

MEETING BOOK

Northern Peninsula Area Regional Council

Ordinary Council Meeting #40

To commence at 10.30am

On

Tuesday 29th August 2023

Bamaga Boardroom

AGENDA

1.	Welcome and Opening of Meeting	3
2.	Acknowledgement of Traditional Land Owners	3
3.	Present	3
4.	Apologies	3
5.	Declarations of Conflict of Interest	3
6.	Confirmation of Minutes of Previous Meeting	4
7.	Business Arising from Previous Meeting	12
8.	Manager Reports	
	8.1 Operational Update on Property & Facilities Team	36
	8.2 Operational Update on HR Team	52
9.	Mayor Report	55
10.	CEO Report	56
11.	Executive Report	
	11.1 Executive Manager Operations Report	70
	11.2 Executive Manager Community & Regulatory Services Report	78
	11.3 Executive Manager Corporate Services Report.....	92
12.	Finance Reports	
	12.1 July 2023 Financial Report.....	100
13.	Other Business	
	13.1 Report back from Local Thriving Communities Meeting.....	110
	13.2 November Meeting Date	121
	13.3 Housing Implementation Plan	123
	13.4 Parks & Gardens Plan Update.....	140
	13.5 Tender Award – Plant Machinery Hire (Civil & Building Work)	142
	13.6 Tender Award – Supply of Trade Services	146
	13.7 Tender Award – DRFA (0021.2223G).....	151
	13.8 Community Grants Policy	155
	13.9 Statement of Intent to establish a Torres and Cape Health Care (TORCH) community-controlled commissioning entity	166
14.	General Discussion	266
15.	Close of Meeting	266



AGENDA ITEM 1- 5
ORDINARY COUNCIL MEETING #40
Tuesday 29th August 2023
Bamaga Boardroom

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



UNCONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #39
Tuesday 25th July 2023
Seisia Enterprises Boardroom

Northern Peninsula Area Regional Council

Ordinary Council Meeting #39

To commence at 9.00am

On

Tuesday 25th July 2023

Seisia Enterprises Boardroom



UNCONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #39
Tuesday 25th July 2023
Seisia Enterprises Boardroom

Agenda Item 1. Welcome and Opening of Meeting

Mayor Yusia welcomed attendees and opened the meeting at 9:37am with a prayer by Cr Whap.

Agenda Item 2. Acknowledgement of Country

Mayor Yusia paid respects on behalf of the Council to the traditional owners of the land upon which the meeting was held and the traditional owners of the Northern Peninsula Area; and to their elders past, present and emerging.

Agenda Item 3. Present

Mayor & Councillors

Mayor Patricia Yusia

Cr Kitty Gebadi

Cr Mabelene Whap

Cr Gina Nona

District Mayor

Division 3 / Deputy Mayor

Division 5

Division 1

Arrived at 10:00am

Other Attendees

Kate Gallaway

Gus Yates

Yanetta Nadredre

Ian Favarger

CEO

Executive Manager Operations

Executive Manager Community and Regulatory Services

Executive Manager Corporate Services

Agenda Item 4. Apologies

Cr Cottis & Cr Tamwoy has requested Leave of Absence from this meeting, a formal resolution is required.

Resolution

That Council:

Moves to grant a leave of absence to Cr Cottis who is away on sorry business.

Moved: Cr Gebadi

Vote: 3/0

Seconded: Cr Whap

Resolution: C4.1 – 25072023

CARRIED

Resolution

That Council:

Moves to not grant a leave of absence to Cr Tamwoy who is away on a family occasion.

Moved: Cr Gebadi

Vote: 3/0

Seconded: Cr Whap

Resolution: C4.2 – 25072023

CARRIED



UNCONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #39
Tuesday 25th July 2023
Seisia Enterprises Boardroom

Agenda Item 5. Declarations of Conflict of Interest
Nil

Agenda Item 6. Confirmation of Minutes of Previous Meeting

Resolution

That Council:

Notes and confirms the minutes from the Council Meeting held Tuesday 20th June 2023.

Moved: Cr Whap

Vote: 3/0

Seconded: Cr Gebadi

Resolution: C6.1-25072023

CARRIED

Resolution

That Council:

Notes and confirms the minutes from the Special Council Meeting held Tuesday 27th June 2023.

Moved: Cr Whap

Vote: 3/0

Seconded: Cr Gebadi

Resolution: C6.2-25072023

CARRIED

Agenda Item 7. Business Arising from Previous Meeting

Cr Nona arrived at 10.00am

Action items were discussed as per the Action Task List



UNCONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #39
Tuesday 25th July 2023
Seisia Enterprises Boardroom

Agenda Item 8. Manager Reports

Agenda Item 8.1. Update on Apudthama Land and Sea Ranger Operations

Resolution

That Council:

Note the report

Moved: Cr Gebadi

Vote: 4/0

Seconded: Cr Nona

Resolution: C8.1.-25072023

CARRIED

Cr Gebadi left the meeting at 12.28pm

Agenda Item 9. Mayor Report

Resolution

That Council:

Note the Mayor's verbal report from 25th July 2023

Moved: Cr Whap

Vote: 3/0

Seconded: Cr Nona

Resolution: C9.1.-25072023

CARRIED

Agenda Item 10.1 CEO Report

Resolution

That Council:

- Note the Report
- Endorse the Councillor Remuneration Policy & Internal Audit Policy

Moved: Cr Nona

Vote: 3/0

Seconded: Cr Whap

Resolution: C10.1-25072023

CARRIED



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Meeting Minutes
ORDINARY COUNCIL MEETING #39
Tuesday 25th July 2023
Seisia Enterprises Boardroom

Agenda Item 10.2

August 2023 Community Meetings

Resolution

That Council:

- Note the Report
- Approve the proposed dates for Community Meetings

Moved: Cr Nona

Vote: 3/0

Seconded: Cr Whap

Resolution: C10.2-25072023

CARRIED

Agenda Item 11.

Executive Reports

Agenda Item 11.1.

Executive Manager Operations Report

Cr Gebadi returned to the meeting at 1.53pm

Resolution

That Council:

Note the report

Moved: Cr Gebadi

Vote: 4/0

Seconded: Cr Whap

Resolution: C11.1-25072023

CARRIED

Agenda Item 11.2.

Executive Manager Community & Regulatory Services Report

Resolution

That Council:

Note the report

Moved: Cr Gebadi

Vote: 4/0

Seconded: Cr Nona

Resolution: C11.2-25072023

CARRIED



UNCONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #39
Tuesday 25th July 2023
Seisia Enterprises Boardroom

Agenda Item 11.3. Executive Manager Corporate Services Report

Resolution

That Council:

Note the report

Moved: Cr Whap

Vote: 4/0

Seconded: Cr Gebadi

Resolution: C11.3-25072023

CARRIED

Agenda Item 12. Financial Reports

Agenda Item 12.1. June 2023 Financial Report (unaudited)

Resolution

That Council:

Note and accept the Unaudited Finance report for the period ending 30 June 2023.

Moved: Cr Nona

Vote: 4/0

Seconded: Cr Gebadi

Resolution: C12.1.-25072023

CARRIED

Agenda Item 12.2. Concession Policies

Mayor Yusia left the meeting at 5.03pm

Mayor Yusia returned to the meeting at 5.05pm

Resolution

That Council Approve

- Financial Assistance to Community Members Policy
- Financial Assistance to Not for Profit Organisations Policy
- Funeral Assistance Policy
- Concessions Policy subject to the addition of class K to support economic development with a 50% waiver of sewerage, water access and water usage charge for 24 months for new developing local Indigenous Businesses.

That Council waive the fee for the hire of the bus amount to the value of \$432.00 to the family of the late Private Mau.

That Council waive the fee for the hire of accommodation amount to the value of \$2264.00 to the family of the late Father Blanco.

Moved: Cr Whap

Vote: 4/0

Seconded: Cr Gebadi

Resolution: C12.2.-25072023

CARRIED



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Meeting Minutes
ORDINARY COUNCIL MEETING #39
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Seisia Enterprises Boardroom

Agenda Item 12.3. Grant of Concession to Skytrans

Resolution

That Council grant a concession on the 2023-24 Fees and Charges to Skytrans of waiving of passenger surcharge, landing fees & aircraft parking fees until 30 June 2024

That Council grant in principle a concession to Skytrans of waiving of landing fees & aircraft parking fees & reduction of passenger surcharge to \$10 pending review in May 2024

Moved: Cr Nona

Vote: 4/0

Seconded: Cr Whap

Resolution: C12.3.-25072023

CARRIED

Agenda Item 13. Reports

Agenda Item 13.1. New Mapoon & Umagico Public Toilets

Resolution

That Council:

Approve that the public toilets at the parks in Umagico and New Mapoon are kept locked and only made available for planned community events.

Moved: Cr Whap

Vote: 4/0

Seconded: Cr Nona

Resolution: C13.1.-25072023

CARRIED

Agenda Item 13.2. Councillor Remuneration Council Category Review Submission

Resolution

That Council:

- Endorses the NPARC Councillor Remuneration Council Category Review Submission

Moved: Cr Gebadi

Vote: 4/0

Seconded: Cr Whap

Resolution: C13.2.-25072023

CARRIED



UNCONFIRMED

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ORDINARY COUNCIL MEETING #39
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Agenda Item 13.3. LGAQ Motion Requests

Resolution

That Council:

Resolves to submit the following motion to the LGAQ Annual Conference

- The LGAQ calls on the State and Federal government to provide funding to enable the negotiating and review of Indigenous Land Use Agreements to ensure they meet the ongoing needs of the community, traditional owners and Local Governments to support housing, economic and social development

Moved: Cr Gebadi

Vote: 4/0

Seconded: Cr Whap

Resolution: C13.3.-25072023

CARRIED

Agenda Item 13.4. NPA & Torres Strait Health Inquiry

Resolution

That Council:

- resolves to support the establishment of independent investigation as well as a special taskforce subject to inclusion of community representation from the NPA on the taskforce and requested amendments to the Terms of Reference.

Moved: Cr Gebadi

Vote: 4/0

Seconded: Cr Nona

Resolution: C13.4.-25072023

CARRIED

Agenda Item 14. General Discussion

Agenda Item 15. Close of Meeting

Meeting closed at 6.30pm with a prayer by Cr Whap.

Council Ordinary Monthly Meeting Action Register

Action	Updated	Update	Person Responsible	Date of Meeting
Compliance workshop for Councillors on required policies	08.12.2022	Additional QTC training tentatively scheduled for 2023	CEO	15.06.2022
	18.04.2023	Department of Local Government holding workshop on 18 th May		
	23/05/2023	This was rescheduled due to Mayor and Councillor availability. Progressed to 6 June 2023		
	15/06/2023	Waiting on Department of Local Government to confirm staff availability		
	22/07/2023	Department of Local Government confirmed for following September Council Meeting for 20 th September. Suggest path forward for Councillors to indicate which policies they would be happy to review prior to a workshop to enable progression		
	29/08/2023	Workshop scheduled for 21 st September. Community Grants Policy tabled at this meeting		
Name change of Airport and Acknowledgement of Country by Rex Flights	23.06.2022	Rex confirmed they can add wording for acknowledgement to country as part of the standard script for hostess. Draft wording provided to Cr Nona for comment	CEO	25.05.2022
	17.02.2022	Airport name updated at Cairns Airport. Waiting on PBC for confirmation of wording		
	15/06/2023	PBC Manager progressing		
	29/08/2023	PBC Manager confirmed this has been endorsed by the board. Waiting for this to be forwarded to send to Rex & Skytrans		

Action	Updated	Update	Person Responsible	Date of Meeting
Illegal dumping & Patterson signage	15.07.2022	Details TBC. Illegal Dumping funding submission made	EMCRS-EMO, WM MRS	15.06.2022
	15/08/2022	Awaiting outcome of illegal dumping Grant application		
	20/09/2022	Still awaiting outcome of grant application		
	14/10/2022	As above		
	16/11/2022	Council has been advised that the grant for the Illegal dumping officer has been successful		
	09/12/2022	Awaiting a funding agreement with the state		
	17/01/2023	State have advised that they are drafting the funding agreement and hope to have it to Council in January		
	13/02/2023	PD for Illegal Dumping Compliance officer & Illegal Dumping Reporting officer have been finalised with HR. Positions to be advertised internally & externally.		
	15/03/2023	Recruitment of Illegal Dumping Compliance staff to commence in March		
	06/04/2023	Recruitment of illegal dumping officers closes 17 April 2023. Interviews scheduled to be completed by 26 April 2023.		
	23.05.2023	Positions started and works commenced. C7EVEN visiting first week June to commence promotion work.		
	07.06.2023	Workshop with C7even and team has commenced, C7even will be back in June to start media production.		
	17/07/2023	C7even has commenced recording first stage of illegal dumping media campaign.		
	18/08/2023			

Action	Updated	Update	Person Responsible	Date of Meeting
		C7even revisit in August to complete media campaign.		
New Mapoon Subdivision Costs	12.08.2022 20/09/2022 14.10.2022 16/11/2022 17/01/2022 17/02/2023 15/03/2023 18.04.2023 23.05.2023 25/07/2023 29/08/2023	Letter has been sent. Waiting timeframe from DATSIP. Request for item at next TWG DATSIP are assisting Council with preparing planning DA's for subdivisions in each community New Mapoon Subdivision updated. Waiting on DSDSATSIP DSDASTIP has commenced working on Planning DA's, DATSIP only has funding for two DA's this FY Provided to WCCCA Awaiting DATSIP Planning DA's No further action can be taken on this issue Awaiting response from WCCCA to 2 x emails sent regarding this matter Meeting held with WCCCA EO & Board on 12/04. Awaiting project completion to progress Meeting scheduled 27/07 with DSDSATSIP to progress Meeting and community consultation held. Updated Subdivision plan provided. 6-8 week turn around for costings	CEO	15.06.2022
Develop Burial Policy and register of burials F/up NMAC regarding gravesite identification completed at New Mapoon F/up Woosup family regarding unmarked grave project in Injinoo	22.09.2022 18/04/2023	Meeting held with Preston Law and draft policy received. Meeting scheduled for next week to progress process for old and new cemeteries	EMCRS	20.07.2022

Action	Updated	Update	Person Responsible	Date of Meeting
	23.05.2023 07.06.2023 17/07/2023 18/08/2023	Challenges contacting NMAC. Following up with consultant No response from Dr Sutton. Continuing follow up with identified parties Still progressing with identified parties Policy was updated for this meeting. Deferred to September due to high amount of business.		
Follow up Torres Shire for helicopter landing within Torres Shire Boundary	14.10.2022 17/02/2023 16/03/2023 18/04/2023 23/05/2023 15/06/2023 25/07/2023 29/08/2023	Response provided from Torres Shire they are awaiting legal advice Preston Law instructed to engage with Torres Shire Lawyers To be progressed as a Joint Local Government Activity with Torres Shire. Initial meeting held and framework being developed Works progressing. Obtaining examples from other shires to use as the basis of developing Nil response or engagement by Torres Shire As above. Nil response to multiple emails Discussions held with Torres Shire re responsibility for enforcement No further response from Torres Shire. Looking at options to escalate the issue	CEO	29.09.2022
Fencing at Red Point Provide feedback on when work will be programmed	14/10/2022 16/11/2022 09/12/2022	Works have been programmed Programmed for the week of the 21 st – 25 th of November Fencing works were commence, part of the fence line is affected by erosion and a	Ranger Coordinator	29.09.2022

Action	Updated	Update	Person Responsible	Date of Meeting
	18/01/2023 20/02/2023 06/04/2023 23.05.2023 14/06/2023 19/07/2023 23/08/2023	new line will need to be identified in the new year Remaining works will be programmed for after the wet season As Above Works are programmed to commence in Mid May. On track to be completed Equipment has been delivered to site to complete works, awaiting Army exercise to be completed prior to completing works in Late June Works were recommenced in July. TO's have requested that a greater length of the fence be relocated, additional posts are being ordered to accommodate the TO request Fence will be completed in August along with the turtle monitoring Camp Works are continuing through August		
Both parks in Injinoo need fence repair	18/01/2023 17/02/2023 06/04/2023 23/05/2023 14/06/2023 23/08/2023	No action in December To be actioned in 2023 dry season as budget and resources allow As above As above P&G Have been asked to program these works Ropeyarn park fence is scheduled to be completed in August Tamwoy park will be scheduled after Ropeyarn park Works were completed in August	EMO	14.12.2022

Action	Updated	Update	Person Responsible	Date of Meeting
Future upgrades for Bamaga Hall – floor scrubber, flood lights, security Confirm W4Q allocation that occurred with previous EMO	18/01/2023 17.02.2022 15/03/2023 18/04/2023 23.05.2023 14/06/2023 25/07/2023 29/08/2023	To be scoped to seek future funding Quotes being sought for floor scrubber, flood lights and improvements on security Order in progress for floor scrubber, awaiting delivery from supplier. Awaiting delivery Full scoping ongoing for flood lights and security. Purchase Order to be raised for floor scrubber due to contractor issue Scrubber on order waiting delivery Scrubber arrived and is at Stores. Begin plans for the commissioning of the scrubber for use, as this may involve WHS and training implications. Property and Facilities engage Building Team/B&B Electrics for a solution for security lights. Also engage Grants/Finance Team for funding.	EMCS	14.12.2022 25.01.2023
Lui St Park Fence needs to be replaced and toilets are dark in the toilet Individual panel replacement to stop horse access Timeframe for repair	18/01/2023 20/02/2023 16/03/2023 06/04/2023 23/05/2023 14/06/2023 25/07/2023 23/08/2023	To be included in a future grant Fence panels that were available have been used on the Lui street fence. The Sebasio street fence is 90% missing No panels in store Quotes being prepared P&G to provide quote to undertake works Replacement panels have been ordered Awaiting on delivery of fence panels Fence panels have arrived in Cairns and are being shipped to the NPA Works will be scheduled for late July / August	EMO	14.12.2022 25.01.2023

Action	Updated	Update	Person Responsible	Date of Meeting
		Fence panels and panel brackets arrived in the NPA in mid August. Awaiting on screws and spare brackets to arrive in Late August.		
Ironbark tree – trimming for it to grow the other way	18/01/2023 15/03/2023 18/04/2023 23/05/2023 14/06/2023 25/07/2023 23/08/2023	EMO has been advised approval will need to be sought from Bamaga Corporation Approval to remove tree form is being prepared to supply to IIAC & Bamaga Community Group Form has been submitted waiting approval. Approval to remove the tree has been provided by IIAC Still awaiting advice back from BPIC BPIC have advised that they are meeting in Late June and will discuss then Decision delayed due to sorry business Still awaiting a response from BPIC BPIC board have met to discuss the request. They are arranging a meeting with Cr Gebadi and further consultation with Bamaga residents.	EMO	14.12.2022
Old cars on William Street need to be removed as they are rusting on top of each other	18/01/2023 06/04/2023 23/05/2023 14/06/2023 19/07/2023 18/08/2023	No action in December / January Has been delayed due to sorry business. Hope to be able to action during April Majority have been removed. Remainder will be removed before on-site works commence. As Above Regulatory Services staff to contact owner Compliance notice are being issued	EMCRS	14.12.2022

Action	Updated	Update	Person Responsible	Date of Meeting
Possible grant funding for fans and new doors at Seisia Hall	18/01/2023 17.02.2023 16/03/2023 14/06/2023 25/07/2023 29/08/2023	To be scoped to seek future funding To be part of S&R MIP Infrastructure funding Application made awaiting feedback State advice that all projects were unsuccessful. Awaiting response from Department as all projects in Indigenous Communities were not funded Building Team engaged to inspect and report on condition of roller doors. Roller doors need adjusting, this work is scheduled to be completed by mid-August. Quotes received for ceiling fans to be assessed by P&F team. Funding unsuccessful and added to project list. Property and Facilities to engage Building and Maintenance Team on solution for fans as initial quote that came back may not be appropriate fans for the hall. Grants/Finance team to be engaged to identify funding source.	EMCS	14.12.2022
Follow up IBA regarding support for Aboriginal Communities	17.02.2023 15/03/2023 18/04/2023	Meeting held and new support confirmed. Meeting with IBA on 03.03 to confirm home ownership loan process and schedule workshops for home ownership and business creation Meeting held. Home Ownership being progressed. Waiting on tenure for IBA. Small Business Workshop being scheduled for May Funding received for Small Business Workshop and matter progressed	CEO	25.01.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	23.05.2023 29.08.2023	Workshop scheduled for late August TSRA did not confirm attendance so IBA has postponed. DATSIP supporting with organising		
F/up CEQ r.e. Injinoo Shop	17.02.2023 16/03/2023 18/04/2023 23.05.2023 29.08.2023	Meeting held with CEQ and visit occurring late Feb from CEQ to progress CEQ has visited the sites to progress Cost is about \$500-600k. Internal communications at CEQ about how to support Meeting held with CEQ on 19/05/2023 with various options to assist. To be discussed further and capital funds sourced Preferred option identified by Cr Nona. Email sent to CEQ to progress.	CEO	25.01.2023
Opportunity for Tea Room at Umagico Shop	16/03/2023 18/04/2023 23.05.2023 07.06.2023 19/07/2023 22/08/2023	Scope being prepared for W4Q funding Umagico Supermarket Manager to discuss at report today Scoped and on order Progress on track Kitchenette materials have been ordered and are being delivered during July. Kitchenette will be installed on its arrival Kitchenette has been installed, sink is operational, just awaiting cupboard doors.	EMCRS	24.02.2023
F/up Stingers Program and support from Royal Lifesaving	16/03/2023 18/04/2023 23.05.2023 07.06.2023 17/07/2023	Awaiting response Awaiting contact information to progress Contact made and awaiting reply Follow up with an email, awaiting reply Still progressing with https://rlssq.com.au to get stinger signage.	EMCRS	24.02.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	29/08/2023	Nil response. Progressing internally		
F/up maintenance of Turtle Project	18/04/2023 23.05.2023 15/06/2023 25/07/2023	Request sent to CDP. Awaiting PM to return to leave to follow up CDP having resource challenges. Looking at opportunities under new project for long term solution CDP project being investigated CDP no longer able to assist. Scoping requirements for the variety of community requests	CEO	22.03.2023
Trim branches along side of Nona Bridge	18/04/2023 23/05/2023 19/07/2023 23/08/2023	To be allocated to tree lopper when next in community Quote has been requested Contractor has been engaged and is scheduling works for August Works completed	EMO	22.03.2023
Finish Fence at Bamaga Sprinklers	18/04/2023 23/05/2023 14/06/2023 19/07/2023 23/08/2023	P&G Staff currently working on Injinoo Pond Fence. Will continue with Bamaga Fence once completed Reported that this is a large job and may require capital funding. Will inspect with Works Manager during the week of 5 th June. Quotes have been requested and contractors reminded to provide quotes Only one of the four sides of the sprinkler paddock is fenced. The length of fencing required is 730m Works scheduled to be completed once the Council Backhoe is repaired Works yet to commence	EMO	22.03.2023

Action	Updated	Update	Person Responsible	Date of Meeting
Check spotlight at Injinoo Hall	18/04/2023 23.05.2023 14/06/2023 25/07/2023 29/08/2023	Not working. Electrician reviewed two weeks ago and has ordered materials to replace Front 3 x (single standalone) spotlight, two working, one not working. Rear – 3 x fixed spotlight working. Western side – single spotlight, not working. Quotes will be invited to repair, 1x standalone spotlight & 1 x fixed spotlight to the western side of building. No updates this reporting period. P&F to follow up with B&B Electrics on schedule of works. Works to be completed by 20OCT2023 for event. Property and Facilities team following up with B&B Electrics for scheduling this work to be ready for the event on 20 September 2023.	EMCS	22.03.2023
F/up CDP re grass at Injinoo Church	18/04/2023 23.05.2023 15/06/2023 25/07/2023	Request sent to CDP. Awaiting PM to return to leave to follow up CDP having resource challenges. Looking at opportunities under new project for long term solution CDP project being prepared CDP no longer able to assist. Scoping requirements for the variety of community requests	CEO	22.03.2023
Vacant houses maintenance has ceased	23.05.2023 25/07/2023 29/08/2023	Escalated to QBuild & CHDE. Contractor follow up occurring Update provided at JOM & TWG. Being followed up with QBuild regularly Yard has been cleaned up.	CEO, EMCS	18.04.2023

Action	Updated	Update	Person Responsible	Date of Meeting
Community History Walls in IKCs	23.05.2023 19/07/2023 18/08/2023	Resources have started arriving to be displayed Last of the resources due to arrive in July Due to staff shortage, this project has not yet been finalised. Email sent to IKC team	EMCRS	18.04.2023
F/up Bamaga Hall Kitchen & Basketball Hoops incl ventilation in Kitchen and fridges	23.05.2023 14/06/2023 25/07/2023 25/08/2023	Fridges are working. Fire extinguishers has been replaced. WIP. Update of scope of works to June meeting. F/up refrigeration of fridges as they are not getting cold Signs have been placed on fridge "Do not turn off". Fridges intermittently work, sometimes the fridges are warm, next day freezing, diagnosis ongoing. Exhaust fan in the kitchen is working. P&F team to engage Building Team to scope works for security screen mesh on kitchen window and security screen door on single access door to kitchen. This will help improve air circulation during kitchen use. Internal req sent to Building and Maintenance Team for screens on the windows and door. Building and Maintenance Team investigate a solution for the missing winch handle to raise and lower the basketball boards.	EMCS	18.04.2023
NPA Map for Mayor Office	15/06/2023 29/08/2023	In progress. Suitable map identified. Progressing with DATSIP	EAOM	29.05.2023
F/up meals provision at HACC regarding allergies and diabetic healthy eating guidelines	07.06.2023	In conversations with the Manager to look at new menu options.	EMCRS	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	19/07/2023 23/08/2023	Survey conducted with clients to improve HACC services Further discussions held with new HACC staff, new letter issued to clients to gather more information		
F/up with Biosecurity Queensland & Tropical Public Health regarding potential communication and signage to prevent the transportation of horses into the region	07.06.2023 19/07/2023 18/08/2023	F/up contact with Biosecurity and TPH to progress conversations regarding signage. Discussed during TPH visit. Awaiting follow up Additional phone calls made, staff are in training, a meeting will be scheduled upon their return from training in Cairns.	EMCRS	29.05.2023
Audit of concrete charges at Batching Plant to review charging	14/06/2023 25/07/2023 29/08/2023	Directive given to ensure all quotes have a 30-day expiry from the date of issue. Review of Charges to begin with Acting Supervisor Batching Plant once operations have settled with resourcing changes No update this reporting period. No update this reporting period. Resourcing challenges have hindered administration responsibilities.	EMCS	29.05.2023
Concrete Waste Strategies to utilise extra concrete incl slab at new dump point	14/06/2023 25/07/2023 29/08/2023	To be initiated, no updates this reporting period. No update this reporting period. No update this reporting period. Resourcing challenges have hindered administration responsibilities.	EMCS	29.05.2023
Scoping for future projects requested to identify potential funding sources incl Seisia Church repairs and Main Esplanade Fencing and Public Toilets	14/06/2023 25/07/2023	To be commenced Projects added to list for future funding sources. Inspection undertaken at Seisia Church. Asbestos training / contractors	EMCS, EMO	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	29/08/2023	needed prior to maintenance works being undertake Discussion underway with NPA Earthmoving Yusia to use the chopped down tree to block vehicle to the access beach. Seisia Church has been fenced off due to asbestos in the building. WHS Team to implement safety plans to manage Asbestos before plans can be undertaken to restore or repair the Church.		
Trimming Overhang trees on streets across NPA incl Wasiu St at top of hill, Adidi St Mango Trees, Almond Tree on Koraba Rd on bend to Seisia Wharf, front of Council office, Dreamtime at Carpark Area	14/06/2023 19/07/2023 23/08/2023	Tasked to Building Manager to request quotes Quotes received and contractor be engaged and complete works in August Works completed	EMO	29.05.2023
Remove old jellyfish box at Seisia Park	14/06/2023 25/07/2023 23/08/2023	Tasked to P&G Tasked to be removed in July Removed	EMO	29.05.2023
Clean of grass and coconuts at Drains across NPA incl Drain at Fishbowl, Paii & Gowa cl storm drains	14/06/2023 19/07/2023 23/08/2023	Tasked to P&G As above Ongoing	EMO	29.05.2023
Erosion on road between CYIT and Quarry Heights	14/06/2023 19/07/2023 23/08/2023	Tasked to Works This scour has been photographed and is being included in a sealed road NDRRA submission being developed Part of DRFA restoration Submission	EMO	29.05.2023
Removal of Old Church at New Mapoon	14/06/2023	Government champion providing support to look at options within Government	CEO	29.05.2023
W4Q Scope at New Mapoon to incl Gazebos if funds allow	14/06/2023 25/07/2023 29/08/2023	Feedback provided to Project Manager Department did not approve Project Variation. Following up post EOFY	CEO, EMO	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
		Waiting on Department of Local Government to permit variation to be resubmitted		
Trim tree on Wasiu St causing hazard at top of hill	14/06/2023 19/07/2023 23/08/2023	Tasked to Building Manager to request quotes Quoted and contractor to be engaged and works to be completed in August Works Complete	EMO	29.05.2023
Damage to bus lane in Bamaga outside Council Office	14/06/2023 19/07/23 23/08/2023	Tasked to Works Repair are scheduled to be completed in August Quotes being sourced	EMO	29.05.2023
Adidi St – removal of broken cars on main rd	07/06/2023 19/07/2023 18/08/2023	F/up with MRS to remove vehicle Scheduled to be removed in July Compliance notice are being issued	EMCRS	29.05.2023
Removal of coconut trees at old Police Station Site	14/06/2023 19/07/2023 23/08/2023	Tasked to Building Manager to request quotes Quotes received to remove three trees contractor to be engaged and works in August Works completed	EMO	29.05.2023
Inspection and repair of toilets at Bamaga Courts including removal of rusted mesh	14/06/2023 25/07/2023 29/08/2023	To be initiated, no updates this reporting period Inspection has been conducted and works progressed Engaged Building and Maintenance Team to inspect the rust in the roofing structure of the toilets. Due to rust, parts on the roofing structure will need replacing in 2 years. In the interim, solutions are being investigated to improve the look of the	EMCS	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
		rust such as painting the roof purlins/mesh.		
Submerged machinery in Mosby Creek	15/06/2023 29/08/2023	Verbal catch up to be held with Owner this week Owner confirmed the vehicles will be removed. Works Manager working with owner for available plant to relovate	CEO	29.05.2023
Leak at Mudu St Roundabout	15/06/2023 19/07/2023 23/08/2023	Tasked for plumber to follow up This area has been photographed and is being included in a sealed road DRFA submission being developed DRFA submission being developed	EMO	29.05.2023
Lights at ANZAC Park Toilets & Shed	14/06/2023 25JUL2023 19/07/2023 29/08/2023	To be initiated, no updates this reporting period P&F Team has had discussion with Building Manager and B&B Electrics on options to supply power to area. Scope of works and costings needs to be developed in collaboration with Building Manager. Quote has been requested for electricity to be connected and lights installed in the Toilets, Rotunda and Ceremony shelter. Building Manager engaged B&B Electrics to provide quote for powered lights at toilets, rotunda and power point at front shelter with lights.	EMCS	29.05.2023
Options for lights within trees at ANZAC Park	14/06/2023 25/07/2023 29/08/2023	To be initiated, no updates this reporting period P&F Team are discussing ideas and sourcing different options.	EMCS	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
		Property and Facilities Team and looking into the best type of lights for the area such as solar fairy lights etc..		
Timeline for demolition of old Motlop House	14/06/2023 19/07/2023 23/08/2023	Tasked to Building Manager to request quotes Vegetation has been cleared temporary fencing and signage is scheduled to be installed by the mid July. Council can apply to have the house removed as part of housing project No timeline can be provided structure to be demolished as part of future funded works to construct a new house	EMO	29.05.2023
Beautify and repaint bus stops in Bamaga	14/06/2023 19/07/2023 23/08/2023	Tasked to Building Manager to request quotes Contractors have been engaged and works scheduled to start in Mid July on the Adidi Street and Sagaukaz street shelters and rolling out to other shelters. Adidi Street and Sagaukaz street shelters completed by Council carpenters	EMO	29.05.2023
Clean and repair of Bamaga Monument	07/06/2023 24/08/2023	Waiting on weather and will be completed Shortfall on budget additional funding need to be identified, will forward it to the grants to assist.	EMCRS	29.05.2023
Blind spot at Post Office Fence	14/06/2023 25/07/2023 29/08/2023	To be initiated, no updates this reporting period Liaising with BEL to find best solution to issue Blind spot visually inspected. Property and Facilities Team to engage Building and Maintenance Team to resolve the issue.	EMCS, CEO	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
F/up opportunities for additional Sports and Rec funding	07/06/2023 19/07/2023	MCS seeking funding opportunities As above. Potential to be included as part of advocacy regarding health	EMCRS	29.05.2023
Report on progress regarding Umagico Toilet at oval	25/07/2023 29/08/2023	P&F Team to engage with Building Team to inspect and create scope of works to finish the build. Funding needs to be identified. Project has been scoped. Preparing submission for round 2 of the Minor Infrastructure Funding	EMCS	20.06.2023
Repair of Lights at Yusia Ginau Field & Basketball Courts	25/07/2023 29/08/2023	Issue is beyond the expertise of P&F Team. Operations engaged for their technical expertise and coordination. NPARC does not have the equipment (cherry picker/crane) to support and maintain/repair the types and height of oval lights that were installed. Estimated cost to bring cherry picker from Cairns would be \$10,000 per day to hire plus freight. B&B Electrics are speaking with manufacturer for alternative solutions. Recommendation to assess all other lighting towers to ensure we can service them locally without the need for costly external equipment each time an oval light needs services/repairs. There is an opportunity to use the crane in the area for the Dept. of Education works at the school during Sep. Property and Facilities engage B&B Electrics to order the parts needed to repair the lights to have	EMCS	20.06.2023

