



## **AGENDA**

**Northern Peninsula Area Regional Council**

**Ordinary Council Meeting #16**

**To commence at 9.00am**

**on**

**Wednesday, 21<sup>st</sup> July 2021**

**at the**

**Injinoo Council Boardroom**



## **AGENDA**

1.	Welcome and Opening of Meeting .....	5
2.	Acknowledgement of Traditional Land Owners .....	5
3.	Present.....	5
4.	Apologies .....	5
5.	Declarations of Conflict of Interest .....	5
6.	Confirmation of Minutes of Previous Meeting.....	5
6.1	Council Meeting held 16 <sup>th</sup> June 2021.....	6
6.2	Extraordinary Meeting held 16 <sup>th</sup> July 2021 .....	14
7.	Business Arising from Previous Meeting .....	17
8.	Mayoral Report.....	23
9.	Confidential - Chief Executive Officer Report.....	23
10.	Finance Report .....	24
11.	Other Business	
11.1	Water Treatment Plant – Clear Water Tank Duplication .....	47
11.2	Water Treatment Plant – CMF Third Filter Membrane Train Installation .....	54
11.3	NPARC and Regional Waste Strategy .....	62
11.4	Development Permit for Reconfiguration of SP323446.....	100
11.5	2022 Northern Peninsula Area Special Holiday Application .....	104
12.	Closure of Meeting .....	108







**AGENDA**  
**ORDINARY COUNCIL MEETING #15**  
**Wednesday, 16<sup>th</sup> June 2021**

- 1. Welcome and Opening of Meeting**
- 2. Acknowledgement of Traditional Owners**
- 3. Present**
- 4. Apologies**
- 5. Declarations of Conflicts of Interest**
- 6. Confirmation of Minutes of Previous Meeting**



Northern Peninsula Area Regional Council

Ordinary Council Meeting #15

Minutes

Wednesday, 16<sup>th</sup> June 2021

Bamaga Council Boardroom

## AGENDA

1. Welcome and Opening of Meeting
2. Acknowledgement of Traditional Land Owners
3. Present
4. Apologies
5. Declarations of Conflict of Interest
6. Confirmation of Minutes of Previous Meeting
7. Business Arising from Previous Meeting
8. Mayoral Report
9. Chief Executive Officer Report
10. Acting Manager Finance Report
11. Interim Executive Manager Corporate Services Report
12. Executive Manager Operations Report
13. Other Business
  - 13.1 NPA Housing Investment Plan 2020-2021
  - 13.2 Planning Act 2016 Alignment Amendments to Northern Peninsula Area Regional Council Planning Scheme 2018
14. Closure of Meeting

**Agenda Item 1. Welcome and Opening of Meeting**

Mayor Yusia welcomed attendees and opened the meeting at 10:16 with a prayer by Karyn Sam.

**Agenda Item 2. Acknowledgement of Traditional Owners**

**Agenda Item 3. Present**

**Mayor & Councillors**

Mayor Patricia Yusia

Cr Gina Nona

Cr Rob Tamwoy

Cr Kitty Gebadi

Mayor

Division 1

Division 2

Deputy Mayor/Division 3

**Other Attendees**

Susan Law

Shane Anderson

Karyn Sam

Michael Booth

Jillian Anderson

Lanitta Jawai

CEO

Executive Manager Operations

Interim Executive Manager Corporate Services

Acting Finance Manager

Executive Assistant

Executive Assistant

**Agenda Item 4. Apologies**

Cr Eric Cottis

Cr Francis Elu

Division 4

Division 5

**Resolution:**

**That Council moves to accept apology from Councillor Cottis as he is attending WCCCA meetings in Weipa.**

**Moved: Cr Gebadi**

**Vote: 4/0**

**Seconded: Cr Nona**

**Resolution: 4 – 16062021**

**Resolution:**

**That Council moves to not accept Councillor Elu's apology from in the absence of extenuating circumstances.**

**Moved: Cr Gebadi**

**Vote: 4/0**

**Seconded: Cr Nona**

**Resolution: 4 – 16062021**

**Agenda Item      5. Declarations of Conflicts of Interest**

No declarations of conflicts of interest were declared.

**Agenda Item      6. Confirmation of Minutes of Previous Meeting**

**Resolution:**

**That Council notes and confirms the minutes from the Ordinary Council Meeting held Wednesday, 28<sup>th</sup> May 2021.**

**Moved: Cr Tamwoy  
Vote: 4/4**

**Seconded: Cr Nona  
Resolution: C6 – 16062021**

**Agenda Item      7. Business Arising from Previous Meeting**

**Resolution:**

**That Council note and accept the Business Arising from Previous Meetings for May 2021.**

**Moved: Cr Nona  
Vote: 4/0**

**Seconded: Cr Gebadi  
Resolution: C7 – 16062021**

**Agenda Item      8. Mayoral Report**

**PURPOSE OF REPORT**

To provide a verbal update on the Mayor's activities since the previous meeting.

Mayor Yusia provided the following update to the Councillors:

- Requests for Community Meetings to be held in July
- Sorry Business
- Canberra Visit to meet with Politicians
- Land Issues discussed at Regional Cape Leadership Forum
- New Government Champion is Michael Glover, Acting Director-General, Department of Regional Development, Manufacturing and Water
- New Regional Infrastructure Advisory Committee
- Letter sent to Mayor Malone re: Boundary Realignment

### Resolution:

That Council note and accept the Mayor's verbal report for May 2021.

Moved: Cr Gebadi  
Vote: 4/0

Seconded: Cr Tamwoy  
Resolution: C8 – 16062021

### Agenda Item 9. Chief Executive Officer Report

#### PURPOSE OF REPORT

To provide a verbal update on the Chief Executive Officer's activities since the previous meeting.

### Procedural Motion:

That Council closes the meeting to the public at 11:37am under *Local Government Regulation 2012* Section 254J (3) (b) to deliberate on Chief Executive Officers Report.

Moved: Cr Tamwoy  
Vote: 4/0

Seconded: Cr Gebadi

### Procedural Motion:

That Council open the meeting to the public at 12:23pm

Moved: Cr Tamwoy  
Vote: 4/0

Seconded: Cr Gebadi

### Resolution:

That Council note and accept the Chief Executive Officer's verbal report for May 2021. The Council supports the restructure of the NPARC Organisation.

Moved: Cr Gebadi  
Vote: 4/0

Seconded: Cr Nona  
Resolution: C9 – 16062021

### Resolution:

That Council take a 15 minute break at 12:30pm

Moved: Cr Tamwoy  
Vote: 4/0

Seconded: Cr Nona

### Resolution:

That Council resume the meeting at 1:02 pm.

Moved: Cr Tamwoy  
Vote: 4/0

Seconded: Cr Nona

#### Agenda Item 10. Acting Manager Finance Report

##### PURPOSE OF REPORT

To provide Council with an up to date financial position of the Council as per the *Local Government Act 2009* and s204 of the *Local Government Regulations 2012*.

### Resolution:

That Council note and accept the Acting Manager Finance Report for May 2021.

Moved: Cr Gebadi  
Vote: 4/0

Seconded: Cr Tamwoy  
Resolution: C10 – 16062021

#### Agenda Item 11. Interim Executive Manager Corporate Services Report

##### PURPOSE OF REPORT

To brief the Council on matters specific to the Corporate Service Sector.

### Resolution:

That Council note and accept the Interim Executive Manager Corporate Services Report for May 2021.

Moved: Cr Gebadi  
Vote: 4/0

Seconded: Cr Nona  
Resolution: C11 – 16062021

Mayor Yusia thanked Karyn Sam for the work she has undertaken in her role as Interim Executive Manager of Corporate Services.

## Agenda Item 12. Executive Manager Operations Report

### PURPOSE OF REPORT

This report provides the Councillors' with an update of previous reported operational activities, Operational activities not previously reported on, or new operational activities commenced during May 2021.

### Resolution:

That Council note and accept the Executive Manager Operations Report for May 2021.

Moved: Cr Tamwoy  
Vote: 4/0

Seconded: Cr Gebadi  
Resolution: C12 – 16062021

## Agenda Item 13.1 NPA Housing Investment Plan 2020-2021

### PURPOSE OF REPORT

To provide Councillors with details of the number and location of possible site for construction of new houses as per the funding arrangement.

### Resolution:

That the Council:

1. Notes the preliminary information as provided by the Executive Manager Operations.
2. Endorses the expenditure from Communities and Housing and Digital Economy Housing Grant as follows:
  - Umagico – 2 x lowset duplexes
  - Seisia – 2 x 3 bed high set houses
  - Injinoo – 1x 2 bed low set house
  - New Mapoon – 2x high set duplexes
  - Bamaga – 1 x low set 3 bed house
  - 3 x highset duplexes
3. As the program progresses a report will be provided to Council and any adjustments to the expenditure will be made at that time.

Moved: Cr Tamwoy  
Vote: 4/0

Seconded: Cr Gebadi  
Resolution: C13.1 – 16062021



**Agenda Item 13.2 Planning Act 2016 Alignment Amendments to Northern Peninsula Area Regional Council Planning Scheme 2018**

**PURPOSE OF REPORT**

To provide Councillors with details on the alignment amendment changes to the *Planning Act 2016*.

**Resolution:**

**That Council:**

1. Receive and note the report titled "Planning Act 2016 Alignment Amendments to Northern Peninsula Area Regional Council Planning Scheme 2018".
2. Decide to:
  - a. Make the proposed Northern Peninsula Area Regional Council Planning Scheme 2018 (Alignment amendment) in accordance with the Minister's Rules under section 293 of the Planning Act 2016 (the Minister's Alignment Amendment Rules).
  - b. Commence the proposed Northern Peninsula Area Regional Council Planning Scheme 2018 (Alignment amendment) on 2<sup>nd</sup> August 2021.
3. Delegate authority to the Chief Executive Officer to:
  - a. Take all action required to comply with the Minister's Alignment Amendment Rules in relation to the decision to make and commence the alignment amendment.
  - b. Make further changes to the proposed Northern Peninsula Area Regional Council Planning Scheme (Alignment Amendment) in accordance with the Minister's Alignment amendment rules prior to commencement, if necessary.

Moved: Cr Tamwoy  
Vote: 4/0

Seconded: Cr Gebadi  
Resolution: C13.2 – 16062021

**Agenda Item 14 Other Business**

- CEO to respond to the letter from Kennedy Sisters.
- That Council will respond to the request for in kind support from the Bowie family for the funeral to be held on Wednesday 23<sup>rd</sup> June 2021.

**Agenda Item 15 Closure of Meeting**

Meeting closed at 3:43pm with a closing prayer by Cr Tamwoy.



Northern Peninsula Area Regional Council

Extraordinary Council Meeting #3

Minutes

To be held at 2pm on

Friday, 16<sup>th</sup> July 2021

Bamaga Boardroom

### 1. Welcome and Opening of Meeting

Mayor Yusia welcomed attendees and opened the meeting at 2pm with a prayer by Cr Gebadi.

### 2. Acknowledgement of Traditional Owners

### 3. Present

#### Mayor & Councillors

Mayor Patricia Yusia  
Cr Rob Tamwoy – by phone  
Cr Kitty Gebadi  
Cr Eric Cottis

Mayor  
Division 2  
Deputy Mayor/Division 3  
Division 4

#### Other Attendees

Susan Law  
Jillian Anderson

CEO  
Executive Assistant

### 4. Apologies

Cr Gina Nona

Division 1

### Resolution:

That Council moves to accept apology from Councillor Gina as she is unwell and unable to attend the meeting.

Moved: Cr Gebadi  
Vote: 4/0

Seconded: Cr Cottis  
Resolution: EO4 – 16072021

### 5. Declarations of Conflicts of Interest

Susan Law declared a Conflict of Interest in Agenda 6

### Procedural Resolution:

That Council closes the meeting to the public at 2.05pm under *Local Government Regulation 2012* Section 254J (3) (a) to deliberate on Confidential Agenda Item 6.

Moved: Cr Cottis  
Vote: 4/0

Seconded: Cr Tamwoy

### **Procedural Resolution:**

That Council open the meeting to the public at 2.38pm.

Moved: Cr Cottis  
Vote: 4/0

Seconded: Cr Tamwoy

### **6. Staff Matters**

#### **Resolution:**

That Council:

1. Confirms that it has completed the process in relation to the CEO's probationary period.
2. That it is now at an end.

Moved: Cr Cottis  
Vote: 4/0

Seconded: Cr Gebadi  
Resolution: EO6 – 16072021

### **7. Closure of Meeting**

Meeting closed at 2.55pm with a closing prayer by Cr Gebadi.

Cultural inductions to be given to all staff and included in the induction process.

## 7. Business Arising from Previous Meetings

CHIEF EXECUTIVE OFFICER				
Meeting Date	Responsible Officer	Action	Update	Status
21/4/21	CEO	Update required on the NMAC situation.	16/6/21 Formal discussions to be held.  21/4/21 Further information awaited in relation to grant applications.	Ongoing
16/06/21	CEO	Response to be forwarded to the Kennedy sisters in relation to the letter received by Councillors.	14/7/21 A response advising that Council is still unable to consider their EOI for a lease on Lot 47 SO84 was forwarded to the Kennedy sisters. A copy was also emailed to the Mayor and Councillors	Completed
EXECUTIVE MANAGER CORPORATE SERVICES				
Meeting Date	Responsible Officer	Action	Update	Status
17/2/21	Economic Development Coordinator	Provide an update regarding funds for horse racing	16/6/21 Investigate further whether a funding application has been made.  17/3/21 No application has been made.	Ongoing
17/2/21	Corporate Affairs Manager	Ascertain if there is a policy regarding cemetery plots and burial requirements	13/4/21 Still a draft. Reviewed by MANEX 29/3/21.  17/3/21 Draft Policy to be tabled at the June Council Meeting.	Ongoing
16/3/21	Corporate Affairs Manager	Further update required on the residential housing policy	16/6/21 Still to be updated.  19/5/21 It is proposed that a Draft Residential Housing Policy will be tabled at the June Council meeting.  A residential housing policy could not be located. The Property and Leasing Manager is working on a draft.	Work in Progress

## 7. Business Arising from Previous Meetings

16/3/21	Economic Development Coordinator	Investigate whether we have a business directory and if not, create one	19/5/21 It is proposed that a report on the business directory will be tabled at the June Council meeting.  21/4/21 The business directory is currently a work in progress.	Work in Progress
16/6/21	Acting Manager Finance	Organise Budget Workshop with Councillors	16/7/21 Workshop held. Workshop planned for 7/7/21.	Completed
16/6/21	Acting Manager Finance	Profit and Loss for Enterprises to be included in the financial report	16/7/21 This is now included in the monthly finance report	Completed

### EXECUTIVE MANAGER ENTERPRISES

Meeting Date	Responsible Officer	Action	Update	Status
17/2/21	Property & Facilities Manager	Lui Street – follow up and action the Property Entered Abandonment Process	28/5/21 Tenant is moving back to the community. Housing application will need to be completed and assessed prior to house being allocated.  19/5/21 Abandonment Notice Form 15 is a work in progress (WIP) for actioning. Tenant is requesting to move back but the accommodation is unstable and unsafe to be occupied. Quote \$28,722.10 for repairs and maintenance obtained from NQ Builders.  17/3/21 This program has been developed on a four weekly cycle. The program has been interrupted by “sorry business” during Feb/March and is being adjusted to reflect this and resource availability. The modified program will be available in mid-April '21 and the four weekly cycle will be used as the base to develop a 12 monthly plan over the next 12 months.	Work in Progress
17/2/21	Aged Care & Home Services Coordinator	MANEX to set date for the HACC Opening and present to Council	16/6/21 Invitations for official opening to be organised.  17/3/21 Unable to secure a date.	Ongoing

## 7. Business Arising from Previous Meetings

17/2/21	Property & Facilities Manager	Create works program to clean IKC's	<p>16/6/21 Contractors engaged.</p> <p>19/5/21 Work in progress due to lack of staffing capacity seeking to go out tender for cleaning contractors.</p> <p>21/4/21 The roster system has been updated and will be implemented.</p> <p>Program being developed.</p>	Work in Progress
17/2/21	Property & Facilities Manager	Create works program to maintain IKC's	<p>19/5/21 Work will be completed by end of May 2021.</p> <p>14/4/21 Purchase Order has been raised for the painter to commence work.</p> <p>17/3/21 The 2019-21 W4Q funding for all the IKC facilities are currently underway, scope of works have been completed with carpenter builder – Rob Davi.</p>	Completed
16/3/21	Property & Facilities Manager	Fans are required in all community halls. Can this be funded through Works for Qld?	<p>19/5/21 Fans ordered or have arrived and will be fitted as soon as possible.</p> <p>21/4/21 Partially done – Seisia has not be done as there are structural issues that need to be addressed.</p> <p>16/6/21 Not all fans have been installed yet.</p>	Work in Progress
21/4/21	Property & Facilities Manager	40 Langie Draha St, New Mapoon – Building to be assessed for asbestos	19/5/21 Accommodation does have asbestos and is on the list of housing for abolishment.	Work in Progress
21/4/21	Property & Facilities Manager	Rangers and carpenters buildings need mowing and cleaning up	19/5/21 Actioned by parks and gardens.	Work in Progress
21/4/21	Property & Facilities Manager	Investigate purchase of small indoor sweeper for use in Community Halls	19/5/21 Underway.	Work in Progress

## 7. Business Arising from Previous Meetings

21/4/21	Property & Facilities Manager	Review the layout of the Injinoo Community Hall with Councillor Nona	16/6/21 Meeting arranged with Peri Sunai and Rob James. 19/5/21 Still to be done.	Work in progress
21/4/21	Property & Facilities Manager	Mesh at the basketball courts in Bamaga needs fixing or replacing. Bins also required	19/5/21 Meeting with Department Sports and Recreation held with the possibility of a funding grant application being submitted.	Work in Progress
21/4/21	Property & Facilities Manager	Previously designed sign for the historic village (village layout) needs to be installed	19/5/21 A sign has been designed but not ordered. Investigating ordering of sign.	Work in Progress
16/6/21	Property & Facilities Manager	New entry to kitchen at Bamaga Hall required		Pending
16/06/21	Executive Manager Enterprises	Review Australia Post agreement with a view to updating and renewing.	14/7/21 The new Executive Manager Enterprises will be reviewing the agreement.	Pending

### EXECUTIVE MANAGER OPERATIONS

Meeting Date	Responsible Officer	Action	Update	Status
17/2/21	Aputhama Rangers Coordinator	Ranger Program – Strategies to get money back for Ranger Program and completion of reporting	16/6/21 2021-2022 Funding to be reduced. Recruitment for Ranger Coordinator still underway.  21/4/21 Submission has been made to NIAA to keep the funds for continuing the program. Acquittals are up to date.  17/3/21 Negotiations with the funding body, National Indigenous Australians Agency, are continuing.	Work in Progress
16/3/21	Executive Manager Operations	Maintenance/replacement of gazebos at Seisia foreshore and wharf required	19/5/21 No action yet and none planned.	Ongoing
21/4/21	Acting Works Overseer	Grounds, mowing plan / map (including time) for each Community	8/6/21 Some adjustments are being implemented so a two week trial in Injinoo can commence in July 2021.  19/5/21 Currently being developed	Work in Progress



## 7. Business Arising from Previous Meetings

21/4/21	Acting Works Overseer	Fencing for Injinoo Primary School to be completed. Grant from Ely Trust	19/5/21 Further investigation being conducted	Pending
16/6/21	Acting Works Overseer	Injinoo Shire Council Sign – put back up		Pending
21/4/21	Acting Works Overseer	Roads and drainage scope of works required	19/5/21 Currently being developed	Work in Progress
21/4/21	Acting Works Overseer	Injinoo lookout mowing, slashing and clean up required	19/5/21 Being managed	Ongoing
21/4/21	Building and Construction Manager	Gazebo's/shelters at Injinoo Park, bus stop shelters in Injinoo need replacement/repair	8/6/21 Quotes for shelters have been requested.  19/5/21 Operations to follow up quotations for 12 shelters.	Work in Progress
21/4/21	Acting Works Overseer	Signs for all Communities to be inspected and replaced	16/06 Still searching for designs.  8/6/21 EMO has been advised new sign designs were completed. Further investigation is required to find them to provide to Councillors for discussion.  19/5/21 Being inspected 20/5/21.	Work in Progress
21/4/21	Executive Manager Operations	Contact Ergon Energy to arrange changing of light bulbs in the street lighting	16/06 Request to Ergon has been made to fix the lights. Solar lights are being installed in all communities.  28/5/21 Bamaga, Umagico and Injinoo need actioning.  This requires clarification before contacting Ergon. Is this replace all bulbs everywhere or is this replace broken/non-working bulbs?  19/5/21 Request to Ergon has been lodged.	Work in Progress
28/5/21	Executive Manager Operations	EMO to meet with Councillor Nona to discuss the Injinoo beautification project	8/6/21 No action as yet.	Pending

## 7. Business Arising from Previous Meetings

28/5/21	Acting Works Overseer	Mowing at Little Fletcher St in New Mapoon needs mowing	8/6/21 Parks and Gardens notified.	Pending
16/6/21	Executive Manager Operations	EMO and Cr Nona to discuss installing Bollards on Injinoo walkway		Pending
16/6/21	Acting Works Overseer	Parks and Gardens to trim overhanging trees and shrubs from pathways in all communities		Pending
16/6/21	Acting Works Overseer	Identify whether the old fuel tanks opposite the Umagico supermarket can be reused. If they can't be, arrange for their removal.		Pending
16/6/21	Acting Works Overseer	Cut /Clear grass on street leading up to gathering, space next to Injinoo Office, old Cemetery		Pending
16/6/21	Acting Works Overseer	Iron Sheets to be removed from new cemetery		Pending
16/6/21	Acting Works Overseer	Drains at Atambya Cl Injinoo to be cleaned up and in front of the Church.		Pending
16/06/21	Executive Manager Operations	Letters to affected residents with overgrown trees and shrubs are to be issued, advising that it's their responsibility to keep pathways clear as per local laws.		Pending



**AGENDA**  
**ORDINARY COUNCIL MEETING #16**  
**Wednesday, 21<sup>st</sup> July 2021**

**8. Mayoral Report**

**9. Confidential – Chief Executive Officer Report**

## 10 Finance Report

<b>Classification</b>	<b>For Noting</b>
<b>Author</b>	<b>Acting Manager Finance</b>
<b>Attachments</b>	<b>A. Statement of Comprehensive Income</b> <b>B. Revenue and Expenditure Summary and Enterprise Financial Summary</b> <b>C. Cash Position Summary</b> <b>D. Statement of Financial Position</b> <b>E. Debtors and Creditors Outstanding</b>

### Officers Recommendation:

**That Council note and accept the Finance Report for June 2021.**

### PURPOSE OF REPORT

To provide Councillors with an up to date financial position of the Council as per the *Local Government Act 2009* and s204 of the *Local Government Regulations 2012*.

