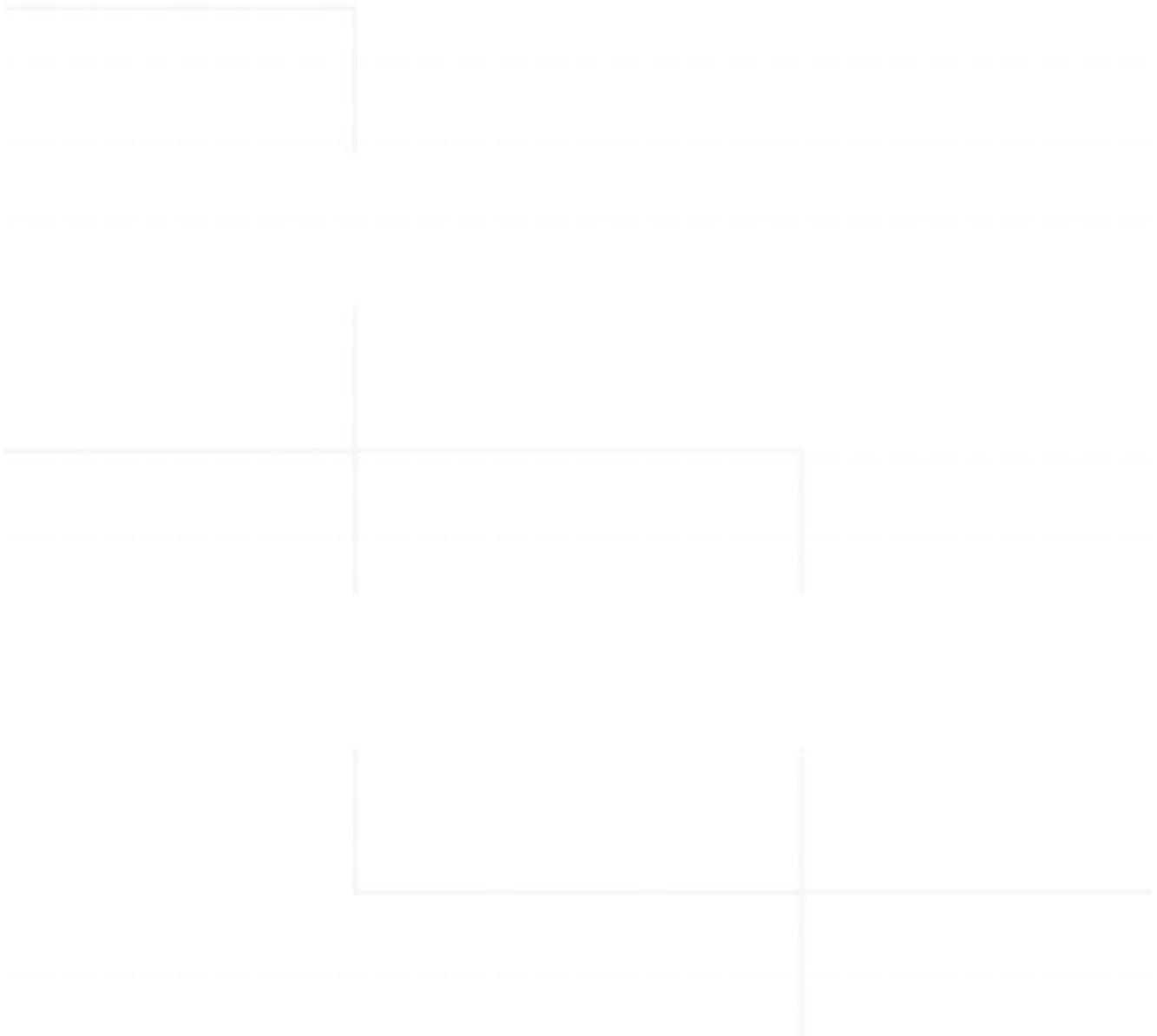
Performance Outcomes	Acceptable Outcomes	Performance of the Proposed Development
<p>(a) any tendency of overturning or sliding; and</p> <p>(b) any other effects of waves or changes in water levels on the revetment or seawall.</p>	<p>waves and water levels, resulting from a storm event with an AEP of 2%, factoring in projected sea level rise;</p> <p>(b) subject to paragraph (d), each of the following Australian Standards to the extent requirements stated in the Standard apply to relevant loading matters for the design or construction of the revetment or seawall—</p> <ul style="list-style-type: none"> <li>(i) AS/NZS 1170.0;</li> <li>(ii) AS/NZS 1170.1;</li> <li>(iii) AS/NZS 1170.2;</li> <li>(iv) AS 1170.4;</li> <li>(v) AS 4997;</li> </ul> <p>(c) subject to paragraph (d), AS 4678 to the extent requirements stated in the Standard apply to earth-retaining structures;</p> <p>(d) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a), (b) or (c)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a), (b) or (c).</p>	<p>The 50-year ARI (i.e. 2% AEP) storm tide event and wave conditions have been adopted for the design parameters. Environmental design conditions for the site appear appropriate.</p>
<p>19.3 Prescribed tidal works that are a revetment or seawall are designed and constructed to protect the revetment or seawall from erosion at the base of the revetment or seawall.</p>	<p>The design and construction of the revetment or seawall is consistent with the following standards—</p> <ul style="list-style-type: none"> <li>(a) subject to paragraph (d), a revetment or seawall provides for a sub-layer or enough filter material to prevent erosion of the land under the revetment or seawall;</li> </ul>	<p><b>Complies</b> - The structure includes a flexible toe and the design goes below LAT to allow for scour.</p>

ROUGH PLAN

Performance Outcomes	Acceptable Outcomes	Performance of the Proposed Development
	<ul style="list-style-type: none"> <li>(b) subject to paragraph (d), the bottom edge of the base of a revetment or seawall will withstand undermining by scour;</li> <li>(c) subject to paragraph (d), AS 2758 to the extent requirements stated in the Standard apply to the sizing and grading of filter layers and armour materials;</li> <li>(d) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a), (b) or (c)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a), (b) or (c).</li> </ul>	
<p>19.4 Prescribed tidal works that are a revetment or seawall are not adversely affected by hydrostatic pressure.</p>	<p>The design and construction of the revetment or seawall is consistent with the following standards—</p> <ul style="list-style-type: none"> <li>(a) subject to paragraph (b), AS 4678 to the extent requirements stated in the Standard apply to hydrostatic pressure for earth-retaining structures;</li> <li>(b) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a).</li> </ul>	<p><b>Not relevant</b></p>
<p><b>Design, construction and safety—wharves</b> Section not relevant and not addressed here</p>		

ROUGH PLAN

## Appendix B: Referral Agency Responses



RA6-N



SARA reference: 2312-38232 SRA  
Council reference: I/2334

22 May 2024

Chief Executive Officer  
Carpentaria Shire Council  
PO Box 31  
Normanton QLD 4890  
council@carpentaria.qld.gov.au

Dear Sir/Madam,

## SARA referral agency response—Karumba Point stage 2 Rock Revetment

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 16 February 2024.

### Response

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Outcome:	Referral agency response – with conditions
Date of response:	22 May 2024
Conditions:	The conditions in <b>Attachment 1</b> must be attached to any development approval
Advice:	Advice to the applicant is in <b>Attachment 2</b>
Reasons:	The reasons for the referral agency response are in <b>Attachment 3</b>

### Development details

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Description:	Development permit: Operational work for Prescribed Tidal works (Karumba shoreline protection works – Stage 2 – Coastal protection works consisting of rock revetment wall)
SARA role:	Referral agency
SARA trigger:	<ul style="list-style-type: none"><li>10.17.3.1.1 Operational work that is tidal works or work in a coastal management district</li></ul>

2312-38232 SRA

- 10.17.3.2.1 Operational work that is tidal works in tidal waters
- 10.6.3.3.1.1 Operational work involving removal, destruction or damage of marine plants  
(Planning Regulation 2017)

SARA reference: 2312-38232 SRA

Assessment manager: Carpentaria Shire Council

Street address: 24-28 Palmer Street, Karumba and adjacent esplanade  
2 Ward Street, Karumba and adjacent esplanade

Real property description: Lot 1 & 2 on SP340495  
Lot 14 on SP252497  
Lot 54 on K3645  
Esplanade area adjoining lot 1 on SP168781 & Lot 60 on RP818020

Applicant name: Carpentaria Shire Council

Applicant contact details: Level 10, 333 Ann Street  
Brisbane QLD 4001  
paul.prenzler@rhdhv.com

*Human Rights Act 2019* considerations: A consideration of the 23 fundamental human rights protected under the *Human Rights Act 2019* has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

## Representations

An applicant may make representations to a concurrence agency at any time before the application is decided about changing a matter in the referral agency response (s.30 Development Assessment Rules). Copies of the relevant provisions are in **Attachment 4**.

A copy of this response has been sent to the applicant for their information.

For further information, please contact Amber Can, Senior Planner, on 07 5644 3227 or via email NQSARA@dasilgp.qld.gov.au, who will be pleased to assist.

Yours sincerely



Graeme Kenna  
Manager (Planning)

cc Carpentaria Shire Council, paul.prenzler@rhdhv.com

enc Attachment 1 - Referral agency conditions  
Attachment 2 - Advice to the applicant  
Attachment 3 - Reasons for referral agency response  
Attachment 4 - Representations about a referral agency response provisions  
Attachment 5 - Documents referenced in conditions

2312-38232 SRA

## Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (Copies of the documents referenced below are found at Attachment 5)

No.	Conditions	Condition timing
<p>10.17.3.2.1 Operational work that is tidal works in tidal waters—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Environment, Science and Innovation to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following conditions:</p>		
<p>1.</p>	<p>The construction of the revetment wall, stormwater outlets and beach access structure must be undertaken generally in accordance with the following plans:</p> <ul style="list-style-type: none"> <li>(a) Site General Arrangement Plan, prepared by Royal HaskoningDHV dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C005, revision PO4</li> <li>(b) Revetment Wall and Breakwater Detail Plan and Elevation prepared by Royal HaskoningDHV, dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C006 revision PO4</li> <li>(c) Revetment Wall and Breakwater Cross Sections Sheet 1, prepared by Royal HaskoningDHV, dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C007 revision PO4</li> <li>(d) Revetment Wall and Breakwater Cross Sections Sheet 2, prepared by Royal HaskoningDHV, dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C008 revision PO4</li> <li>(e) Revetment Wall and Breakwater Cross Sections Sheet 3, prepared by Royal HaskoningDHV, dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C009 revision PO4</li> <li>(f) Revetment Wall and Breakwater Cross Sections Sheet 4, prepared by Royal HaskoningDHV dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C010, revision PO4</li> <li>(g) Revetment Wall Typical Details, Typical Details Sheet 1, prepared by Royal HaskoningDHV, dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C011, revision PO4</li> <li>(h) Beach Access No.1 General Arrangement Plan &amp; Longitudinal Section, prepared by Royal HaskoningDHV, dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C012 revision PO4</li> <li>(i) Beach Access No.2 General Arrangement Plan &amp; Longitudinal Section, prepared by Royal HaskoningDHV, dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C013 revision PO4</li> <li>(j) Stormwater Details, prepared by Royal HaskoningDHV, dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-C029, revision PO4</li> </ul>	<p>For the duration of the works.</p>

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	<p>(k) Retaining Wall &amp; Path General Arrangement Plan Sheet 1, prepared by Royal HaskoningDHV, dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S001, revision PO4</p> <p>(l) Retaining Wall &amp; Path General Arrangement Plan Sheet 2, prepared by Royal HaskoningDHV, dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S002, revision PO4</p> <p>(m) Retaining Wall &amp; Path Detail Plans Sheet 1, prepared by Royal HaskoningDHV, dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S003, revision PO4</p> <p>(n) Retaining Wall &amp; Path Detail Plans Sheet 2, prepared by Royal HaskoningDHV, dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S004, revision PO4</p> <p>(o) Beach Access No.1 Stair Section &amp; Details Sheet 1, prepared by Royal HaskoningDHV, dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S010, revision PO4</p> <p>(p) Beach Access No.2 Ramp Section &amp; Details Sheet 1, prepared by Royal HaskoningDHV, dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S013, revision PO4</p> <p>(q) Beach Access No.2 Ramp Section &amp; Details Sheet 2, prepared by Royal HaskoningDHV, dated 03.11.2023, Drawing Number PA3014-RHD-00-XX-DR-S014, revision PO4</p>	
2.	For the revetment wall, pathway, stormwater outlets and beach access structures, only use clean materials which are free from prescribed water contaminants.	For the duration of the works.
3.	Development must prevent the release of sediment to tidal waters by installing and maintaining erosion and sediment control measures in accordance with the <i>Best Practice Erosion and Sediment Control (BPESC) guidelines for Australia (International Erosion Control Association)</i> ].	For the duration of the works
4.	Submit "As Constructed drawings" to <a href="mailto:palm@des.qld.gov.au">palm@des.qld.gov.au</a> or mail to:  Department of Environment, Science and Innovation Permit and Licence Management Implementation and Support Unit GPO Box 2454 Brisbane Qld 4001	Within 20 business days of the completion of the works
5.	<p>(a) In the event that the works cause disturbance or oxidisation of acid sulfate soil, the affected soil must be treated and thereafter managed (until the affected soil has been neutralised or contained) in accordance with the current <i>Queensland Acid Sulfate Soil Technical Manual: Soil management guidelines</i>, prepared by the Department of Resources and the Department of Environment and Science, dated 2024, version 5.1.</p> <p>(b) Certification by an <b>appropriately qualified person</b>, confirming that the affected soil has been neutralised or contained, in</p>	<p>(a) Upon disturbance or oxidisation until the affected soil has been neutralised or contained.</p> <p>(b) At the time the soils have been neutralised or</p>

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	<p>accordance with (a) above is to be provided to <a href="mailto:palm@des.qld.gov.au">palm@des.qld.gov.au</a> or mailed to:</p> <p>Department of Environment, Science and Innovation Permit and Licence Management Implementation and Support Unit GPO Box 2454 Brisbane Qld 4001</p> <p><b>Note:</b> <u>Appropriately qualified person</u> means a person or persons who has professional qualifications, training, skills and experience relevant to soil chemistry or acid sulfate soil management and can give authoritative assessment, advice and analysis in relation to acid sulfate soil management using the relevant protocols, standards, methods or literature.</p>	contained.
6.	<p>Sand used to backfill and reprofile the foreshore must have the following characteristics:</p> <p>(a) the sand used for the work is not finer than the upper beach sand at the site; and</p> <p>(b) the sediment is clean, free of contaminants and does not contain any building waste or rock.</p>	At all times

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## Attachment 2—Advice to the applicant

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### General advice

- |    |  |
|----|--|
| 1. | Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> , its regulation or the State Development Assessment Provisions (SDAP) (version 3.0). If a word remains undefined it has its ordinary meaning. |
|----|--|

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### **Attachment 3—Reasons for referral agency response**

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(Given under section 56(7) of the *Planning Act 2016*)

#### **The reasons for the SARA's decision are:**

The proposed development complies with State code 7 of SDAP. Specifically, the development

- protects the safety of people using, and living or working near, navigable waterways

The proposed development complies with State code 8 of SDAP. Specifically, the development:

- protect life, buildings, and infrastructure from the impacts of coastal erosion
- maintain coastal processes
- conserve coastal resources
- maintain appropriate public use of, and access to and along, State coastal land
- account for the projected impacts of climate change

The proposed development complies with State code 11 of SDAP. Specifically, the development:

- maintains the extent, distribution, diversity, and condition of marine plant communities and protects the ecological functions to which they contribute
- maintains the health and productivity of fisheries resources and fish habitat
- minimises impacts on the management, use, development and protection of fisheries resources and fish habitat
- is designed and located to avoid impacts or, where the matters of state environmental significance cannot be reasonably avoided, impacts are reasonably minimised and mitigated

#### **Material used in the assessment of the application:**

- the development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- the SDAP (version 3.0), as published by SARA
- the Development Assessment Rules
- SARA DA Mapping system
- State Planning Policy mapping system
- section 58 of the *Human Rights Act 2019*

### **Attachment 4—Representations about a referral agency response provisions**

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2312-38232 SRA

## **Attachment 5—Documents referenced in conditions**

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Cnr Grafton & Hartley Streets Cairns  
PO Box 594 Cairns Qld 4870 Australia

ABN 38 657 722 043  
ACN 131 836 014

Phone +617 4052 3888  
Fax +617 4052 3853  
Email [enquiries@portsnorth.com.au](mailto:enquiries@portsnorth.com.au)  
[www.portsnorth.com.au](http://www.portsnorth.com.au)

For North Queensland Ports Corporation Limited  
trading as Ports North

16 February 2024

Carpentaria Shire Council  
c/- Mr Paul Prenzler - RHDHV  
PO Box 31  
NORMANTON QLD 4890

By Email: [paul.prenzler@rhdhv.com](mailto:paul.prenzler@rhdhv.com)

Dear Sir

**REFERRAL AGENCY RESPONSE (S9.2 DEVELOPMENT ASSESSMENT RULES)  
OPERATIONAL WORKS - PRESCRIBED TIDAL WORKS (ROCK REVETMENT WALL AND GROYPNE) AT  
TIDAL AREA ADJOINING ESPLANADE AND LOTS FRONTING WARD AND PALMER STREETS,  
KARUMBA QLD 4891 (LOTS 1 AND 2 ON SP340495, LOT 54 ON K3645, LOT 14 ON SP252497 AND  
ESPLANADE AREA ADJOINING LOT 60 ON RP818020 AND LOT 1 ON SP168781)**

**COUNCIL APPLICATION REFERENCE: I/2334 - PORTS NORTH REF: DR23 09**

We refer to your recently referred development application over the above site under the *Planning Act 2016* made of behalf of Carpentaria Shire Council to Carpentaria Shire Council for the proposed Karumba shoreline protection works – Stages 2 and 3 - Rock Revetment Wall and Groyne.