Action	Updated	Update	Person Responsible	Date of Meeting
		them ready in case we can use the crane when it is here.		
Seisia Hall electrical capacity issues	20.06.2023 25/07/2023 29/08/2023	Electrical report indicates no issues with electrical circuits, circuit breaker trips when too many devices are in use overloading the circuit. P&F team have organized with B&B Electrics to provide a quote to increase the capacity to support community events. Initial verbal response is that Ergon will need to be contacted to see if capacity can be upgraded as a 3-phase power supply will be needed. Ball Park figure for upgrade is \$50k Funding to upgrade the electrical system to be identified. Property and Facilities are engaging B&B Electrics.	EMCS	20.06.2023
Seisia Hall toilet plumbing issues	20.06.2023 25/07/2023	Toilets at Seisia Hall has a history of toilet plumbing issues with the pipes becoming blocked leading to the toilets overflowing causing water to backflow onto the floor. This is a health risk for patrons and events at Seisia Hall. There are multiple contributing factors to the Wastewater/Sewage issues: <ul style="list-style-type: none"> • Sewerage pit requires a complete overhaul as the pump guide rails and pedestals are broken and corroded • The Sewerage Pit has only one pump running with a bypass hose to keep the pump station running, if the pump capacity is reduced in any way i.e., a 	EMCS	20.06.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	29/08/2023	<p>restriction or blockage this can cause overflow into the creek</p> <ul style="list-style-type: none"> • Rainwater ingress into this Sewerage system is significant during the wet season, the small pump struggles to keep up • During the last sewerage event where sewerage spilled into the town hall, the Sewer overflow outlet was under water by 300mm forcing the sewerage to push back into the hall • Possibility that tree roots have entered through the sewer pipes causing blockages • Possible that sewer overflow may have debris <p>P&F team have engaged Operations for reparation works on short term workarounds which is a temporary fix. To resolve the ongoing issues, a longer-term engineering solution is needed involving State Government (DES) engagement. This process was started 10 months ago. Far North Plumbing cleaned out the sewer line. The pipes are broken and roots from the large tree were found in the pipe. As roots were confirmed in the pipes, the tree was cut down. Replacement of the broken pipes has been scheduled.</p>		
F/up private burial at house in Bamaga	24/08/2023	Called Preston Lawyers, awaiting legal advice on how to progress.	EMCRS	25.07.2023

Action	Updated	Update	Person Responsible	Date of Meeting
F/up Crocodile management with DES and signs at Poi Poi St & Bamaga Oval	23/08/2023	Raised by CEO with DES staff during meeting on Tuesday 22 nd August. DES staff committed to reporting to appropriate section within DES for action and reporting back	EMO	25.07.2023
F/up with Apudthama IIAC regarding caring for country work as part of Dan Ropeyarn Cup	24/08/2023	Meeting scheduled to discuss further	EMCRS	25.07.2023
F/up regarding erecting fence for grave beside Injinoo Lookout toilets	23/08/2023	Tasked to P&G for future works	EMO	25.07.2023
F/up with Harbour Master regarding management of the Wharf Light by Seaswift	23/08/2023	Lights have been inspected. Power cables were removed as part of wharf upgrade works in 2019- 2020 A quote to replace small solar lights will be provided to TMR in September	CEO, EMO	25.07.2023
Trim trees outside Dreamtime	23/08/2023	No action during August Tasked to Building Manager	EMO	25.07.2023
F/up Stores regarding brand of bin that is stocked to work with the Bandit	29/08/2023	Stores advised to source an appropriate bin that is strong enough to handle the Bandit picking it up.	EMCS	25.07.2023
Investigate block next to speedbump in Seisia Subdivision to prevent cars	23/08/2023	Tasked to roads for action when next in Seisia with appropriate machinery	EMO	25.07.2023
Install road block in Seisia Church Carpark to prevent cars running through	23/08/2023	No action during August Tasked to P&G Manager	EMO	25.07.2023
Investigate feasibility of contractors undertaking esplanade clean up at Seisia	23/08/2023	No action during August Tasked to P&G Manager	EMO	25.07.2023
New Injinoo Cemetery Lock	23/08/2023	No action during August Tasked to P&G Manager	EMO	25.07.2023
Iron being stored near tree at Injinoo Cemetery	23/08/2023	P&G tasked to remove	EMO	25.07.2023
F/up watering / sprinklers at Yusia Ginou Oval	18/08/2023	Parts have arrived, sprinkler working	EMCRS	25.07.2023
F/up bins and emptying at Yusia Ginou Oval	18/08/2023	Works completed	EMCRS	25.07.2023
F/up tenant tidiness at Council Social Housing	29/08/2023	No update this reporting period	EMCS	25.07.2023

Action	Updated	Update	Person Responsible	Date of Meeting
F/up condition of walls in Change Room at Yusia Ginau Oval	23/08/2023	Internal order raised with carpentry team to do repairs.	EMCRS	25.07.2023
Communication with families regarding flowers and rubbish being left at Bamaga Cemetery	23/08/2023	Meeting scheduled with Funeral Assistant team to scope out bins and signage.	EMCRS, EMCS	25.07.2023
Investigate roots of tree at Bamaga Cemetery causing issues	23/08/2023	No action during August Tasked to Building Manager	EMO	25.07.2023
Trim branches on almond tree over road at Seisia	23/08/2023	No action during August Tasked to Building Manager	EMO	25.07.2023
Injinoo Service Station stock of Pies & Sausage Rolls	18/08/2023	Working with Manager to schedule an ordering system	EMCRS	25.07.2023

Resolutions

Resolution	Updated	Update	Person Responsible	Date of Meeting
August 2023 Community Meetings	29/08/2023	Meetings held. Further update regarding Umagico in this meeting	CEO	25.07.2023
Concession Policies	29/08/2023	Policies updated and published. Emails sent to relevant organisations regarding concessions	CEO	25.07.2023
Grant of Concession to Skytrans	29/08/2023	Concession Granted	CEO	25.07.2023
New Mapoon & Umagico Public Toilets	23/08/2023	Relevant Managers have been advised of Council Resolution	EMOs	25.07.2023
Councillor Remuneration Submission	29/08/2023	Submission made	CEO	25.07.2023
LGAQ Annual Conference Motion	29/08/2023	Motion submitted	CEO	25.07.2023
NPA & Torres Strait Health Inquiry	29/08/2023	Correspondence sent as per resolution	CEO	25.07.2023
DA2023_010 Development Application at Bamaga Poi Poi St	25/07/2023	Advice provided to BEL. BEL requested matter be held off until August	CEO	27.06.2023
Tender Award – NP1	14/06/2023	Successful & Unsuccessful advised of the delay and cause of delay	EMO	30.05.2023
	19/07/2023	Letters delivered. State advocating with Federal Government regarding review procedure		
Compensation Agreement with Ipima Ikaya Aboriginal Corporation RNTBC	15/06/2023	Further advice provided to Preston Law awaiting feedback	CEO	30.05.2023
	19/07/2023	Awaiting on IIAC / CYLC		
Update on NPARC Boiled Water Alert	23/05/23	State funds have been allocated, state officer are following their procurement process to engage Veolia under a preferred / sole supplier arrangement.	EMO	18.04.2023
	25/07/2023	State has raised a PO for VEOLIA to supply and install new Membranes. Delivery of membranes to NPA is expected in September.		
NPARC Policy Compliance Audit	18/04/2023	Deferred to May meeting. Department of Local Government availability to conduct workshop is in mid-May	CEO	22.03.2023
	23.05.2023	Deferred to June due to availability		
	25/07/2023	As per earlier update		
NPARC Report into Operations of the Council Pool	15/03/2023	Contract has been drafted. Waiting on maintenance schedule	EMCRS	24.02.2023
	23/05/2023	Contract has been finalised. Waiting on qualifications		
	07/06/2023	Qualifications are being reviewed		

	17/07/2023 18/08/2023	Negotiating options with parties Still progressing		
Master Plan Adjustment	17.02.2023 15.06.2023 25/07/2023 29/08/2023	Public notification on hold pending further discussions with BEL Advice provided by RILIPO to progress Public consultation to commence in August Notice drafted to be published	CEO	25.01.2023
NPARC Camping Policy	22/09/022 16/03/2023 23/05/2023 15/06/2023 25/7/2023 29/08/2023	On hold as per request of council due to boundary with Torres Shire. Options <ul style="list-style-type: none"> - Joint enforcement policy with Torres Shire - Only enforce on part of land within NPARC boundary. This will be tricky given it is not an exact boundary Joint Local Government Activity once framework established for Esplanade Enforcement Nil engagement by Torres Shire Policy being finalised independently of Torres Shire Policy reviewed to be adopted at August Council Meeting Deferred to September due to large amount of business on agenda	CEO	17.08.2022



Title of Report: Operational Update on Property and Facilities

Agenda Item: 8.1

Classification: For noting

Author Property & Facilities Manager

Attachments Service Delivery Details

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

To provide a summary of current operations within the NPARC (Northern Peninsula Area Regional Council) Property and Facilities team.

STAFFING

The Property & Facilities team (PF) consists of 1 x Manager, 2 x Property Officers and 2 x internal Cleaners.

<u>Staff Name</u>	<u>Position Title</u>
Gina Peter	Property & Facilities Manager
Sonia Waller	Property & Leasing Administration Officer
Beau Nawakie	Property Officer
Elizabeth Yoelu	Cleaner
Kevlin Taviluvalu	Cleaner

SCOPE OF DELIVERY

Property and Facilities Team have a service portfolio of 22 services involving 179 business functions to deliver those services.

Refer to Appendix 1 for detailed scope of services and business functions to deliver those services.

2 x staff members deliver the Cleaning Service to our 31 identified facilities and buildings within our five communities.

Refer to Appendix 2 for detailed cleaning duties/tasks.

Forward strategic planning to improve the quality and quantity of staff housing to attract and retain staff.

- Upgrade the condition and appearance of staff housing
- Centralizing staff accommodation

- New sub-division
- Upgrade the furnishings in staff accommodation

ACHIEVEMENTS

Noise meeting with Queensland Police Service (QPS), Department of Housing (DoH), Justice Group, Property and Facilities team, Executive Manager Corporate Services and CEO are progressing. There has been a reduction in meeting due to changes in staff with QPS and DoH. We are currently meeting again to assess the complaints and identify the problematic houses.

Cleaners work vehicle has been changed from a Toyota corolla to a Toyota Hilux (twin cab low). Enabling easier transportation of equipment and materials onsite. This also has helped to remove and dump large bags of shredding paper.

Umagico oval lights has been successfully repaired. Communications was damaged due to an electrical storm. Electrician and Locksmith has successfully repaired and manually re-boot the system. Lights can now be manually and remotely activated via Control Link APP.

OUTCOMES

Data

Social Housing Applications

Applicants	Preferred Community	Alternative Community
0	Seisia	5
3	New Mapoon	0
10	Bamaga	4
1	Umagico	1
0	Injinoo	4
2	Did not indicate	0
16		

Staff Housing

There is a total of 26 staff houses with 20 being tenanted. There are 6 vacant staff accommodation all earmarked for identified positions, three of these are currently undergoing minor vacate maintenance. Two staff housing currently tenanted are under review for planning of major renovations.

Staff Housing	Total Count
Total Staff Housing	26
Tenanted	20
Vacant Available	3
Vacant Unavailable	3

Potential Housing Requirements	6
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Social/Community Housing

There is a total of 49 social or community houses. 47 of these are tenanted with two marked for demolition. There are no current vacancies for social houses.

Social Housing	Total Count
Total Social Housing	49
Tenanted	47
Vacant	0
Schedule demolition	2

Impact

Lack of availability in social housing to community is contributing to overcrowding and significant pressure on families.

Gaps

Lack of resources with internal plumbers, electricians have delayed or slowed progress on works to be carried out in a timely manner.

CHALLENGES

- Limited resources on availability of electricians and plumbers have impacted on progress of works.
- Works need to be outsourced either via our already exhausted building and maintenance team or external contractors.
- Restraints in budget often contributes to delays in works, due to the amount of works required to be completed.
- Staff are under resourced to collect data required for new asset management systems.
- Repairs to the Bamaga Oval lights are ongoing. Light poles are not collapsible, and electrician requires a crane to be able to get up to lights to see what the issues are. P&F team are looking to work with external stakeholders to utilise a crane in September so an electrician can assess lights and order materials.
- Difficulties coordinating cleaners, without onsite team leader or supervisor.
- Unforeseen or urgent works often takes cleaners away from their planned work.
- Lack of appropriate equipment and capacity to do thorough clean at Community Halls.
- Community halls are booked on a regular basis, with weekly recreational activities, religious conferences, cultural events, and community service engagements. The challenges with hall hire are:
 - Delayed in return of keys after usage.
 - Return of waiver of fees condition.
 - Short timeframe between bookings.



- Reschedule of cleaners works, which reduced planned works.

RECOMMENDATIONS

Any recommendations to improve future delivery

- Engage consultant to collect data and material to input in new asset management systems. This will help identify and plan & schedule works on our buildings and facilities maintenance.
- P&F team to acquire quotes or find solutions to replace current light poles at Bamaga oval to adjustable poles so repairs and maintenance can be carried out without the aid of a crane.
- Suggestion of introduction of penalty fees for not returning keys on time.

End of Report

Appendix 1 – Scope of Services and delivery

Service	Function
47 x Social Housing	<ul style="list-style-type: none"> - Repairs & Maintenance - Upgrade works - Tenancy agreements - Housing applications - Housing allocations - Housing inspections - Housing complaints etc., noise complaints - Housing entry and exits - Cleaning entry/exit - Develop asset management plans via UNGANCO. - Develop and maintain Rent Register - Management of rent collections
27 x Staff Housing	<ul style="list-style-type: none"> - Repairs & Maintenance - Upgrade works - Tenancy agreements - Housing applications - Housing allocations - Housing inspections - Housing complaints – noise complaints - Housing entry and exits - Cleaning entry/exit - Develop Asset Management Plans via UNGANCO. - Develop and maintain Rent Register - Asset disposal including providing storage - Management of rent collections - Organizing monthly power cards for staff
6 x Community Halls Injinoo / Umagico / Bamaga / New Mapoon Office / New Mapoon Multi-Function Sports Hall / Seisia	<ul style="list-style-type: none"> - Taking booking from community - Managing keys for all halls - Manage shared calendar with bookings - Arranging cleaning for functions - Arranging entry and exit inspections with community for functions. - Repairs and maintenance - Planning and scoping of future upgrades - Working with Grants to actively seek grand funding opportunity to secure works. - Entry and exit inspections - Implementation of recommendation from WHS team via inspections and reports. - Future planning of acquiring table and chairs for function. - Improvement to security and fencing. - Asset disposal including providing storage - Management of Fire Equipment & Services - Management of WHS signs and safety plans - Organizing monthly power cards for Seisia hall - Management and implementing fees and charges / waiving of fees

Appendix 1 – Scope of Services and delivery

	<ul style="list-style-type: none"> - Issuing invoices/quoting for external stakeholders on hiring of halls.
<p>4 x Administration Buildings Injinoo / Umagico / Bamaga / New Mapoon</p>	<ul style="list-style-type: none"> - Repairs and maintenance - Acquiring office furniture - Asset disposal including providing storage - Arranging office furniture for set up of office spaces - Implementation of recommendation from WHS team via inspections and reports. - 24 hour receiving calls for CHUBB monitoring service. - Management of WHS signs and safety plans - Management of Fire Equipment & Services - Flag poles and ordering of new flags
<p>5 x Sporting Facilities inc, oval lights and building and structures Injinoo / Umagico / Bamaga / New Mapoon & Seisia</p>	<ul style="list-style-type: none"> - Repairs & Maintenance - Upgrade works - Key management systems - Develop asset management plans via UNGANCO - Planning and scoping of future upgrades - Working with Grants to actively seek grand funding opportunity to secure works - Implementation of recommendation from WHS team via inspections and reports. - Security and fencing - Electricity poles and switch boards - Lighting poles and fixtures - Repairs and Maintain water pumps - Management of WHS signs and safety plans - Management of Fire Equipment & Services
<p>Contractors Accommodation</p> <ul style="list-style-type: none"> - 14 x single rooms each with ensuite - 1 x two bedroom self-contained disable donga, with built in kitchen, laundry and dining. - Shared Kitchen and dining - Shared Laundry - Shared outdoor area - Garden shed - Pathways - Grounds and gardens 	<ul style="list-style-type: none"> - Taking booking from community and external stakeholders - Management of key collection and return - Manage shared calendar with bookings - Arranging exit cleaning - Preparations of rooms for incoming guest - Repairs and maintenance - Planning and scoping of future upgrades - Working with Grants to actively seek grand funding opportunity to secure works. - Maintenance grounds and gardens, including cleaning of all pathways and concrete outdoor sitting area. - Replacement of inventory for whole camp - Monitoring and ordering of complementary products, tea, coffee, sugar. - Monitoring and ordering of all cleaning products and equipment. - Implementation of recommendation from WHS team via inspections and reports. - Management of WHS signs and safety plans - Management of Fire Equipment & Services

Appendix 1 – Scope of Services and delivery

	<ul style="list-style-type: none"> - Issuing invoices/quoting for external stakeholders on hiring of accommodation.
Council Workshops and Depots	<ul style="list-style-type: none"> - Repairs and maintenance - Security and fencing - Electricity and networks - Cleaning - Damages due to vandalism - Implementation of recommendation from WHS team via inspections and reports. - Management of WHS signs and safety plans - Management of Fire Equipment & Services -
Airport Terminal	<ul style="list-style-type: none"> - Repairs and maintenance - Security and fencing - Cleaning - Flag poles and ordering of new flags - Implementation of recommendation from WHS team via inspections and reports. - Management of WHS signs and safety plans - Management of Fire Equipment & Services
IKC (Indigenous Knowledge Centre) Offices	<ul style="list-style-type: none"> - Repairs and maintenance - Security and fencing - Electricity and networks - Cleaning - Damages due to vandalism - Management of WHS signs and safety plans - Management of Fire Equipment & Services
HACC	<ul style="list-style-type: none"> - Repairs and maintenance - Security and fencing - Electricity and networks - Cleaning - Management of WHS signs and safety plans - Damages due to vandalism - Management of Fire Equipment & Services
Injinoo Servo	<ul style="list-style-type: none"> - Repairs and maintenance - Security and fencing - Electricity and networks - Damages due to vandalism - Management of Fire Equipment & Services - Monitoring of CHUBB - Management of WHS signs and safety plans
Umagico Store	<ul style="list-style-type: none"> - Repairs and maintenance - Security and fencing - Electricity and networks - Damages due to vandalism - Management of Fire Equipment & Services - Monitoring of CHUBB - Management of WHS signs and safety plans
Ranger Base	<ul style="list-style-type: none"> - Repairs and maintenance - Security and fencing - Electricity and networks

Appendix 1 – Scope of Services and delivery

	<ul style="list-style-type: none"> - Damages due to vandalism - Management of Fire Equipment & Services - Management of WHS signs and safety plans
Batching Plant	<ul style="list-style-type: none"> - Repairs and maintenance - Security and fencing - Electricity and networks - Damages due to vandalism - Management of Fire Equipment & Services - Management of WHS signs and safety plans - Organizing monthly power cards for Batching Plant Office
<u>Post Office/BEL/IKC</u>	<ul style="list-style-type: none"> - Repairs and maintenance - Security and fencing - Electricity and networks - Damages due to vandalism - Management of Fire Equipment & Services - Management of WHS signs and safety plans
Swimming Pool	<ul style="list-style-type: none"> - Repairs and maintenance - Security and fencing - Management of WHS signs and safety plans - Electricity and networks - Damages due to vandalism - Management of Fire Equipment & Services
Public toilets	<ul style="list-style-type: none"> - Repairs and maintenance - Security and fencing - Electricity and networks - Damages due to vandalism
All buildings and structures on commercial leases	<ul style="list-style-type: none"> - Repairs and maintenance - Major upgrades - Condition report inspections - Arrange evaluation inspections - Management of WHS signs and safety plans - Management of Fire Equipment & Services - Vacate inspections - Entry inspections - Routing inspections - Arrangement of schedule of vacant works - Arrangement of scoping of vacant works
Repairs and Maintenance and upkeep of the following places	<ul style="list-style-type: none"> - All public parks playground and equipment - All public park fencing - All public park amenities block - All public outdoor basketball courts - Injinoo Lookout facilities - Seisia Esplanade - All NPARC owned electricity pole - Organizing monthly power cards for Injinoo Lookout
Management of NPARC Building and Facilities Keys Register	<ul style="list-style-type: none"> - Key audits - Management of the Key register - Key cuts - Change of locks

Appendix 1 – Scope of Services and delivery

	- Key storage
Identifying and responding to Council Action Register	As directed by EMCS
Cleaning (See Appendix 2	<ul style="list-style-type: none"> - General clean - Deep Clean - Staff Accommodation Entry/Vacate clean - Event Start/End clean - Housekeeping

Appendix 2 - Service Delivery

Cleaning Service Delivery & Scope of works

Community	Location	Cleaning Duties/Tasks
Injinoo	NPARC Admin Office – Corporate Services including 2 x female toilet + washbasin / 1 x male toilet + washbasin, board room, kitchen, reception, 2 x offices and open floor spaces.	<ul style="list-style-type: none"> - Sweep/vacuum - Mop - empty bins (desk, kitchen, boardroom), - wipe surface area, - clean reception front door and perplex glass between waiting area and reception. - Wipe down furniture in reception - scrub all toilets, - replenish hygiene products, window and sills, - Aircon filters, vents, and exhaust fans. - Blinds & curtains - Blow & hose veranda, - pick up rubbish when necessary if bins are tipped over. - Ordering of cleaning and hygiene products for office. - Cleaning of kitchen surface areas, wipe down table and furniture. - Clean kitchen fridge.
Injinoo	Public Hall inc public toilets	<ul style="list-style-type: none"> - Main floor -Sweep, blow - When necessary, wash floors with fire extinguisher - Clean kitchen – wipe surfaces, clean stove, clean floors - Clean veranda - Clean male and female toilets/washbasin/bins/floors and replenish hygiene products.
Injinoo	Service Station	Unable to attend due to staffing
Injinoo	Batching Plant Office & Kitchen	Unable to attend due to staffing
Injinoo	Carpenters Shed	Unable to attend due to staffing
Injinoo	IKC	Unable to attend due to staffing
Umagico	Admin Building - Operations	<ul style="list-style-type: none"> - Sweep/vacuum - Mop - empty bins (desk, kitchen, boardroom),

Appendix 2 - Service Delivery

		<ul style="list-style-type: none"> - wipe surface area, - clean reception front door and perplex glass between waiting area and reception. - Wipe down furniture in reception - scrub all toilets, - replenish hygiene products, - widow and sills, - Aircon filters, vents, and exhaust fans. - Blinds & curtains - Blow & hose veranda, - pick up rubbish when necessary if bins are tipped over. - Ordering of cleaning and hygiene products for office. - Cleaning of kitchen surface areas, wipe down table and furniture. <p>Clean kitchen fridge.</p>
Umagico	Works Depot – Cliffy and Roberts office	<ul style="list-style-type: none"> - Sweep/vacuum - Mop - empty bins (desk, kitchen, boardroom), - wipe surface area, - clean reception front door and perplex glass between
Umagico	Works Depot – Hygiene Depot	Unable to attend due to staffing
Umagico	Works Depot – Roads Office	Unable to attend due to staffing
Umagico	New – Regulatory Services Office	Unable to attend due to staffing
Umagico	Umagico IKC	Unable to attend due to staffing
Umagico	Contractors Accommodation <ul style="list-style-type: none"> - 14 x single rooms each with ensuite - 1 x two bedroom self-contained disable donga, with built in kitchen, laundry and dining. - Shared Kitchen and dining - Shared Laundry - Shared outdoor area - Garden shed 	Clean each individual rooms <ul style="list-style-type: none"> - Strip beddings - Wash and dry beddings - Remake beds - Sweep and mop floors - Scrub toilets - Scrub shower and glass doors - Clean handbasin and mirror - Empty bins replace liners - Wipe down wardrobe cupboard - Clean and wipe out mini bar fridge - Refresh rooms with hygiene products, bath & face towels,

Appendix 2 - Service Delivery

	<ul style="list-style-type: none"> - Pathways - Grounds and gardens 	<p>floor mats, fresh linen, and blanket.</p> <ul style="list-style-type: none"> - Report any repairs and maintenance. - Check and clean air con filters. - Check and clean air vents in bathroom - Blow and wash all pathways - Clean laundry - Clean kitchen inc – clean fridge, clean all kitchen appliances, clean stove and oven, clean inventory, when necessary, clean pantry from old stale food, clean dining table and chairs, clean lounge in dining room, sweep and mop, clean air con filters - Organize garden shed, count cleaning stock and re-order
Umagico	Hall	<ul style="list-style-type: none"> - Main floor -Sweep, blow - When necessary, wash floors with fire extinguisher - Clean veranda - Clean male and female toilets/washbasin/bins/floors and replenish hygiene products. - Clean office space and large tiled area room.
Bamaga	Admin NPARC Office = Executive & Finance	<ul style="list-style-type: none"> - Sweep/vacuum - Mop - empty bins (desk, kitchen, boardroom), - wipe surface area, - clean reception front door and perplex glass between waiting area and reception. - Wipe down furniture in reception - scrub all toilets, - replenish hygiene products, - widow and sills, - Aircon filters, vents, and exhaust fans. - Blinds & curtains - Blow & hose veranda, - pick up rubbish when necessary if bins are tipped over.

Appendix 2 - Service Delivery

		<ul style="list-style-type: none"> - Ordering of cleaning and hygiene products for office. - Cleaning of kitchen surface areas, wipe down table and furniture. <p>Clean kitchen fridge.</p>
Bamaga	Mechanical Workshop – front office/reception, small engine office and disable toilets / lunch room/ male and female toilet block	<ul style="list-style-type: none"> - Floor sweep or blow - Mop or scrub - Wipe surface areas - Empty bins - Lunch Room/kitchen – wipe surfaces, clean floors, clean walls, clean kitchen appliances, wipe down dining table and chairs, clean air con filters. - Clean front veranda - Clean male and female toilets/washbasin/bins/floors and replenish hygiene products.
Bamaga	Stores Toilets	Clean male and female toilets and replenish hygiene products.
Bamaga	Stores – front office, reception and store inventory area & uniform room, kitchen/lunch room	Unable to attend due to staffing
Bamaga	Archive Office	Unable to attend due to staffing
Bamaga	BEL/POST OFFICE/IKC Complex – veranda external toilets	Scrub toilets, replenish hygiene products, sweep & mop, empty bin and replace bin liner.
Bamaga	Hall	<ul style="list-style-type: none"> - Main floor -Sweep, blow - When necessary, wash floors with fire extinguisher - Clean kitchen – wipe surfaces, clean stove, clean floors - Clean veranda - Clean male and female toilets/washbasin/bins/floors and replenish hygiene products.
Bamaga	Sports Oval and Commentary Box	<p>When events are schedule at the oval cleaners are engaged to clean;</p> <ul style="list-style-type: none"> - 4 x toilet - 2 x change rooms - Upstairs commentary box office
Bamaga	Oval public amenities block	When events are schedule at the oval cleaners are engaged to clean;

Appendix 2 - Service Delivery

		Male and female toilet blocks, clean toilets, empty bins and replace liners, scrub floors, clean wash basins
New	Mapoon NPARC Admin Office	<ul style="list-style-type: none"> - Sweep/vacuum - Mop - empty bins (desk, kitchen, boardroom), - wipe surface area, - clean reception front door and perplex glass between waiting area and reception. - Wipe down furniture in reception - scrub all toilets, - replenish hygiene products, - widow and sills, - Aircon filters, vents, and exhaust fans. - Blinds & curtains - Blow & hose veranda, - pick up rubbish when necessary if bins are tipped over. - Ordering of cleaning and hygiene products for office. - Cleaning of kitchen surface areas, wipe down table and furniture. - Clean kitchen fridge.
New Mapoon	Arts Centre Toilets	Male, female & disable toilets, scrub toilets, empty bins and replace liners, clean concrete floors
New Mapoon	Age and disability services (HACC)	<ul style="list-style-type: none"> - Clean Toilets x 5 @ reception, hallway, day room 1, day room 2, day room 3. - Clean laundry - Clean all floors – sweep and mop - Clean entry and exit doors x 3 - Clean windowsills and tracks - Clean fans - Clean air vents - Clean air con vents - Clean furniture - Clean front and back patio - Clean meeting room, managers office, tearoom, reception, lounge and dining
New Mapoon	Hall adjoining office	<ul style="list-style-type: none"> - Main floor -Sweep, blow - Mop floors

Appendix 2 - Service Delivery

		<ul style="list-style-type: none"> - Clean veranda - Clean male and female toilets/washbasin/bins/floors and replenish hygiene products. - Clean kitchen
New Mapoon	Multi-Sports Centre includes – large sports courts, large commercial kitchen, office, male/female/disable toilets/storeroom	Once this building is open, this will also be added to our cleaner schedule to maintenance.
Seisia	Hall	<ul style="list-style-type: none"> - Main floor -Sweep, blow - When necessary, wash floors with fire extinguisher - Clean veranda - Clean male and female toilets/washbasin/bins/floors and replenish hygiene products. - Clean large commercial kitchen inc – two x stove, fridge/freezer, cool room.
Seisia	IKC	Unable to attend due to staffing
Bamaga, Umagico & Injinoo	Staff Houses	<p>Exit and entry clean – (bond clean standard)</p> <ul style="list-style-type: none"> - All floors sweep and mop/scrub. - All walls wipe - All doors and handle wipe - Window glass, tracks, and sills - Fans - Air condition inc filters - Steam clean furniture - Wipe all surfaces <p>Kitchen – all Appliance</p> <ul style="list-style-type: none"> - All Inventory - Fridge - Microwave - Stove and oven - Sink - Cupboards <p>Laundry – all appliance, washing machine and dryer</p> <ul style="list-style-type: none"> - Wash all linen and dry and fold. - Laundry wash basin and cabinet

Appendix 2 - Service Delivery

		<p>Bedroom – strip all linen and wash, fold or put back on bed.</p> <ul style="list-style-type: none">- Wardrobe- Side tables- Air condition and filters- Ceiling fan- Steam clean mattresses <p>Clean veranda/pathways/driveways</p> <p>Clean all furnishings in house</p> <p>Report any maintenance</p>
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Title of Report: Human Resource Department Update on 23/08/20223

Agenda Item: 8.2

Classification: For noting

Author Human Resource Manager

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

To provide Councillors with a summary of current activities undertaken within the Human Resource Department.

STAFFING

HR Manager	Leonie Ishmail
WHS Coordinator	Barry Day
WHS Coordinator Trainee	Dale Salee
HR Advisor	Joyce Soki
HR Support Officer	Seaniqua Unwin

SCOPE OF DELIVERY

HR provides a wide scope of HR & WHS support across the organisation including but not limited to

- Recruitment
- Onboarding of new employees
- Advice to employees and managers on workplace issues
- Preparing disciplinary action letters
- Managing resignation and termination of employees
- Managing the EBA and associated commitments
- Work Cover claims and employee rehabilitation
- WHS Inspections
- Workplace Incident investigation
- WHS Committee management
- Organisational training

ACHIEVEMENTS

During the past 6 months HR has been working to with a newly formed team which includes HR admin support, HR advisor an also a newly formed WHS Team, we have been working on legacy issues within this time frame, we have also been working on the recruitment space. Our main achievements is recruitment and keeping employee in positions.