### BACKGROUND AND CONTEXT

#### Operational Revenue

Operational Revenue continues to track below budget with COVID-19 and Building and Assets Services (BAS) work delays impacting the year end results.

No further funding for the Ranger Program has been received for the year due to unspent grant monies from previous years. This has resulted in no grant revenue being recognised in the income statement with year to date expenditure as of 30 June 2021 on the Ranger Program being \$1,139,289.

#### Capital Revenue

The contracted capital revenue tracks ahead of the budget as service agreements for some capital projects funding such as 10 house extensions (\$2.9M), minor capital work for water services (\$1.3M) and Works for Queensland (\$1.8M) were entered in to after completion of the budget for 2020/21.

However, the commencement of the majority of capital projects were delayed due to the impact of COVID-19 and delays in resourcing gravel taking until January 2021. This has resulted in the capital revenue of those capital projects only being recognised in the income statement to the extent of project stage completion.

#### Material and Services Expenses

The year to date material and services expenses are forecast to continue tracking below the budget due to the same reason as low operational revenue - the inability to undertake BAS Work impacted by COVID-19 and delays in resourcing gravel take.

### CRITICAL DATES

N/A



### **OTHER OPTIONS CONSIDERED**

N/A

### **LEGAL AND LEGISLATION CONSIDERATIONS**

N/A

### **POLICY CONSIDERATIONS**

N/A

### **CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS**

This monthly portfolio report is in line with the following sections of the Operational Plan 2020-2021:  
2. Fiscal Management

### **FINANCIAL AND RESOURCE CONSIDERATIONS**

N/A

### **CONSULTATION**

This report is prepared from information provided by the Team Leaders and staff of the Finance Department.

## Statement of Comprehensive Income

The Statement of Comprehensive Income is often referred to as the Profit and Loss Statement. This statement shows what Council has earned (revenue) and what costs Council has incurred (expenses) for the year to date.

### Northern Peninsula Area Regional Council Statement of Comprehensive Income

For the period ended 30 June 2021

	<u>Financial Year</u> <u>End 30/06/2020</u>	<u>Period End</u> <u>30/06/2021</u>	<u>Forecast</u> <u>30/06/2021</u>	<u>Budget</u> <u>2020-2021</u>
<b>Income</b>				
<b>Recurrent Revenue</b>				
Rates, levies and charges	2,721,483	2,598,930	2,598,930	2,782,508
Fees and charges	497,102	465,237	465,237	387,500
Rental income	602,803	918,350	918,350	1,334,044
Interest received	97,621	29,889	29,889	70,000
Sales revenue	8,977,055	4,767,545	4,767,545	9,554,500
Enterprise revenue	8,148,749	8,272,530	8,272,530	10,345,000
Other income	1,363,331	2,237,248	2,237,248	1,351,374
Grants, subsidies, contributions and donations	11,910,468	11,325,125	11,325,125	11,937,045
<b>Total recurrent revenue</b>	<b>34,318,612</b>	<b>30,614,854</b>	<b>30,614,854</b>	<b>37,761,971</b>
<b>Capital revenue</b>				
Grants, subsidies, contributions and donations	53,208,706	3,428,123	3,428,123	6,673,941
Loss on sale Assets	-	-	-	-
<b>Total capital revenue</b>	<b>53,208,706</b>	<b>3,428,123</b>	<b>3,428,123</b>	<b>6,673,941</b>
<b>Total revenue</b>	<b>87,527,318</b>	<b>34,042,977</b>	<b>34,042,977</b>	<b>44,435,912</b>
<b>Capital income</b>	979,512			
<b>Total income</b>	<b>88,506,830</b>	<b>34,042,977</b>	<b>34,042,977</b>	<b>44,435,912</b>
<b>Expenses</b>				
<b>Recurrent expenses</b>				
Employee benefits	(13,050,727)	(13,560,825)	(13,560,825)	(16,170,987)
Materials and services	(21,389,883)	(17,344,530)	(17,344,530)	(20,439,300)
Finance costs	(1,301,176)	(68,650)	(68,650)	(39,489)
Depreciation and amortisation	(8,571,316)	(10,489,752)	(10,489,752)	(8,629,362)
<b>Total recurrent expenses</b>	<b>(44,313,102)</b>	<b>(41,463,757)</b>	<b>(41,463,757)</b>	<b>(45,279,138)</b>
Capital Expenses	0	0		(754,500)
	<b>0</b>	<b>0</b>		<b>(754,500)</b>
<b>Total expenses</b>	<b>(44,313,102)</b>	<b>(41,463,757)</b>	<b>(41,463,757)</b>	<b>(46,033,638)</b>
<b>Result from ordinary activities</b>	<b>44,193,728</b>	<b>(7,420,780)</b>	<b>(7,420,780)</b>	<b>(1,597,726)</b>
<b>OPERATING RESULT</b>				
Operating Revenue	34,318,612	30,614,854	30,614,854	37,761,971
Operating Expenses	(44,313,102)	(41,463,757)	(41,463,757)	(45,279,138)
<b>Operating Surplus/(Deficit)</b>	<b>(9,994,490)</b>	<b>(10,848,903)</b>	<b>(10,848,903)</b>	<b>(7,517,167)</b>

## Revenue and Expenditure Summary

## Revenue and Expenditure Report - Northern Peninsula Regional Council

Financial Year 2020 -2021 (Budget to End of Report Month)

Program	REVENUE				EXPENSES			
	30-Jun-21				30-Jun-21			
	Actual	Budget	Variance Favourable/ (Unfavourable)	% Received	Actual	Budget	Variance Favourable/ (Unfavourable)	% Spent
CORPORATE GOVERNANCE	114,542	122,686	(8,144)	0%	2,029,347	1,754,568	(274,779)	116%
FINANCE & ADMINISTRATION	9,385,924	8,756,021	629,903	107%	1,896,014	3,186,395	1,290,381	60%
CORPORATE SERVICES	1,230,676	556,000	674,676	221%	3,007,412	3,015,269	7,857	> 100%
ENGINEERING SERVICES	14,142,649	21,102,813	(6,960,164)	67%	22,964,145	23,255,954	291,809	99%
COMMUNITY SERVICES	1,467,896	1,261,429	206,467	> 100%	2,074,942	2,850,189	775,247	73%
DEVELOPMENT	742,955	2,270,964	(1,528,009)	33%	1,636,560	2,722,043	1,085,483	60%
ENTERPRISES	8,344,005	10,371,000	(2,026,995)	> 100%	7,862,558	8,877,912	1,015,354	> 100%
TOTAL REVENUE & EXPENDITURE	35,428,647	44,440,913	(9,012,266)	80%	41,470,978	45,662,330	4,191,352	91%
<b>SURPLUS/(DEFICIT)</b>					<b>(6,042,332)</b>			

## Enterprise Financial Summary

## Northern Peninsula Area Regional Council

## Enterprise Financial Summary

As of 30 June 2021

	Actual EXP to 30-06-2021	Budget EXP to 30-06-2021	Actual INC to 30-06-2021	Budget INC to 30-06-2021	Actual Surplus/ (Deficit) to 30-06-2021	Budget Surplus/ (Deficit) to 30-06-2021	Actual Surplus/ (Deficit) to 30-06-2020
ENTERPRISES							
BAMAGA PO	489,588	683,696	367,153	435,000	(122,436)	(248,696)	(12,126)
INJINOO READYMIX	854,683	1,288,050	701,620	1,550,000	(153,063)	261,950	63,463
INJINOO SERVICE STATION	1,295,412	985,179	1,305,389	1,662,500	9,977	677,321	18,620
JARDINE FERRY, ROADHOUSE & CAMPGROUND	100,611	233,245	975,307	803,500	874,696	570,255	744,350
NPARC STORES	976,594	992,877	582,425	554,500	(394,170)	(438,377)	(401,158)
UMAGICO STORE	4,342,114	4,860,582	4,936,208	5,874,000	594,094	1,013,418	358,039
	8,059,003	9,043,629	8,868,102	10,879,500	809,098	1,835,871	771,188

## Cash Position Summary

*This attachment shows the cash we currently have available for use, less any unexpended grants and payables, borrowings and provisions. This does not include an estimate for capital expenditure based on depreciation for the year to date which is noted in a separate line item after the Estimated Net Cash Position .*

*The estimated net cash position of \$0.98Mn as of 30 June is further decrease from the net Cash flow position of \$1.44Mn reported in May 2021. Net Cash position is calculated after taking all liabilities, provisions and depreciation provision taking in to account.*

**Cash Available at 30 June 2021 was \$10.27Mn**

**Of this**

**\$3.45M is invested at QTC at 0.87%**

**\$2.15M is invested at CBA at 0.81%**

**\$0.56M is in trust Account for 5 new Houses**

**\$4.11M is in trading a/c**

**Est. Net Cash at 30 June 2021 was \$11.96Mn**

Northern Peninsula Area Regional Council Statement of Cash Position As at 30 June 2021	
<b>CASH</b>	<b>\$</b>
NPARC CBA General Account	4,085,546
NPARC CBA Grant Funds	2,145,971
NPARC Cash Floats	11,535
NPARC Cash on hand-ATM Umagico Store	12,050
DHPW Trust Account	557,284
NPARC QTC Investment	3,453,499
<b>Cash Available</b>	<b>10,265,885</b>
<b>ADD RECEIVABLES</b>	
Accounts Receivable (Debtors)	4,530,090
Contract Assets	220,254
<b>Less GST Control (Payable)</b>	<b>(68,376)</b>
<b>Less Provision for Doubtful debts (Impairment)</b>	<b>(2,985,352)</b>
	1,696,616
<b>Estimated Cash Position</b>	<b>11,962,501</b>
<b>LESS</b>	
Unspent Grant Funds	<b>4,014,709</b>
Grants in Advance	2,738,112
Differed revenue	<b>493,044</b>
Accounts Payable and Accruals	957,283
Other Payables and Suspense	215,251
Provision for LSL (Current)	606,279
Provision for LSL (Non-Current)	201,354
Provision for Rehabilitation Tip	1,065,496
Annual Leave Liability	695,483
	10,987,012
<b>Estimated Net Cash Position excluding Commitments</b>	<b>\$975,490</b>
<b>Provision for Depreciation for the period ended 30 June 2021</b>	<b>\$8,629,362</b>



## Statement of Financial Position

The Statement of Financial Position is often referred to as the Balance Sheet and is a snapshot of the financial position of Council at a particular time. It measures what Council owns (Assets) and what Council owes (Liabilities). The difference between these two components is the net wealth (Equity) of Council.

### Northern Peninsula Area Regional Council Statement of Financial Position

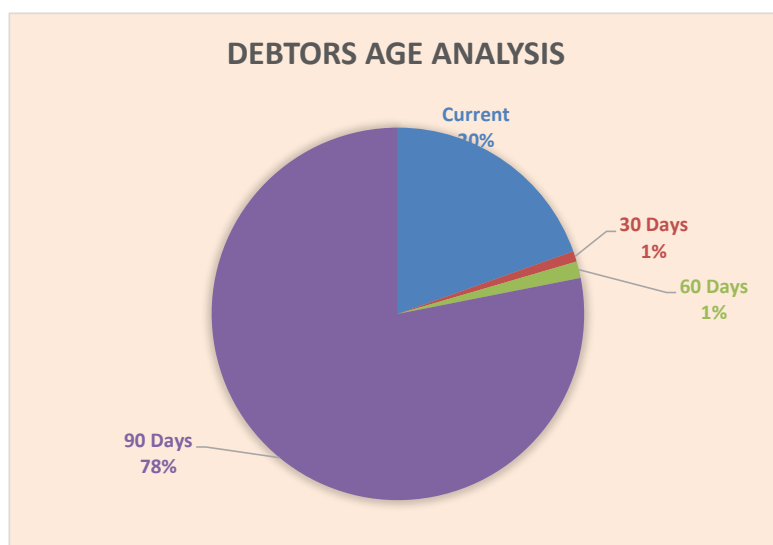
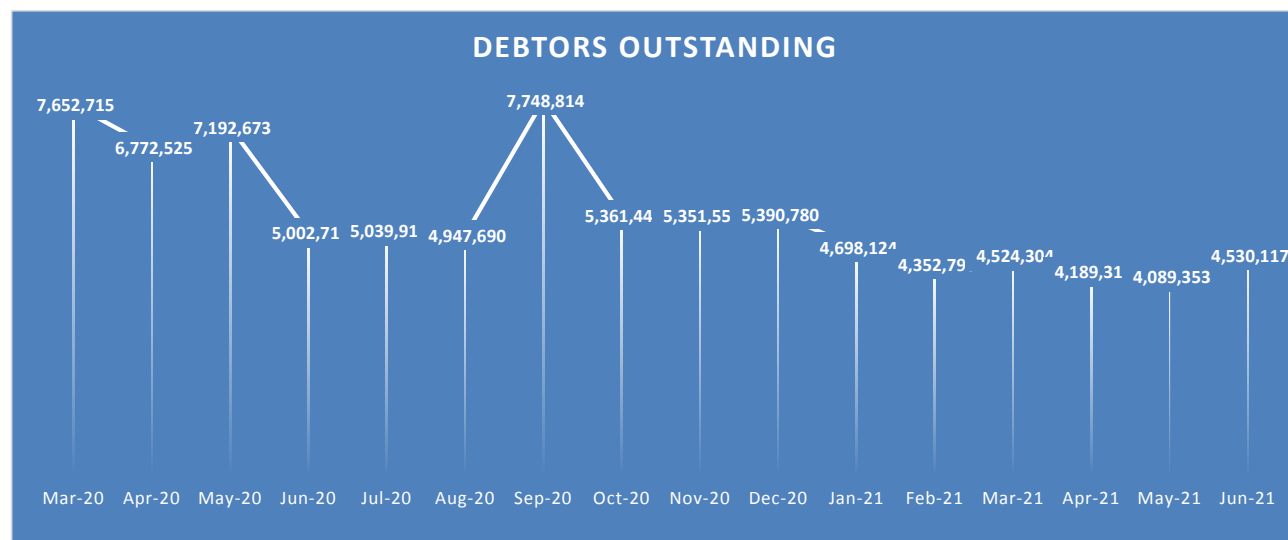
As at 30 June 2021

	<u>As at</u> <u>30 June 2020</u> <u>Actual</u>	<u>As at</u> <u>30 June 2021</u> <u>Actual</u>
<b>Current Assets</b>		
Cash and cash equivalents	10,569,306	10,265,885
Trade and other receivables	2,388,438	2,133,307
Inventories	1,052,599	1,154,258
Other financial assets	791,582	227,953
	<u>14,801,925</u>	<u>13,781,402</u>
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<u>14,801,925</u>	<u>13,781,402</u>
<b>Non-current Assets</b>		
Trade and other receivables	-	-
Other financial assets	15,853,860	15,853,860
Property, plant and equipment	204,886,132	200,345,614
Intangible assets	-	-
	<u>220,739,992</u>	<u>216,199,474</u>
<b>TOTAL ASSETS</b>	<u>235,541,917</u>	<u>229,980,876</u>
<b>Current liabilities</b>		
Trade and other payables	2,753,332	3,776,282
Borrowings	-	- 325
Provisions	1,966,888	1,966,888
Other	2,989,269	2,447,374
<b>Total Current liabilities</b>	<u>7,709,489</u>	<u>8,190,218</u>
<b>Non-current liabilities</b>		
Provisions	601,725	601,725
	<u>601,725</u>	<u>601,725</u>
<b>TOTAL LIABILITIES</b>	<u>8,311,214</u>	<u>8,791,943</u>
<b>NET COMMUNITY ASSETS</b>	<u>227,230,703</u>	<u>221,188,933</u>
<b>Community Equity</b>		
Asset revaluation reserve	62,006,652	62,006,652
Retained surplus/(deficiency)	169,107,789	163,066,019
Reserves	(3,883,738)	(3,883,738)
<b>TOTAL COMMUNITY EQUITY</b>	<u>227,230,703</u>	<u>221,188,933</u>

**Northern Peninsula Area Regional Council**  
**Analysis of Debtors and Creditors Outstanding**

### Debtors Outstanding and Recovery

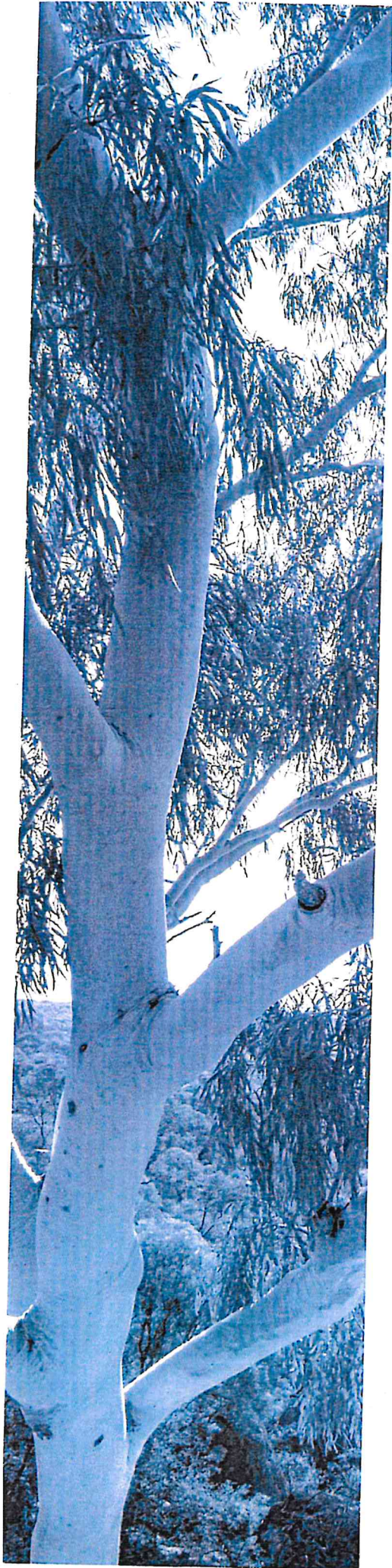
Total debtors outstanding as of 30 June 2021 was \$4.5M of which 78% is outstanding over 90 days. Council has made effort to recover the debt over the time and as a results the debtors outstanding has been reduced from \$7.6M to \$4.5M. The total bad debt provision as at 30 June was \$2.9M



### Creditors Outstanding

The total creditors outstanding as of 30 June 2021 was \$649,517.00 the age analysis of the creditors is as follows.

Description	Current	30 Days	60 Days	90 Days	Total
Creditors outstanding	282,350	42,285	156,716	168,166	649,517
Number of Creditors					52



# **Northern Peninsula Area Regional Council**

**2021 Interim report  
14 July 2021**

---

Our ref: 2021-4144  
Sri Narasimhan 3149 6208

14 July 2021

Councillor P Yusia  
Mayor  
Northern Peninsula Area Regional Council  
PO Box 200  
BAMAGA QLD 4876

Dear Councillor Yusia

**2021 Interim report**

We present to you our interim report for Northern Peninsula Area Regional Council for the financial year ending 30 June 2021. This report details the results of our interim work performed to 30 April 2021. In this phase we assess the design and implementation of your internal controls, and whether they are operating effectively.

We have also undertaken work over the areas of audit significance that was communicated in our external audit plan. To date our work has not identified any new significant deficiencies.

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

The *Auditor-General Act 2009* requires the Auditor-General to report to parliament on an issue raised during an audit if he considers it to be significant. The results of your entity's audit will be included in our report to parliament on results of Local Government.

If you have any questions or would like to discuss the audit report, please contact me on 3149 6208 or Sean McAlorum, Audit Manager on 3149 6215.