Please find attached our referral agency response.

If you have any queries regarding this referral agency response please contact Kylee Miller, Legal Compliance & Governance Manager, on 4052 3809 or via email below, who will be pleased to assist.

Yours sincerely

A handwritten signature in black ink, appearing to read "R. Stevenson".

Richard Stevenson  
**CHIEF EXECUTIVE OFFICER**

Enquiries: Kylee Miller, (07) 4052 3809  
Email: [kylee.miller@portsnorth.com.au](mailto:kylee.miller@portsnorth.com.au)  
Our Ref: CTKm - DR23 09

Cc: Cairns Sara  
[cairnssara@dasilgp.qld.gov.au](mailto:cairnssara@dasilgp.qld.gov.au)

Page 2  
 16 February 2024  
 c/- Mr Paul Prenzler - RHDHV

## Referral Agency Response

### Section 9.2 of the Development Assessment Rules under the Planning Act 2016

Application Details	
Ports North Application Number	DR23 09
Council Application Number	I/2334
Applicant	Carpentaria Shire Council c/- Paul Prenzler RHDHV
Date of confirmation notice	8 December 2023
Date received	14 December 2023
Date properly referred	9 January 2024
Date of referral confirmation notice	15 January, 2024
Assessment manager	Carpentaria Shire Council
Contact officer	Mark Crawley, CEO
Site Information	
Site Address	Tidal area adjoining esplanade and lots fronting Ward and Palmer Streets, Karumba QLD 4891
Property Description	Lots 1 and 2 on SP340495, lot 54 on K3645, lot 14 on SP252497 and esplanade area adjoining lot 60 on RP818020 and lot 1 on SP168781
Approval Details	
Approval Sought	Development permit for Operational work – Prescribed Tidal Works (rock revetment wall and groyne)
Development description	Karumba shoreline protection works – Stages 2 and 3 – Coastal protection works consisting of rock revetment wall and groyne.
Referral Requirements under Part 2 of the Development Assessment Rules	
Referral Matters	Schedule 10 Part 13 Division 3 – Land within the limits of another port Where for prescribed assessable development and on land below high water mark and within the limits of a port under the <i>Transport Infrastructure Act</i>
Role	Advice agency, as <ul style="list-style-type: none"> <li>■ The development is carried out at a distance of at least 200m from a shipping channel or an entry and exit shipping corridor for the port; or</li> <li>■ The development is carried out at a distance of at least 100m from a swing basin, commercial shipping wharf, mooring, anchorage or spoil ground; or</li> <li>■ The development is carried out at a distance of at least 1000m from a planned port facility identified in a land use plan for strategic port land.</li> </ul>
Assessment criteria	Port authority functions under the <i>Transport Infrastructure Act</i> , chapter 8, part 3
Referral Agency Response	
Nature of response	Under Section 56(1) of the Planning Act 2016, Ports North has no requirements in relation to this application.
Date of response	16 February 2024
Advice to assessment manager	There are no requirements with respect to this application on the basis that the proposed rock revetment wall and groyne are to be constructed and positioned to avoid impact on port operations: <ul style="list-style-type: none"> <li>• The development is to be carried out at a distance of at least 200m from a shipping channel or an entry and exit shipping corridor for the port;</li> <li>• The development is to be carried out at a distance of at least 100m from a swing basin, commercial shipping wharf, mooring, or anchorage; and</li> <li>• The development is carried out at a distance of at least 1000m from a planned port facility identified in a land use plan for strategic port land.</li> </ul>



Cnr Grafton & Hartley Streets Cairns  
PO Box 594 Cairns Qld 4870 Australia  
Phone +617 4052 3888  
Fax +617 4052 3853  
Email [enquiries@portsnorth.com.au](mailto:enquiries@portsnorth.com.au)  
[www.portsnorth.com.au](http://www.portsnorth.com.au)

ABN 38 657 722 043  
ACN 131 836 014

For North Queensland Ports Corporation Limited  
trading as Ports North

9 May 2024

Carpentaria Shire Council  
C/- Mr Paul Prenzler (RHDHV)  
PO Box 31  
Normanton QLD 4890

By Email: [paul.prenzler@rhdhv.com](mailto:paul.prenzler@rhdhv.com)

Copy to: Mark Crawley, CEO ([council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au))

Dear Paul,

**REFERRAL AGENCY RESPONSE TO CHANGE APPLICATION (S26.5 DEVELOPMENT ASSESSMENT RULES). OPERATIONAL WORKS - PRESCRIBED TIDAL WORKS (ROCK REVETMENT WALL AND GROUYNE) AT TIDAL AREA ADJOINING ESPLANADE AND LOTS FRONTING WARD AND PALMER STREETS, KARUMBA QLD 4891 (LOTS 1 AND 2 ON SP340495, LOT 54 ON K3645, LOT 14 ON SP252497 AND ESPLANADE AREA ADJOINING LOT 60 ON RP818020 AND LOT 1 ON SP168781)**

**COUNCIL APPLICATION REFERENCE: I/2334 - PORTS NORTH REF: DR23 09/DR24 02**

We refer to your recently referred change application over the above site under the *Planning Act 2016* made on behalf of Carpentaria Shire Council to Carpentaria Shire Council for the proposed Karumba shoreline protection works.

It is understood that the proposed change to the application involves only including Stage 2 of the proposed development (i.e. the revetment wall), and that Stage 3 will be progressed separately and once funding for the works is made available.

Ports North makes no information request, nor any requirements in relation to this change application. There is no change to the Referral Agency response from Ports North dated 16 February 2024.

If you have any queries regarding this referral agency response please contact Kylee Miller, Manager Legal Risk and Compliance, on 4052 3809 or via email below, who will be pleased to assist.

Yours sincerely

A handwritten signature in black ink, appearing to read "R. Stevenson".

Richard Stevenson  
**CHIEF EXECUTIVE OFFICER**

Enquiries: Kylee Miller, (07) 4052 3809  
Email: [kylee.miller@portsnorth.com.au](mailto:kylee.miller@portsnorth.com.au)  
Our Ref: RSkM - DR23 09/DR24 02  
Cc: Cairns SARA [cairnssara@dcdilgp.qld.gov.au](mailto:cairnssara@dcdilgp.qld.gov.au)

## BUSINESS PAPERS

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### 12.8 DEVELOPMENT APPLICATION - MATERIAL CHANGE OF USE FOR TELECOMMUNICATIONS FACILITY - 40 PALMER STREET, KARUMBA - I/2415

<b>Attachments:</b>	12.8.1. Appendix A: Plans of the Proposed Development <a href="#">↓</a> 12.8.2. Appendix B: Assessment against Applicable Planning Scheme Codes <a href="#">↓</a> 12.8.3. Appendix C - Assessment against SPP Natural Hazards Assessment Benchmark <a href="#">↓</a>
<b>Author:</b>	Tahirih Bristow-Stagg - Assistant Building Planning & Property Officer
<b>Date:</b>	11 June 2024
<b>Key Outcome:</b>	4.1 - Sustainable urban and rural development
<b>Key Strategy:</b>	4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

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#### Executive Summary:

The application seeks a development permit for a material change of use and building work for a telecommunication facility, being a Telstra monopole and associated infrastructure. Located at 40 Palmer Street, Karumba (Lot 11 on NM843281).

#### RECOMMENDATION:

That Council resolve in accordance with the Planning Act 2016, that the applicant be notified Council approves the application for a Development Permit for operational works being prescribed tidal works for Stage 1 Shoreline Protection Works for Karumba, being boat ramp and river groynes at lot 11 NM843281, lot 68 NM98 and esplanade area Karumba, subject to the conditions detailed below.

#### Background:

##### Summary of Assessment

The proposed development is code assessable and has been assessed against the applicable planning scheme and State Planning Policy assessment benchmarks. It complies with all relevant requirements and therefore must be approved.

Overall, the facility will enhance the local telecommunications network, providing a significant public benefit.

While it is within the area potentially affected by storm tide and flooding it is a necessary facility that requires location within the community it serves. It will not worsen disaster management or recovery capacity, and it should improve network performance overall.

#### The Site and Proposed Development

##### The Site

The subject land is located at 40 Palmer Street, Karumba, being the esplanade park land area. It is formally described as Lot 11 NM843281 and has a total area of around 2.26ha. However, the proposed development has a footprint of only 10.24m<sup>2</sup> in the northeastern corner of the lot.

Consistent with its use as parkland, the site is included in the community infrastructure zone under the Carpentaria Shire Planning Scheme. It adjoins land in the commercial zone, with residential zoned land (including the Sunset Carvan Park) to the east across Palmer Street.

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Figure 1: Aerial View

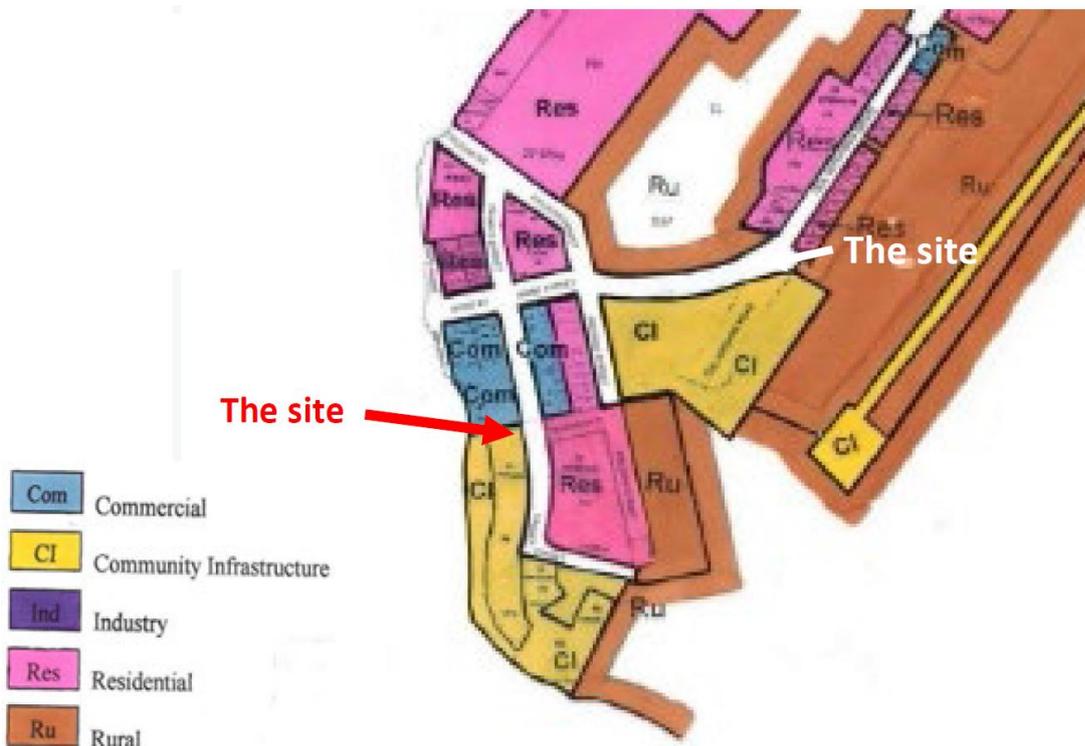


Figure 2: Zoning

### The Proposed Development

The proposed development is a telecommunication facility consisting of a 20m monopole, an omnidirectional small cell antenna mounted on the pole, equipment shelter (which houses all the electronics required to send and receive mobile phone calls), a GPS antenna mounted on the equipment shelter and ancillary works. It is to be located on the northeast corner of

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the lot, taking up a site area of 10.24m<sup>2</sup>. It would adjoin vacant land owned by Council and included in the commercial zone. No vegetation is proposed to be removed.

The facility is intended to ensure mobile coverage is maintained for the whole of the Karumba area and would operate within all relevant standards set by the Australian Communications and Media Authority (ACMA).

It would be unstaffed and operated remotely. Only occasional access would be required for maintenance up to approximately three times per year by one passenger vehicle for approximately one day. Less frequent heavy vehicle access may also be required when upgrading or replacing equipment on the monopole.

Proposed plans are included in Appendix A. Snapshots are provided in figures 3 and 4 below.

