



## **MEETING BOOK**

**Northern Peninsula Area Regional Council**

**Ordinary Council Meeting #44**

**To commence at 9.00am**

**On**

**Tuesday 19<sup>th</sup> December 2023**

**Pullman Cairns**

## **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.....	26
8.	Mayor Report .....	59
9.	CEO Report.....	60
10.	Executive Report	
	10.1 Executive Manager Operations Report.....	80
	10.2 Executive Manager Community & Regulatory Services Report .....	87
	10.3 Executive Manager Corporate & Finance Services Report .....	108
	10.4 Executive Manager Building & Infrastructure Report .....	115
11.	Finance Reports	
	11.1 November 2023 Financial Report .....	120
12.	Other Business	
	12.1 Master Plan Adjustment - Lot 404 on SP273361 .....	131
	12.2 NPARC Policy Compliance Audit .....	143
	12.3 Section 24HA Notice issued by Protected Zone Joint Authority .....	185
	12.4 Batching Plant Fees .....	188
	12.5 Jardine River Fees .....	190
	12.6 Bamaga Water Treatment Plant .....	193
	12.7 Report back from November LTC Meeting .....	195
	12.8 Presentation of Torres and Cape Indigenous Council Alliance Financials.....	204
	12.9 In Camera - Use of Sand and Gravel Pits.....	248
14.	General Discussion .....	249
15.	Close of Meeting .....	249



**AGENDA ITEM 1- 5**  
**ORDINARY COUNCIL MEETING #44**  
**Tuesday 19<sup>th</sup> December 2023**  
**Cairns**

- 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 #43**  
**Tuesday 21<sup>st</sup> November 2023**  
**Bamaga Boardroom**

## **Northern Peninsula Area Regional Council**

### **Ordinary Council Meeting #43**

**To commence at 9.00am**

**On**

**Tuesday 21<sup>st</sup> November 2023**

**Bamaga Boardroom**





## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #43  
Tuesday 21<sup>st</sup> November 2023  
Bamaga Boardroom

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

Mayor Yusia welcomed attendees and opened the meeting at 9.07am 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  
Cr Dennis Getawan  
Cr Eric Cottis

District Mayor  
Division 3 / Deputy Mayor Arrived at 9:47am  
Division 5  
Division 1  
Division 2 (via TC) Arrived at 9:10am  
Division 4 (via TC) Arrived at 1:37pm

#### Other Attendees

Kate Gallaway  
Gus Yates  
Robert James  
Yanetta Nadredre

CEO  
Executive Manager Operations  
Executive Manager Building & Infrastructure  
Executive Manager Community & Regulatory Services

#### Resolution

##### That Council:

Moves to accept that Cr Getawan and Cr Cottis join the Meeting via Teleconference.

Moved: Cr Nona

Vote: 3/0

Seconded: Cr Whap

Resolution: C3.1-21112023

CARRIED

Cr Getawan joined the meeting at 9.10am

### Agenda Item 4. Apologies

Nil

### Agenda Item 5. Declarations of Conflict of Interest

Mayor Patricia Yusia advised the meeting that she had a prescribed conflict of interest in the matter to be dealt with in agenda item 13.4 'Application for Concession – NPA Family and Community Services'.

Mayor Yusia stated that the consideration of a grant of concession was a prescribed conflict of interest. She is a director of the corporation subject of this agenda item.



## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #43  
Tuesday 21<sup>st</sup> November 2023  
Bamaga Boardroom

*Mayor Yusia stated that she would handle her prescribed conflict of interest by leaving the meeting room at the time the matter was being discussed and decided upon and would not involve herself further in decision-making.*

*Mayor Yusia stated that she had provided information about her prescribed conflict of interest to Council's CEO at the Council Meeting after becoming aware of it.*

*Council's CEO, Ms Kate Gallaway confirmed that Mayor Yusia had declared a prescribed conflict of interest in relation to agenda items 13.4 and tabled the relevant record made on that date for inclusion in meeting minutes.*

*Councillor Mabelene Whap advised the meeting that she had a prescribed conflict of interest in the matter to be dealt with in agenda item 13.4 'Application for Concession – NPA Family and Community Services'.*

*Councillor Whap stated that the consideration of a grant of concession was a prescribed conflict of interest. She is a director of the corporation subject of this agenda item.*

*Councillor Whap stated that she would handle her prescribed conflict of interest by leaving the meeting room at the time the matter was being discussed and decided upon and would not involve herself further in decision-making.*

*Councillor Whap stated that she had provided information about her prescribed conflict of interest to Council's CEO at the Council Meeting after becoming aware of it.*

*Council's CEO, Ms Kate Gallaway confirmed that Councillor Whap had declared a prescribed conflict of interest in relation to agenda items 13.4 and tabled the relevant record made on that date for inclusion in meeting minutes.*

*Councillor Gina Nona advised the meeting that she had a prescribed conflict of interest in the matter to be dealt with in agenda item 13.4 'Application for Concession – NPA Family and Community Services'.*

*Councillor Nona stated that the consideration of a grant of concession was a prescribed conflict of interest. She is a director of the corporation subject of this agenda item.*

*Councillor Nona stated that she would handle her prescribed conflict of interest by leaving the meeting room at the time the matter was being discussed and decided upon and would not involve herself further in decision-making.*

*Councillor Nona stated that she had provided information about her prescribed conflict of interest to Council's CEO at the Council Meeting after becoming aware of it.*

*Council's CEO, Ms Kate Gallaway confirmed that Councillor Nona had declared a prescribed conflict of interest in relation to agenda items 13.4 and tabled the relevant record made on that date for inclusion in meeting minutes.*



## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #43  
Tuesday 21<sup>st</sup> November 2023  
Bamaga Boardroom

### Agenda Item 6.

#### Confirmation of Minutes of Previous Meeting

##### Resolution

##### That Council:

Notes and confirms the minutes from the Council Meeting held Tuesday 24<sup>th</sup> October 2023.

Moved: Cr Whap

Vote: 4/0

Seconded: Cr Nona

Resolution: C6.1.1-21112023

CARRIED

##### Resolution

##### That Council:

Notes and confirms the minutes from the Special Council Meeting held Monday 30<sup>th</sup> October 2023.

Moved: Cr Nona

Vote: 4/0

Seconded: Cr Whap

Resolution: C6.1.2-21112023

CARRIED

### Agenda Item 7.

#### Business Arising from Previous Meeting

Action items were discussed as per the Action Task List

Cr Gebadi joined the meeting at 9.47am

### Agenda Item 8. Manager Reports

#### Agenda Item 8.1. Operational Update on Aged Care and Home Services Team

##### Resolution

##### That Council:

Note the report

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Whap

Resolution: C8.1-21112023

CARRIED

### Agenda Item 9.

#### Mayor Report

Indigenous Sustainability Funding

- There was a further meeting regarding this at the TCICA Meeting
- I have forwarded correspondence to the Minister and DG to further highlight our concerns due to little response



## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #43  
Tuesday 21<sup>st</sup> November 2023  
Bamaga Boardroom

### LTC Meeting

- We had a very productive October LTC Meeting
- Although it was Dan Cup, there was still good attendance
- A number of stakeholders attended and there was robust discussion regarding youth services

### Bamaga Ibis Opening

- The new Bamaga IBIS Opening was held on the 26<sup>th</sup> October
- This was possible due to strong partnership between CEQ and Council. Council should be very proud regarding this achievement and what it has meant for community

### Dan Ropeyarn Cup

- A big congratulations to all the committee members that organised the largest Dan Ropeyarn Cup
- There were a lot of challenges over the weekend that community wasn't aware of and it meant the committee members were under a lot of pressure across the weekend
- While there were some negative things on FaceBook overall feedback from people is they enjoyed the weekend and the carnival

### OIC Interviews

- I was one of the panel members for the permanent OIC position at Bamaga Station
- There were a number of good applicants so I am hopeful this position will be filled quickly

### Health Investigation

- I am a member of the Ministerial Taskforce for the Health Investigation. The first meeting was held in Cairns in early November which I had the benefit of attending
- They have sent correspondence that this will commence next week and awaiting further information

### Elected Member Update

- Thank you to everyone who attend the Elected member Update with the LGAQ last week
- This was a good opportunity to reflect on everything we have achieved over the past 4 years

### Boundary Change

- Torres Shire has not published their Community Meeting Minutes from 24 oct and we are yet to get a response

### Community Meetings

- We will have one last round of Community Meetings in December
- While I am proposing a similar format to the last meetings, I think it is important for us to reflect with community the changes over the past 4 years and give this information to community

### Mayoral Awards

- The staff end-of-year party is scheduled for 1 December
- CEO has confirmed they will be running the same staff awards
- I am proposing a similar method for the mayoral awards



## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #43  
Tuesday 21<sup>st</sup> November 2023  
Bamaga Boardroom

### Resolution

#### That Council:

Note the Mayor's verbal report from 21<sup>st</sup> November 2023

Moved: Cr Nona

Vote: 5/0

Seconded: Cr Gebadi

Resolution: C9.1-21112023

CARRIED

### Agenda Item 8.2. Operational Update on Batching Plant Team

Cr Gebadi left the meeting at 11.41am

Cr Gebadi returned to the meeting at 12.02pm

Cr Whap left the meeting at 12.13pm

### Resolution

#### That Council:

- Note the report
- Increase the concrete price excl GST until 31 December 2023 effective immediately to
  - \$1300 / m3
  - \$910 / m3 for local residents for non-commercial purposes

Moved: Cr Getawan

Vote: 4/0

Seconded: Cr Nona

Resolution: C8.2-21112023

CARRIED

### Agenda Item 8.3. Operational Update on Community Services Team

Cr Whap returned to the meeting at 12.16pm

### Resolution

#### That Council:

Note the report

Moved: Cr Whap

Vote: 5/0

Seconded: Cr Nona

Resolution: C8.3-21112023

CARRIED



## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #43  
Tuesday 21<sup>st</sup> November 2023  
Bamaga Boardroom

Council break for lunch at 12.32pm

Moved: Cr Getawan

Second: Cr Nona

Vote: 5/0

CARRIED

Council resume for lunch at 1.15pm

Moved: Cr Getawan

Second: Cr Whap

Vote: 5/0

CARRIED

### Agenda Item 10.

#### CEO Report

##### Resolution

That Council:

- Note the Report

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Whap

Resolution: C10-21112023

CARRIED

### Agenda Item 13.4. Application for Concession – NPA Family and Community Services

Cr Cottis joined the meeting at 1.37pm

Having declared an interest for agenda item 13.4 Mayor Yusia, Cr Nona and Cr Whap left the meeting at 1.37pm. Cr Gebadi chaired the meeting in the absence of Mayor Yusia

##### Resolution

That Council approve a concession of 50% rebate on historical service charges from the years 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 to NPA Family and Community Services Aboriginal and Torres Strait Islander Corporation

Moved: Cr Cottis

Vote: 3/0

Seconded: Cr Getawan

Resolution: C13.4-21112023

CARRIED

Cr Gebadi - For

Cr Cottis - For

Cr Getawan - For

Cr Cottis let the meeting at 1:46pm

Mayor Yusia, Cr Nona and Cr Whap returned to the meeting at 1:47pm.

**Agenda Item 13.10. Development Application 308 Poi Poi Street, Bamaga on Lot 314 on SP273361**

**Resolution**

**That Council:**

1. Council as the Local Government Authority resolves to approve:
  - a) The Development Application located on 308 Poi Poi Street, Bamaga on Lot 314 on SP273361 lodged with Council for:
    - i. Material Change of Use (Multiple Dwelling) 22 dwelling units: and
    - ii. Reconfiguring a Lot, boundary realignment
    - iii. Site Development Plan (22 dwellings on 4,818m<sup>2</sup>).

**Moved: Cr Gebadi**

**Vote: 5/0**

**Seconded: Cr Getawan**

**Resolution: C13.10-21112023**

**CARRIED**

Cr Getawan left the meeting at 2.05pm

**Agenda Item 11. Executive Reports**

**Agenda Item 11.1. Executive Manager Operations Report**

**Resolution**

**That Council:**

- Note the report
- Note the reduction in waste transfer operating hours
- Provide in-principle support to the relocation of flags to Option 1 identified in this report

**Moved: Cr Gebadi**

**Vote: 4/0**

**Seconded: Cr Nona**

**Resolution: C11.1-21112023**

**CARRIED**

**Agenda Item 13.12. Late Report - Parks and Gardens – November 2023 Report**

**Resolution**

**That Council:**

- Note the report

**Moved: Cr Whap**

**Vote: 4/0**

**Seconded: Cr Nona**

**Resolution: C13.12-21112023**

**CARRIED**



## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #43  
Tuesday 21<sup>st</sup> November 2023  
Bamaga Boardroom

### Agenda Item 11.2. Executive Manager Community & Regulatory Services Report

#### Resolution

##### That Council:

Note the report

Moved: Cr Nona

Vote: 4/0

Seconded: Cr Gebadi

Resolution: C11.2-21112023

CARRIED

### Agenda Item 11.3. Executive Manager Finance & Corporate Services Report

#### Resolution

##### That Council:

Note the report

Moved: Cr Whap

Vote: 4/0

Seconded: Cr Gebadi

Resolution: C11.3-21112023

CARRIED

### Agenda Item 11.4. Executive Manager Building & Infrastructure Report

Cr Gebadi left the meeting at 4.00pm

Cr Gebadi returned to the meeting at 4.03pm

Cr Nona left the meeting at 4.27pm

Cr Nona returned to the meeting at 4.29pm

#### Resolution

##### That Council:

Note the report

Moved: Cr Gebadi

Vote: 4/0

Seconded: Cr Whap

Resolution: C11.4-21112023

CARRIED





## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #43  
Tuesday 21<sup>st</sup> November 2023  
Bamaga Boardroom

### Agenda Item 12. Agenda Item 12.1.

### Financial Reports October 2023 Financial Report

#### Resolution

##### That Council:

Note and accept the Finance report for the period ending 31 October 2023

Moved: Cr Gebadi

Vote: 4/0

Seconded: Cr Whap

Resolution: C12.1-21112023

CARRIED

### Agenda Item 13.

### Reports

#### Agenda Item 13.1.

#### Renaming of No Named Road in Bamaga

#### Resolution

##### That Council:

1. Name the Street off Lui Street in Bamaga currently known as No Name Road to Reuben St
2. Request that the EMO arrange to have signs installed on these streets.
3. Requests that the EMO advise the Department of Resources of the adopted street names for town streets within the NPA.

Moved: Cr Gebadi

Vote: 4/0

Seconded: Cr Nona

Resolution: C13.1-21112023

CARRIED

#### Agenda Item 13.2.

#### Report back from NPA Internal Audit Committee

#### Resolution

##### That Council:

- Note and endorse the minutes of the NPARC Internal Audit Committee
- Note and endorse the NPARC Audit Committee Work Program 2023-24

Moved: Cr Nona

Vote: 4/0

Seconded: Cr Gebadi

Resolution: C13.2-21112023

CARRIED

#### Agenda Item 13.3. Master Plan Adjustment - Lot 404 on SP273361

Mayor Yusia left the meeting at 5.08pm

Mayor Yusia returned to the meeting at 5.11pm

**Resolution**

- Note the Report
- Defer the matter to the December 2023 Council Meeting

**Moved: Cr Gebadi**

**Vote: 4/0**

**Seconded: Cr Whap**

**Resolution: C13.3-21112023**

**CARRIED**

**Agenda Item 13.5. NPARC Policy Compliance Audit**

**Resolution**

**That Council:**

- Defer the matter to the December 2023 Council Meeting

**Moved: Cr Nona**

**Vote: 4/0**

**Seconded: Cr Gebadi**

**Resolution: C13.5-21112023**

**CARRIED**

**Agenda Item 13.6. Review of Transport Related Engineering and Project Management Services**

**Resolution**

**That Council:**

- Endorse that Aurecon be Councils preferred supplier for Transport Related Engineering and Project Management Services for a further 12 months, with a review to be undertaken in November 2024.
- Authorise the Chief Executive Officer and Executive Manager Operations to notify Aurecon that they are to continue providing Transport Related Engineering and Project Management Services to the Northern Peninsula Area Regional Council

**Moved: Cr Gebadi**

**Vote: 4/0**

**Seconded: Cr Nona**

**Resolution: C13.6-21112023**

**CARRIED**

**Agenda Item 13.7. Bamaga Fitness Centre operations**

**Resolution**

- Note the report
- Delegate to the Chief Executive Officer to set a fee for utilisation of the Bamaga Fitness Centre

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

**Seconded: Cr Whap**  
**Resolution: C13.7-21112023**

**CARRIED**

**Agenda Item 13.8. NPA Airport Power Connection Establishment Contract**

**Resolution**

- note the report
- is satisfied that there is only 1 supplier who is reasonably available to Connection Establishment Contract to NPA Airport
- Award the Connection Establishment Contract to Ergon Energy Corporation Limited for a value of \$1,461,505.45 (excl GST)

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

**Seconded: Cr Nona**  
**Resolution: C13.8-21112023**

**CARRIED**

**Agenda Item 13.11. Late Report - Review of Supply of Building Supervision Services**

**Resolution**

Authorise the Chief Executive Officer and Executive Manager Building and Infrastructure to undertake a tender for the Supply of Building Supervision Services

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

**Seconded: Cr Nona**  
**Resolution: C13.11-21112023**

**CARRIED**



## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #43  
Tuesday 21<sup>st</sup> November 2023  
Bamaga Boardroom

### Agenda Item 13.9. Report back from NPA Interim LDMB

#### Resolution

- Note and endorse the minutes and all recommendations of the NPA Interim Local Decision Making Board
- Appoint Kathy Tabuai as a representative for Bamaga Community

Moved: Cr Gebadi

Vote: 4/0

Seconded: Cr Whap

Resolution: C13.9-21112023


CARRIED /

### Agenda Item 14. General Discussion

### Agenda Item 15. Close of Meeting


Meeting closed at 6.21pm with a prayer by Cr Whap.