Yours sincerely



Sri Narasimhan  
Director

Enc.

cc. Ms S Law, Chief Executive Officer  
Councillor E Cottis, Audit and Risk Committee Chair



# 1. Summary

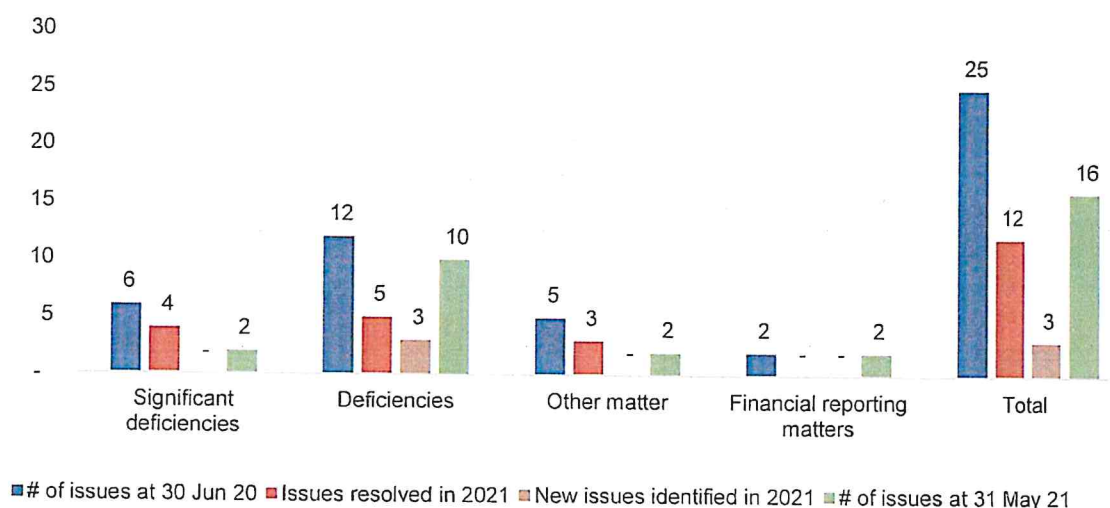


We have completed our interim audit phase in line with our external audit plan that was issued on 20 April 2021.

This report details our audit findings from our assessment of the key controls over revenue, expenditure and payroll that were identified during the audit planning phase.

## Summary of findings—Action required

Council has made significant efforts to resolve some of the prior year findings. These are summarised in the chart below:



We encourage council to continue resolving these audit findings which in turn will strengthen councils overall control environment.

As a result of our audit findings ([Section 2 Internal control deficiencies](#)) and the unresolved issues from prior years ([Section 3 Prior year issues](#)) we will be adopting an audit approach that will focus on more transactional testing.











As council progresses to resolve these audit findings, we will consider taking a more control-based approach to our audit.



## 2. Internal control deficiencies



The following table summarises our reporting on deficiencies in internal controls.

Internal control issues by COSO element	Number of significant deficiencies		Number of deficiencies		Rating
	Current year issues	Prior year unresolved issues	Current year issues	Prior year unresolved issues	
 <b>Control environment</b> Structures, policies, attitudes and values that influence daily operations	-	-	2	1	
 <b>Risk assessment</b> Processes for identifying, assessing and managing risk	-	-	-	-	
 <b>Control activities</b> Implementation of policies and procedures to prevent or detect errors and safeguard assets	-	2	-	5	
 <b>Information and communication</b> Systems to capture and communicate information to achieve reliable financial reporting	-	-	1	1	
 <b>Monitoring activities</b> Oversight of internal controls for existence and effectiveness	-	-	-	-	

### Our ratings



#### Effective

No significant deficiencies identified



#### Partially effective

One significant deficiency identified



#### Ineffective

More than one significant deficiency identified



## 2. Internal control deficiencies (continued)



The following table details control deficiencies identified as at 30 April 2021. It includes a response from management.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.



Significant deficiency



Deficiency



Deficiency

### 21IR-1 Customers undercharged at Jardine ferry

#### Information and communication

#### Observation

From our review of the revenue generated from the Jardine ferry service, we identified that the rates charged to Northern Peninsula Area residents are lower than the advertised rates approved in the last council budget. We understand from discussions with management that the rates in the point-of-sales system have not been updated to reflect the approved rates, which resulted in this error.

We have confirmed that the cumulative effect of the error is not material.

#### Implication

Council has been charging revenue at the rate lower than the that approved in its budget resulting in lower revenue to be collected.

#### QAO recommendation

We recommend that NPARC update the point-of-sale till at the ferry with current charge rates as per 2021 approved fees and charges schedule and ensure correct rates are charged to customers.

#### Management response

The issue raised by audit is acknowledged. The fees on the POS will be updated once the budget is passed on 22 July 2021.

Responsible officer: Executive Manager Enterprises

Status: Work in progress

Action date: 31/07/2021

## 2. Internal control deficiencies (continued)



### Deficiency

#### 21IR-2 Cyber security related matters

##### Control environment

From our discussion with management, we understand that Council does not have a framework or policy for managing cyber security risks. Our review of Council's risk register also identified that cyber risk has not been identified as an operational or a strategic risk.

Strong information system controls will protect Councils from cyber attacks that may result in disruption of services and potential financial loss.

Cyber security risk is in the top five global risks in terms of likelihood. A recent study undertaken by a well-known consulting firm estimated the potential direct economic loss of cyber security incidents on Australian business as \$29 billion per year. When factoring in other indirect costs—such as damage to business reputation and loss of customer base—the actual loss is even higher.

Cyber-attacks across the public sector continue to increase and last year one regional council in Queensland was the victim of a successful ransomware attack – a form of cyberattack where the attacker gains access to information systems and demands a ransom to return the information.

##### Implication

Council uses its IT systems extensively to process the information for its financial statements. In the absence of appropriate framework to manage information systems risk, council is exposed to the risk of cyber-attacks. Some impacts of cyber-attacks may include:

- access to IT systems and information may be blocked and restoration may take extended period of time
- key council staff, including information technology staff, may need to be diverted from their day-to-day responsibilities to resolve the situation
- Council's data may be compromised.

##### QAO recommendation

We recommend that Council:

- develop a framework for managing cyber security risks consistent with the Information security policy (IS18:2018)
- include cyber security risk as a key operation risk in their risk register.

We had recently tabled a report on [managing cyber security risks](#). This report contains valuable recommendations on minimum controls that should be considered by public sector entities when developing and implementing a cyber security framework. Council may want to consider these recommendations as a part of their development of the cyber security framework.

##### Management response

The issue raised by audit is acknowledged. NPARC is in the process of reviewing its IT service delivery model. A key outcome of that process will be updated policies and procedures to manage and monitor our IT risks including cyber security.

Responsible officer: Executive Manager Corporate Services

Status: Work in Progress

Action date: 31/12/21





## 2. Internal control deficiencies (continued)



### Deficiency

#### 21IR-3 Outdated asset management plan

##### Control environment

We noted that Council's Asset Management Plan was last updated in December 2010 and an update was due to be reviewed and approved in 2020. To date the asset management plan has yet to be reviewed and approved.

##### Implication

An Asset Management Plan is an important tool to assist Council in ensuring assets are being maintained at their required service level and budgeting for asset renewal. Being highly reliant on grant funding, the Plan is also important in determining levels of grant funding required to provide and maintain necessary infrastructure.

In addition, section 167 of Local Government Regulation 2012 requires Council to prepare and adopt a long-term Asset Management Plan. Without a current Asset Management Plan, Council is not compliant with this requirement.

##### Recommendation

We recommend Council prepares and adopts a new Asset Management Plan for the 10-year period from 2021 to 2031 as a priority.

##### Management response

The issue raised by audit is acknowledged. Updated Asset Management Plans are seen as a priority by NPARC and will be completed during 2021–22.

Responsible officer: Executive Manager Operations

Status: Work in progress

Action date: 30/06/2022



### 3. Prior year issues



The following table summarises the status of deficiencies and other matters reported in prior years.

Reference / Component	Issue	Status update
Significant deficiencies		
20CR-1 <i>Control Activities</i>	<b>Changes to vendor masterfile data</b> From our review of the vendor masterfile data, we note that there is no process in place to review all changes made to the vendor masterfile.	<b>Resolved</b> <b>QAO comment:</b> Monthly review is in place. Audit trail of changes to Masterfile is reviewed on a monthly basis by finance officer and executive manager finance
20CR-2 <i>Control Activities</i>	<b>No review performed over user access/change requests and lack of access and change management policies</b> We note that there is no regular review of system user access or change request logs performed by management. A policy framework to govern appropriate user access and change management is not implemented.	<b>Overdue</b> Action date: 31/12/20 <b>Management response:</b> Issue is acknowledged and will be addressed of part of our IT service delivery model review. Responsible officer: EMCS Revised action date: 31/12/21
20CR-3 <i>Control Activities</i>	<b>Review of manual journal entries</b> Our review of the manual journals identified that there is no independent review undertaken prior to these journals being posted in the general ledger.	<b>Overdue</b> Action date: 31/12/20 <b>QAO comment:</b> The review is now mostly in place. However, we still identified instances whereby journals were prepared and posted by the same person and not in a timely manner. <b>Management response:</b> Complete—All manual journals are now reviewed and authorised by the A/Finance Manager. <b>Additional QAO Comment:</b> We will review this again as part of our final audit visit.
20CR-4 <i>Control Activities</i>	<b>Lack of periodic review of receivables</b> At the time of our interim audit, we identified that there was no periodic monitoring of debtors.	<b>Resolved</b> <b>QAO comment:</b> Procedures were implemented by EMF
20CR-5 <i>Control Activities</i>	<b>No bank reconciliations for two bank accounts during year</b> From our testing over cash, we identified that there were no bank reconciliations prepared for bank account used to capture revenue from online bookings at the Jardine Ferry. There were also no bank reconciliations for the bank account used for grant funding purposes due to system limitations.	<b>Resolved</b> <b>QAO comment:</b> Procedures were implemented by EMF
19CR-1 <i>Control Activities</i>	<b>Various control weaknesses in revenue, collections and banking processes</b>	<b>Resolved</b> <b>QAO comment:</b> Procedures were implemented by EMF

### 3. Prior year issues (continued)



Reference / Component	Issue	Status update
Deficiencies		
20CR-6 <i>Control Activities</i>	<b>Lack of stocktakes process</b> There is currently no process at council to undertake periodic stock take of inventories maintained at the enterprises or its stores depot. These stock takes are currently performed only at year end for financial statement reporting purposes.	<b>Resolved</b> Quarterly stocktakes are being performed.
20CR-7 <i>Control environment</i>	<b>Fraud and corruption policy is out of date</b> The fraud and corruption policy was last approved in 2011 and is currently out-of-date. Since then, council has had a number of changes to its elected members and its staff, which changes the risk profile of the council substantially.	<b>Overdue</b> Action date: 31/12/20 <b>QAO comment:</b> QAO was advised that Council is currently working on long term Strategic Plan and Corporate Plan. <b>Management response:</b> The fraud and corruption policy will be updated to align with those plans once they are completed. Revised action date: 31/12/21
20CR-8 <i>Control Activities</i>	<b>Lack of controls over revenue collected from ferry terminal</b> A 'Daily Customer Count—Ferry Crossing' sheet is prepared to record the count of ferry crossings each day. We note that the design of this sheet does not detail the revenue collected for each vehicle type. We also note that the data captured in the 'Daily Customer Count—Ferry Crossing' sheet is not reconciled to the revenue recorded on the daily summary sheet which details the ferry takings each day	<b>Resolved</b> <b>QAO comment:</b> Cash sales of Jardine were deposited directly by Jardine Ferry Manager in the bank. From April 2021, cash sales were discontinued, and online booking was implemented.
20CR-9 <i>Control Activities</i>	<b>Delay in notification of employee resignations to payroll</b> During our testing of employee terminations, we identified one instance whereby an employee resigned in October 2018 as per the resignation letter but returned to work in December 2018 for 10 weeks before leaving again without informing the council. However, payroll was not notified of the resignation until July 2019. Payroll should have been notified in October 2018 that this employee had resigned.	<b>Resolved</b> <b>QAO comment:</b> No termination or resignation was noted that requires further investigation to date.
20CR-10 <i>Control Activities</i>	<b>Anomalies found relating to lease and rental activities</b> We identified several anomalies relating to lease and rental activities.	<b>Overdue</b> Action date: 31/10/20 <b>Management response:</b> Issue raised by audit is acknowledged. A project is currently underway to have up to date agreements in place for all leases. This should be completed well before the end of the calendar year. Revised action date: 31/12/21





### 3. Prior year issues (continued)



Reference / Component	Issue	Status update
20CR-11 Information and Communication	<b>Missing related party declarations</b> <p>There were seven related party declarations which were not completed by those Key Management Personnel (KMP) who departed NPARC during the financial year.</p> <p>Whilst NPARC maintain a register of interests, there was no control in place to assess the completeness of related party declarations and transactions until the year-end financial statements were prepared.</p>	<b>Overdue</b> <p>Action date: 31/12/20</p> <p><b>QAO comment:</b> Management plans to review any change to related party declarations.</p> <p><b>Management response:</b> All related party disclosures and review procedures will be updated to 30/06/21 as part of the current end of year process.</p> <p>Responsible officer: A/Finance Manager</p> <p>Revised action date: 31/08/21</p>
QAO letter 23/10/18 Monitoring	<b>Capital Work in progress is not reviewed in a timely manner</b>	<b>Resolved</b>
19CR-4 Control Activities	<b>Monthly financial reporting is ineffective</b> <p><b>Status update 2021:</b> Our 2020–21 testing again noted the application of incorrect accounting treatment to internal sale transactions. Internal sales are recorded in external sale accounts.</p> <p>We recommend elimination of internal transactions be done quarterly to improve reporting and avoid overstatement of revenue and expense balances. We also recommend posting internal transactions to separate GL accounts to revenue to assist with the elimination process.</p>	<b>Unresolved</b> <p><b>Management response:</b> The issue raised by audit is acknowledged. As an interim measure, tailored financial management reports will be developed in PCS as part of the current budget process. This will be a key requirement of NPARC's systems upgrade project for 2021–22.</p> <p>Responsible officer: A/Finance Manager</p>
19CR-5 Control Activities	<b>Lack of supporting documentation for vendor masterfile data changes</b>	<b>Resolved</b>
19CR-7 Control Activities	<b>Deficiencies with corporate card reconciliation</b> <p><b>Status update 2021:</b> Our 2020–21 testing again noted instances of non-performance of corporate card reconciliations</p>	<b>Unresolved</b> <p><b>Management response:</b> Issue is acknowledged. NPARC will ensure that reconciliations are completed and reviewed on a timely basis.</p> <p>Responsible officer: A/Finance Manager</p>
QAO letter 23/10/18 Control Activities	<b>Improvements in procurement practices and Contract Register</b> <p><b>Status update 2021:</b> The contracts register provided to us in May 2021 was still not up to date.</p>	<b>Unresolved</b> <p><b>Management response:</b> Issue raised by audit is acknowledged. Updated procurement policy and financial delegations process are scheduled for adoption by the Council along with the 21–22 Budget. Procedures to improve monitoring, management and reporting on NPARC's contract arrangements will be implemented progressively thereafter.</p> <p>Action date: 31/12/21</p> <p>Responsible Officer: EMCS</p>

### 3. Prior year issues (continued)



Reference / Component	Issue	Status update
19CR-8 Control environment	<b>Lack of evidence to support value for money in tenders awarded</b>  <b>Status update 2021:</b> <i>No management response was received for the original issue raised. We have noted no changes in the tender process from work done to date.</i>	<b>Unresolved</b>  <b>Management response:</b> Issue raised by audit is acknowledged. Updated procurement policy and financial delegations process are scheduled for adoption by the Council along with the 21–22 Budget. Procedures to improve monitoring, management and reporting on NPARC's contract arrangements will be implemented progressively thereafter.  Action date: 31/12/21 Responsible Officer: EMCS

### 3. Prior year issues (continued)



Reference / Component	Issue	Status update
<div>  Other matters         </div>		
20CR-OM1 Control environment	<p><b>Multiple policy documents have not been updated on NPARC's website</b></p> <p>In reviewing council's policy documents, we identified that there are multiple policies that were revised in 2019 but have not been updated on council's website.</p>	<p><b>Overdue</b></p> <p>Action date: 31/12/20</p> <p><b>QAO comment:</b> QAO was advised that Council is currently working on long term Strategic Plan and Corporate Plan. Policies will be updated to align with those plans once they are available.</p> <p><b>Management response:</b> Issue is acknowledged. This is on-going process. A number of updated policies are due to go to the Council for adoption as part of the 21–22 budget.</p> <p>Revised action date: 30/06/22</p>
20CR-OM2 Monitoring	<p><b>There is currently no portable and attractive item register</b></p> <p>Council currently does not maintain a portable and attractive item register.</p>	Resolved
20CR-OM3 Control Activities	<p><b>Anomalies found relating to enterprise expenditure purchase orders</b></p> <p>From our testing over a sample of 45 enterprise purchases, we noted that two purchase orders (PO) were not available, one PO was not signed, one PO was signed by a staff member not responsible for approving enterprise purchase and one PO was not matched to the invoice for the ordered amount.</p>	Resolved
20CR-OM4 Control Activities	<p><b>Instructions to valuer and acceptance of scope</b></p> <p>During our asset valuation audit, we identified that there were no detailed terms of reference or instructions formally communicated by NPARC to the asset valuer establishing the scope of work for completion. We could also not identify a formal acceptance of the scope issued back to NPARC.</p>	<p><b>Resolved</b></p> <p>QAO comment: Instruction to valuer has been sent and accepted by the valuer</p>
20CR-OM5 Risk management	<p><b>Risk Management framework to be updated</b></p> <p>NPARC's risk management framework was adopted in February 2019 and had an anniversary review date of February 2020. The framework and associated risk register had not been updated at the anniversary date as planned. Furthermore, our review of the risk register identified that risk of revenue fraud at an enterprise and IT risks are not captured as a part of the risk register.</p>	<p><b>Overdue</b></p> <p>Action date: 31/12/20</p> <p><b>QAO comment:</b> QAO was advised that Council is currently working on long term Strategic Plan and Corporate Plan. The risk management framework and risk register will be updated to align with those plans once they are available. The 21–22 operational plan scheduled to be adopted by the Council on 22/07/21 includes delivery of an update risk framework.</p> <p>Revised action date: 31/12/21</p>

### 3. Prior year issues (continued)






Reference / Component	Issue	Status update
Financial reporting issues		
20CR-FR1 <i>Information and communication</i>	<b>On-cost rates should be reviewed</b> It is our understanding that on-costs are added to capitalised employee expenses based on pre-determined rates in assigned on-cost categories. We inspected the breakdown of on-costs for category 6 (for works with an associated grant) and noted that it included: <ul style="list-style-type: none"> <li>• 2.5% for "Admin Costs Recovered"</li> <li>• 2% for "Oncost Rec - Staff Training"</li> </ul> These appear to be administration and general overheads, which cannot be capitalised under AASB 116.	<b>Overdue</b> Action date: 31/12/20 <b>Management response:</b> Agree with finding. Calculation of On-costs will be re-examined as part of the current year end process. Responsible officer: A/Finance Manager
19FR-1	<b>No segmentation of road asset</b>	<b>Overdue</b> Action date: 30/06/19 <b>QAO comment:</b> We have not identified any significant progress towards the segmenting of roads to date. <b>Management response:</b> Issue is acknowledged. This matter will be addressed as part of the development of our updated Asset Management Plans.






# Appendix A—Our rating definitions



## Internal control rating definitions

	Definition	Prioritisation of remedial action
<b>Significant deficiency</b> 	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> <li>the risk of material misstatement in the financial statements</li> <li>the risk to reputation</li> <li>the significance of non-compliance with policies and applicable laws and regulations</li> <li>the potential to cause financial loss including fraud, or</li> <li>where management has not taken appropriate timely action to resolve the deficiency.</li> </ul>	<p>This requires immediate management action to resolve.</p>
<b>Deficiency</b> 	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	<p>We expect management action will be taken in a timely manner to resolve deficiencies.</p>
<b>Other matter</b> 	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	<p>Our recommendation may be implemented at management's discretion.</p>

## Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
<b>High</b> 	<p>We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.</p>	<p>This requires immediate management action to resolve.</p>
<b>Medium</b> 	<p>We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We expect management action will be taken in a timely manner.</p>
<b>Low</b> 	<p>We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.</p>





## Appendix B—Information on internal controls

---



### What is internal control?

'Internal control' is the processes, systems, records and activities that your entity designs, implements and maintains to provide you with reasonable assurance about the achievement of organisational objectives regarding:

- reliability of financial reporting
- effectiveness and efficiency of operations
- compliance with applicable laws and regulations.

Your governing body and executive management collectively are responsible for preparing reliable financial statements in accordance with generally accepted accounting principles. They are similarly responsible for maintaining effective internal control over financial reporting.

### Our assessments of your internal control framework

The auditing standards that we must comply with require us to understand and assess those aspects of your internal control that relate to our financial statement audit objectives. In the planning phase of our audit, we sought to understand and evaluate how controls are designed and implemented. We communicated to you the results of our analysis in our external audit plan.

If we decide that we can rely on your controls, we must then test them to confirm they operated effectively. The results of our testing may highlight deficiencies in your internal controls. We assess whether any identified deficiencies in internal control constitute, individually or in combination, a significant deficiency in internal control.