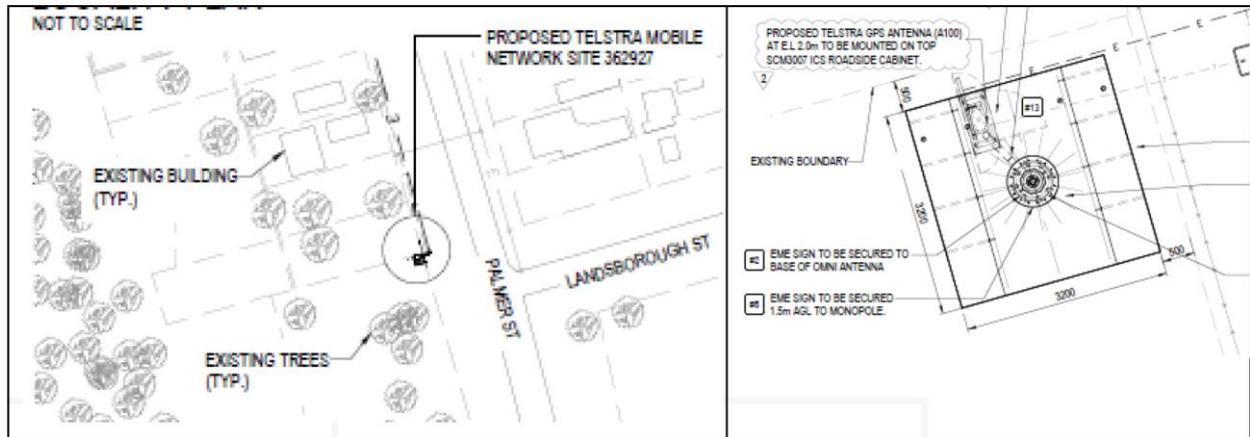


Figure 3: Proposed Telecommunication Facility Location

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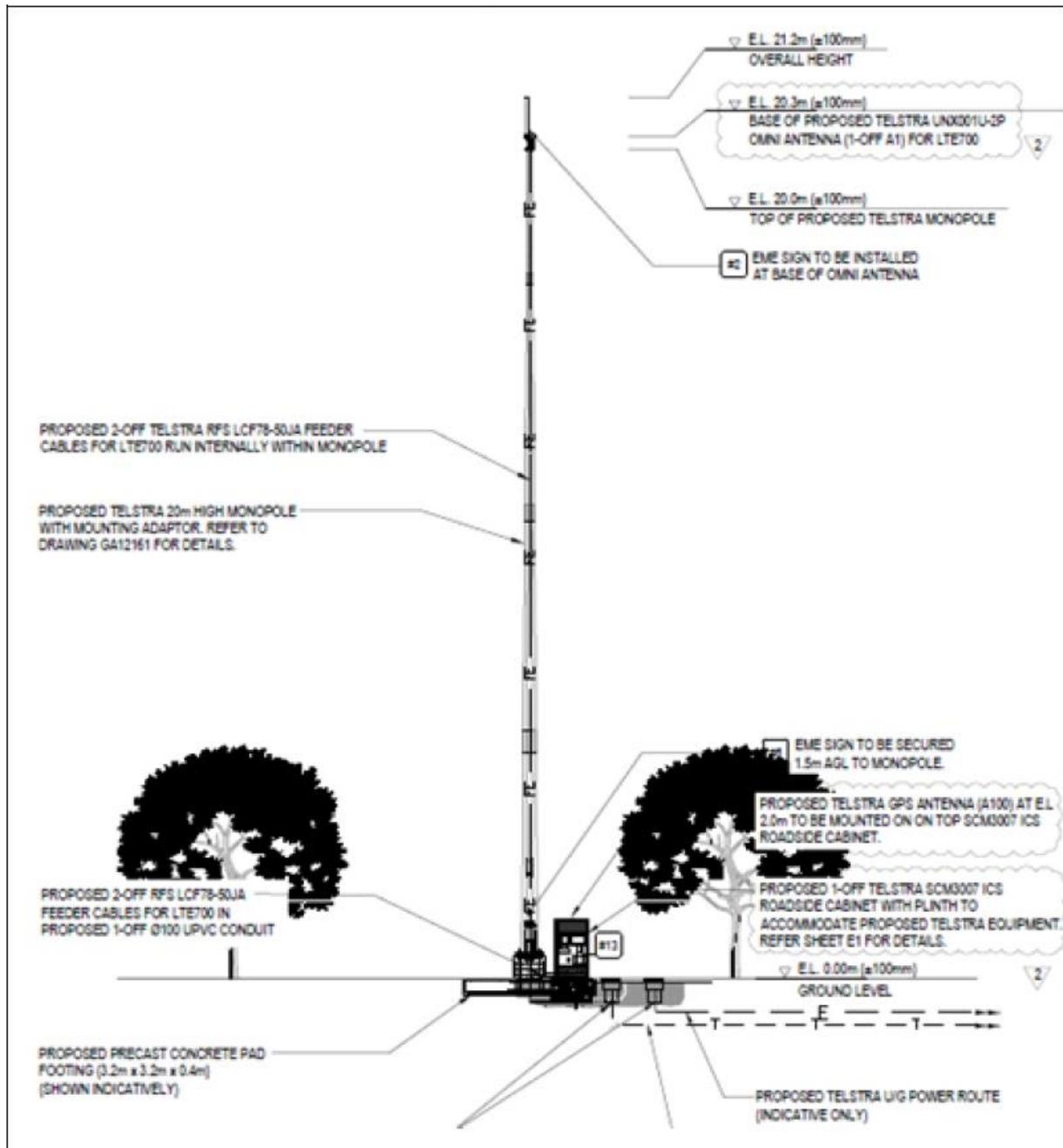


Figure 4: Proposed Telecommunication Facility

### Assessment

#### Overview

#### Decision Making Requirements for Code Assessable Development

The Planning Act 2016 requirements for code assessment are set out in section 45 (3). It requires that a code assessable application must be carried out only:

- (a) against the applicable assessment benchmarks (including the relevant codes in the planning scheme and the relevant assessment benchmarks set out in the State Planning Policy; and
- (b) having regard to any matters prescribed by regulation (which include the State Planning Policy and the material submitted with the application).

Section 60 (2) of the Planning Act states that, after carrying out the assessment, the assessment manager:

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- (a) *must decide to approve the application to the extent the development complies with all of the assessment benchmarks for the development;*
- (b) *may decide to approve the application even if the development does not comply with some of the assessment benchmarks;*
- (c) *may impose development conditions on an approval; and*
- (d) *may, to the extent the development does not comply with some or all the assessment benchmarks, decide to refuse the application only if compliance cannot be achieved by imposing development conditions.*

### **Shire of Carpentaria Planning Scheme Assessment Benchmarks**

Under the table of assessment for the residential zone, the proposed development is code assessable, and is to be assessed against:

- the community infrastructure zone code;
- the general development code; and
- the aerodromes and aviation facilities overlay code in part 5<sup>1</sup>.

The community infrastructure zone is intended to accommodate a wide range of necessary community facilities, including parkland which is the primary purpose of the subject land. The zone also intends that development is located and designed to minimise impacts and maximise safe operation of the infrastructure.

The co-location of a telecommunication facility with the parkland is consistent with the zone purpose, and will not materially detract from recreational use of the land nor from the safety or amenity of the locality.

A detailed assessment against the specific benchmarks nominated in each of the applicable planning scheme codes code is provided in Appendix B. The proposal complies with all relevant benchmarks.

While outside Council's jurisdiction, the applicant also states that the facility will also comply with mandatory Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) standards<sup>2</sup>, which is designed to maintain a significant safety margin to prevent adverse health effects. The proposed facility has a maximum cumulative electromagnetic energy level at 1.5m above ground level, which is estimated to be 0.15 percent of the ACMA mandated exposure limit.

### **State Planning Policy Assessment Benchmarks and Regional Plan**

The only aspect of the State Planning Policy (SPP) of relevance to the subject land and proposed development relates to natural hazards, risk and resilience state interest<sup>3</sup>. The land falls within the storm tide inundation area and flood hazard area - level 1 - Queensland floodplain assessment overlay under the State's development assessment mapping (DAMS) layers<sup>4</sup>.

Accordingly, the proposal has been assessed against the relevant SPP assessment benchmarks, as set out in Appendix C. The proposal complies with these benchmarks. While it is within the area potentially affected by storm tide and flooding it is a necessary facility that requires location within the community it serves. It will not worsen disaster management or recovery capacity, and it should improve network performance overall.

No other parts of the SPP are relevant, and the proposal does not involve environmentally relevant activities or otherwise require referral to other agencies.

Carpentaria Shire is also subject to the Gulf Regional Development Plan 2000. There are no provisions of relevance to this application.

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<sup>1</sup> The subject land also falls within the acid sulphate soils overlay area. However, because no earthworks are involved, the overlay code is not relevant to the proposal.

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<sup>2</sup> Currently the applicable standard is Radiation Protection Series (RPS) S-1 (Rev. 1) Standard for Limiting Exposure to Radiofrequency Fields – 100 kHz to 300 GHz.

<sup>3</sup> SPP assessment benchmarks for liveable communities, mining and extractive resources, water quality and strategic airports and aviation facilities are not relevant to the subject land or proposed development.

<sup>4</sup> DAMs mapping is available at:

<https://dams.dsdipl.esriaustraliaonline.com.au/damappingsystem/>

### **Reasons for approval**

The proposed development complies or can be conditioned to comply with all applicable assessment benchmarks, including:

- Community infrastructure zone code
- General development code
- State Planning Policy assessment benchmark for natural hazards risk and resilience

It therefore must be approved in accordance with the Planning Act section 60(2).

Overall, the proposed development is consistent with the intentions for the community infrastructure zone. It will enhance the local telecommunications network, providing a significant public benefit.

While located within an area subject to flood and storm tide hazard, the proposed development faces the same level of tolerable risk that applies to the balance of the town and does not worsen the hazard or impact on how the hazard may be managed.

### **Conditions**

1. The prescribed tidal works are to be undertaken generally in accordance with the following plans:
  - (a) Site General Arrangement Plan, prepared by Royal HaskoningDHV dated 29.09.2023, Drawing Number PA3014-RHD-00-XX-DRC005 revision P03, as amended in red by SARA.
  - (b) Boat Ramp Groyne Detail Plan and Longitudinal Section, prepared by Royal HaskoningDHV, dated 29.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C014, revision P03.
  - (c) Boat Ramp Groyne Cross Section Sheet 1, prepared by Royal HaskoningDHV, dated 27.09.2023, Drawing Number PA3014- RHD-00-XX-DR-C015, revision P03.
  - (d) Boat Ramp Groyne Cross Section Sheet 2 prepared by Royal Works are undertaken as described in the application material HaskoningDHV, dated 27.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C016, revision P03.
  - (e) Boat Ramp Groyne Typical Details and Setout, prepared by Royal HaskoningDHV dated 27.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C017, revision P03.
  - (f) River Groyne No.1 Detail Plan and Longitudinal Section, prepared by Royal HaskoningDHV, dated 28.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C018, revision P03.

## **BUSINESS PAPERS**

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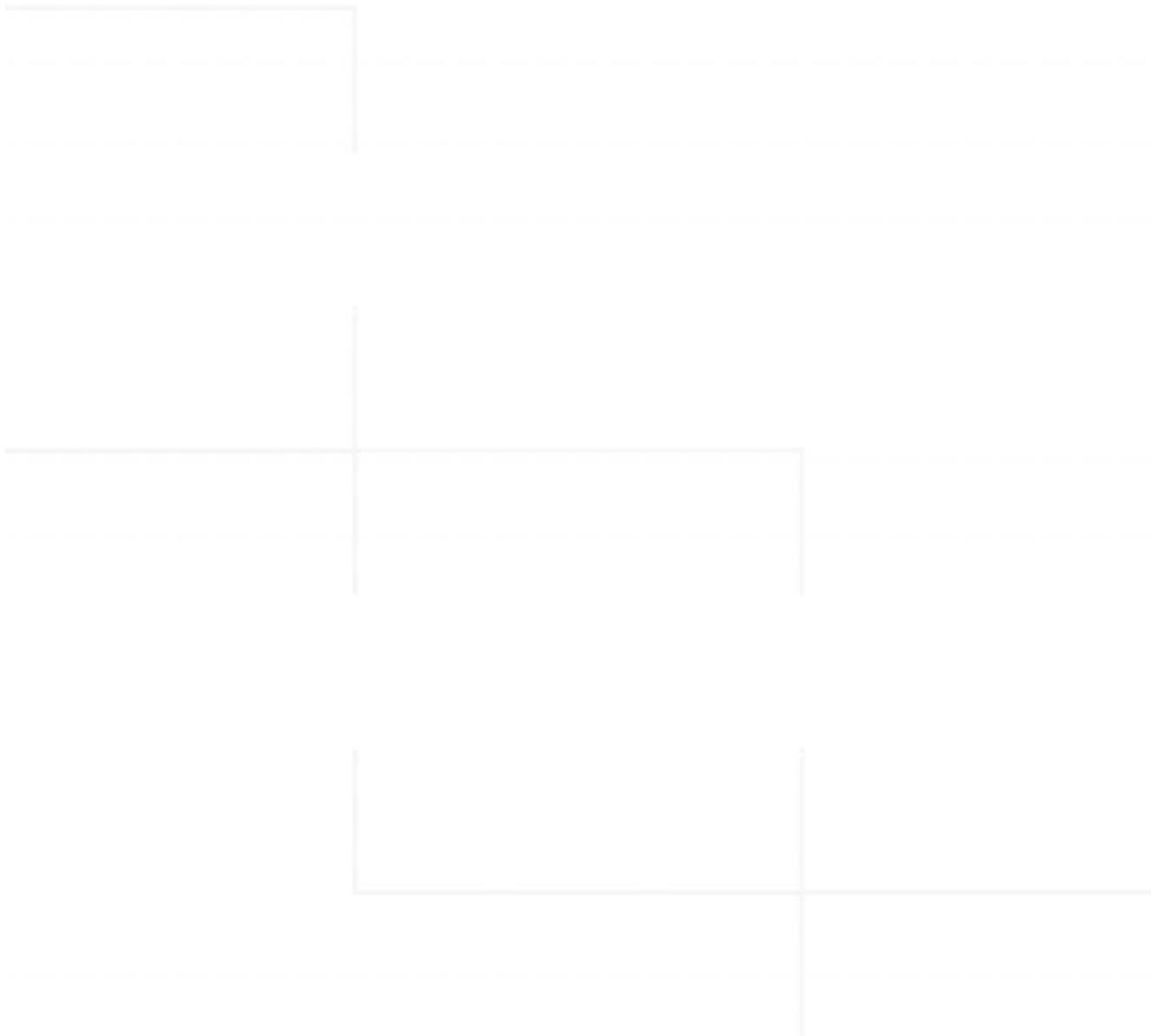
- (g) River Groyne No.2 Detail Plan and Longitudinal Section, prepared by Royal HaskoningDHV, dated 28.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C020, revision P03.
  - (h) River Groyne No.2 Cross Sections, prepared by Royal HaskoningDHV, dated 24.09.2023, Drawing Number PA3014-RHD-00-XXDR-C021, revision P03.
  - (i) River Groyne No.3 Detail Plan and Longitudinal Section, prepared by Royal HaskoningDHV, dated 28.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C022, revision P03.
  - (j) River Groyne No.3 Cross Sections, prepared by Royal HaskoningDHV, dated 24.09.2023, Drawing Number PA3014-RHD-00-XXDR-C023, revision P03.
  - (k) River Groyne No. 1, 2 & 3 Typical Details prepared by Royal HaskoningDHV, dated 28.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C024, revision P03.
2. The works are to be designed and constructed in accordance with the standards and other relevant parameters identified in the supporting material for the application.
  3. RPEQ certified “for construction” design drawings and rock specification are to be prepared and provided to Carpentaria Shire Council prior to works commencing.
  4. A site based environmental management plan is to be prepared and supplied provided to Carpentaria Shire Council prior to works commencing. This is to include a site rehabilitation plan to ensure any land or vegetation damaged or destabilised by the construction of the works is reinstated.
  5. Works are to be undertaken in such a way that public access along the foreshore following construction is to be maintained.
  6. Beach nourishment is to be undertaken within 3 years of completing the works, in accordance with the approved drawing PA3014-RHD-00-XX-DR-C005 and the existing beach nourishment approval.

### Advisory notes

1. In accordance with section 85 of the Planning Act 2016, this approval will lapse two years from the day the approval takes effect.

ROUGH PLAN

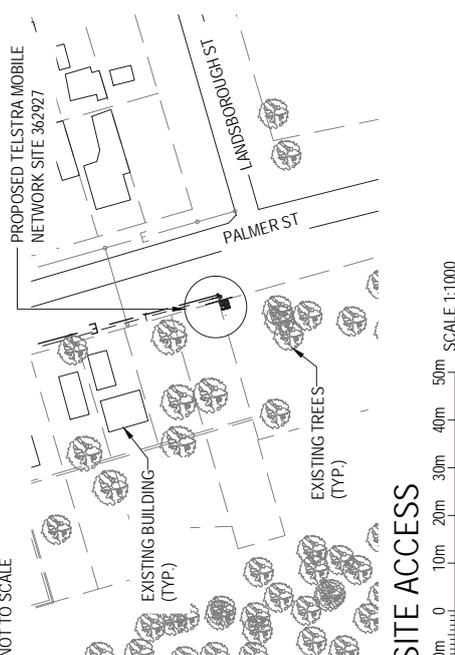
## Appendix A: Plans of the Proposed Development





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**LOCALITY PLAN**  
 NOT TO SCALE



**SITE ACCESS**  
 SCALE 1:1000

**FOR CONSTRUCTION**

ISS	DATE	EXAM/APPD	AMENDMENT
1	08/03/24	AR DM	PRELIMINARY SP3008992W00060ERC-LTE700
2	07/06/24	AR DM	FOR CONSTRUCTION SP3008992W00060ERC-LTE700