OUTCOMES

Data

Employment Outlook

Current number of employees

- Full Time – 169
- Part Time – 7
- Causal - 91

Impact

Is the unit meeting the needs of the council and the community?

At present we are trying to meet the needs of council and community however there are a lot more work to be done.

Gaps

There are a lot of gaps in service delivery, better communication process between all departments need to be established to enable improved service delivery. Due to legacy of under resourcing in the HR department, there is a backlog of work to be completed. Often HR & WHS matters are time critical and urgent matters arise consistently. Preston HR has been supporting where necessary to address some of the gaps.

CHALLENGES

Are there any issues regarding the delivery? E.g. staff, resources, design, community needs and priorities

Ongoing issues

Lack of documentation kept on file has significant impact

- Employment Contracts and Position Descriptions not on file or do not exist
- Change to employment conditions such as transfers between sections not documented so wages being charged to wrong areas
- Authority for use of vehicles not on file or do not exist

Solution - Audit being conducted of all employee files - paper based and electronic

New employee contracts to be developed and issued following audit

- Documents relating to Joint Consultative Committee and other industrial relations matters such as consultation on change management not kept or do not exist

Solution – Plan for Joint Consultative Committee meeting and be open with involved unions and reconstruct processes and documentation

Employee Behaviour and Conduct

- Absenteeism continues to be an issue across NPARC
- Abandonment of employment action may need to be utilised in some cases where employees have stopped attending work when supervisors have attempted to counsel for work performance issues
- Incidents of disrespectful behaviour have occurred and will be addressed via counselling and/or formal disciplinary action
- Code of conduct review to be finalised by HRM ASAP for approval by CEO and then roll-out of training to all staff as reminder of obligations
- Grievance policy to be reviewed and then roll-out training to all staff regarding appropriate method of raising concerns - briefing on process to be provided at next Level 3 Manager Meeting
- Formal disciplinary processes being undertaken with EM Operations as delegate with support and advice provided by HRM

HR Policies

- All HR Policies being reviewed – majority are several years overdue for review (some were developed in 2009)
- New policies to be developed where there is a current policy gap – eg there is a legislative requirement for a Human Rights Policy, and all new policies to reference Council's human rights obligations
- HR processes and forms being reviewed and redesigned to reflect current practices and delegations and make them easier to use

Consultant Support

- Assistance from Preston HR is ongoing with assistance being coordinated to include:
 - Weekly catch-ups
 - Ad hoc requests for information on previous actions and advice to NPARC and when seeking advice to actioning.

RECOMMENDATIONS

- Ensuring positions within HR & WHS continue to be maintained and filled
- Ongoing budget to fund necessary compliance actions required under both HR & WHS



AGENDA ITEM 9
ORDINARY COUNCIL MEETING #40
Tuesday 29th August 2023
Bamaga Boardroom

9. Mayor Verbal Report

Title of Report CEO Report

Agenda Item: 10.1

Classification: For Noting

Author Chief Executive Officer

Attachments HR Manager Report

Local Government (Councillor Conduct) and Other Legislation Amendment
Bill Summary of Changes

Officers Recommendation:

That Council:

- Note the Report

PURPOSE OF REPORT

To provide a status update for Council from the Chief Executive Officer

CORPORATE PLANNING

Under the Local Government Act, Council needs to have a Corporate Plan, as well as adopt the annual operational plan and budget with a number of policies each year.

Corporate Plan

The Corporate Plan has been finalised and published on the NPARC website. An update on progress against the Corporate Plan has been prepared and was postponed to the September 2023 due to the large amount of business on the agenda.

Annual Operational Plan and Budget

The Annual Operational Plan and Budget was adopted on 27th June 2023.

The Q4 update of the 22-23 Operational Plan has been prepared and was postponed to the September 2023 due to the large amount of business on the agenda. The 23-24 Operational Plan is progressing well.

Asset Management

NPARC has continued input into this project and provided the questionnaire to progress the project. We are waiting on the department to report back.

KPMG

The KPMG Liquidity Review is delayed by KPMG and Department. They are scheduling a meeting in late September to present the findings.

Indigenous Sustainability Project

The meeting on 27th July to meet with Council Officers and Council went well. The validation meeting is scheduled for 6 September.

Community Safety Plan

The Community Safety Plan has been finalised and a copy provided to DSDSATSIP. The first NPA Local Interagency Group meeting was held. The meeting went well with good attendance and engagement from stakeholders. DSDSATSIP is coordinating the meeting and setting dates.

Local Thriving Communities

The first LTC Meeting was held on 10th August and a report is included at this meeting.

Still waiting on Pama Futures to provide the information as was requested at the briefing held on 27 June to progress using the framework could be used for federal funding as well. Once LTC meeting dates are set, observer invitation to be provided to LDMB meeting.

Governance

CEO has been progressing a number of requirements. The Internal Audit Committee meeting was postponed to 14th September pending availability of members. The policy workshop has been scheduled with the Department and confirmed for 21st September. It is important all councillors attend this meeting.

KEY PROJECT UPDATES

Ranger Transition

Progress has continued on this. ALT has advertised to recruit their Ranger Coordinator.

A steering committee meeting was held and time frames discussed with the transition plan planned for October or November Council Meeting.

An application has been made to NIAA to quarantine underspent funding from 22-23 to support this transition. It is waiting on the QAO to finalise an acquittal that was requested over 12 months ago.

Housing Provider Application

The initial step of the housing provider application has been completed. NPARC has 6 weeks to complete the full application and will be a social housing provider. Once submitted, we can commence the process of transitioning back social housing.

2024 Election

The 2024 election planning is progressing well. ECQ has advised they will return to the 5 polling places.

So you want to be a councillor training has been released online. All candidates must complete the training within 6 months of nominating including sitting mayors and councillors who may have completed the training before. Department of Local Government has not confirmed if they will be delivering face to face training. This will be published on our social media from 1 September to ensure people are within the 6 month timeframe.

A reminder that expenditure caps were legislated and apply from 14 August 2023.

Technical Working Group

The Technical Working Group was held on 17 August. All councillors have been sent papers and are encouraged to read these as they contain good information. Some key additional information from the meeting

- The draft 10-year capital strategy is due End of September
- 63 Upgrade projects (\$3.2mil) and 3,969 maintenance projects (\$5.4m) were completed in 2022-23 FY
- 2 x GEH Projects have been awarded with construction to commence soon
- Seisia Wharf mat is being constructed in Brisbane and due to be installed in late Sep
- Major School upgrades being undertaken
- School House project has been cancelled
- Street Light project to start in mid-Oct

2023-2024 Indigenous Councils Funding Program

The guidelines and allocations for the 2023-2024 Indigenous Councils Funding Program were released in early August. Allocations are

Indigenous Councils Funding Program	
	2023-24 Approved allocation \$
Aurukun	\$ 3,691,170
Cherbourg	\$ 2,071,044
Doomadgee	\$ 4,227,781
Hope Vale	\$ 2,701,883
Kowanyama	\$ 3,464,633
Lockhart River	\$ 2,846,289
Mapoon	\$ 1,914,394
Mornington	\$ 3,772,883
Napranum	\$ 2,938,063
Northern Peninsula Area	\$ 9,669,941
Palm Island	\$ 5,765,443
Pormpuraaw	\$ 2,555,410
Torres Strait Island	\$ 15,886,108
Woorabinda	\$ 2,332,498
Wujal Wujal	\$ 1,429,648
Yarrabah	\$ 4,576,077
Total	\$ 69,843,265

A workshop is scheduled to discuss this funding further.

OIA Changes

The state has released the Local Government (Councillor Conduct) and Other Legislation Amendment Bill. A summary of changes is attached to this report. The changes do not include 2 key issues

- Definition of a close personal relationship and application in remote communities
- Supporting councillors in Indigenous Communities to follow cultural practices

A submission is being prepared to provide to the department on this issue.

HUMAN RESOURCES

The HR Manager report is attached.

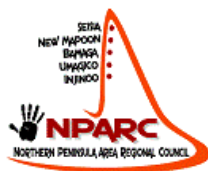
EBA negotiations were held on the 2nd and 3rd August. The meeting went very well and all items are due to be agreed by October 2023. Hopefully this will allow the process to be finalised prior to Caretaker mode.

Second block training for the Diploma in Corporate Services is being held from 29th – 31st August. The HR Manager was on leave during August. Preston HR provided support during this period and delivered an Intro to Industrial Relations training which was very well attended by all supervisors and managers.

UPCOMING MEETINGS & VISITS

The following upcoming visits and meetings are scheduled.

Date	Time	Purpose	Venue
30/08/2023-31/08/2023	All day	Minister Butcher Visit	
30/08/2023	9.30am to 11am	Meeting with Minister Butcher	Bamaga Board Room
30/08/2023	11.30am to 2pm	Additional Indigenous Sustainability Funding Workshop	Bamaga Board Room
31/08/2023-01/09/2023	All day	TORCH Regional Stakeholder Engagement Summit	Cairns
04/09/2023-05/09/2023	All day	QPS Mayor Summit	Cairns
06/09/2023	9am to 4pm	Indigenous Council Sustainability Project Validation Workshop	Cairns
07/09/2023	All day	TCICA Meeting	Cairns
08/09/2023	9am to 3pm	Interim Torres Strait Climate Centre of Excellence Steering Committee meeting	Cairns
11/09/2023-13/09/2023	All Day	Mapoon LTC Meeting	Weipa / Mapoon
14/09/2023	11am to 3pm	Internal Audit Committee	Bamaga Board Room
15/09/2023	9am to 1pm	LGAQ Elected Member Update	Bamaga Board Room
18/09/2023	10am to 5pm	Trustee Meeting	Bamaga Board Room
19/09/2023	9am to 5pm	Council Meeting	New Mapoon Board Meeting



ORDINARY COUNCIL MEETING # 39

Agenda Item 10.1

Tuesday 24th July 2023

Seisia Enterprises Boardroom

20/09/2023	11am to 1.30pm	CDP Stakeholder Meeting	NPAFACS Office
20/09/2023	3pm to 4.30pm	Housing Delivery Meeting	Bamaga Board Room
21/9/2023	1pm to 5pm	Department of Local Government Workshop	Bamaga Board Room

Minister Butcher Meeting

The updated draft Itinerary for Minister Butcher visit is tabled. A copy of the deputation and briefing notes has been emailed to all councillors. They are meeting with council on the 30/8 from 9.30am to 11am. A number of requests in terms of the agenda were made but not arranged. Given the short timeframe, it would be ideal to focus on key issues. Another meeting is scheduled for October when Council is in Gladstone.

Mayor Yusia and CEO will be flying to Horn on Wednesday PM and not available to attend site visits. CEO Car is available for Councillors who can attend these site visits.

Community Meetings

Community Meetings were held at the Bamaga Hall on 9 August and 11 August. The planned meeting at Umagico was not well attended and postponed to 21 August before being further postponed. A new date needs to be scheduled.



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HR Monthly Report

Author: Leonie Ishmail - HR Manager

Authorizer: Kate Gallaway – CEO

Attachments: 1

Purpose of Report: HR Monthly Report – August 2023

DISCUSSION

Human Resources

1. Employment Outlook

Current number of employees

- Full Time – 169
- Part Time – 7
- Casual - 91

Resignation/Terminations

- Terminated – 6 Employee

Department	Number of Employees
Corporate Services	1
Communities & Regulatory Services	3
Ferry	1
Ranger	1

2. Recruitment

Positions Advertised:

Position	Status
Senior Executive Assistant	To be re-advertised, no suitable applicants

Manager Corporate Affairs	Advertisement closed, shortlisting applicants
Communication Officer	Advertisement closed 11 August 2023, shortlisting applicants
Grants Management Officer	Position advertised Closed on 25 August 2023
Batching Plan Laborer x2	To be advertised – Review Process EM Corp Services
Works Supervisor	Successful applicant appointed
Airport Reporting Officer	Successful applicant confirmed – Position is not filled; however, applicant has also applied for Assist. Airport Manager position and has been short listed for interview.
Airport Manager	Successful applicant appointed
Airport Assist Manager	Short Listed applicants, interview scheduled for Friday 28 th July 2023 – Delayed with interview process.
Community Service Manager	Position advertised -Shortlisting applicants
Events Coordinator	Position advertised closed 11 August 2023
Regulatory Service Manager	To be advertised
P/T Ferry Operators	To be advertised
Illegal Dumping Compliance Report Officer	To be readvertised. Successful applicant withdrew
PT Aged Care workers	To be advertised
FT Station Assistant (Injinoo Service Station)	To be advertised
PT Station Assistant (Injinoo Service Station)	To be advertised
FT Retail Assistant (Alau Supermarket)	To be advertised
PT Retail Assistant (Alau Supermarket)	To be advertised
PT Store Supervisor (Alau Supermarket)	To be advertised

New Appointments

- 8 New Casual Appointments for end August 2023

New of Employee	Position	Department
Michael Peter	store man	Umagico Supermarket
Drake Peter	store man	Umagico Supermarket
Charles Baira	store man	Umagico Supermarket
Robert Baira	store man	Umagico Supermarket
William Billy	store man	Umagico Supermarket
Ellen Anau	Retail Assistant	Umagico Supermarket
Alison Authur	Retail Assistant	Umagico Supermarket

HR advises several higher duties in place to cover or staff that are on leave.

New of Employee	Position	Department
Marjorie Sagigi	Acting Manager – Jardine Ferry 26 th June – end date TBA	Jardine River Ferry
Shannay Gebadi	Acting Manger – Property and Leasing 3 rd July – 3 rd October 2023	Executive – NPARC Bamaga

Work Health & Safety

1. Incidents

There has been no WHS incident this month, previous WHS incidents has been resolved and now closed.

2. WHS Induction/Site Inspection

WHS Trainee Dale Salee is actively completing WHS inductions, 34 employees have been inducted to date.

There has been a few delay with getting the Batching plan ready for the WHSQ inspections in September, WHS is working with EM Corporate Service and team to work though.

Action	Owner
Coordinate face mask fitting and training with Veolia	Thursday 24/08/2023
Property and fence perimeter clean up	Supervisor Batching Plant – Seaswift backlog on materials
Engage Operations Building Team for fitment of cutter for the hopper	Supervisor Batching Plant
Identify employees to be fitted with face masks	Completed
Engage Operations Building Team for refurbishment of labourers' kitchen	Supervisor Batching Plant
Working at Heights - Engage Operations Building Team for installation of handrails on hopper stairs and around hopper	Property and Facilities Team – to be completed, waiting on materials.
Engage Operations Building Team for a dust suppression solution/water mister over hopper conveyor belt	Completed – Batching plant supervisor has fitted water hose.

Dale and Barry are currently in conversation with EM of Operation and Corporate services to get supervisors to undertaking an audit on machinery licenses commencing with Forklift.

Dale has completed his alcholizer testing and rehabilitation and return to return-to-work coordinator training.

WHS Team is also assisting Corporate Services – Property and Facilities team with generating inspection reports for current vacant NPARC properties.

- Seisia BRACS
- New Mapoon Nursery
- Justice Group Injinoo

WHS has provided a detailed report to property and facilities for the about mentioned properties and will assist with any WHS issues moving forward.

WHS have also generated templates for site specific inductions start off with the batching plans and rolling out to all NPARC department, WHS will assist with new starters with initial WHS induction, site specific inductions will be allocated to each area supervisors and managers to complete.

Local Government (Councillor Conduct) and Other Legislation Amendment Bill 2023 (Bill)

Local Government Overview

Changes to jurisdiction

The Bill proposes the following changes to the types of complaints that the Independent Assessor (IA) may investigate:

- Complaints about the conduct of former councillors cannot progress (**Clause 37; Clause 45, s150SD(2)(c); Clause 46, s150T(2); Clause 52, new s150AEA(2); Clause 60, subsection (2)**)
- Allegations about private conduct of councillors cannot progress (**Clause 45, s150SD(2)(b)(ii)**)
- A breach of a council's acceptable request guidelines will no longer be misconduct but will instead be inappropriate conduct (**Clause 42**)
- The conduct of a chairperson in a meeting that is not otherwise misconduct will be dealt with by the council in the meeting as unsuitable meeting conduct (**Clauses 35, 38-41 and 78-79**)
- A mayor that gives a direction to a CEO contrary to 170(2) of the *Local Government Act 2009* (Act) (i.e. inconsistent with resolution or policy, about employee appointments or disciplinary action, would be illegal for CEO to comply with) will be misconduct (**Clauses 8, 42 and 93**)
- The term 'inappropriate conduct' will be known as 'conduct breach' (**Numerous Clauses, including 35, 41, 50, 51 and 109**)

Assessment process (Clauses 35 and 45)

The Bill proposes to establish an identifiable statutory assessment process for complaints about the conduct of councillors. Some of the elements of the assessment process include:

- IA must decide whether it is in the public interest to proceed with dealing with a complaint
- Consideration to be given to alternative ways of dealing with complaints including warnings, training or outright dismissal of the allegation
- Complaints/notices/information must be submitted to the IA within:
 - for suspected inappropriate conduct – within 6 months after the conduct occurred;
 - for potential misconduct – within 12 months after the conduct occurred, or within 6 months after the conduct comes to the complainant's knowledge but within 2 years after the conduct occurred.
- The IA may dismiss the complaint/notice/information if it is frivolous or vexatious, there is insufficient information to determine whether the conduct is inappropriate conduct or misconduct, or dealing with the complaint/notice/information would be an unjustifiable use of public resources.
- If a councillor has complied with advice from the department in good faith, then the allegation will be dismissed

The Bill proposes that the IA will no longer have to provide subject councillors with natural justice under section 150AA of the Act before referring inappropriate conduct matters to the local government to deal with. Councils will instead be required to apply natural justice principles during the investigation of the complaint. (**Clauses 49 and 51**)

The Bill will include transitional provisions that requires the IA to assess any existing allegations or notifications under the amended processes unless the IA has already applied to the CCT about the matter or referred it to a local government for action.

Vexatious complaints

There will be no change to the existing offence under section 150AV of the Act for making vexatious complaints.

The Bill proposes to establish a new process for the IA to declare a complainant to be a vexatious complainant where the person has repeatedly submitted complaints to the OIA vexatiously or otherwise than in good faith. A vexatious complainant will not be able to make complaints about councillor conduct without the permission of the IA. The IA must give a complainant written notice of their intention to declare them a vexatious complainant and consider any submission made in response to the notice. The complainant will be able to request a review of the IA's vexatious complainant declaration in QCAT. **(Clauses 64 and 66)**

Inappropriate conduct process

The Bill proposes a process where councils can 'withdraw' an inappropriate conduct allegation at the request or with the consent of the complainant or where the complainant refuses to cooperate with the investigation of their complaint. **(Clause 52. See also Clauses 21, 24, 51, 57, 78, 79 and 96)**

The Bill proposes to establish minimum natural justice requirements for councils to comply with when investigating allegations of inappropriate conduct including:

- allowing the subject councillor to provide evidence during the investigation process
 - allowing the subject councillor to make a written submission about an investigator's intended findings and/or recommendations for dealing with the councillor's conduct
 - requiring an investigator to consider the subject councillor's written submission before finalising the investigation report
 - requiring a councillor's written submission to form part of the final investigation report.
- (Clause 51)**

The Bill proposes to remove the IA's power to make recommendations about how a council must investigate an allegation of inappropriate conduct. Councils will be required to follow their investigations policy when investigating alleged inappropriate conduct. **(Clauses 50 and 53)**

The Bill provides that an 'executive summary' of the investigation report must be made publicly available with the agenda papers before the meeting where a council will decide an allegation of inappropriate conduct. **(Clauses 25, 54, 100 and 101)**

The Bill also proposes that the council meeting may be closed when council is considering an investigation report about alleged inappropriate conduct. However, unless the power to make the decision is delegated to the mayor, the resolution about the matter must be passed in open session. If council makes a decision inconsistent with the findings or recommendations of an investigation report, council must provide its reasons for the decision. **(Clauses 26, 27, 102 and 103)**

The Bill proposes that a redacted version of the investigation report will be attached to the minutes of the meeting where an allegation of inappropriate conduct was decided. **(Clauses 25, 51, 55, 100 and 101)**

Conduct decisions

The Bill provides that the CCT or local government will specify the wording of any public apology that it orders a councillor to make. **(Clauses 56 and 109)**

The Bill proposes that the CCT must provide the department with the full copy of its decisions in addition to the summary of the decision. The department will publish a redacted version of the full decision on its website. **(Clause 62)**

Appeals against CCT decisions will still be subject to merits review by QCAT. However, the Bill proposes to remove the CCT as a party to any appeal and to make the IA a party to the appeal. **(Clause 63)**

The Bill does not propose to limit a councillor's right to seek judicial review about council decisions on alleged inappropriate conduct.

Matters before the CCT

The Bill proposes amendments so the IA will be able to withdraw any application to the CCT if they consider it is in the public interest to do so. The IA will be responsible for notifying the relevant parties to the allegation of the withdrawal. **(Clause 59)**

The Bill proposes that the IA will no longer be responsible for notifying parties of the time, date and place of hearings. The CCT will instead be responsible for providing notice of the hearing to the parties at least 14 days before the hearing date. **(Clause 60)**

Transitional provisions are proposed to withdraw all of the allegations relating to the change in the IA's jurisdiction out of the system unless the CCT has commenced the hearing into the allegations, in which case the hearing may continue until it is completed. The IA will be responsible for notifying the relevant complainant, subject councillor and council that the matter has been withdrawn.

The Bill proposes to omit the ability for councils to request a CCT member investigate an allegation of inappropriate conduct on their behalf. **(Clauses 51 and 70)**

Conflicts of interests **(Clauses 9, 10, 12, 22, 82, 83, 85 and 97)**

It is proposed to amend the definition of ordinary business to clarify existing exemptions and to introduce new exemptions for councillor conflicts of interests, including:

- if the matter is solely, or relates solely to, the preparation, adoption or amendment of a local government's budget
- if the matter is solely, or relates solely to, the preparation, adoption or amendment of documents prescribed by regulation. It is proposed that a regulation would be made to prescribe strategic documents such as the operational plan, revenue policy and investigations policy.

- If the matter is solely, or relates solely to a person that makes a donation to a non-profit, charitable or religious organisation where there is no personal financial gain or loss to a councillor, close associate or related party of the councillor
- if the matter is solely, or relates solely to, a councillor representing the local government in an official capacity at a function or event hosted or held by a government agency or entity wholly-owned by the local government, as decided by the local government
- travel or accommodation paid for by LGAQ Ltd for its councillor members to attend a meeting of the Policy Executive
- no COI for solely being endorsed by same political party or being member of same group of candidates

The Bill proposes to clarify that a councillor only has a prescribed conflict of interest or declarable conflict of interest due to a personal interest of a close associate or related party if they know, or reasonably should know, of the close associate's or related party's interest. **(Clauses 11, 13, 84 and 86)**

The Bill also seeks to clarify that a councillor with a declarable conflict of interest in a matter must not participate in the matter unless authorised under the Act. **(Clauses 14 and 87)**

Reporting

Reporting by the IA

The IA must advise in its annual report of the number of inappropriate conduct allegations referred to local governments, how many were resolved, how many were withdrawn and how many are still ongoing. **(Clause 81)**

Reporting by councils

The Bill requires councils to report on the following matters in their annual report: **(Clauses 24 and 99)**

- The number of inappropriate conduct referrals from the IA
- The number of inappropriate conduct allegations contained in the referrals
- The number of withdrawn inappropriate conduct allegations
- The number of inappropriate conduct allegations decided by the council
- The number of inappropriate conduct allegations not completed

The Bill proposes that local governments must notify the IA of the outcome of any suspected inappropriate conduct matters referred to them. **(Clause 57)**

The Bill proposes to amend the councillor conduct register requirements so that councils do not need to publish information about matters that the IA has dismissed. **(Clauses 78 - 80)**

Mandatory training **(Clauses 7, 33 and 92)**

The Bill provides that a regulation may prescribe mandatory training for councillors to complete within a defined period. A councillor unable to complete the training within the specified time may request an extension of time in extraordinary circumstances. A councillor that does not complete the training within the prescribed time may be issued a show cause notice about why they should not be suspended until such time that they complete the training.

A councillor who fails to complete mandatory training within 12 months of its required completion date may be issued a show cause notice about why their office should not become vacant.

Publication of notices

The Bill proposes to remove the requirements in the Act for councils to publish notices in newspapers circulating generally in their areas. Notices may instead be published online or in other ways a council considers appropriate. **(Clauses 3 – 6, 20, 29 – 32, 34, 95, 106 and 107)**

Election costs

The Bill proposes amendments to the *Local Government Electoral Act 2011* to provide the Electoral Commissioner with a discretion whether to recover all or part of the costs of an election from the relevant local government. **(Clause 108)**

Moreton Bay City Council

The Bill proposed amendments to various Acts to change the name of Moreton Bay Regional Council to Moreton Bay City Council. **(Clause 109)**

Title of Report: July Operations Information Report

Agenda Item: 11,1

Classification: For information

Author Executive Manager, Operations

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

To provide Councillors with an outline of monthly activities undertaken by Operation Department sections.

BACKGROUND AND CONTEXT

Capital projects update

Shane Waller (Project Manager)

- New Mapoon Multi-Purpose facility
 - o RPS are working with an architect to produce drawings to bring back to community
- Rangers' vehicle and vessel shed
 - o Works commence in July but were delayed due to availability of Concrete
- Fleet
 - o Orders have been placed for the following:
 - Toyota Coaster Bus
 - 2 x Corollas,
 - 2 x Single Cab Hilux utes,
 - Dual cab Hilux ute
- Jacky Jacky Boat ramp car park
 - o Bitumen seal will be undertaken with another project later
- Umagico Park Upgrade
 - o Painting of basketball court to be scheduled with Williams Cres small basketball court painting
- Seisia boat ramp (TMR third Party works)
 - o TMR have engaged a contractor to remove and replace the boat ramp at Siesia
- Jardine River Ferry
 - Works are progressing
- Seisia esplanade W4Q & DAF
 - o Works were ongoing through July and into August
- William Crescent Park upgrade W4Q
 - o Owners of cars have agreed for them to be removed from site

- Pre-qualified suppliers
 - o Tender report being submitted to August Council Meeting
- Community Housing Project Management Services – RFT
 - o Project management engaged in July after the special meeting in June
- Mutee Heads Campgrounds W4Q 21-24
 - o Awaiting building kit and toilet system to be fabricated and delivered to site (late 2023)

Robert Bottger (Project Manager - Roads)

- Jardine Ferry Road (South) NP1
- Project on hold awaiting outcome of Federal Government review of grant funded projects
- Jardine Ferry Road (North) NP2
 - o Project on hold awaiting outcome of Federal Government review of grant funded projects
- ATSI TIDS Grant – Injinoo Back Road
 - o Aurecon have commenced preliminary works in preparation of preparing a design.
- DRFA 2022 Flood Recovery Works
 - o Work are in progress
- 2023 DRFA Emergency Works
 - o Works complete
- Lui Street Drainage
 - o Langtree Consulting are preparing detailed designs for these works to be tendered out.
- Umagico – Bamaga cycleway
 - o Design documentation issued to TMR. Awaiting approval - ongoing
- Seisia Boat Ramp Replacement
 - o MR have engaged a contractor to remove and replace the boat ramp at Siesia as in interim measure
 - o TMR Maritime Branch will be visiting the NPA later this year to commence consultation regarding the long-term replacement.

NPARC Interim Capital Grant

Lot 214 Horseman Rd Umagico / Sparky are completing their rough in. Internal painting is being completed / Bathrooms are being worked on along with toilets / Kitchens are now on site.

Completion expected September to October

NPARC Job Cards / Minor Works

Works are at a manageable level 140 aged job cards > that are presently over 60 days. For the month JULY NPARC have been receiving 5 Job Cards a day. NPARC currently has 450 active jobs in the portal which have been shared out to Contractors

Current Unscheduled Work / Upgrade Works 22/23

Current works that are happening in the NPA involves Carports, reroofing, bathrooms, and kitchen up grades and DIS MODS. There is currently a tender out to build 5 x Plugin's in the 5 Communities. Tender closes early September for works to start end of the year. There was a JOM meeting to discuss the works that will be issued and how NPARC was going to be able to handle load of works with a new budget of 15m. CEO and EMO with the help with Building Manager has had meeting to schedule out work. NPARC are issuing tender Quote for the 2023/24 service year.

- Vacant House Works.... These works are an ongoing works scheduled in for transitional housing
- 4 x Major upgrade in 7 Wilson St Umagico – 121 William Cr Bamaga – 277 Yusia St Bamaga -
- 3 Wilson St Umagico - 78 Sebasio St Bamaga
- 6x Bathroom Upgrade
- 5 x Flooring Upgrade
- 4 x Carports
- 6 x Kitchens
- 4 x Laundry
- 2 x DISMOD
- 5 x Reroof

Ranger Shed

Works have commenced on shed with the slab being poured. There is a curing time now.

Construction of Shed will begin late August with completion in late September 2023

Pajinka Toilets

The only minor works that have been accomplished has been the mowing of the grass and pruning the trees around the building. Tree lopper has removed trees that were overhanging building. Plumber have started to do rough ins to the building.

Materials for the job are in transit to the NPA, there have been issues with seaswift loading and unloading gear destined for NPA. Only materials that have arrived is the new Roof sheeting. NPARC Building team will use materials that we have on hand to make progress on works.

NPARC Carpenters

- BAS Maintenance / Job Cards – On going.
- Property & Leasing / Building Maintenance
- Working on Capital works
- Pajinka Toilet Refurbishment Project
- Bus Shelters
- Jardine Ferry refurbishment
- Injinoo Kitchen Refurbishment
- Seisia foreshore
- William Cr park upgrade

Water Leaks / Dump Points

For the month of July there has been 16 leaks ranging from burst mains to water meter repair, Fire Hydrants to Failed Ferrule.

Parks & Gardens

During the month of July crews undertook the following tasks. Slashing of roadsides and open spaces, General maintenance activities and clean-ups in Seisia, Injinoo, Bamaga, New Mapoon and Umagico, Cleaning up of the New Mapoon historical pergola, Repaired fences in Injinoo and assisted with preparation of funerals

Works

Robert Neville continued to act in the Works manager position on higher duties during the month of July, Bobby has been offered and accepted the Works Manager position.

Roads

The roads crew is currently down to four staff with recruitment of replacement staff required to commence. Crews extracted and delivered sand from the Umagico sand pit to Batching plant Injinoo, block off short cut throughout the communities, assisted waste with the emptying of all small skip bins, removed green waste from the transfer station repaired scours within verge areas, clean or replace roadside signs and post and Repair pot holes, throughout communities

Solid Waste

Kerbside collection has occurred with minimal disruptions during the Month of June. The transfer station and landfill operations are operating normally. Improved signage has been installed at the transfer station to direct public.

The post office requested that their skip bin be removed, it was collected in July and not returned.

Kerbside collection unit (Bandit) some minor mechanical issues have been experienced during July and were repaired.

Staff interested in relieving in the Kerbside collection unit (Bandit) were supported to attend the Indigenous Drivers Licensing Unit (1800 130 886) for HR License on the 08/08/23 -> 10/08/23

The small skip truck has been transported to Cairns and the computer is operating normally, safety works will be completed in Cairns prior to the truck being transported back to the NPA.

The roads crew transported green waste from the transfer station to the landfill and collect skip bins around the communities.

Wastewater

Scheduled servicing and maintenance activities have been undertaken at the seven pump stations and three lagoons.

Ben from B&B Electrics and Craig from Far North Plumbing have assisted with pump replacement and rising main repairs as issues have occurred.

The Seisia RV Dump point continues to get blockages, will investigate options to repair after the tourist season.

Cleaning of public toilets including the cemetery toilets occurred through July. Blockages at the Injinoo boat ramp toilets were cleared twice during July

Recruitment for the Wastewater and Solid waste Supervisor position was completed in July with Tim Tamwoy appointed to the position.

Water



The plant operated and performed steadily during the month of July.

During July as the dry season is here and with that there has been a significant increase in tourists visiting the area. With this we have seen a significant increase in water consumption. Water conservation practices will need to come into effect so water supply can be maintained. The boiled water notice is still in effect and will remain so until the membranes are replaced and the requirements set by state are met and approved by state.

Veolia is continually and actively engaging with the state government to work towards the rectification of this. An interim solution was tabled and all parties agreed to this solution and we are working towards the repair work. Approvals for the CWT project and membrane replacement project were issued 30/06/2023. All purchase orders have been raised for this work and we are awaiting delivery of parts with works scheduled to start early September. A number of other smaller projects have also been approved and are underway with completion of some of the smaller projects expected towards the end of August.