# DECLARATION - **PRESCRIBED** CONFLICT OF INTEREST

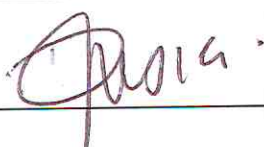
Councillor Name	Councillor Mabelene Whap	
Timing of declaration	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
Meeting type	<input checked="" type="checkbox"/> Council meeting	
Meeting date	21/11/2023	
Description of business matter	Request for service charge concession	
Item number	13.4 Application for Concession – NPA Family and Community Services	
Pursuant to section 150EL of the <i>Local Government Act 2009</i> , I hereby provide notice that I have a prescribed conflict of interest in this matter, the nature and particular of which are as follows:		
General nature of the prescribed conflict of interest.	<ul style="list-style-type: none"> <li>A close associate is involved in the decision being discussed</li> </ul>	
<input type="checkbox"/> The prescribed conflict of interest involves a gift or loan or sponsored travel or accommodation benefit or contract	The value of the gift or loan or benefit or contract	NA
<input type="checkbox"/> The prescribed conflict of interest involves an application for which a submission has been made	The subject of the application	NA
	The nature of the submission on the application	NA
<input type="checkbox"/> An entity other than myself has an interest in the matter	The name of the entity, that has an interest in the matter	NA
	The nature of my relationship with the entity	NA
	Details of the entity's interest in the matter	NA
<input checked="" type="checkbox"/> I have an interest in the matter	Director of NPA Family and Community Services ATSI Corporation	NPA Family and Community Services ATSI Corporation has applied for a historical concession being considered by the council.
<input checked="" type="checkbox"/> As required by legislation, I will not participate in decision-making on the matter.		
Councillor's Signature	20/11/2023	



## DECLARATION - **PRESCRIBED** CONFLICT OF INTEREST

Councillor Name	Councillor Gina Nona	
Timing of declaration	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
Meeting type	<input checked="" type="checkbox"/> Council meeting	
Meeting date	21/11/2023	
Description of business matter	Request for service charge concession	
Item number	13.4 Application for Concession – NPA Family and Community Services	
Pursuant to section 150EL of the <i>Local Government Act 2009</i> , I hereby provide notice that I have a prescribed conflict of interest in this matter, the nature and particular of which are as follows:		
General nature of the prescribed conflict of interest.	<ul style="list-style-type: none"> <li>• A close associate is involved in the decision being discussed</li> </ul>	
<input type="checkbox"/> The prescribed conflict of interest involves a gift or loan or sponsored travel or accommodation benefit or contract	The value of the gift or loan or benefit or contract	NA
<input type="checkbox"/> The prescribed conflict of interest involves an application for which a submission has been made	The subject of the application	NA
	The nature of the submission on the application	NA
<input type="checkbox"/> An entity other than myself has an interest in the matter	The name of the entity, that has an interest in the matter	NA
	The nature of my relationship with the entity	NA
	Details of the entity's interest in the matter	NA
<input checked="" type="checkbox"/> I have an interest in the matter	Director of NPA Family and Community Services ATSI Corporation	NPA Family and Community Services ATSI Corporation has applied for a historical concession being considered by the council.
<input checked="" type="checkbox"/> As required by legislation, I will not participate in decision-making on the matter.		
Councillor's Signature	21/11/2023	

## DECLARATION - **PRESCRIBED** CONFLICT OF INTEREST

Councillor Name	Mayor Patricia Yusia	
Timing of declaration	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
Meeting type	<input checked="" type="checkbox"/> Council meeting	
Meeting date	21/11/2023	
Description of business matter	Request for service charge concession	
Item number	13.4 Application for Concession – NPA Family and Community Services	
Pursuant to section 150EL of the <i>Local Government Act 2009</i> , I hereby provide notice that I have a prescribed conflict of interest in this matter, the nature and particular of which are as follows:		
General nature of the prescribed conflict of interest.	<ul style="list-style-type: none"> <li>A close associate is involved in the decision being discussed</li> </ul>	
<input type="checkbox"/> The prescribed conflict of interest involves a gift or loan or sponsored travel or accommodation benefit or contract	The value of the gift or loan or benefit or contract	NA
<input type="checkbox"/> The prescribed conflict of interest involves an application for which a submission has been made	The subject of the application	NA
	The nature of the submission on the application	NA
<input type="checkbox"/> An entity other than myself has an interest in the matter	The name of the entity, that has an interest in the matter	NA
	The nature of my relationship with the entity	NA
	Details of the entity's interest in the matter	NA
<input checked="" type="checkbox"/> I have an interest in the matter	Director of NPA Family and Community Services ATSI Corporation	NPA Family and Community Services ATSI Corporation has applied for a historical concession being considered by the council.
<input checked="" type="checkbox"/> As required by legislation, I will not participate in decision-making on the matter.		
Councillor's Signature	21/11/2023	



**Meeting Minutes  
Special Council Meeting  
Wednesday 7<sup>th</sup> December 2023  
Bamaga Boardroom**

## **Northern Peninsula Area Regional Council**

### **Special Council Meeting**

**To commence at 10.00am**

**On**

**Wednesday 7<sup>th</sup> December 2023**

**Bamaga Boardroom**





**Meeting Minutes**  
**Special Council Meeting**  
**Wednesday 7<sup>th</sup> December 2023**  
**Bamaga Boardroom**

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

Mayor Yusia welcomed attendees and opened the meeting at 10.42am 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.

Council observed one minute silence to pay respects to sorry business within the communities.

**Agenda Item 3. Present**

**Mayor & Councillors**

Mayor Patricia Yusia	District Mayor
Cr Kitty Gebadi	Division 3 / Deputy Mayor
Cr Mabelene Whap	Division 5
Cr Dennis Getawan	Division 2 (via Teleconference)

**Other Attendees**

Kate Gallaway	CEO
Gus Yates	Executive Manager Operations

**Resolution**

**That Council:**

Moves to accept that Cr Getawan join the Meeting via Teleconference.

**Moved: Cr Whap**

**Vote: 3/0**

**Seconded: Cr Gebadi**

**Resolution: C3.1-07122023**

**CARRIED**

Cr Getawan joined the meeting at 10.44am

**Agenda Item 4. Apologies**

**Resolution**

**That Council:**

Moves to grant a leave of absence to Cr Cottis who is away on council-related reasons and moves to grant a leave of absence to Cr Nona who is away on personal leave.

**Moved: Cr Getawan**

**Vote: 4 /0**

**Seconded: Cr Gebadi**

**Resolution: C4.1 – 07122023**

**CARRIED**



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

Mayor Patricia Yusia advised the meeting that she had a declarable conflict of interest in the matter to be dealt with in agenda item 6.2 "Residential Tenancy Agreement – 7 Pascoe St Umagico".

Mayor Yusia stated that the consideration of a Residential Tenancy Agreement was a declarable conflict of interest. She advised that two close associates were directors of companies that were subject of this agenda item.

Mayor Yusia stated that she would handle her declarable conflict of interest by leaving the meeting room at the time the matter was being discussed and decided upon and would not involve herself further in decision-making.

Mayor Yusia stated that she had provided information about her declarable conflict of interest to Council's CEO at the Council Meeting after becoming aware of it.

Council's CEO, Ms Kate Gallaway confirmed that Mayor Yusia had declared a declarable conflict of interest in relation to agenda item 6.2 and tabled the relevant record made on that date for inclusion in meeting minutes.

**Agenda Item 6.1 Bamaga Water Treatment Plant CMF Membrane Replacement**

**Resolution**

**That Council:**

Delegate authority to the CEO and Executive Manager, Operations to raise a purchase order to the value of up to \$460,000 in favour of Veolia, under the Terms of the *Operation and Maintenance Services of the Northern Peninsula Area Water Supply System NPARC-2022-03-01* agreement for replacement of the CMF membranes.

**Moved: Cr Gebadi**

**Vote: 4/0**

**Seconded: Cr Whap**

**Resolution: C6.1-07122023**

**CARRIED**



**Meeting Minutes  
Special Council Meeting  
Wednesday 7<sup>th</sup> December 2023  
Bamaga Boardroom**

**Agenda Item 6.2 Residential Tenancy Agreement – 7 Pascoe St Umagico**

Having declared an interest for agenda item 6.2 at agenda item 5, Mayor Yusia left the meeting at 11.09am

Cr Gebadi chaired the meeting in the absence of Mayor Yusia.

**Resolution**

**That Council:**

1. Note the Report
2. Delegate to the Chief Executive Officer, pursuant to section 257(1)(b) of the Local Government Act 2009, power to negotiate and finalise on behalf of the Council (including by signing necessary documents on behalf of the Council), arrangements with Apudthama Land Trust on the basis of a Residential Tenancy Agreement for 2 years at specified fee, and on such other terms as the Chief Executive Officer considers appropriate for 7 Pascoe St Umagico

**Moved: Cr Getawan**

**Vote: 3/0**

**Seconded: Cr Whap**

**Resolution: C6.1-07122023**

**CARRIED**

Mayor Yusia returned to the meeting at 11.42am

**Agenda Item 7. Housing Workshop**

Representatives from Lackon and Struxi joined the meeting at 11.42am to facilitate a workshop of NPARC Community Housing.

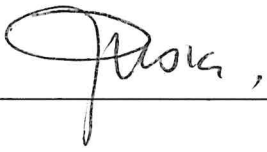
Cr Getawan left the meeting at 1.09pm

**Agenda Item 8. Close of Meeting**

Meeting closed at 1.47pm with a prayer by Cr Whap.

## DECLARATION - **DECLARABLE** CONFLICT OF INTEREST

<b>Councillor Name</b>	Mayor Patricia Yusia	
<b>Timing of declaration</b>	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
<b>Meeting type</b>	<input checked="" type="checkbox"/> Council meeting	
<b>Meeting date</b>	07/12/2023	
<b>Description of business matter</b>	Residential Tenancy Agreement – 7 Pascoe St Umagico	
<b>Item number</b>	6.2 Residential Tenancy Agreement – 7 Pascoe St Umagico	
<p>Pursuant to section 150EQ of the <i>Local Government Act 2009</i>, I hereby provide notice that I have a declarable conflict of interest in this matter, the nature and particular of which are as follows:</p>		
<b>General nature of the declarable conflict of interest.</b>	The business before council has the potential to cause one of my related parties, a benefit and this interest is not shared by a significant portion of the community	
<input checked="" type="checkbox"/> The declarable conflict of interest involves a related party as detailed.	<b>Name of related party</b>	Johnathan Yusia Ugari Nona
	<b>Relationship to me</b>	Husband Daughter
	<b>The nature of the related party's interest in the business matter</b>	Directors of Ipima Ikaya Aboriginal Corporation RNTBC Chair of Apudthama Land Trust
<input type="checkbox"/> The declarable conflict of interest involves a gift or loan or sponsored travel or accommodation benefit	<b>Name of person who provided gift, loan or benefit</b>	NA
	<b>Name of person to whom gift, loan or benefit was provided</b>	NA
	<b>The nature of the relationship between the provider and the recipient.</b>	NA
	<b>The nature of the interest in the business matter of the person who provided the gift, loan or benefit.</b>	NA
	<b>The value of the gift, loan or benefit given and the date provided.</b>	NA
<input checked="" type="checkbox"/> I am voluntarily deciding not to participate in decision-making on the business matter.		
<input type="checkbox"/> I am seeking permission to participate in making a decision about the matter.		
<b>Volunteered information (not</b>	<b>Reasons a reasonable person would believe I could make an</b>	The related parties stand to benefit from this decision

required under legislation).	unbiased decision on this business matter.	
	Reasons my continued involvement in decision-making on this business matter is in the public interest.	NA
Councillor's Signature	07/12/2023	

### 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>st</sup> September. Community Grants Policy tabled at this meeting		
	26/09/2023	Policy Workshop was scheduled for 21 <sup>st</sup> September but cancelled due to unavailability of Councillors. Further discussions in CEO Report tabled today		
	19/10/2023	Strategic Policy Report tabled today		
	16/11/2023	Policy report deferred to Nov		
	19/12/2023	Policy report deferred to Dec		
New Mapoon Subdivision Costs	12.08.2022	Letter has been sent. Waiting timeframe from DATSIP. Request for item at next TWG	CEO	15.06.2022
	20/09/2022			

Action	Updated	Update	Person Responsible	Date of Meeting
	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  16/11/2023  19/12/2023	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 Redesign of Injinoo Subdivision caused some delays. Expecting final plan soon Owners consent received and some progress recently		
Follow up Torres Shire for helicopter landing within Torres Shire Boundary	14.10.2022  17/02/2023  16/03/2023	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.	CEO	29.09.2022

Action	Updated	Update	Person Responsible	Date of Meeting
	18/04/2023 23/05/2023 15/06/2023 25/07/2023 29/08/2023 26/09/23 24/10/2023 16/11/2023 19/12/2023	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 Preston Law engaged to assist with a solution Issue discussed at meeting held 16/10. Awaiting outcome follow TSC Council Meeting Nil response after meeting For further discussion.		
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	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	EMCS EMBI	14.12.2022 25.01.2023



Action	Updated	Update	Person Responsible	Date of Meeting
	29/08/2023  27/09/2023  18/10/2023  11/11/2023  13.12.2023	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. Trees have been removed for lights to be installed. Mud map of lights position have been sent to two Electrician requesting quotes. Funding source to be identified. Quote for electrical works has been requested Floor scrubber to be commissioned for work including safety instructions and training for use. On quote received for floodlights, waiting on second quote from another contractor. As above. No change to update this period.		
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	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	EMO	14.12.2022 25.01.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	23/08/2023  20/09/2023  18/10/2023  10/11/2023  13/12/2023	Works will be scheduled for late July / August Fence panels and panel brackets arrived in the NPA in mid August. Awaiting on screws and spare brackets to arrive in Late August. Works have started on the Sebasio street fence Replacement fence Brackets and screws have been ordered; we are awaiting delivery. Still awaiting delivery of brackets and screws Fence Panels have been replaced, awaiting gates to be delivered so that they can be fitted		
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	EMO	14.12.2022

Action	Updated	Update	Person Responsible	Date of Meeting
	20/09/2023 18/10/2023 10/11/2023 13/12/2023	with Cr Gebadi and further consultation with Bamaga residents. No update from BPIC BPIC have requested a meeting with Council to discuss this tree. Meeting scheduled for 24/10 A meeting was held with BPIC on Tuesday 24 <sup>th</sup> October, BPIC Members agreed with the removal of the tree on condition that there is a memorial created at the space incorporating part of the stump. A request for a options for circular fences has been made of a cairns based fencing contractor		
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 20/09/2023 15/10/2023 07/11/2023 01/12/2023	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 Bamaga vehicle removal is underway Works have commenced. Delays with vehicle removal due to staffing issues. Tow truck is under maintenance, awaiting availability	EMCRS	14.12.2022
Possible grant funding for fans, new doors, and concrete slab at back door for safety purposes to prevent formation of puddles at Seisia Hall	18/01/2023 17.02.2023	To be scoped to seek future funding To be part of S&R MIP Infrastructure funding	<del>EMCS</del> EMBI	14.12.2022