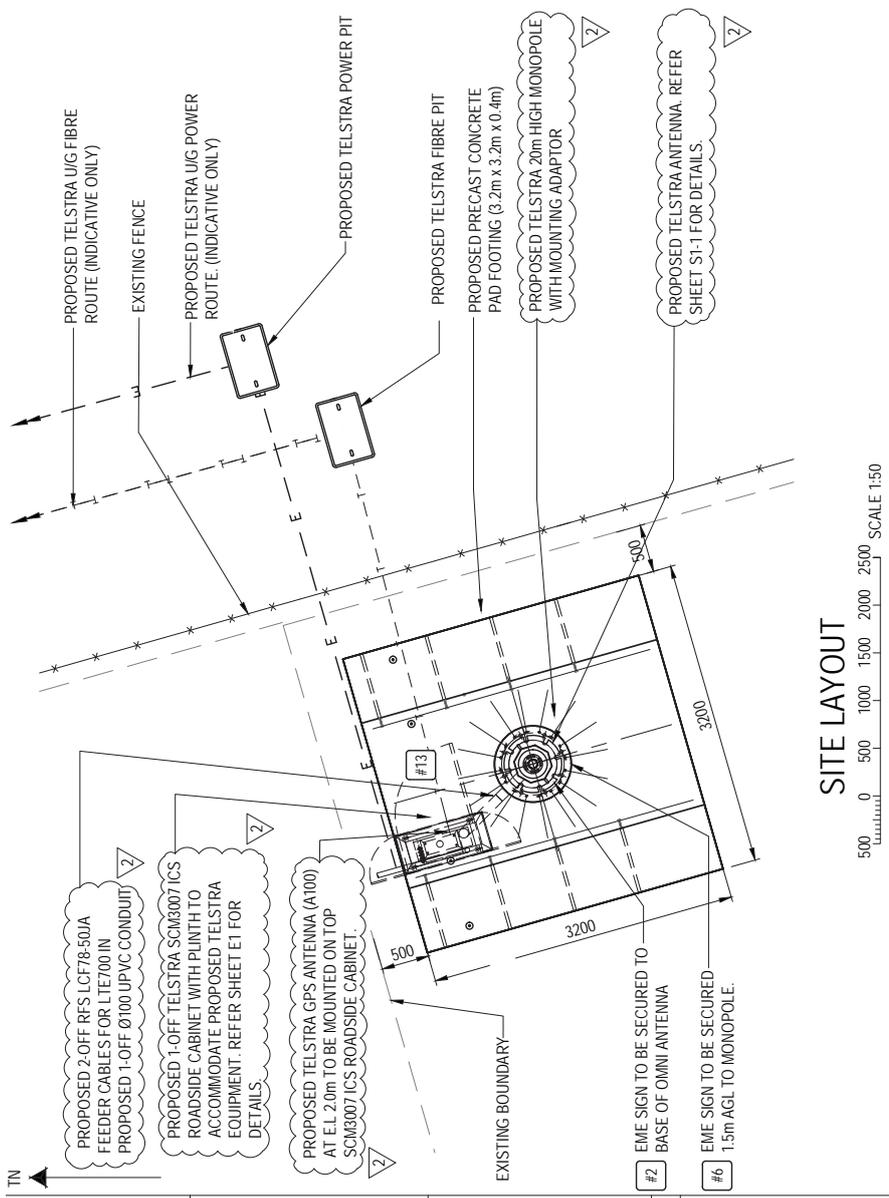
ORDER/DR/INI	CHKD	AMENDMENT
4/08/23/01	ON PD	PRELIMINARY SP3008992W00060ERC-LTE700
4/08/23/01	ON PD	FOR CONSTRUCTION SP3008992W00060ERC-LTE700



SITE STRUCTURE CO-ORDINATES (GDA94)	
GPS READING ACCURACY: +/-10m	
CENTRE OF POLE	
LATITUDE	-17.462359° (GDA 94)
LONGITUDE	140.828895° (GDA 94)

PROPERTY DESCRIPTION	LOT 11 CROWN PLAN K3645
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**COMPLIANCE BOX**  
 COMPLETED AS PER DESIGN  
 ALTERATIONS IN RED  
 NAME (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_



**SITE LAYOUT**  
 SCALE 1:50

**NOTES :**

- ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD-PROOFED AS PER EXTERNAL PLANT POLICY 003615
- FOR SITE SPECIFIC NOTES REFER TO SHEET S0 & S0-1
- FOR EME SIGNS NOTED (#2) AS REFER TO 005486 DOCUMENTS FOR DETAILS.
- (#2) EME SIGNS TO BE SECURED TO BASE OF OMNI ANTENNA.
- (#6) EME SIGN TO BE SECURED TO MONOPOLE.
- (#13) EME SIGN TO BE SECURED TO THE DOOR OF ODU
- ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE STATED.

NOT SCALE	DATE
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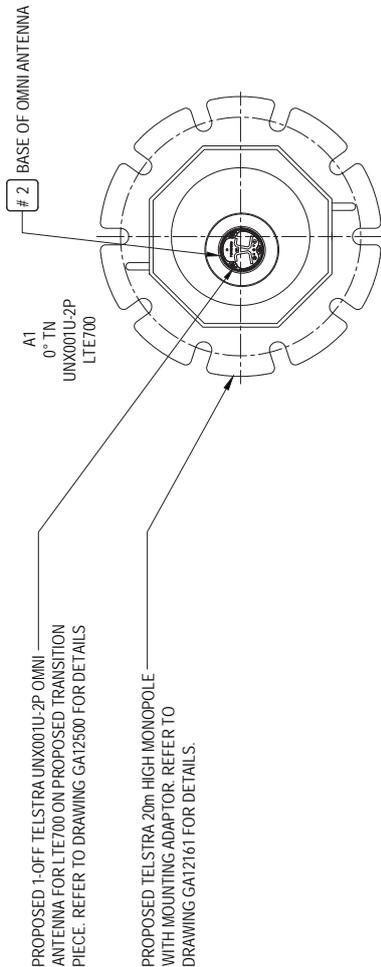
A

B

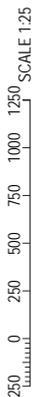
C

D

E



ANTENNA LAYOUT AT 20.3m



NOTES :

1. ALL EXTERNAL FEEDERS AND TAILS BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
2. FOR SITE SPECIFIC NOTES REFER TO SHEET S0 & S0-1
3. FOR EME SIGNS NOTED AS #X REFER TO 005486 DOCUMENTS FOR DETAILS.
4. #2 EME SIGN SECURED TO THE BASE OF OMNI ANTENNA.



ORDER/DRW/NO	CHKD	AMENDMENT	EXAM/APPD	DATE	ISS
40183101	ON	PRELIMINARY SP2008992W008ERC.LTE700	AR DM	08.03.24	1
40183101	ON	FOR CONSTRUCTION SP2008992W008ERC.LTE700	AR DM	07.06.24	2

**FOR CONSTRUCTION**

**COMPLIANCE BOX**  
 COMPLETED AS PER DESIGN   
 ALTERATIONS IN RED   
 NAME (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_



MOBILE NETWORK SITE 362927  
 KARUMBA WARD PALMER ST SC  
 ANTENNA LAYOUT  
 40 PALMER ST, KARUMBA, QLD 4891

DWG NO. **Q117345** SH1-1 INDEX

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NOTES :

1. ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615
2. FOR EME SIGNS NOTED (#X) AS REFER TO 005486 DOCUMENTS FOR DETAILS.
3. #2 EME SIGNS TO BE SECURED TO BASE OF OMNI ANTENNA.
4. #6 EME SIGN TO BE SECURED 1.5m AGL TO MONOPOLE.
5. #13 EME SIGN TO BE SECURED TO THE DOOR OF ODU

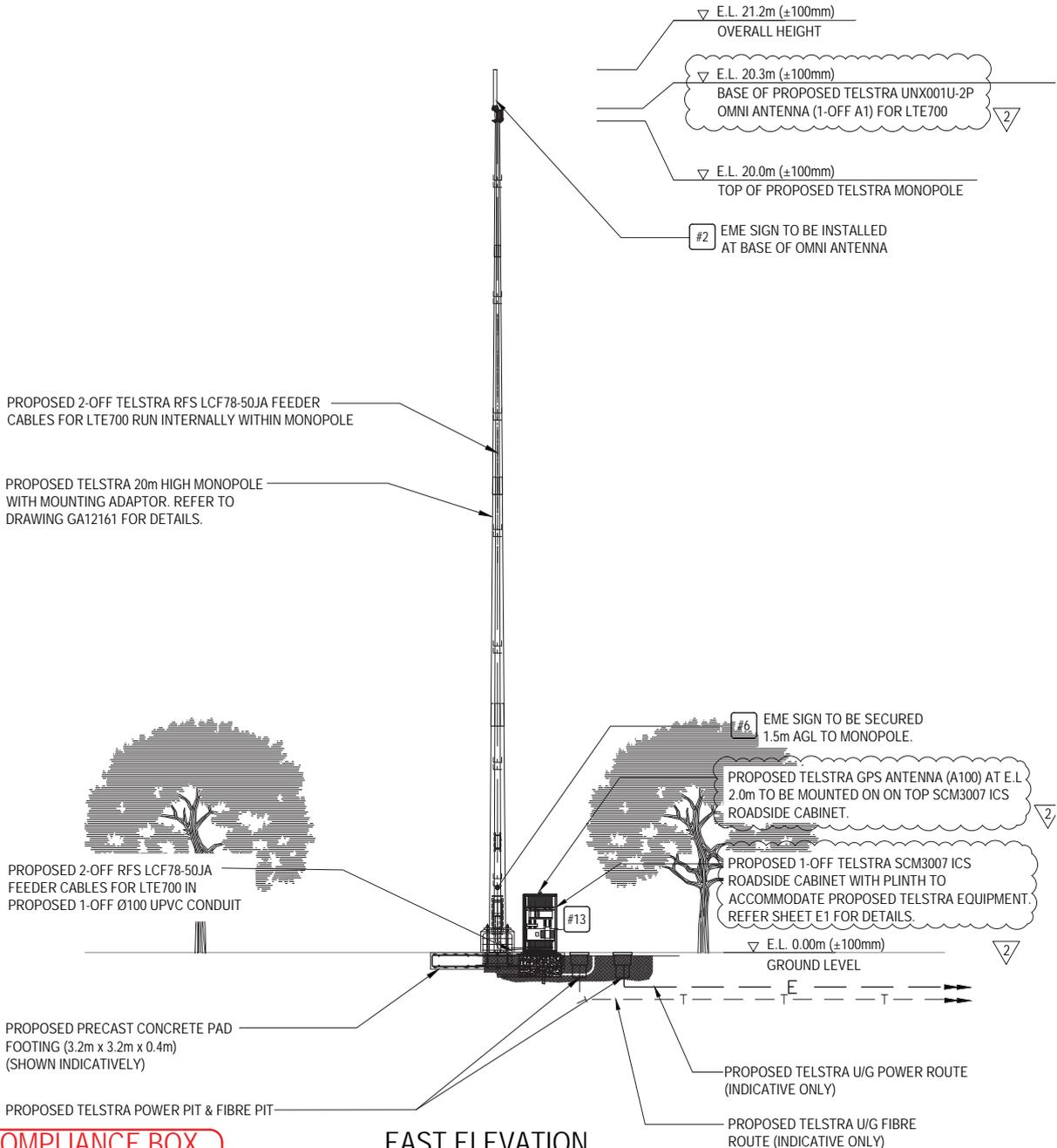
A

B

C

D

E



EAST ELEVATION

1m 0 1m 2m 3m 4m 5m SCALE 1:100

**COMPLIANCE BOX**  
 COMPLETED AS PER DESIGN   
 ALTERATIONS IN RED   
 NAME (PRINT) \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR CONSTRUCTION**

0 NOT  
 SCALE  
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 IN



ORDER	DRWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
4018313.01	QN	PD	PRELIMINARY SP30098992W0030ERIC LTE700	AR	DM	08.03.24	1
4018313.01	QN	PD	FOR CONSTRUCTION SP30098992W0030ERIC LTE700	AR	DM	07.06.24	2



MOBILE NETWORK SITE 362927  
 KARUMBA WARD PALMER ST SC  
 EAST ELEVATION  
 40 PALMER ST, KARUMBA, QLD 4891

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DWG NO. **Q117345** SHT NO. **S3** INDE

TELSTRA MOBILES ANTENNA CONFIGURATION TABLE					
ANTENNA No.	ANTENNA TYPE & SIZE H x W x D	ANTENNA ACTION REQUIRED	ANTENNA HEIGHT C/L A.G.L.	PHYSICAL ANTENNA BEARING (°T)	SECTOR No. & TECHNOLOGY
A1	COMMSCOPE UNX001U-2P OMNI 082 x 978mm	INSTALL	20.3m	0°	SO: LTE/700 SO: LTE/700
A100	ERICSSON-KRE 101 2082/1 GPS ANTENNA	INSTALL	BASE OF 2.0m	0°	LTE (700)

**COMPLIANCE BOX**  
 COMPLETED AS PER DESIGN   
 ALTERATIONS IN RED   
 NAME (PRINT) \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

**FOR CONSTRUCTION**

ORDER/DRW/NO	CHKD	AMENDMENT	EXAM/APPD	DATE	ISS
40883301	ON	PRELIMINARY SP20089892W000ERC-LTE700	AR DM	08/03/24	1
40883301	ON	FOR CONSTRUCTION SP20089892W000ERC-LTE700	AR DM	07/06/24	2

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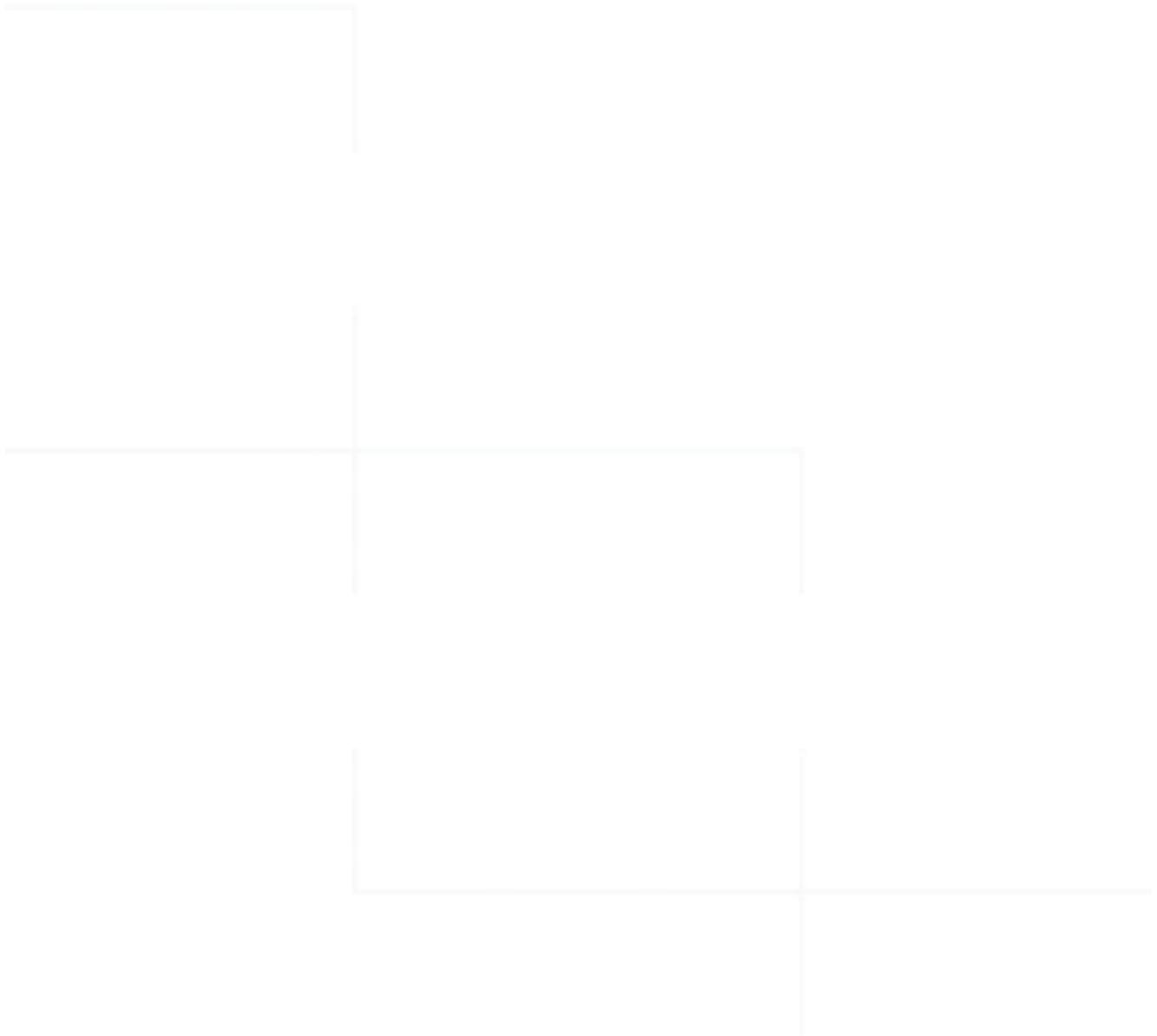
MOBILE NETWORK SITE 362927  
 KARUMBA WARD PALMER ST SC  
 ANTENNA CONFIGURATION TABLE  
 40 PALMER ST, KARUMBA, QLD 4891