We are still awaiting the water regulators report and will assess the improvement recommendations.

Rainfall in Bamaga was recorded at 11 mm which is above average for the July mean rainfall of 10.5 mm.

The total water production (filtrate) volume for Bamaga WTP for the month was 136.0 ML, averaging 4.38 ML/day

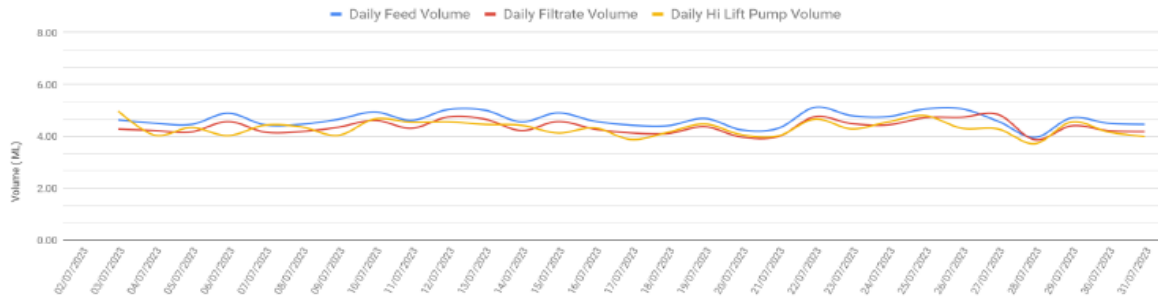
1 residential leaks were inspected and handed over to NPARC. 2 commercial leaks were inspected and handed over to NPARC.

There were 1 new service request and 1 new service installation completed in the period. A commercial was completed for the Cash for Cans shed in New Mapoon.

2.1 Water Volumes

The total water production (filtrate) volume for Bamaga WTP for the month was 136.0 ML, averaging 4.38 ML/day.

Daily Volumes(ML)Trend July 2023



Year	Month	Raw Water Feed Vol (ML)	Production Filtrate Vol (ML)	Consumption Hi-Lift Vol (ML)	YTD Feed 22	YTD Prod 22	Efficiency
2023	June	133,546.30	116,707.24	153,257.90	1,728,312.95	1,544,057.77	87.39%
2023	July	144,858.90	136,002.30	135,001.31	1,873,171.85	1,680,060.07	89.10%

Boiled Water Alert update.

Works are scheduled to commence in September to replace the CM Filters, Veolia and Council with then work with the Drinking Water Regulator and Queensland Public Health to lift the boiled water notice.

Earlier this year a membrane was sent south to be autopsied and a replacement membrane installed in its place. As part of the process to determine the project scope to upgrade the plant to extend the life of future membranes, the above mentioned membrane was sent south after six months use to be inspected.

Veolia have received advice back that this membrane is damaged to the point that it could be expected to fail the Pressure Decay Test (PDT). Once the membranes are replaced there is concern that they may become compromised within six months, and Council will need to reinstate a boiled water notice.

Workshop

The workshop staff and contractors are working together and are working towards catching up on outstanding services and repairs. The workshop storeroom stock has been refreshed and is being maintained each month.

External contractors are currently being used to service Machinery and HV vehicles. Servicing LV's is happening, but it is very difficult to maintain due to the high level of call outs to attend breakdowns, this will change once the second Diesel fitter is engaged as scheduled servicing will be started.

Other noteworthy items

Dwayne (Paul) Nona is Acting Workshop Manager, until the permanent manager starts in December

Rangers

Delivery of planned works for July were impacted by vehicles requiring mechanical repair.

- Rangers have been refilling portable toilets at Pajinka and Muttee Heads, clean and empty bins 3 times a week and added an extra bin, so there are 3x bins at each location.
- We have been using parks and garden staff and their truck to refill Somerset toilets tanks for three days in two weeks, it is due to our trailer needed bearing changed and was waiting on parts to arrive.
- Biosecurity Fee for Service Work - Vegetation management – cleaning of biosecurity traps in town and out on country Pajinka road, set light trap, collect, pack, and send.
- Tangaroa Blue Beach Clean-Up Fly Point and sorting of marine debris at the ranger base.
- Craig has replaced two new portable toilets at Muttee Heads due to toilets needed repair of pumps.
- 3x Rangers attended fire forum in Moreton (hosted by CYNRM)
- Tangaroa Blue Beach Clean Up at Fly Point & sorting of debris back at ranger base (2days)
- Biosecurity fee for service work – light trap, vegetation management, coastal surveillance and assistance needed by Brian Agie.
- Senior School beach clean-up Pundsand Bay
- Turtle camp started – camp set up, training with CYNRM

Airport

The NPA airport has remained operational through July.

Sales figures for July are as follows:

Sale item	Monthly Totals	Comments
Jet A-1 litres	24,752.95	
Jet A-1 sales	\$66,535.67	
Avgas litres	29,654.63	
Avgas sales	\$99,351.33	
Landing fees	\$13464.81	June
Passenger tax	\$4,710.00	June ex GST

Sale items	REX	Skytrans	Other airlines	Total
Flights in/out (June)	48	18	215	281
Passengers in/out (June)	1171	384	5	1560

Major Maintenance issues identified/corrected

N/A	N/A
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Airport HR

Damien Elu completed Airport Reporting Officer & Works Safety Officer in the week of 18th – 21st of July

Recruitment of the following positions was ongoing through July:

- Airport Manager
 - o An offer has been made to and accepted by Clive Lavrick
 - o Clive will recommence with NPARC on
- Assistant Airport Manager
- Airport Reporting Officer.

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 report is in line with the following sections of the Operational Plan 2020-2021:

1 Reliable and Affordable essential Services

1.1 Water

1.2 Landfill

1.3 Access

2 Safe, clean and attractive physical environments

2.1 Animal Management

2.2 Clean and tidy public areas in each Community

FINANCIAL AND RESOURCE CONSIDERATIONS

Operational budget expenditure

CONSULTATION

Building Construction and Maintenance Manager

A/ Works Manager

Ranger Coordinator

A/ Workshop Manager

NPARC Project Managers.

A/ Airport Manager

Title of Report: July Update on Community & Regulatory Services Report

Agenda Item: 11.2

Classification: For noting

Author Executive Manager, Community & Regulatory Services

Attachments Attachment A. Aged Care Report

Officers Recommendation:

That Council:

- Note the Report

PURPOSE OF REPORT

To provide Councillors with an update of monthly activities undertaken by Community Services and Regulatory departments.

Community Services

The Community Services Team continues to engage with internal and external stakeholders of the Northern Peninsula Area [NPA] region with event planning, event delivery and feedback consultations including discussions of strategies for improved community satisfaction.

Mrs. Fairlylyn Wasiu is currently serving as the Acting Manager of the Community Services team. Her performance in this role has been outstanding, and we highly praise her efforts. She is effectively utilising the resources at hand to achieve better results and is also providing valuable support to the team in their daily responsibilities, fostering a sense of unity among the team members.

Community Service Grant applications continue to be reviewed ensure compliance within operational provisions and variations to be made in areas of underspend to maximise productivity and outcomes for the NPA region. The Community Service Team also continues to seek new grant opportunities aligned to the new endorsed Corporate Plan to assist in achieving operational deliverables.

Indigenous Knowledge Centres [IKCs]

IKCs in the NPA region continue to support internal and external stakeholders, by allowing operational space to deliver services to the communities. The following services have been delivering services regionally from community IKCs:

- Northern Peninsula Area Family and

- Probation and Parole

Community Services [NPAFACS]	
- Department of Community, Housing and Digital Economy	- NBN Ambassador
- Royal Flying Doctors Services	- Aged Care Services [HACC]
- Youths of Community	- Book Club
- Transition for young leaders to boarding schools	- Queensland Indigenous Family Violence Legal Services
- YES Campaign	-

The process of hiring IKC Workers for vacant positions is ongoing, with the aim of establishing a flexible pool of casual employees.

IKCs challenges:

- Infrastructure remains limited and further opportunity for growth remains inadequate. There are currently no grants covering infrastructure and limited funding internally.
- Transport remains an issue for community outreach across the NPA region or opportunity for shared program delivery across all IKCs.
- Workplace Health and Safety [WHS] issues are still outstanding across all IKC. IKC Coordinator is currently working with WHS officer to complete those outstanding and ongoing.

Events Team

The Events team continue to engage with stakeholders internally and externally to maximise participation in activities facilitated by council or other agencies locally. Further participation from departments internally have been encourage as part of knowledge sharing, idealising and promoting team cohesion by collaborative workshoping.

Staffing

Marlon Nakachi has been temporarily fulfilling the role of Events Coordinator on an acting basis. The position has been announced for open recruitment, and interviews are scheduled to occur shortly. Meanwhile, the Community Service team has offered assistance to the Acting Events Coordinator until the permanent replacement is selected. This arrangement guarantees seamless event planning and coordination throughout the transitional phase.

The events team is currently immersed in the active preparations for the Rodeo. Rosco and his team are collaborating closely to ensure the smooth execution of the event. The events team also wishes to extend its gratitude to the entire NPARC team for collaborating harmoniously in the lead-up to the rodeo.

The NAIDOC event witnessed a remarkable turnout. The team partnered with NPA State College, Primary Health, NPAFACS, and various other stakeholders to ensure the success of this event, especially for the elders. The event featured a plentiful selection of food, and a significant number of parents also attended, contributing to its overall success.



Sports and Recreation

The conclusion of our local men's football competition is approaching, with the finals set to take place on Saturday, September 9th, 2023.

Sports and Recreational Support Officer role has been advertised; interviews are scheduled to take place, which will be organised by HR in conjunction with Sports and Recreation Officer. This position is grant funded until 30 November 2023.

The Kittyhawk Basketball competition continues to be an ongoing success with community members of all ages participating. Weekend training sessions for children are still occurring. As a good news story, participants from the junior NPA campus have been selected to attend a competition in Brisbane hosted late August 2023. Date TBC. Grand finals are scheduled for the month of August.

Art Centre

The Art Centre continues to engage community members to create phenomenal artwork illustrating the vast techniques being historical and modernised. With tourist continuing to enter the NPA region, sales have increased with visitors attending more frequently.

The Fashion Workshop hosted by Anne Leon has been a success. An Exhibition Opening has been scheduled to showcase artwork created.

The vast majority of the shoppers at the arts centre are our tourists, which has caused an extremely high demand that we are struggling to keep up.

Home and Community Care

The Home and Community Care program is governed by the Aged Care Act, which mandates the implementation of effective governance systems to ensure regulatory compliance across the organisation. In accordance with these regulations, the Aged Care Compliance Report updates the Council on the status of compliance requirements. This report emphasises the organisation's dedication to upholding regulatory standards and provides transparency regarding its compliance efforts.

Staffing

Both the Coordinator and the Manager are currently on maternity and annual leave. In the absence of the Coordinator, Aleisha Chapman has stepped into the role on an acting basis and is effectively overseeing operations in alignment with the required responsibilities with the support of a consultant, Barbara Schmidt.

The organisation currently employs a total of 14 staff members, 6 permanent and 8 casuals.

- 1 Manager
- 1 Coordinator
- 2 Cooks
- 2 Yardmen
- 1 Transporter
- 1 Receptionist



- 1 Activity Worker
- 6 Age Care workers

Anticipated Client Numbers

The number of clients in the Age Care program is expected to increase, reaching a total of 36 clients. This growth indicates the need for effective management and resources to meet the expanding demand for services.

The following activities and tasks have been completed or are currently in progress:

- The first surveys have been conducted with clients, focusing on client satisfaction regarding service delivery.
- The second survey is centred around the consumer's perspective on the Kaikai menu.
- The dietary surveys have been re-evaluated to emphasise gathering additional information from clients in order to address individual requirements.
- A mandatory staff meeting is held every Friday before classes.

Impact Factors

To further enhance our service delivery, we are still in the process of receiving an eftpos machine. This machine will allow us to conveniently deduct the cost of client meals directly, ensuring a seamless and efficient payment process.

Challenges

The team faced challenges related to the maintenance of clients' yards due to the breakdown of lawnmowers. A replacement ride-on mower has been ordered to address this issue. In the interim, a contractor has been contacted to cut the grass for our elderly clients.

The facility experienced a break-in incident, and immediate action was taken by notifying the police. During the break-in, iPads were stolen from the premises. The incident is being investigated to identify the perpetrators and recover the stolen items.

Regulatory Services

The following is a summary of the activities performed by the various divisions within the operations department during the month of July.

Staffing

The manager for Regulatory Services has resigned from his position. As a result, the position is currently being advertised to fill the vacancy. This indicates that the organisation is actively seeking a qualified individual to take on the responsibilities of the Regulatory Services Manager.

Food Licencing

In July, the food vendors were subject to inspections. The environmental health supervisor took the initiative to visit all the food outlets personally, ensuring a direct line of communication. During these visits, the officer checked in with the vendors, offered assistance, addressed any questions or concerns they had, and assessed their specific needs.

The visit from Public Health marked the completion of the last phase in the food business license application process for local establishments. This procedure has been time-consuming to guarantee full compliance with essential regulations and benchmarks. The visit played a vital role in evaluating how well the businesses align with the stipulated guidelines and in making decisions about their qualification for the food business license. With the issuance of 5 food business licenses, this development will likely motivate additional businesses to pursue their licenses as well.



Animal Management

Dog Trapping

- 4 dogs caught. This was impacted by limited space at pound

Dead Animals

- 2 x dead horse (1 foal)
- 1 x dead cat
- 4 x dead dog

Treatments

- 9 x dogs treated with antibiotics
- 5 x dogs treated with flea and tick
- 19 x dogs treated with worming

Dog Adoption/Rescue Home

- 6 puppies adopted to Animal Rescue in Cairns.

Throughout the month of July Maranoa Animal Rescue Team from Alice Street Mitchell QLD 4465 had been raising money through a GoFund page on Facebook to support the Local Dog Pound. Their goal is to raise \$5,000 so far, we had raised \$1,417.00. We get \$500.00 Gift Voucher from IBIS to get dog food when we're low on dog food stock.

Training

The Pest Control certification for the Regulatory team has now been successfully completed.

Illegal vehicles

The vehicles have not been transferred due to a lack of available machinery. We have now sought assistance from external sources address to this issue.

Illegal Dumping

The illegal dumping media campaign has been launched, with C7even taking the lead in recording video footage and conducting interviews for the campaign materials. The initial recording and interviews have been completed, and additional footage is planned to be recorded in August. This campaign aims to raise awareness about the issue of illegal dumping and promote responsible waste management practises. The recorded materials will be used to create compelling and informative content for the campaign. "Watch this space for 'The Bush is Not Your Bin.'"

Injinoo Service Station

In June, the Service Station experienced a surge in tourist activity, resulting in regular orders from suppliers and deliveries by seaswift. However, the Service Station encountered challenges due to seaswift staff shortages, causing discrepancies in stock levels and delivery delays. Additionally, equipment breakdowns affected fuel deliveries.

Staffing

The service station is constantly faced with staffing issues. These issues are mainly around short staff, manager working excessive hours and positions vacancy, as per corporate plan. According to the plan, the Service Station structure regarding staffing should be as follows:

Full-Time Manager

Full-Time Service Station Attendant 2x

Part-Time Service Station Attendant 2x

Currently, the Service Station only has a Manger, 1 Full-Time attendant, 1x Part-Time attendant (on maternity leave) and 1x Casual attendant.

The HR team along with management have conducted recruiting to fulfill the positions.

Achievements

Throughout the month of July, we have observed consistent sales and the ongoing movement of stock items. While there have been minimal notable changes or exceptional accomplishments during this period, our dedicated employees have continued to maintain regular operations and a strong commitment to serving the community. The Service Station has remained a vital resource for the community throughout the entire month. Furthermore, customers have provided valuable feedback that will contribute to the enhancement of the Service Station's operations.

Challenges

The delayed delivery of goods has had a significant impact on operations and sales. This delay has likely caused disruptions in the supply chain, resulting in products not being available for customers on time. As a result, customers may have experienced inconveniences and dissatisfaction, leading to a decrease in sales.

<u>SALES CATEGORIES</u>	
FUEL	125099.54
SHOP SALES	30315.24
MISCELLANEOUS	8237.00
	<u>163651.78</u>
<hr/>	
Total FUEL	125099.54
Total SHOP	30315.24

Umagico Supermarket

Staffing

- Training sessions were provided, focusing on improving operation processes.
- Meetings were conducted to discuss operational improvements

Achievements

We are pleased to announce several updates and achievements in our operations:

- The arrival of Woolworths stock has positively influenced our shoppers by providing them with a diverse selection of products to choose from.
- Our decision to collaborate with a new meat supplier for fresh meat products has had a positive impact on our shoppers, ensuring they receive high-quality meat options.
- The recent clothing sales promotion has been highly successful, leading to increased sales. We will closely monitor market trends and adjust our inventory to cater to the evolving demands of our customers.

These achievements highlight our commitment to providing a diverse range of products, excellent value, and a satisfying shopping experience for our customers. We will continue to explore new opportunities for growth and improvement, ensuring that our customers receive the best possible service and quality products.

Gaps

The services provided by Sea Swift have posed challenges, and the manager has been engaged in discussions to resolve the issues. To address the high cost of freight with Sea Swift, it is necessary to had discussions with management about potential truck freight options that can help reduce the expense, as Sea Swift's rates are deemed too expensive.

The Supermarket is working to upgrade safety procedures and compliance measures, including installing upgrades to the flooring.

Challenges

- Freight has continued to be a challenge with late deliveries on a Friday afternoon when staff are usually gone for the day. This loss has led to financial implications and potential disruptions in the supply chain.
- Staffing continues to be a persistent challenge for the supermarket. Unfortunately, there have been instances where we've had to temporarily close the shop due to a lack of available staff. The Human Resources (HR) team is actively engaged in addressing this issue through ongoing recruitment processes.
- Payroll and Fingerprinting: To improve the efficiency and accuracy of employee attendance tracking, it is necessary to implement a system that uses fingerprints for payroll purposes.

- **Improvement of Freight Costs:** Freight costs make up a significant portion of our expenses. It is essential to investigate strategies and initiatives to reduce these costs, particularly during dry periods for truck deliveries.

July Umagico Supermarket Sales

Despite the staff shortages and challenges faced in July, the supermarket managed to achieve a notable increase in sales.

Overall, the achievements in securing contracts, improving suppliers, offering competitive pricing, and investing in training initiatives demonstrate the shop's commitment to growth and providing quality services to the community. Addressing the identified gaps, challenges, and payroll reporting will contribute to the shop's continued success and efficiency in its operations.

Jardine Ferry

Staffing

Currently, the staffing situation involves a substantial group of casual employees who have been hired to meet the high demands from both visitors and local businesses. The Ferry Manager is still on leave, which has created opportunities for local staff members. Marjorie Sagigi has done an amazing job at the Jardine Roadhouse and Ferry in taking on the acting managerial role, overseeing the ferry's operations during the busiest season. We commend Marj and the Jardine River Ferry team.

Achievements

Some notable achievements include the implementation of new processes to ensure smooth daily operations during the peak season. Additionally, UHF radios have been introduced for staff, resulting in improved communication and more efficient operations. The roadhouse has received positive feedback from visitors thanks to the introduction of new food supplies and merchandise. The increased staffing levels have also contributed to the enhancement of the landscape and beautification of the Jardine Ferry campgrounds. Contract cleaners are finalising the Ferry accommodation.

Impact

The Ramps on the ferry has encountered certain challenges, which are currently being addressed and mitigated. The high volume of vehicles being transported, coupled with a rotation of new workers, has put some strain on the wire cable of the ferry. Efforts are underway to address these issues and ensure the safe and efficient operation of the ferry. Work Health and Safety (WHS) implementations are also in progress to further enhance safety measures and compliance within the ferry operations.

Challenges

- **Limited transportation options for workers:** The current vehicles have posed mechanical issues; this poses constraints for transporting workers. As a result, some employees have



ORDINARY COUNCIL MEETING #40

Agenda Item 11.2

Tuesday, 29th August 2023

Bamaga Boardroom

been using their personal vehicles, provided they have sufficient fuel. This situation creates logistical challenges for all staff members.

- Ensuring punctuality of employees: Maintaining punctuality among employees is crucial for operational efficiency. Communication and reminders about the importance of punctuality have been addressed with the staff to help create a culture of time management within the workforce.

HOME CARE SERVICES

COMMUNITY AGED CARE MONTHLY COMPLIANCE REPORT

REPORT TO	Northern Peninsula Regional Council
REPORT DATE	10/08/2023
REPORT FROM	Teanna Aki-Fujii – Age Care and Disability Support Service (Coordinator)

AGED CARE SERVICE DELIVERY

Summary of client status over the past month

Reporting item	Number	Comment
HCP Clients	0	Level 1: Level 2: Level 3: Level 4:
New HCP Clients	2	Level 1: Level 2: ^ Level 3: Level 4:
HCP Enquires		
Referrals for assessment or reassessment		<ul style="list-style-type: none"> Two new clients accepted but services have not commenced yet.

Summary of CHSP client status and activity

Reporting item	Number	Comment	
Number of clients	37		
Number of new clients	1		
Clients on waiting list	0		
Number of clients transitioned to HCP	2		
CHSP Hours	Monthly target	Hours delivered	Comment
Social support group	546	644	There is a high demand for activities and elders like coming to the centre
Domestic assistance	136	36	
Social support individual	78	53	
Personal care	25	2	There has been limited demand for this service
Home maintenance	78	0.5	
Flexible respite	7	0	
Meals#	223	802	There is a very high demand for this service
Transport	63	118	More elders are coming to the centre
Home Modifications	395	0	

Aged care legislative compliance status report

Compliance requirement	Number of clients	Overdue	Action taken
Charter of aged care rights explained	37		Intake process needs to be action
Signed aged care agreements	27	10	Intake process needs to be action
Signed current care plans	27		Intake process needs to be action
Advanced health directives completed (HCP clients only)			

Aged care activity reporting

Agency	Report submitted in the past month	Date due	Date Submitted
Services Australia	ACFR	04/8/23	04/8/23
Services Australia	CHP DEX	14/08/23	13/08/23

STAFF MANAGEMENT**Staff changes over the past month**

Staff	Staff establishment	Current number of staff	Number of resignations	Number of new staff
Total staff	16	15	1	1
Carers	7	7	0	1

+

HR Management

Reporting item	No of staff	Overdue	Action required
Key Personnel suitability Check			Status of this compliance requirement unknown – system need to be developed with council executive
Current Police checks	16	0	
Aged Care Code of conduct	16	0	
Current Drivers licence	15	1	Learner driver engaging with Indigenous licence to complete his provisional licence
Performance review	13	3	
Annual Flu vax	3	13	
COVID Immunisation	16	0	

Status of Core training

Mandatory training	No of staff	Overdue	Action Required
Orientation			
Fire Safety			
First Aid	3	12	Contacted St John Ambulance to undergo training. Awaiting response.
Manual Handling	0	0	
Infection control	0	0	
Elder Abuse	0	0	
Food Safety	0	0	
Open disclosure	0	0	

Activity recording and reporting	10	6	
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Training attended over the last month

QUALITY IMPROVEMENT

Progress against Plan for Continuous Improvement

- Nil

Feedback/complaints management

Complaints	Total No	Type of incident			
		Employee	Service	Facilities	Other
Number of Complaints in the reporting period	0				
% Investigations completed within 5 days	n/a				

Key issues and action taken

•

Incident/near miss management

Incidents	Total No	Type of Investigation				
		Client	Employee	Equipment	Facility	Medication
Number of Incidents in the reporting period	1	1	2		Client's home	
% Investigations completed within 5 days						
Number of SIRS Incidents in the reporting period						
% SIRS Investigations completed within 24 hours						
% SIRS Investigations completed within 30 days hours						

Key Issues & action taken

- Incident was reviewed. Practice modified to prevent similar incident in the future.

RECOMMENDATIONS

- First Aid and CPR training required
- Delegate appropriate staff in advance to fulfil higher duties (Activity officer)
- Maintenance repair for equipment's needs urgent attention (ride-on & lawn mower)
- Yardmen vehicle low tow bar level, which creates a steep incline which makes it difficult to navigate.
- Kitchen maintenance/ kitchen materials needs attention
-

Title of Report: NPARC Corporate Services Monthly Update

Agenda Item: 11.3

Classification: For Noting

Author Executive Manager Corporate Services

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

This report provides the Councillors with an update of NPARC Corporate Services portfolio for the Ordinary Council Meeting #40.

EXECUTIVE SUMMARY

During this reporting period, resourcing remains the biggest risk and challenge to delivering the services in the Corporate Services Portfolio. Together with the CEO and the Finance Department, the steering committee for the new Financial Management System (FMS) initiative was formed. The new FMS to replace the current outdated legacy FMS will be a significant and critical investment by Council but will bring the benefits of a modern FMS business technology solution. The FMS project will incur significant change to Financial Management processes, the introduction adoption of modern day financial management and accounting practices impacting the entire organisation. To ensure the success of the new FMS initiative, it is crucial that:

- Leadership drives prioritises the initiative
- There is buy-in from the employees

There is already an understanding that a modern FMS is needed and the most critical part of preparing for an FMS before going to market is documenting the business requirements in a Solution Requirements Specification (SRS). The development of the SRS will require engaging all business units and for the most part, the business requirements will need to come from the Finance Department.

ACHIEVEMENTS

- Onboarding of Peak Services consultants to facilitate Grants Management Functions
- Formation of the Financial Management System Implementation Project steering committee

RESOURCING PROFILE

The below table represents the number of employees in each department of Corporate Services:

Department	No. of Positions	Positions Filled	Positions Vacant	Comments
Batching Plant	5	4	1	• Vacant Supervisor Batching Plant

Corporate Affairs	6	4	2	<ul style="list-style-type: none"> • Vacant Manager Corporate Affairs • Vacant Communications Officer • Governance Officer currently occupied with part time IT resource
Grants Management	2	2	0	<ul style="list-style-type: none"> • Grants Officer working remotely • Grants Assistant - 1000 Jobs Initiative placement
Information Technology	1	1	0	<ul style="list-style-type: none"> • IT Assistant - 1000 Jobs Initiative placement
Property and Facilities	6	5	1	<ul style="list-style-type: none"> • Vacant - 1000 Jobs Initiative
RIBS (Radio Station)	1	1	0	
Stores	4	5	0	
Total	25	22	4	

EMPLOYEE MOVEMENTS

No changes this reporting period.

CS DEPARTMENTS

BATCHING PLANT

Batching Plant experienced downtime due to issues with Seaswift to deliver stock.

Work Health and Safety

Workplace Health and Safety Queensland (WHSQ) inspection of the Batching Plant scheduled for the last week of September. Repair and maintenance work in preparation for the WHSQ inspection are progressing and scheduled for completion before middle of September.

Stock Report

STOCK DESCRIPTION	QUANTITY COUNTED	TOTAL UNIT COST	TOTAL COST (\$) (Stock on hand)
Cement Bags (20 kg)	1215	\$9.00	\$10,942.65
Aggregate 20mm	55.81	\$125	\$6,976.25
Sand (m3)	80	\$132.50	\$10,600.00
Daratard (205 ltr)	350 L	\$3.28 per litre	\$1,148.00
		In Stock Cost	\$29,666.90

Commodity Movement for July 2023

	Cement Powder Bags	Sand m3	Aggregate m3	Daratard Ltrs
Opening Stock	820	155.65	38.5	380

Purchase	1320	170	120.38	NIL
Consumed	104	52.07	52.07	30
Sold	NIL	24.5	12.5	NIL
Remain	2036	249.08	94.06	350 litres

Concrete Production

104.15m³

CORPORATE AFFAIRS

The Position Description for Manager Corporate Affairs has been reviewed and updated in preparation for the position to be advertised.

COMMUNICATIONS & MEDIA

- Communications & Media Coordinator is currently being advertised.

GOVERNANCE

- Governance Officer role currently occupied by parttime IT resource (0.4 FTE – 2 days per week)

RECORDS MANAGEMENT

- Services from Records Management were reduced this reporting period due to multiple occurrences of Medical Leave
- Retention and disposal of records:
 - Approval sent to CEO for destruction of 2015/2016 financial records
- Removal of records from the NPARC Injinoo Administration Office

Additional updates on the progress of the new Electronic Document and Records Management System (eDRMS) implement project to replace TRIM are in the Business Technology Solution section of this report.

RIBS

- Community News
 - Torres and Cape Hospital and Health Service Media statement re Further malaria cases in Torres Strait
- Community Service Announcements
 - NPA Family & Community Services – Growing Deadly Family's Team on Woman's story about birthing yarning groups
 - NPARC
 - Garbage Truck
 - Temporary Road Closure – Pajinka
 - Jardine Ferry
 - NAIDOC
 - NPA Rodeo & Races
 - Town Hall Meetings
 - Level 3 Water restriction & Disruptions
 - Ergon Energy – NPA Power outages for August 2023
 - TCHHS NPA Primary Health Services – Flu vac
 - NPA State College re notifying community about Anu Street will not be accessible for the next 6months, Athletics Carnival

- Indigenous Drivers Licensing Unit re Community visit August
- Altitude Eyewear – free eye test
- Dept of Housing re Conversations about Housing repairs and maintenance, they want to hear stories from communities
- On air live radio interviews were conducted with:
 - Savage Films and children's series Little J & Big Cuz
 - Search for KKY language speakers
- Pre-recorded Interviews
 - NPA State College 50th Anniversary of Senior Campus
 - NPARC Animal Management & AMRRIC Animal Management in Rural & Remote Indigenous Communities on Dogs & Cats Census for NPA
 - NPA Art Centre Manager Dev Lengjel – Fashion Exhibition
 - Ergon Energy Retail – Community education presentation on how to manage your power consumption

GRANTS MANAGEMENT

- LGAQ Peak Services has been engaged to facilitate Grants Management
- Grants Management consultants are in the process of being onboarded and expect to be functioning as of Wednesday 16AUG2023
- A handover from the outgoing Grants Officer to the consultants is planned to be completed by Friday 18AUG2023

Active Grants

Funding Program name	Component	Update
TSRA	Cultural Art and Heritage Programme	\$23,100 funding have been approved for this project, agreement signed and submitted by CEO.
QLD Remembers	Restoration of NPA War Memorial honour board plaque	<p>Project commence 12/05/2023 – 24/05/2024. \$36,790 Funding approved, agreement to be signed and uploaded to SmartyGrants.</p> <p>HONOUR ROLL QUOTES REQUESTED from October 2022 - Cairns Monumental.</p> <p>Delayed over a month waiting for Invoice to be raised.</p>
Commonwealth Regional Connectivity Program (Partnership with TSC, TSIRC and NBN)		<ul style="list-style-type: none"> ● Application submitted, support letters received and submitted, awaiting response ● Follow up email sent requesting any updates ● Response received, the federal government have extended the closing date twice and is now set for the 12th of August.
NPA - Get Ready Queensland		<ul style="list-style-type: none"> ● Quarterly reporting submitted and approved for 2023 funding ● Agreements endorsed by CEO and submitted 08/08/2023

RIO-Tinto	Multi-purpose Hall Tables and Chairs	<ul style="list-style-type: none"> • Successful outcome waiting payment to proceed with purchasing • Waiting of information from Community Services Team for quotes an invoice to be supplied to Rio Tinto
Grant Pajinka Toilet Block DRDMW	Milestone 1 and 2.	<ul style="list-style-type: none"> • Report sent 12/06/2023, milestone funding 1 and 2 is in process of being released to NPARC. • Report is up to date; next reporting period is in September.
TBA	Arts Exhibition trip to Cairns	<ul style="list-style-type: none"> • Dev applied for grants through Ely Trust to support him and local artists to go to Cairns in July for an Art exhibition • Application submitted waiting outcome
Department of Environment and Science - Local Government Illegal Dumping Partnerships	Invoice and reporting	<ul style="list-style-type: none"> • Reports of work in progress and recruitment of Compliance officer have been submitted. • Invoice have also been sent on, 12/06/2023 for payment under PP2B11 – Payment of \$101,475 will be processed soon. <p>OUTSTANDING</p> <ul style="list-style-type: none"> • Reporting Officer 0.5 FTE recruitment still in process. • Vehicle quote/purchase is still pending. • Grants have not yet received feedback of the outstanding items.
Community Grants Hub –	Coastal Clean-up project Grants Round 1	<ul style="list-style-type: none"> • Application was submitted by Angelina Williams and was successful, the Grant funding is for \$116,319 • Agreement sent for CEO to approve 18.07.2023
NIAA Junior Rangers – Grant Opportunity – Now Open	New funding opportunity	<ul style="list-style-type: none"> • Program for NPA will be named, Apudthama Junior Rangers program • Grants team met with Angelina and have prepared a draft application for Junior Rangers Program funding. • Application to be submitted • More information was required, had an issue with the Budgeting Template, Grants is working with a member of the department to sort this issue.
Department of Health and Aged Care, Grant Funding - P4272 - Northern Peninsula Area Regional Council - 4-G3YWDN6 - DOV	Deed of variation of funding – Aged and Home Care	<ul style="list-style-type: none"> • Grants officer to have a meeting with Corey Johns regarding Dex Reporting. • Grants had a conference call with Corey and Patricia Nona, it seems the data entered in the DEX portal may be the cause of data being over 800% over. Action to be taken by Patricia to send manual data to Corey to cross reference how or where the incorrect entries are. • Patricia needs more training in this area as she had only been shown once. • HACC consultant has assisted in correcting the data entry and have found the issue. This was submitted to the department before cut-off date. Barb will further train Aged Care and Disability Manager in entering data correctly to avoid future issues

NIAA 1000 Jobs		<ul style="list-style-type: none"> • Claims are outstanding, waiting on Payroll to receive payslips of employees to commence claims for this period. • Email sent waiting to receive payslips to calculate hours. • Wages details received, working with NIAA in calculating hours correctly before requesting invoices and submitting claim forms
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INFORMATION TECHNOLOGY

BUSINESS TECHNOLOGY SOLUTIONS

Asset Management System (AMS):

No update this reporting period.