Action	Updated	Update	Person Responsible	Date of Meeting
	16/03/2023 14/06/2023  25/07/2023  29/08/2023  27/09/2023 18/10/2023  8/11/2023 13.12.2023	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. No updates this reporting period EMBI to investigate options No updates this reporting period As advised in Oct 23-EMBI to investigate. No new updates this period.		
Follow up IBA regarding support for Aboriginal Communities	17.02.2023  15/03/2023	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	CEO	25.01.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	18/04/2023 23.05.2023 29.08.2023 26/09/2023 19/12/2023	Funding received for Small Business Workshop and matter progressed Workshop scheduled for late August TSRA did not confirm attendance so IBA has postponed. DATSIP supporting with organising Workshops rescheduled for December Workshop cancelled due to TC Jasper. To be rescheduled		
F/up CEQ r.e. Injinoo Shop	17.02.2023 16/03/2023 18/04/2023 23.05.2023 29.08.2023 26/09/2023 24/10/2023 16/11/2023 19/12/2023	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. Fit out works commenced. Waiting on Give Back assistance confirmation from CEQ Scoping works completed in October to progress Update requested following October visit Preliminary works progressing. CEQ support through give-back	CEO	25.01.2023
F/up Stingers Program and support from Royal Lifesaving	16/03/2023 18/04/2023 23.05.2023	Awaiting response Awaiting contact information to progress Contact made and awaiting reply	EMCRS	24.02.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	07.06.2023 17/07/2023  29/08/2023 20/09/2023 15/10/2023  07/11/2023  12/12/2023	Follow up with an email, awaiting reply Still progressing with <a href="https://rlssq.com.au">https://rlssq.com.au</a> to get stinger signage. Nil response. Progressing internally Awaiting quotes for signage. Delays – supplier has requested to conduct a beach audit. We have advised signage is required promptly as jellyfish season has already approached. Aerial audit is being conducted on Seisia, Umagico and Injinoo beach to finalise signage. Signage is being reviewed for approval then printing stage will commence.		
F/up maintenance of Turtle Project	18/04/2023  23.05.2023  15/06/2023 25/07/2023  19/12/23	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 Waiting on Community Meeting	CEO	22.03.2023
Finish Fence at Bamaga Sprinklers	18/04/2023  23/05/2023  14/06/2023	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 <sup>th</sup> June.	EMO	22.03.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	19/07/2023 23/08/2023 20/09/2023  18/10/2023 10/11/2023 13/12/2023	<p>Quotes have been requested and contractors reminded to provide quotes Only one of the four sides of the sprinkler paddock is fenced.</p> <p>The length of fencing required is 730m Works scheduled to be completed once the Council Backhoe is repaired</p> <p>Works yet to commence Clearing of the fence line has occurred in August / September. P&amp;G will install barbwire fence once Lui Street fence is completed</p> <p>As above As above</p> <p>Fencing crew has been redirected to replace the fence at the Injinoo Batching Plant to meet WH&amp;S requirements prior to an expected Division of WH&amp;S visit in early 2024</p>		
Vacant houses maintenance has ceased	23.05.2023 25/07/2023 29/08/2023 27/09/2023  8/11/2023 13.12.2023	<p>Escalated to QBuild &amp; CHDE. Contractor follow up occurring</p> <p>Update provided at JOM &amp; TWG. Being followed up with QBuild regularly</p> <p>Yard has been cleaned up. Grounds and gardens have been cleaned. QBUILD have done inspections on 06SEP2023. Waiting on further report from Department of Housing and QBUILD representatives on scope of works</p> <p>Negotiations still ongoing with Housing</p> <p>No updates this reporting period</p>	CEO, <del>EMCS</del> EMBI	18.04.2023

Action	Updated	Update	Person Responsible	Date of Meeting
		Negotiations still ongoing with Housing. Absence of EMBI, discussions are planned to be tabled at the next JOM in January where EMO and EMFCS will attend.		
Community History Walls in IKCs	23.05.2023 19/07/2023 18/08/2023 20/09/2023 15/10/2023 07/11/2023 12/12/2023	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. Works have progressed on History boards for Injinoo, Umagico, Bamaga and New Mapoon. Seisia is awaiting more information. Information was incorrect, updates being completed on the boards. Still processing, due to late additional information. Updated information not yet received from community members	EMCRS	18.04.2023
F/up Bamaga Hall Kitchen & Basketball Hoops incl ventilation in Kitchen, fridge and freezer and possible issue with one of the hall fans.	23.05.2023 14/06/2023 25/07/2023	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	<del>EMCS</del> EMBI	18.04.2023



Action	Updated	Update	Person Responsible	Date of Meeting
	25/08/2023	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.		
	27/09/2023	P&F team has confirmed large industrial exhaust fan built into kitchen is working. Screens still to be fitted on windows and doors in Kitchen, operations to advise on status of works. Council Carpenters have commenced fabricating screens. One fan is working slower than the other. To be discussed with Operations team on advice on repair. Fans were reset to run at the same speed in June. Ops staff will reinspect fans and reset speeds / repair as required. Operations to update on basketball hoops winch works. Winch mechanisms and cables are serviceable. A replacement winch handle has been supplied to P&F Quotes for fridge and freezer has been received, pending approval to purchase.		
	18/10/2023	Works are ongoing on the screens.		

Action	Updated	Update	Person Responsible	Date of Meeting
	8/11/2023 13.12.2023	No updates this reporting period Bamaga Hall Kitchen ventilation – Waiting on screens to be made by NPARC Carpenters. Basketball Hoops – Shane Waller to inspect and follow up order. fridge and freezer – Waiting on second quote.		
NPA Map for Mayor Office	15/06/2023 29/08/2023 16/11/2023	In progress. Suitable map identified. Progressing with DATSIP DATSIP to deliver at Nov TWG	EAOM	29.05.2023
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 20/09/2023 15/10/2023 07/11/2023 12/12/2023	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. Meeting set up for October. Meeting scheduled for end of October. Biosecurity have advised that it is not something that they police, awaiting response from Preston Law. Discussions with Public Health are underway to assist with this issue.	EMCRS	29.05.2023
Audit of concrete charges at Batching Plant to review charging	14/06/2023 25/07/2023	Directive given to ensure all quotes have a 30-day expiry form 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.	EMCS EMBI, CEO	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	29/08/2023  27/09/2023 18/10/2023  8/11/2023  13.12.2023	No update this reporting period. Resourcing challenges have hindered administration responsibilities. No update this reporting period. Review has commenced and will be ongoing through October and November No updates this reporting period, still working on it Price has increase implemented up to end of December 2023 with a review also December for potential price increase for 2024.		
Concrete Waste Strategies to utilise extra concrete incl slab at new dump point	14/06/2023  25/07/2023 29/08/2023  27/09/2027 18/10/2023  8/11/2023 13/12/2023	To be initiated, no updates this reporting period. No update this reporting period. No update this reporting period. Resourcing challenges have hindered administration responsibilities. No update this reporting period. Waste concrete is being moulded into 1m3 blocks for future use as identified. Other usable concrete products are being considered No updates this reporting period In production. Ongoing.	EMCS EMBI	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 needed prior to maintenance works being undertake	EMCS, EMO, EMBI	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	29/08/2023  27/09/2023 20/09/2023  18/10/2023  8/11/2023  13/12/2023	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. No update this reporting period. Asbestos removal has been identified as an additional budget line item in the 23-24 capital budget. Carpenters have been tasked with installing the additional section of the post and rail fence Additional concrete bollards been added either side of the Church. Seisia Church funds as part of additional funding. Nil funding sources for other project; have been advised to Grants As above		
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 20/09/2023 18/10/2023 13/10/2023	Tasked to P&G As above Ongoing As Above Ongoing Ongoing P&G task	EMO	29.05.2023
Erosion on road between CYIT and Quarry Heights	14/06/2023 19/07/2023	Tasked to Works This scour has been photographed and is being included in a sealed road NDRRA submission being developed	EMO	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	23/08/2023 20/09/2023 18/10/2023 10/11/2023 13/12/2023	Part of DRFA restoration Submission As above Awaiting outcome of DRFA submission As Above – hopeful of an outcome in late 23 early 24 DRFA Submission has been approved by QRA Ops Project managers will be packaging up works for procurement in the new year		
Removal of Old Church at New Mapoon	14/06/2023 26/09/2023	Government champion providing support to look at options within Government Asbestos removal and demolition has been identified as an additional budget line item in the 23-24 capital budget.	CEO	29.05.2023
W4Q Scope at New Mapoon to incl Gazebos if funds allow	14/06/2023 25/07/2023 29/08/2023 20/09/2029 18/10/2023 10/11/2023	Feedback provided to Project Manager Department did not approve Project Variation. Following up post EOFY Waiting on Department of Local Government to permit variation to be resubmitted Meeting scheduled with Cr Cottis to finalise the scope of this project on Tuesday 26 <sup>th</sup> September Meeting held with Cr Cottis. To progress within original scopes. Variation request to be submitted to DSDILGP. New Mapoon Laundromat works complete	CEO, 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

Action	Updated	Update	Person Responsible	Date of Meeting
	20/09/2029  18/10/2023  10/11/2023 13/12/2023	Re-tasked to builders Scope confirmed and quotes being requested Concreter engaged to undertake works, works to be scheduled when contractors resources allow. As Above As Above		
Adidi St – removal of broken cars on main rd	07/06/2023 19/07/2023 18/08/2023 20/09/2023  15/10/2023  07/11/2023  12/12/2023	F/up with MRS to remove vehicle Scheduled to be removed in July Compliance notice are being issued Delays in servicing compliance notice, task action 20/09/2023. Notice served for vehicles to be removed by 20/10/2023. Delays with vehicle removal due to staffing issues. Further delays due to Tow truck not available	EMCRS	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 rust such as painting the roof purlins/mesh.	EMCS EMBI	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	27/09/2023  18/10/2023  8/11/2023  13.12.2023	Handed over to Operations. Work order sent to re-paint the mesh and repair sections of bad corrosion as a temporary fix until full costing of scope of works comes through. Offcut security screen segments are being collected and will be used to replace rusted mesh in sections Work will commence 13/11/2023 NPARC Carpenters will be overseeing works No update this period.		
Submerged machinery in Mosby Creek	15/06/2023  29/08/2023  26/09/2023 19/10/2023  16/11/2023  19/12/2023	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 relocate Being removed week commencing 25/09 Owner requested to postpone until completion of DFRA works. CEO following up Owner will have completed prior to Wet Season Discussed with owner on 15/12	CEO	29.05.2023
Leak at Mudu St Roundabout	15/06/2023 19/07/2023  23/08/2023 20/09/2023 18/10/2023 10/11/2023	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 As above Awaiting outcome of DRFA submission	EMO	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	13/12/2023	As above – hopeful of an outcome in late 23 early 24 DRFA Submission has been approved by QRA Ops Project managers will be packaging up works for procurement		
Lights at ANZAC Park Toilets & Shed	14/06/2023  25JUL2023  19/07/2023  29/08/2023  26/09/2023  18/10/2023  8/11/2023	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. Still awaiting quote Contractor has been committed to Bamaga oval lights No updates this reporting period, contractor still in talks with Ergon for a power pole to be installed	EMCS EMBI	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 EMBI	29.05.2023



Action	Updated	Update	Person Responsible	Date of Meeting
	27/09/2023 18/10/2023 8/11/2023 13.12.2023	Property and Facilities Team and looking into the best type of lights for the area such as solar fairy lights etc. P&F Team to contact Council for Cairns and Thursday Island. No action in September No updates this reporting period, still looking into it Single quote received 6/12/2023, seeking additional quotes in new year Jan 2024.		
Timeline for demolition of old Motlop House	14/06/2023 19/07/2023 23/08/2023 20/09/2023 18/10/2023 8/11/2023 13.12.2023	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 As Above. Look at opportunities within LHP to include with scope of other asbestos removal As above Waiting on DoH No update this reporting period.	<del>EMO</del> EMBI	29.05.2023
Clean and repair of Bamaga Monument	07/06/2023 24/08/2023 27/09/2023	Waiting on weather and will be completed Shortfall on budget additional funding need to be identified, will forward it to the grants to assist. Works tasks to be completed in October	EMCRS	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	15/10/2023 07/11/2023 12/12/2023	Delays – works to be carried out soon after Dan Cup. Works have commenced. Works completed.		
Blind spot at Post Office Fence	14/06/2023 25/07/2023 29/08/2023  20/09/2023 18/10/2023  8/11/2023 13.12.2023	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. Handed over to Operations to completed with raised priority as requested by Mayor Yusia due to safety concerns. Contractor has been engaged to modify the first section of the fence Contractor will schedule as resources allow Works will begin the week of the 13/11/2023 Acting EMBI is investigating. No current update this reporting period.	EMCS EMBI, CEO	29.05.2023
F/up opportunities for additional Sports and Rec funding	07/06/2023 19/07/2023 20/09/2023 15/10/2023 07/11/2023 12/12/2023	MCS seeking funding opportunities As above. Potential to be included as part of advocacy regarding health Discussions with Grants officer are underway. Seeking potential funds to upgrade S & R building and oval. Current grant acquittals are being finalised to ensure new funding can be submitted.	EMCRS	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
		Acquittals still being finalised with the grants team.		
Report on progress regarding Umagico Toilet at oval	25/07/2023  29/08/2023  27/09/2023  18/10/2023 8/11/2023  13.12.2023	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  No update this reporting period. New S&R MIP being progressed  Searching for appropriate funding opportunity  No updates this reporting period, working with Grants teams to find additional money  As above.	<del>EMCS</del> EMBI	20.06.2023
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	<del>EMCS</del> EMBI	20.06.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	27/09/2023  18/10/2023  8/11/2023  13.12.2023	Funding to upgrade the electrical system to be identified. Property and Facilities are engaging B&B Electrics. Electrical issues has been identified as an additional budget line item in the 23-24 capital budget. Scope to be prepared and quotes sought No updates this reporting period, working with contractor to find out how much power will be needed and if sub board needs to be changed Waiting for quote. Further information from contractors.		
F/up private burial at house in Bamaga	24/08/2023  27/09/2023  15/10/2023  31/10/2023  12/12/2023	Called Preston Lawyers, awaiting legal advice on how to progress. Tasked with A/CSM. Appointment set up with DON to resolve DON is seeking information regarding QH procedures and will advise. Burial policy has been endorsed in October Council meeting. Following up with relevant family No updates from family. A policy is now in place, providing the council with a framework to effectively address future situations of this nature. Task complete.	EMCRS	25.07.2023
F/up Crocodile management with DES and signs at Poi Poi St & Bamaga Oval Escalate concerns via letter to DG	23/08/2023    20/09/2023	Raised by CEO with DES staff during meeting on Tuesday 22 <sup>nd</sup> August. DES staff committed to reporting to appropriate section within DES for action and reporting back	EMO	25.07.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	18/10/2023  10/11/2023          13/12/2023	No advice received back from DES at this point No advice back from DES a follow up email has been sent. Rangers have installed signs at all locations identified  DES rangers have contacted Council and been provided reports on recent sightings  DES officers recommended that we direct people to the croc wise site to report crocodile sightings (on councils web site)  DES officers will be visiting NPA in early December to meet with rangers and undertake a crocodile survey in the area Signs have been installed, concerns raised with DES and DES officers have visited NPA and engaged with NPA Rangers Task Complete		
F/up regarding erecting fence for grave beside Injinoo Lookout toilets	23/08/2023 20/09/2023  18/10/2023  10/11/2023 13/12/2023	Tasked to P&G for future works Ordering materials to be done after Lui street. Area has been measured up and quotes for supply requested Fencing materials have been ordered Fence has been erected some modifications have been requested by Cr Nona to discuss o site in the new year	EMO	25.07.2023
F/up with Harbour Master regarding management of the Wharf Light by Seaswift	23/08/2023	Lights have been inspected.	CEO, EMO	25.07.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	20/09/2023 18/10/2023 10/11/2023 13/12/2023	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 Quote is being prepared to be supplied to TMR for consideration. Quote on hold electrician has been busy on oval lights No Action in October Awaiting quote for repairs so that a request can be put into TMR		
F/up tenant tidiness at Council Social Housing	29/08/2023 27/09/2023 18/10/2023 8/11/2023 13.12.2023	No update this reporting period P&F are currently planning how to approach this action EMBI to follow up in November No updates this reporting period, Have tasked P&L team to follow up with this for next Council meeting Hasn't commenced yet due to resourcing issue. Discussions are planned for January 2024. Could tie this into Tidy Towns for 2024 and ongoing.	EMCS EMBI	25.07.2023
Communication with families regarding flowers and rubbish being left at Bamaga Cemetery	23/08/2023 20/09/2023 15/10/2023 10/11/2023	Meeting scheduled with Funeral Assistant team to scope out bins and signage. Meeting rescheduled due to staff absentee EMO have organised bins to be allocated at cemetery. Bins are available awaiting Bin Clamps to be supplied by Stores and Carpenters will install at Cemetery Toilets. Signs have been received to be put up	EMCRS, EMCS	25.07.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	12/12/2023	Task has been delayed due to staff unplanned leave.		
Investigate roots of tree at Bamaga Cemetery causing issues	23/08/2023  18/10/2023 10/11/2023 13/12/2023	No action during August On hold until Cliffy returns as some trees are in grave sites To be actioned in late October No action in October as focus was on Dan Cup Clifford concerned re cultural protocols after previous issues. Would like grave sites identified	EMO	25.07.2023
Report of Caravan and Troope at New Mapoon Gravel Pit	20/09/2023 18/10/2023 16/11/2023 12/12/2023	Investigations are underway. Compliance notice to be served 20/10/2023 30 day compliance notice. To be completed by 20/11 New Illegal officer tasked to action follow up.	EMCRS	29.08.2023
Complaints regarding safety of house at Loyalty Beach	26/09/2023 16/11/2023 19/12/2023	Request made to WHSQ to investigate Will investigate on visit in late Nov WHSQ Visit postponed till next year	CEO	29.08.2023
Rain creating dip around doors and washaway at Seisia Hall – concrete perimeter	20/09/2023 18/10/2023 10/11/2023 13/12/2023	Building team to investigate options No action in October Work has been scoped and logged as part of hall upgrade project As above	EMO	29.08.2023
Grass cut at track at Injinoo Activity Centre	20/09/2023  18/10/2023 10/11/2023 13/12/2023	Tasked for action during Injinoo service / drain cleaning Not actioned in September P&G manager off at time of writing report will follow up in November Programmed for mid – late December	EMO	29.08.2023