### Limitations of our reporting on internal control deficiencies

No system of internal control can provide absolute assurance about the absence of error or compliance. Even in the absence of identified control weaknesses, inherent limitations in your internal controls over financial reporting may not prevent or detect material misstatements.



qao.qld.gov.au

---



[Suggest a performance audit topic](#)

[Contribute to a performance audit in progress](#)

[Subscribe to news](#)

[Connect with QAO on LinkedIn](#)

Sri Narasimhan  
T: 07 3149 6208  
M: [sri.narasimhan@qao.qld.gov.au](mailto:sri.narasimhan@qao.qld.gov.au)

T: 07 3149 6000  
M: [qao@qao.qld.gov.au](mailto:qao@qao.qld.gov.au)  
W: [qao.qld.gov.au](http://qao.qld.gov.au)  
53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002

 **Queensland  
Audit Office**  
*Better public services*



## **11.1 Water Treatment Plant – Clear Water Tank Duplication**

<b>Classification</b>	<b>For Decision</b>
<b>Author</b>	<b>Executive Manager Operations</b>
<b>Attachments</b>	<b>A. Confirmation of Funding from State Development, Infrastructure Local Government and Planning, dated 28<sup>th</sup> April 2021</b> <b>B. ICCIP Application</b>

### **Officers Recommendation:**

**That Council resolves to approve the appointment of a specialist water consultant to prepare tender specifications, evaluate tender responses and project manage installation of a second clear water storage tank in accordance with the exemptions provided in the Local Government Regulation.**

### **PURPOSE OF REPORT**

To advise Councillor's that Council has received Indigenous Councils Critical Infrastructure Program (ICCIP) funding to install a duplicate clear water tank and carryout repairs to the existing clear water tank.

### **BACKGROUND AND CONTEXT**

The lining of the clear water tank at the Bamaga Water Treatment Plant has developed cracks/fractures in the walls causing water to leak through the liner and impact the steel tank structure. The leaking water is causing corrosion and further leakage has the potential to undermine the tank foundations and create an environmental nuisance in local waterways.

For a repair to the liner to be effected, the water in the tank must be drained. Once drained the liner repair is estimated to take ten (10) days to be completed. If this was to occur without a secondary clear water storage capacity, the relevant NPA communities would be left without a potable water supply.

The project includes the engineering design for a duplicate 1ML steel clear water tank, the procurement, transport, construction and commissioning of the new tank and associated pipe connections and preparatory site works.

Once those works are completed, the existing clear water tank will be repaired and utilised to extend water storage capacity. The duplication of the clear water tank will allow for either clear water tank to be bought off line in the future without causing interruptions to the supply network.

The project is fully funded through ICCIP with the application methodology outlined below:

Council will engage a Project Manager who will undertake procurement for the engineering design work, the purchase of the duplicate steel tank, the construction and commissioning of the tank and associated site works and repairs to the existing tank and liner. Construction, commissioning,



associated pipe installation, site works and repairs to the existing tank will be undertaken by sub-contractors.

Council officers have attempted to obtain quotations from suitably qualified water specialists listed on Local Buy, however, only one quotation was received from aGNR consultants.

The quotation includes:

- Preliminary Works/Data Review
- Concept Design
- Technical Specifications for D & C Contract
- Technical Specifications for Tank Repairs

Council does not have the resources to efficiently or effectively prepare the tender scope or specifications to ensure the project is delivered in its entirety.

### **CRITICAL DATES**

21 July 2021 – Council meeting endorses the recommendation to proceed

23 July 2021 – Engage consultant

31 January 2022 – Project complete

### **OTHER OPTIONS CONSIDERED**

The option to engage Trility (incumbent WTP operator) was considered. However, given the amount of the funding grant, the use of an external independent consultant was considered more suitable.

### **LEGAL AND LEGISLATION CONSIDERATIONS**

Council's Procurement Policy adopts the default procurement requirements of the Local Government Regulation 2012. For a contract of this value, the Council is required to seek at least 3 written quotes. However the Council can elect to apply an exemption for circumstances including:

- (a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or
- (b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.

### **POLICY CONSIDERATIONS**

N/A

### **CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS**

The project supports the Operational Plan 3.1.11 as well as addressing Key Corporate Strategies:

- To provide and maintain appropriate infrastructure to service the NPARC existing and future service levels
- To maintain infrastructure to ensure an adequate and continued service to the community to plan for future upgrades, expansion or replacement of infrastructure
- Develop and implement a robust Asset Management strategy / framework and policy to ensure optimal decisions on asset creation, operation, maintenance, restoration or replacement, disposal and performance based on agreed service levels
- To meet regulatory requirements for sustainable service delivery



**AGENDA ITEM 11.1**  
**ORDINARY COUNCIL MEETING #16**  
**Wednesday, 16<sup>th</sup> June 2021**

- Promote and support initiatives designed to enhance and increase local employment and training opportunities

**FINANCIAL AND RESOURCE CONSIDERATIONS**

N/A

**CONSULTATION**

Consultation regarding the process to develop the scope of work for this tender has been discussed with ICCIP.

The Executive Manager Operations has had verbal and email conversations with consulting firms on Local Buy regarding procuring services.

The Executive Manager Operations also consulted with the Acting Manager Finance in relation to the requirement of the relevant procurement legislation.

Our ref: OUT21/2151



28 April 2021

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

Ms. Susan Law  
Chief Executive Officer  
Northern Peninsula Area Regional Council  
180 Adidi St  
BAMAGA QLD 4876

ceo@nparc.qld.gov.au

Dear Susan,

**Letter of Advice – Clear Water Tank – ICCIP Project 1.05**

I refer to the Northern Peninsula Area Regional Council's request to include the abovementioned project under the Indigenous Councils Critical Infrastructure Program (ICCIP).

I am pleased to advise the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) has approved the project to Milestone 1. This milestone allows council to obtain quotes/lump sums to perform the full scope of the works. Funding for the project is as follows:

Project ID and Title	Estimated Cost	Revised Total Subsidy (Including 10% Project Management)	Milestone 1 Payment
1.05 – Installation of new clear water tank (CWT) and repairs to existing CWT	\$1,400,000.00	\$1,540,000.00	\$462,000.00

Milestone financial transfers are governed by the ICCIP Guidelines and are shown below:

Milestone	Payment Details
Milestone 1	Payment of 30% of the approved subsidy (based on the Department's Estimated Cost and Project Management allocation)
Milestone 2	Payment of 90% of the approved subsidy (recalculated based on approved Council submitted quote(s) and Project Management allocation), minus amounts paid in Milestone 1

Acquittal	Payment of 100% of the approved subsidy (based on the subsidy approved at Milestone 2 and Project Management allocation), including approved variations, minus amounts paid in Milestone 1 and 2 and completion of all milestone compliance documents. If the actual expenditure at final acquittal is less than the approved subsidy, the subsidy amount will be varied accordingly.
-----------	---

The Agreement executed between the Council and the Department, in conjunction with the ICCIP Guidelines governs the delivery of this project.

The Council is expected to ensure value for money and normal procurement practices apply. I anticipate there will also be ongoing refinement of costs and the Department will work with the Council to facilitate this.

To meet the Agreement, ICCIP Guidelines and necessary acquittal requirements, the Council will be required to report on all endorsed projects including delivery risks and information on project completion. Information required in reporting will need to ensure that the Council's forecasting and expenditure is clear and up to date.

Funding for project will be subject to an acquittal process where the Council will need to complete a certification form verifying it has expended the allocated funds in accordance with the ICCIP Guidelines and the Agreement.

This will assist the Council in demonstrating it has delivered on the projects within the timeframes, ensuring maximum benefit to the community. If the Council has any difficulties with project delivery, please contact Engineering Services for support and assistance. The Department is also happy to work with the Council to refine project costs to ensure value for money is achieved.

The certification form and monthly report template are available on the Department's website at <https://www.dlgrma.qld.gov.au/> and clicking on (1) Local Government, (2) Grants and Subsidies (3) Current Programs and (4) Indigenous Councils Critical Infrastructure Program.

If you require any further information, please contact Mr. Arbess Balbarais, Engineering Services in DSDILGP by telephone on (07) 3452 6744 who will be pleased to assist.

Yours sincerely



Paul Cleminson  
**Director of Engineering**  
**Engineering Services**  
**Local Government Division**

## Indigenous Councils Critical Infrastructure Program

## Project management plan

<b>Council name:</b>	Northern Peninsula Area Regional Council
<b>Project number:</b>	DLGRMA project number
<b>Project title:</b>	NPA Water Supply System - Duplication of 1ML Clear Water Tank

## PART A: Scope, risk, procurement

<b>Project information</b>		
<b>Project objectives:</b>	Duplicate the Clear Water Tank at the Bamaga Water Treatment Plant (WTP) to enable repairs to be undertaken to the existing Clear Water Tank.	
<b>Project scope:</b>	<p>The lining of the clear water tank WTP tank has ruptured causing water to leak through the liner and impact the steel tank structure. The leaking water is causing corrosion and further leakage has the potential to impact the tank foundations and create an environmental nuisance by impacting local waterways. For a repair to the liner to be effected, the water in the tank must be drained. Once drained the liner repair is estimated to take ten (10) days to be completed. If this was to occur without a secondary clear water storage capacity, the relevant communities would be left without a suitable potable water supply.</p> <p>The project includes the engineering design for a duplicate 1ML steel clear water tank, the procurement, transport, construction and commissioning of the new tank and associated new pipe connections and preparatory site works. Once those works are completed, the existing clear water tank will be repaired and utilised to extend water storage capacity. As required either clear water tank can be bought off line in the future without causing interruption to the supply network.</p>	
<b>Project type:</b>	Water Supply	
<b>Project location:</b>	Bamaga	
	-10.896793	142.384697

<b>RISK</b>		
<b>Risk identification and treatment:</b>	<b>RISKS</b> - Wet season delays - Cost overruns (particular risk because of remote location)	<b>MITIGATION METHODS</b> - Project timeframes have been specifically developed to avoid any site works/construction during wet season (Dec to Mar) - 30% contingency to address any cost overruns

**Approvals:** None required

**Cultural Heritage agreement:** Not required

## PROCUREMENT


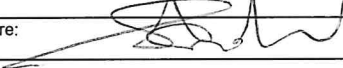
<b>Delivery methodology</b>	Council will engage a Project Manager who will undertake procurement for the engineering design work, the purchase of duplicate steel tank, the construction and commissioning of the tank and associated site works and repairs to the existing tank liner. Construction, commissioning, associated pipe installation, site works and repairs to the existing tank will be undertaken by sub-contractors.		
<b>Procedures and processes (procurement and probity):</b>	Council may engage its current water service provider - Trility, to Project Manage the project. Trility are already engaged by Council to maintain and operate the NPA water supply system on Council's behalf and have specialised skills in the management of projects of this type as well as a detailed working knowledge of the NPA water supply system. Council or the current contractor (if requested by Council) will test the market through open procurement processes to engage a suitable specialist engineering firm and/or contractors required to project manage and safely undertake the works. Council will be actively engaged in the procurement process to ensure it is compliant with local government regulations.		
<b>Project and construction management and methodology</b>	The Project Manager will engage engineering consultants to develop detailed technical drawings which will then be used to develop tender specifications for the project's component 'packages'; the fabrication of the steel tank and associated new pipework and/or construction of the tank and associated pipework, the repairs to the existing tank and the preliminary site works. Those packages will then be put to the open market for responses. Responses will be then be assessed against a range of defined criteria, including value for money, skills and experience, technical expertise, etc. Once sub-contractors have been engaged, the Project Manager will manage and sequence the project commencing with site works and fabrication, transport and installation of the steel tank, installation of new connecting pipework/pumps and repairs to the existing tank liner.		
<b>Specialist skills required:</b>	Works will be undertaken by skilled personnel and overseen by a contracted Project Manager. The tank will be supplied by a specialist steel fabrication company. Repairs to tank liner will be undertaken by a sub-contractor that specialises in such repair work.		

## PART B: Time, cost

<b>Project phases / schedule:</b> include monthly milestones within each project phase If a GANTT chart has been prepared for this project please attach.	Development of technical specifications and tenders	Start after grant approval	Jul-21	
	Site works procurement of steel tank	Jul-21	Nov-21	
	Transport of tank to the NPARC and construction/commissioning of	Mar-22	Apr-22	





<b>Cost:</b>	\$1,400,000
<b>Funding:</b>	Funding from NPARC's Indigenous Councils Critical Infrastructure program (ICCIP) allocation.
<b>PART C: Value for money and asset management considerations</b>	
<b>Asset management considerations:</b>	The NPA water supply system has a detailed Asset Management Plan that is updated annually by the contracted water service provider. The new infrastructure will be added to the AMP on completion of the project.
<b>Whole of life considerations:</b>	The new assets will be included in the NPA water supply system's Asset Management Plan Whole of Life tables that inform then system's maintenance and replacement programs that are fully funded.
Contact officer	Signature:  Date: <u>    </u> / <u>    </u> / <u>    </u>
Accountable officer <b>SHANE ANDERSON</b>	Signature:  Date: <u>29</u> / <u>3</u> / <u>21</u>



## **11.2 Water Treatment Plant – CMF Third Filter Membrane Train Installation**

<b>Classification</b>	<b>For Decision</b>
<b>Author</b>	<b>Executive Manager Operations</b>
<b>Attachments</b>	<b>A. Confirmation of Funding from State Development, Infrastructure Local Government and Planning, dated 28<sup>th</sup> April 2021</b> <b>B. Quote from Preferred Project Manager</b> <b>C. ICCIP Application</b>

### **Officers Recommendation:**

**That Council resolves to approve the recommendation to engage the current water treatment plant operator to project manage the installation of the third membrane train in accordance with the exemptions provided in the Local Government Regulation.**

### **PURPOSE OF REPORT**

To provide Councillor's with advice in relation to proposed upgrade works at the Bamaga Water Treatment Plant (WTP) considered essential to ensure the delivery of safe drinking water to the NPA communities.

### **BACKGROUND AND CONTEXT**

The Bamaga WTP processes approximately 6.5ML of raw water per day during the peak (dry) season. Raw water is sourced from the Jardine River. The WTP operates two existing CMF "trains" (trains 1 & 2) to assist in filtering water as per the Australian Drinking Water Guidelines.

The quality of the raw water and the age of the trunk line from the Jardine River impacts on the performance of the CMF trains. To provide contingency in the WTP the installation of a third membrane train has been recommended. This will allow the WTP personnel to shut down a single CMF train whilst maintaining production through the operation of any combination of trains 1, 2 and 3.

Earlier this year, CMF membrane trains 1 and 2 were upgraded under funding supplied by Works for Queensland. The original assessment of the CMF system (2016) recommended a third CMF train should be installed to provide contingency in the system for scheduled and unscheduled maintenance.

Council officers submitted a funding application to the Indigenous Councils Critical Infrastructure Program (ICCIP) in May 2021 for the sum of \$600,000. In June 2021, Council received confirmation of the successful funding application (Attachment A).

Council officers are eager to have the task completed before the "wet season" commences and recommend the third membrane train installation is project managed by the current water treatment plant operator – Trility.

Trility project managed the upgrade to trains 1 and 2 earlier in the year and are familiar with the requirements to operate the plant and commission the installation of this train. Additionally, Trility sourced and provided Council with the original quotation (Attachment B) for the project including any associated project management costs.

The project management costs (aside from Trility's 10% contract margin) are considered reasonable at approximately 3.5%. It is considered unlikely another consultant could arrive in the NPA, inspect the current facility and project manage the installation at a lesser rate.

### **CRITICAL DATES**

21 July 2021 – Council endorses the recommendation to proceed  
 23 July 2021 – Trility is advised to commence the project  
 30 August 2021 – Project complete

### **OTHER OPTIONS CONSIDERED**

As mentioned, options to use another consultant were considered but not progressed based on Trility having the local experience and knowledge.

### **LEGAL AND LEGISLATION CONSIDERATIONS**

Council's Procurement Policy adopts the default procurement requirements of the Local Government Regulation 2012. For a contract of this value, the Council is required to seek at least 3 written quotes. However the Council can elect to apply an exemption for circumstances including:

- (a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or
- (b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.

### **POLICY CONSIDERATIONS**

N/A

### **CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS**

The project supports the Operational Plan 3.1.11 as well as addressing Key Corporate Strategies:

- To provide and maintain appropriate infrastructure to service the NPARC existing and future service levels
- To maintain infrastructure to ensure an adequate and continued service to the community to plan for future upgrades, expansion or replacement of infrastructure
- Develop and implement a robust Asset Management strategy / framework and policy to ensure optimal decisions on asset creation, operation, maintenance, restoration or replacement, disposal and performance based on agreed service levels
- To meet regulatory requirements for sustainable service delivery
- Promote and support initiatives designed to enhance and increase local employment and training opportunities

### **FINANCIAL AND RESOURCE CONSIDERATIONS**

N/A

## **CONSULTATION**

The Executive Manager Operations has discussed the options to procure and project manage the third CMF train installation with ICCIP. ICCIP would prefer to see the project tendered externally.

Discussions with aGNR consultants (engaged on another project) suggested that it would be difficult to engage consultants with experience in CMF systems (not common in FNQ) and Trility would have local and specialised knowledge about the WTP operations.

The Executive Manager Operations also consulted with the Acting Manager Finance in relation to the requirement of the relevant procurement legislation.

Our ref: OUT21/3201



30 June 2021

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

Ms Susan Law  
Chief Executive Officer  
Northern Peninsula Area Regional Council  
180 Adidi St  
BAMAGA QLD 4876

ceo@nparc.qld.gov.au

Dear Susan,

**Letter of Advice – Continuous Membrane Filtration – ICCIP Project 1.06**

I refer to the Northern Peninsula Area Regional Council's request to include the abovementioned project under the Indigenous Councils Critical Infrastructure Program (ICCIP).

I am pleased to advise the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) has approved the project to Milestone 1. This milestone allows council to obtain quotes/lump sums for the full scope of the works. Funding for the project is as follows:

<b>Project ID and Title</b>	<b>Estimated Cost</b>	<b>Revised Total Subsidy (Including 10% Project Management)</b>	<b>Milestone 1 Payment</b>
1.06 – Installation of 3rd Continuous Membrane Filtration System	\$600,000.00	\$660,000.00	\$198,000.00

Milestone financial transfers are governed by the ICCIP Guidelines and are shown below:

<b>Milestone</b>	<b>Payment Details</b>
Milestone 1	Payment of 30% of the approved subsidy (based on the Department's Estimated Cost and Project Management allocation)

1 William Street  
Brisbane Qld 4000  
PO Box 15009 City East  
Queensland 4002 Australia  
**Telephone** 13 QGOV (13 74 68)  
**Website** [www.dsdiilgp.qld.gov.au](http://www.dsdiilgp.qld.gov.au)  
**ABN** 25 166 523 889

Milestone 2	Payment of 90% of the approved subsidy (recalculated based on approved Council submitted quote(s) and Project Management allocation), minus amounts paid in Milestone 1
Acquittal	Payment of 100% of the approved subsidy (based on the subsidy approved at Milestone 2 and Project Management allocation), including approved variations, minus amounts paid in Milestone 1 and 2 and completion of all milestone compliance documents. If the actual expenditure at final acquittal is less than the approved subsidy, the subsidy amount will be varied accordingly.

The Agreement executed between the Council and the Department, in conjunction with the ICCIP Guidelines governs the delivery of this project.

The Council is expected to ensure value for money and normal procurement practices apply. I anticipate there will also be ongoing refinement of costs and the Department will work with the Council to facilitate this.

To meet the Agreement, ICCIP Guidelines and necessary acquittal requirements, the Council will be required to report on all endorsed projects including delivery risks and information on project completion. Information required in reporting will need to ensure that the Council's forecasting and expenditure is clear and up to date.

Funding for project will be subject to an acquittal process where the Council will need to complete a certification form verifying it has expended the allocated funds in accordance with the ICCIP Guidelines and the Agreement.

This will assist the Council in demonstrating it has delivered on the projects within the timeframes, ensuring maximum benefit to the community. If the Council has any difficulties with project delivery, please contact Engineering Services for support and assistance. The Department is also happy to work with the Council to refine project costs to ensure value for money is achieved.

The certification form and monthly report template are available on the Department's website at <https://www.dlgrma.qld.gov.au/> and clicking on (1) Local Government, (2) Grants and Subsidies (3) Current Programs and (4) Indigenous Councils Critical Infrastructure Program.

If you require any further information, please contact Mr Arbess Balbarais, Engineering Services in DSDILGP by telephone on (07) 3452 6744 who will be pleased to assist.

Yours sincerely



Paul Cleminson  
**Director of Engineering**  
**Engineering Services**  
**Local Government Division**

(The shaded areas of this worksheet indicate cells containing formulas. Complete unshaded areas only.)