Electronic Document Records Management System (eDRMS):

Implementation of NPARC's new Electronic Document and Records Management System (eDRMS) to replace our current eDRMS TRIM is progressing with our engaged business partner Sharing Minds:

- Proposal and Statement of Work is being developed and reviewed to support:
 - Migration
 - Engaging Business Units to establish current practices
 - Mapped network drives
 - Governance
 - Change Management
 - Communication needs
 - Training needs

Financial Management System (FMS)

- Formation of FMS Implementation Project Steering Committee
- Planning for commencement of scoping the FMS Solution Requirements Specification (SRS)

PROPERTY & FACILITIES

The Properties and Facilities Monthly Report will be presented by the Manager Property and Facilities.

STORES

- Possible process error with stock receivals identified and being investigated by the Finance Team that may contribute to differences in stock producing a deficit in Stock Takes and unaccounted for stock

Sales Summary:

Item	Previous Reporting Period	Current Reporting Period	Variance	YTD
Internal				
Sales	\$80,069.10	\$64,291.74	-\$15,777.36	\$144,360.84
Credit Sales	\$15,183.97	\$24,693.50	\$9,509.53	\$39,877.47
EFTPOS				
Sales	\$19,192.75	\$17,510.74	-\$1,682.01	\$36,703.49
Direct Debit	\$3,296.80	\$311.65	-\$2,985.15	\$3,608.45

Total	\$117,742.62	\$106,807.63	-\$10,934.99	\$224,550.25
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Stock Count(s):

Date	Stock Type	Variance	Value
24Jul2023	Weekly	Deficit	-\$833.83
YTD Total			-\$833.83

Stock Slow Movement:

In stock > 12months:

Stock Item	Value
7 x Ratchet Strap 10mtr (rated 10t)	\$2,990.89
5 x Ratchet Strap 25mtr (rated 10t)	\$3,122.75
Old Stock	\$4,496.22
Old Stock	\$908.60
Sub-Total	\$11,518.46
Write-offs	\$7,139.96
Write-offs	\$550.15
Sub-Total	\$7,690.11
Sub-Total	\$19,208.57

PROFESSIONAL DEVELOPMENT & TRAINING

Training Required

- Property and Facilities
 - Aboriginal Cultural Heritage Act 2003
 - Torres Strait Islander Cultural Heritage Act 2003
- Records Management:
 - Public Records Act 2002 (QLD)
 - Records Governance and Guidelines
 - MS-SharePoint (backbone of eDRMS)
- Stores
 - Procurement training to raise purchase orders (request with Finance Team)

Planned Training

Diploma of Local Government (Corporate Services)

- 15 Participants:
 - Part 2: 29AUG-01SEP2023 (rescheduled due to conflict with rodeo)

Completed Training

No updates this reporting period.

CONSULTATION

1. Acting Batching Plant Supervisor



ORDINARY COUNCIL MEETING # 40

Agenda Item 11.3

Tuesday, 29th August 2023

Bamaga Boardroom

2. Grants Officer
3. Property and Facilities Manager
4. RIBS
5. Stores Supervisor

End of Corporate Services Report

Title of Report: July 2023 Finance Report

Agenda Item: 12.1

Classification: For Noting

Author Acting Manager Finance

Attachments Statement of Comprehensive Income

Enterprise Financial Summary

Cash Position Summary

Statement of Financial Position

Debtors and Creditors Outstanding

Officers Recommendation:

That Council:

Note and accept the Manager of Finance Report for the period ending 31 July 2023

PURPOSE OF REPORT

To provide Councillors with a status update on the Council's financial position in accordance with the requirements of the Local Government Act 2009 and s204 of the Local Government Regulations 2012.

BACKGROUND AND CONTEXT

Overall position

Financials current year

The Council's financial position as at the end of July 2023 remains difficult, and it slightly worse than June's position. This is due to the income received in July being less than the monthly expenditure on Wages and payments to suppliers and contractors, and the amount of unspent Grant funding is not reducing. There was a decrease in amount owing to Trade Creditors due to the payments made to suppliers/contractors, and this led to a decrease in Cash held.

Current obligations (liabilities) are at \$11.7M compared to a cash position at the end of July being at \$13.7M. Unrestricted cash is still estimated at \$0M, as there is still \$13.46M of unspent Grant funding on various operational and Capital projects in addition to unpaid suppliers and employee entitlements.

Operating grants received for the month of July were \$25.7K for the "QLD Remembers" funding towards the ANZAC memorial and names to be added, 5K Employer Incentive subsidy, \$28K Aged Care CHSP Grant; No Capital grants were received for July.

In July, QBuild was invoiced for \$690K for work on upgrades and maintenance to Community housing.



Revenue

Operational Revenue for the period to 31 July 2023 is tracking slightly lower than budgeted, as revenues received are at 3% compared to 8% of the year elapsed.

Expenses

Operational Expenditure is tracking slightly lower than Budget at 5% of Budget compared to 8% of the year elapsed.

Materials and Services comprises half of Councils Operational Expenditure at \$2M, and \$870K of this is payments to contractors and consultants for the upkeep of Council assets. A further \$15K is for the Insurances for Plant/Fleet that Council is required to hold, \$586K for the purchase of stock for the various Enterprises and \$218K for Repairs & Maintenance of Council assets.

Employee benefits are slightly higher compared with previous year although positions are still being recruited and have not been filled to-date.

Cash Position

The Council has a tight cash position due to receipt of Grant funding in advance of projects starting and little expenditure against the funded projects.

At end of July 2023, after allowing for the end of month creditors, total staff leave liabilities, grants contracts obligations, Councils available unrestricted cash is at approximately \$0.0M, due to early receipt of Capital grants and unspent commitments related to those grants. Current restrictions on cash total \$15M, but there is only \$13.7M in Councils bank accounts.

Enterprises

This July, the business enterprises Injinoo Service Station, NPARC Bamaga Stores, the Jardine River Ferry & Roadhouse and the Injinoo Batching Plant were profitable, but the Alau Supermarket made a loss. The Batching Plant made a \$38.8K profit for the month, the Injinoo Service Station made a monthly profit of \$18K, the Alau Supermarket made a monthly loss of \$7.8K, the Jardine Ferry & Roadhouse made a \$236K profit and the NPARC Store made a profit of \$28.7K. For every dollar spent, the combined enterprises brought in \$0.27 of surplus.

Audit last financial year ending 30 June 2022

Council has had to seek an extension of time from the Minister (for Local Government) for the completion of the audit of the 2021/22 Annual Financial Statements. The Queensland Audit Office (QAO) auditors are continuing to work with Council on progressing the audit whilst the necessary work is completed. Due to several prior year errors which are being rectified this year, the audit is taking a lot longer than anticipated. QAO have advised that they will be onsite at Bamaga in September 2023.

Budget and Management Reporting

Budget for the 2023/24 financial year has been adopted at Special Council Meeting of 27th June 2023.



CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Operational Plan – 2. FISCAL MANAGEMENT

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

CONSULTATION

N/A.

Statement of Comprehensive Income

Percentage of year elapsed as at 31-July-2023

8%

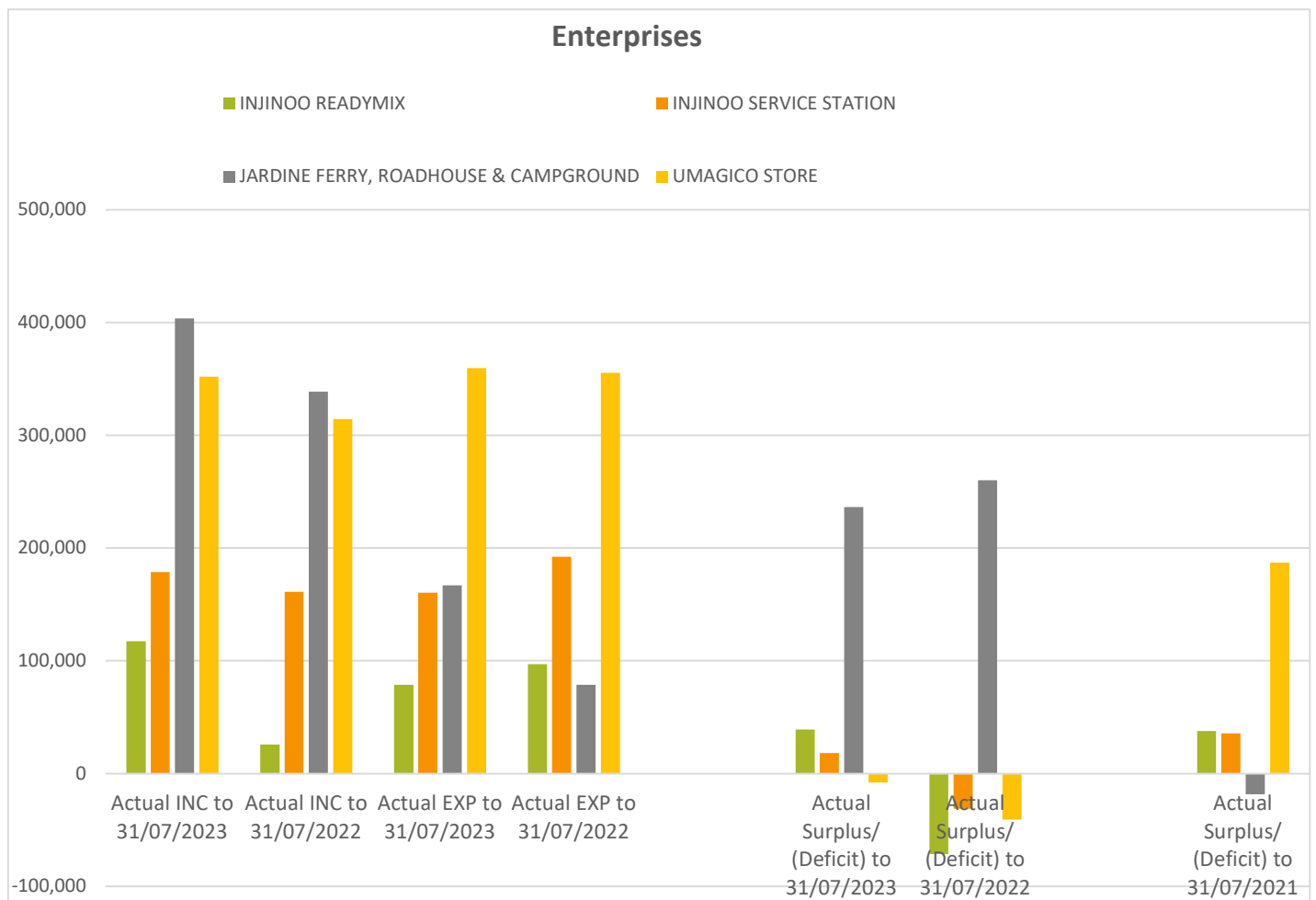
The Statement of Comprehensive Income is often referred to as the Profit and Loss Statement. This statement shows what Council has earned (revenue) and what costs Council has incurred (expenses) for the year to date.

Northern Peninsula Area Regional Council Statement of Comprehensive Income For the period ended 31-July-2023

	<u>Period End</u> <u>31/07/2023</u>	<u>Period End</u> <u>31/07/2022</u>	<u>Annual</u> <u>Budget</u> <u>2023-24</u>	<u>% Actual vs</u> <u>Budget</u>
Income				
Recurrent Revenue				
Rates, levies and charges	(1,700)	210,327	2,814,952	0%
Fees and charges	7,202	39,622	359,950	2%
Rental income	75,118	17,021	1,045,587	7%
Interest received	15,180	1,737	90,005	17%
Sales revenue	879,233	504,277	10,626,214	8%
Enterprise revenue	1,051,273	865,629	8,966,614	12%
Other income	28,164	22,343	2,908,076	1%
Grants, subsidies, contributions and donations	59,748	1,311,963	12,889,265	0%
Total recurrent revenue	2,114,218	2,972,918	39,700,663	5%
Capital revenue				
Grants, subsidies, contributions and donations	-	-	34,323,685	0%
Loss on sale Assets	-	-	-	
Total capital revenue	-	-	34,323,685	0%
Total revenue	2,114,218	2,972,918	74,024,348	3%
Expenses				
Recurrent expenses				
Employee benefits	(1,583,504)	(1,008,186)	(16,999,207)	9%
Materials and services	(2,026,392)	(1,904,215)	(32,065,414)	6%
Finance costs	0	(2,744)	(715,643)	0%
Depreciation and amortisation	(901,917)	(1,031,102)	(10,823,000)	8%
Total recurrent expenses	(4,511,813)	(3,946,248)	(60,603,264)	7%
Capital Expenses	-	0	(36,753,538)	0%
Total Capital Expenses	-	0	(36,753,538)	0%
Total expenses	(4,511,813)	(3,946,248)	(97,356,802)	5%
Result from ordinary activities	(2,397,594)	(973,330)	(23,332,454)	10%
OPERATING RESULT				
Operating Revenue	2,114,218	2,972,918	39,700,663	5%
Operating Expenses	(4,511,813)	(3,946,248)	(60,603,264)	7%
Operating Surplus/(Deficit)	(2,397,594)	(973,330)	(20,902,601)	11%

***Northern Peninsula Area Regional Council
Enterprise Financial Summary
As of 31-July-2023***

ENTERPRISES	Actual INC to 31/07/2023	Actual INC to 31/07/2022	Actual EXP to 31/07/2023	Actual EXP to 31/07/2022	Actual Surplus/ (Deficit) to 31/07/2023	Actual Surplus/ (Deficit) to 31/07/2022	Actual Surplus/ (Deficit) to 31/07/2021
INJINOO READYMIX	117,551	25,601	78,664	97,127	38,887	(71,526)	37,776
INJINOO SERVICE STATION	178,410	161,109	160,324	192,326	18,086	(31,217)	35,867
JARDINE FERRY, ROADHOUSE & CAMPGROUND	403,463	338,633	166,939	78,674	236,525	259,959	(18,533)
NPARC STORES	106,009	73,830	77,216	57,983	28,793	15,848	(34,081)
UMAGICO STORE	351,848	314,435	359,668	355,301	(7,820)	(40,866)	186,760
Total Enterprises	1,157,283	913,608	842,811	781,410	314,472	132,198	207,788



Cash Position Summary

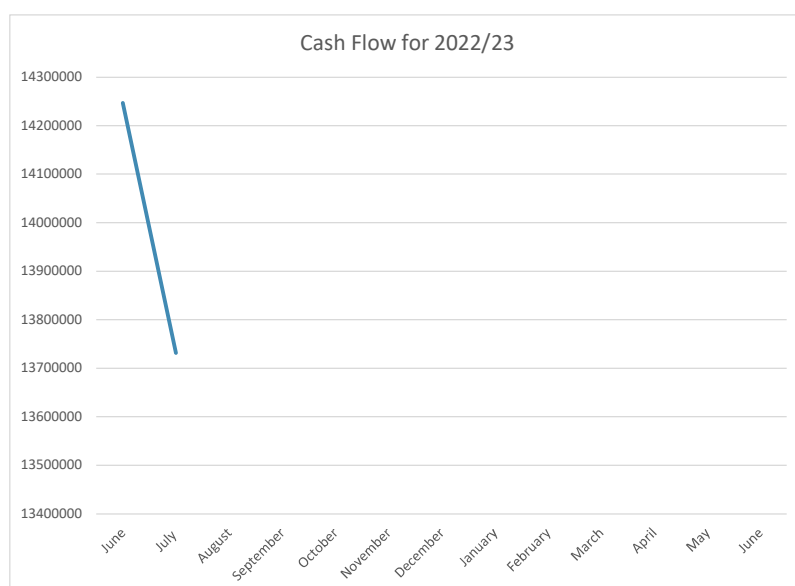
This attachment shows the cash flow position of NPARC and the activities year to date - June 2024

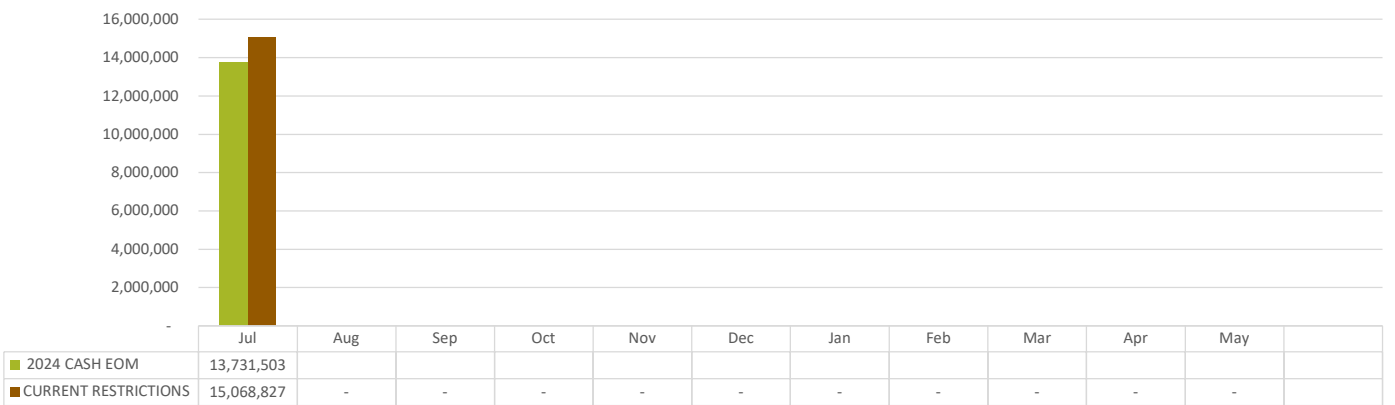
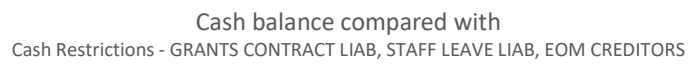
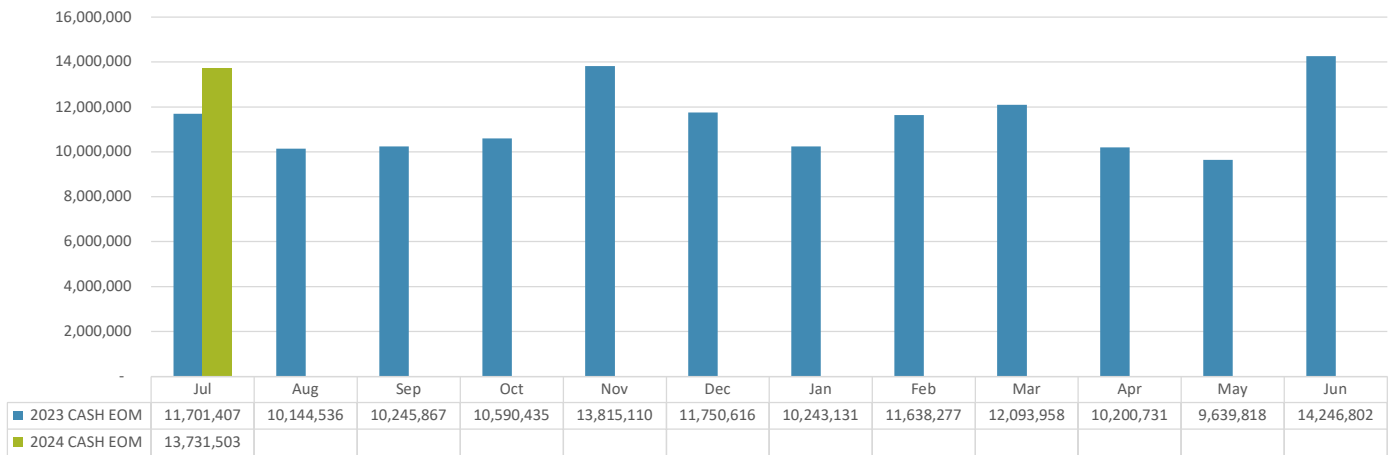
The estimated net cash position is **\$13.73M** as of **31 July 2023**. Estimated known restrictions at end of July 2023 are staff leave liabilities during the next 12 months: \$1.1M, Creditors liabilities at end of month \$647K, grants project deliveries \$13.46M.

Cash balances total at 31-July-2023	was	13.73M
Of this		
NPARC CBA General Account	\$	9,451,708
NPARC Cash Floats	\$	11,515
NPARC Cash on hand-ATM Umagico Store		\$127,519
DHPW Trust Account	^ 5 new houses	\$ 557,284
NPARC QTC Investment	^ effective rate 1.94%	\$ 3,583,476

Northern Peninsula Area Regional Council Statement of Cash Position As at 31-July-2023

	\$
Cash flows from operating activities:	
Receipts from customers	2,923,561
Payments to suppliers and employees	(3,302,031)
	<u>(378,470)</u>
Interest received	15,180
Rental Income	75,118
Non-capital grants and contributions	59,748
Finance costs	-
Net cash inflow (outflow) from operating activities	<u>(228,422)</u>
Cash flows from investing activities	
Payments for property, plant and equipment	(286,876)
Grants, subsidies, contributions and donations	-
Net cash inflow (outflow) from investing activities	<u>(286,876)</u>
Net increase (decrease) in cash and cash equivalents held 31-July-2023	(515,298)
Cash and cash equivalents at beginning of reporting period	<u>14,246,802</u>
Cash and cash equivalents at 31-July-2023	<u>13,731,503</u>





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 31-July-2023

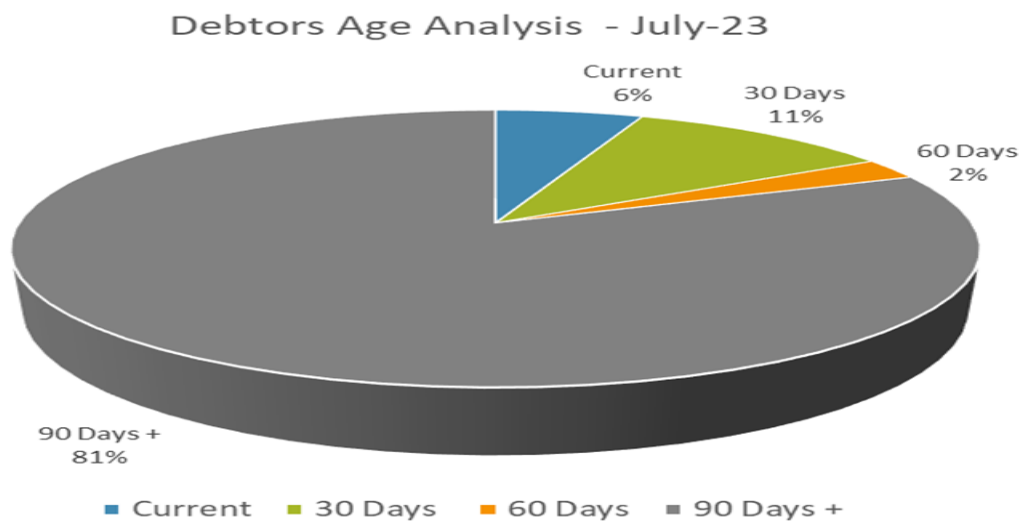
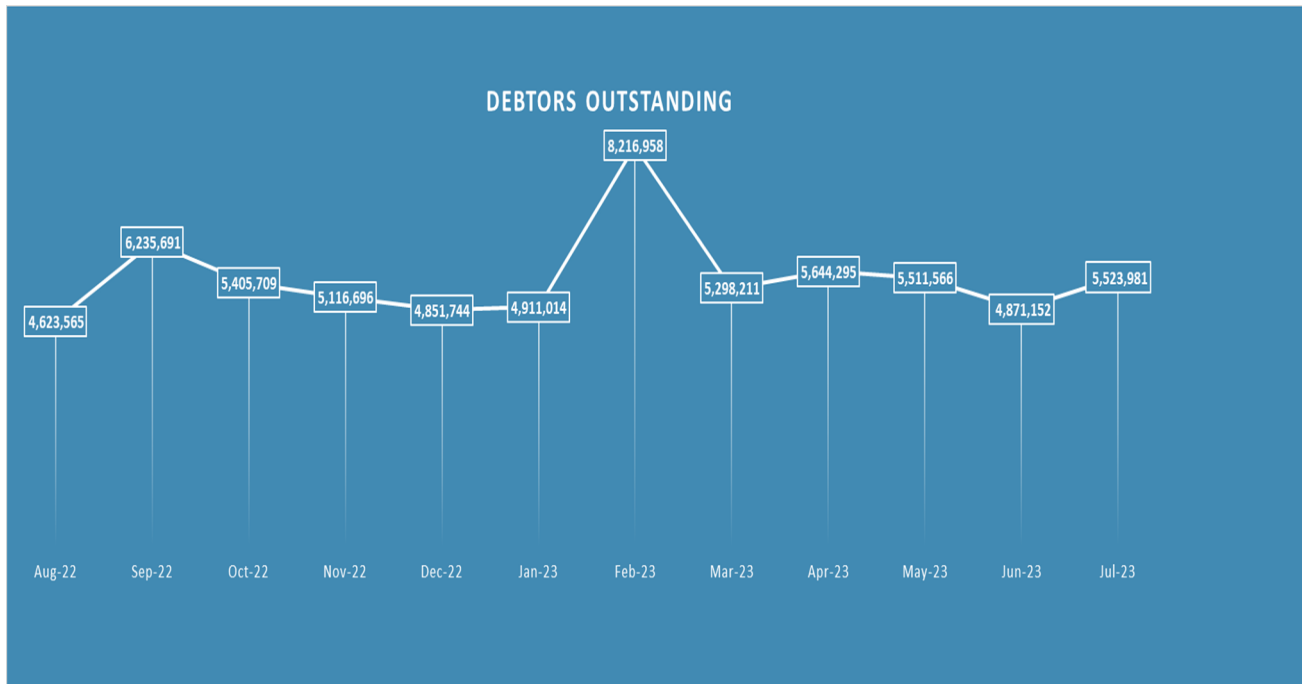
	As at 31-July-2023 Actual	As at 31-July-2022 Actual
	\$	\$
Current Assets		
Cash and cash equivalents	13,731,503	11,701,407
Trade and other receivables	2,435,077	2,029,728
Inventories	921,932	968,388
Other financial assets	676,600	839,600
	<u>17,765,112</u>	<u>15,539,123</u>
Non-current assets classified as held for sale	-	-
Total current assets	<u>17,765,112</u>	<u>15,539,123</u>
Non-current Assets		
Trade and other receivables	-	-
Other financial assets-Leased Assets	17,421,672	17,421,672
Property, plant and equipment	200,239,825	211,058,599
Work in progress	10,932,413	2,409,621
Total Non-current assets	<u>228,593,910</u>	<u>230,889,892</u>
TOTAL ASSETS	<u>246,359,022</u>	<u>246,429,015</u>
Current liabilities		
Trade and other payables	2,086,688	2,552,873
Borrowings	-	-
Provisions	1,138,047	1,230,256
Other	6,639,793	6,422,280
Total Current liabilities	<u>9,864,527</u>	<u>10,205,409</u>
Non-current liabilities		
Provisions	1,828,266	1,828,266
Total Non-current liabilities	<u>1,828,266</u>	<u>1,828,266</u>
TOTAL LIABILITIES	<u>11,692,794</u>	<u>12,033,675</u>
NET COMMUNITY ASSETS	<u>234,666,228</u>	<u>234,395,340</u>
Community Equity		
Asset revaluation reserve	84,172,001	84,172,001
Retained surplus/(deficiency)	150,494,227	150,223,338
Reserves	-	-
TOTAL COMMUNITY EQUITY	<u>234,666,228</u>	<u>234,395,340</u>

***Northern Peninsula Area Regional Council
Analysis of Debtors and Creditors Outstanding
As of 31-July-2023***

Debtors Outstanding and Recovery

Total debtors outstanding as of 31 July 2023 was \$5.52M of which 80.95% is outstanding over 90 days.

Total bad debt provision as at 30 June 2023 is \$3.545M, after analysis and further discussions with QAO. This represents 79.27% of outstanding 90 Day Debtors and 64.17% of total Debtors at 31 July 2023



Creditors Outstanding

The total Creditors outstanding as at 31 July 2023 was \$647,426. The age analysis of the Creditors is as follows.

Description	Current	30 Days	60 Days	90 Days +	Total
July 2023					
Creditors outstanding	\$555,347	\$71,051	\$13,076	\$7,951	\$647,426
Number of Creditors					58

Title of Report: Report back from NPA Interim LDMB

Agenda Item: 13.1

Classification: For endorsement

Author: Chief Executive Officer

Attachments: 10.08.2023 Draft Interim Local Decision Making Board Minutes
Interim Northern Peninsula Area (NPA) Local Thriving Communities Advisory
Committee Terms of Reference

Officers Recommendation:

That Council:

Note and endorse the minutes and all recommendations of the NPA Interim Local Decision Making Board

Officers Recommendation:

That Council:

notes and accepts the Interim Local Decision Making Board meeting dates for 2023 commencing at 10am and delegates to the Mayor to approve any date changes:

- Wednesday 27th September
- Wednesday 25th October
- Wednesday 29th November

Officers Recommendation:

That Council:

- Appoints xx to the Interim Local Decision Making Board as a representative for Seisia Community

PURPOSE OF REPORT

Provide Council with a report back from the inaugural Interim Local Decision Making Board.

BACKGROUND AND CONTEXT

The inaugural Interim Local Decision Making Board meeting was held on 10 August 2023. The minutes of the meeting are attached to this report. Under the terms of reference, recommendations from the

meeting are endorsed, amended, rejected or referred back to the committee for further review. A copy of the Terms of Reference is attached to this report for reference.

At the meeting, a number of reports were tabled for noting including

- State Government Update
- NPA Interim Decision Making Board Framework
- NPA Community Safety Plan

One report was tabled for decision making regarding the Alcohol Management Plan Survey. The recommendation made by the board on this matter was

Resolution

That the NPA Interim Local Decision Making Board resolve to:

- Note the Report
- Request the State Government to remove the restricted area declaration for all communities of the Northern Peninsula Area and associated limits on possession of alcohol in the quickest timeframe possible
- In the interim, request the relevant Director-General to make all possible amendments within their delegation to the current regulations regarding possession of alcohol to increase the carriage limits to the maximum amounts possible and to be per person rather than per vehicle
- Request the State Government to provide funding to undertake review of any amendments to review qualitative and quantitative impacts
- Request the State Government to provide funding to support activities identified in the Community Safety Plan to minimise the impact of alcohol including but not limited to
 - Health promotion and education
 - Activities to reduce boredom especially for youth
 - Improved housing

Moved: Glendon Woosup

Vote: 6/0

Seconded: Hassim Adidi

Resolution: LTC8.1.-10082023

CARRIED

In addition, as per the terms of the reference, Council is responsible for setting meeting dates.

One member for Seisia resigned prior to the meeting and this vacancy needs to be filled by Council.

A trip is also planned to attend the Mapoon LTC Meeting on 12 September to inform the group on practices and options for the group.

CRITICAL DATES

N/A.



OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

Nil

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

CONSULTATION

NA



UNCONFIRMED

Meeting Minutes
NPA Interim LDMB Meeting #1
Thursday 10th August 2023
Bamaga Boardroom

Northern Peninsula Area Regional Council

Interim Local Decision Making Board

To commence at 10.00am

On

Thursday 10th August 2023

Bamaga Boardroom



UNCONFIRMED

Meeting Minutes

NPA Interim LDMB Meeting #1

Thursday 10th August 2023

Bamaga Boardroom

Agenda Item 1. Welcome and Opening of Meeting

Mayor Yusia welcomed attendees and opened the meeting at 10:00am with a prayer by Victoria Kennedy.

Agenda Item 2. Acknowledgement of Country

Mayor Yusia paid respects on behalf of the Council to the traditional owners of the land upon which the meeting was held and the traditional owners of the Northern Peninsula Area; and to their elders past, present and emerging.

Agenda Item 3. Present

Mayor Patricia Yusia
Glendon Woosup
Terry Gina Peter
Hassim Adidi
Lillian Bond
Victoria Kennedy

District Mayor
Injinoo Community
Umagico Community
Bamaga Community
New Mapoon Community
New Mapoon Community

Other Attendees

Kate Gallaway
Karen Samoa

CEO
Senior Project Officer, DTATSIPCA

Agenda Item 4.

Cr Kitty Gebadi
Stanley Dai
Eleanor Mara
Narelle Aniba
Sarah Phineasa

Apologies

Division 3 / Deputy Mayor
Umagico Community
Injinoo Community
Seisia Community
Bamaga Community

Agenda Item 5.

Nil

Declarations of Conflict of Interest

Agenda Item 6.

State Government Update

Resolution

That NPA Interim Local Decision Making Board resolve to:

Note the report

Moved: Terry Gina Peter

Vote: 6/0

CARRIED

Seconded: Lillian Bond

Resolution: LTC6.1.-10082023



UNCONFIRMED

Meeting Minutes

NPA Interim LDMB Meeting #1

Thursday 10th August 2023

Bamaga Boardroom

Agenda Item 7.

Reports for Noting

Agenda Item 7.1.

NPA Interim Decision Making Board Framework

Resolution

That NPA Interim Local Decision Making Board resolve to:

Note the report

Moved: Victoria Kennedy

Vote: 6/0

Seconded: Glendon Woosup

Resolution: LTC7.1.-10082023

CARRIED

Agenda Item 7.2.

Community Safety Plan

Resolution

That NPA Interim Local Decision Making Board resolve to:

Note the report

Moved: Terry Gina Peter

Vote: 6/0

Seconded: Hassim Adidi

Resolution: LTC7.2.-10082023

CARRIED



UNCONFIRMED

Meeting Minutes

NPA Interim LDMB Meeting #1

Thursday 10th August 2023

Bamaga Boardroom

Agenda Item 8.

Reports for Decision

Agenda Item 8.1.

Alcohol Management Plan

Resolution

That the NPA Interim Local Decision Making Board resolve to:

- Note the Report
- Request the State Government to remove the restricted area declaration for all communities of the Northern Peninsula Area and associated limits on possession of alcohol in the quickest timeframe possible
- In the interim, request the relevant Director-General to make all possible amendments within their delegation to the current regulations regarding possession of alcohol to increase the carriage limits to the maximum amounts possible and to be per person rather than per vehicle
- Request the State Government to provide funding to undertake review of any amendments to review qualitative and quantitative impacts
- Request the State Government to provide funding to support activities identified in the Community Safety Plan to minimise the impact of alcohol including but not limited to
 - Health promotion and education
 - Activities to reduce boredom especially for youth
 - Improved housing

Moved: Glendon Woosup

Vote: 6/0

Seconded: Hassim Adidi

Resolution: LTC8.1.-10082023

CARRIED

Agenda Item 15.

General Discussion

- Seisia Community Vacancy – report to August Ordinary Meeting
- Appointment of Deputy Chair – at next meeting
- Next meeting topic – workshop to look at items to prioritise
- Next meeting date – monthly meeting to review

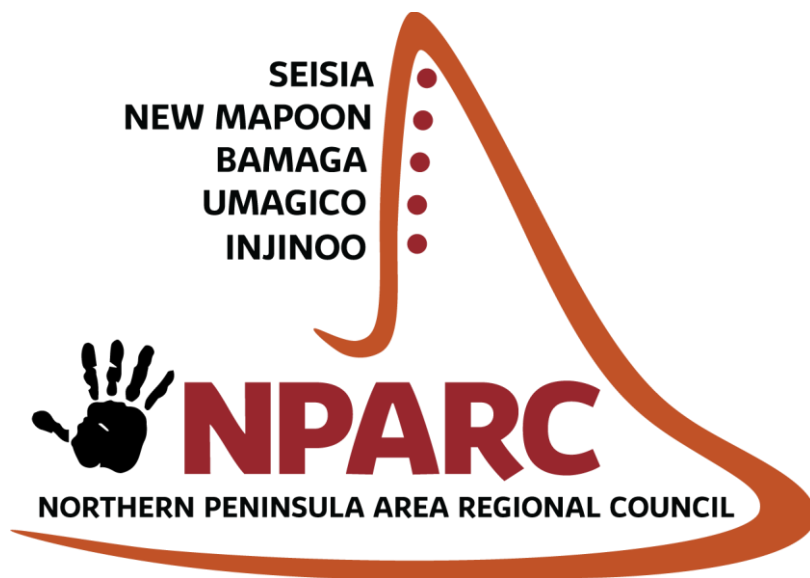
Agenda Item 15.

Close of Meeting

Meeting closed at 2.02pm with a prayer by Victoria Kennedy.

TERMS OF REFERENCE

Interim Northern Peninsula Area (NPA) Local Thriving Communities Advisory Committee



TERMS OF REFERENCE

Interim Northern Peninsula Area (NPA) Local Thriving Communities Advisory Committee

The following table sets out the formal terms of reference for the Committee:

Head of Power - Advisory Committee appointed by Council under Section 264 of the Local Government Regulation 2012.

General Purpose - The Committee shall provide advice to Council to guide its decisions relating to the implementation of the Queensland Government's Thriving Local Communities Initiative.

Membership -The Committee shall be made up of

- the NPARC Mayor,
- an appointed NPARC Councillor
- 10 first nations community representative members (two per community) appointed by Council.

The Committee will be chaired by the NPARC Mayor

The Committee shall appoint a Deputy Chair from one of the Committee members.

Quorum - There must be at least 5 members of the Committee present at each meeting to form a quorum, including at least two community members. Where a quorum is not obtained for a particular meeting within 30 minutes of the appointed starting time of the meeting, the Chair shall postpone the meeting to a later date.

Appointment of Other External Members - Recruitment and appointment of stakeholder representatives will be managed by the CEO and endorsed by Council.

Meeting Frequency - Meetings of the Committee shall be bi-monthly. Additional meetings may be called as deemed appropriate provided the overall number of meetings each year does not exceed twelve (12) in a financial year.

Notice of Meetings - At least once a year, Council will publish notice of the days and times when Committee meetings will be held, on Council's website. Notice will also be provided in a conspicuous place at Council's public office.

Integration of Meetings with Council's Budget and Planning Operations -The CEO, in consultation with the mayor, will determine meeting dates for the financial year ahead. In determining meeting dates the CEO will ensure consideration is given to integrating meetings with Council's statutory and non-statutory planning timeframes including annual budget and operational plan processes, etc.

Meeting Location - Meetings will be held in Council chambers wherever possible though meetings can be moved to a suitable alternative venue, preferably at a Council's facility, provided approval of the Chair is received and appropriate notice (at least two days) is provided to all members.

Standing Orders - For all matters not covered by these Terms of Reference, Council's Standing Orders will apply, and all Committee members will be required to abide by the Standing Orders.

Meeting Reports - The Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships shall provide a secretariat for the Committee. The secretariat shall prepare an Agenda and provide a copy of the Agenda to all Committee members not later than two (2) business days before each meeting. The secretariat shall also prepare a report of each meeting with the report to be provided to all Committee members not later than five (5) business days after the conclusion of each meeting. All Meeting Reports will be presented to the following Council meeting for consideration.

Committee Recommendations - Recommendations at each meeting will be open with questions decided by a consensus of the members present. Non-member Councillors may attend meetings and provide input, as regulated by the Chair.

It should be noted Councillors and the full Council will consider and vote upon any recommendations of the committee at a full Council meeting. The committee has no delegated authority.

Attendance at Meetings by Employees or Other Parties and Requests for Employee Assistance - From time-to-time senior Council staff or other employees with specific expertise might be asked to attend Committee Meetings to present information, answer questions, provide advice etc.

Where employees are required to attend meetings, they will provide full, frank and meaningful advice on all issues within their capacity. Other external parties (Government employees, service providers, contractors, consultants etc) may also be invited to meetings to provide input at the discretion of the Chair.

Where information is required from employees outside of Committee Meetings, such requests will be directed through the CEO and employees will make every effort to respond in a reasonable timeframe.

Referral of Committee Recommendations - Reports of each meeting will be referred to the next available General Meeting of Council for consideration of recommendations. Council may endorse, amend or reject the recommendations as it deems appropriate by resolution. Council may refer recommendations back to the Advisory Committee for further consideration.

Reviews of Terms of Reference - These terms of reference will be reviewed periodically by the Committee as deemed necessary provided that they must be reviewed at least once every twelve (12) months. Minor changes to the Terms of Reference that do not alter the intent of the Committee or its structure etc. can be approved by the Committee provided the changes are referred to all Council for noting. Changes to the intent of the Committee or its structure etc. must be ratified by Council resolution.

It is noted that the role of the Committee will be further defined as the State Government clarifies its LTC's initiatives.

Delegated Authority - In accordance with the constraints of the Local Government Act 2009, Council cannot delegate authority to the Committee.

Public Access to Meetings - All formal meetings will be open to the public, consistent with legislative requirements and normal practice at Council's General Meeting. By exception, and in accordance with the Local Government Act 2009, confidential matters may be considered in closed session without the public present and informative and/or deliberative workshops may be conducted, if necessary, without public access.

Remuneration – Remuneration for community members (if applicable) of the Advisory Committee will be determined by the State Government. Councillors and Council Staff (excluding Council Staff who are appointed to the Interim Northern Peninsula Area Local Thriving Communities Advisory Committee as community members) will receive no additional remuneration for their role in relation to this committee.

Conflict of Interest – Councillors and community members of the Committee are required to discharge any prescribed or declarable conflict of interest in the same fashion as required under the Local Government Act 2009.

If a Committee member has a prescribed or declarable conflict of interest, they shall declare same to the Chair or the Mayor as soon as they become aware of the situation and the report of the meeting shall record the interest.

Title of Report: Trustee and Council Meeting Dates March 2023

Agenda Item: 13.2

Classification: For Decision

Author Chief Executive Officer

Attachments Nil

Officers Recommendation:

That Council:

notes and reschedule the Ordinary Council meeting dates for 2023 commencing at 9am as per scheduled venue:

- Thursday 16th November

Officers Recommendation:

That Council:

accepts the dates for the 2023 NPARC Trustees' meeting commencing at 10am as per the scheduled venue

- Friday 17th November - Bamaga

PURPOSE OF REPORT

To provide a report to update future 2023 November Council and Trustee meeting date

BACKGROUND AND CONTEXT

Every year Council adopts the meeting dates and venue for the Ordinary Council meeting and the NPARC Trustees' Meetings for the year ahead. These were adopted at the 2022 November Council Meeting before further amendment at the 2023 January Council Meeting.

Since this date, CEO has been advised there is a conflict for the scheduled November Trustee and Council Meeting Dates.

The dates proposed are to account for these dates. Dates could potentially be postponed to 27th & 28th November.

CRITICAL DATES

Critical dates was to ensure that the meetings didn't clash with Public Holiday, scheduled WCCCA, TCICA and LGAQ meetings.



ORDINARY COUNCIL MEETING # 40

Agenda Item 13.2

Tuesday 29th August 2023

Bamaga Boardroom

FINANCIAL AND RESOURCE CONSIDERATIONS

NA.



Title of Report: Local Housing Implementation Plan

Agenda Item: 13.3

Classification: For Decision

Author: Chief Executive Officer

Attachments: Nil

Officers Recommendation:

That Council:

notes and adopts the implementation plan for the Local Housing Plan

PURPOSE OF REPORT

To provide a copy of the Implementation Plan for endorsement by Council

BACKGROUND AND CONTEXT

In August 22, NPARC adopted its Local Housing Plan. Since then, the CEO has been working with Housing to develop an implementation plan for its delivery and monitoring. The attached plan has been compiled by Housing with additional actions and dates added by the CEO.

CRITICAL DATES

There are funds attached so it would be in the interest of Council to adopt

FINANCIAL AND RESOURCE CONSIDERATIONS

NA.



DRAFT Local Housing Plan Implementation Plan, July 2023

Northern Peninsula Area Regional Council

From November 2020 to February 2022, the department (now Department of Housing – DoH) led a series of engagement sessions with remote and discrete Aboriginal and Torres Strait Islander Councils to facilitate discussion on housing issues and the development of place-based Local Housing Plans (LHP).

Through twenty-seven engagement sessions with Councils, Communities, and stakeholders the department identified the following themes, priorities, and 'key deliverables' for inclusion in draft LHPs provided to Councils on 31 May 2022. These themes, priorities and deliverables provide a starting point for communities to work with the department to develop place-based responses for inclusion in their LHPs.

Northern Peninsula Area Regional Council (NPARC) endorsed their *draft* LHP at Ordinary Council Meeting 28 September 2022. Council and the department came together 21 February 2023 for preliminary collaborations to determine actions that would formulate an Implementation Plan for the NPARC LHP.

At the request of Council, the department have been working on stage one of the LHP Implementation plan; to develop a draft set of short to long-term actions and action lead-entities that will work towards achieving 'key deliverables' outlined under each priority area. A workshop between Council and the department to finalise actions and set timeframes will form the second stage of this Implementation Plan development.

Once endorsed by Council this Implementation Plan will be monitored through the quarterly Local Housing Plan Governance Meetings and reviewed and revised annually alongside the Local Housing Plan.

Priority 1**Place based decision making**

Council and DoH to co-design housing programs, policies and procedures that respond to local housing needs, priorities, and aspirations

1.1 Strategic working group to monitor and evaluate the Northern Peninsula Area Local Housing Plan

Item #	Action	Dependencies	Lead	Support	Time frame
1.1.1	Finalise and endorse first iteration of Local Housing Plan.		NPARC	DoH (E&P)	Completed
1.1.2	Develop communication strategy, including relevant documentation, to accompany community publication of Local housing Plan.		NPARC & DoH (E&P)		2 months from finalisation of implementation plan
1.1.3	Development a dashboard to monitor progress of actions and provide Council with a draft.		DoH (E&P)		3 months from finalisation of implementation plan
1.1.4	Activate all levels of agreed governance structure.		NPARC & DoH		1 month from finalisation of implementation plan
1.1.5	Establish LHP Governance Meetings (including meeting schedule) to monitor and evaluate LHP outcomes. Include Mayor and Councilors, CEO, and DoH stakeholders		NPARC & DoH (E&P)		1 month from finalisation of implementation plan
1.1.6	Develop LHP Governance Meeting Terms of Reference that outlines our shared purpose and identifies roles, responsibilities and functions for feedback and decision making, including timeframe and process for LHP review.		NPARC DoH (E&P)		2 months from finalisation of implementation plan
1.1.7	Provide a report on LHP implementation progress to Council quarterly.		NPARC		Ongoing

1.2 Establish opportunities to develop relationship with Council to ensure Council and the department are working together to improve housing outcomes for the NPA					
Item #	Action	Dependencies	Lead	Support	Time frame
1.2.1	Develop Aboriginal and Torres Strait Islander Housing organisational chart with descriptors and relevant contacts and provide to Council.		DoH (E&P)		Will be provided to Council by 31 July 2023.
1.2.2	Develop meeting Terms of Reference for Operational Meetings to provide clarity, set expectations for inclusion and identify feedback channels.		DoH (Delivery)		Provided to Council on 22 July 2022 for review.
1.3 Shared decision-making and accountability for the delivery of all Housing Services in Northern Peninsula Area					
Item #	Action	Dependencies	Lead	Support	Time frame
1.3.1	Establish, agree, document, and share processes for informing Council of Tenancy and Property management activity that may have impacts on the community such as necessary evictions.		DoH (Delivery)		Meeting occurs every 6-8 weeks with an accompanying report outlining key Property and Tenancy Services updates.
1.4 Housing policy and procedures that reflect community's values and culture – allocations etc. Council is provided the opportunity to input into local policy and procedures					
Item #	Action	Dependencies	Lead	Support	Time frame
1.4.1	DoH to identify and inform Council which policies and procedures are currently being reviewed and provide opportunity for shared decision-making.		DoH (SPP, Delivery & SD)		Ongoing
1.4.2	DoH to collaborate with Council to identify policies and procedures that NPARC would support for future review, including identifying opportunities for Council involvement.		DoH (SPP & Delivery)		Ongoing

1.5 Council informed upgrades and maintenance programs.					
Item #	Action	Dependencies	Lead	Support	Time frame
1.5.1	Provide the draft Upgrades and Maintenance program for 2023-24 to Council for review of priorities and delivery strategies prior to finalisation.		DoH (Delivery)		2023-2024 program sent to council 27 March 2023. Delivery strategies ongoing.
1.6 Housing and Maintenance arrangements transition from QBuild to Council					
Item #	Action	Dependencies	Lead	Support	Time frame
1.6.1	Review current arrangement for Upgrades and Maintenance Program including resources implications to inform the potential transition of the housing and maintenance programs to Council.		NPARC	DoH (Delivery & HPO)	31 st December 2023
1.6.2	Investigate feasibility of program transition of Upgrades and Maintenance Program.	1.6.1	NPARC & DoH (Delivery, HPO & SPP)		31 st March 2024
1.6.3	NPARC and DoH to confirm which, if any, housing programs will transition to Council.	1.6.2	NPARC & DoH		30 th May 2024
1.6.4	Develop feasible transition plans for identified program/s.	1.6.1 1.6.2 1.6.3	DoH (HPO)		30 th June 2024
1.7 Key Performance Indicators for upgrades, maintenance, OT modifications and yard maintenance					
Item #	Action	Dependencies	Lead	Support	Time frame
1.7.1	Clarify and agree on relevant KPIs for upgrades, maintenance, OT modifications and yard maintenance between Council and QBuild.		DoH (Delivery)	QBuild NPARC	3 – 6 months to formalise ongoing conversations and target setting with Delivery, QBuild and Council

1.7.2	Develop mechanisms for reporting on the progress of actions from Joint Operational Meetings and the Technical Working Group.	1.7.1			3 – 6 months
1.8 Incentive programs to encourage sustainable tenancies					
Item #	Action	Dependencies	Lead	Support	Time frame
1.8.1	Investigate potential for incentives program to encourage responsible tenancy practices.		DoH (SPP)	Delivery	3 - 6 months
1.8.2	Co-design with Council to develop and implement incentives program.	1.8.1	DoH (Delivery)		30 th June 2024
1.8.3	Develop materials for tenants regarding programs developed.	1.8.1 1.8.2	DoH (Delivery)		30 th June 2024
1.9 Maintain Northern Peninsula Area Local Housing Office.					
Item #	Action	Dependencies	Lead	Support	Time frame
1.9.1	Develop a communication procedure for informing Council of unscheduled office closures, planned events and their outcomes.		DoH (Delivery)	NPARC	Completed – an overview of office opening, pop up schedules and any closures to be added to the Delivery Reports.
1.9.2	Develop and communicate KPIs specific to maintaining office such as staffing and opening hours to provide visibility to Council.		DoH (Delivery)		3 – 6 months
1.9.3	Develop information materials for Council, community, and the department to ensure transparency of communication procedure developed through 1.9.1	1.9.1	DoH (Delivery)		31 st December 2023
1.9.4	Council to assist in advertising information provided through the agreed communication procedure developed through 1.9.1	1.9.1	NPARC		Ongoing

1.10 Undertake a review of the structure of the Local Housing Office to ensure it is meeting community need.					
Item #	Action	Dependencies	Lead	Support	Time frame
1.10.1	Review current housing service offer to NPARC and consider options to extend or adapt service offer in response to community needs.		DoH, Aboriginal and Torres Strait Islander Housing	NPARC	Further internal consultation needed to identify a timeframe
1.11 Council to participate in recruitment and selection processes for staff servicing the NPA.					
Item #	Action	Dependencies	Lead	Support	Time frame
1.11.1	Develop and share a procedure for Council inclusion in the recruitment process for long-term NPA-based positions.		DoH (Delivery)		Completed and ongoing
1.11.2	Identify potential Council employees to participate in recruitment and selection processes for NPA.		NPARC		Ongoing
1.12 Council to be involved in discussions about the service delivery service offer for the NPA. (Policies, structure, and processes)					
Item #	Action	Dependencies	Lead	Support	Time frame
1.12.1	Refer to 1.3 and 1.4				
1.13 Develop local property inspector / officer positions.					
Item #	Action	Dependencies	Lead	Support	Time frame
1.13.1	Investigate opportunities to work with Council to develop local property inspectors.		DoH (Delivery)	NPARC	12 months noting further engagement is needed to progress this action.
1.14 Support for NPARC to become a registered state community housing provider					

Item #	Action	Dependencies	Lead	Support	Time frame
1.14.1	Investigate options on becoming a registered State community housing provider under the Queensland State Regulatory System for Community Housing (QSR SCH).		NPARC	DoH (E&P & RS)	31 st Oct 2023
1.14.2	Develop a long-term plan for registration including identifying key timeframes and any additional supports needed to meet Council's aspirations.		NPARC	DoH (E&P)	30 th Nov 2023
Priority 2 Increase land availability Identify and secure land to be developed for future residential use					
2.1 Identify existing vacant land within NPA					
Item #	Action	Dependencies	Lead	Support	Time frame
2.1.1	Identify short term priorities for subdivision Development.		NPARC		Completed
2.1.2	Identify medium and long-term priorities for subdivision Development.		NPARC		Completed
2.1.3	Identify vacant sites and potential demolition sites suitable for redevelopment.		NPARC		Completed
2.1.4	Assess sites identified as suitable for demolition and redevelopment.	2.1.3	DoH (RICD & Delivery)		3 - 6 months (depend upon 2.1.3). May need to be undertaken sooner pending capital funding options
2.1.5	Incorporate priorities for subdivision development and infill/demo sites into Capital Investment Strategy	3.1.1	DoH (RICD & Delivery)	NPARC	RICD provided draft to Council on 19 June 2023,

					based on current and proposed DA's.
2.2 Secure land for future residential development/subdivision					
Item #	Action	Dependencies	Lead	Support	Time frame
2.2.1	Address Native Title and Development Approval requirements for short, medium and long-term development priorities	2.1.2 2.1.3	NPARC		Stage 1 – 30 th June 2024
2.3 Secure funding for land and infrastructure development					
Item #	Action	Dependencies	Lead	Support	Time frame
2.3.1	Forecast costs for short term priority subdivision development and identify potential funding sources.	2.1.2 2.1.3	NPARC	DoH (RICD)	Stage 1 – 31 st Oct 2023
2.3.2	Establish costs and seek funding for proposed demolition/infill sites.	2.1.4 2.1.5	DoH (RICD & Delivery)		31 st Dec 2023
2.3.3	Establish forecast costs and identify potential funding sources for medium and long-term priority subdivision development.	2.1.2 2.1.3	NPARC	DoH (RICD)	30 th June 2024
2.3.4	Utilise the LHP and capital investment strategy to advocate for funding.	3.1.1	NPARC	DoH	
2.4 Deliver new subdivision and associated infrastructure and connectivity upgrades					
Item #	Action	Dependencies	Lead	Support	Time frame
2.4.1	Establish preferred delivery method for land development going forward.		NPARC	DoH (RICD)	31 st Oct 2023

Priority 3**Increase housing supply**

Reduce overcrowding and increase housing diversity to meet the housing need.

3.1 Secure capital investment funds to reduce overcrowding

Item #	Action	Dependencies	Lead	Support	Time frame
3.1.1	Develop draft short, medium, and long-term Capital Investment Strategy based upon identified community need, attach as addendum to Local housing Plan.	2.1 3.2 3.3	NPARC	DoH (RICD)	Basic draft provided to Council on 19 June 2023 for discussion, based on department held data.
3.1.2	Utilise Local Housing Plan and associated Capital Investment Strategy to advocate for capital and infrastructure funding.	3.1.1	NPARC	DoH	In progress
3.1.3	Confirm 5 sites for plug-ins/extensions to commit remaining funding under the Rural and Remote Program.		NPARC	DoH (Delivery)	Completed
3.1.4	Seek financial approval to commence a tender process for project construction.	3.1.3	DoH (RICD)		Completed
3.1.5	Engage with QBuild to develop and progress a tender process for construction of projects.	3.1.3	DoH (RICD)		In progress
3.1.6	Seek approval of program rules including plug-ins/extensions as 'Housing Solutions' suitable for commitment of future new dwelling construction funding.	3.1.3	DoH (RICD)		Ongoing

3.2 Increase housing diversity to meet NPA's housing needs					
Item #	Action	Dependencies	Lead	Support	Time frame
3.2.1	Reconcile the types of social housing accommodation currently in the Northern Peninsula Area.		NPARC	DoH (Delivery)	3 – 6 months
3.2.2	Incorporate community feedback into development of Capital Investment Strategy	2.1 3.1.1	NPARC	DoH (RICD)	31 st Oct 2023
3.3 Develop a shared understanding of current and future housing needs in NPA					
Item #	Action	Dependencies	Lead	Support	Time frame
3.3.1	Provide Council with housing register data and analysis to assist in mapping and planning for current and potential future housing needs.		DoH (E&P)		Completed. Will be updated alongside LHP review
3.3.2	Collaborate with key stakeholders to identify key housing supply need and priorities to inform future social housing investment.		NPARC		Completed
3.3.3	Incorporate identified need and priorities into Capital Investment Strategy	2.1 3.1.1 3.2.3	NPARC	DoH (RICD)	31 st Oct 2023

Priority 4**Home ownership**

Home Ownership to enable continuation of cultural, personal and intergenerational connection to our land and homes.

4.1 Land tenure arrangements allow for Home Ownership in NPA.

Item #	Action	Dependencies	Lead	Support	Time frame
4.1.1	Ensure Indigenous Land Use Agreement conditions are in place for 99-year home ownership leases.		NPARC		Completed

4.2 Continued support for the sale of social housing under 99-year home ownership leases

Item #	Action	Dependencies	Lead	Support	Time frame
4.2.1	Ensure all stakeholders are familiar with 99-year home ownership lease process.		NPARC	DoH (RHO)	Completed
4.2.2	Continued promotion of available remote home ownership products and associated processes.		NPARC	DoH (RHO)	Ongoing

4.3 Reinvestment strategy for Home Ownership revenue to address overcrowding and homelessness

Item #	Action	Dependencies	Lead	Support	Time frame
4.3.1	Provide advice on avenues for reinvestment under current legislation and policy.		DoH (SPP)	DoH (RHO)	3 months
4.3.2	Develop strategy and process for reinvestment of funds raised from home ownership in collaboration with key stakeholders.		DoH (RHO & SPP)	NPARC	6 - 9 months

4.4 Suite of affordable home ownership products available to NPA residents					
Item #	Action	Dependencies	Lead	Support	Time frame
4.4.1	Promote Home Loan products available through sector partners including Indigenous Business Australia and Torres Strait Regional Authority.		DoH (RHO)	NPARC	3 months & ongoing
4.4.2	Investigate expansion of existing products and/or development of new loan products for Communal Lands.		DoH (RHO & SPP)		ongoing
4.4.3	Investigate options for affordable insurance for homeowners		NPARC	DATSIP	3 months
4.4.4	Scope feasibility of providing an asbestos report for properties subject to an EOI for Home Ownership.		DoH (RHO)		31 st Oct 2023
4.5 Explore homeownership opportunities in the region					
4.5.1	Explore options for expanding social housing homeownership opportunities for community members not currently social housing tenants.		TBD		30 th June 2024
4.5.2	Explore home ownership options outside of social housing.		TBD		30 th June 2024

Priority 5**Economic development**

The delivery of housing and housing services drives economic benefit in community.

5.1 The investment of housing services in our communities supports local jobs, traineeships, apprenticeships, youth mentoring programs and provides ongoing opportunities for economic development across our communities

Item #	Action	Dependencies	Lead	Support	Time frame
5.1.1	Explore opportunities for community to access education, training and employment across department agencies.		NPARC	DoH (PD)	Ongoing
5.1.2	Consider Indigenous Economic Opportunities Plan (IEOP) opportunities throughout priority 5 items.		NPARC		Ongoing

5.2 Locally owned and operated Aboriginal and/or Torres Strait Islander businesses are considered when procuring works to deliver housing related services in NPA

Item #	Action	Dependencies	Lead	Support	Time frame
5.2.1	Develop policy to prioritise the procurement of local Aboriginal and Torres Strait Islander businesses with consideration to relevant legislation.		NPARC		Completed
5.2.2	QBuild & DoH to review procurement systems to ensure all local businesses are captured		QBuild	DoH	31 st Oct 2023

5.3 Locally owned and operated Aboriginal and Torres Strait Islander businesses are provided with opportunities to build capacity and capability and registered with QBuild and Council.

Item #	Action	Dependencies	Lead	Support	Time frame
5.3.1	Encourage local Aboriginal and Torres Strait Islander businesses to become registered with QBuild.		NPARC	QBuild	Ongoing

5.3.2	Explore opportunities to raise awareness of requirements for QBuild Registration, and assist businesses to meet these where possible		NPARC	QBuild	Ongoing
5.4 Utilise local workforce to deliver housing related works.					
Item #	Action	Dependencies	Lead	Support	Time frame
	Refer to 5.2.1		NPARC		
Priority 6 Appropriate and sustainable housing Housing in community to reflect the needs of the local terrain and climate					
6.1 New housing designs are informed by tenant's needs					
Item #	Action	Dependencies	Lead	Support	Time frame
6.1.1	Explore whether pre-allocation is feasible for new housing in NPARC.		DoH (Delivery)	NPARC	Current process allow for pre-allocation specific detail can be discussed further to suit the NPA at the next delivery meeting
6.1.2	Agree upon and share a process for pre-allocation of new housing.	6.1.1	NPARC	DoH (Delivery)	As above
6.1.5	Develop a process for ensuring tenant need is incorporated into housing designs.	6.1.2 6.1.3	NPARC	DoH (RICD)	31 st Dec 2023
6.2 Trustee will be provided a defined range of options for inclusion in the final design.					
Item #	Action	Dependencies	Lead	Support	Time frame

6.2.1	Develop a process for ensuring housing designs have input provided by Trustee & endorsement within relative budgets.		NPARC	DoH (RICD)	31 st Dec 2023
6.3 All overcrowded houses within our communities are identified, options explored, and a program is created accordingly to address each situation in order of priority. This is to include detached houses, plug-ins and additional toilet and bathroom facilities					
Item #	Action	Dependencies	Lead	Support	Time frame
6.3.1	Identify all overcrowded dwellings within the community and the extent to which they are overcrowded.		DoH (Delivery)	NPARC	ongoing
6.3.2	Ensure all residents (permanent and long-term visitors) are identified as household members and are encouraged to complete social housing applications where required.		DoH (Delivery)		ongoing
6.3.3	Investigate which overcrowded dwellings are suitable for plug-in or extensions.	6.3.1	NPARC	DoH (Delivery)	ongoing
6.3.4	Suitable dwellings confirmed under 6.3.3 to be added to Capital Program in order of priority. Capital Program will be subject to regular review based on feedback from Council and available funding.	6.3.2 6.3.3	NPARC	DoH (Delivery & RICD)	ongoing
6.4 All new homes built in NPA consider the unique location and is designed and delivered to have the least possible impact on our land and sea.					
Item #	Action	Dependencies	Lead	Support	Time frame
6.4.1	Undertake research into housing design concepts within the NPA to improve interaction with the environment		NPARC		30 th June 2024

6.5 Develop a process to deliver affordable installation of compliant split-system air conditioners for NPA tenants. Discussions are to include social housing tenants installing split-system air conditioners for an additional weekly amount to cover ongoing maintenance costs.

Item #	Action	Dependencies	Lead	Support	Time frame
6.5.1	Explore opportunities to develop or amend policy relating to air conditioning installation and ongoing maintenance.		DoH (Delivery)		12 months

6.6 Utilise the upgrade / maintenance programs to develop a local response to Rheumatic Heart Disease (RHD) and ensure healthy homes.