DWG NO. **Q117345** | SHEET NO. **S3-1** | INDEX



ROUGH PLAN

## Appendix B: Assessment against Applicable Planning Scheme Codes



ROUGH PLAN

**4.15 Community Infrastructure Zone Code**

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p><b>Consistent and Inconsistent Activities in the Community Infrastructure Zone</b></p> <p>The following defined uses or use classes are consistent with the Overall Outcomes sought by the zone:-</p> <ul style="list-style-type: none"> <li>(i) Aerodromes and Aviation Facilities;</li> <li>(ii) Caretaker's Residence;</li> <li>(iii) Community Facilities;</li> <li>(iv) Community Infrastructure;</li> <li>(v) Medical Centre (near hospital); and</li> <li>(vi) Sport and Recreation.</li> </ul> <p>...</p> <p><b>Natural and Cultural Values</b></p> <p>There are no significant adverse effects on the cultural and natural values of the environment, including water pollution, arising from, but not limited to:-</p> <ul style="list-style-type: none"> <li>(i) disturbance of the land;</li> <li>(ii) siting of buildings and other works;</li> <li>(iii) waste disposal;</li> <li>(iv) public access; or</li> <li>(v) fire hazard.</li> </ul> <p><b>Amenity, Public Health or Safety</b></p> <p>There are no significant adverse effects on amenity, public health or safety with regard to the following:-</p> <ul style="list-style-type: none"> <li>(i) sewage disposal;</li> <li>(ii) water supply for human use; or</li> <li>(iii) permanent or temporary occupation of, or access to, areas subject to natural hazards.</li> </ul>	<p>No probable solutions are prescribed.</p> <p>No probable solutions are prescribed.</p> <p>No probable solutions are prescribed.</p>	<p><b>Complies</b> - Community infrastructure (which includes telecommunications facilities) is listed as consistent use.</p> <p><b>Complies</b> – There are no impacts likely to arise from the proposed development relevant to the listed matters.  <b>Conditions could be imposed to assist in ensuring any disturbance during construction is minimised and rectified.</b></p> <p><b>Complies</b> - This outcome relates to impacts associated with servicing and natural hazards. The proposal does not require water supply or sewerage and will have no impacts as a result.                      It will not impact public health or safety during a natural hazard. Refer also to SPP assessment benchmark review for comment on natural hazards (Appendix C).</p>

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p><b>Operation and Provision of Infrastructure</b>                      Uses are of a type and scale that maintain the standards of service identified in Schedule 1, Part 1.</p> <p>Water supply, sewerage and roads are provided to:-</p> <ul style="list-style-type: none"> <li>(i) meet appropriate standards at the least whole-of-life cost, including avoiding unnecessary duplication;</li> <li>(ii) be robust and fit for the purposes and intended period of operation;</li> <li>(iii) be easily maintained without unnecessarily requiring specialist expertise or equipment;</li> <li>(iv) be comprised of components and materials that are readily accessible and available from numerous local sources; and</li> <li>(v) be readily integrated with existing systems and facilitate the orderly provision of future systems.</li> </ul> <p>The safe and efficient operation of roads and railways are maintained having regard to:-</p> <ul style="list-style-type: none"> <li>(i) the nature of vehicles using the road;</li> <li>(ii) the location of uses that may be adversely affected by noise and dust generated from use of the road or railway;</li> <li>(iii) the location and design of access points; and</li> <li>(iv) the design of stormwater drainage.</li> </ul> <p>Uses and works are located and designed to avoid significant adverse effects on safe aircraft operations due to:-</p> <ul style="list-style-type: none"> <li>(i) physical intrusions;</li> <li>(ii) reduced visibility;</li> </ul>	<p>No probable solutions are prescribed.</p> <p>Water supply, sewerage and roads are constructed to relevant standards stated in Schedule 1, Part 3.</p> <p>No probable solutions are prescribed.</p> <p>No probable solutions are prescribed.</p>	<p><b>Complies</b> - The proposed development will not impact on any infrastructure networks. In any event, there is no standard nominated for Karumba in Schedule 1, Part 1.</p> <p><b>Not relevant</b> - The proposal will not be constructing new water supply, sewerage or road works, and does not require connection to services</p> <p><b>Complies</b> - The likely vehicular traffic, while non-residential in nature, will not be minimal and will not reduce the safety or efficiency of the streets providing access to the site. These streets already include non-residential traffic, due to the nearby commercial and recreational activities.</p> <p><b>Conditions could be imposed to assist in managing access to the site.</b></p> <p><b>Complies</b> - There will be no impact on the operation of the airstrip (refer also aerodrome and aviation facility overlay code below).</p>

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p>(iii) collisions with birds;                      (iv) electromagnetic interference with aircraft navigation systems; or                      (v) other functional problems for aircraft (including artificial lighting hazards).</p> <p><b>Water Quality Maintenance</b>                      All activities maintain the water quality of Carpentaria Shire's groundwater, waterways and surface water storages.</p>	<p>Any activities which:-</p> <p>a) involve the handling of water-borne pollutants are provided with bunded, impervious surfaces linked to an integrated drainage and treatment system;</p> <p>b) involve the storage of waste water are provided with properly designed and constructed, secure, sealed storage facilities; or</p> <p>c) contain all liquid wastes and discharge them to a sewer or removed from the site for treatment and disposal to an approved facility.</p>	<p><b>Complies</b> - The proposed development will have no impact on water quality and does not involve handling of pollutants, liquid wastes or waste water.</p>
<p><b>Built Form</b>                      The built form is compatible with the desired character and amenity of the surrounding area and does not adversely affect the visual amenity</p>	<p>The maximum height of a building, structure or object, or height at which an activity is carried out, is 8.5m.</p>	<p><b>Complies</b> – Although higher than 8.5m, the facility complies with the performance outcome. It is consistent with the character and amenity of the area and will not have significant impacts on visual amenity. Mobile towers involve minimal structure and are common features of urban areas.</p>
<p><b>Other Uses</b>                      The predominance of the primary community facilities is retained and there are no significant adverse effects on the local amenity.                      Any use to be located to provide a local service for the adjacent residents rather than be located in different parts of a residential area.                      In order to operate effectively the use needs to be located close to a particular cultural feature,</p>	<p>No probable solutions are prescribed.</p>	<p><b>Complies with relevant parts</b> – The facility provides community infrastructure and is appropriately co-located within the park, consistent with the zone intent and maintaining recreational functions. There are no significant adverse effects on local amenity.                      The facility is located to ensure local community coverage is optimised.</p>

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p>natural feature or resource, infrastructure item or activity that occurs in the locality.</p> <p>Accommodation buildings, dwelling houses and multiple dwellings are able to locate in the community infrastructure zone if the use:-</p> <p>(i) satisfies a community need or is associated with some community facilities or community infrastructure; and</p> <p>(ii) is located on or on land adjacent to the site of the community facilities or community infrastructure.</p>		

PROPOSED TELECOMMUNICATIONS FACILITY  
 40 PALMER STREET, KARUMBA

ROUGH PLAN

**6.9 General Development Code**

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p><b>Boundary Roads</b> Proposals aid in the orderly and proper acquisition of land.</p>	<p>A new road having one half the width of any other road in that locality is provided where a proposal for such a road occurs at the boundary of the land and the land is in two or more ownerships. Concrete kerb and channel is required along the frontage or frontages in urban areas.</p>	<p><b>Not relevant</b> - The proposal does not involve the construction of new roads</p>
<p><b>Electricity</b> Residential, commercial and industrial uses are supplied with electricity where supply is practical.</p>	<p>The proposal demonstrates that a supply of electricity is approved, where a supply is practical, prior to Council's endorsement on the plan of survey.</p>	<p><b>Complies</b> - Power for the facility will be supplied via a new power supply system. All relevant approvals will be obtained from the electricity provider.</p>
<p><b>External Works</b> Any defined uses or use classes are to provide for external works relative to its size and scale and location in an urban or rural area.</p>	<p>Proposals include:-</p> <ul style="list-style-type: none"> <li>(i) in non-urban areas the construction of concrete kerb and channel is to be for the full length of the frontage or frontages of the site if such standard of kerb and channel exists within 100m of the development;</li> <li>(ii) grading of the footpath for the full length of the frontage or frontages of the site;</li> <li>(iii) crossings over channel and footpath;</li> <li>(iv) a constructed footpath for the full length of the frontage or frontages of the site if such standard of constructed footpath exists within 100m of the development;</li> <li>(v) where the road is not fully paved, the paving of the road with bitumen between the existing pavement and the channel if such standard of paved road exists within 100m of the development; and</li> <li>(vi) where the road is not paved, the construction of the carriageway and the paving with bitumen from the lip of the channel to the centre-line for half the width of the carriageway or for a width of 6 metres, whichever is greater. Where concrete kerb and channel is not required, for a width of 6 metres if such standard of road exists within 100m of the development.</li> </ul>	<p><b>Complies</b> – Existing external works at the site are consistent with the setting and are appropriate to support the facility.</p> <p><b>Conditions can be imposed to ensure either existing cross overs are used or a suitable new cross over is established and all external works are reinstated following construction or maintenance.</b></p>

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p><b>Landscaping</b>                      The visual amenity in any locality is enhanced by proposals that incorporate landscaping appropriate to the area in the density and height of the vegetation proposed.                       Visual screening by mounds, screen walls, or the planting of trees and shrubs.</p>	<p>Existing vegetation to be retained.</p>	<p><b>Complies</b> - No change to current vegetation or landscaping is proposed.   <b>Conditions can be imposed to require existing trees to be retained and protected.</b></p>
<p><b>Lighting</b>                      Any proposed lighting has no adverse impacts on the surrounding residential areas</p>	<p>The level of illumination at the boundary of the site does not exceed 8 lux measured at any level upwards from the ground level.                       Lighting is shielded or screened in a manner that causes minimal impact on adjoining properties.</p>	<p><b>Complies</b> - No lighting is proposed.</p>
<p><b>Parking, Loading and Unloading</b>                      Car parking does not hinder or obstruct the use of any area by pedestrians or other vehicles.                       Parking areas are laid out in such a manner as to provide adequate access to each parking space and to permit free circulation of vehicles entering, leaving and parking.</p>	<p>Parking spaces comply with Table 6.10 - Areas and Dimensions.                       Access to parking spaces is provided from an aisle with an unobstructed width of at least 6.2 metres.                       For a parallel parking space the minimum dimensions are 6.2 metres by 2.6 metres.                       Car parking spaces for particular uses are in accordance with Table 6.11 - Number of Car Parking Spaces Required.                       The gradient of a parking space does not exceed 10 per cent.                       Parking areas are:-                      (i) drained, sealed, marked and signed;                      (ii) readily accessible for vehicular use and designed so that vehicles can enter and leave the premises in forward gear;                      (iii) not closer than 3 metres from the alignment of any structure;                      (iv) not closer than 3 metres to any boundary of the site;                      (v) landscaped;                      (vi) provided with trolley bay areas, pedestrian walkways and devices to facilitate safe pedestrian circulation; and                      (vii) provided with motorbike and cycle parking spaces.</p>	<p><b>Complies</b> - No provision for car parking is proposed or required.</p>

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
	<p>Parking areas are located within the site on which the use is to be conducted.</p> <p>Adequate space is provided for the loading, unloading and fueling of vehicles, for the parking of trailers and for the picking up and setting down of passengers.</p>	
<p>Parking of heavy vehicles has no detrimental effect on the amenity of residential areas.</p>	<p>Heavy vehicles used for the cartage of livestock are not parked in a Residential Zone except for the prime mover exclusive of any trailers.</p> <p>Where parking a heavy vehicle on land used for residential purposes occurs, provision is made to house the vehicle in a Class 1 or Class 10 building;                      or                      The vehicle is parked behind the front building alignment.</p>	<p><b>Complies</b> - No provision for heavy vehicle parking is required or proposed.</p>
<p><b>Provision of Water</b>                      Every residential, commercial or industrial building outside the Council service area is provided with an adequate potable water supply.</p>	<p>Rainwater storage tanks have a minimum capacity of 4,500 litres.                      Where rainwater storage tanks are not supplied, a dam, dams or bore supply is available.</p>	<p>Not relevant to the proposal. The site is within the serviced areas.</p>
<p><b>Sewerage</b>                      Outside the Council service area acceptable methods of sewage and sillage waste disposal protect the environment and the health of residents</p>	<p>Methods of sewage disposal comply with the Department of Natural Resources and Mines On-site Sewerage Code and AS/NZS 1547:2000.</p>	<p>Not relevant to the proposal. The site is within the serviced areas.</p>
<p><b>Storage</b>                      Storage of equipment, materials, machinery or tools has no detrimental effect on the visual amenity of a residential area</p>	<p>All equipment, materials, machinery or tools of trade in any business, profession, trade or hobby are housed in a Class 1 or Class 10 building or screened</p>	<p><b>Complies</b> - Equipment will be stored in the proposed equipment cabinet.  <b>Conditions could be imposed to ensure this occurs.</b></p>
<p><b>Vegetation</b>                      The visual amenity of the surrounding uses and of the Shire is protected.</p>	<p>Trees and shrubs whether natural growth or planted are retained on the site except where on the site of a proposed building construction or posing a fire hazard to the development.</p>	<p><b>Complies</b> – There is no change to existing vegetation. No native vegetation of ecological value will be affected.</p>

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
A defined use or use class does not adversely impact on the ecological or landscape values of vegetation.	Vegetation is retained within:- (i) 50 metres of the high bank of a river; and/or (ii) 25 metres of the bank of any other watercourse.	
<b>Drainage and Filling</b> The drainage or filling of land to enable its use	Council requirements, which will be a condition of development, are met. The movement of material shall not cause a dust nuisance. There is no adverse impact on adjacent premises	<b>Complies</b> - There is no change to existing ground levels.
<b>Site Access</b> The movement of vehicles, including emergency vehicles, into and out of the site is facilitated.	The site layout facilitates the movement of traffic without impacting on the flow of traffic on the adjoining road or roads.	<b>Complies</b> – Adequate access for construction and maintenance can be provided. <b>Conditions could be imposed to assist in managing this issue.</b> <b>Not relevant</b>
<b>Awning Over Footpaths</b> In the Commercial Zone protection for pedestrians from severe climatic conditions is to be provided	Proposals to provide covered walkways or awnings over pedestrian walkways.	

ROUGH PLAN

**5.4 Aerodromes and Aviation Facilities Overlay Code**

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p><b>Height of Buildings and Structures</b> Buildings or other structures must not interfere with the movement of aircraft or the safe operation of the Normanton Aviation Facility.</p>	<p>Buildings or other structures do not protrude into any Obstacle Limitation Surface.  Facilities, such as masts, do not protrude into any Obstacle Limitation Surface.  Refer to the State Planning Policy 1/02 for design specification relating the construction of buildings and other structures within the obstacle limitation surface.</p>	<p><b>Complies</b> - The proposal does not protrude into the obstacle limitation surface (none is defined for the Karumba airstrip, however, the pole is outside the alignment of the runway).</p>
<p><b>Emissions</b> Emissions do not significantly affect air turbulence, visibility or engine operation in operational airspace.</p>	<p>No probable solutions are prescribed.</p>	<p><b>Complies</b> - The proposal does not involve emissions or any attribute that would affect air safety.</p>
<p><b>Potential Interference for Wildlife</b> Wildlife, particularly flying vertebrates, such as birds and bats, are not attracted into operational airspace in significant numbers.</p>	<p>Potential food and waste sources are covered and collected so that accessibility by wildlife is minimised. Wildlife deterrence measures are carried out e.g. bird scarers, netting.</p>	<p><b>Complies</b> -The proposal does not involve potential waste sources or other attributes that would attract wildlife.</p>
<p><b>Public Safety Area</b> A significant increase in the number of people living, working or congregating in public safety areas is avoided, unless this is an existing 'development commitment'.</p>	<p>No Probable Solutions are prescribed.</p>	<p><b>Complies</b> - The proposal is not within the public safety area (none is defined for the Karumba airstrip; however, the pole is outside the alignment of the runway).</p>
<p><b>Advertising Devices and Other Lighting</b> Illuminated advertising devices and other lighting must not create a visual hazard to pilots flying in or out of the Normanton Aviation Facility.</p>	<p>The illuminated advertising devices or other lighting does not exceed the background illumination level when viewed from the air.</p>	<p><b>Complies</b> -The proposal does not involve signage.</p>
<p><b>Function of Aviation Facility</b> A defined use or use class does not impair the function of the Normanton Non-directional Beacon/Satellite Ground Station (Airservices Australia Reference No. 552) by</p>	<p>Works or uses are not located within the sensitive areas of the beacon, as shown on Map 1 - Aerodrome and Aviation Facilities Overlay Map that involve any:- (i) buildings, structures or any other physical obstructions within 60 metres of the site;</p>	<p><b>Note relevant</b> -The proposal is not in Normanton.</p>

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
creating physical obstructions, electrical or electro-magnetic interference or deflection of signals.	(ii) metallic buildings or structures between 60 metres and 150 metres of the site; (iii) buildings or structures with a size greater than 2.5 metres in any dimension between 60 metres and 150 metres of the site; (iv) any other physical obstructions between 60 metres and 150 metres of the site which exceed 3 metres in height; or (v) buildings, structures or any other physical obstructions between 150 metres and 500 metres of the site which exceed 7.9 metres in height.	
A defined use or use class does not impair the function of the Normanton Aviation Facility by creating physical obstructions.	Works or uses are not located within the glide path that involve any:- (i) buildings, structures or any other physical obstructions within 1000m of the end of the runway or 175m from the centre line of the runway of the Existing Normanton Aerodrome and Aviation Facility identified on Maps 1 and 2 - Aerodromes and Aviation Facilities Overlay Maps or, the Existing Karumba Aerodrome and Aviation Facility identified on Maps 4 and 5 - Aerodromes and Aviation Facilities Overlay Maps; or (ii) buildings, structures or any other physical obstructions within 1000m of the end or 175m of the side boundaries of the Proposed Karumba Aerodrome and Aviation Facility identified on Maps 6 and 7 - Aerodromes and Aviation Facilities Overlay Maps; or (iii) buildings, structures or any other physical obstructions within the NDB 500m buffer identified on Map 3 - Aerodromes and Aviation Facilities Overlay Maps;	<b>Note relevant</b> -The proposal is not in Normanton.