Action	Updated	Update	Person Responsible	Date of Meeting
Speedbump at Elu St	20/09/2023 18/10/2023 10/11/2023 13/12/2023	Has been tasked to complete in October as resources become available Locations have been identified to install two new speed bumps on Elu street Programmed for late November / early December Speed bumps have been installed	EMO	29.08.2023
Injinoo residence increasing cars after removal	20/09/2023 18/10/2023 07/11/2023 12/12/2023	Investigations are underway. Compliance notice serve Awaiting truck to remove vehicles. Tow truck under repairs, awaiting availability.	EMCRS	29.08.2023
Investigate angle parking at Bakery	20/09/2023 18/10/2023 10/11/2023 13/12/2023	Options are being sketched Ongoing Will program to be completed in Early 2024. As above	EMO	29.08.2023
F/up anthropologist reports within 2004 Injinoo Council Files	27/09/2023	Clarification with Cr Nona that files were from pre-amalgamation and locked away in the safe in the Injinoo office. The safe was excluded from the records clean-up. On investigation the reports were not in the safe. Further investigations revealed that the reports may be in the Injinoo Community Hall attic. Waiting for repair works to be completed to access the attic.	EMCS	29.08.2023
Toilet at Somerset Blocked for 3 weeks	18/10/2023 10/11/2023 13/12/2023	Rangers have carted water out to attempt to fill tank. Cannot keep up to tourist demand Tanks have been filled and toilets are working Task complete	EMO	27.09.2023



Action	Updated	Update	Person Responsible	Date of Meeting
Tourist parking at Bus Lane outside Council Office	18/10/2023 10/11/2023 13/12/2023	Additional signs to be ordered and installed No action in October Waiting signs to be delivered to the NPA	EMO	27.09.2023
Bins at Injinoo Hall	18/10/2023 18/11/2023 13.12.2023	Red bins have been sourced and will installed after they are used at Dan Cup Awaiting brackets to arrive Red bins will be delivered to Injinoo Hall and Office 15.12.23	EMBI	27.09.2023
Trim grass between CYIT and Quarry Heights for safety	10/11/2023 13/12/2023	No action in October To be tasked to P&G Unsure if ops staff undertook any trimming a fire has been through this area and the grass / vegetation is short. Task Complete	EMO	24.10.2023
Remove graffiti at Umagico Park Toilets through potential project with Youth Hub	11.11.2023 13.12.2023	Resulting from Interagency meeting on 1 <sup>st</sup> of November 2023, will engage high school students to participate and paint graffiti on Council public spaces. P&F Team to meet with Youth Hub officer to look into holiday program for youths. Council will look to provide the materials to repaint.	EMBI	24.10.2023
Erect sign at cemetery re rubbish	10/11/2023	Signs received. Awaiting installation	CEO, EMO	24.10.2023
Follow up reports regarding old fuel tank and contaminated ground at Stores	10/11/2023 13/12/2023	There will be a requirement to undertake environmental review. Advice has been obtained on path forward As there has been an old fuel storage tank at the Bamaga Stores it is considered a contaminated site and a site investigation and a process will need to be followed	EMO	24.10.2023

Action	Updated	Update	Person Responsible	Date of Meeting
		prior to any future building works being undertaken. Task Complete		
Notice to Housing and all residents re kerbside dumping	11.11.2023 13.12.2023	P&F Team to liaise with Operations team on dates, public notices and tenant letters. Plans to send out notices after annual kerbside clean up. January 2024	EMBI	24.10.2023
No through traffic sign at road behind CFC church to Ponds	10/11/2023 13/12/2023	Request for quote Still awaiting quote have followed up with Supplier	EMO	24.10.2023
Fire break at SE Side of new Seisia Subdivision	10/11/2023 13/12/2023	Road will action in November Grader was broken down in November scheduled to be completed prior to Christmas	EMO	24.10.2023
Scope pedestrian crossing for oval	10/11/2023 13/12/2023	No Action In October Options are being investigated / designed	EMO	24.10.2023
Follow up compliance notice re scaffolding	07/11/2023 12/12/2023	Compliance officer has advised, they did not serve the compliance notice as owner agreed to move the items. Will be moved by wet season. Previous compliance officer is assisting with the removal of these items to his yard.	EMCRS	24.10.2023
Detailed debtors report with actions to be included in finance report	11.11.2023	Discussions and plans are in progress to have details report at December Council meeting 2023.	EMCFS	24.10.2023
Joint media release regarding Boundaries Change	19/12/2023	Media release drafted and sent	CEO	21.11.2023
Concerns r.e. impact on floors at Bamaga Hall from certain tables. Develop guidelines for use of Halls by community	13.12.2023	No action this reporting period. Plans for discussion January 2024.	EMBI	21.11.2023
Trees / undergrowth in drains	13/12/2023	To be tasked to roads crew to action	EMO	21.11.2023

Action	Updated	Update	Person Responsible	Date of Meeting
Concerns r.e. Umagico Hall Toilets overflowing in women's toilet when high use	13.12.2023	Acting EMBI is investigating.	EMBI	21.11.2023
Concerns r.e. grading following QRA works along Injinoo Esplanade. Request to consider speed bumps. Also concerns regarding sand patches	13/12/2023	Speed bumps / dips to be installed once the wet season starts	EMO	21.11.2023
Speed bumps in new Injinoo Subdivision	13/12/2023	Works Manager & EMO to meet with Cr Nona in the new year to identify where the speed bumps are to be installed	EMO	21.11.2023
Letter to Minister and Housing DG r.e. lack of progress with housing plan	19/12/2023	Letters drafted and sent to Minister and Housing DG.	CEO	21.11.2023
Investigate establish space at transfer station for recyclable materials could be placed and collected by community members	13/12/2023	To be actioned	EMO	21.11.2023
Picket and fencing at Jacob St remaining after leak repair	13/12/2023	Roads crew tasked to remove	EMO	21.11.2023
Contractors using Seisia land as laydown area	19/12/2023	The area being used is within Seisia Campground. Email sent to STSIC CEO to ask them to allocate a different area where it doesn't impact on road traffic	CEO	21.11.2023
Concerns r.e. sewer tank size at Jardine Campgrounds	13/12/2023	EMBI and EMO to discuss with Jardine Ferry manager in the new year	EMO	21.11.2023
Clarity of responsibilities between Roads and P+G	13/12/2023	Meeting set for early Jan to agree	EMO	21.11.2023
No-drinking sign at new Seisia Gazebo	13/12/2023	A quote has been requested	EMO	21.11.2023
Return Grandstands from Yusia Ginou oval to Seisia Basketball Court	13/12/2023	Tasked to Roads. To be actioned when truck is not being used to transport aggregates from Jardine river to Batching plant	EMO	21.11.2023
Prompt advertisement of dates for events	12/12/2023	Christmas event flyer sent to IT for advertising.	EMCRS	21.11.2023

## Resolutions

Resolution	Updated	Update	Person Responsible	Date of Meeting
Bamaga Water Treatment Plant CMF Membrane Replacement	13/12/2023	Veolia have been advised and are preparing a formal quote to Council	EMO	07.12.2023
Residential Tenancy Agreement – 7 Pascoe St Umagico	19/12/2023	Advice provided to ALT	CEO, EMBI	07.12.2023
Review of Transport Related Engineering and Project Management Services	13/12/2023	Letter issued as per resolution	EMO	21.11.2023
Bamaga Fitness Centre operations	19/12/2023	Interim fees established	CEO	21.11.2023
NPA Airport Power Connection Establishment Contract	19/12/2023	Contract executed	CEO	21.11.2023
Report back from NPA Interim LDMB	19/12/2023	Member appointed and attended last meeting	CEO	21.11.2023
Development Application 308 Poi Poi Street, Bamaga on Lot 314 on SP2733	19/12/2023	Decision notice provided	EMO	21.11.2023
Review of Supply of Building Supervision Services	19/12/2023	Tender published 13/12	CEO, EMBI	21.11.2023
NPARC Certified Agreement	16/11/2023	Final meeting held 13/11/23	CEO	24.10.2023
Internal Audit Committee Report	16/11/2023	Matter deferred to Nov	CEO	24.10.2023
Planning Application DA2023_036, Minor Change to the development approval for the Health Centre at McDonnell St Injinoo	10/11/2023	Decision Notice Prepared and forwarded to applicant	CEO, EMO	24.10.2023
Camping Policy	18/10/2023 16/11/2023	Sites identified and further update at this meeting Waiting on sites for Inj and Umg communities	CEO	27.09.2023
Renaming of Snake Gully Road within Injinoo & No Named Road in Bamaga	18/10/2023 16/11/2023	RPS engaged to assist with submitting renamed road plans to relevant government departments. No name road deferred to this meeting	EMO	27.09.2023
Application for Concession – NPA Family and Community Services	18/10/2023 16/11/2023	Deferred to this meeting Deferred to this meeting	CEO	27.09.2023

Statement of Intent to establish a Torres and Cape Health Care (TORCH) community-controlled commissioning entity	20/09/2023	Statement of Intent unsigned at TORCH meeting	CEO	29.08.2023
Tender Award – NP1	14/06/2023 19/07/2023 18/10/2023 10/11/2023	Successful & Unsuccessful advised of the delay and cause of delay Letters delivered. State advocating with Federal Government regarding review procedure No update on Federal review at this stage Still no update on Federal review	EMO	30.05.2023
Compensation Agreement with Ipima Ikaya Aboriginal Corporation RNTBC	15/06/2023 19/07/2023 19/10/2023 16/11/2023	Further advice provided to Preston Law awaiting feedback Awaiting on IIAC / CYLC IIAC provided advice instructions have been provided to CYLC. Awaiting response Scope has changed. Progressing request with GEH	CEO	30.05.2023
NPARC Policy Compliance Audit	18/04/2023 23.05.2023 25/07/2023 19/10/2023 16/11/2023	Deferred to May meeting. Department of Local Government availability to conduct workshop is in mid-May Deferred to June due to availability As per earlier update Tabled at this meeting Tabled at this meeting	CEO	22.03.2023
NPARC Report into Operations of the Council Pool	15/03/2023 23/05/2023 07/06/2023 17/07/2023 18/08/2023 20/09/2023 18/10/2023	Contract has been drafted. Waiting on maintenance schedule Contract has been finalised. Waiting on qualifications Qualifications are being reviewed Negotiating options with parties Still progressing	EMCRS	24.02.2023

	16/11/2023	Sourcing quotes to clean pool while divestment is still progressing. Pool is closed due to no qualified staff to operate.		
	12/12/2023	Cleaning pool has commenced. Revisit of divestment with CEO. Relevant HR process being resolved. Position to be readvertised Casual position filled, staff need to undergo refresher life saver training before open to the public.		
Master Plan Adjustment	17.02.2023 15.06.2023 25/07/2023 29/08/2023 26/09/2023 18/10/2023 16/11/2023	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 Master Plan Adjustment published Report at this meeting Report deferred to this meeting	CEO	25.01.2023



**AGENDA ITEM 8**  
**ORDINARY COUNCIL MEETING #44**  
**Tuesday 19<sup>th</sup> December 2023**  
**Cairns**

**8. Mayor Verbal Report**

**Title of Report** CEO Report

**Agenda Item:** 10

**Classification:** For Noting

**Author** Chief Executive Officer

**Attachments** Asset Management Draft Improvement Plan

Caretaker Mode Fact Sheet

Government Champion Action Plan

HR Manager Report

## Officers Recommendation:

### That Council:

- Note the Report

## PURPOSE OF REPORT

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

## CORPORATE PLANNING & GOVERNANCE

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. Corporate Plan update has been published.

### *Annual Operational Plan and Budget*

The Annual Operational Plan and Budget was adopted on 27<sup>th</sup> June 2023. Q2 update will be presented at the January Council Meeting.

### *Asset Management*

NPARC has continued input into this project and provided the questionnaire to progress the project. A session has been organised for the new year to discuss the draft Asset Management Plan (attached). The information provided was quite basic and already areas we are working on, so hopefully the session in January will provide more information.

### *Indigenous Sustainability Project*

The Department is progressing their concept to have a budget submission prepared by 22 December. They have advised further information will be provided to enable further feedback from the sector.

### *Governance*

The Policy Compliance Report has been deferred to today. An internal audit committee to scheduled for Wednesday 20<sup>th</sup> December.



## KEY PROJECT UPDATES

### *Ranger Transition*

There has been slow progress on this. It is dependent on the ALT appointing a Ranger Coordinator. ALT have advised they are undertaking recruitment to the position. We have provided the advice regarding housing.

A follow up request was made to NIAA during their last visit. They have created an action and working with parties to progress.

### *Housing Provider Application & Local Housing Plan*

The housing provider application has been completed. We have received the next stage of application. EMCS, EMBI & CEO working collaboratively on this matter. The matter was delayed with unexpected absence of EMBI, but being finalised.

CEO met with ED Housing to discuss the Local Housing Plan Implementation Plan. They are following up internally to ensure there is adequate resources and processes allocated to it. Waiting on Housing to confirm the LHP Governance Meeting. Nil update from housing despite multiple emails sent. A meeting is trying to be organised for this week.

Letters were sent to Minister of Housing and Housing DG due to lack of progress.

### *2024 Election*

The 2024 election planning is progressing well. ECQ has advised they will return to the 5 polling places. Vote Counting will also occur in the NPA.

A reminder that 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. This has been published on our social media from 1 September to ensure people are within the 6 month timeframe. Department of Local Government is holding face-to-face training on 20 and 21 December at New Mapoon Hall.

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

### *Caretakers Period*

A caretakers period fact sheet is attached to this report. Under the Local Government Act, the following is not allowed

- Publishing or distributing of election material. Election material is anything that could influence an elector about their vote or affect the election result. For example, fact sheets or newsletters that raise the profile of a councillor are prohibited during the caretaker period
- Major Policy decision
  - appointment, remuneration or termination of a chief executive officer
  - enter into a contract greater than \$200,000 or 1% (whichever is greater) of the local government's net rate and utility charges (equality \$251k for NPARC)
  - significant procurement activities, such as establishing preferred supplier arrangements, or establishing exceptions to obtaining quotes or tenders when entering into a contract

- make, amend or repeal local laws
- make, amend or repeal a local planning instrument under the Planning Act 2016 (i.e. a planning scheme, a temporary local planning instrument or a planning scheme policy).

There is still large scope of works and decisions that can be made by council

- Entering into agreements where the expected value is less than \$251k
- Making leasing decisions where the cumulative value of a lease is less than \$251k
- Normal operational decisions
- Development Applications

By way of example, barring agenda item 12.9, the remainder could be discussed and decided during caretakers period.

#### *Climate and Economic Development Master Plan*

SMEC has been engaged by DATSIP to be the consultants for this. Community Consultation has finished. A draft is expected in January to enable comment prior to endorsement.

#### *Government Champion*

There has been significant work on actions with the Government Champion. The latest action plan is attached for the information of parties.

## HUMAN RESOURCES

The HR Manager report is attached.

#### *EBA Negotiations*

The EBA went to vote on 13-15 December. A verbal update will now be provided.

## UPCOMING MEETINGS & VISITS

The following upcoming visits and meetings are scheduled.

Date	Time	Purpose	Venue
16/12/2023 to 22/12/2023		December Council Meeting	Cairns
15/01/2024	10am to 5pm	Trustee Meeting	Bamaga
16/01/2024	All day	Council Meeting	Bamaga
26/01/2024	All day	Australia Day	
29/01/2024	Caretakers Period commences		

#### *Community Meetings*

Remaining community meetings will be scheduled in the New Year prior to caretakers mode. Elimau will be in contact to schedule.

## NPARC Asset Management Survey - FINAL - DRAFT\_Improvement Plan

Practice Area	Task	Status (Oct. '23)	Current Risk	Responsible Officer
Strategic Longer-Term Plan	1. Ensure the Strategic Longer-Term Plan (Community Vision/Business Plan) incorporates community priorities and performance measures and indicates how they will be monitored and measured - align to the AM Plans and LTFFP. 2. Ensure the LTFFP is based on resource requirements in the AM Plans and strategic objectives of the Community Vision/Business Plan.	Completed (100%)	Low	Executive Management Team
Annual Budget	3. Include commentary in the budget papers on how the service levels and risks trade-offs identified in the LTFFP and AM Plans will be managed.	Well-Progressed (50%)	Low	Manager Finance
Annual Report	4. Indicate the likely service level and risk impacts of delivering the budget. Include State of the Assets reporting linked to Resourcing Strategy documents.	Well-Progressed (50%)	Low	Manager Finance
AM Policy	5. Identify a process for meeting training needs in financial and asset management practices for Councillors and staff 6. Define asset management roles, responsibilities and reporting framework, using NAMS+ tools and templates.	Completed (100%)	Low	Executive Management Team
AM Strategy	7. Draft and adopt AM Strategy that fits with Council's strategic plan – use the NAMS+ template.	Not Started (0%)	High	Asset Management Lead
AM Plans	8. Ensure ongoing annual review and update of costs and service projections ensuring high residual risks are managed and reported appropriately in the AM Plan(s).	Developing (25%)	High	Asset Management Lead
Governance and Management	9. Ensure high level oversight by the Council, CEO and Executive Management Team, for development and implementation of the Asset Management Strategy and Asset Management Plans. 10. Implement an Asset Management Governance Group following draft Terms of Reference provided by NAMS+. 11. Ensure asset management functions, responsibilities and skill requirements for managing assets are clearly defined in all position descriptions.	Developing (25%)	Medium	Executive Management Team
Levels of Service	12. Develop and confirm current and target customer and technical levels of service to understand, measure and report on a sustainable service delivery model. Align to AM Plan(s) forecasts. 13. Implement state of the assets reporting throughout all strategic planning and reporting documents that show service level trends and targets.	Developing (25%)	High	Asset Management Lead
Data & Systems	14. Consider a consolidated, integrated, accurate, up to date and complete componentised asset register with the required functionality to ensure security and data integrity, 15. Adopt a common corporate data framework used across all asset groups, which is defined by Council's Infrastructure Asset Hierarchy.	Well-Progressed (50%)	High	Executive Management Team
Skills and Processes	16. Assess the skills and knowledge required to: perform asset data management activities, conduct financial reporting valuations and develop/maintain AM Plan(s). 17. Develop and adopt an asset management responsibility matrix. 18. Identify staff training needs and schedule training.	Well-Progressed (50%)	Medium	Human Resource Manager
Evaluation	19. Implement the Continuous Improvement Plan via the Asset Management Governance Group ensuring data, information and knowledge updates are reported on an annual basis via the State of the Assets Report. 20. Monitor and report community and technical levels of service performance	Completed (100%)	Low	Asset Management Lead

# Caretaker period for local government elections

## Factsheet

Legislation places limits during the caretaker period before local government elections on publishing election material and making major policy decisions. This ensures that there are no significant policy decisions made near the end of a council term that bind future elected councils.