Item #	Action	Dependencies	Lead	Support	Time frame
6.6.1	Identify opportunities to utilise current housing services and programs to reduce likelihood of poor health outcomes and mitigate known risk factors.		DoH (Delivery)		6 - 12 months
6.6.2	Identify overcrowded homes and explore model to undertake priority maintenance activities in homes identified as being overcrowded to support enhanced health outcomes.	6.3.1	DoH (Delivery)	NPARC	6-12 months
6.6.3	Develop and distribute communication materials for community education timely maintenance reporting.		DoH (Delivery)	NPARC	3 – 6 months

List of DoH acronyms

E&P	Engagement and Partnerships	RHO	Remote Home Ownership
Delivery	Property and Tenancy Management Services	RICD	Remote Indigenous Capital Delivery
		RS	Regulatory Services
HPO	Housing Partnerships Office	SD	Service Delivery (Mainstream)
PD	Program Delivery	SPP	Strategy, Policy, and Performance

I acknowledge the traditional custodians on the land on which I walk, I work, I live and I respect. I acknowledge all of their Elders past, present and emerging. Designs adapted from [original artwork by First Nations artists](#) Chern'ee Sutton, Kalkadoon woman, and Laurie Nona, Badhulayg, Maluyilgal, Guda Maluyilgal and Meriam Nation man.

Title of Report: Parks & Gardens Annual Plan Update

Agenda Item: 13.4

Classification: For noting

Author: Parks & Gardens Manager & Project Manager (Roads)

Attachments: To be tabled

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

Provide Council with the updated draft annual program of the current delivery of Parks & Gardens crews, for discussion.

BACKGROUND AND CONTEXT

A draft annual program for P&G gardens was presented to Council during the June ordinary meeting by the P&G Manager with assistance from the roads Project Manager. Documenting the current practices employed by the P&G section in delivering services through the calendar year.

The June report tabled the following documents for consideration and discussion:

- A Gantt chart program covering the main planned activities undertaken by the Parks and Gardens Section
- The five-week schedule for the NPA that is currently followed
- Resource schedule and Maintenance service maps for each community

Discussion during the Council meeting confirmed that the Council would like to see further detail of all areas serviced in each community, identifying the areas, resources and effort required to service each location.

With a request that a further updated report, be brought to the August ordinary meeting, showing a full list of all areas serviced for each community

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.



ORDINARY COUNCIL MEETING # 40

Agenda Item 13.4

Tuesday 29th August 2023

Bamaga Boardroom

LEGAL AND LEGISLATION CONSIDERATIONS

Nil

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

CONSULTATION

Parks & Gardens Manager - Clifford Wasiu

Project Manager (roads) - Robert Bottger

Exec Manager Operations – Augustus Yates

Title of Report: Tender Award – Plant Machinery Hire (Civil & Building Work)

Agenda Item: 13.5

Classification: For decision

Author Executive Manager, Operations

Attachments 2023-03-02 Plant Machinery Tender Assessment Report (Tabled)

Officers Recommendation:

That Council:

1. Endorse the empanelling of the following contractors: Advanced Civil Earthworks Pty Ltd, Cape York Building and Maintenance Pty Ltd, NPA Carpentry, NPA Earthmoving Yusia, Rob's Earthmoving Hire Pty Ltd, Creepy Critters Pest & Gulf Civil.
2. Approve the use of all empanelled contractors on submission on any outstanding requirements to ensure all tenders align with NPARC's procurement criteria.

PURPOSE OF REPORT

To empanel tenderers that have submitted tender submissions for the 2023 – 24 Plant Machinery Tender as listed below and in the Plant Machinery Tender Assessment report (tabled).

BACKGROUND AND CONTEXT

Northern Peninsula Area Regional Council (NPARC) maintains a *Register of Pre-Qualified Suppliers for Plant Machinery Hire (Civil & Building Work)* NPARC offers 15 Plant Machinery Hire (Civil & Building Work) options, and the Register is scheduled for an update.

NPARC engaged Aurecon to assist with the tender documentation preparation, tendering process, participate in a Supplier Information Evening, assess tenders, and prepare a Register of Pre-Qualified Suppliers for Plant Machinery Hire (Civil & Building Work) - Contract No. 2023-03-02.

This tender was advertised in conjunction with the *Register of Pre-Qualified Suppliers for Plant Machinery Hire (Civil & Building Works)* - Contract No. 2023-03-02.

The initial tender was released to market on Tuesday 7 March 2023 and after the closure of tenders on Tuesday 11 April 2023, NPARC realised there were only a limited number of tenders received. Consequently, it was decided to reissue the tender for the Plant Machinery Hire (Civil & Building Work) as the insufficient amount of received tenders did not fulfil NPARC's goal of securing multiple suppliers for all the trades outlined in the tender documentation.

The following outlines the schedule of tendering:

Advertised Closed

Tender (Round 1) Tuesday 7 March 2023 Noon, Tuesday 11 March 2023

Tender (Round 2) Tuesday 23 May 2023 Noon, Tuesday 6 June 2023

A copy of the tender documents is provided in Appendix A of the tabled Plant Machinery Hire (Civil & Building Work) Tender Assessment Report.

Advertising

A Request for Tender was advertised through the open market via the following mediums.

- NPARC's Website '*Tenders and Expression of Interest*' (Round 1 and Round 2)
- NPARC's Facebook page (Round 1 and Round 2)
- Radio – Red Dust Country FM (91.9) (Round 1)
- Newspapers
 - Torres News (Round 1 and Round 2)
 - Cape York Weekly (Round 1 and Round 2)

Non-Mandatory Supplier Information Evening

A non-mandatory Supplier Information Evening was held in the Bamaga Hall on Wednesday 22 March 2023, 5.30pm to 7.30pm. The evening was an initiative by NPARC to provide tenderers detailed information and guidance on NPARC's expectations when submitting a tender and ensuring submissions were compliant.

The Supplier Information Evening, organised by NPARC in collaboration with Aurecon, featured a presentation by Aurecon personnel, Janeen Janetzki and Tyler Hall. This was done to aid tenderers in comprehending the requirements for compliance. The following tenderers attended the Supplier Information Evening:

- Rob's Earthmoving (REM)
- Bamaga Enterprises Limited (BEL)

Plant Machinery Hire

A total of 15 Plant Machinery Hire were offered within the tender documents:

1. Open body haulage trucks including Road Train – side Tippers
2. Water Truck – Semi Tanker / Truck & Dog Combo (25,000 - 30,000L)
3. Water Truck – 8-Wheeler (16,000 - 18,000L)
4. Water Truck – 6-Wheeler (10,000 – 12,000L)
5. Grader
6. Excavator
7. Front End Loader
8. Low Loader
9. Bulldozer
10. Backhoe
11. Compaction Roller – Steel Drum and/or Sheepsfoot
12. Compaction Roller – Pneumatic Tyred
13. Elevating Work Platform
14. Generators
15. Miscellaneous

Tenders Received

A total of 7 tenders were received; 5 tenders were received in Round 1 and 2 tenders in Round 2. Below is the list of companies who submitted tenders by the closing time and date (in alphabetical order):



Round 1

- Advanced Civil Earthworks Pty Ltd,
- Cape York Building and Maintenance Pty Ltd,
- NPA Carpentry,
- NPA Earthmoving,
- Rob's Earthmoving Hire Pty Ltd,

Round 2

- Creepy Critters Pest,
- Gulf Civil.

Conclusion and Recommendation

All tenderer's company information, Plant Machinery and rates were recorded onto the *Register of Pre-Qualified Suppliers*. A copy of the *Register of Pre-Qualified Suppliers* is in Appendix C of the tabled Plant Machinery Hire (Civil & Building Work) Tender Assessment Report

A significant amount of time collaborating with local businesses, providing support and guidance throughout the tendering process. It is recognised that some local businesses lack the necessary resources to prepare Tender Schedules and provide supporting documentation, possess the required technology, or understand the importance of participating in the tendering process for the Register of Pre-Qualified Suppliers.

As a result, several tenders are missing information and/or supporting documentation to support their submission. With this understanding NPARC has decided to accept all tenders received in both Round 1 and Round 2 as meeting the requirements. NPARC will continue to collaborate with businesses that have not met all the requirements to ensure all tenders align with NPARC's procurement criteria.

CRITICAL DATES

N/A

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

Nil



ORDINARY COUNCIL MEETING # 40

Agenda Item 13.5

Tuesday 29th August 2023

Bamaga Boardroom

POLICY CONSIDERATIONS

Tender Complies with Councils Procurement Policy

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

CONSULTATION

N/A

Title of Report: Tender Award – Supply of Trade Services

Agenda Item: 13.6

Classification: For decision

Author Executive Manager, Operations

Attachments 2023-03-01 Supply of Trade Services Tender Assessment Report (Tabled)

Officers Recommendation:

That Council:

1. Endorse the empanelling of the following contractors: Austek Pty Ltd, Cape York Building & Maintenance Pty Ltd, Far North Plumbing Contractors, Francis Freight, HCCM PTY LTD, Mindorenio Pty Ltd, Northern Peninsula Area Electrics, NPA Carpentry, NQ Builders, NQ Staff Services Pty Ltd, Positive Concrete & Construction, R&A Enterprises (QLD) Pty Ltd, Rungooma Pty Ltd, Sensortronic Weighing and Inspection Australasia, TCL Security, Top End Mobile Contracting, NPA Earthmoving Pty Ltd, B&B Electrical, Creepy Critters Pest Control, Far North Plumbing Contractors, R & C Davi Builders, Ronald Nona Carpentry, Stephen McConnell Painting, Top End Plumbing Pty Ltd, Torres Strait Tree Management & Western Cape Plumbing
2. Approve the use of all empanelled contractors on submission on any outstanding requirements to ensure all tenders align with NPARC's procurement criteria .

PURPOSE OF REPORT

To empanel tenderers that have submitted tender submissions for the 2023 – 24 Supply of Trade Services Tender as listed below and in the Supply of Trade Services Tender Assessment report (tabled).

BACKGROUND AND CONTEXT

Northern Peninsula Area Regional Council (NPARC) maintains a *Register of Pre-Qualified Suppliers for Supply of Trade Services*. NPARC offers 46 Trade Services, and the Register is scheduled for an update. NPARC engaged Aurecon to assist with the tender documentation preparation, tendering process, participate in a Supplier Information Evening, assess tenders and prepare a Register of Pre-Qualified Suppliers for Supply of Trade Services - Contract No. 2023-03-01.

This tender was advertised in conjunction with the *Register of Pre-Qualified Suppliers for Plant Machinery Hire (Civil & Building Works)* - Contract No. 2023-03-02.

The initial tender was released to market on Tuesday 7 March 2023 and after the closure of tenders on Tuesday 11 April 2023, NPARC realised there were only a limited number of tenders received. Consequently, it was decided to reissue the tender for the Supply of Trade Services as the insufficient amount of received tenders did not fulfil NPARC's goal of securing multiple suppliers for all the trades outlined in the tender documentation.

The following outlines the schedule of tendering:

Advertised Closed

Tender (Round 1) Tuesday 7 March 2023 Noon, Tuesday 11 March 2023

Tender (Round 2) Tuesday 23 May 2023 Noon, Tuesday 6 June 2023

A copy of the tender documents are provided in Appendix A of the tabled Supply of Trade Services Tender Assessment Report.

Advertising

A Request for Tender was advertised through the open market via the following mediums.

- NPARC's Website '*Tenders and Expression of Interest*' (Round 1 and Round 2)
- NPARC's Facebook page (Round 1 and Round 2)
- Radio – Red Dust Country FM (91.9) (Round 1)
- Newspapers
 - Torres News (Round 1 and Round 2)
 - Cape York Weekly (Round 1 and Round 2)

Non-Mandatory Supplier Information Evening

A non-mandatory Supplier Information Evening was held in the Bamaga Hall on Wednesday 22 March 2023, 5.30pm to 7.30pm. The evening was an initiative by NPARC to provide tenderers detailed information and guidance on NPARC's expectations when submitting a tender and ensuring submissions were compliant.

The Supplier Information Evening, organised by NPARC in collaboration with Aurecon, featured a presentation by Aurecon personnel, Janeen Janetzki and Tyler Hall. This was done to aid tenderers in comprehending the requirements for compliance. The following tenderers attended the Supplier Information Evening:

- Rob's Earthmoving (REM)
- Bamaga Enterprises Limited (BEL)

Trade Services

A total of 46 Trade Services were offered within the tender documents:

1. Air conditioning
2. Asbestos removal
3. Building general
4. Concreters
5. Cabinet makers
6. Carpenters
7. Carpet cleaners
8. Building Supervisor
9. Cleaning internal / external
10. Cleaning (specialist)
11. Data and communications
12. Doors
13. Electrician-Trade
14. Electrical
15. Electrical testing
16. Emergency generator sets
17. Tree lopping
18. Fencing. Residential and Industrial.
19. Fall restraint systems



ORDINARY COUNCIL MEETING # 40

Agenda Item 13.6

Tuesday 29th August 2023

Bamaga Boardroom

20. Fire, life and safety
21. Flooring
22. General Yard Maintenance
23. Glazing
24. HVAC
25. Instrumentation
26. Locksmiths
27. Metal fabrication and welding
28. Painting
29. Paving
30. Pest control
31. Plumbing
32. Pool services
33. Refrigeration
34. Roofing
35. Rollers, doors and shutters
36. Security screens
37. Security systems
38. Sign writers
39. Shade sails and pool covers
40. Tiling
41. Waste removal
42. Waterproofing/sealing
43. Casual labour
44. Automotive Air condition
45. Diesel or Automotive mechanic
46. Freight services

Tenders Received

A total of 25 tenders were received; 16 tenders were received in Round 1 and 9 tenders in Round 2. Below is the list of companies who submitted tenders by the closing time and date (in alphabetical order):

Round 1

- 1 Austek Pty Ltd
- 2 Cape York Building & Maintenance Pty Ltd
- 3 Far North Plumbing Contractors
- 4 Francis Freight
- 5 HCCM PTY LTD
- 6 Mindorenio Pty Ltd
- 7 Northern Peninsula Area Electrics
- 8 NPA Carpentry
- 9 NQ Builders
- 10 NQ Staff Services Pty Ltd
- 11 Positive Concrete & Construction
- 12 R&A Enterprises (QLD) Pty Ltd
- 13 Rungooma Pty Ltd
- 14 Sensortronic Weighing and Inspection Australasia
- 15 TCL Security



16 Top End Mobile Contracting

17 NPA Earthmoving Pty Ltd

Round 2

- B&B Electrical
- Creepy Critters Pest Control
- Far North Plumbing Contractors
- R & C Davi Builders
- Ronald Nona Carpentry
- Stephen McConnell Painting
- Top End Plumbing Pty Ltd
- Torres Strait Tree Management
- Western Cape Plumbing

Conclusion and Recommendation

All tenderer's company information, trade service and rates were recorded onto the *Register of Pre-Qualified Suppliers*. A copy of the *Register of Pre-Qualified Suppliers* is in Appendix C of the tabled Supply of Trade Services Tender Assessment Report

A significant amount of time collaborating with local businesses, providing support and guidance throughout the tendering process. It is recognised that some local businesses lack the necessary resources to prepare Tender Schedules and provide supporting documentation, possess the required technology, or understand the importance of participating in the tendering process for the Register of Pre-Qualified Suppliers.

As a result, several tenders are missing information and/or supporting documentation to support their submission. With this understanding NPARC has decided to accept all tenders received in both Round 1 and Round 2 as meeting the requirements. NPARC will continue to collaborate with businesses that have not met all the requirements to ensure all tenders align with NPARC's procurement criteria.

CRITICAL DATES

N/A

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

Nil

POLICY CONSIDERATIONS

Tender Complies with Councils Procurement Policy



ORDINARY COUNCIL MEETING # 40

Agenda Item 13.6

Tuesday 29th August 2023

Bamaga Boardroom

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

CONSULTATION

N/A

Title of Report: Tender Award – DRFA (0021.2223G)

Agenda Item: 13.7

Classification: For decision

Author Executive Manager, Operations

Attachments 0021.2223G Flood Recovery Works Tender Evaluation Report (tabled)

Officers Recommendation:

That Council:

- 1. That Council authorise the Chief Executive Officer and Executive Manager Operations to accept the submitted prices as below and to negotiate a contract with the successful contractor for the sum of \$1,128,542.30 (ex GST).**
- 2. Approve an overall budget of \$2,552,390.81 (ex GST) as per the DRFA funding agreement.**

PURPOSE OF REPORT

To award Scheduled DRFA 2022 works as tendered in tabled 0021.2223G Flood Recovery Works Tender Evaluation Report

BACKGROUND AND CONTEXT

The scheduled works included in this tender relate to damage sustained on Councils unsealed road network following the Northern and Central Western Queensland Rainfall and Flooding event, 21 April - 12 May 2022 event.

Aurecon as Council's preferred supplier for Transport Infrastructure Engineering Project Management Services has been engaged to project manage the tender and construction delivery phase of these works.

A Request for Tender was advertised to the Open Market via VendorPanel on Wednesday 5th July 2023.

Tenderers were requested to provide a Lump Sum tender submission with a Schedule of Prices for Tendering.

Tenders closed on VendorPanel at 5pm Monday 31st July 2023. Tenders were received from the following firms (in alphabetical order):

- Durack Civil Pty Ltd
- Flowrite Group
- Gulf Civil Pty Ltd
- NPA Earthmoving Yusia Pty Ltd

- Robs Earthmoving Hire Pty Ltd
- Saw Civil Profiling Pty Ltd

Flowrite Group submitted their Schedule of Prices for Tendering and various other documents via VendorPanel by the closing date and time on 31 July 2023. However, due to technical issues with the submission of their schedules and methodology statement. Clarification was requested from the tenderer on the status of the outstanding Tender Schedules, which were then issued via email on 1 August 2023. As the tenderer had submitted their tender price prior to the tender close date, and the missing documents were the result of a technical issue. Council, agreed that Flowrite's submission would be considered conforming.

All six (6) tenders have been assessed to confirm they meet the minimum requirements for a conforming tender.

Tenders were assessed against the following criteria, which were nominated in the Conditions of Tendering:

- Experience and past performance – Including skills and experience of the nominated people over the past 10 years, their prior experience and their qualification / capabilities.
- Local benefits – Commitment to local benefits including
- Methodology and Program – Capability of delivering the work within the time specified. Schedule, company resources and management systems including quality, environmental and safety systems.
- Price – Price and rates.

The assessment was undertaken using a weighted scoring system. Each criterion was assigned a weighting based on the importance of the qualities Council considered appropriate for the project, such that the sum of weightings is 100%.

Weighted Assessment Criteria

Assessment Criteria	Schedules	Weighting
Experience and Past Performance	B,D	20
Local Benefit	D,H	30
Methodology and Program	C,E	20
Price	A,F,I	30

In scoring price, the following formula was used:

- $\text{Score} = 50\% + [(\text{mean} - \text{price}) / (2 \times \text{Std Dev})] \times 50\%$

This formula has been used for other tender assessments in the past and has been verified against sensitivity testing and similar assessment formulae.

Assessment of tenders was undertaken by a tender evaluation panel comprising 3 members identified as follows:

- Robert Bottger – NPARC Project Manager
- Tyler Hall – Aurecon Project Manager
- Anthony Broekhuysen – Aurecon Project Engineer

The conclusions of the tender evaluation are summarised as follows:

- NPA Earthmoving Yusia Pty Ltd received the highest weighted score for non-price criteria, followed by REM and Gulf Civil Pty Ltd.
- Prices received from NPA Earthmoving Yusia Pty Ltd, REM, Flowrite Group, Saw Profiling Pty Ltd, and Gulf Civil Pty Ltd were all within the allowable budget for direct works cost. However, Durack Civil Pty Ltd's price was significantly greater than the other tenderers and exceeded the allowable budget, receiving a low-price score accordingly.
- With the exception of Durack Civil Pty Ltd, all tenderers anticipate the works are able to be completed before December 2023, assuming award by the end of August. Clarification was sought from NPA Earthmoving Yusia Pty to confirm they have the capacity to take on these additional works and deliver to their program.
- In Aurecon's opinion, NPA Earthmoving Pty Ltd are suitably qualified to carry out the works and present the most advantageous Tender overall, particularly with respect to local benefits offered to the community by way of nominating Rob's Earthmoving Hire Pty Ltd as a subcontractor ensuring shared opportunity amongst both local civil contractors.

The Evaluation Panel recommend that the Contract be awarded to NPA Earthmoving Yusia Pty Ltd for the amount of \$1,128,542.30 ex GST and that a project budget of \$2,552,390.81 ex GST be assigned to account for escalation, contingency and project management costs. However, as outlined in the tender documentation, Council may wish to consider splitting the Contract into separable portions and awarding to the top two ranked tenderers, NPA Earthmoving Yusia Pty Ltd and Rob's Earthmoving Hire Pty Ltd. Although this may result in different levels of quality across the works and increase project management costs. Should Council wish to proceed in this direction, it is recommended that the Contract be split as follows to achieve an approximate value split of 50%:

- Separable Portion 1 – Pajinka Road + Peninsula Development Road
- Separable Portion 2 – All other roads

CRITICAL DATES

Works associated with the Northern and Central Western Queensland Rainfall and Flooding event, 21 April - 12 May 2022 event are required to be completed by June 30, 2024

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

Nil

POLICY CONSIDERATIONS

Works were tendered through an open tender process in accordance with Council's procurement policy.



CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

FINANCIAL AND RESOURCE CONSIDERATIONS

These works are fully claimable against the Disaster Recovery Funding Arrangement (DRFA) managed by Queensland Reconstruction Authority.

CONSULTATION

Councils Contract Engineers
NPARC project delivery staff

Title of Report: Community Grants Policy

Agenda Item: 13.8

Classification: For Decision

Author CEO

**Attachments NPARC Policy Compliance Report
FIN_005 Community Grants Policy;**

Officers Recommendation:

That Council:

- Note
 - the policy compliance report; and
- Endorse the:
 - FIN_005 Community Grants Policy

PURPOSE OF REPORT

The local government compliance checklist list policies, processes and records that local governments must have in place to comply with the requirements of the *Local Government Act 2009 (LGA)* and the *Local Government Regulation 2012 (LGR)*. The Policy Compliance Report analyses our current statutory policies and provides an updated version of policies more than two years old.

BACKGROUND AND CONTEXT

In March 2023, the Policy Compliance Report was presented to council. This report showed that of the mandatory policies required:

- four were adopted in July 2022 and were found to be compliant;
- seven were adopted between 2012 and 2019. Some of these were unsigned, used terms that were not relevant to the NPARC context and had metadata suggesting they were copied from other Councils;
- one could not be found;
- one was not necessary for NPARC, due to the size of Council

Updated versions of Mandatory Policies were attached to this report. At the time the council did not wish to endorse these policies and they have been deferred pending a workshop with Department of Local Government.

In the lead up to the Dan Ropeyarn Cup, Council has been approached for support for a number of the football teams competing. As the current policy is out of date, the updated policy has been progressed to this meeting to enable support to be provided to local teams. The policy is compliant to both the LGA and LGR for the policy section of the local government compliance checklist.



CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

By adopting the updated versions of the Mandatory Policies, this will mean we are compliant to both the LGA and LGR for the policy section.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Focus Area One: Strong Governance – Innovative, Efficient and Sustainable

Key Objective Four: We have a comprehensive and compliant governance framework

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

CONSULTATION

NA

Policies										
Item	Summary Questions	Requirement	Mandatory elements	When	Status	File Title	CEO/Resolution Number	Date of Implementation	Compliance	Action
Acceptable Request Guidelines s170A(7) LGA	CG_006 Councillor Acceptable Request Policy In draft form	• Adopt acceptable request guidelines (by resolution)	• How a councillor may ask for advice to help them carry out their responsibilities • Reasonable limits on requests a councillor may make	Ongoing	Officer: Althea Gallaway Current: No	GP_006_Acceptable_Request_Guideline_Policy.pdf	CEO Illario Sabantino RN 2.7.300713	30/07/2013	Not Current. New version required.	CG_006 Councillor Acceptable Request Policy In draft form
Guidelines for administrative support staff s170AA LGA s171A COBA	CG_004 Councillor Administrative Request Guidelines in draft form	• CEO may make guidelines about councillor administrative support staff	• When a councillor may be provided with support • How and when a councillor can give a direction to administrative support staff • State that councillors can only give	Ongoing	Officer: Althea Gallaway Current: No	0	0	0/01/1900	Couldn't find New policy required.	CG_004 Councillor Administrative Request Guidelines in draft form
Community grants policy s195 LGR	FIN_005 Community Grants Policy In draft form	• Adopt a policy	• The criteria for a community organisation to be eligible for a grant	Ongoing	Officer: Althea Gallaway Current: No	Community Grants Policy 2019	CEO Steve Wilton RN 7.1-260219	26/02/2019	Not Current. New version required.	FIN_005 Community Grants Policy In draft form
Entertainment and hospitality policy s196 LGR	FIN_008 Entertainment and hospitality Policy in draft form	• Adopt a policy about council spending on entertainment and hospitality	NA	Ongoing	Officer: Althea Gallaway Current: No	Entertainment and Hospitality Policy 2019	CEO Steve Wilton RN 7.1-260219	26/02/2019	Not Current. New version required.	FIN_008 Entertainment and hospitality Policy in draft form
Advertising spending policy s197 LGR	FIN_005 Advertising Spending Policy In draft form	• Adopt a policy about council spending on advertising	NA	Ongoing	Officer: Althea Gallaway Current: No	Advertising Spending Policy	CEO Steve Wilton RN 7.1-260219	26/02/2019	Not Current. New version required.	FIN_005 Advertising Spending Policy In draft form
Expenses reimbursement policy s249-251 LGR	CG_009 Reimbursement of Councillor Expenses and provision of Facilities in draft form	• Adopt an expenses reimbursement policy • Publish a public notice of the policy	• Reasonable expenses incurred by councillors that will be reimbursed • Facilities that will be provided for councillors to fulfil their duties	Ongoing	Officer: Althea Gallaway Current: No	Reimbursement of Councillor Expenses & Provision of Facilities Policy	RN 5.2-260716	26/07/2016	Not Current. New version required.	CG_009 Reimbursement of Councillor Expenses and provision of Facilities in draft form
Investment policy s191 LGR	Current and meets mandatory elements.	• Adopt an investment policy	• Council's investment objectives and overall risk philosophy • Procedures for achieving those objectives	Ongoing	Officer: Althea Gallaway Current: Yes	Investment Policy 2022	CEO: Kate Gallaway C8.6-27072022	27/07/2022	Current and meets mandatory elements.	Current and meets mandatory elements.
Debt policy s192 LGR	Current and meets mandatory elements.	• Adopt a debt policy • Review annually for each financial year	• New borrowings planned for the current financial year and next nine years • Period over which the council plans to repay existing and new borrowings	Annually	Officer: Althea Gallaway Current: Yes	Debt Policy 2022	CEO: Kate Gallaway C8.5-27072022	27/07/2022	Current and meets mandatory elements.	Current and meets mandatory elements.
Revenue policy s193 LGR	Current and meets mandatory elements.	• Adopt a revenue policy • Review annually in enough time before annual budget	• Principles for levying rates and charges, granting concessions for rates and charges, recovering overdue rates and charges and cost recovery methods • Purpose of concessions granted • Extent to which physical and social	Annually	Officer: Althea Gallaway Current: Yes	Revenue Policy 2022	CEO: Kate Gallaway C8.2-27072022	27/07/2022	Current and meets mandatory elements.	Current and meets mandatory elements.
Procurement policy s198 LGR	Current and meets mandatory elements.	• Adopt a procurement policy • Review annually for each financial year	• The principles, including the sound contracting principles, that council will apply for purchasing goods and services	Annually	Officer: Althea Gallaway Current: Yes	Procurement Policy 2022	CEO: Kate Gallaway C8.7-27072022	27/07/2022	Current and meets mandatory elements.	Current and meets mandatory elements.
Contract manual s222 LGR	As a small Council, we follow the Procurement Policy when awarding contracts.	• Where a council has adopted a strategic approach to contracts, develop and adopt a contract manual that sets out the procedures for how to carry out contracts	• Apply sound contracting principles • Be consistent with and support the five-year corporate plan • Be consistent with council's contract plan, if the council has adopted one • A policy about how to deal with non-current assets with a value of less than	Ongoing	Officer: Althea Gallaway Current: Not Required	0	0	0/01/1900	As a small Council, we follow the Procurement Policy when awarding contracts.	As a small Council, we follow the Procurement Policy when awarding contracts.
Meeting procedures ss150F-150G LGA	If not previously endorsed, the Model Meeting Procedures were automatically adopted by all Queensland Councils.	• Adopt the Model Meeting Procedures OR • Adopt other procedures consistent with the Model Meeting Procedures	• State how the chairperson may deal with a councillor's unsuitable meeting conduct • State how suspected inappropriate conduct referred by the Independent Assessor will be dealt with at a meeting	Ongoing	Officer: Althea Gallaway Current: Yes	0	0	0/01/1900	If not previously endorsed, the Model Meeting Procedures were automatically adopted by all Queensland Councils.	If not previously endorsed, the Model Meeting Procedures were automatically adopted by all Queensland Councils.
Investigation policy s150AE LGA	CG_010 Councillor Investigation Policy CG_011 Investigation Policy (Public Official) in draft form	• Adopt an investigation policy	• Procedure for investigating suspected inappropriate conduct referred by the Independent Assessor • State when another entity may investigate • Be consistent with natural justice principles	Ongoing	Officer: Althea Gallaway Current: No	A Investigation_Policy.pdf B Policy for Complaints.pdf	A CEO: Stephen Wilton 5.7-271118 B CEO: Stephen Wilton 5.1-280818	A 27/11/2018 B 28/08/2018	2 separate policies. One for councillors and one for CEO that both meet requirements. Not Current. New version required.	CG_010 Councillor Investigation Policy CG_011 Investigation Policy (Public Official) in draft form
Processes										
Item		Requirement	Mandatory elements	When	Status	File Title	CEO/Resolution Number	Date of Implementation	Compliance	Action

Local law-making s29 LGA	Local laws are all on website Emailed Yanetta Nadredre 8/3/2023. Emailed Martine Care 13/05/2023 - Martine's advice: Whilst Council can adopt its own local-law making process, there's no requirement to do so and we rarely recommend that Council does this.	• Decide process for making a local law	• Ensure that process is consistent with LGA (local laws chapter 3, part 1)	Ongoing	Officer Completed: Yes / No	0	0	0	0	Local laws are all on website Emailed Yanetta Nadredre 8/3/2023. Emailed Martine Care 13/05/2023 - Martine's advice: Whilst Council can adopt its own local-law making process, there's no requirement to do so and we rarely recommend that Council does this.
Competitive neutrality complaints process s48 LGA, s44 LGR	Not required due to low business activity value (Kate to check)	• Adopt a process for resolving competitive neutrality complaints	• Ways to resolve a matter before it becomes a complaint • How all complaints, decisions and recommendations will be recorded	Ongoing	Officer Completed: Yes / No	0	0	0	0	Not required due to low business activity value (Kate to check)
Administrative action complaints process s268 LGA, s306 LGR	within policy before council	• Adopt a process that effectively manages all administrative action complaints from their receipt to resolution • Adopt written policies and procedures to support the process	• State that council must respond to complaints quickly and efficiently in a fair and objective way • The criteria that will be considered when assessing whether to investigate a complaint • State that council will inform an affected person of the decision and the reasons for the decision	Ongoing	Officer Completed: Yes / No	0	0	0	0	within policy before council
Registers										
Item		Requirement	Mandatory elements	When	Status	File Title	CEO/Resolution Number	Date of Implementation	Compliance	Action
Local law register s31 LGA s14 LGR	Emailed Yanetta Nadredre 8/3/2023 Local laws are on the website. Emailed Martine Care 13/05/2023. Yanetta to complete.	• Keep a register of local laws • Make the register available for inspection at the local government's public office and displayed on its website	• Name of each local law • Its purpose and general effect	Ongoing	Officer Completed: Yes / No	0	0	0	0	Emailed Yanetta Nadredre 8/3/2023 Local laws are on the website. Emailed Martine Care 13/05/2023. Yanetta to complete.
Roads map and register s74 LGA s57 LGR	Emailed Gus Yates 8/3/2023 Maps supplied. Register under construction	• Prepare and keep updated a map of every road in the local government area and a register of the roads • Make the map and the register available to the public	• The category of every road • The level of every road that has a fixed level • The length of every road • If the road is formed, gravelled pavement or sealed pavement – the length and width of the formed, gravelled pavement or sealed pavement part	Ongoing	Officer Completed: Yes / No	0	0	0	0	Emailed Gus Yates 8/3/2023 Maps supplied. Register under construction
Register of cost recovery fees s98 LGA	Emailed Gina Peter and Colin Duffy 8/3/2023. Confirmed Compliant	• Keep a register of all cost-recovery fees • Make the register available to the public	• The type of cost-recovery fee • The provision of the legislation authorising the action for which the cost-recovery fee has been levied	Ongoing	Officer Completed: Yes / No	https://www.nparc.qld.gov.au/downloads/file/1383/fees-and-charges-2022-2023-jul-2022	0	Updated Annually	Compliant.	Emailed Gina Peter and Colin Duffy 8/3/2023. Confirmed Compliant
Asset register s104(5)(b) LGA s180 LGR	Emailed Gus Yates 8/3/2023 He will follow up with Colin about the Assest Register	• Prepare and keep an up-to- date asset register	• All non-current physical assets	Ongoing	Officer Completed: Yes / No	0	0	0	0	Emailed Gus Yates 8/3/2023 He will follow up with Colin about the Assest Register
Councillor conduct register s150DX-s150DZ LGA	Compliant	Keep an up-to-date councillor conduct register about: • orders made about unsuitable meeting conduct • decisions about suspected inappropriate conduct referred to council • decisions of the Councillor Conduct Tribunal about whether or not councillors have engaged in misconduct or inappropriate conduct • complaints dismissed by the Independent Assessor • decisions of the Independent Assessor to take no further action	Complaints dismissed by the Independent Assessor must include: • date the complaint was made • a summary of the complaint • a statement about why it was dismissed All other complaints must include: • a summary of the decision and reasons for the decision • name of the councillor • date of the decision	Ongoing	Officer Completed: Yes / No	0	0	0	https://www.nparc.qld.gov.au/council-information/registers-delegations updated regularly	Compliant
Registers of interests of councillors, councillor advisors, chief executive officers and related persons s201A, 201B and 201C LGA s290 LGR s198A, s198B and 198C COBA	Compliant	• Keep up-to-date registers of interests • Prepare an annual return for registers of interest within 30 days of end of financial year	Particulars noted in Schedule 5 LGR	Ongoing, kept until 10 years after term or appointment ends	Officer Completed: Yes / No	0	0	0	https://www.nparc.qld.gov.au/council-information/registers-delegations	Compliant
Other records										
Item		Requirement	Mandatory elements	When	Status	File Title	CEO/Resolution Number	Date of Implementation	Compliance	Action
Record of unsuitable meeting conduct orders s150I(3) LGA s272 LGR	No incidents to record	Record of unsuitable meeting conduct orders s150I(3) LGA s272 LGR	• Must include details of the order	Within 10 calendar days of the meeting	Officer Completed: Yes / No	0	0	0	0	No incidents to record
Record of the taking of declaration of office s169(4) LGA s254 LGR	In hard form, to be saved.	• The CEO must keep a record of the taking of declaration of office.	• Councillor's name • Confirmation that councillor took declaration within 30 days after being appointed or elected	Within 30 days of being appointed or elected	Officer Completed: Yes / No	0	0	0	0	In hard form, to be saved.