## Appendix C: Assessment against SPP Natural Hazards Assessment Benchmark

SPP Assessment Benchmark	Performance of the Proposed Development
(3) Development ... avoids natural hazard areas, or where it is not possible to avoid the natural hazard area, development mitigates the risks to people and property to an acceptable or tolerable level.	The site is within the area potentially affected by storm tide and flooding. However, it is a necessary facility that requires location within the community it serves. It faces the same level of tolerable risk that applies to the balance of the town.
(4) Development supports and does not hinder disaster management response or recovery capacity and capabilities.	The proposed development will not worsen disaster management or recovery capacity. While telecommunications facilities are necessary during and after events, the facility needs to be located within the affected area and will improve network performance overall.
(5) Development directly, indirectly and cumulatively avoids an increase in the severity of the natural hazard and the potential for damage on the site or to other properties.	The facility is not of a sufficient scale to change to the impact of flood or storm tide on other properties.
(6) Risks to public safety and the environment from the location of hazardous materials and the release of these materials as a result of a natural hazard are avoided.	The proposed development will not involve the handling of hazardous materials.
(7) The natural processes and the protective function of landforms and the vegetation that can mitigate risks associated with the natural hazard are maintained or enhanced.	There will be no change to protective landforms or vegetation.

## BUSINESS PAPERS

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### 12.9 DEVELOPMENT APPLICATION - MATERIAL CHANGE OF USE FOR INDUSTRY - 23 MATILDA STREET, NORMANTON - I/2335

<b>Attachments:</b>	12.9.1. Appendix A: Assessment against Applicable Planning Scheme Codes <a href="#">↓</a> 12.9.2. Appendix B: Assessment against SPP Natural Hazards Assessment Benchmark <a href="#">↓</a>
<b>Author:</b>	Tahirih Bristow-Stagg - Assistant Building Planning & Property Officer
<b>Date:</b>	11 June 2024
<b>Key Outcome:</b>	4.1 - Sustainable urban and rural development
<b>Key Strategy:</b>	4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

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#### Executive Summary:

The application seeks a development permit for a material change of use for an industry, being metal fabrication. Located at 23 Matilda Street, Normanton (Lot 98 on N14812) within the residential zone.

#### RECOMMENDATION:

That Council resolve in accordance with the Planning Act 2016, that the applicant be notified that the application for a development permit for material change of use for an industry (metal fabrication) at 23 Matilda Street, Normanton, formally described as Lot 98 on N14812, is refused.

#### Background:

##### Summary of Assessment

The proposed development has been assessed against the relevant assessment benchmarks, and regard has been given to other relevant matters.

The proposal is inconsistent with the planning scheme intentions for residential areas and with reasonable community expectations. While some non-residential activities may be anticipated in residential areas where they can maintain residential amenity, the proposed metal fabrication business has the potential to cause significant impacts.

This is primarily due to noise, vehicle access and parking (including heavy vehicles) and possible outdoor storage. While some matters may effectively be dealt with through conditions of approval, effective noise control measures cannot be determined. As a result, the proposed development cannot, with any certainty, maintain a level of amenity that is consistent with the reasonable expectations of neighbours.

It is therefore recommended that the application be refused.

#### The Site and Proposed Development

##### The Site

The subject land is located at 23 Matilda Street, Normanton and is occupied by a high set house and a large shed. It is formally described as Lot 98 on N14812 and has an area of 1,012m<sup>2</sup>.

It is included in the residential zone under the Carpentaria Shire Planning Scheme and adjoined by houses on all sides. Normanton railway station is opposite and the Foodworks supermarket is located to the south, in the commercial zone on the corner of Landsborough Street.

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Figure 1: Aerial View

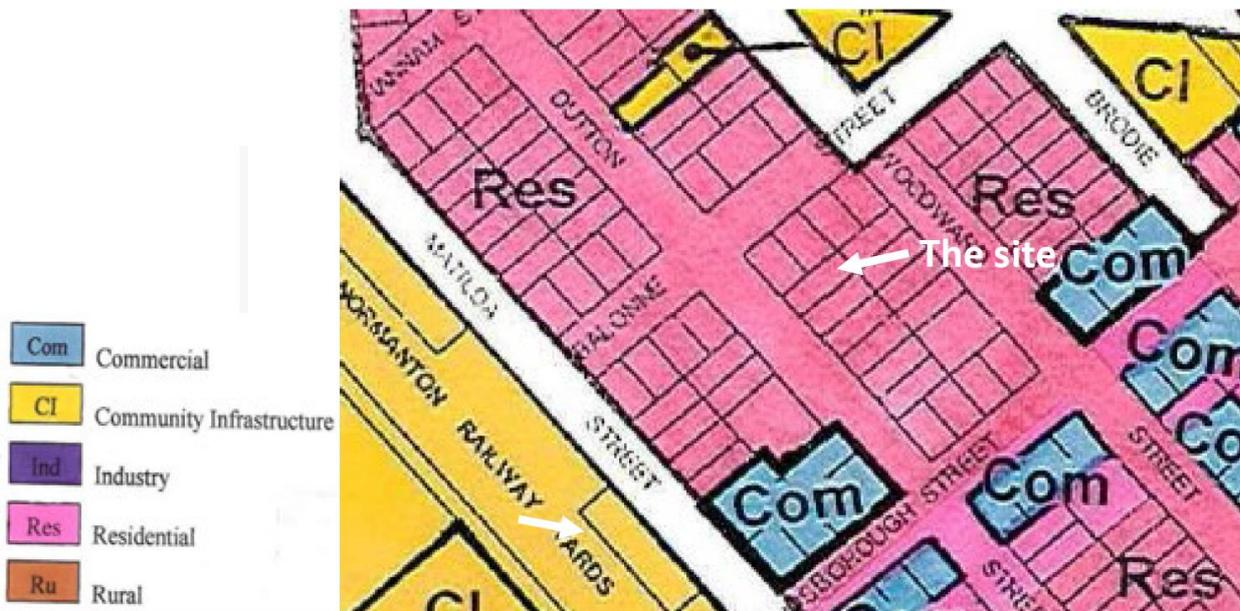


Figure 2: Zoning

### The Proposed Development Description of Proposed Activities

The application was properly made on 14 December 2023 and responded to Council's show cause notice of 22 September 2023.

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The proposed metal fabrication business, as described in the application material, involves welding of aluminium, stainless and mild steels, sheet metal forming and pipe bending. Complementary activities such as brazing and soft soldering may also be undertaken. Equipment utilised includes welders (MIG, TIG and manual metal arc, referred to as 'stick'), high quality sheet metal cutter and pan break. It does not involve any environmentally relevant activities and does not otherwise require referral to other agencies.

Metal fabrication work will take place in the shed, with a staff kitchenette and ablution facilities in the undercroft of the dwelling. Equipment and vehicles are ordinarily stored in the shed, with occasional outdoor storage on the site. The applicant also offers off-site, mobile services to clients.

As indicated in Figure 3 below, the shed is approximately 18m long x 9m wide, and 4.5m in height. It is set back approximately 2m from the northern side boundary and 5m from the rear boundary. Plans provided by the applicant indicate building approval was given for the shed in 2000. No new buildings or other changes to the site are proposed. Photographs of operations within the shed are shown in Figure 4.

The applicant described equipment and activities on the site as generally low-noise generating. Noisier activities such as arc air gouging and heavy repairs are proposed to be undertaken off-site. Any panel beating, spray painting or surface coating are also undertaken off-site. However, no acoustic assessment has been provided or proposed.

Activities generally do not involve mechanical repairs, however if any incidental minor repair is required, any oil or other liquid waste is stored in sealed containers on site and disposed of off-site.

The initial application material stated that the operation would involve three staff, with hours of operation 8am to 5pm, Monday to Saturday and no work public holidays. Subsequent advice in response to Council's 'further advice notice' indicated:

- the applicant would operate as a sole trader with no other employees;
- hours of operation would be 8am to 5.30pm, Monday to Friday, with only emergency jobs on Saturday; and
- no parking is involved (other than for residents of the dwelling), however, there will be drop-off and pick-up by customers.

### **Submissions Received**

The use is defined by the planning scheme as an industry and is an impact assessable development within the residential zone. This means that the application required public notification and assessment against the whole of the planning scheme.

Two submissions were received from the owners of 4 of the 6 adjoining properties. This includes Department of Housing, Local Government, Planning and Public Works (DHLGPPW) as owner of 2, 4 and 6 Balonne Street, and the resident of 25 Matilda Street.

The submissions made by adjoining owners raise concerns regarding:

- Inconsistency of the use with the intentions for residential zone and reasonable expectations for residential amenity;
- Noise impacts on adjoining properties and a lack of an acoustic assessment;
- Lack of on-site parking and parking on the street and footpath; and
- Days and hours of operation, including Saturdays.

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*Figure 3: Existing buildings on the site*

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Figure 4: Photographs of activities within shed

### Timing of Public Notification

All public notification actions were required to be started by 8 February 2024. Letters advising adjoining property owners and a notice published in The North West Star newspaper occurred by 8 February. Signage for the street frontage boundary arriving in Normanton on 7 February 2024 but was not placed on the premises until 9 February 2024. As a consequence, the applicant 'revived' the application under section 31.2 of the Development Assessment Rules within the required timeframe, notifying Council of this by letter dated 14 February.

The public notification period ended on 1 March 2024, for a total of 16 business days. This exceeded the 15 business day minimum required as under section 53 (4)(iii) of the Planning Act 2016.

These circumstances have not adversely affected the public's awareness of the application or restricted the opportunity to make properly made submissions.

### Assessment

#### Overview

#### Decision Making Requirements for Impact Assessable Development

*The Planning Act 2016 requirements for impact assessment are set out in section 45 (5).*

*The assessment:*

- (a) *must be carried out—*
- (i) *against the assessment benchmarks in a categorising instrument for the development; and*
  - (ii) *having regard to any matters prescribed by regulation for this subparagraph; and*
- (b) *may be carried out against, or having regard to, any other relevant matter, other than a person's personal circumstances, financial or otherwise.*

*Examples of another relevant matter –*

- *a planning need*
- *the current relevance of the assessment benchmarks in the light of changed circumstances*
- *whether assessment benchmarks or other prescribed matters were based on material errors*

#### Shire of Carpentaria Planning Scheme Assessment Benchmarks

Under the table of assessment for the residential zone, the proposed development is impact assessable and is to be assessed against the whole of the planning scheme. Relevant

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components of the scheme include the strategic framework objectives in part 1.2 and desired environmental outcomes in part 3, residential zone code in part 4, the general development code in part 6 and the aerodromes and aviation facilities overlay code in part 5<sup>1</sup>.

These have been reviewed in detail, with key issues and areas of non-compliance with the planning scheme discussed below. A more detailed assessment against the specific benchmarks nominated in each code is provided in Appendix A.

### **Suitability of the use for a residential area and reasonable expectations of neighbours**

The proposed development is at odds with the planning scheme's intentions for residential areas and accepted planning principles about separating and minimising the impacts of industrial activities on more sensitive residential environments.

In this regard, the proposal conflicts with the planning scheme's overarching objectives (in part 1.2) and desired environmental outcomes (in part 3), which seek to ensure new uses are compatible, protect the community's amenity, health and welfare and are consistent with community expectations.

The planning scheme divides the town into different zones, including residential, commercial and industry zones, in which a different range of activities may compatibly occur. The industrial zone identifies the areas into which businesses of the type proposed are intended to be located.

This not only supports the emergence of economic synergies but creates separation from more sensitive residential uses and enables impacts to be better managed.

The residential zone is primarily intended to accommodate residential uses, maintain residential amenity, and minimise impacts on residential development, including as a result of non-residential traffic (refer overall outcomes for the residential zone in section 4.9.1). These intentions are also reflected in various of the specific outcomes set out in the residential zone code with which the proposed development does not comply (see assessment in Appendix B).

'Residential amenity' is a broad concept that relates to general peace and quiet, character and visual environment that is residential in nature and form, and generally with low levels of traffic and activity, especially involving people who are not resident in the neighbourhood.

Nonetheless, some non-residential activity might occur within the residential zone, generally when development is of a nature or scale that can maintain the general level of amenity. For example, local community uses and home-based businesses might be expected.

An industrial use in the residential zone is contrary to reasonable residential amenity expectations for neighbours and may create a range of impacts that are difficult to manage in a residential context. For the proposed use, noise, visual impact and non-residential traffic and parking are the primary concerns. Submitters indicate that these impacts have occurred in the past.

### **Traffic and Parking**

Matilda Street already experiences a degree of non-residential traffic generated by the railway station, Ergon workshop and commercial development on Landsborough Street. However, it appears likely the use would give rise to an increase in non-residential traffic due to visitation by clients (including in heavy vehicles).

The level of traffic associated with the use is not likely to impact on the safety or efficiency of the road network. Traffic related impacts are primarily related to the loss of amenity associated with on- street and on-site parking, discussed further below.

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In addition, the crossover and driveway will remain at a normal residential standard, despite potential use by heavy vehicles.

### **Visual Impacts**

Despite the industrial nature of the proposal, the built form would not disrupt the streetscape: the proposal utilises existing, lawfully constructed residential buildings (including the large shed).

Visual impacts are likely to be associated with parked cars and heavy vehicles, and any outdoor storage of goods and materials. No dedicated parking and no screening of on-site operations have been proposed.

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<sup>1</sup> The subject land also falls within the acid sulphate soils overlay area. However, because no earthworks are involved, the overlay code is not relevant to the proposal.

While the number of cars permanently housed on site would be consistent with normal residential use, clients in a range of vehicles, including possible heavy vehicles, may attend the site.

### **Noise and Hours of Operation**

Noise is a key concern and is likely to be associated with the operation. There is no evidence provided that measures have or would be put in place to manage noise to a level that might be compatible with the residential environment.

Proposed hours of operation (at 8am to 5.30pm Monday to Friday, with only emergency work on Saturday), largely limit the use to normal working hours. However, but there is no management of noise to avoid disturbance during those times. Saturday operations were of particular concern to one of the submitters.

### **State Planning Policy Assessment Benchmarks and Regional Plan**

The only aspect of the State Planning Policy (SPP) of relevance to the subject land and proposed development relates to natural hazards, risk and resilience state interest<sup>2</sup>. The land falls within the Flood hazard area - level 1 - Queensland floodplain assessment overlay under the State's development assessment mapping (DAMS) layers<sup>3</sup>.

However, this is a very broad mapping layer. Flood assessment work undertaken for the new planning scheme indicates the land is well above known flood levels. The development complies with the SPP assessment benchmarks, as set out in Appendix B.