Project number:

4134079

Project name:

BAA 20-005 CMF C Commission

Revision number:

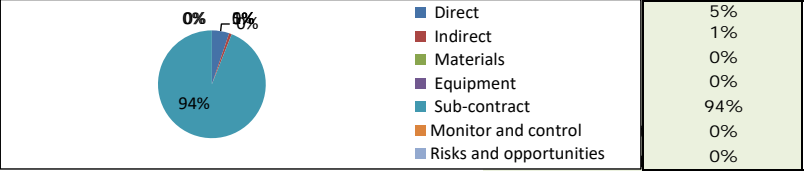
Rev 1.1

Description:

CMF C Commission

	DESCRIPTION	NUMBER	UOM	RATE / LUMP	TOTAL	COST TYPE CATEGORY	SUPPLIER	COMMENTS
Preparation and planning					\$6,942.00			
TRILITY	Site Investigations	40	Hours	\$89.00	\$3,560.00	Direct	Project manager	Current costs As per SAP time sheets
	RFO / contract	24	Hours	\$89.00	\$2,136.00	Direct	Project manager	2 days for contract design
	Work Plan, JSEA, permit's preparation / inductions	14	Hours	\$89.00	\$1,246.00	Direct	Project manager	
Procurement					\$0.00			
Freight	Refridgerted transport membranes	1	Each	\$0.00	\$0.00	Indirect	Sea Swift	Included in Aquamanage proposal
Construction					\$478,865.00			
Dematec	Installation & Commissioning	1	Package	\$81,225.00	\$81,225.00	Sub-contract	Dematec	As per Quote Q8952-V1 Bamaga CMF installation Budget estimate
	Installation & Commissioning Incuding upgrading CMF C to 90 Modules to be the same as CMF A & B	1	Package	\$305,872.00	\$305,872.00	Sub-contract	Aquamanage	As per Quote 20200929_AQ19130_R3E to Trility re Bamaga CMF C integration
Positive concrete	Work Platform hire	1	Package	\$5,000.00	\$5,000.00	Sub-contract	Positive Concrete	hire rate \$90 per day for 55 Days as per quote 21/08/2020
TRILITY	Project Management	114	Hours	\$89.00	\$10,146.00	Direct	Project manager	30 days onsite 50% productive time
FCM	TRILITY Project Manager	2	Package	\$2,000.00	\$4,000.00	Indirect	FCM	1 return flights to NPA for the Project Manager
TRILITY	Travel subsistence	30	Each	\$95.00	\$2,850.00	Direct	Project manager	Expenses for food and drink per day
	Intergration pipework between CMF C and Oter CMF units	1	Package	\$69,772.00	\$69,772.00	Sub-contract	Aquamanage	AS per Quote BAMAGA WTP – INTEGRATION PIPEWORK FOR CMF C INSTALLATION OUR REF: AQ21353
Test and commission					\$4,984.00			
TRILITY	Project manager and operations representative for commisioning	32	Package	\$89.00	\$2,848.00	Direct	Project manager & Ops Mangament	Split evenly between project management and operations
	Updates of manuals for operations, maintenance and drawings	24	Package	\$89.00	\$2,136.00	Direct	Project manager	
Close and transfer					\$650.00			
Invoice and close project	A Barnett	4	Hours	\$89.00	\$356.00	Direct	Project manager	
	P Martin	2	Hours	\$147.00	\$294.00	Direct	Asset program manager	
Sub total					\$491,441.00			
Total					\$491,441.00			

Contingency	10%	\$49,144.10
	Sub total	\$540,585.10
Margin	10%	\$54,058.51
	Sub total	\$594,643.61
GST	10.00%	\$59,464.36
	Variation sell cost	\$654,107.97



COST TYPE				
Direct	Indirect	Materials	Equipment	Sub-contract
\$3,560.00				
\$2,136.00				
\$1,246.00				
	\$0.00			
				\$81,225.00
				\$305,872.00
				\$5,000.00
\$10,146.00				
	\$4,000.00			
\$2,850.00				
				\$69,772.00
\$2,848.00				
\$2,136.00				
\$356.00				
\$294.00				
\$25,572.00	\$4,000.00	\$0.00	\$0.00	\$461,869.00



## Indigenous Councils Critical Infrastructure Program

## Project management plan

Council name:	Northern Peninsula Area Regional Council
Project number:	DLGRMA project number
Project title:	NPA Water Supply System - Installation and commissioning of 3rd Continuous Microfiltration System (CMF)

## PART A: Scope, risk, procurement

<b>Project information</b>	
Project objectives:	Provide capacity for the WTP to process raw water using any combination of three CMF filter membrane trains.
Project scope:	<p>The Bamaga WTP utilises two exiting CMF filter membrane trains (CMF 1 &amp; 2) to process raw water to ADWG. <i>Continuous Membrane Filtration (CMF) is a water treatment technology that utilises microfiltration / ultrafiltration membranes to achieve removal of very small contaminants in water. A typical CMF system is made up of a membrane filtration unit and a membrane cleaning system.</i> Bamaga WTP processes approximately 6.5ML of raw water per day which is almost at the full capacity of the plant. The two existing membranes have been identified as being in the early stages of failing. The installation of a third membrane train has been identified as a suitable mechanism to ensure water quality and supply. The 3rd membrane train (CMF 3) is required for the following reasons.</p> <ol style="list-style-type: none"> <li>1. Provide reliability for ongoing water quality through planned maintenance/cleaning of membranes whilst allowing for 1 of 3 membranes to be off line for extended periods.</li> <li>2. Allows the WTP operators to utilise 3 membrane trains at peak times if required.</li> <li>3. In the event of a failure to one of the membranes, redundancy is available to still provide the required water demand from the water treatment plant through the availability of the 2 remaining membrane trains.</li> </ol> <p>The third CMF train will not provide "extra" water to cater for higher demand within the network, it is intended to provide contingencies in the case of membrane failure and to assist in planned and reactive maintenance.</p>
Project type:	Water Supply
Project location:	Bamaga

<b>RISK</b>		
Risk identification and treatment:	<b>RISKS</b> - Equipment delays - Cost overruns (particular risk because of remote location)	<b>MITIGATION METHODS</b> - Project timeframes have been specifically developed to avoid any site works/construction during wet season (Dec to Mar) and to allow critical equipment to travel into the NPA by sea or road freight. - 30% contingency to address any cost overruns
Approvals:	None required	
Cultural Heritage agreement:	Not required	

<b>PROCUREMENT</b>	
Delivery methodology	Council proposes to engage a Project Manager to oversee the installation and commissioning of the third membrane train including all procurement of goods and services for the engineering design work and associated integration of pipework between CMF 3 and the existing CMF's (1 & 2). Construction, commissioning, associated pipe installation, site works etc will be undertaken by sub-contractors. Council may source the project manager from Qld Local Buy or through an EOJ process.
Procedures and processes (procurement and probity):	Council may test the market through open procurement processes to engage a suitable specialist engineering firm and/or contractors required to project manage and safely undertake the works. Council will be actively engaged in the procurement process to ensure it is compliant with local government regulations. Council may ask the current WTP operator to provide a cost to project manage the installation and commissioning of CMF3. The WTP operator is already engaged by Council to maintain and operate the NPA water supply system on Council's behalf and have specialised skills in the management of projects of this type as well as a detailed working knowledge of the NPA water supply system.
Project and construction management and methodology	The Project Manager will engage specialist engineering firm/s to conduct site investigations, plan the scope of work including JSEA's/inductions, transport the membranes to site' hire and associated work platforms and special equipment, install/commission the third CMF. TRILITY will provide updates manuals, drawings and maintenance schedules for the modified and commissioned CMF trains.
Specialist skills required:	Works will be undertaken by skilled personnel and overseen by a contracted Project Manager. The installation and integration of the third membrane train will be undertaken by a specialist CMF installation firm.

## PART B: Time, cost

Project phases / schedule:	Development of technical	Completed		
----------------------------	--------------------------	-----------	--	--





	Transport of membranes and equipment to the NPA and construction/commissioning of membranes and associated pipework	Jun-21	Aug-21	
This project is urgent. The NPA is entering the dry season and is expected a large influx of tourists. A major failure of the existing membrane trains without the capacity to maintain water production through a third CMF would threaten supply to the five communities of the NPARC. Such a failure would also cause significant reputational harm.				
<b>Cost:</b>	600,000 ext GST			
<b>Funding:</b>	Funding from NPARC's Indigenous Councils Critical Infrastructure program (ICCIP) allocation.			

**PART C: Value for money and asset management considerations**

<b>Asset management considerations:</b>	The NPA water supply system has a detailed Asset Management Plan that is updated annually by the contracted water service provider. The new infrastructure will be added to the AMP on completion of the project.		
<b>Whole of life considerations:</b>	The new assets will be included in the NPA water supply system's Asset Management Plan Whole of Life tables that inform then system's maintenance and replacement programs that are fully funded.		
Contact officer	<b>SHANE ANDERSON</b>	Signature:	Date: <b>25/5/21</b>
Accountable officer		Signature:	Date: ____/____/____



### **11.3 NPARC and Regional Waste Strategy**

<b>Classification</b>	<b>For Decision</b>
<b>Author</b>	<b>Executive Manager Operations</b>
<b>Attachments</b>	<b>A. NPARC Waste Management Plan – Work-up Table</b> <b>B. Respecting Country – A Sustainable Waste Strategy for First Nation Communities</b>

#### **Officers Recommendation:**

**That Council resolves to:**

- 1. Support in principal, the proposed Waste Management Plan (Work-up Table); and**
- 2. Acknowledge a further detailed report will be prepared to seek full endorsement of a Regional Waste Management Plan to support a funding application at a later date.**

#### **PURPOSE OF REPORT**

To provide advice to the Councillors of the Regional Waste Management Plan (RP) and its intent along with advice on how the RP fits in with the overarching State Governments Waste Management and Resource Recovery Strategy.

The report includes proposed solutions to waste issues in the NPA as well as the wider Torres Strait region including rationalisation of regional landfills, design construction and operation of waste transfer stations, waste separation and development of container for exchange programs etc.

#### **BACKGROUND AND CONTEXT**

In November 2020 a LGAQ working group visited the NPA to discuss a proposed Regional Waste Management Plan. The group met with Councillors to discuss the plan, observed illegal dumping sites, discussed the possibility of establishing a Container Exchange (COEX) scheme and NPARC's part in a wider waste plan that included waste being bought into the NPA from Torres Strait communities.

In April 2021, the Queensland Government in conjunction with LGAQ released a document - Respecting Country – A sustainable waste strategy for First Nation Communities. This document supports the Governments Waste Management and Resource Recovery Strategy released in 2019, and in particular discusses the innovative approach required for Queensland's 17 Aboriginal and Torres Strait Islander Councils to address waste management challenges. The strategy will serve as the overarching resource to guide the development of Regional Waste Management Plans (regional plans). These will be customised to fit the needs and opportunities identified by Aboriginal and Torres Strait Islander communities while also contributing to the targets of the Queensland Waste Strategy.

The strategy builds on key State Government initiatives, including the Queensland Waste Strategy, Litter and Dumping Action Plan, Plastic Pollution Reduction Plan and the Queensland Waste and Resource Recovery Infrastructure Report.

The strategy identifies and supports local responses that are underpinned by key guiding principles that will foster sustainable, long term solutions that lead to greater economic and employment opportunities across Aboriginal and Torres Strait Islander Councils.

Councils are committed to reviewing the strategy every three years to ensure it remains relevant and current and that it is contributing to the targets and meeting the needs of communities.

The NPARC Waste Management Plan – Work-up Table (Attachment A) lists a number of waste initiatives, deliverables, current situations, solutions comments and the next steps to achieve the deliverables.

A major opportunity identified is the rationalisation of regional and small island landfills, with waste to be consolidated and transported to a major regional landfill (NPA, Injinoo landfill). This initiative identifies the new Injinoo landfill is well placed to offer long-term environmental solutions to island communities struggling with the burial of waste, while also providing an economic benefit to a new landfill operator such as NPARC.

Following consultation with the Executive Manager Operations, other improvements in waste services throughout the NPA have been identified including:

- Procurement of a new kerbside collection vehicle.
- Removal of the current mobile garbage bins (MGB's) and installation of 2,000 new MGB's across the NPA.
- Utilisation of Australian Standards for new bins i.e. green bin/red lid for waste.
- Possible installation of bin lid automatic closing devices (counteract litter caused by animals knocking over bins).
- Possible inclusion of a kerbside recycling service – cardboard.

Anne Prince Consulting (APC) is facilitating the Regional Waste Strategy and has presented an overview of the strategy and the Respecting Country – A sustainable waste strategy for First Nation Communities document to other LGA's.

As part of the process and to move to the funding stage there is a requirement for LGA's to endorse the local draft NPARC Waste Management Plan – Work-up Table. Endorsement of the work-up table will ensure the next stage such as seeking funding can progress based on unified agreement from the various LGA's for the Strategy.

### **CRITICAL DATES**

21 July 2021 – Council endorses the recommendation.

23 July 2021 – APC is advised of Council's decision and will seek funding options through LGAQ and State Government Agencies.

### **OTHER OPTIONS CONSIDERED**

N/A

### **LEGAL AND LEGISLATION CONSIDERATIONS**

N/A

## **POLICY CONSIDERATIONS**

N/A

## **CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS**

The Regional Waste Strategy will assist Council in meeting Corporate Strategies around Infrastructure Services and Community Economic Development:

- To provide and maintain appropriate infrastructure to service the NPARC existing and future service levels
- To maintain infrastructure to ensure an adequate and continued service to the community to plan for future upgrades, expansion or replacement of infrastructure
- Promote and support initiatives designed to enhance and increase local employment and training opportunities
- To encourage local employment through improved procurement processes
- To advocate for local economic development opportunities

## **FINANCIAL AND RESOURCE CONSIDERATIONS**

It is expected any programs associated with the Waste Strategy will be fully funded. There is also an expectation that quarantine waste delivered into the NPA will attract fees and charges (revenue) for NPARC.

## **CONSULTATION**

N/A

## NPARC WASTE MANAGEMENT PLAN - work-up table

### EXPLANATORY NOTES FOR THE FOLLOWING TABLES :

1. The following tables document has been prepared by A Prince Consulting Ltd (APC) in early 2021. It is a working draft document for discussion with Council.
2. APC are specialist waste consultants who have been commissioned by the Local Government Association of Queensland (LGAQ) to prepare a Regional Waste Management Plan (RWMP) for the Straits & Northern Peninsula Region of Queensland. This region comprises the 3 Indigenous Shire Councils: Torres Shire Council (TSC), Northern Peninsula Area Regional Council (NPARC) and Torres Strait Islands Regional Council (TSIRC).
3. The RWMP follows on from the Queensland Indigenous Waste Strategy (QIWS) developed over 2019-2020. The QIWS was informed by preparation of a Situational Analysis for each of the state's Indigenous Shire Councils that described their current waste management situation (usually as at 2018/19) and identified opportunities for improvements and made recommendations agreed to by respective councils.
4. We have summarised and linked the QIWS deliverables with the local opportunities into a series of tables which are presented on the following pages based on the main waste management topics: landfills, transfer stations, waste separation, container refund scheme, recycling, organics/composting, legacy metals, construction & demolition, other wastes, litter & dumping, education, and governance / regional solutions.
5. Each table is intended to be read from left-to-right per the columns.
6. This demonstrates the development of solutions based on each of the topic's:  
relevant QIWS 'deliverables'  
information from Council's Situational Analysis  
whether the issue is a waste management priority by Council (as explained in 2020 workshops)  
knowledge of Council's current situation for the issue  
proposed Solution to be discussed further by APC with Council, noting final decisions of solutions rest with Council  
and, next steps to finalise the solution so it can be appropriately presented in the final RWMP.
7. The last table in the series is what a summary of the waste plan for Council might look like based on the preceding proposed solutions.
8. During April 2021 APC will work directly with Council on their table to reach agreement on its final form and contents for the RWMP. Again, it is stressed that final decisions on these waste solutions will rest with Council.
9. The final RWMP will then be a collation of the agreed solutions for each of the 3 councils in the region and, where appropriate, regional solutions and actions based on common elements and synergies.
10. Indicative budgets will also be prepared in consultation with each council for each agreed action.

Please feel free to reach out to the project team to discuss anything contained in this document following our face to face discussions in Cairns.

#### Contact details for the APC team:

Anne Prince, Director APC	0425 251 271	<a href="mailto:anne@aprince.com.au">anne@aprince.com.au</a> ,
Allen Cunneen, Project Consultant	0418 792 628	<a href="mailto:allen.cunneen@aprince.com.au">allen.cunneen@aprince.com.au</a>
Tony Davies, Project Engineer	0410 170 639	<a href="mailto:tony.davies@aprince.com.au">tony.davies@aprince.com.au</a>
Russell Couch, Project Consultant	0491 141 401	<a href="mailto:russell.couch@aprince.com.au">russell.couch@aprince.com.au</a>

## NPARC WASTE MANAGEMENT PLAN - work-up table

TOPIC	QIWS Deliverable	Regional Situational Analysis	NPARC Council Priority	Current situation	Solution	Issues / comments	Next Steps
<b>LANDFILL</b>	<i>Identify opportunities for regional waste management solutions (e.g. potential for regional landfills) or rationalisation of landfills ... where deemed appropriate due to site, capacity and environmental concerns.</i>	<p>Investigate opportunities to consolidate waste from the entire region or sub region to a centralised landfill facility.</p> <p>Control public access to the landfill tipping area at all times through fencing and gate controls, allowing only Council staff access within this area.</p>	No	<p>Council has just constructed a new landfill consisting of multiple lined cells with a leachate collection system.</p> <p>Landfill is reported to be operating well.</p> <p>APC discussions with AWE canvassed possible use of NPARC landfill to receive from TSIRC, baled MSW for 'deep burial'.</p>	<p>The new landfill services all communities, is DES compliant, has controlled access and its lifetime is maximised by waste separation and diversion.</p> <p>Opportunities will be explored for the new landfill to serve regional disposal needs as well as local needs.</p> <p>The old landfill be capped and closed but continue to be used for waste-related activities.</p>	<p>Is old landfill at lot 114 LG ILUA closure compliant?</p> <p>Will the old site be used for other waste related activities as permitted "maintenance and use of council facilities including rubbish dump" what will this permit and what steps are required ?</p> <p>Under AWE Approved Arrangements, TSIRC MSW must comply with deep burial requirements. Will NPARC consider accepting TSIRC MSW if compliant with deep burial requirements?</p>	<p>1. Confirm DES requirements for closure of old landfill.</p> <p>2. Discuss with Council acceptance of TSIRC baled MSW under an Agree Arrangement</p> <p>3. If agreeable introduce NPARC to AWE to discuss new operational and administrative requirements.</p> <p>4. Can landfill operations comply with deep burial requirements and other ops/ admin matters</p> <p>5. What disposal fees would NPARC charge TSIRC for disposal?</p> <p>6. Would NPARC sign a host disposal-based contract to provide security for future MSW waste disposal</p>



## NPARC WASTE MANAGEMENT PLAN - work-up table

TOPIC	QIWS Deliverable	Regional Situational Analysis	NPARC Council Priority	Current situation	Solution	Issues / comments	Next Steps
<b>TRANSFER STATIONS</b>	<i>Identify opportunities for regional waste management solutions ... establishment of transfer stations where deemed appropriate due to site, capacity and environmental concerns.</i>	Establish a waste transfer station and separation bays outside the old / new landfill fenced area	Community need access to disposal areas close to communities	A transfer station is under construction located inside the boundary of old landfill to sort and manage all recyclable waste streams. This site is closer for community access than the new landfill.	All communities have access to the transfer station at old landfill site.	<p>Confirming that the TS is under construction and the anticipated timeframe when it will be completed. A</p> <p>Are there design elements or layout that can be used for TSIRC future TSs?</p>	<ol style="list-style-type: none"> <li>1. Council completes construction of transfer station at old landfill.</li> <li>2. Confirm or establish public access controls at waste separation bays for consolidation of waste streams at new landfill.</li> </ol>

## NPARC WASTE MANAGEMENT PLAN - work-up table

TOPIC	QIWS Deliverable	Regional Situational Analysis	NPARC Council Priority	Current situation	Solution	Issues / comments	Next Steps
<b>WASTE SEPARATION</b>	<i>Identify opportunities to incorporate dedicated areas for the separation and safe stockpiling and/or storage of waste streams such as scrap metals, whitegoods, cars, car batteries, tyres, motor oils, cooking oils, e-waste, paints and hazardous materials into the design and construction of new and existing landfills and transfer stations.</i>	Establish a waste transfer station and separation bays outside the landfill fenced area.		<p>Waste separation is provided at the transfer stations at the old landfill for transfer for stockpiling at the new landfill facilities.</p> <p>Some separated wastes are transported south, based on material quantity, road conditions, end markets or opportunistic backloads / reverse logistics.</p> <p>Scrap metals and cars are removed annually in dry season. Need to confirm with Council which materials are already recovered and managed appropriately.</p>	<p>Waste separation infrastructure is formalised at waste transfer stations with CRS and tip shop.</p> <p>All bulky metals, C&amp;D, recyclable, re-usable and hazardous wastes are separated when delivered by patrons.</p> <p>A clear easy to understand system is established that is well maintained to reduce contamination and encourage correct community behaviour.</p> <p>Explore with other ISCs the potential for whole-of-Cape regional material specific removal on a regular basis</p>	<p>Confirm waste streams to be targeted for separation and recovery.</p> <p>Ensure separation bays at old and new landfill have public access controls and supervision.</p> <p>Regular monitoring of the site conditions are paramount in order to avoid community misuse and abuse.</p> <p>Network with reverse logistics model provided by COEX to remove used beverage containers and other recycling streams.</p>	<ol style="list-style-type: none"> <li>1. Agree which waste streams to be targeted for separation.</li> <li>2. Provide adequate facilities and signage for correct source separation at transfer station /s by all users.</li> <li>3. Consider regional contracts for collection, transport, and processing of separated wastes.</li> <li>4. Determine if real opportunities exist to network with reverse logistics of COEX</li> </ol>

## NPARC WASTE MANAGEMENT PLAN - work-up table

TOPIC	QIWS Deliverable	Regional Situational Analysis	NPARC Council Priority	Current situation	Solution	Issues / comments	Next Steps
<b>CONTAINER REFUND SCHEME</b>	<i>Support the establishment of fit-for-purpose Container Refund Points in all Aboriginal and Torres Strait Islander councils in partnership with key stakeholders.</i>	Initiate discussions with COEX container exchange to establish a local Container Refund Point (CRP).	No. 1 issue for NPARC.  CRP could be sited at old landfill.  Create new local jobs.	AusWaste operates a mobile trailer-based collection and cash redemption point on a fortnightly cycle. No permanent refund point is available.	Communities need a permanent CRP which can also be used by commercial operators and tourists.  With COEX and DES assistance, establish CRP at old landfill to service all communities.  Local residents operate the CRP to create new local jobs and keep handling fee income in community .  COEX provides staff training and reporting templates.  COEX manages logistics of container return to Cairns .	COEX has submitted to council documentation for the establishment of a CRP at old landfill site.  DES to assist with the funding approval for the infrastructure requirements to establish the CRP, including a mobile service to each of the 5 communities.  Estimated container return will determine storage requirement.  Can containers be backloaded by SeaSwift during the wet season when road impassable?	1. CRP infrastructure costings are completed.  2. Council to submit CRP infrastructure requirements to COEX.  3. DES and COEX agree on costs and sources.  4. CRP is designed and established.  5. Council employs local people at CRP / local business operates CRP.  6. Residents, commercial operators and tourists advised about CRP location and operating parameters.