Local government reforms in 2019 have also introduced new limitations to improve accountability and ensure that council resources are not used (or perceived to be used) to promote current councillors standing for re-election.

### Timing

The caretaker period starts on the day when the Electoral Commission of Queensland (ECQ) publishes the public notice about holding the election. The ECQ will also advise when the election has ended for each local government.

Caretaker periods do not apply to by-elections.

### Election material

During the caretaker period, a local government or controlled entity must not publish or distribute election material. Election material is anything that could influence an elector about their vote or affect the election result. For example, fact sheets or newsletters that raise the profile of a councillor are prohibited during the caretaker period.

The only exemption relates to how-to-vote cards accepted by ECQ which must be made available for free public inspection by the returning officer at:

- the office of the returning officer
- the local government's public office, and
- on the electoral commission's website.

### Major policy decisions

During the caretaker period, councillors are prohibited from making decisions:

- about the appointment, remuneration or termination of a chief executive officer
- to enter into a contract greater than \$200,000 or 1% (whichever is greater) of the local government's net rate and utility charges (as stated in the local government's audited financial statements included in the local government's most recently adopted annual report)
- significant procurement activities, such as establishing preferred supplier arrangements, or establishing exceptions to obtaining quotes or tenders when entering into a contract
- to make, amend or repeal local laws

- to make, amend or repeal a local planning instrument under the *Planning Act 2016* (i.e. a planning scheme, a temporary local planning instrument or a planning scheme policy).

The delegate can only exercise a power that the delegator themselves could exercise. During caretaker period, a local government cannot make a major policy decision, therefore, it cannot delegate a power to a person to make a major policy decision.

A major policy decision immediately prior to a caretaker period is not prohibited but, it is recommended that consideration should be given to whether or not this is necessary due to the incoming local government being required to implement the major policy decision without having had the opportunity to debate or vote on it.

A prohibited policy decision made during a caretaker period will be invalid, unless the Minister's approval has been given prior to making the decision (see below). A person who suffers loss or damage because of the invalidity of a major policy decision during the caretaker period has a right to be compensated by the local government for the loss or damage.

## Planning instruments and approvals

During the caretaker period, councils cannot make, amend or repeal local planning instruments.

Councils cannot approve development variation requests or change variation approvals that involve:

- varying the category of development or category of assessment of consequential development
- varying the assessment benchmarks or criteria for accepted development that would apply to consequential development
- facilitating development that would result in a greater demand on infrastructure than the demand anticipated in the council's infrastructure plan.

The Development Application Rules, summary of changes and accompanying guidance material are now available on the Department of State Development, Infrastructure, Local Government and Planning website at [Planning \(statedevelopment.qld.gov.au\)](https://www.statedevelopment.qld.gov.au/Planning)

## Ministerial approval for decisions in exceptional circumstances

Local governments should prepare for the caretaker period by planning to make major policy decisions before or after the election period.

However, unforeseeable events can result in a local government having to make major policy decisions during the caretaker period. In exceptional circumstances local governments can apply to the Minister for approval if for example:

- the need for the decision was unforeseeable
- the decision is essential to the functioning of the local government
- the decision cannot wait until the end of the caretaker period
- the decision is in the public interest.

The Minister will decide on a case-by-case basis whether the decision meets the exceptional circumstances requirement of the *Local Government Act 2009* or the *City of Brisbane Act 2010*. To enable this to happen, all applications should be addressed to the Regional Director (Northern Region) or Regional Director (Southern Region) of the Department of State Development, Infrastructure, Local Government and Planning.

Each application should include:

- details of the proposed major policy decision
- an explanation of why the decision was unforeseeable
- an explanation of why the decision cannot wait until the end of the caretaker period
- an explanation of how the decision is in the public interest
- any other relevant information to assist the Minister in determining whether to approve the application.

### **Discretionary funds**

During the period starting on 1 January 2024 and ending at the conclusion of each local government election, councillors must not allocate money from a councillor discretionary fund to a community organisation for them to use for a community purpose or provide funds for any other community purpose.

Councillors, can, however, allocate their discretionary funds for capital works of the local government that are for a community purpose in the period starting on 1 January 2024 to the conclusion of the local government election.

Discretionary funds that were allocated before 1 January 2024 in accordance with legislative requirements may be distributed during the caretaker period.

### **Leave for candidates and councillors**

Local government employees may take paid leave (e.g. accrued annual leave) or unpaid leave for up to eight weeks to contest a local government election under section 203 of the *Local Government Electoral Act 2011*.

There is no legal requirement under the *Local Government Electoral Act 2011* for either local government employees or elected councillors to take leave during the caretaker period. However, individual councils may have election period policies covering election leave.

## More information

Caretaker provisions are outlined in Chapter 3, Part 5 of both the *Local Government Act 2009* and the *City of Brisbane Act 2010*. For more information about the caretaker period or your council's circumstances contact your nearest regional office of the Department of State Development, Infrastructure, Local Government and Planning.

### Southern office:

Phone: (07) 3452 6762

Email: [southern@dsdilgp.qld.gov.au](mailto:southern@dsdilgp.qld.gov.au)

### Northern office:

Phone: (07) 4758 3472

Email: [northernlgs@dsdilgp.qld.gov.au](mailto:northernlgs@dsdilgp.qld.gov.au)

For further information about major policy decisions related to the *Planning Act 2016*, contact the Department of State Development, Infrastructure, Local Government and Planning by email to [bestplanning@dsdilgp.qld.gov.au](mailto:bestplanning@dsdilgp.qld.gov.au) or phone (07) 3452 7662.

For information about local government elections, contact the Electoral Commission of Queensland by email to [ecq@ecq.qld.gov.au](mailto:ecq@ecq.qld.gov.au) or phone 1300 881 665.

NPARC Government Champion Action Plan – Current as of December 2023

Northern Peninsula Area Regional Council (NPA) Action Register						
Topic	Issue	Stakeholder	Next Steps	Person Responsible	Current Status	Additional Information/Links
<b>Airport Works (Airport Pavement)</b>	The condition of the airport pavement is an ongoing issue and CASA have issued notices resulting in emergency works.	TMR	<ul style="list-style-type: none"> <li>Council is making an application under the Federal Government new \$600 million Growing Regions Program (Round 1) for an airport upgrade.</li> <li>NPARC to work with QRA and NEMA in preparation for Round 2 of the DRF funding expected to open in January 2024.</li> </ul>		<p>The Bamaga Airport pavement upgrade may be eligible for up to 90% under the Growing regions Program with additional funding for the remaining 10% to be identified.</p> <p>TMR have agreed to provide in principle support to fund \$1,360,000 from the 2024/25 Aboriginal and Torres Strait Islander TIDS program as the required co-contribution to the Growing Regions Grant application.</p> <p>NPARC will need to demonstrate at the EOI stage that their project is planned, costed and ready to construct by May 2024.</p>	<a href="https://www.infrastructure.gov.au/territories-regions-cities/regional-australia/regional-and-community-programs/growing-regions-program">https://www.infrastructure.gov.au/territories-regions-cities/regional-australia/regional-and-community-programs/growing-regions-program</a>
<b>Airservices Reduced and impacted revenue.</b>	<p>Rex exited the Bamaga to Cairns route with effect from Sunday 29 October 2023 following loss of captains, piolets and aircraft supply chain issues.</p> <p>Skytrans advises it will be able to achieve these additional services through ongoing pilot recruitment that also ensures stabilisation of air services to all Cape York and Torres Strait communities currently serviced by it.</p> <p>Council operations are impacted by changes to revenue raised by movements of passengers and aircraft.</p>	<p>TMR</p> <p>NPAFACS BEL</p>	<p>Identify the process for determining regulated routes.</p> <p>Make enquiries about whether there are funding programs that support the costs for running the airport. NPARC is looking at options for the airport upgrade.</p>	Government Champion Support Officer	NPARC has negotiated an agreement with Skytrans to increase services to the region	



Northern Peninsula Area Regional Council (NPA) Action Register						
Topic	Issue	Stakeholder	Next Steps	Person Responsible	Current Status	Additional Information/Links
	<p>NPAFACS have also raised the issue that cancellations and lack of flights impact FIFO doctors and medical staff.</p> <p>BEL have also raised the issue that there needs to be a reliable and frequent service.</p>					
<b>Alcohol Management Plan</b>	NPARC sought support to change the AMP	DTATSIPCA	The GCSO is seeking an update form DSDATISP about the AMP review.	Government Champion Support Officer.	During the week of 24 October, Minister Butcher caught up with Minister Enoch and she was supportive of AMP review for NPA.	<p>The Community Safety Plans (CSP) includes 5 priority areas to be focused on for the next ten years to achieve the goal of a reduction of alcohol related injuries and offences against others.</p> <p>DTATSIPCA have provided the advice regarding the availability of funding to support implementation of the Community Safety Plan.</p>
<b>Amalgamation/Liquidity</b>	<p>NPARC believes amalgamation and boundary issues with TSC, and Cook SC are impacting base funding. Current veto rights relating to trust matters, and a lack of engagement from TSC, mean council is unable to progress important projects. Consequently, significant funding allocations have been returned.</p> <p>NPARC have requested a review of the 2008 amalgamation of five separate communities into one LGA to understand how this amalgamation has impacted the council and its community.</p>	DSDILGP	Update on liquidity review required from NPARC and DSDLGIP.		The GCSO is staying in touch with DSDILGP.	
<b>Asbestos</b>	Many buildings were handed over to council to manage with asbestos issues. Council is concerned about the impact of asbestos for the properties it manages and for the home ownership project. NPARC wants to know what support can be provided to resolve this issue.	DOH QBuild			CHDE, NPARC CEO, and GC met on 14 July 2023. CHDE provided an update on asbestos information available. It was discussed that advice on ACM should be provided to potential homeowners. A follow up meeting was to occur.	DCHDE confirmed that 190 of the social houses in the NPA were built in the period when ACMs were commonly used in construction.

Northern Peninsula Area Regional Council (NPA) Action Register						
Topic	Issue	Stakeholder	Next Steps	Person Responsible	Current Status	Additional Information/Links
					DCHDE and NPARC scheduled meetings in October and December, but these were not able to go ahead. Future meetings will be planned to discuss when convenient for both DCHDE and NPARC.	
<b>Asset Management</b>	NPARC is working with DSDILGP to prepare to undertake asset management planning to better understand the condition of its assets and areas requiring priority action.	DSDILGP				NPARC was successful with an application made under the 2022-24 LGGSP, including its application to fund asset management planning.
<b>Biosecurity/Border Force</b>	NPARC raise ineffective border security and the lack of resources available.	DAF			Contact to assist with the Border Force issues in the NPA identified and emailed to NPARC CEO - 25 Oct 23 Border Force Government Relations Team <a href="mailto:government_relations@abf.gov.au">government_relations@abf.gov.au</a>	
<b>Boundary Change</b>	<p>NPARC is proposing changes in its external boundary with TSC which, if implemented, would result in a number of land areas of importance to NPARC being included in its local government area (LGA).</p> <p>Under the process to change LGA boundaries, both councils must agree on the change. The TO's support changing the boundaries. However, Torres Shire Council is not engaging.</p>	DSDILGP	Government Champion was going to discuss about whether there is opportunities to facilitate a conversation between Councils with DP's office.	Government Champion	The Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) is recommending that this not be dealt with as a boundary reform matter and has instead encouraged both councils to resolve matters relating to the strategic assets collaboratively through the TSNPAROC.	
<b>Cape York Regional Plan &amp; Tourism</b>	<p>NPARC is dealing with unregulated camping which is impacting on the Councils' ability to provide services. Key issues are:</p> <ul style="list-style-type: none"> <li>Visitor management and impact on traditional lands and camping sites (a lot of these solutions were identified in the Cape York Camping Strategy).</li> <li>Reduction of impact on key services being water and wastewater.</li> </ul>	DTIS DES TCICA	Update required from NPARC and DTIS if conversations have been on going.	Government Champion & DTIS	Meeting on 2 November 2023 with GC CEO Fraine and DDG Tourism, CEO NPARC to discuss NPA Camping Strategy.	

Northern Peninsula Area Regional Council (NPA) Action Register						
Topic	Issue	Stakeholder	Next Steps	Person Responsible	Current Status	Additional Information/Links
<b>Community Healthcare Centre</b>	NPARC is seeking that Queensland Health (QH) funding earmarked to upgrade the Bamaga Primary Health Care Centre (PHCC) be used instead to augment the now inadequate federal funding, approved in 2019, to develop a new purpose-built primary health centre with staff accommodation at Injinoo.	QH  NPAFACS have also raised this issue.	On 14 July the NPARC CEO advised Council is waiting to hear back from QHealth on the issue.		NPARC CEO is concerned with whether the Queensland Health's decision process aligns with the TORCH Project's focus on consultation.	NPAFACS raise the issue that: Transition to community control – funding needs to reflect there are 5 communities.
<b>Dedicated TMR Office</b>	There is no dedicated Transport and Main Road services in the communities. NPARC raise this has resulted in a large number of unregistered vehicles and unlicensed drivers in the NPA who have no transport options to access basic needs and are subject to traffic operations by QPS.	TMR DTATSIPCA	Gov Champion to speak with TMR & QPS about an update on this issue.	Government Champion	TMR proactively worked with the Bamaga QPS to support the community with licensing and registration transactions.  Two new officers had been appointed since the issue was first raised.	
<b>Freight Subsidy</b>	Reduction of additional freight related cost of living pressures in remote communities.  Stakeholders expressed: <ul style="list-style-type: none"> <li>preference for freight subsidy funding to be applied as close as possible to the end customer to try to pass the benefit to the community.</li> <li>concern that subsidising the sea freight operator may make it difficult for a competitor to enter the market during the subsidy period and the benefit of subsidies provided to freight operators may not flow to the end customer.</li> </ul>	TMR DTATSIPCA	Confirm if the implementation plan has been communicated to Councils.  Contact Minister Bailey regarding the feedback NPARC and TSC has provided on the freight subsidy announced.	Government Champion / Support Officer	TMR are working on the detail for implementation.  Update required.	The scheme will start in early 2024 through a retail discount scheme, ensuring the benefit is felt by local residents. The discount will be applied to eligible essential goods, including fruit and vegetables, fresh meat and dairy, frozen goods and groceries. Exceptions include alcohol, tobacco and soft drinks.  Minister Bailey has written Minister Furner, requesting assistance from DAF, to draft the regulation amendments to enable the QRIDA to work with TMR to deliver the scheme.
<b>Housing</b>	NPARC have raised the issue of Insufficient housing to meet local needs.  NPARC has started the process to become a registered housing provider to take over management of properties which they would otherwise have to hand to QBuild for allocation.	DOH	Contact relevant representative of the Department of Housing regarding release of the payment for having the housing plan signed off (In August 23 NPARC raised that this was a	Government Champion	DOH has completed final edits to the Draft Local Housing Plan (LHP) Implementation Plan and will be meeting with Council on 13 October 2023 to view progress of actions and plan	As part of its LHP, Council has endorsed a draft future Capital Strategy that identifies potential construction of 164 new dwellings, 27 extensions and development of up to 159 new residential allotments over the next ten years.