No other parts of the SPP are relevant, and the proposal does not involve environmentally relevant activities or otherwise require referral to other agencies.

Carpentaria Shire is also subject to the Gulf Regional Development Plan 2000. There are no provisions of relevance to this application.

### **Other relevant matters**

The Planning Act (section 45((5)(b)) says that, as well as assessing the proposal against the applicable benchmarks, regard may be given to 'any other relevant matter'.

As noted above, some non-residential activities may be anticipated in residential areas in some circumstances. Home based businesses, which may come in a range of forms, are contemplated. While approval has been sought for an industry use in its own right, exceeding the scale of a home based business, the operation would be relatively small and would employ only the resident.

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It is also the case that residential amenity in Normanton differs to that which might be experienced elsewhere. The community may therefore be more accustomed to and tolerant of a range of different activities occurring within the town area.

Nonetheless, the potential for impacts as a result of the proposed development is significant. As outlined above, this is primarily due to noise, vehicle access and parking (including heavy vehicles) and possible outdoor storage. It is relevant that neighbours on two sides have objected (although neighbours to the rear have not).

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<sup>2</sup> SPP assessment benchmarks for liveable communities, mining and extractive resources, water quality and strategic airports and aviation facilities are not relevant to the subject land or proposed development.

<sup>3</sup> DAMs mapping - <https://dams.dsdip.esriaustraliaonline.com.au/damappingsystem/>

Conditions of approval could be applied to attempt to manage many of these aspects. In particular, conditions may require:

- no or very limited visitation to the site and parking of heavy vehicles;
- no visitation to the site by clients (meaning jobs would have to be picked up and delivered to clients);
- no staff employed beyond the household occupying the dwelling on the site;
- no vehicles to be parked on the site other than those owned by residents’;
- no outdoor work or storage of materials or equipment; and
- provision of screening by solid fencing along all side and rear boundaries, to a height of 1.8m.

Conditions relating to noise control would be more problematic. This is because effective noise control requires technical assessment and design of acoustic treatment to buildings and provision of sound barriers. There is no evidence that any such treatments could sufficiently mitigate noise and no information available on which effective noise control requirements could be based.

Limiting hours of operation would only control the hours in which noise is generated. These could be further limited and preclude weekend operations in full. However, this would not address the volume or nuisance level created for neighbours during the times the business is operating.

### **Draft Carpentaria Shire Planning Scheme 2023**

The Draft Carpentaria Shire Planning Scheme 2023 has been publicly notified but has not yet commenced. However, it may also be regarded as a relevant matter to which regard may be given. Under the draft scheme, the proposal would also be subject to impact assessment and be inconsistent with the intent and the assessment benchmarks for the residential zone.

The draft scheme gives priority to maintaining a high level of residential amenity and there is an explicit statement that businesses of a scale or intensity with the potential to impact on residential amenity should be located in the centre or industrial zones (as appropriate).

Requirements for home based businesses include that they do not noticeably increase noise levels at the boundary of the site and do not involve the use or storage of heavy vehicles.

### **Reasons for Refusal**

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While acknowledging that some matters may effectively be dealt with through conditions applied to any development permit, the proposed development cannot, with any certainty, maintain a level of amenity that is consistent with the reasonable expectations of neighbours.

On balance, this assessment concludes that the proposal should be refused.

The proposed development has been assessed against the relevant assessment benchmarks and regard has been given to other relevant matters.

The proposal is inconsistent with the planning scheme intentions for residential areas and with reasonable community expectations. While some non-residential activities may be anticipated in residential areas where they can maintain residential amenity, the proposed metal fabrication business has the potential to cause significant impacts.

This is primarily due to noise, vehicle access and parking (including heavy vehicles) and possible outdoor storage. While some matters may effectively be dealt with through conditions of approval, effective noise control measures cannot be determined. As a result, the proposed development cannot, with any certainty, maintain a level of amenity that is consistent with the reasonable expectations of neighbours.

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## Appendix A: Assessment against Applicable Planning Scheme Codes

Aspects of the following benchmarks for which the proposed does not comply are highlighted.



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**4.18 Residential Zone Code**

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p><b>Commercial Zone</b>                      The following defined uses or use classes are consistent with the Overall Outcomes sought by the Zone:-                      Accommodation Home-based Industry;                      Building; Medical Centre;                      Caretaker's Residence; Motel;                      Community Facilities; Multiple Dwelling;                      Community Shop;                      Infrastructure; Sport and Recreation;                      Duplex Dwelling; and                      Dwelling House; Tourism - minor.</p> <p>The following defined uses or use classes are inconsistent with the Overall Outcomes sought by the Zone:-                      Aerodromes and Intensive Agriculture;                      Aviation Facilities; Minor Aquaculture;                      Agriculture; Service Station;                      Animal Husbandry; Showroom;                      Business; Special Industry;                      Extractive Industry; Station Homestead; and                      Hotel; Tourism - major.                      Industry</p>	<p>No probable solutions are prescribed.</p> <p>No probable solutions are prescribed.</p>	<p>Industry is listed as an inconsistent use and therefore <b>does not comply</b> with the specific outcome.</p>
<p><b>Amenity, Public Health or Safety</b>                      There are no significant adverse effects on amenity, public health or safety with regard to the following:-                      (i) sewage disposal;                      (ii) water supply for human use; or                      (iii) permanent or temporary occupation of, or access to, areas subject to natural hazards.</p>	<p>No probable solutions are prescribed.</p>	<p>This outcome relates to impacts associated with servicing or natural hazards. The site is connected to reticulated water supply system and sewerage, and electricity and will not exceed capacity of these services.                       Refer to SPP assessment benchmark review for comment on natural hazards (Appendix B).</p>

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Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p><b>Operation and Provision of Infrastructure</b>                      Uses are of a type and scale that maintain the standards of service identified in Schedule 1, Part 1.</p>	<p>No probable solutions are prescribed</p>	<p><b>Conditions could be imposed to ensure compliance with this specific outcome.</b>                      The proposed development is within the serviced area of Normanton and will be compatible with standards of service identified in Schedule 1, Part 1.  <b>Conditions could be imposed to ensure compliance with this specific outcome.</b></p>
<p>Water supply, sewerage and roads are provided to:-                      (i) meet appropriate standards at the least whole-of-life cost, including avoiding unnecessary duplication;                      (ii) be robust and fit for the purposes and intended period of operation;                      (iii) be easily maintained without unnecessarily requiring specialist expertise or equipment;                      (iv) be comprised of components and materials that are readily accessible and available from numerous local sources; and                      (v) be readily integrated with existing systems and facilitate the orderly provision of future systems.</p>	<p>Water supply, sewerage and roads are constructed to relevant standards stated in Schedule 1, Part 3.</p>	<p><b>Not relevant</b>                      The proposal will not be constructing new water supply, sewerage or road works, but is connected to services as set out above</p>
<p>The safe and efficient operation of roads and railways are maintained having regard to:-                      (i) the nature of vehicles using the road;                      (ii) the location of uses that may be adversely affected by noise and dust generated from use of the road or railway;                      (iii) the location and design of access points; and                      (iv) the design of stormwater drainage.</p>	<p>No probable solutions are prescribed</p>	<p>The likely vehicular traffic, while non-residential in nature, will not be of a scale that reduces the safety or efficiency of the streets providing access to the site. These streets already include non-residential traffic, due to the nearby rail station/yards Ergon depot and commercial uses on Landsborough Street.                      However, the use does introduce additional traffic and submitters have cited nuisance caused by parking of heavy (and other) vehicles on the site and the street.</p>

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Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p>Uses and works are located and designed to avoid significant adverse effects on safe aircraft operations due to:-</p> <ul style="list-style-type: none"> <li>(i) physical intrusions;</li> <li>(ii) reduced visibility;</li> <li>(iii) collisions with birds;</li> <li>(iv) electromagnetic interference with aircraft navigation systems; or</li> <li>(v) other functional problems for aircraft (including artificial lighting hazards).</li> </ul> <p><b>Water Quality Maintenance</b></p> <p>All activities maintain the water quality of Carpentaria Shire's groundwater, waterways and surface water storages.</p>	<p>No probable solutions are prescribed</p>	<p>Access to the site is designed to a residential standard and is not sufficient for heavy vehicles.  <b>Conditions could be imposed to assist in managing these issues.</b></p> <p><b>Complies</b></p> <p>The proposed development will have no impact on aircraft operations.</p>
<p><b>Water Quality Maintenance</b></p> <p>All activities maintain the water quality of Carpentaria Shire's groundwater, waterways and surface water storages.</p>	<p>Any activities which:-</p> <ul style="list-style-type: none"> <li>d) involve the handling of water-borne pollutants are provided with banded, impervious surfaces linked to an integrated drainage and treatment system;</li> <li>e) involve the storage of waste water are provided with properly designed and constructed, secure, sealed storage facilities; or</li> <li>f) contain all liquid wastes and discharge them to a sewer or removed from the site for treatment and disposal to an approved facility.</li> </ul>	<p>Activities are unlikely to involve water-borne pollutants, waste water storage or liquid wastes. To the extent that some handling of oil or other potential contaminants occurs, conditions could be applied to ensure safe disposal.</p> <p><b>Conditions could be imposed to ensure compliance with this specific outcome.</b></p>
<p><b>Home-based Industries</b></p> <p>If a Home-based Industry, the predominance of the primary residential activity is retained and there are no significant adverse effects on the local amenity.</p>	<p>No probable solutions are prescribed</p>	<p>While development is more intensive than a home based industry and approval has been sought for an industry use in its own right, comparison to home based industry requirements is relevant. The overall intentions of that code are to:</p>

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Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
		<p>(a) ensure that Home-based Industries are compatible with the surrounding development;</p> <p>(b) ensure that the use does not adversely impact on the amenity; and</p> <p>(c) ensure that other adjacent uses are not subject to hazards or noise.</p> <p>See additional assessment against the home based industry code below.</p>
<p><b>Any Business, Medical Centre or Shop</b>                      Any business, medical centre, or shop so located as to provide a local service centre to serve the adjacent residents rather than locate in different parts of a residential area.</p>	No probable solutions are prescribed	<p><b>Not relevant</b>                      The proposal does not involve a non-residential activity</p>
<p><b>Built Form</b>                      The built form is compatible with the desired character and amenity of the surrounding area and does not adversely affect the visual amenity.</p>	The maximum height of a building, structure or object, or height at which an activity is carried out, is 8.5m.	<p><b>Built form complies</b>                      Although the shed is larger than a typical domestic outbuilding, the proposal involves existing buildings established lawfully in the residential zone. These buildings meet the probable solution for building height.                      However, visual amenity impacts are associated with parking and outdoor storage rather than built form.</p>
<p><b>Other</b>                      In order to operate effectively the use needs to be located close to a particular cultural feature, natural feature or resource, infrastructure item or activity that occurs in the locality.</p>	No probable solutions are prescribed	<p><b>Does not comply</b>                      There is no reason the proposed use needs to be located on the subject land rather than in an industry zone, as intended by the planning scheme.</p>

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 23 MATILDA STREET, NORMANTON

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**6.3 Home-based Industry Code**

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p><b>Scale of Use</b>                      Home-based Industries must be compatible with adjacent Residential Activities.</p>	<p>Only the owner of the land and family, who reside on site, are engaged in the use.</p>	<p>Although initially intended to involve up to three people, including non-residents, the proposal was modified to involve only a single operator with no staff.  <b>Conditions could be imposed to limit the use from involving other employees.</b></p>
<p><b>Protection of Residential Amenity</b>                      A Home-based Industry must not adversely affect the amenity of the surrounding Residential Activities.</p>	<p>A home-based Industry, shall:-                      (i) provided visitor accommodation for a maximum of 4 visitors;                      (ii) have a floor area used either in a separate building or a separate part of the main building, is not greater than 50m<sup>2</sup>;                      (iii) display goods and stored goods or materials are not visible from outside the building;                      (iv) there is only one sign and the sign is:-                      · not greater than 0.5m<sup>2</sup> in area;                      · not illuminated;                      · wholly within the premises or on a fence facing the road; and                      (iv) there is no hiring out of materials, goods, appliances or vehicles.                      There is no repairing, servicing, cleaning, or loading of vehicles not normally associated with use of premises as a Dwelling House.                      Does not operate on a Sunday or public holiday nor outside the hours of 7.00am and 7.00pm on any other day.                      Does not involve the use of more than two heavy vehicles or refrigerated vehicles with a carrying capacity of more than 4 tonnes, or the use of an articulated vehicle.                      Home-based Industries do not require parking facilities.</p>	<p>The floor area of the use is large at over 160m<sup>2</sup>.                      The use may involve material and goods stored outdoors, and vehicles not associated with the residential use, dropping off and picking up goods.                      No noise attenuation is proposed.  <b>Conditions could be imposed to preclude or limit visitation and parking, storage and hours of operation.</b>  <b>Conditions could also be imposed to require acoustic and screening fencing. However, there is insufficient evidence to ensure noise nuisance will not occur.</b></p>

PROPOSED INDUSTRY  
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Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p><b>Built Form</b>                      The built form is compatible with the desired character and amenity of the surrounding area and does not adversely affect the visual amenity.</p>	<p>The maximum height of a new building, structure or object, or height at which an activity is carried out, is 8.5m or if in the Rural Zone, 11m.</p>	<p><b>Built form complies</b>                      Although the shed is larger than a typical domestic outbuilding, the proposal involves existing buildings established lawfully in the residential zone. These buildings meet the probable solution for building height.                      However, visual amenity impacts are associated with parking and outdoor storage rather than built form.</p>
<p><b>Building Setbacks (other than on land in the Rural Zone)</b>                      Buildings must be setback to:-                      (i) maintain the character of the area; and                      (ii) achieve separation from the neighbouring buildings and from road frontages.</p>	<p>New buildings or structures comply with the boundary clearances stated in Schedule 3.</p>	<p><b>Complies</b>                      The use involves existing lawfully established buildings which comply with typical setbacks and with schedule 3.</p>
<p><b>Site Coverage</b>                      The site coverage of all building must not result in a built form that is bulky or visually obtrusive.</p>	<p>New buildings or roofed structures do not increase the area covered, to no greater than 50% of the lot.</p>	<p><b>Complies</b>                      The use involves existing lawfully established buildings which is consistent with typical site cover in the residential zone.</p>
<p><b>Infrastructure</b>                      Basic infrastructure provided.</p>	<p>Site is connected to Council's reticulated water supply system and sewerage (Schedule 1, Part 2 - Water Supply Service Area Maps and Sewerage Service Area Map);                      Or                      Where the site is not within the reticulated system a tank with a minimum of 60,000 litres capacity is connected to the Home-based Industry.                      Sewerage disposal system is provided.                      The defined use or use class is connected to an electricity source.                      The Home-based Industry is connected to a telecommunication system.</p>	<p><b>Complies</b>                      As noted above, the site is connected to all relevant services.</p>

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**6.9 General Development Code**

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p><b>Boundary Roads</b> Proposals aid in the orderly and proper acquisition of land.</p>	<p>A new road having one half the width of any other road in that locality is provided where a proposal for such a road occurs at the boundary of the land and the land is in two or more ownerships. Concrete kerb and channel is required along the frontage or frontages in urban areas.</p>	<p><b>Not relevant</b> The proposal does not involve the construction of new roads</p>
<p><b>Electricity</b> Residential, Commercial and Industrial uses are supplied with electricity where supply is practical.</p>	<p>The proposal demonstrates that a supply of electricity is approved, where a supply is practical, prior to Council's endorsement on the plan of survey.</p>	<p><b>Complies</b> The site is connected to electricity.</p>
<p><b>External Works</b> Any defined uses or use classes are to provide for external works relative to its size and scale and location in an urban or rural area.</p>	<p>Proposals include:-                      (i) in non-urban areas the construction of concrete kerb and channel is to be for the full length of the frontage or frontages of the site if such standard of kerb and channel exists within 100m of the development;                      (ii) grading of the footpath for the full length of the frontage or frontages of the site;                      (iii) crossings over channel and footpath;                      (iv) a constructed footpath for the full length of the frontage or frontages of the site if such standard of constructed footpath exists within 100m of the development;                      (v) where the road is not fully paved, the paving of the road with bitumen between the existing pavement and the channel if such standard of paved road exists within 100m of the development;                      and                      (vi) where the road is not paved, the construction of the carriageway and the paving with bitumen from the lip of the channel to the centre-line for half the width of the carriageway or for a width of 6 metres, whichever is greater. Where concrete kerb and channel is not required, for a width of 6 metres if such standard of road exists within 100m of the development.</p>	<p>External works at the site are consistent with the residential setting. The crossover is not suited to heavy vehicle traffic.   <b>Conditions could be imposed to assist in managing this issue.</b></p>
<p><b>Landscaping</b> The visual amenity in any locality is enhanced by proposals that incorporate landscaping</p>	<p>Existing vegetation to be retained.</p>	<p>No change to current vegetation or landscaping is proposed. There is no proposal</p>