## NPARC WASTE MANAGEMENT PLAN - work-up table

TOPIC	QIWS Deliverable	Regional Situational Analysis	NPARC Council Priority	Current situation	Solution	Issues / comments	Next Steps
<b>RECYCLABLES</b>	<p><i>Identify new waste enterprise opportunities that ... can assist in the reduction, re-use and recycling of wastes and creation of local jobs.</i></p> <p><i>Deliver and maintain waste and resource recovery collection services appropriate for each local council and community.</i></p> <p><i>Explore options to increase in-community resource recovery solutions.</i></p>		<p>Some local residents have expressed an interest to Council in operating a private waste recycling facility.</p> <p>Need to focus on CEQ &amp; Seisia stores re recycling and packaging.</p> <p>Would like staged roll-out of yellow bin services.</p>	<p>No immediate plans to introduce a kerbside recycling service.</p> <p>Waste separation will occur at old/new landfill.</p> <p>CEQ and SeaSwift initiated ? program with supermarkets to bale cardboard and backload to Cairns for recycling instead of burn / bury at the landfill.</p>	<p>CRP will collect used beverage containers and arrange reverse logistics.</p> <p>Local recycling business opportunities should be scoped to determine interest and viability.</p> <p>Possible new local employment / business opportunities from car and whitegoods stripping for spare parts or commodity value.</p>	<p>Is IBIS supermarket part of cardboard recycling program .</p> <p>Can other paper / cardboard sources (residential / commercial) be added to CEQ-SW program?</p> <p>Is it better for cardboard to be composted or recycled?</p>	<ol style="list-style-type: none"> <li>1. Check if CEQ and Sea Swift cardboard recycling is an ongoing program and expandable.</li> <li>2. Confirm local business interest in private recycling facility and for what materials.</li> </ol>

## NPARC WASTE MANAGEMENT PLAN - work-up table

TOPIC	QIWS Deliverable	Regional Situational Analysis	NPARC Council Priority	Current situation	Solution	Issues / comments	Next Steps
<b>ORGANICS / COMPOSTING</b>	<i>Continuously review and improve the appropriateness of existing collection services. Explore options to increase in-community resource recovery solutions.</i>	Combine, shred and compost cardboard, paper and green wastes for use as garden/farm mulch.	Low except Turtle shells and dugong wastes are an issue for all communities and do not break down easily.	<p>Greenwastes collected by Council before cyclone events and as needed, shredded by contractors, delivered to the landfill site, and either burned or used as mulch.</p> <p>Animal wastes / biosolids are usually interred at the landfill in a specified dumping trench.</p> <p>Council supports shredding and composting cardboard, paper and green waste and re-use in gardens and community farms.</p>	<p>Turtle shells and dugong wastes require special consideration.</p> <p>A composting system is established that diverts all greenwaste, cardboard, and food waste from landfill disposal.</p> <p>Composted materials / mulch are no longer burned but available for re-use by Council and residents.</p> <p>Landfill life extended</p>	<p>Need local solution to turtle shells and dugong wastes issues – can they be returned to the sea ?</p> <p>Initiate regular greenwaste collections, not just pre-/post-cyclone.</p> <p>Have greenwaste practices changed at new landfill?</p> <p>Need a business case to determine viability considering site, equipment, system with / without animal waste, infrastructure, staff resources and training. Unlikely that income stream will offset CapEx or OpEx. Calculate diversion potential and extra landfill life in years and dollars .</p>	<ol style="list-style-type: none"> <li>Determine a response to the Turtle shells and dugong waste issues.</li> <li>Check with Council on current greenwaste practices at new landfill, including whether burning continues.</li> <li>Assess the level of interest for a business case to determine viability for composting operation with CapEx &amp; OpEx and any potential income stream opportunities.</li> </ol> <p>1.</p>

## NPARC WASTE MANAGEMENT PLAN - work-up table

TOPIC	QIWS Deliverable	Regional Situational Analysis	NPARC Council Priority	Current situation	Solution	Issues / comments	Next Steps
<b>LEGACY METALS</b>	<p>Explore and develop options for:</p> <ul style="list-style-type: none"> <li>• collection of bulk scrap metals including legacy car bodies and whitegoods that maximise regional collection efficiencies,</li> <li>... <ul style="list-style-type: none"> <li>• identifying opportunities to overcome the challenges that prevent materials being returned to markets.</li> </ul> </li> </ul>	None in place but a huge issue for all councils	Legacy metals / cars: regional solution is required and happy to work with other councils.	<p>Council is collecting and stockpiling scrap metal / end of life vehicles for annual return south.</p> <p>Following EOI process, Council has a contract (as at March 2021) with Torres Strait Waste Metals (CHECK NAME) to transport by road, collected metals to Simsmetals in Cairns.</p> <p>Council undertakes annual removal to stay on top of issue.</p>	<p>Council continues annual removal of scrap and bulky metals (cars / whitegoods) for processing in Cairns.</p> <p>Regional 3-5 years contract for collections of disused cars and whitegoods. Vital to prevent new stockpiles of legacy metals.</p>	<p>Road transport of legacy and new metals means NPARC solution may differ to TSC and TSIRC.</p> <p>NPARC could join other ISCs on Cape to start a whole of Cape regional wide solution for Councils currently excluded from the FNQROC contract.</p> <p>Confirm no biosecurity clearances needed for sending materials north if NPARC were to partner with TSIRC / TSC and send scrap to Darwin / Asia.</p> <p>Is DGLRAMA \$s being used to fund new program.</p> <p>Is Sims providing any revenue to offset transport fees ?</p>	<ol style="list-style-type: none"> <li>1. Determine Council EOI progress.</li> <li>2. Confirm biosecurity issues (if any) with AWE.</li> <li>3. Consider Cape-wide regional metals collection contract.</li> </ol>



## NPARC WASTE MANAGEMENT PLAN - work-up table

TOPIC	QIWS Deliverable	Regional Situational Analysis	NPARC Council Priority	Current situation	Solution	Issues / comments	Next Steps
<b>CONSTRUCTION &amp; DEMOLITION WASTES</b>	<p>Explore alternative community uses of excess building materials prior to disposal or removal from local communities.</p> <p>Identify opportunities for the use of recycled-content from locally sourced recovered materials in Council and contractor infrastructure projects.</p>		No	Not raised or reported as an issue in APC Situational Analysis or in Council priorities.	<p>C&amp;D wastes do not go to NPARC landfill.</p> <p>Government-funded building contracts give first preference for re-use of C&amp;D wastes to Council and residents.</p> <p>Building contractors must otherwise remove their C&amp;D wastes for southern mainland disposal.</p> <p>Any C&amp;D wastes containing asbestos are removed by a registered ACM removalist.</p>	Community / council can be offered C&D waste material if they want it but contractors must not receive final payment for work until all waste removed and signed off by council.	<ol style="list-style-type: none"> <li>1. Consult grant/building agencies to draft model contract conditions, noting removal costs will be part of project allocations.</li> <li>2. Consult Council to formally adopt C&amp;D policy.</li> <li>3. Determine holding location for re-usable C&amp;D materials.</li> <li>4. Educate building contractors on new policy.</li> <li>5. Provides a template for how all ISC should deal with problem.</li> </ol>

## NPARC WASTE MANAGEMENT PLAN - work-up table

TOPIC	QIWS Deliverable	Regional Situational Analysis	NPARC Council Priority	Current situation	Solution	Issues / comments	Next Steps
<b>OTHER WASTES</b>	<i>Identify opportunities to incorporate dedicated areas for the separation and safe stockpiling and/or storage of waste streams such as scrap metals, whitegoods, cars, car batteries, tyres, motor oils, cooking oils, e-waste, paints and hazardous materials into the design and construction of new and existing landfills and transfer stations.</i>	Investigate regional contracts with neighbouring councils for regular collection of stockpiled metals (especially car bodies) .	Tyre and batteries: batteries need sealed (leakage containment) holding sites, and handling, separation and return locations.	End-of-life batteries, tyres, oils, paints and metals are collected and separated at transfer stations and landfill, stockpiled and regularly returned to southern regional centres for recycling / reprocessing.		<p>Investigate regular removal of batteries, oils tyres by COEX reverse logistics road transport to (Weipa / Cooktown)</p> <p>Does Council want / have access to shredder and an end use for crumb. Investigate Wujal Wujal tyre shredding options</p> <p>Local business opportunity for tip shop for re-sale / re-use. If viable with other activities.</p> <p>Re-use oils locally - eg biodiesel / power station?</p> <p>Consider regional (whole Cape / TSI) contracts.</p>	<ol style="list-style-type: none"> <li>1. Investigate and confirm separated waste destinations.</li> <li>2. Confirm adequacy of waste-specific separation and storage (including cover + bunding for batteries, oils, paints, ) at transfer stations, workshops, and landfill.</li> <li>3. Check Council need / want for tyre shredder.</li> <li>4. Consider regional collection and backload options.</li> </ol>

## NPARC WASTE MANAGEMENT PLAN - work-up table

TOPIC	QIWS Deliverable	Regional Situational Analysis	NPARC Council Priority	Current situation	Solution	Issues / comments	Next Steps
<b>LITTER &amp; DUMPING</b>	<p><i>Support the development and delivery of co-designed principles for litter and dumping communications to help communities and reflect care for Country.</i></p> <p><i>Respond to litter and dumping concerns through the provision of adequate public litter bins at various 'hotspot' and high-use areas.</i></p>	Install public skip bins and signage at / near dumping hotspots.	Public / tourist litter & wastes increasing: skip bins needed at tourist hotspots; Punsand Bay, Seisia, Loyalty Beach, Alau Beach etc.	<p>Only minor litter issues in and around the streets and public spaces in each of the towns and along the roadsides.</p> <p>Illegal dumping "hot spots" in some areas outside towns.</p>	<p>Install public mobile (trailer) skip bins at/near dumping hotspots in each community.</p> <p>Install additional waste bins with separation for recyclables in main tourist day-use and camping areas.</p> <p>Regularly monitor and empty public bins and install anti-dumping signs on access roads to hotspot locations.</p>	<p>Council has confirmed and mapped locations:</p> <ul style="list-style-type: none"> <li>- Seisia x1</li> <li>- New Mapoon x2</li> <li>- Bamaga x2</li> <li>- Umagico x1</li> <li>- Injinoo x1.</li> </ul>	<ol style="list-style-type: none"> <li>1. Confirm design and purchase of 7 mobile skip bins and signage for the 5 locations in the Council area.</li> <li>2. Consult campground operators and agree on use and locations for recycling bins.</li> <li>3. Confirm locations and no. of public recycling bins in day-use / other public areas.</li> </ol>

## NPARC WASTE MANAGEMENT PLAN - work-up table

TOPIC	QIWS Deliverable	Regional Situational Analysis	NPARC Council Priority	Current situation	Solution	Issues / comments	Next Steps
<b>COMMUNITY ENGAGEMENT AND EDUCATION</b>	<i>Improve community understanding of recycling and waste avoidance through targeted, place-based and broader shared messages across councils.</i>	Conduct community education campaigns for waste management practices at the new transfer station / landfill, for litter reduction and anti-dumping programs.	Public / tourist litter + waste : signage and education programs needed.	No current waste education programs.  Council is supportive of future co-design education programs targeting litter and dumping behaviours, and practices at new landfill.	Plan for staged education campaigns that accompany new services when / if they arrive, including: CRS, Transfer station / separation points, Anti-dumping, Recycling.	In QIWS Councils consistently said they did not have capacity to design programs and produce their own materials. All agreed to need for local cultural inclusions though.  Regional approach is needed with DES COEX, LGAQ assistance.  COEX has 'Wave for Change' grants for classroom resources for students from Prep to Year 12. Need to develop specific resource for isolated communities and ISC areas	<ol style="list-style-type: none"> <li>1. Plan and install how-to separate-wastes signage at transfer stations.</li> <li>2. Discuss with COEX and schools the "Wave of Change" education program about recycling and CRS for ISC areas.</li> <li>3. Plan with Council, DES and LGAQ ongoing community anti-litter and dumping programs, and recycling / re-use services. Consider regional methods and local language, art etc. refer to Waste Aid approach in NSW with paint the bins days etc.</li> </ol>

## NPARC WASTE MANAGEMENT PLAN - work-up table

TOPIC	QIWS Deliverable	Regional Situational Analysis	NPARC Council Priority	Current situation	Solution	Issues / comments	Next Steps
<b>GOVERNANCE &amp; REGIONAL SOLUTIONS</b>	<p><i>Establish Regional Waste Strategy Group with neighbouring councils.</i></p> <p><i>Prepare Regional Waste Management Plans.</i></p> <p><i>Partner with the State Government to reduce regulatory complexity and ensure waste activities are fit for purpose and place.</i></p> <p><i>Collaborate with regional groups ... in sharing heavy plant and equipment for waste and resource recovery operations.</i></p>	<p>Investigate regional contracts with neighbouring councils for regular collection of stockpiled metals (especially car bodies), batteries, tyres, and oils.</p>	<p>Regional equipment is needed (some to share with other councils?) to enable the transition to recycling services.</p> <p>Happy to work with other councils on legacy metals.</p>	<p>There had been combined TSIC-NPARC-TSC waste conference in 2017 or 18, but there was no follow up.</p> <p>An ongoing structure and commitment is needed for the for 3 councils to form a regional waste group financially supported for admin services.</p> <p>Ongoing road and transport improvements to the Cape open up new opportunities for regional collaboration, including with western and southern Cape ASCs.</p>	<p>NPARC, TSC &amp; TSIRC form a standing Regional Waste Strategy Group (RWSG).</p> <p>Regional programs and contracts are co-ordinated by RWSG with state government providing financial support for admin services.</p> <p>Priority is given to regional topics:</p> <ul style="list-style-type: none"> <li>- legacy metals</li> <li>- batteries</li> <li>- tyres</li> <li>- oils</li> <li>- education.</li> <li>- TSIRC MSW</li> <li>-</li> </ul>	<p>There is a willingness for regional co-operation, but all councils still tend to drift back to single-council approaches in absence of ongoing regional structures, programs, and support.</p> <p>This RWMP aims to look at opportunities for region to gain economies of scale to solve common issues collaboratively and cooperatively.</p>	<ol style="list-style-type: none"> <li>1. Seek Council views on how to establish regional waste group. Specific Council resolutions may be needed, or a formal agreement between the 2 or 3 Councils. Role for LGAQ</li> <li>2. Confirm DES, LGAQ or other agencies and funding sources to support RWSG and establish priority programs.</li> </ol>

## NPARC WASTE MANAGEMENT PLAN - work-up table

### WHAT NPARC's PLAN MIGHT THEN LOOK LIKE .....

TOPIC	SOLUTION	STEPS	TIMING	BUDGET
<b>Landfills</b>	<ul style="list-style-type: none"> <li>The new landfill services all communities, is DES compliant, has controlled access and its lifetime is maximised by waste separation + diversion.</li> <li>Opportunities to be explored for the new landfill to also serve regional disposal needs.</li> <li>The old landfill be capped and closed but continue to be used for waste-related activities</li> </ul>	<ol style="list-style-type: none"> <li>Confirm DES requirements for closure of old landfill.</li> <li>Discuss with Council acceptance of TSIRC baled MSW under AWE Approved Arrangement.</li> <li>If agreeable introduce NPARC to AWE / DES to discuss new operational and administrative requirements</li> <li>Can landfill operations comply with deep burial requirements and other ops/ admin matters?</li> <li>What disposal fees would NPARC charge TSIRC for disposal?</li> <li>Would NPARC sign a host disposal-based contract to provide security for future MSW waste disposal?</li> </ol>		
<b>Transfer Stations</b>	<ul style="list-style-type: none"> <li>All communities have access to the transfer station at old landfill site</li> </ul>	<ol style="list-style-type: none"> <li>Council completes construction of transfer station at old landfill.</li> <li>Confirm or establish public access controls at waste separation bays for consolidation of waste streams at new landfill</li> </ol>		
<b>Waste Separation</b>	<ul style="list-style-type: none"> <li>Waste separation infrastructure is formalised and integrated with the waste transfer stations, recycling (including CRS) and re-use facilities.</li> <li>All bulky metals, C&amp;D, recyclable, re-usable and hazardous wastes are separated from MSW streams at the transfer station when delivered by patrons&gt;</li> <li>A clear easy to understand system, is established that is well maintained to reduce contamination and encourage correct community behaviour.</li> </ul>	<ol style="list-style-type: none"> <li>Agreement on waste streams to be targeted for separation.</li> <li>Provide adequate facilities and signage for correct source separation at transfer station /s by all users.</li> <li>Consider regional contracts for collection, transport, and processing of separated wastes.</li> <li>Determine if real opportunities exist to network with reverse logistics of COEX.</li> </ol>		



## NPARC WASTE MANAGEMENT PLAN - work-up table

<b>Container Refund Scheme (CRS)</b>	<ul style="list-style-type: none"> <li>Communities need a permanent CRP which can also be used by commercial operators and tourists.</li> <li>With COEX and DES assistance, establish CRP at old landfill to service all communities.</li> <li>Local residents operate the CRP to create new local jobs and keep handling fee income in community .</li> <li>COEX provides staff training and reporting templates.</li> <li>COEX manages logistics of container return to Cairns.</li> </ul>	<ol style="list-style-type: none"> <li>CRP infrastructure costings are completed.</li> <li>Council to submit CRP infrastructure requirements to COEX.</li> <li>DES and COEX agree on costs and sources.</li> <li>CRP is designed and established.</li> <li>Council employs local people at CRP / local business operates CRP.</li> <li>Residents, commercial operators, and tourists advised about CRP location and operating parameters.</li> </ol>		
<b>Recycling</b>	<ul style="list-style-type: none"> <li>CRP will collect used beverage containers and arrange reverse logistics.</li> <li>Local recycling business opportunities should be scoped to determine interest and viability .</li> <li>Possible new local employment / business opportunities from car and whitegoods stripping for parts or commodity value.</li> </ul>	<ol style="list-style-type: none"> <li>Check if CEQ and Sea Swift cardboard recycling is an ongoing program and expandable.</li> <li>Confirm local business interest in private recycling facility and for what materials.</li> </ol>		
<b>Organics Composting</b>	<ul style="list-style-type: none"> <li>Turtle shells and dugong wastes require special consideration.</li> <li>A composting system is established that diverts all greenwaste, cardboard and food waste from landfill disposal.</li> <li>Composted materials / mulch are no longer burned and available for re-use by Council and residents.</li> <li>Landfill life extended</li> </ul>	<ol style="list-style-type: none"> <li>response to the Turtle shells and dugong waste issues</li> <li>Check with Council on current greenwaste practices at new landfill, including whether burning continues.</li> <li>Determine level of interest in a business case to determine viability for composting operation with CapEx, OpEx and any potential income stream opportunities</li> </ol>		

## NPARC WASTE MANAGEMENT PLAN - work-up table

<b>Legacy Metals</b>	<ul style="list-style-type: none"> <li>Council continues annual removal of scrap and bulky metals (cars / whitegoods) continue to for processing in Cairns.</li> <li>Regional 3-5 years contract for collections of disused cars and whitegoods prevent new stockpiles of legacy metals.</li> </ul>	<ol style="list-style-type: none"> <li>Determine Council EOI progress.</li> <li>Confirm biosecurity issues (if any) with AWE.</li> <li>Consider Cape-wide regional metals collection contract.</li> </ol>		
<b>Construction Demolition (C&amp;D)</b>	<p>C&amp;D wastes do not go to NPARC landfill.</p> <p>Government-funded building contracts give first preference for re-use of C&amp;D wastes to Council and residents.</p> <p>Building contractors must otherwise remove their C&amp;D wastes for southern mainland disposal.</p> <p>Any C&amp;D wastes containing asbestos are removed by a registered ACM removalist.</p>	<ol style="list-style-type: none"> <li>Consult grant/building agencies to draft model contract conditions, noting removal costs will be part of project allocations.</li> <li>Consult Council to formally adopt C&amp;D policy.</li> <li>Determine holding location for re-usable C&amp;D materials.</li> <li>Educate building contractors on new policy.</li> <li>Provides a template for how all ISC should deal with problem.</li> </ol>		
<b>Other Wastes</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ol style="list-style-type: none"> <li>Investigate and confirm separated waste destinations.</li> <li>Confirm adequacy of waste-specific separation and storage (including cover + bunding for batteries, oils, paints, ) at transfer stations, workshops, and landfill.</li> <li>Check Council need / want for tyre shredder.</li> <li>Consider regional collection and backload options.</li> </ol>		
<b>Litter &amp; Dumping</b>	<p>Install public mobile (trailer) skip bins at/near dumping hotspots in each community.</p>	<ol style="list-style-type: none"> <li>Confirm design and purchase of 7 mobile skip bins and signage for the 5 locations in the Council area.</li> <li>Consult campground operators and agree on use and locations for recycling bins.</li> </ol>		

## NPARC WASTE MANAGEMENT PLAN - work-up table

	<p>Install additional waste bins with separation for recyclables in main tourist day-use and camping areas.</p> <p>Regularly monitor and empty public bins and install anti-dumping signs on access roads to hotspot locations.</p>	<p>3. Confirm locations and no. of public recycling bins in day-use / other public areas.</p>		
<b>Education &amp; Community Engagement</b>	<ul style="list-style-type: none"> <li>Plan for staged education campaigns that accompany new services when / if they arrive, including: <ul style="list-style-type: none"> <li>CRS,</li> <li>transfer station / separation points,</li> <li>anti-dumping,</li> <li>recycling.</li> </ul> </li> </ul>	<p>1. Plan and install how-to separate- wastes signage at transfer stations.</p> <p>2. Discuss with COEX and schools the “Wave of Change” education program about recycling and CRS for ISC areas .</p> <p>3. Plan with Council, DES and LGAQ ongoing community anti-litter and dumping programs, and recycling / re-use services. Consider regional methods and local language, art etc. refer to Waste Aid approach in NSW with paint the bins days etc.</p>		
<b>Governance &amp; Regional Solutions</b>	<p>NPARC, TSC &amp; TSIRC form a standing Regional Waste Strategy Group (RWSG).</p> <p>Regional programs and contracts are co-ordinated by RWSG with state government support.</p> <p>Priority is given to regional topics:</p> <ul style="list-style-type: none"> <li>- legacy metals</li> <li>- batteries</li> <li>- tyres</li> <li>- oils</li> <li>- education.</li> <li>- TSIRC MSW</li> </ul>	<p>1. Seek Council views on how to establish regional waste group. Specific Council resolutions may be needed, or a formal agreement between the 2 or 3 Councils coordinated by LGAQ</p> <p>2. Confirm DES, LGAQ or other agencies and funding sources to support RWSG and establish priority programs.</p>		



# Respecting Country

A sustainable waste strategy for  
First Nation communities



APRIL 2021







## ***Acknowledgment of Country***

We pay our respects to the Aboriginal and Torres Strait Islander ancestors of the land and sea, their spirits and their legacy. The foundations laid by these ancestors – our First Nations peoples – give strength, inspiration and courage to current and future generations, both Indigenous and non-Indigenous, towards creating a better Queensland.