Northern Peninsula Area Regional Council (NPA) Action Register						
Topic	Issue	Stakeholder	Next Steps	Person Responsible	Current Status	Additional Information/Links
			commitment made by Minister Enoch.)		the proposed regular meeting dates.	This will support future capital funding decisions.
<b>Indigenous Sustainability Centre</b>	<p>NPARC has written to:</p> <p>Assistant Minister Nikki Boyd Minister Steven Miles, Deputy Premier Minster Mike Kaiser, Dept. of State Development, Infrastructure, Local Government and Planning</p> <p>To express their concerns regarding a proposed Indigenous Centre of Sustainability.</p>		More comms will be coming out shortly.		<p>NPARC resent letter on December 4, 2023, reiterating concerns regarding an Indigenous Sustainability Centre.</p> <p>Previous correspondence sent 23 October 2023 to Nikki Boyd with no response. DSDILGIP are doing a funding bid. Scoping exercise being undertaken for model and costs.</p>	DSDILGIP has been working on the project since May 2023 consulting with Aboriginal and Torres Strait Island Councils. On 9 Nov. 23 DSDILGIP presented the proposal of an Indigenous Centre of Excellence to support Indigenous councils with their corporate service needs to TCICA meeting at a meeting 9 Nov. 2023.
<b>Jardine River Bridge</b>	<p>Various options have been investigated around upgrading or replacing the Jardine River Ferry.</p> <p>Traditional Owner groups have not supported previous options and have raised issues with the previous consultation process.</p> <p>Council is happy to discuss a bridge on the proviso that there is appropriate consultation and consensus is reached with all parties.</p>	<p>TMR</p> <p>Issue also raised by:</p> <p>Traditional Owner groups, and</p> <p>Bamaga Enterprises Ltd.</p>	GCSO to follow up with TMR if any timeframes for consultation as mentioned on 30 August 2023.	Government Champion Support Officer.	<p>Support for a bridge in the community is mixed.</p> <p>Jardine River crossing may be addressed through next round of the PDR program.</p>	<p>NPARC CEO advised on 05 June 2023, Minister Bailey committed DTMR to supporting Traditional Owner Consultation.</p> <p>By 14 July 23, NPARC CEO had spoken with Warren Entsch regarding funding – and heard there was not enough for a bridge.</p> <p>By 30 Aug 23, NPARC advised consultation with Traditional Owners was underway.</p>
<b>Local Thriving Communities (LTC)</b>	Council raised the funds for LTC consultation were insufficient given the needs of 5 separate communities in NPA compared to other areas. Minister Crawford signalled that he was open to a conversation about timing and amount of support funds on this matter.	DTATSIPCA	Government Champion to discuss funding and need for staffing resources to manage LTC activities with Tim Fell.	Government Champion.	<p>Mayor Yusia attended the last LTC JCC meeting held in Brisbane on 20 September 2023 as well as the JCC community workshop that was held on 19 September 2023.</p> <p>06 June 2023: The NPARC CEO advised draft LTC service agreement has been endorsed by NPARC. Funding</p>	<p>Links to AMP issue.</p> <p>LTC is working with NPARC to understand Community Safety Plan implementation progress and updates.</p> <p>NPARC is advocating for additional CSP and service enhancement funding beyond June 2023 (contract end date).</p>

Northern Peninsula Area Regional Council (NPA) Action Register						
Topic	Issue	Stakeholder	Next Steps	Person Responsible	Current Status	Additional Information/Links
					is required to resource and manage related activities.	
<b>Pajinka Toilet Block</b>	<p>Lack of suitable public toilets at Pajinka.</p> <p>NPARC entered a grant agreement with DRDMW and will deliver the refurbishment of the old Pajinka Resort toilet block. NPARC is completing the work on behalf of landowner GYAC.</p>	<p>NPARC</p> <p>RDMW</p> <p>GYAC</p>	<p>NPARC to submit milestone report triggering final payment under the grant agreement.</p>	<p>Government Champion Support Officer</p>	<p>GCSO are seeking an update from NPARC on status of the project as due dates have passed.</p> <p>Financial Acquittal Report to be submitted by NPARC due 30 September 2023.</p>	<p>Delivery of a site toilet is being funded and delivered separately to DTIS funding.</p> <p><u><a href="#">Grant Agreement</a></u></p> <ul style="list-style-type: none"> <li>NPARC Grants Officer submitted Milestone 1 and 2 Reports on 23 June 2023.</li> <li>RDMW processed funding releases totalling \$107,123.94 (inc. GST) on 27 June 2023.</li> </ul>
<b>Public Transport</b>	<p>There is no access to public transport for residents travelling between the 5 communities. Many services are only located in one town or another.</p> <p>The current funding allocation through Community Services (previously part of DCHDE but now DTATSIPCA) for NPA is \$10k which NPARC have stated is not sufficient to service the communities and does not support the necessary infrastructure required.</p>	<p>TMR</p> <p>DTATSIPCA</p>		<p>Council to consider next steps.</p>	<p>DTATSIPCA was negotiating with NPARC on a new contract for Community Transport services, utilising the \$10k funding that was previously relinquished.</p>	
<b>Retirement Village</b>	<p>Improved First Nations aged care and palliative care services in the NPA region.</p> <p>There is no local retirement or homes for elderly and people must go to TI or Cairns.</p> <p>NPAFACS has previously provided appropriate community care to 35 people through funding obtained through St Vincent's. It is expected that demand for this type of care will increase to 80 people over the next 5 years.</p>	<p>QH</p> <p>DOH</p> <p>NPAFACS</p>	<p>GCSO is seeking an update from DOH.</p>	<p>Government Champion Support Officer.</p>		

Northern Peninsula Area Regional Council (NPA) Action Register						
Topic	Issue	Stakeholder	Next Steps	Person Responsible	Current Status	Additional Information/Links
<b>Seisia Wharf (Marine Hub)</b>	NPARC wants support to review the Master Plan and identify what work is needed and what reimbursements opportunities exist.	RILIPO TMR			<p>3 Oct 23 TMR advised:</p> <ul style="list-style-type: none"> <li>In September 2023, TMR, in consultation with NPARC, completed a project to repair the damaged recreational boat ramp at Seisia.</li> <li>The repairs were prioritised following concerns raised by NPARC, the facility manager, earlier this year.</li> <li>Work was funded under Maritime Safety Queensland's Boating Infrastructure Program.</li> <li>The repairs have restored safe community access to the facility while TMR works with council to determine the best long-term solution.</li> </ul> <p>6 Oct 23 TMR advised the Northern Peninsula Area Marine Hub Master Plan completed in late 2017 by TMR, will be considered as part of the planning for the State's \$40 million TSIMIP commitment in consultation with NPARC and other local stakeholders.</p>	TMR was doing a review of marine assets in the TS area.
<b>TORCH Project</b>	QH has advised that the TORCH project team was embarking upon significant consultation across the region and that QH would update the Government Champions on progress in delivering the project.	QH				
<b>Water Treatment Plant</b>	The existing filtration Poly Propylene (PP) membranes are failing well before the 6-year design life.	DSDILGP RDMW	Once a business case has been developed, DRDMW and DSDILGP will work		DSDILGP is supporting Council to develop a business case assessment of its options and	Minister Butcher is urging all stakeholders to use this opportunity and work together to

Northern Peninsula Area Regional Council (NPA) Action Register						
Topic	Issue	Stakeholder	Next Steps	Person Responsible	Current Status	Additional Information/Links
	Main Water Treatment Plan reservoir leaking.  Insufficient funds under existing programs to rectify.		with NPARC to consider the funding options available.		to identify a preferred option and associated costings.	ensure comprehensive planning and resolution for the entire NPA urban water supply system.



# Northern Peninsula Area Regional Council

PO Box 200, Bamaga, Qld 4876

Telephone: 07 4090 4100

Fax: 07 4069 3264

ABN: 27 853 926 592

Enquiries: HR Manager

Phone: 07 4048 6613

Email: [hrmanager@nparc.qld.gov.au](mailto:hrmanager@nparc.qld.gov.au)

## HR Monthly Report

Author: Leonie Ishmail - HR Manager

Authorizer: Kate Gallaway – CEO

Attachments: 1

Purpose of Report: HR Monthly Report – December 2023

## DISCUSSION

### Human Resources

#### Executive Summary

##### 1. Employment Outlook

###### Current number of employees

- Full Time – 145
- Part Time – 17
- Causal – 116
- Total - 278

##### Resignation/Terminations

- Resignation – 1 Employee

Department	Number of Employees
Community and Regulatory Services	1
Corporate and Finance Services	1

##### 2. Recruitment

###### Positions Advertised:

Position	Status
Events Coordinator	Position to be readvertised and reviewed in 2024



Roads Laborer 4x positions	Recruitment process, applicants being reviewed by manager for interview to be conducted January 2024
Plumber	Recruitment process to be finalised, applicants referred to NPARC by Precruitment
Carpenter	Recruitment process applicants being reviewed by manager for interview to be conducted January 2024
Wastewater Leading Hand	Recruitment process, applicants being reviewed by manager for interview to be conducted January 2024
Parks & Gardens Supervisor	Recruitment process, applicants being reviewed by manager for interview to be conducted January 2024
Parks & Gardens Plant Operator	Recruitment process, applicants being reviewed by manager for interview to be conducted January 2024

## NEW APPOINTMENTS

New of Employee	Position	Department
Mervyn Bond Snr	Airport Reporting Officer	Operations Department
Bernard Charlie	Regulatory Service Manager	Community and Regulatory Services Department
Warren Strevens	Illegal Dumping Officer	Community and Regulatory Services
Malcom Poipoi	Roads Supervisor	Operations Department
Amber Senior	Customer Services/ Office Manager	Executive Department
Abigail Pascoe	Governance Officer	Executive Department

## PROFESSIONAL DEVELOPMENT & TRAINING

### Planned Training

#### Forklift

Forklift training commenced 4<sup>th</sup>-th December 2023, ten (10) NPARC employee from various department was involved and successfully completed the training and gaining licence to operate a forklift truck.

Congratulations to the following employees

- Dale Salee
- Keas Blarrey
- Ray Sailor
- Margaret Gebadi
- Albert Bowie
- Wagel Tapau
- Rodney Luff

- Costo Ober
- Neville Wasiu
- Ezekiel Sebasio

### **Coxswain**

Employee from the Jardine River Ferry commenced their coxswain licence and first aid training 20<sup>th</sup> – 25<sup>th</sup> November 2023, the ferry team were put into two (2) groups to complete the training during the week. Ferry team have completed first aid and coxswain theory but to complete practical component.

- Ferry 11 staff
- Rangers 10 staff

### **Traffic Control and Traffic Management**

Fourteen (14) employees from various NPARC department undertook the traffic control & traffic management training, they've all completed the theory and will need to log 20hrs of practical to successfully complete the training.

- Ferry Team x 6 staff
- Civil Team x 5 staff
- Parks & Gardens Team x 3 staff

### **Construction White Card**

Six (6) employees completed the construction white card training

## **Work Health & Safety**

### **Incidents**

One small fender bender occurred in the New Mapoon carpark. The insurance outcome of this is with WHS Trainee Dale Salee.

### **Induction**

WHS has inducted 10 new employees.

### **Workcover cases**

None to report

### **Rehabilitation And Return to Work Co-ordinator:**

None to report

### **Site Inspection**

No site inspection conducted.

### **Complaints received:**

One community member reported to Barry Day his concern that his house was continually being impacted by dust from the construction area directly behind his house. The Construction area was not an NPARC project, WHS directed to contact Q-Build to conduct dust controls. This was done and the community member has been happy with this outcome.

### **Safety Awareness Bulletins sent out:**

Eight (8) safety awareness topics has been circulated to staff; they are the following.

Monday November 6	# 7 Amputations
Monday November 13	# 9 Attitude & Safety
Sunday November 19	# 10 Back Injury Prevention
Wednesday November 22	# 43 Habitual Improvements
Monday November 27	# 13 Being Observant
Tuesday November 28	# 7B Amputations
Thursday November 30	# 17 Smile
Thursday November 30	# 45 Medications In First Aid Kit

### **Invitations received:**

Working on Sea Country workshop conducted by AMSA was attended by WHS.

### **Toolbox Meeting**

WHS has been holding regular toolbox talks, topics include

- Safe Operations Procedure
- Heath Exposure
- Personal Protective Equipment

**Title of Report: November Operations Information Report**

**Agenda Item: 10.1**

**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)

- Jardine River Ferry
  - Ferry ramps are still being fabricated
  - Quality testing has been completed on one of the doors

#### Robert Bottger (Project Manager - Roads)

- Jardine Ferry Road (South) NP1
  - Federal Budget Review complete and project funding has been confirmed.
  - Council has endorsed the recommended tenderer, however, is unable to proceed with engaging the Contractor until approval is given by TMR and the Australian Government.
  - Aurecon followed up with TMR on numerous occasions for updates on progress of proposed scope amendment and funding reallocation. The project is still on hold and no approval to proceed has been given.
  - The tender validity period for the preferred tenderer expired on 4/07/2023. The Contractor reserves the right to review their tendered rates to account for escalation. The Contractor was notified of the delays.
- Jardine Ferry Road (North) NP2
  - Council has submitted a scope review to transfer budget from this project to NP1 and is awaiting approval from TMR and the Australian Government.
- ATSI TIDS Grant – Injinoo Back Road
  - The 30% design submission was issued on 17 November 2023 comprising design drawings and schedule of items. A 30% design review meeting was held 24 November 2023. No major concerns were identified, and the team is now

progressing with the preparation of the 80% design package with a target submission before Christmas break.

- A pre-lodgment meeting was held with DES on 30 November 2023 in regard to all environmental approvals required for borrow pit expansion and road works. DES confirmed the work completed to date satisfies the main requirements and the team have a few minor conditions to satisfy before lodging the applications. We anticipate that the applications will be lodged in January.
- Work on the design report, safety in design register, and cost estimate is progressing and will support the 80% design submission.
- Work on preparation of the tender package has commenced.
- **DRFA 2022 Flood Recovery Works (3105-4808)**
  - The Contract (NPA Earthmoving) has completed all roads except for Mutee Heads Rd. The Contractor is currently undertaking works on Mutee Heads Rd and should be complete by the end of next week.
  - Gravel extraction volumes have been recorded and payments will be made at the close of the project.
- **2023 DRFA All Other Roads (3105-4809)**
  - Contracts awarded to NPA Earthmoving Yusia (Package 1) and REM (Package 2)
  - Both Contractors have completed all works under their respective packages.
  - Gravel extraction volumes have been recorded and payments will be made at the close of the project.
- **Bamaga to Seisia Cycleway Design (TMR Grant)**
  - Aurecon has been engaged to deliver the design.
  - Surveyors have been engaged and were on site late November. Surveyors will be returning to site on 18 and 19 December to capture final details which will allow design activities to progress early next year.
  - The geotechnical team is scheduled to undertake site investigations the week commencing 11 December.
  - Design activities and environmental desktop assessments will occur in the new year.
- **Umagico – Bamaga cycleway (TMR Grant)**
  - RPS have completed the construction survey set out
- **Lui Street Drainage (R2R Grant)**
  - Operations to commence construction planning.
  - Purchase Order issued to Altus Traffic to prepare traffic management plans for construction.
- **Jacky Jacky Boat ramp car park**
  - Bitumen seal will be undertaken with another project later

### **Parks & Gardens**

General cleaning and maintenance activities have been undertaken throughout out the five communities through November.

Lui street park fence was repaired P&G are waiting on two gates which they ordered for this park.

Commenced cleaning up piles of waste in public areas in preparation of the prewet season clean up.

## **Works**

### **Roads**

Collected and delivered sand and aggregate to and from the batching plant, and the replacement building site at tradesman's way. Completed light grades on the Lockerby and Jardine Ferry Road. Undertook minor maintenance activities Pothole repair, signs repair / replacement and concrete drain cleaning at Umagico.

### **Solid Waste**

Kerbside collection has occurred with minimal disruptions during the Month. Three operators are now sharing the Kerbside collection role on a weekly roster. The transfer station and landfill operations are operating normally. Commercial skips were also emptied during the month, as well as being supplied for cultural events.

The new hours for the NPA transfer station were implemented and advertised in November:

Monday to Friday 8:30am to 4:45pm

Saturday, 8:30am to 2:45pm

Sunday & Public holidays 2:00pm to 5:00pm

Christmas, Boxing, New Year's & Good Friday – closed

- Noting that during closed days that a small skip bin will be placed on the driveway of the transfer station.

Green waste was moved from the transfer station to the landfill.

SES undertook road crash rescue training at the transfer station using vehicles already at the transfer station.

### **Wastewater**

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

Consultants videoed the sewer pipes in the five communities and tested for methane levels as part of the ICCIP Sewer project. The methane levels experienced in the system during summer lead to the pumps faulting due to air locks.

An electrical fault was identified and repaired at the New Mapoon pump station during November.

Cleaning of public toilets including the cemetery toilets occurred through the month.

### **Water**

The Bamaga Water Treatment Plant operated and performed steadily during the month of November. However, water consumption levels remained high due to increasing daytime temperatures. Water conservation practices have been enforced and will continue to be reinforced until water demand begins to decrease. Level 3 water restrictions are in place meaning a total ban of sprinkler use.

The boiled water notice has been lifted as all requirements by the state government have been satisfied. All parameters and conditions were tested and demonstrated early in November, after the Dan Ropeyarn Cup and once water levels remained competitive with consumption allowing plant shut down and demonstration. Veolia submitted all documentation required to the regulator for them to review and advise the status of the boiled water advisory.

Another project commenced in the month of November was the installation of the new Bulk flow metres with 5 completed and replacement remains for the 7 over the coming months. Delivery of the remaining flow meters and parts for some other projects have been received and works will begin early in December.

Veolia completed a high-level option study for the proposal to upgrade the Water treatment plant to increase capacity and make the plant more robust to avoid having to implement another boiled water notice. The study was presented to both NPARC and state with both parties agreeing to a path forward and have requested a more in-depth scope to be developed. Veolia is currently working on this with the final proposal hoping to be finalised by January.

November also saw the failure of one of the plant air compressors, with this the previously approved funding has been utilised and two new compressors have been ordered with delivery to be finalised.

Rainfall in Bamaga was recorded at 0 mm which is below average for the November mean rainfall of 44 mm.

The total water production (filtrate) volume for Bamaga WTP for the month was 1511.48 ML, averaging 5.04 ML/day

8 residential leaks were inspected and handed over to NPARC.

0 commercial leaks were inspected and handed over to NPARC.

There were 2 new service requests and no new service installation completed in the period.

There were 0 OHS incidents, 0 environmental incidents. There are ongoing water quality incidents/exceedances during the month of November as indicated in the relevant sections.

With the cease of operation of REX airline, we have experienced a number of issues with getting water samples to Cairns within the time threshold.

### **Workshop**

The workshop staff and contractors continue working towards catching up on outstanding services and repairs.