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Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p>appropriate to the area in the density and height of the vegetation proposed.</p> <p>Visual screening by mounds, screen walls, or the planting of trees and shrubs.</p>		<p>to better screen the proposed use from neighbours or the street.</p> <p><b>Conditions could be imposed to assist in managing this issues.</b></p>
<p><b>Lighting</b>                      Any proposed lighting has no adverse impacts on the surrounding residential areas</p>	<p>The level of illumination at the boundary of the site does not exceed 8 lux measured at any level upwards from the ground level.</p> <p>Lighting is shielded or screened in a manner that causes minimal impact on adjoining properties.</p>	<p>No light or night time use is proposed.</p> <p><b>Conditions could be imposed to ensure compliance with this specific outcome.</b></p>
<p><b>Parking, Loading and Unloading</b>                      Car parking does not hinder or obstruct the use of any area by pedestrians or other vehicles.</p> <p>Parking areas are laid out in such a manner as to provide adequate access to each parking space and to permit free circulation of vehicles entering, leaving and parking.</p>	<p>Parking spaces comply with Table 6.10 - Areas and Dimensions.</p> <p>Access to parking spaces is provided from an aisle with an unobstructed width of at least 6.2 metres.</p> <p>For a parallel parking space the minimum dimensions are 6.2 metres by 2.6 metres.</p> <p>Car parking spaces for particular uses are in accordance with Table 6.11 - Number of Car Parking Spaces Required.</p> <p>The gradient of a parking space does not exceed 10 per cent.</p> <p>Parking areas are:-</p> <ul style="list-style-type: none"> <li>(i) drained, sealed, marked and signed;</li> <li>(ii) readily accessible for vehicular use and designed so that vehicles can enter and leave the premises in forward gear;</li> <li>(iii) not closer than 3 metres from the alignment of any structure;</li> <li>(iv) not closer than 3 metres to any boundary of the site;</li> <li>(v) landscaped;</li> <li>(vi) provided with trolley bay areas, pedestrian walkways and devices to facilitate safe pedestrian circulation; and</li> <li>(vii) provided with motorbike and cycle parking spaces.</li> </ul>	<p>No provision for car parking beyond normal domestic car accommodation is proposed. The rate applicable under table 6.11 requires 4 spaces. While the proposal no longer involves additional staff, clients are likely to access the site on a regular basis.</p> <p>No provision is made for heavy vehicles or for service vehicles.</p> <p>Submitters have raised issues with cars and heavy vehicles parking on the site, street and footpath.</p> <p><b>Conditions could be imposed to assist in managing this issues.</b></p>

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
	<p>Parking areas are located within the site on which the use is to be conducted.</p> <p>Adequate space is provided for the loading, unloading and fueling of vehicles, for the parking of trailers and for the picking up and setting down of passengers.</p>	
<p>Parking of heavy vehicles has no detrimental effect on the amenity of residential areas.</p>	<p>Heavy vehicles used for the cartage of livestock are not parked in a Residential Zone except for the prime mover exclusive of any trailers.</p> <p>Where parking a heavy vehicle on land used for residential purposes occurs, provision is made to house the vehicle in a Class 1 or Class 10 building;                      or                      The vehicle is parked behind the front building alignment.</p>	<p>The application material indicates that heavy vehicles may be parked on the site from time to time. No provision is made for heavy vehicles or for service vehicles.</p> <p>Submitters have raised issues with cars and heavy vehicles parking on the site, street and footpath.</p> <p><b>Conditions could be imposed to assist in managing this issue.</b></p>
<p><b>Provision of Water</b>                      Every Residential, Commercial or Industrial building outside the Council service area is provided with an adequate potable water supply.</p>	<p>Rainwater storage tanks have a minimum capacity of 4,500 litres.</p> <p>Where rainwater storage tanks are not supplied, a dam, dams or bore supply is available.</p>	<p>Not relevant to the proposal. The site is within the serviced areas.</p>
<p><b>Sewerage</b>                      Outside the Council service area acceptable methods of sewage and sillage waste disposal protect the environment and the health of residents</p>	<p>Methods of sewage disposal comply with the Department of Natural Resources and Mines On-site Sewerage Code and AS/NZS 1547:2000.</p>	<p>Not relevant to the proposal. The site is within the serviced areas.</p>
<p><b>Storage</b>                      Storage of equipment, materials, machinery or tools has no detrimental effect on the visual amenity of a residential area</p>	<p>All equipment, materials, machinery or tools of trade in any business, profession, trade or hobby are housed in a Class 1 or Class 10 building or screened</p>	<p>Equipment, machinery, and tools are proposed to be enclosed within the existing shed. However, submitters have raised concerns with visual impacts from parking and outdoor storage.</p> <p><b>Conditions could be imposed to assist in managing this issues.</b></p>

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Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p><b>Vegetation</b>                      The visual amenity of the surrounding uses and of the Shire is protected.                       A defined use or use class does not adversely impact on the ecological or landscape values of vegetation.</p>	<p>Trees and shrubs whether natural growth or planted are retained on the site except where on the site of a proposed building construction or posing a fire hazard to the development.                       Vegetation is retained within:-                      (i) 50 metres of the high bank of a river; and/or                      (ii) 25 metres of the bank of any other watercourse.</p>	<p><b>Complies</b>                      There is no change to existing vegetation.                      No native vegetation of ecological value will be affected.</p>
<p><b>Drainage and Filling</b>                      The drainage or filling of land to enable its use</p>	<p>Council requirements, which will be a condition of development, are met.                       The movement of material shall not cause a dust nuisance.                       There is no adverse impact on adjacent premises</p>	<p><b>Complies</b>                      There is no change to existing ground levels.</p>
<p><b>Site Access</b>                      The movement of vehicles, including emergency vehicles, into and out of the site is facilitated.</p>	<p>The site layout facilitates the movement of traffic without impacting on the flow of traffic on the adjoining road or roads.</p>	<p>Residential access is provided to the site.                      The crossover is not suited to heavy vehicle traffic.</p>
<p><b>Awnings Over Footpaths</b>                      In the Commercial Zone protection for pedestrians from severe climatic conditions is to be provided</p>	<p>Proposals to provide covered walkways or awnings over pedestrian walkways.</p>	<p><b>Conditions could be imposed to assist in managing this issue.</b>  <b>Not relevant</b>                      The site is in the residential zone.</p>

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**5.4 Aerodromes and Aviation Facilities Overlay Code**

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p><b>Height of Buildings and Structures</b> Buildings or other structures must not interfere with the movement of aircraft or the safe operation of the Normanton Aviation Facility.</p>	<p>Buildings or other structures do not protrude into any Obstacle Limitation Surface. Facilities, such as masts, do not protrude into any Obstacle Limitation Surface. Refer to the State Planning Policy 1/02 for design specification relating the construction of buildings and other structures within the Obstacle Limitation Surface.</p>	<p><b>Complies</b> The proposal does not involve structure that protrude into the obstacle limitation surface.</p>
<p><b>Emissions</b> Emissions do not significantly affect air turbulence, visibility or engine operation in operational airspace.</p>	<p>No Probable Solutions are prescribed.</p>	<p><b>Complies</b> The proposal does not involve emissions or any attribute that would affect air safety.</p>
<p><b>Potential Interference for Wildlife</b> Wildlife, particularly flying vertebrates, such as birds and bats, are not attracted into operational airspace in significant numbers.</p>	<p>Potential food and waste sources are covered and collected so that accessibility by wildlife is minimised. Wildlife deterrence measures are carried out e.g. bird scarers, netting.</p>	<p><b>Complies</b> The proposal does not involve potential waste sources or other attributes that would attract wildlife.</p>
<p><b>Public Safety Area</b> A significant increase in the number of people living, working or congregating in public safety areas is avoided, unless this is an existing 'development commitment'.</p>	<p>No Probable Solutions are prescribed.</p>	<p><b>Complies</b> The proposal is not within the public safety area.</p>
<p><b>Advertising Devices and Other Lighting</b> Illuminated advertising devices and other lighting must not create a visual hazard to pilots flying in or out of the Normanton Aviation Facility.</p>	<p>The illuminated advertising devices or other lighting does not exceed the background illumination level when viewed from the air.</p>	<p><b>Complies</b> The proposal does not involve signage.</p>
<p><b>Function of Aviation Facility</b> A defined use or use class does not impair the function of the Normanton Non-directional Beacon/Satellite Ground Station (Airservices Australia Reference No. 552) by</p>	<p>Works or uses are not located within the sensitive areas of the beacon, as shown on Map 1 - Aerodrome and Aviation Facilities Overlay Map that involve any:-</p>	<p><b>Complies</b> The proposal is well removed from, and does not involve any attribute that would affect, navigation equipment.</p>

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Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p>creating physical obstructions, electrical or electro-magnetic interference or deflection of signals.</p>	<p>(i) buildings, structures or any other physical obstructions within 60 metres of the site;                      (ii) metallic buildings or structures between 60 metres and 150 metres of the site;                      (iii) buildings or structures with a size greater than 2.5 metres in any dimension between 60 metres and 150 metres of the site;                      (iv) any other physical obstructions between 60 metres and 150 metres of the site which exceed 3 metres in height; or                      (v) buildings, structures or any other physical obstructions between 150 metres and 500 metres of the site which exceed 7.9 metres in height.</p>	
<p>A defined use or use class does not impair the function of the Normanton Aviation Facility by creating physical obstructions.</p>	<p>Works or uses are not located within the glide path that involve any:-                      (i) buildings, structures or any other physical obstructions within 1000m of the end of the runway or 175m from the centre line of the runway of the Existing Normanton Aerodrome and Aviation Facility identified on Maps 1 and 2 - Aerodromes and Aviation Facilities Overlay Maps or, the Existing Karumba Aerodrome and Aviation Facility identified on Maps 4 and 5 - Aerodromes and Aviation Facilities Overlay Maps; or                      (ii) buildings, structures or any other physical obstructions within 1000m of the end or 175m of the side boundaries of the Proposed Karumba Aerodrome and Aviation Facility identified on Maps 6 and 7 - Aerodromes and Aviation Facilities Overlay Maps; or                      (iii) buildings, structures or any other physical obstructions within the NDB 500m buffer identified on Map 3 - Aerodromes and Aviation Facilities Overlay Maps;</p>	<p><b>Complies</b>                      The proposal is further than 1000m from the runway and does not create any obstructions.</p>

ROUGH PLAN

## Appendix B: Assessment against SPP Natural Hazards Assessment Benchmark

SPP Assessment Benchmark	Performance of the Proposed Development
(3) Development ... avoids natural hazard areas, or where it is not possible to avoid the natural hazard area, development mitigates the risks to people and property to an acceptable or tolerable level.	The site is well above the flood level set under the current planning scheme, and is unlikely to be flood affected, based on assessments prepared to date for the draft planning scheme.
(4) Development supports and does not hinder disaster management response or recovery capacity and capabilities.	The proposed development will not impact on disaster management or recovery capacity in any way.
(5) Development directly, indirectly and cumulatively avoids an increase in the severity of the natural hazard and the potential for damage on the site or to other properties.	Change to the impact of flood hazard on other properties is very unlikely.
(6) Risks to public safety and the environment from the location of hazardous materials and the release of these materials as a result of a natural hazard are avoided.	The proposed development will not involve the handling of hazardous materials.
(7) The natural processes and the protective function of landforms and the vegetation that can mitigate risks associated with the natural hazard are maintained or enhanced.	There will be no change to protective landforms or vegetation.

## BUSINESS PAPERS

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### 12.10 ROPS WET HIRED PLANT 2024 - LATE TENDER

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**Attachments:** 12.10.1. Dale and Millicent Miller [↓](#)  
**Author:** Michael Wanrooy - Director of Engineering  
**Date:** 12 June 2024

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**Key Outcome:** Day to day management of activities within Engineering Services Directorate

**Key Strategy:** As per the Departmental Plan for Engineering Services

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#### Executive Summary:

Council received a late tender for the ROPS Wet Hired Plant 2024 (Contract No: 24-0001). The new owners, Dale and Millicent Miller would like Council to consider their late tender for a water truck. The same water truck was previously accepted by Council in the December 2024 Meeting under a different owner.

#### RECOMMENDATION:

That Council:

1. approve the late tender; or
2. not approve the late tender.

#### Background:

A request for tenders for the ROPS Wet Hired Plant 2024 (Contract No: 24-0001) was issued by Carpentaria Shire Council on 6 October 2023 and closed on 17 November 2023. Sixty-eight (68) suppliers submitted tenders.

Ten (10) items of plant were requested within the ROPS Wet Hired Plant:

- D2.1 Grader
- D2. Scraper
- D2.3 Bulldozer
- D2.4 Front End Loader
- D2.5 Excavator
- D2.6 Crane
- D2.7 Water Truck
- D2.8 Side Tippers
- D2.9 Low Loader (Float)
- D2.10 Miscellaneous

The successful tenders were determined in the December 2024 Council Meeting.

#### Assessment

The Tender Document supplied by Dale and Millicent Miller were assessed for the water truck component and meet requirements.

Supporting documentation for individual items of plant (registration, certificates of inspection, etc.) was not required however successful tenderers must provide the documentation prior to engagement.

Water truck Details:

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## BUSINESS PAPERS

Operating Rate	Truck Type (Body Truck, Semi Tanker, Truck and Dog)		Registration No.	Registration Expiry	Manufacturer	Model	GVM
\$ 171.00	Semi Water Tanker		954-UGZ XQO-0JJ	8/12/24 and 7/7/24	Fruehauf Tanker Kenworth Truck	T650	24000KG
Kerb Weight	Payload	Odometer Reading	Year of Manufacture	Tank Capacity	Axle Configuration		
15,800KG	26,950KG	957,572	1988	34,000L	Bogie Drive and axle semi-tanker		

**Consultation (Internal/External):**

- Director of Engineering – Michael Wanrooy

**Legal Implications:**

- Nil

**Financial and Resource Implications:**

- Nil

**Risk Management Implications:**

- Nil

Dale & Millicent Miller

Woodward st

Normanton 4890

10<sup>th</sup> June 2024

To CEO, Mayor, Councillors

Carpentaria Shire council

Normanton 4890

To whom it may concern

We are purchasing off Wayne n Jana Saunders their Kenworth truck and water tanker which is currently got a successful tender for the Carpentaria Shire. We are asking that we are purchasing the equipment we can still have the accepted tender for the same price and continue to operate it with yourselves.

Attached is the tender form 5.4 with all details of the equipment.

We Remain

Yours Respectfully

Dale & Millicent Miller



### Tender Response Schedule 5.4 – water truck

A separate schedule is required to be completed for each item of Plant. All rates, sums or prices are to be stated in Australian currency and exclude GST.

**Scope:** Work will compromise of, but not be limited to:

- 

All Plant shall conform with Contract Schedule 4 – Minimum Plant Requirements and in addition, be fitted with:

A stand down rate of \$ (excl GST) will be applied to the below item of plant.

The tenderer must provide the following information for each item of plant tendered:

<b>Operating Rate</b>	<b>171 (excl. GST)/hr</b>
<b>Registration No.</b>	<b>954UGZ,xqo0jj</b>
<b>Registration Expiry</b>	<b>8/12/2024,7/7/2024</b>
<b>Manufacturer</b>	<b>Fruehauf tanker, kenworth t650</b>
<b>Model</b>	<b>Water tanker, semi</b>
<b>Aggregate mass</b>	<b>33900 ,45000</b>
<b>tare</b>	<b>5800,9240</b>
<b>Year of Manufacture</b>	<b>1986</b>
<b>Engine Hour Reading</b>	
<b>Plant Identification Number</b>	<b>Ins number st39172804,</b>

List of additional attachments and/or features (i.e. GPS/machine control):

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- 

Other items to be attached with submission of the tender.

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## **BUSINESS PAPERS**

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