## ***Our shared vision***

*Queensland's Aboriginal and Torres Strait Islander councils will become significant contributors to the state's zero-waste ambitions, where waste is avoided, re-used and recycled. This will be delivered by initiatives appropriate to the unique cultural and geographic contexts of communities.*



## Introduction

The Queensland Government released its Waste Management and Resource Recovery Strategy (Queensland Waste Strategy) in 2019, outlining a vision for a zero-waste society.

Current 'take-make-use-dispose' approaches have passed their use-by date and we are now striving for a circular system that keeps materials in use longer, extracts maximum use from them, diverts as much as possible away from landfill and creates economic opportunities from waste management.

This requires an innovative approach for Queensland's 17 Aboriginal and Torres Strait Islander councils, which face unique challenges including scarce resources, high costs for products, geographic isolation, long transport distances by land or water, and often harsh and unpredictable climates. This approach also recognises that councils themselves have the most informed understanding of these challenges and that 'one size fits all' doesn't work.

Each community warrants an appropriate waste management solution that fits its geographic and resourcing circumstances, while accommodating and honouring its cultural and custodial relationships with the land and sea.

Meeting these challenges – while optimising the opportunities they present – necessitates a stand-alone *Respecting Country – A sustainable waste strategy for First Nation communities* (the strategy). This supports the Queensland Waste Strategy while enabling and empowering Aboriginal and Torres Strait Islander councils to deliver appropriate, tailored waste management solutions that create economic opportunities for innovative new enterprises and employment within their communities.

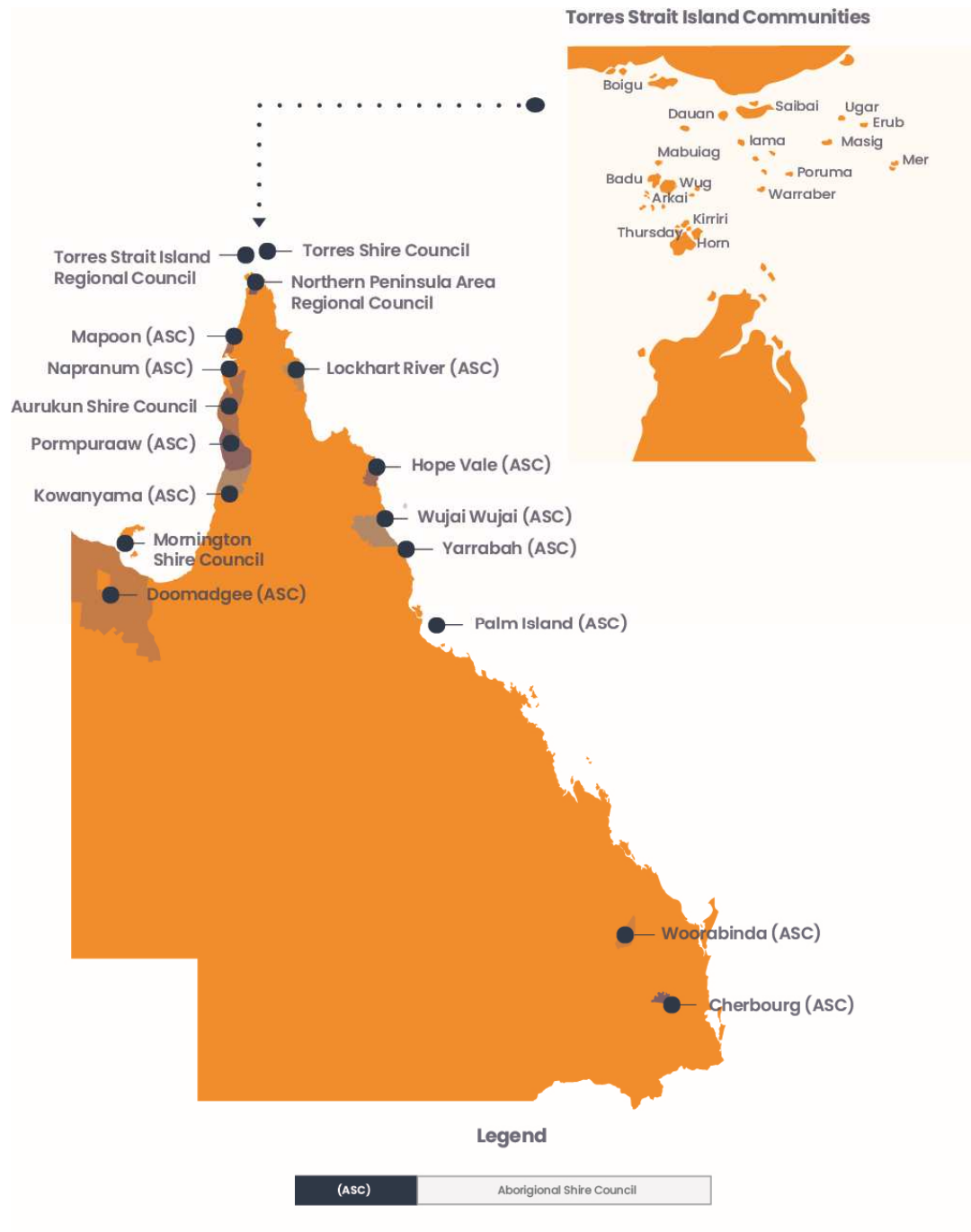
The strategy is the result of a partnership with Aboriginal and Torres Strait Islander councils, informed by site visits and meetings and overseen by a project steering group comprising council CEOs, Department of Environment and Science (DES), the project consultant and Local Government Association of Queensland (LGAQ).

The strategy will serve as the overarching resource to guide the development of Regional Waste Management Plans (regional plans). These will be customised to fit the needs and opportunities identified by Aboriginal and Torres Strait Islander communities while also contributing to the targets of the Queensland Waste Strategy. Councils are committed to reviewing the strategy every three years to ensure it remains relevant and current and that it is contributing to the targets and meeting the needs of communities.



## Strategy for shared commitment

The strategy applies to all aspects of waste management for Aboriginal and Torres Strait Islander councils and their communities in these local government areas.





## ***What does the strategy do?***

The strategy establishes a framework for Queensland's Aboriginal and Torres Strait Islander councils, government and industry to guide current and future waste management and recycling activities across their communities.

It provides direction and identifies priorities and responses that are intended to support Aboriginal and Torres Strait Islander councils' transition out of existing waste systems, processes and practices into new approaches that contribute to improved regional outcomes.

Local community ownership remains the cornerstone of delivering successful outcomes. Each council will manage decision-making responsibilities to determine on-ground improvements, implementation and the investments needed to achieve more sustainable waste management practices.

Identifying and supporting local responses that are underpinned by key guiding principles will foster sustainable, long term solutions that lead to greater economic and employment opportunities across Aboriginal and Torres Strait Islander councils.

### ***Guiding principles***

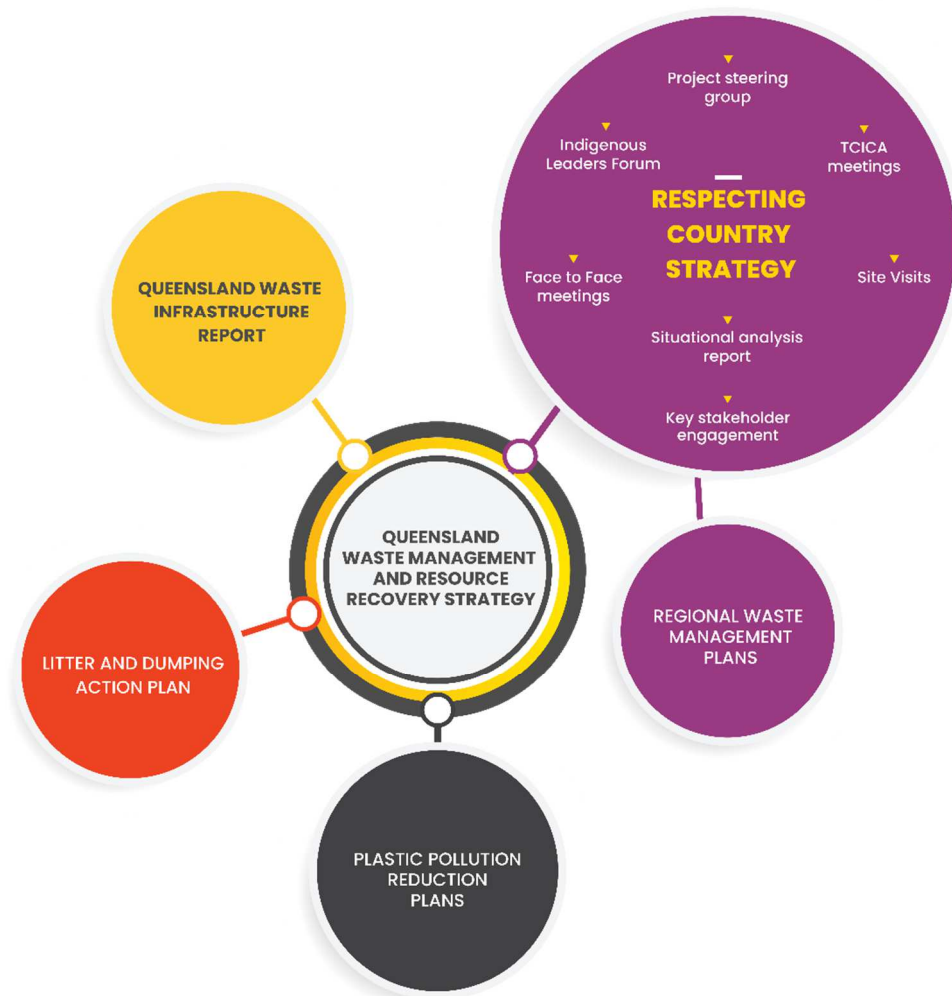
- *Respect rights and responsibilities to govern and manage healthy Country*
- *Respect self-determination, by empowering, rather than mandating*
- *Keep solutions practical, implementable, and suited to local circumstances*
- *Co-design and deliver through strengthened regional partnerships*
- *Build education, awareness and community support*
- *Create local employment and business enterprise opportunities*

## How we got here

The strategy builds on key State Government initiatives, including the Queensland Waste Strategy, Litter and Dumping Action Plan, Plastic Pollution Reduction Plan and the Queensland Waste and Resource Recovery Infrastructure Report.

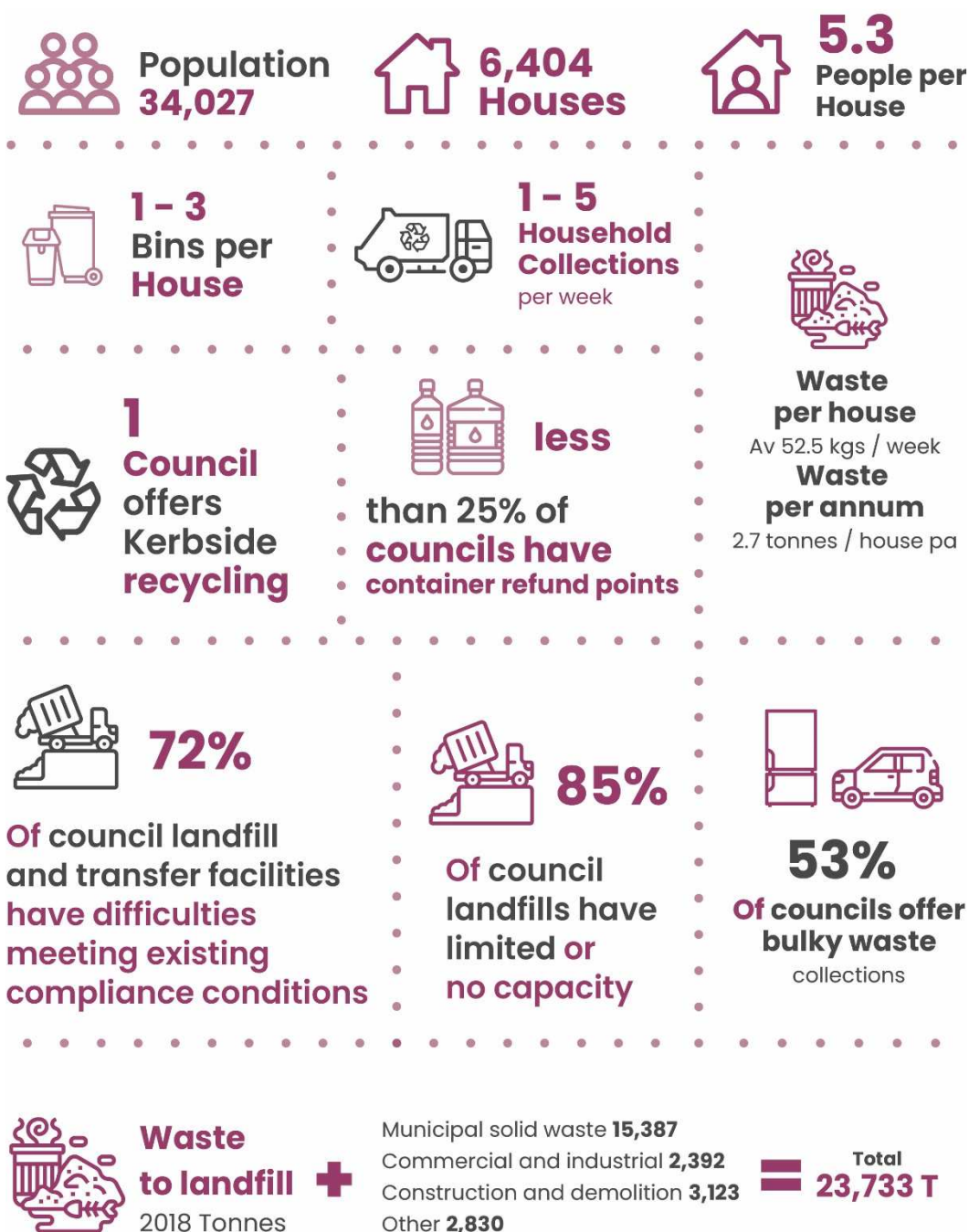
Direct council and community engagement – through face-to-face meetings and site visits – has been key to developing a strategy that aligns with the ambitions of the Queensland Waste Strategy and that will deliver outcomes in partnership with neighbouring councils. Progress updates provided to mayors, councillors and CEOs at the Indigenous Leaders Forum (ILF) and through the Torres Cape Indigenous Council Alliance (TCICA) have ensured the strategy meets the expectations of their councils and local communities.

Project steering group oversight with council CEO representation, DES, the project consultant and LGAQ ensures the strategy meets its vision and guiding principles and will drive the development of regional plans in partnership with councils.



## Waste in Aboriginal and Torres Strait Islander councils

This snapshot of the 17 Aboriginal and Torres Strait Islander councils shows they are unique, not just when compared to other Queensland councils, but vastly different to one another.







## ***Our direction***

Queensland's Aboriginal and Torres Strait Islander councils are innovating to overcome obstacles such as geographic isolation to support better waste outcomes. The strategy acknowledges and respects these obstacles, the finite resources available, and the importance of regional partnerships in the creation and implementation of sustainable waste management and resource recovery solutions.

### ***Connection to Country, land and sea***

This strategy has been developed with Aboriginal and Torres Strait Islander communities' important connection to Country and association with land and sea at its heart. These connections are central to the strategy's approach to creating sustainable waste and recycling solutions – and ultimately sustainable communities.

### ***Unique challenges with finite resources***

The strategy recognises the finite financial and technical resources available for waste and resource recovery in Aboriginal and Torres Strait Islander communities. These, coupled with geographic constraints, limit the operational capacity of communities to deliver services and present very real obstacles to achieving sustainable and regulatory compliance outcomes.

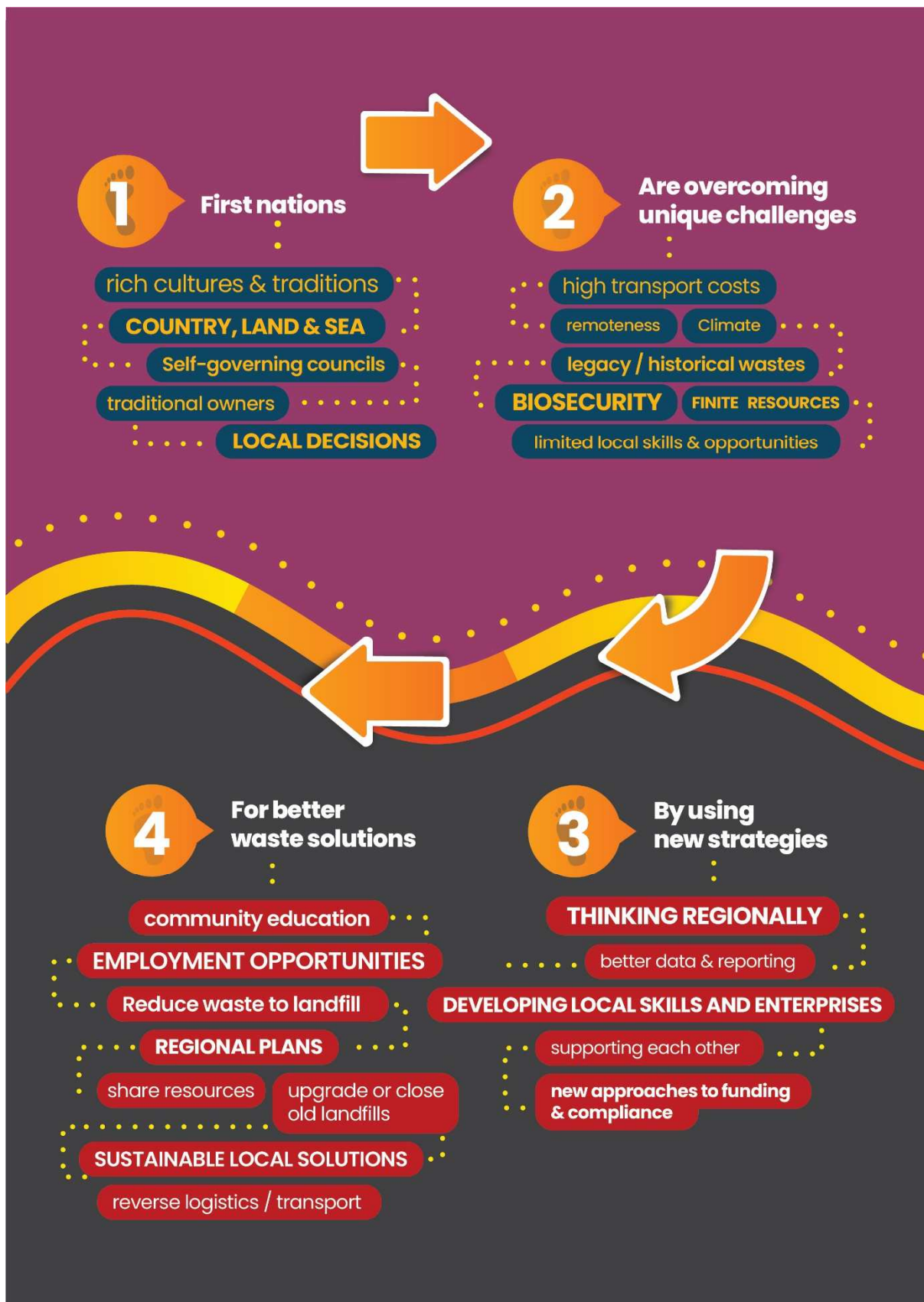
### ***Working together regionally***

There are significant opportunities to collaborate on a regional approach to finding sustainable solutions. Challenging logistics, quarantine, isolation and weather present many unique circumstances for Aboriginal and Torres Strait Island communities impacting, and to some extent limiting, new waste management solutions. A coordinated regional approach will bring greater opportunities to partner with neighbouring councils, the State Government and other stakeholders.