#### *Maintenance and Repairs:*

The workshop completed scheduled maintenance tasks to ensure optimal equipment functionality. Conducted regular inspections to identify any mechanical issues or potential failures. Addressed minor breakdowns promptly to minimize production delays. Implemented proactive measures to prevent major equipment failures.

#### *Challenges and Areas for Improvement:*

Despite regular maintenance efforts, experienced an increase in unexpected breakdowns. Addressing equipment reliability and identifying root causes of failures is an ongoing challenge. Continuing to explore new technologies and methodologies to improve overall efficiency and reduce downtime.

#### *Workshop HR*

Sireli Volavola is due to commence as the fleet and workshop manager on Monday the 11<sup>th</sup> of December.

### **Rangers**

- Weekly road checks done by rangers out on country, clearing trees and over hangs.
- Biosecurity Fee for Service Work – light trap, coastal surveillance, aquatic pest, and vegetation management.
- Rangers have been prepping and organizing for their fencing project which starts this month. They are just repairing fences, install new fence and cleaning of grave sites starting from Attambaya Homestead. Fencing Materials will be ordered in the new year and installed after wet season.
- Cleaning of Cypress water hole, rubbish left behind by locals. (Rangers will put rubbish sign up)
- Ranger coordinator attended a teams meeting with Wayne See Kee and other biosecurity staff for Grassroots Leadership panel on how I become rangers, the challengers first nations people might face in remote regional areas in becoming a leader and who are my inspirational leader role model.
- We met with QPWS staff and done croc population survey in Jacky Jacky Creek.
- 10 Rangers completed coxswains training, medical needs to be done over TI in the coming weeks leading into the new year.
- Ranger coordinator attended Woman Ranger Forum in Townsville 20<sup>th</sup>- 24<sup>th</sup> November 2023
- Site visit meeting with NIAA
- Ranger Boat Trailer being fixed by Shane from Cape 'N' Straits

### **Airport**

The NPA airport has remained operational through November.

Sales figures for October are as follows:

Sale item	Monthly Totals	Comments
Jet A-1 litres	22,572	
Jet A-1 sales	\$33,944.40	
Avgas litres	4,560	
Avgas sales	\$15,732.00	
Landing fees	\$11,461.05	October
Passenger tax	\$10,429.05	October

Sale items	REX	Skytrans	Other airlines	Total
Flights in/out (October)	14	31	145	190
Passengers in/out (October)	606	1,159	6	1,771

Major Maintenance issues identified/corrected

New ARO Employed	Mervyn Bond Started 29/11/2023
Apron Painting	Completed
Runway Painting	Commenced
Drainage needs Outlets cleaned out	Chasing Funding



Yard Clean up	Commenced Staff will take what they can to dump then pile up leftover Rubbish to be picked up by contractor
Airport Manual	CASA has excepted and passed the new Airport Manual after 3 years
Annual Technical Inspection (ATI)	ATI has been completed with Harsh review of runway condition. Airport Staff will monitor Runway, we may have to shorten runway this coming wet season.

#### Airport HR

Staff Attendance – expected hrs vs actual hrs %	100% - NPARC Airport Manager - Clive Lavrick 100% - NPARC Assistant Manager – Damien Elu 100% - NPARC ARO – Mervyn Bond
Skills training – planned	Wildlife Management – Chasing funding

#### Batching Plant

WH&S improvements to the Batching plant operations continued through November with the following activities occurring:

- installation of a weight hopper and iso containers installed for the delivery of cement
- installing a water mister on the hopper
- installing an eye wash station
- installing handrails around the hopper
- removing regrowth trees / vegetation

the improvements / changes the batching plant has meant that existing staff have needed to be trained in the safe operation of the new equipment.

Sales for November were as follows

- Concrete 218m<sup>3</sup>
- Sand (fine) 29m<sup>3</sup>
- Aggregate 2m<sup>3</sup>
- Premix 9m<sup>3</sup>

Orders for the supply and delivery of mix materials over November and December, for orders to be filled over the next 3-6 months include:

- 1,000T 20mm Aggregates (Archer River Quarries)
- 300T 10mm Aggregates (Archer River Quarries)
- 1,500T Coarse sand
- 148T Cement powder

Batching crew staff completed the following training during November.

- Front End Loader operations
- Forklift operations
- Truck licencing
- Face fit masks



## 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

Works Manager

Ranger Coordinator

A/ Workshop Manager

NPARC Project Managers.

Airport Manager

**Title of Report:** October Update on Community & Regulatory Services Report

**Agenda Item:** 10.2

**Classification:** For Noting

**Author** Executive Manager, Community & Regulatory Services

**Attachments** Compliance Report  
2024 Cultural Festival planning 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.

### Staffing

The Events Coordinator has decided to retract her application, and the hiring process will recommence in the new year to find a suitable candidate for the position.

### Achievements

The team has been evaluating events for 2024 and is in the process of creating a calendar.

### Challenges

- Lack of Communications with staff whereabouts
- Staff absenteeism
- Grant acquittal not completed on time due to staff absenteeism

### Recommendations

- Staff professional development
- IT training for Staff
- Trim Training for Staff
- Grants and Acquittal Training

### 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 Community Services [NPAFACS]	- Probation and Parole
- 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	-

### Staffing

New Mapoon IKC Staff has returned to her position. The interviews for IKC administration and Centrelink officer for Seisia were conducted, awaiting medical clearance from doctor. Ongoing recruitment for casual positions in all IKCs is planned.

### Achievements

Progress is being made on the implementation of History Banners, with Umagico, Injinoo, and New Mapoon in the printing phase.

- Annie conducted a webinar for First 5 Forever with Josh & Gina.
- IKC staff completed First Aid training.
- Assisted with community participation to attend Greg Inglis wellbeing workshop



Greg Inglis Community Visit

First 5 Forever Program

Services Australia: all three Agent Sites, IT issues have been resolved,

### Outcomes

- All IKC are now planning their Holiday programs to carry into January Holidays
- Week of the 18<sup>th</sup> of December all IKC will be doing an end of year clean out of each IKC

- IKC supervisor is working with SLQ to bring Language workshop into community for 2024
- State Archives Language revitalisation workshop – Brisbane 9<sup>th</sup> – 13<sup>th</sup> November 2023
- Greg Inglis visits to NPA

#### IKCs challenges

Due to the shortage of staff within the community services team, members of the IKC team have been very busy assisting the events team by setting up halls for workshops and meetings. Additionally, members of the IKC team have continued supporting the administration team by assisting with customer services.

- Staff Absentee
- Space constraints
- Vehicle challenges

#### Recommendations

- Staff professional Development
- IT Training for staff

#### Events Team

Throughout the month of November, the Events team and the Parks and Gardens team worked together. The Events team is proactively involved in engaging with both internal and external stakeholders to elevate community participation in events organised by council or other organisation's. Additionally, the team provided support for funeral assistance and participated in various meetings conducted over the course of the month. Presently, the team is in the process of planning for the events scheduled in 2024.

#### Staffing

The Events Coordinator has decided to retract her application, and the hiring process will recommence in the new year to find a suitable candidate for the position.

#### Outcomes

As per previous discussions, NPARC is no longer planning to hold a mud rally in 2024. Efforts are being put towards ANZAC Day Celebrations and Cultural Festival Planning.

A draft Cultural Festival Plan is attached to this report.

#### Challengers

The absence of an Events Coordinator at the present poses a challenge, making it difficult to conduct events especially given the time constraints.

#### Achievements

2023 NPARC End of year Celebrations.

#### Recommendations

Scheduling quarterly meetings with the finance team to discuss event budget to ensure effective tracking and monitoring of financials, to remain within budget.

### Sports and Recreation

The team is actively involved with collaborating with local stakeholders and providing support for holiday programs.

### Outcomes

Due to the absence of communication from the Apudthama sporting associations regarding the report and MOU from the Dan Ropeyarn Carnival, the team is currently unable to finalise the report for the 2023 NPARC Sporting Carnival. However, will proceed with the formalisation once all the necessary information is received.

Parks & Garden: Francis Bowie, Warri Mooka, Trevor Tamwoy

Sincere thank you to the Parks and Garden team members for their outstanding work in maintaining the oval. They successfully cleared weeds, horse manure, and rubbish from the playing area and arena surroundings, despite facing challenges with pump repairs causing delays. The team is actively discussing solutions for the future. There is consideration for having permanent workers stationed at all sporting facilities to guarantee the seamless execution of sports and other event

Sport and Rec: Stanley Dai, Ebony Tamwoy, Marlon Nakachi (Events support officer)

The team contributed by undertaking the cleaning of both the upstairs and downstairs areas of the clubhouse. Gathering and clearing all bins designated for placement around the oval. Additionally, replaced and repaired the scoreboard. A significant aspect was the preparation of the oval for the event. Again extend our gratitude to the Parks and Garden team for accommodating us in the marking, lining, and painting of indigenous flags on the oval. This collaborative work required the dedication of three individuals over a period of two days, totalling 30 hours.

NPARC team/other business: Maintenance areas

The carpentry team, consisting of Kevin Sebasio, Michael Mara, Francis Namok, and Edward Phineasa, demonstrated excellence in their work by successfully repairing dressing room seats and stalls around the oval. Furthermore, the painting team, led by Steve "Bulldog," showcased their skill in enhancing the dressing room's appearance through the application of vibrant colors.

### Achievements

First Aid Training (CPR) Ebony already certified

Paint Flags on the oval. It was an idea I wanted to tick off in 2022 but I did not have the assistance.

### Challenges

- Delivering activities on the oval when it can't be maintained.
- Completing reports and acquittals
- To have a sport and rec hub at the Yusia Ginou oval

### Recommendations

- to establish future Sports and Recreation Officers in each community to supervise and facilitate activities.
- Adequate office accommodations are readily available within each hall to support this initiative.

- Maintenance team members should be designated to ensure the continuous upkeep of all sporting facilities.

### Art Centre

The art centre has had a busy year of workshops and participating in a number of exhibitions. Colina Wymarra's award was a good omen of things to come. The art centre through Colina's work will be presented in Brisbane as part of Colina's solo show at the Judith Wright Centre.

### Staffing

The grants team is working on securing funds for the manager's contract extension. Renae Nona is the new member of local artists that is supported through the IVAIS funding. She brings her sewing skills to the art centre that will see her either supervising artists or do the sewing for the upcoming fashion shows.

### Outcomes

November was a busy month with moving from a Pottery workshop into the fashion workshop. Artists have managed to produce great outcomes that are in preparation for CIAF and Daaf.

- Renae Nona doing partime work sewing and admin.
- Colina Wymarra winning the Remote Artists award and getting a solo show
- The art centre finally getting a working Eft post machine making transactions so much easier.

### Workshop

Fashion workshop with Anne Leon. A continuation of teaching skills in pattern cutting, sewing, Plant dying and cushion making. Application for the DAAF fashion has been submitted.



### Achievements

- Artist Colina Wymarra won the Queensland Rural Art Award.
- EFT post machine.





- Successful fashion workshop

## 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

Manager

Co-ordinator

2 Yardmen

2 cooks

7 Age care support workers

1 Receptionist

Transporter

### Service Delivery

31 clients divided between 7 support workers on different days.

Domestic assistance, Personal Care, Transport, Meals, Individual support, activity group sessions.

See Compliance report attached.

### Achievements

Christmas Party at the Resort Bamaga

### Challenges

- Staff prioritising service delivery for absent staff as well as providing service of their own.
- Staff having to work a lot smarter than just doing their regular duties

### Recommendations

- Need more casual pool of staff
- Need for more male staff



## Regulatory Services

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

### Staffing

The position of Manager for Regulatory Services has been filled, and we are pleased to welcome Bernard Charlie as the newest team member. Our daily operations have been impacted by a number of issues brought about by the managerial position's absence. Furthermore, we are happy to inform that Warren Strevens has taken on the role of Illegal Dumping Compliance Officer.

### Food Licencing

In keeping with our commitment to maintaining high food safety regulations and ensuring compliance among our licensed food vendors, the team performed inspections on all food licensees with the assistance of Public Health inspectors.

### Animal Management

#### Summary of Report

- Disposal of 12 dead dogs at the rubbish tip.
- Put down 10 dogs from the dog pound in this month
- Cleaned dog pound and gave dogs water and food daily.
- Administered 6 Dupocillin treatment to 6 dogs.
- Pick up mother dog and 5 puppies to rehome – put down mother dog
- Meeting with Ursula at Public Health 13/11/23, they visited all week
- Meeting with Yanetta 13/11/23 – Frank and George only
- All team members spend the day with Ursula Sabatino from Public Health 14/11/23
- Team meeting 15/11/23 with Yanetta and also talked to the workers travelling to Cairns for a workshop
- Sonia the Vet visited from Thursday Island on 17/11/23
- Picked up 2 dogs to rehome and put them in the dog pound
- 3 complaints of dog bites in Umagico this month
- Team meeting with Executive Manager Yanetta on the 27/11/23
- Administered Broad-spectrum All-wormer tablets to 5 adult dogs
- Administered NexGard Flea and Tick treatment to 4 adult dogs
- Administered 3 Virbac Cetrigen (Purple spray) to 3 wounded dogs from dog fights
- Sprayed 1 house with Bayer Ficam W Insecticide to treat fleas

The current dog pound facilities are insufficient for sheltering dogs, and there's an urgent need for a new, suitable dog pound. The team, along with Public Health officers, inspected the pound and is now advocating for funds to build a new one. We're actively seeking funding to create a safe environment for dogs in need.

Animal welfare organisations continue to work with the team to facilitate the rehoming of dogs by arranging flights for their transfer and providing financial support for dog food.



The veterinary services from Thursday Island visited our community, aiding for the care of animals. Discussions are ongoing regarding the planning of next year's vet schedules.

#### Horse Management

Funds have been allocated for the horse paddock project, and we are currently in discussions to outline the scope of the upcoming work. Works to submit a PAN to IIAC are already underway.

#### Illegal vehicles

An action register of vehicles has been conducted by the team. External contractors have been sought to remove the vehicles in the Bamaga community.

#### Illegal Dumping

The Illegal Dumping Reporting Officer has significantly contributed to the workload, supporting the regulatory team. The reporting and compliance officer oversees all reporting related to illegal dumping prevention and enforcement, in addition to handling some regulatory administration tasks.

The team is proactively working to minimise illegal dumping in our area. We have initiated signage campaigns and strategically placed installations around the community to increase awareness. The "Bush is not Your Bin" initiative, now active across all media platforms, has had a positive impact on the region.

#### Injinoo Service Station

##### Staffing

The service station is dealing with staffing challenges. The manager has resigned, and we wish him well during his time off. The manager position is now open for recruitment, with the process scheduled for the new year.

##### Outcomes

The Service Station continually maintains a good relationship with the community. In November, there were continual sales and a positive relationship with regular customers.

<u>SALES CATEGORIES</u>	
FUEL	110896.37
SHOP SALES	29651.19
MISCELLANEOUS	21030.00
	<u>161577.56</u>

### Impact

The Service Station maintains a consistent level of service delivery. The dedicated team is working tirelessly to provide the best service, meeting the needs of both customers and the Council. Unfortunately, the service station recently faced break-ins, leading to a temporary closure of the business. The impacts of the break-ins could potentially affect revenue, customer trust, and overall operational efficiency. Implementing security measures and addressing customer concerns promptly will be crucial to mitigate the impacts of these incidents.

### Challenges

The challenges are mentioned in the parts above. There are several challenges from minor to major. These are:

- Storage
- Staff
- Staff safety
- Working Space
- Building/Property
- Delivery of stock (late)
- Supplier putting NPARC on credit hold (due to unpaid bills)
- Limited sales due to break-in and public nuisance
- No Diesel

### Recommendations

- Boost Security
- Upgrade cameras, alarms, and lighting to prevent break-ins.
- Consider hiring security staff for added protection.
- Staff Support
- Provide safety training and support for staff.
- Ensure Diesel Availability
- Find alternative suppliers for consistent diesel supply.
- Keep customers informed about steps taken.
- Property Maintenance
- Regularly inspect and fix vulnerabilities.
- Conduct routine maintenance checks.
- Streamline Stock Delivery
- Optimise delivery schedules with suppliers.
- Explore diverse suppliers for a resilient supply chain.

These steps aim to simplify the challenges, ensuring a secure and efficient service station operation.

### Umagico Supermarket

Umagico Supermarket has managed to maintain consistent business operations despite the opening of a new competing supermarket. The dedicated team remains committed to their hard work, ensuring a positive and cheerful environment for both staff and customers.



### Staffing

2 x Supervisor  
Duty Manager  
Fruity and Vegetable assistant  
1 x staff on Long Service Leave - 3 Months  
4 x Shop Assistant  
6 x Storeman Casual

### Achievements

Several updates and achievements in our operations: The supermarket team remains to consistently uphold a good sales report despite the massive challenges in the month November. Furthermore, Island and Cape have conducted the certificate 3 and 4 retail training with the staff, weekly meetings are set for management.

Island and Cape trainer is expected to arrive in January 2024 to enroll three new staff members for Cert II and III in Retail.

### Impact

- Freight cost is a significant concern; exploring road freight options for cost efficiency.
- Flooring and awning projects postponed until January 2024.
- Store is negotiating with suppliers for better pricing amid rising living costs.
- Initiatives with Woolworths to secure fresh meat supply for better pricing.