Records about conflicts of interest at meetings s150FA LGA	In meeting booklets.	<ul style="list-style-type: none">Record in the minutes any conflict of interest matters raised by councillors, including conflicts they have themselves or suspected conflicts of other councillors	<ul style="list-style-type: none">Councillor nameParticulars of the conflict of interest and how it relates to the councillorWhether the councillor leaves the meeting and when (before or after vote)If the councillor decides to stay, how each councillor voted and the reasons for the final decision of all councillorsIf the councillor participated in deciding the matter or was present under an approval from the Minister	Ongoing	Officer Completed: Yes / No	0	0	0	0	In meeting booklets.
Record of directions given to the CEO s170(4) LGA	No directions to record	<ul style="list-style-type: none">CEO must keep a record of each direction given to them by the mayor, and it must be made available to the local government	NA	Ongoing	Officer Completed: Yes / No	0	0	0	0	No directions to record
Land record s154 LGR	emailed Owen Hutchings 15/03/2023	<ul style="list-style-type: none">Keep a land record detailing specific information about each parcel of rateable land	<ul style="list-style-type: none">Name and postal address of the ownerA description of the land, including its location and sizeIts value and the day of effect of the relevant valuation under the Land Valuation Act 2010Information about rates or charges levied as specified in s92 LGA	Ongoing	Officer Completed: Yes / No	No rateable land? Do we need a lease register instead?	0	0	0	emailed Owen Hutchings 15/03/2023
Record of financial management risks and control measures s164 LGR	Document being developed	<ul style="list-style-type: none">Keep a record of risks to which local government operations are exposed, to the extent they relate to financial managementKeep along with the record a copy of the community grants policy, entertainment and hospitality policy, advertising spending policy, and procurement policy	<ul style="list-style-type: none">Operational risks related to financial managementControl measures adopted to manage the risks	Ongoing	Officer Completed: Yes / No	0	0	0	0	Document being developed
Record of administrative action complaints s306 LGR	No complaints to record	<ul style="list-style-type: none">Keep a record of all administrative action complaintsEnsure internal reports are occasionally provided to senior management about the operation of the complaints' management processEnsure the public can inspect the complaints management process (including related policies and procedures) on its website and at your public officeEnsure mechanisms are in place to identify, analyse and respond to complaint trends and monitor effectiveness of the process	NA	Ongoing	Officer Completed: Yes / No	0	0	0	0	No complaints to record
Other matters										
Item		Requirement	Mandatory elements	When	Status	File Title	CEO/Resolution Number	Date of Implementation	Compliance	Action
CEO performance appraisal s12(4)(d) LGA	Meeting set up in diary of Mayor and CEO for 5/5/2023	<ul style="list-style-type: none">Mayor must conduct a CEO performance appraisal at least annually	NA	At least annually	Officer Completed: Yes / No	0	0	0	0	Meeting set up in diary of Mayor and CEO for 5/5/2023
Insurance s107 LGA s214 LGR	Checked with Colin 9/03/2023 He will email to confirm.	<ul style="list-style-type: none">Maintain public liability insurance for \$30 million and professional indemnity insurance for \$10 million	NA	Ongoing	Officer Completed: Yes / No	0	0	0	0	Checked with Colin 9/03/2023 He will email to confirm.
Organisational structure s196 LGA	Compliant	<ul style="list-style-type: none">Adopt an organisational structure (by resolution) allowing council to meet its responsibilities, noting that the CEO is responsible for appointing employees	NA	Ongoing	Officer Completed: Yes / No	0	0	0	0	Compliant
Documents that must be published										
Item		Requirement	Mandatory elements	When	Status	File Title	CEO/Resolution Number	Date of Implementation	Compliance	Action
Five year corporate plan Annual budget Investment policy Debt policy Community grants policy Procurement policy s199 LGR	FIN_005 Community Grants Policy in draft form. Rest on website. None available in offices	<ul style="list-style-type: none">On websiteAvailable at public officeAvailable for purchase	0	Always	Officer: Current: Yes / No	0	0	0	0	FIN_005 Community Grants Policy in draft form. Rest on website. None available in offices
Local law register s31 LGA s14 LGR	Local laws on website. Cant find register. Not in offices	<ul style="list-style-type: none">On websiteAvailable at public office	0	Always	Officer: Current: Yes / No	0	0	0	0	Local laws on website. Cant find register. Not in offices
Councillor conduct register s150DX-150DZ LGA	On website. Regularly updated. Not in offices	<ul style="list-style-type: none">On websiteAvailable at public officeAvailable for purchase	0	Always	Officer: Current: Yes / No	On website. Regularly updated. Not in offices	0	0	Compliant	On website. Regularly updated. Not in offices
Process for resolving administrative action complaints s306 LGR	Reference to this in new policies	<ul style="list-style-type: none">On websiteAvailable at public officeInclude related policies and procedures	0	Always	Officer: Current: Yes / No	0	0	0	0	Reference to this in new policies
Investigation policy s150AE(4) LGA	Policy in draft form	<ul style="list-style-type: none">On website	0	Always	Officer: Current: Yes / No	0	0	0	0	Policy in draft form

Registers of interests of councillors s295 LGR	On website. Not in offices	<ul style="list-style-type: none">• On website (councillors only, not including registers for related persons)• Available at public office (councillors only, not including registers for related persons)	0		Extract of current registers always available on website, updated within five business days after CEO notified of any change, and records of all current registers of interests available at public office until 10 years after councillor leaves office	Officer: Current: Yes / No	On website. Not in offices	0	0	Compliant	On website. Not in offices
Expenses reimbursement policy s251 LGR	Policy in draft form	<ul style="list-style-type: none">• On website• Available at public office• Available for purchase	0		Always, updated as soon as practicable after adopted or amended	Officer: Current: Yes / No	0	0	0	0	Policy in draft form
Council and committee minutes s272 LGR	On website, not in offices	<ul style="list-style-type: none">• On website• Available at public office• Available for purchase once confirmed• Include any reports not published with agenda	0		Draft minutes within five business days after the meeting (unless confirmed sooner) Confirmed minutes within 1 business day after being confirmed	Officer: Current: Yes / No	0	0	0	0	On website, not in offices
Annual report ss182-190 and s199 LGR	On website, not in offices	<ul style="list-style-type: none">• On website• Available at public office• Available for purchase	0		Within two weeks of adopting the annual report	Officer: Current: Yes / No	0	0	0	0	On website, not in offices
Notices											
Item		Requirement	Mandatory elements	When	Status	File Title	CEO/Resolution Number	Date of Implementation	Compliance	Action	
Notice of the days and times of all ordinary and committee meetings s277 LGR	On website	<ul style="list-style-type: none">• In local newspaper• On website• Displayed in a conspicuous place at public office	0		At least once in each year, and re-notified if days and times change	Officer: Current: Yes / No	0	0	0	0	On website
Meeting agendas s277A LGR	On website	<ul style="list-style-type: none">• On website• Available at public office• Includes any reports or documents• For both full council and committee meetings	0		Agendas and all reports and documents – published within one business day after the agenda is made available to councillors or committee members Late reports and documents – as soon as practicable after being sent to councillors	Officer: Current: Yes / No	0	0	0	0	On website
Notice of discretionary funds budgeted for each financial year s201B LGR	No discretionary funds in bunget	<ul style="list-style-type: none">• On website• Displayed in a conspicuous place at public office	0		Within 20 business days of adopting the budget	Officer: Current: Yes / No	0	0	0	0	No discretionary funds in bunget
Notice of allocation of discretionary funding s202 LGR	No discretionary funds in bunget	<ul style="list-style-type: none">• On website• Displayed in a conspicuous place at public office• Publish a notice for each time new discretionary funding is allocated	0		Within seven business days after the CEO is notified	Officer: Current: Yes / No	0	0	0	0	No discretionary funds in bunget
Notice containing details of any contracts worth \$200,000 or more s237 LGR	On website	<ul style="list-style-type: none">• On website• Displayed in a conspicuous place at public office	0		As soon as practicable after entering into contract, for at least 12 months	Officer: Current: Yes / No	0	0	0	0	On website
Notice of making a local law s29B LGA	All are current	<ul style="list-style-type: none">• In gazette• On website	0		Within one month of making the local law	Officer: Current: Yes / No	0	0	0	0	All are current
Notice of closing roads s69 LGA	On FB/radio Currently not on website	<ul style="list-style-type: none">• Published in any way council considers appropriate (including on the website for example)	0		As required	Officer: Completed: Yes / No	0	0	0	0	On FB/radio Currently not on website
Notice of approved inspection program s134(6) LGA	Emailed Ron Williams/Gus Yates 15/03/2023	<ul style="list-style-type: none">• In local newspaper• On website	0		At least 14 but not more than 28 calendar days before the start of the program	Officer: Completed: Yes / No / NA	0	0	0	0	Emailed Ron Williams/Gus Yates 15/03/2023
Invitation to fill councillor vacancy in final 12 months of term s166B(5) LGA	None atm, but were when we did	<ul style="list-style-type: none">• On website, and advertised in other ways the CEO considers appropriate• Does not apply if vacancy must be filled by a party appointee	0		Within 14 calendar days of the vacancy	Officer: Completed: Yes / No / NA	0	0	0	0	None atm, but were when we did
If directed, publish Minister remedial actions s116(5) LGA	None	<ul style="list-style-type: none">• On website	0		As directed by the Minister	Officer: Completed: Yes / No / NA	0	0	0	0	None
Notice of legal proceedings to an owner of ratable land s239 LGA	No rateable land	<ul style="list-style-type: none">• Owner’s current address If uncertain about the owner’s address, publish a summary of the document: - In newspaper circulating generally throughout Queensland - Gazette - On websie	0		As required	Officer: Completed: Yes / No / NA	0	0	0	0	No rateable land

Policy Title	COMMUNITY GRANTS POLICY
Policy Number	FIN_005
Business Unit	CORPORATE SERVICES / FINANCE
Policy Type	STATUTORY POLICY
Responsible Officer	CHIEF EXECUTIVE OFFICER
Date of Adoption	
Resolution Number	
Review Date	
Date Repealed	

Document History	Date	Council Resolution Number	Notes (including the prior Policy number, details of change/s, etc)
Original	2009		
Version 2	30/07/2013	2.7.300713	FIN_005 Community Grants Policy
Version 3	26/02/2019	7.1-260219	FIN_005 Community Grants Policy

1. POLICY SUMMARY

This policy is designed to outline Northern Peninsula Area Regional Council's commitment to supporting communities in the region by providing financial and/or in-kind assistance to activities that build community capacity, encourage participation and make a positive and ongoing contribution to the region.

This policy supports the distribution of funds in an equitable, transparent and sustainable manner. Council will provide grants only when:

- the grant is appropriate having regard to other priorities and available resources;
- the receiving community organisation or entity meet the eligibility criteria set out in this policy and in the supporting guidelines for the specific funding program;
- the grant will be used for a purpose that is in the public interest; and
- the grant will meet a community and/or social need in the local community.

2. POLICY OBJECTIVES

This policy guides the administration of council's grant programs ensuring grants:

- assist council to achieve its strategic goals and identified key initiatives outlined in the corporate plan; and
- align with the intent of the Local Government Act 2009 and the Local Government Regulation 2012, which states that grants will be used for a purpose that is in the public interest.

The objectives of this Policy are to establish:

- the purposes for which Council will provide grants, remissions and assistance (support) to community organisations;
- the types of support which Council may give;
- the criteria to be applied by the Council in giving such support;
- the requirements and obligations the Council will impose in respect of such support; and
- the reporting by the Council of support provided.

3. SCOPE

This policy applies to all Councillors and Council employees of NPARC.

4. POLICY STATEMENT

a. Grant Categories and Types

Council offers grants in the following categories:

- i. Facility Management;
- ii. Special Projects; or
- iii. Sport and Recreation Club.

The grant may be any of the following types:

- iv. in kind support undertaken by the Council to a specified value.

b. Conflict of interest

To ensure an accountable and transparent assessment process is maintained, Councillors, and Council Officers assessing grant applications are required to declare any declarable and prescribed conflict of interests prior to the assessment process commencing. This may include a personal connection with any applicant or personal involvement with any organisation.

Anyone having a conflict of interest should not debate, be involved in any discussions, or vote on any matter relating to the application.

c. Grant Program Process

- i. Each funding program in section 4b must adhere to the following processes:
 - guidelines and criteria
 - application form
 - assessment process
 - accountability requirements.
- ii. In the circumstance that an organisation or individual has not complied with acquittal timeframes and requirements in accordance with a grant agreement, the follow actions will be considered:
- iii. If the grant remains unacquitted the grant recipient will be made ineligible to apply for future council sponsorship for a period of at least three years.
- iv. At the discretion of the Chief Executive Officer, action may be taken to recover unacquitted funds.

d. Eligibility

To be eligible applicants must:

- i. Be free from debt with Council.
- ii. Be community based and provide services and activities of benefit to the residents of the Northern Peninsula Area.
- iii. Ensure that all proposed projects generally occur within the financial year in which funded.
- iv. Be operating on a not-for-profit basis or providing a project for non-commercial gain.

e. Ineligible Applications

The following applications will **not** be considered:

- i. Proposals for projects held outside of the Northern Peninsula Area, unless the applicant can demonstrate a direct community need.

f. Selection Criteria

Applicants that meet the eligibility requirements will be assessed on their merits and consideration will be given to the following criteria:

- i. Benefit to the Northern Peninsula Area community;
- ii. The ability of the organisation to raise funds by other means;
- iii. Community participation, and
- iv. Achievable aims and objectives.

g. In-Kind Assistance

- i. Council will provide assistance to organisations by providing the use of Council plant on the provision that Council personnel are operating the plant;
- ii. All works in-kind will be subject to the availability of plant and plant operators;
- iii. In-kind support can be provided through a purchase order at Umagico Supermarket, Injinoo Service Station or Bamaga Stores to a maximum donation amount of \$500
- iv. In-kind support can be provided through minor repairs and maintenance at facilities on the provision that works are completed by Council staff or sub-contractors
- v. The donation amount will be calculated in accordance with Council's current rates and charges for plant hire and wages, including travel time and stand down time and the value of the purchase order raised.

h. Administration

- i. The level of financial assistance allocated to the Grants and Donations budget will be determined each year within Council's budget process.

i. Reporting

- i. A monthly report to be provided to Council by the Finance Manager that outlines Grants and Donations for the financial year.

j. Applications

- i. All applications are to be made in writing and forwarded to the Chief Executive Officer.

k. Conditions of Use

All community grants and donations awarded by Northern Peninsula Area Regional Council are subject to the following conditions:

- i. The money should not be used for any other purpose than that for which it is awarded.
- ii. All organisations requesting assistance will be required to make a submission each year.

l. Council's Rights

Decisions made by the Northern Peninsula Area Regional Council with regard to the allocation and endorsement of any funds under this policy shall be final and no discussion will be entered into.

m. Lodging Your Application

All applications should be posted to:

Chief Executive Officer
Northern Peninsula Area Regional Council
PO Box 200
Bamaga, QLD, 4876

5. LEGISLATION

- a. Local Government Act 2009
- b. Local Government Regulation 2012, Chapter 5, Part 5

6. DEFINITIONS

- a. Councillors: the Mayor, Deputy Mayor and Councillors as elected representatives of Northern Peninsula Area Regional Council.
- b. CEO: Chief Executive Officer of NPARC, including people temporarily acting in the role.
- c. Councillor Administrative Support Staff (Support Staff): an NPARC employee who assists the Mayor and Councillors in meeting the responsibilities of their roles and delivery of important services and infrastructure for local communities.
- d. NPARC Employee: all persons employed by NPARC on a permanent, temporary or casual basis and includes persons engaged under a contract of service, and volunteers.
- e. NPARC: Northern Regional Area Regional Council.
- f. Community Organisation see Local Government Regulation 2012 Eligible Community Organisation means a community organisation that:
 - i. is an incorporated not-for-profit organisation or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient.
- g. Note – Unincorporated groups are eligible to apply, providing that their application is made through an eligible community organisation acting as an auspice.
 - i. (public liability insurance over \$20 million.
 - ii. has acquitted all previous Northern Peninsula Area Regional Council grants.
 - iii. has no outstanding debt to Council.
 - iv. has more than 80% of members who are residents within the NPA local government area
- h. Grant: Is a form of financial assistance that funds an individual or organisation to develop a specific project. It may also include in-kind assistance such as the provision of Council facilities or services.
- i. Donation: Is a provision of cash or other items of value with no return benefits expected. The person or organisation providing these may request a modest acknowledgement or that the provision be used for a particular purpose.

7. EVALUATION AND REVIEW

This policy will be reviewed when any of the following occur:

- a. The related legislation or governing documents are amended or replaced; or
- b. Other circumstances as determined by resolution of Council or the CEO.

8. OTHER RELATED NPARC POLICIES AND DOCUMENTS

- a. Councillor Code of Conduct
- b. Employee Code of Conduct
- c. Corporate Plan 2022-2026
- d. Council Budget

9. HUMAN RIGHTS COMPATABILITY STATEMENT

This policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019.

When an individual feels that they are the subject of NPARC's failure to act compatibly with human rights, they can make a complaint directly to NPARC. These complaints will be assessed against the Human Rights Act 2019.

Kate Gallaway
CHIEF EXECUTIVE OFFICER

___/___/___

DRAFT

Title of Report: Statement of Intent to establish a Torres and Cape Health Care (TORCH) community-controlled commissioning entity

Agenda Item: 13.9

Classification: For Decision

Author CEO

Attachments Draft Statement of Intent
Draft TORCH Steering Committee TORs (tabled)
TORCH FAQs
Torch Community Caucus Outcomes and minutes (tabled)

Officers Recommendation:

That Council:

- Endorse the Statement of Intent to establish a Torres and Cape Health Care (TORCH) commissioning entity”

PURPOSE OF REPORT

To provide further information and background to the TORCH project in preparation for the Statement of Intent Signing.

BACKGROUND AND CONTEXT

TORCH, the Torres and Cape Healthcare Commissioning Fund, represents a joint commitment from the Queensland and Australian Governments to give communities in the Torres, Northern Peninsula Area and Cape regions greater control over the funding and delivery of health services for the region. With a phased approach over the next 10 years (2024 – 2034), healthcare funding from all Governments will be pooled into a single bucket known as the TORCH Commissioning Fund. A community-controlled commissioning entity will be established to oversee implementation of the TORCH Commissioning Fund.

A community-controlled commissioning entity will be established by 1 July 2024. The Australian and Queensland Governments will gradually transfer healthcare funding to the entity. This will include all funding for primary care, hospital care and aged care. The community-controlled entity will inherit some commissioning responsibility from 1 July 2024, and will progressively build capacity and capability until 2033, when all relevant healthcare funding will sit with the entity.

The proposed governance structure will look like below.



It is proposed that across the 31 Aug & 1 Sep, the Statement of Intent to establish a Torres and Cape Health Care (TORCH) commissioning entity is signed. The document (attached) is a commitment from the Commonwealth and Queensland Governments and community leaders, to work together with local communities in the Torres and Cape region over the next 10 years to establish a Community-Controlled Commissioning Entity – bringing health funding and service provision in the region under local First Nations’ governance, with the aim of empowering local communities and improving health outcomes.

The actual commitments are

- The establishment of a TORCH commissioning entity by 1 July 2024, with a roadmap for its future as a sustainable community-controlled healthcare commissioning model for the whole Torres and Cape population.
- First Nations-led governance of the community-controlled commissioning entity which reflects the regional population, and has the requisite skills to undertake all required commissioning functions.
- A phased-transfer of funding and commissioning functions to a TORCH community-controlled commissioning entity over a 10-year period.
- The provision of preliminary funding for the first two years of operation to allow testing of the commissioning function, and support capacity and capability building.
- The staged transfer of other commissioning funds to commence in 2026-27, with a view to all commissioning funds being pooled under the arrangement by 2033.
- Population health needs analysis and service planning undertaken by the TORCH community-controlled commissioning entity, and increasing over time, the commissioning of health services guided by local community needs and priorities, drawing on pooled funds transferred to the community-controlled commissioning entity in a staged way for this purpose.

- Guarantee ongoing maintenance or growth of health funding and service delivery to the region, commensurate with growth elsewhere in the system.
- Sustainable growth of investment over the next 10 years in community-controlled health services in the region to strengthen and further build their capacity and capability to provide comprehensive health care services in the region.
- Continued access to health services, including ongoing access to emergency services, patient retrieval services and primary, secondary and tertiary health services for Torres and Cape residents who need those services.

There are differing views on this matter across the sector and region, so it is important that NPARC confirms their position prior to the signing.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

NA

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

NA

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

CONSULTATION

NA

Statement of Intent to establish a Torres and Cape Health Care (TORCH) community-controlled commissioning entity

between

the Australian Government, represented by the Department of Health and Aged Care, the Queensland Government, represented by Queensland Health

and

the Councils from the Torres Strait and Cape York region

and

the Queensland Aboriginal and Islander Health Council (QAIHC),
Torres Cape Indigenous Council Alliance (TCICA),
Torres Strait Regional Authority (TSRA),
Gur A Baradharaw Kod Torres Strait Sea and Land Council (GBK), and
Cape York Land Council (CYLC)

as partners.

This document is a commitment from the Commonwealth and Queensland Governments and community leaders, to work together with local communities in the Torres and Cape region over the next 10 years to establish a Community-Controlled Commissioning Entity – bringing health funding and service provision in the region under local First Nations’ governance, with the aim of empowering local communities and improving health outcomes.

The parties to this Statement of Intent commit to:

- The establishment of a TORCH commissioning entity by 1 July 2024, with a roadmap for its future as a sustainable community-controlled healthcare commissioning model for the whole Torres and Cape population.
- First Nations-led governance of the community-controlled commissioning entity which reflects the regional population, and has the requisite skills to undertake all required commissioning functions.
- A phased-transfer of funding and commissioning functions to a TORCH community-controlled commissioning entity over a 10-year period.
- The provision of preliminary funding for the first two years of operation to allow testing of the commissioning function, and support capacity and capability building.
- The staged transfer of other commissioning funds to commence in 2026-27, with a view to all commissioning funds being pooled under the arrangement by 2033.
- Population health needs analysis and service planning undertaken by the TORCH community-controlled commissioning entity, and increasing over time, the commissioning of health services guided by local community needs and priorities, drawing on pooled funds transferred to the community-controlled commissioning entity in a staged way for this purpose.
- Guarantee ongoing maintenance or growth of health funding and service delivery to the region, commensurate with growth elsewhere in the system.

- Sustainable growth of investment over the next 10 years in community-controlled health services in the region to strengthen and further build their capacity and capability to provide comprehensive health care services in the region.
- Continued access to health services, including ongoing access to emergency services, patient retrieval services and primary, secondary and tertiary health services for Torres and Cape residents who need those services.

Statement of Intent – Scope:

The health funding and service provision in scope for transition to the TORCH community-controlled commissioning entity includes all Indigenous-specific, whole-of-population and universal emergency, primary, secondary and tertiary healthcare services and programs in the Torres and Cape region.

Statement of Intent – Principles underpinning how we will work together:

The parties to this Statement of Intent:

- Acknowledge the Traditional Custodians of the lands, waters and seas throughout the Torres and Cape region, and pay respects to Elders past and present, and emerging leaders. We recognise the continuing rights and responsibilities of Aboriginal peoples and Torres Strait Islander peoples across the Torres and Cape region.
- Acknowledge the significant health inequities in the Torres and Cape region both in terms of access and outcomes, and that the past practices and the current system has failed to deliver for the Aboriginal peoples and Torres Strait Islander peoples of the region.
- Commit to taking proactive and tangible action to progress TORCH project activities, giving effect to the National Agreement on Closing the Gap, in particular the four priority reform areas:
 - formal partnerships and shared decision-making
 - building the community-controlled sector
 - transforming government organisations
 - shared access to data and information at the regional level.
- Acknowledge the perspectives and expertise of Aboriginal peoples and Torres Strait Islander peoples, including Elders, Traditional Owners, Native Title holders, communities and community-controlled organisations as central to the establishment of the TORCH commissioning entity. We will be community-led, first and foremost.
- Commit to true co-design of the community-controlled commissioning entity, responding to the voices and aspirations of local communities, including Elders, Traditional Custodians, Native Title holders and community-controlled organisations.
- Commit to open, transparent and accessible communications and decision-making at all times. Decisions will always be made with improved health outcomes for the local community in mind.

Signed this **XX** day of **XXX** 2023 at Cairns, Queensland:

Representative of the Australian Government

[insert name of signatory]

[insert role of signatory]

Representative of the Queensland Government

[insert name of signatory]

[insert role of signatory]

Representative of the Queensland Aboriginal
and Islander Health Council

[insert name of signatory]

[insert role of signatory]

Representative of the Torres Cape Indigenous
Council Alliance

[insert name of signatory]

[insert role of signatory]

Representative of the Torres Strait Regional
Authority

[insert name of signatory]

[insert role of signatory]

Representative of the Gur A Baradharaw Kod
Torres Strait Sea and Land Council

[insert name of signatory]

[insert role of signatory]

Representative of the Cape York Land Council

[insert name of signatory]

[insert role of signatory]

From 1 July 2024 a new Torres and Cape Health Care Community-Controlled Commissioning Entity (the TORCH entity) will be established for the Torres and Cape region.

WHAT IS THE TORCH PROJECT?

- The TORCH project is a joint commitment by the Australian and Queensland Governments in partnership with Queensland Aboriginal and Islander Health Council, and community leaders for health system reform for the Torres and Cape region.
- The TORCH project will establish an independent regional healthcare commissioner (the TORCH entity), which will plan and buy health services based on evidence and local input.
- **The TORCH project will drive health system reform to allow regional community-controlled healthcare commissioning – in community, for community.**

WHY TORCH?

- A range of Commonwealth and state government agencies provide funding to a variety of organisations and providers to deliver health services in the region across the healthcare continuum.
- These funding arrangements do not adequately support healthcare models that respond to population health challenges, and do not allow flexibility to adequately respond to local health needs. Health outcomes of communities across the Torres and Cape region are not improving.
- Governments and community leaders have been exploring the idea to establish the TORCH Entity so that health planning and funding in the region can be governed by the local community.
- **The TORCH project will establish the TORCH Entity which will allow for self-determination over how health services are planned and funded to meet whole of population health needs across the whole Torres and Cape region.**

WHAT DO WE MEAN WHEN WE SAY HEALTHCARE COMMISSIONING?

- **Healthcare commissioning** is about planning and funding the delivery of health services that meet the needs and priorities of local communities and achieve agreed outcomes.
- **Community-controlled healthcare commissioning** allows community to have greater control over the planning and funding of the health services for a region that meets the needs and priorities of local communities through community participation and engagement. It is driven by collaboration, integration and better investment decisions with clear and shared accountability for outcomes and quality.
- Healthcare commissioning is **not**:
 - a health service like the local clinic or hospital
 - a quick fix or instant change
 - reducing the role of current community voices and services such as Aboriginal and Torres Strait Islander Community Controlled Health Organisations

WHAT IS IN SCOPE FOR THE TORCH ENTITY?

- The health funding and commissioning of service provision in scope for transition to the TORCH entity includes all First Nations-specific, whole-of-population and universal primary, secondary, tertiary, and emergency healthcare service and program funding in the Torres and Cape region.
- There will be a 10-year roadmap to transition funding and commissioning functions, to allow the TORCH entity to grow the adequate capacity and capability to undertake all functions of a community-controlled commissioning entity.
- Governments will commit to the provision of preliminary funding for the first two years of operation to allow testing of the commissioning

function, and support capacity and capability building.

- The staged transfer of other commissioning funds will likely commence in 2026-27, with a view to all commissioning funds being pooled under the arrangement by 2034.

WHAT WILL THE TORCH COMMISSIONING ENTITY LOOK LIKE?

- The way that TORCH will work in practice will continue to be developed in partnership between Governments and community.
- While there is a lot to be worked out through the co-design process, we do know the TORCH entity will:
 - be a single regional community-controlled organisation that is independent of government for the whole Torres and Cape region and population
 - acknowledge the many discrete communities within the Torres and Cape region and account for local needs through the governance structure
 - be built on strong local leadership and governance
 - be accountable and transparent – to government and community
 - not deliver health services but will commission and integrate health services at the local level to meet the needs of all people in the region.
- The First Nations-led governance of the TORCH entity will reflect the regional population and have the requisite skills to undertake all required commissioning functions.
- The image below provides an example of how the TORCH entity might work:



- A community-controlled entity will work in an agreed way with community to:
 - determine the needs of the community

- define the services required to address the needs
- select the provider/s to deliver the services and the care
- determine how performance will be assessed to ensure the best outcomes are being achieved.
- Both State and Federal governments will commit to:
 - ongoing maintenance or growth of health funding and service delivery to the region, commensurate with growth elsewhere in the system
 - sustainable growth of investment over the next 10 years in community-controlled health services in the region to strengthen and further build their capacity and capability to provide comprehensive health care services in the region
 - continued access to health services, including ongoing access to emergency services, patient retrieval services and primary, secondary and tertiary health services for Torres and Cape residents who need those services throughout the transition.

WHO IS LEADING THE WORK TO PROGRESS THE TORCH PROJECT?

- After hearing calls from communities for more local control over which health services are funded in the Torres and Cape, a group (**TORCH Project Steering Committee**) was created in 2021 to bring First Nations leadership together with the state and commonwealth governments.
- An **Aboriginal and Torres Strait Islander Community Controlled Steering Committee** will be established to share expertise, provide advice and direction to the Project Steering Committee, and lead some of the work required to establish the TORCH entity.
- **Time-limited working groups** will be established to drive key elements of TORCH as required, embedding community leadership and ownership.

To find out more, contact the TORCH project team at Reform_Planning@health.qld.gov.au.



AGENDA ITEM 14
ORDINARY COUNCIL MEETING #40
Tuesday 29th August 2023
Bamaga Boardroom

14. General Discussion

15. Close of Meeting