### ***Waste creates new opportunities***

Aboriginal and Torres Strait Islander communities face a range of unique challenges, both existing and emerging. Acknowledging the nature of these obstacles will require different approaches, such as innovative, fit-for-purpose solutions that will also create new enterprises, promote investor certainty, market development and employment opportunities across the regions. This includes providing opportunities to develop skills in local young people and boost local enterprises.

The journey to overcome these unique challenges and finding sustainable waste solutions is best reflected in the following diagram.





## ***Delivering the Queensland Waste Strategy – locally***

The strategy acknowledges the Queensland Waste Strategy's state-wide targets. Aboriginal and Torres Strait Islander councils will help deliver these by implementing appropriate activities that fall within their areas of influence, including (but not limited to):

- provision of kerbside collection services
- litter and dumping management responses
- operation of compliant waste and resource recovery facilities.

The Queensland Waste Strategy identifies targets for 2050 that incorporate a reduction in household waste and waste going to landfill, with an increase in recycling rates:

- 25% reduction in household waste
- 90% of waste is recovered and does not go to landfill
- 75% recycling rates across all waste types.

The strategy is part of the framework delivering on the three strategic priorities identified in the Queensland Waste Strategy:

- Reducing the impact of waste on the environment and communities
- Transitioning to a circular economy
- Building economic opportunity.

Aboriginal and Torres Strait Islander councils will look to partner with the State Government and industry to co-design and fulfil these clearly defined yet flexible opportunities.

To contribute to achieving the state-wide priorities, the strategy encompasses nine key outcome areas. The strategy outcome areas identify a range of initiatives that require place-based approaches supported by Aboriginal and Torres Strait Islander councils and deemed appropriate for councils and communities taking into consideration the unique challenges and opportunities presented to them.

The following table captures the nine outcome areas and key deliverables that will form the basis of targeted regional plans for Queensland's Aboriginal and Torres Strait Islander councils.



Key outcome areas	Deliverables	Strategic priorities		
		1 - Reducing the impact of waste on the environment and communities	2 - Transitioning to a circular economy	3 - Building economic opportunity
Acting regionally	<p><i>Regional coordination and partnerships</i></p> <p>Establish the Waste Strategy Group to work in partnership with existing networks, including Torres Cape Indigenous Council Alliance (TCICA) and relevant regional organisations of councils (ROCs) to assist in the delivery of:</p> <ul style="list-style-type: none"> <li>• coordinated waste management and resource recovery activities,</li> <li>• funding submissions,</li> <li>• waste reporting,</li> <li>• procurement, and</li> <li>• shared education and messaging.</li> </ul>	✓	✓	✓
	<p><i>Delivering across regions</i></p> <p>Establish Regional Waste Strategy Groups with neighbouring councils that will:</p> <ul style="list-style-type: none"> <li>• identify and prioritise regional waste management solutions,</li> <li>• facilitate knowledge and resource sharing,</li> <li>• collaborate on common waste issues,</li> <li>• liaise with relevant ROCs and State Government departments,</li> <li>• respond to legacy waste challenges including car bodies and whitegoods, and</li> <li>• lead the development of Regional Waste Management Plans that identify and prioritise waste management activities.</li> </ul>	✓	✓	✓
	<p><i>Education and awareness</i></p> <p>Improve community understanding of recycling and waste avoidance through targeted, place-based and broader shared messages across councils.</p>	✓	✓	
	<p><i>Regional Waste Management Plans</i></p> <p>Prepare Regional Waste Management Plans for each Regional Waste Strategy Group to guide investments, new business enterprise opportunities and upgrades to waste and resource recovery facilities and operations.</p>	✓	✓	✓

Key outcome areas	Deliverables	Strategic priorities		
		1 - Reducing the impact of waste on the environment and communities	2 - Transitioning to a circular economy	3 - Building economic opportunity
Creating value from waste	<i>Creating jobs from waste</i> Identify new waste enterprise opportunities in council corporate plans that can assist in the reduction, re-use and recycling of wastes and creation of local jobs, where proximity and commercial opportunities allow.	✓	✓	✓
	<i>Creating business opportunities</i> Support new innovative waste enterprises that identify co-design and partnership opportunities with key industry groups and State Government.	✓	✓	✓
	<i>Container Refund Scheme (CRS)</i> Support the establishment of fit-for-purpose Container Refund Points in all Aboriginal and Torres Strait Islander councils in partnership with key stakeholders.	✓	✓	✓
Regulated activities	Partner with the State Government to reduce regulatory complexity and ensure waste activities are fit for purpose and place.	✓		
	Operate waste activities safely and in accordance with relevant conditions to prevent environmental harm.	✓		
Legacy and bulky waste	Explore and develop options for: <ul style="list-style-type: none"> <li>collection of bulk scrap metals including legacy car bodies and whitegoods that maximise regional collection efficiencies,</li> <li>identifying opportunities for regional partnerships and joint contracting for the removal of wastes (including legacy waste),</li> <li>identifying opportunities to overcome the challenges that prevent materials being returned to markets, and</li> <li>identifying viable local or regional market opportunities.</li> </ul>	✓	✓	✓

<i>Key outcome areas</i>	<i>Deliverables</i>	<i>Strategic priorities</i>		
		<i>1 - Reducing the impact of waste on the environment and communities</i>	<i>2 - Transitioning to a circular economy</i>	<i>3 - Building economic opportunity</i>
<i>Waste and resource recovery collections and infrastructure</i>	<i>Waste and resource recovery collection services</i> Deliver and maintain waste and resource recovery collection services appropriate for each local council and community.	✓	✓	
	Continuously review and improve the appropriateness of existing collection services.	✓	✓	✓
	<i>Waste management infrastructure</i> Identify opportunities for regional waste management solutions (e.g. potential for regional landfills) or rationalisation of landfills and establishment of transfer stations where deemed appropriate due to site, capacity and environmental concerns.	✓	✓	✓
	Identify opportunities to incorporate dedicated areas for the separation and safe stockpiling and/or storage of waste streams such as scrap metals, whitegoods, cars, car batteries, tyres, motor oils, cooking oils, e-waste, paints and hazardous materials into the design and construction of new and existing landfills and transfer stations.	✓	✓	✓
	Collaborate with regional groups to maximise efficiencies in sharing heavy plant and equipment for waste and resource recovery operations.	✓	✓	✓
	<i>Resource recovery</i> Explore options to increase in-community resource recovery solutions.	✓	✓	✓
	Explore alternative community uses of excess building materials prior to disposal or removal from local communities.	✓	✓	✓

Key outcome areas	Deliverables	Strategic priorities		
		1 - Reducing the impact of waste on the environment and communities	2 - Transitioning to a circular economy	3 - Building economic opportunity
Litter and dumping	Support the development and delivery of co-designed principles for litter and dumping communications to help communities and reflect care for Country.	✓	✓	✓
	Support and contribute to broad targets and actions under the Queensland Litter and Dumping Management Plan.	✓	✓	
	Respond to litter and dumping concerns through the provision of adequate public litter bins at various 'hotspot' and high-use areas.	✓	✓	
Procurement	<b>Purchasing</b> Support bulk purchase opportunities for new and upgraded facilities through consistent approaches to waste transfer facility design, waste receptacle design and standard signage.	✓	✓	
	Investigate bulk purchase arrangements for goods and services that can help to minimise packaging and other waste and maximise logistics and purchasing power.	✓	✓	
	Identify opportunities for the use of recycled-content from locally sourced recovered materials in Council and contractor infrastructure projects.	✓	✓	
	<b>Tendering</b> Develop Waste Management Operating Guidelines for the disposal of waste products and construction and demolition materials generated by contractors.	✓	✓	✓
	<b>Packaging</b> Identify and prioritise actions to reduce the economic and environmental impacts of unnecessary and problematic packaging.	✓	✓	

<i>Key outcome areas</i>	<i>Deliverables</i>	<i>Strategic priorities</i>		
		<i>1 - Reducing the impact of waste on the environment and communities</i>	<i>2 - Transitioning to a circular economy</i>	<i>3 - Building economic opportunity</i>
<i>Procurement</i>	<i>Logistics and transport</i> Explore partnerships with key stakeholders to leverage transport efficiencies through existing relationships with Sea Swift, Community Enterprise Qld (CEQ), Container Exchange (CoEX) and the Department of Energy and Public Works (DEPW).	✓	✓	✓
	Identify opportunities for efficiencies and systems to offset the costs of transporting materials to regional markets.	✓	✓	✓
<i>Funding</i>	Explore options to co-design innovative funding approaches to deliver the key outcome areas of the strategy.	✓	✓	✓
<i>Reporting</i>	<i>Financial reporting</i> Develop financial reporting templates, tools and training to assist in the capture and recording of all costs associated with waste management operations.	✓	✓	
	<i>Waste data reporting</i> Investigate the suitability of current waste measuring, data collection and reporting practices and identify suitable options for future waste and resource recovery reporting requirements.	✓	✓	

## Measuring achievements

The strategy will rely on a suite of measurable performance outcomes delivered across all Aboriginal and Torres Strait Islander councils.

Performance outcomes will be measured over short (1-2 years), medium (3-4 years) and long (5+ year) terms. Both short and medium timeframes are measurable and aligned in terms of State and local government cycles.

<i>Performance outcome</i>	<i>Number of councils / timeframes</i>		
	<i>Short-term (1-2 years)</i>	<i>Medium-term (3-4 years)</i>	<i>Long-term (5+ years)</i>
1. Active participation in the Waste Strategy Group	12 councils	14 councils	All councils
2. Establishment of new or expanded business and employment opportunities delivering new waste management and resource recovery solutions.	8 councils	14 councils	All councils
3. Councils developing and implementing regional waste management plans.	11 councils	All councils	All councils
4. Councils with a container refund point.	All councils	All councils	All councils
5. Councils offering regular bulky waste solutions.	12 councils	15 councils	All councils
6. Councils able to report accurately on waste data and budgets (operating and capital).	All councils	All councils	All councils
7. Councils implementing waste education program(s).	12 councils	All councils	All councils
8. Councils operate landfills, transfer stations and other operations compliant with their environmental authorities (EAs).	5 councils	10 councils	All councils
9. Councils implementing litter and dumping avoidance and management strategies.	12 councils	All councils	All councils



## ***Regional collaboration that delivers locally***

The strategy provides Aboriginal and Torres Strait Islander councils and communities with a roadmap that includes the overarching vision, guiding principles and areas of influence in response to waste and recycling challenges and opportunities.

Aboriginal and Torres Strait Islander communities, working in collaboration with neighbouring councils, can lead the planning and rollout of waste management improvements. These improvements will be captured in the development of regional plans, which will build momentum by bringing together neighbouring councils to form Regional Waste Strategy Groups with a vested interest to develop all-inclusive approaches in their own regionally appropriate plans.

Councils typically operate in isolation because of their geographic locations, while undertaking all the mainstream service delivery functions that are expected of local governments.

The strategy encourages councils to participate in the development of regional plans to deliver sustainable solutions, while respecting connections to Country, recognising resourcing limitations, the importance of regional partnerships and the broader economic and employment opportunities that current and new approaches to waste management may present.

In addition to greater collaboration and partnerships, creating economic and employment opportunities, the development of regional plans will fulfil the legislative requirement for councils to develop their own waste management plans, leading to greater efficiencies and savings for all councils.

Queensland Government departments will partner in the development and support of regional plans that underpin the strategy.

The state's Aboriginal and Torres Strait Islander councils are active partners in the future success of the Queensland Waste Strategy and creating productive outcomes for the communities they represent.

Support for the strategy and regional plans is vital to ensuring these councils are early adopters and catalysts of the new circular economy.





## 11.4 Development Permit for Reconfiguration of SP323446

Classification	For Decision
Author	Executive Manager Operations
Attachments	A. Email Dated 24 <sup>th</sup> June 2021 from Preston Law

### Officers Recommendation:

That Council resolves to:

- (a) take any and all steps required to give effect to the lodgement and registration of plan of subdivision SP323446;
- (b) consent to the allocation of reservation with an area of 212ha to Lot 58 on SP323446;
- (c) consent to all associated land administration actions necessary to facilitate registration of the plan;
- (d) confirm the requisite development approvals have been obtained for lodgement and registration of SP323446; and
- (e) delegate to the Chief Executive Officer authority to take any steps necessary to give effect to items (a) – (f) above.

### PURPOSE OF REPORT

Provide information to support the recommendation to allow Survey Plan 323446 to be registered with the Department of Resources.

### BACKGROUND AND CONTEXT

In November 2020, Council endorsed a recommendation to issue a Development Permit for “Reconfiguration of a Lot” (1 lot into 2 lots) for the purpose of constructing a new dwelling at Horseman Street, Umagico.

Following the November Council resolution, Council completed the appropriate Form 18A, 18B and Form 31 documents for onforwarding to the Department of Resources.

Council has received advice from Preston Law that a Council resolution is required before the Survey Plan can be registered.

Lot 214 in Horseman Street, Umagico was previously planned as parklands and was subsequently reconfigured as a residential lot suitable for a new dwelling. The dwelling proposed on this site has now changed from a single dwelling to a duplex dwelling and will result in two families being accommodated on the new lot. This is consistent with addressing overcrowding in Umagico.

### CRITICAL DATES

21st July 2021 – Council meeting endorses the recommendation to proceed.

This property is one of five proposed new dwelling planned for the NPA and due for completion by 30<sup>th</sup> June 2021. Due to hold ups with the lot reconfiguration and Native Title issues the project has been delayed.

#### **OTHER OPTIONS CONSIDERED**

N/A

#### **LEGAL AND LEGISLATION CONSIDERATIONS**

N/A

#### **POLICY CONSIDERATIONS**

N/A

#### **CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS**

Reconfiguration addresses overcrowding in Umagico.

#### **FINANCIAL AND RESOURCE CONSIDERATIONS**

N/A

#### **CONSULTATION**

The Executive Manager Operations has consulted with Preston Law in relation to reconfiguring the lot.



**From:** Mal Skipworth [<mailto:MSkipworth@prestonlaw.com.au>]  
**Sent:** Thursday, 24 June 2021 9:02 AM  
**To:** Operations Executive <[emo@nparc.qld.gov.au](mailto:emo@nparc.qld.gov.au)>  
**Cc:** Ross Pitt <[Ross.Pitt@nparc.qld.gov.au](mailto:Ross.Pitt@nparc.qld.gov.au)>  
**Subject:** Development Permit Reconfiguration Umagico Lot 214 SP 323446 [pl20210265]

Good morning Jillian,

I refer to Council's letter of 26 May 2021 enclosing the completed Form 18A, 18B and 31 documents.

The Form 31 was forwarded to the Department of Resources (DOR) with a view to completion on behalf of the State.

However before Survey Plan 323446 can be registered, DOR is asking that Council pass a resolution along the following lines:-

**That Council (as Trustees) resolves to:**

- (a) take any and all steps required to give effect to the lodgement and registration of plan of subdivision SP323446;*
- (b) consent to the allocation of reservation with an area of 212ha to Lot 58 on SP323446;*
- (d) consent to all associated land administration actions necessary to facilitate registration of the plan;*
- (e) confirm the requisite development approvals have been obtained for lodgement and registration of SP323446;*
- (f) delegate to the Chief Executive Officer authority to take any steps necessary to give effect to items (a) – (f) above.*

This proposed resolution is distinct from Council's resolution on 17 November 2020 which gave the reconfiguration approval to Survey Plan 323446 under the *Planning Act 2016*.

Would you please arrange for the above resolution to be considered at the next Council meeting with a view to approval.

If Council officers have any queries concerning the above please let me know.

Kind regards, Mal.

**Mal Skipworth**

Partner | **Preston Law**

**P:** +61 7 4052 0705 **M:** +61 419 729 304 **F:** +61 7 4052 0777

**E:** [mskipworth@prestonlaw.com.au](mailto:mskipworth@prestonlaw.com.au)

15 Spence Street, Cairns QLD 4870



**Find Us:** [Facebook](#) | [LinkedIn](#) | [Google](#)

*If you receive this email by mistake, please notify us and do not make any use of the email. We do not waive any privilege, confidentiality or copyright associated with it. Please think before you print this email.*

**CAUTION on money transfers:** The Queensland Law Society has reported that scammers have successfully intercepted emails with law firm bank account details so that they can substitute their own account number. As a result **DO NOT**

deposit money to an account nominated by us without verifying the account number by phone. We will not use bank account details supplied by you without verification by phone.

**Liability Limited by a scheme approved under Professional Standards Legislation.**

**Preston Law is a Local Buy pre-approved supplier and platinum partners of LGMA Queensland.**



## 11.5 2022 Northern Peninsula Area Special Holiday Application

Classification	For Decision
Author	Executive Manager Corporate Services
Attachments	A. Letter from the Office Of Industrial Relations

### Officers Recommendation:

In pursuit of the Holidays Act 1983 Sect 4 and the Industrial Relations Act 2016, Council resolves to nominate the following dates for the 2022 Northern Peninsula Area special holidays and for the related purposes of:-

- Mabo Day – Friday 3<sup>rd</sup> June 2022
- NPA Cultural Festival (Keeping the Flames of Culture Burning) – Friday 17<sup>th</sup> June 2022
- NPA Annual Show Day – Friday 26<sup>th</sup> August 2022
- NPA Sporting Carnival – Friday 21<sup>st</sup> October 2022

### PURPOSE OF REPORT

To consider dates which Council may wish to request as special holidays to be observed during the 2021-2022 financial year for districts in their local government area in accordance with the *Holidays Act 1983*.

### BACKGROUND AND CONTEXT

Each year local governments are requested to nominate special and show holidays for the following year in line with the requirements of the *Holidays Act 1983*.

Holidays appointed in respect of an annual agricultural, horticultural or industrial show are public holidays and those appointed for an event which has significance to a particular district are bank holidays.

Upon receiving Ministerial approval, the holidays will be published in the Queensland Government Gazette.

The events and days that are traditionally applied for as public holidays are the NPA Show, the NPA Carnival (Dan Ropeyarn Cup), Mabo Day and the NPA Cultural Festival.

The calendar date for Mabo day is 3<sup>rd</sup> June each year. The NPA Culture Festival, The NPA Show and NPA Sporting Carnival dates have not yet been finalised, however Council need to nominate dates prior to 30 July 2021 for Council to set the dates for these 2022 Events.

The NPA Show is held generally in August and the NPA Carnival the last weekend in October. Each of these days corresponds to a Council pay day.

Each public holiday is an expense to Council on the basis of lost productivity. Other businesses in the NPA are also faced with the cost of paying staff for public holidays. As such Council may wish to limit the number of holidays to two or three to reduce the costs to Council and NPA businesses

### **CRITICAL DATES**

Councils are invited to make nomination/s for show or special holidays by completing and submitting the on-line form no later than 30 July 2021.

### **OTHER OPTIONS CONSIDERED**

N/A.

### **LEGAL AND LEGISLATION CONSIDERATIONS**

*Holiday Act 1983*

*Industrial Relation Act 2016*

*Local Government Act 2009*

### **POLICY CONSIDERATIONS**

N/A.

### **CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS**

2020-2021 Corporate & Operational Plan. (Governance)

#### **1. Theme 2 – Community Wellbeing**

To provide direct wellbeing services and designed for the needs of the NPA Communities & Community Wellbeing –

- that are designed for the needs of the community
- Develop and strengthen relationships with the community.
- To maintain community facilities that provide social networking, sport and recreation opportunities
- To advocate for improved health, wellbeing and community safety services for the community.

### **FINANCIAL AND RESOURCE CONSIDERATIONS**

N/A

### **CONSULTATION**

This report is prepared from information supplied from the Managers, Coordinators and staff of the Community Services Department.





Office of  
Industrial Relations

Department of Education

16 June 2021

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 2022 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, 30 July 2021**.

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 Service Act 2008*, a holiday for public service employees unless otherwise determined by a chief executive.

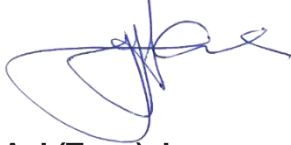
I appreciate that the impact of COVID-19 continues to be an unknown factor when planning for special day holidays, including around your annual agricultural, horticultural or industrial show. In deciding dates to be requested for special holidays in districts of your local government area, I suggest that you consider consulting with the convenors of shows and other events to confirm their concurrence on the requested date. This will assist the process to appoint special holidays across the State and reduce the likelihood for subsequent changes to the holiday calendar.

1 William Street Brisbane  
Queensland 4000 Australia  
GPO Box 69 Brisbane  
Queensland 4001 Australia  
**Telephone 13 QGOV (13 74 68)**  
**WorkSafe** +61 7 3247 4711  
**Website** [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)  
[www.business.qld.gov.au](http://www.business.qld.gov.au)  
ABN 94 496 188 983

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 Ms Jacqui McGuire, Office of Industrial Relations on (07) 3406 9854 or email [jacqui.mcguire@oir.qld.gov.au](mailto:jacqui.mcguire@oir.qld.gov.au).

Yours sincerely

A handwritten signature in blue ink, consisting of a large, stylized 'A' followed by 'J' and 'James' in a cursive script.

**A J (Tony) James**

Executive Director – Industrial Relations  
Office of Industrial Relations



**AGENDA**  
**ORDINARY COUNCIL MEETING #16**  
**Wednesday, 21<sup>st</sup> July 2021**

**12. Closure of Meeting**