### Gaps

- Install smoke alarms
- Conduct Poison training
- Conduct SWMS training
- Refresh first aid course

### Challenges

- Tracking wage expenses is a challenge
- Stock availability is a challenge.
- Aircons need replacement or repair due to persistent leaking (WHS concern).
- Freight costs are high; exploring ways to reduce costs, considering road freight.
- 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.
- Payroll payslips to be uploaded to the system every two weeks in order to maintain an accurate record of remuneration movements.
- Storage space remains a persistent challenge, and this may pose difficulties in adequately stocking up for the festive season.
- Constant leakage air conditioners must be replaced or repaired.

## Jardine Ferry

### Staffing

The administration officer position has been filled by the successful applicant, Jakoda Yusia.

Current staffing consists of:

- 4x Full Time staff, 1x Manager, 1x Supervisor, 1x Admin asst, 1x Admin full time
- 8x Casual Staff

Roster system is in place 2 roster days off a week.

Ongoing issues with staff absentees not working as per roster, HR was informed.

Casual staff currently assigned to ferry duties will be reassigned to other departments where there is availability until the commencement of the next tourist season.

### Scope of delivery

Changes to Jardine ferry roadhouse with the help of Injinoo Service Station Manager with stock ordering of mainly Groceries and ordering of souvenir items done by Ferry manager

- Stock control
- Manage Stocktake
- End of day Settlement & epos reading end of day
- Ordering
- Staff duties & roster

### Achievements

- Renovations started for Jardine roadhouse amenities
- Safety inspection was done with Maritime Safety Queensland and finalise
- Supervisor & Administration position Jardine Ferry
- Repair & maintenance done for Ferry ramps & ferry Engine room by appointed contractor
- SWMS Training & Workplace health & Safety training with Shane Waller & Dale Salee
- Cleaning done to house/accommodation
- Full time Administration staff started 15/11/2023 Jakoda Yusia
- Full service done to ferry generator & ferry motor engine
- Boom gate welded
- Ferry cable change to new one
- Jardine ferry roadhouse water pump change to new one by plumber
- Coxswains training & First Aid done for Jardine ferry staff in November 2023 medical still needs to be done by doctor for coxswain
- Traffic control Training done only few staff,
- Forklift training done few staff only

After safety inspections in collaboration with Maritime Safety Queensland, an external contractor has been engaged to address and implement the necessary actions. Significant improvements for the ferry are pending, and the project team is actively overseeing the process, which may involve a tender for certain works..

### Impact

The Ferry has now returned to off peak operational hours from 8.00am – 5.00pm since the 1<sup>st</sup> November 2023.

Operating Times for the Ferry over the Christmas Period;

**December 2023:**

- Saturday 23<sup>rd</sup> 8am – 5pm
- Sunday 24<sup>th</sup> 8am – 2pm
- Monday 25<sup>th</sup> **Closed**
- Tuesday 26<sup>th</sup> **Closed**
- Wednesday 27<sup>th</sup> 8am to 5pm
- Thursday 28<sup>th</sup> 8am to 5pm
- Friday 29<sup>th</sup> 8am to 5pm
- Saturday 30<sup>th</sup> 8am – 5pm
- Sunday 31<sup>st</sup> 8am – 2pm

**January 2024:**

- Monday 1<sup>st</sup> **Closed**
- Tuesday 2<sup>nd</sup> 8am - 5pm (\*resume normal hours)
- Wednesday 3<sup>rd</sup> 8am – 5pm

**Gaps**

The Ferry lacks fuel, car accessories and ice sales, this is inconveniencing travellers and campers.

**Challenges**

- Condition of work vehicles
- Lack of transportation to and from work when down to 1 vehicle staff clocking on late and returning home late by doing 2 trips morning and afternoon
- Travelling to and from work each way every day
- Condition of road
- Traditional owners refusing to pay fee
- Locals refusing to pay fee
- Lack of small tools to carry out ground maintenance
- Staff on weekend shift not turning up for work if rostered on
- Internet not working few times when tourist season
- Staff not maintaining house/accommodation
- Staff to control traffic during tourist season with ticketing system
- Awaiting on new lifebuoys & Carly floats for ferry to be ordered by Angela from ASMA
- Lack of staff duties when not operating ferry

We recognise these challenges and are actively working on addressing them to improve the efficiency and sustainability of our operations while ensuring the well-being of our staff.



**ORDINARY COUNCIL MEETING #44**  
**Agenda Item 10.2**  
**Tuesday 19<sup>th</sup> December 2023**  
**Cairns**

**Recommendations**

- Training for new staff
- Staff training – conflict resolution
- Purchase ride on mower with Trailor/lawnmower
- Improve Road conditions
- Signage around the roadhouse to be fixed before tourist season starts 2024

## **HOME CARE SERVICES**

### **MONTHLY AGED CARE COMPLIANCE REPORT**

<b>REPORT TO</b>	Yanetta Nadredre
<b>REPORT DATE</b>	14.12.2023
<b>REPORT FROM</b>	November 2023

#### **AGED CARE SERVICE DELIVERY**

##### **Summary of client status over the past month**

<b>Reporting item</b>	<b>Number</b>	<b>Comment</b>
HCP Clients		Level 1:          Level 2:          Level 3:          Level 4:
New HCP Clients		Level 1:          Level 2:          Level 3:          Level 4:
HCP Enquires		
Referrals for assessment or reassessment	30 7	These client's need Adult Health Checks, for up-to-date Care plans, due to low number of doctors unable to provide assessments. Waiting on assessment in the New Year for CHSP.

##### **Summary of CHSP client status and activity**

Summary of CHSP client status and activity

Reporting item	Number	Comment	
Number of clients	36		
Number of new clients	7		
Clients on waiting list	2		
Number of clients transitioned to HCP	5	5 were assessed waiting on results	
CHSP Hours	Monthly target	Hours delivered	Comment
Social support group	546	834	
Domestic assistance	135	20.65	
Social support individual	78	44	
Personal care	25	5	
Home maintenance	78	42	
Flexible respite	7	0	
Meals#	223	954	
Transport	63	151	
Home Modifications	395	0	

##### **Aged care legislative compliance status report**

<b>Compliance requirement</b>	<b>Number of clients</b>	<b>Overdue</b>	<b>Action taken</b>
Charter of aged care rights explained	36		Age Care rights explained to clients
Signed aged care agreements	36		All Age Care agreements signed
Signed current care plans	36		Waiting on Doctors assessment for up – to – date Care Plan.
Advanced health directives completed (HCP clients only)			



**Aged care activity reporting**

Agency	Report submitted in the past month	Date due	Date Submitted
Services Australia			

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

Staff	Staff establishment	Current number of staff	Number of resignations	Number of new staff
Total staff	14	14	14	
Carers	6	5	1	

**HR Management**

Reporting item	No of staff	Overdue	Action required
Current Police checks	14		
Aged Care Code of conduct	14		
Current Drivers licence	13		
Performance review	14	1	
Annual Flu vax	14	14	No staff had Flu Vax due to vaccine arriving late in the year.
COVID Immunisation	14		

**Status of Core training**

Mandatory training	No of staff	Overdue	Action Required
Orientation	14		
Fire Safety	14		Enquiring about next Fire safety session in 2024
First Aid	14		Next review middle 2024
Manual Handling	14		
Infection control	14		
Elder Abuse	14		
Food Safety	14		
Open disclosure	14		

**Training attended over the last month**

- Traing still in progress, IKC in New Mapoon had only one computer other 3 not working told to enquire at Seisia IKC for staff to complete Cert 3.
- Looking at training for Kitchen staff, appropriate foods for the Elders.

## QUALITY IMPROVEMENT

### Progress against Plan for Continuous Improvement

- Review food client satisfaction survey in the New Year 2024
- Report on completion of Cert 3 studies
- Dates allocated for promotion day at Age Care & Disability Support Service Facility.
- Dates provided for excursion for Elders to Thursday Island to Star of the Sea & HACC facility interacting with other Elders.
- Allocated date for another excursion to Old Mapoon to visit HACC facilities engage with other communities in Weipa.

### 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					

### Key issues and action taken

- No complaints as yet, in the process of doing a Consumers survey, on what changes they like to see and if our delivery of care effective and sufficient.

### Incident/near miss management

Incidents	Total No	Type of Investigation				
		Client	Employee	Equipment	Facility	Medication
Number of Incidents in the reporting period						
% 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



## Cultural Festival 2024

The festival begins with a week long program scattered throughout the community.

Seisia and Injinoo will have movies on consecutive nights.

New Mapoon a performance by Bangarra children's section in conjunction with the school.

Alau the NPAWS book club dinner

Friday	
12 pm	Torch ceremony in Injinoo, Injinoo
2pm	Torch Arrival at Oval. Presenting Torch to gathered community
4pm	Gudang Yadhaykenu Cultural Opening
4.30pm	Speeches Opening Speeches / Prayer <ul style="list-style-type: none"> <li>- Opening Prayer: Pastor Titom</li> <li>- Mayor</li> <li>- CEO NPARC Kate Gallaway</li> <li>- Manager Cairns Hardware Mick Volp</li> <li>- Regional Manager for Seaswift Debbie Walters</li> <li>- Manager for Metro Mining Colleen Fish</li> </ul>
5.30pm	Opening Dance
5.50pm	Dance
6.10pm	Dance
6.30pm	Dance
6:50pm	Dance
7.15	Entertainment
7:30pm	Entertainment
8:00pm	Aurukun
8.20pm	Lockhart
8.40pm	Laura

<b>9pm</b>	Old Mapoon

<b>Saturday 25th 2021</b>	
<b>3:00pm</b>	Traditional games
<b>4:00pm</b>	New Mapoon Dance Troupe
<b>4:30pm</b>	Injinoo Dance Troupe 1 – Eris / Tolowa
<b>5:00pm</b>	Injinoo Dance Troupe 2
<b>5:30pm</b>	Cliffy Markay
<b>5.50pm</b>	Aurukun
<b>6.20</b>	Lockhart
<b>6.40</b>	Laura
<b>8:30pm</b>	Entertainment Royston
<b>9:30pm</b>	Fireworks plus Entertainment
<b>9:45pm</b>	End

## Sponsorship Proposal

We propose that the Council sponsors the event with an initial contribution of \$100,000. This seed money will play a crucial role in attracting further sponsorship from state and Federal entities. We plan to kick off the sponsorship/funding drive in late January/February to ensure a successful and well-supported event. We have created a number of sponsorship packages to encourage sponsors to choose an applicable level

Platinum Sponsor:     \$50 000

Gold Sponsor:         \$20 000

Silver Sponsor:        \$10 000

Bronze Sponsor:       \$2 000

## Current Funds

We currently have some funds left over from the Australia Council/Creative from the last festival. These funds can be utilized until February 2024. We are in the process of determining the budget and exploring options for prepaying Sound or Fireworks, for which we already have quotes.

## Music Australia Funding

We have a pending funding application with Music Australia, including support for the performance of Royston Noell, dancers, and musicians. In the event that this funding is not successful, we have identified alternative sponsors:

Ergon:                      Sponsorship for power and sound

Rio Tinto:                  Sponsorship for Royston Noell's performance

Metro Mining:            Sponsorship for the fireworks

These sponsorships will be reassessed in February 2024.

A number of grant opportunities are being identified including Festivals Australia and being applied for. TSRA will be approached for an application to be made.

## Local Sponsors

We are also reaching out to local sponsors to support specific aspects of the event:

Supermarkets:            Sponsorship for KaiKai for performers and staff

Seisia Campground:     Sponsorship for camping sites

NPAWS: Collaboration for a book club during the event week

### Events Team

The events team will play a crucial role in the successful execution of the event. Their responsibilities include:

Running movie nights

Providing support to the Bangarra team

We are committed to making this event a success and will keep you updated on our progress. Your support and guidance in this Cultural Festival are highly appreciated.

**Title of Report:** Operational Update on Corporate and Finance Services

**Agenda Item:** 10.3

**Classification:** For noting

**Author** Executive Manager Corporate & Finance Services

**Attachments** Grants Update

## Officers Recommendation:

**That Council:**

Note the Report

## PURPOSE OF REPORT

To provide a summary of current operations within the Corporate and Finance Services.

## HR Update

Positions for recruitment.

- Short term Property and Facilities Manager.
- IT Officer
- IT Assistant
- Finance Coordinator
- Senior Payroll Officer
- Procurement Officer
- Grants Officer
- Grants Administration Officer
- Manager of Corporate Affairs

## Corporate/ Media / Radio

- Records Management System – Works are progressing regarding next steps for SharePoint migration and user implementation. With the recent exit of our MCA, this will be reviewed in the new year.
- Our radio station has been a continuous support to getting important messages out to community.
- Communications and Media support for Council has improved with commencement of Coordinator in November. Important messages are being delivered to Community through posters, Facebook and webpage.
- Plans are progressing to put out a NPARC newsletter early January 2024.



- Joint coordination with our Community Services and Administration team to re-launch Snap, Send, Solve are underway for early 2024

## Stores & Procurement

Stores and procurement department is progressing slowly.

- Staffing is reliable and steady.
- One Storeman is currently undertaking a short-term in-house training as Project Officer Assistant.
- 80% of staff have completed their first aid training.
- Skills training- License to Operate Forklift – 2 x staff have completed this training.
- Finance and PCS training is ongoing.

## ICT

Airbridge who looks after our Networks, Connectivity and CCTV was in community in mid-November working on improving range of issues for Council.

### WORKS COMPLETED

- Review of existing CCTV systems including installations of new, replacement of damaged CCTV, and repair works to faulty camera around various office locations and staff accommodation.
- New RM5 bridge to be installed at the Service Station as a bounce point to improve connectivity at the Batch Plant.
- Bridge to improve connectivity issues at Injinoo Carpenters Shed & Seisia IKC.

Works that have been deferred, dates to be advised by technician. These should be done before we are truly into the wet season.

- Mobile Starlink installations on 3 x fleet vehicle.
- Umagico Works Depot new Starlink installations for disaster management with added High-performance Radome for increase wind and heat resistance.

## Grants Managements

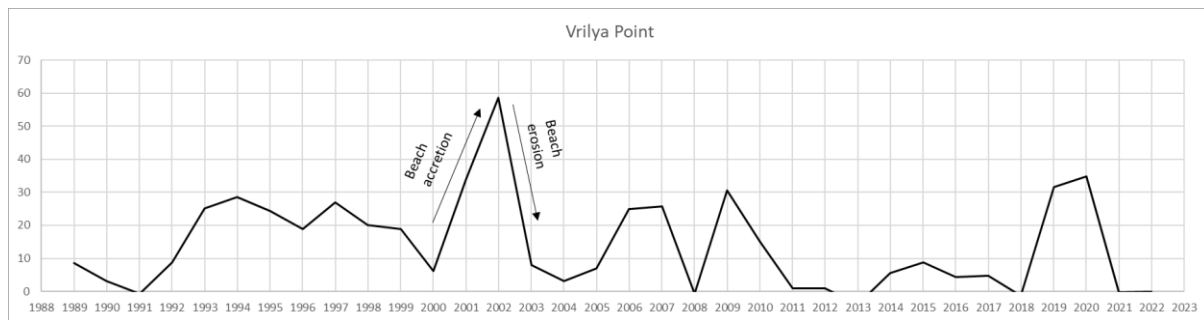
Our external grants management team Peak Services is progressing well. Update attached as appendix 1.

## Coastal Management

Alluvium team was in community week of 4<sup>th</sup> to 8<sup>th</sup> of December 2023 to have consultation with public for feedback on the draft Shoreline Erosion Management Plan (SEMP).

Council staff along with Alluvium team, traditional owner and Apudthama Rangers travelled far south as Vrylia Point down the west coastline to check for any imminent signs of coastal erosions. Alluvium team has provided a brief report below.

From Alluvium initial investigation of the shoreline at Vrylia Point, it is a relatively stable shoreline over the last 35 years. During this period, there have been periods of beach accreting notably around 2002, 2007, 2009 and 2020, and periods of beach erosion around 2003, 2008, 2011 and 2021. Your observation regarding recent erosion at Vrylia Point aligns with our initial investigation, indicating that the shoreline is indeed going through a period of erosion. We believe that Vrylia Point has no immediate erosion concerns at this stage but we recommend ongoing monitoring this site.



End of Report.

## Appendix 1

### GRANTS

Funding Program name	Component	Update
TSRA	In progress	Cultural Art and Heritage Programme has been delivered, including two art workshops. Acquittal is overdue but almost finalised.  Tourism Officer and Events Coordinator acquittal is overdue but are underway.
QLD Remembers	In progress	Restoration of NPA War Memorial honour board plaque project is in establishment phase, to be completed before 24/05/2024. Funding received only for the Heritage Specialist Consultant. Extension for the progress report now due 30/01/2024
NPA - Get Ready Queensland	In progress	2022-23 Get Ready Queensland acquittals underway.
RIO-Tinto	In progress	Multi-purpose Hall Tables and Chairs Property and Facilities managing this project, updates once payment confirmation received
Grant Pajinka Toilet Block   DRDMW	In progress	Project delayed due to access to material and project manager on unforeseen leave. Works to be completed: plumbing, carpentry fit out and painting.
Department of Environment and Science - Local Government Illegal Dumping Partnerships	In progress	Final report in progress.
Coastal Clean-up project Grants Round 1	In progress	Project commenced and in establishment phase
NIAA Rangers Program	NPA Rangers	Acquittal complete and sent to auditors 7/11/23
Dept. of Health and Aged Care, Grant Funding - P4272 - G3YWDN6 - DOV	In progress	Aged and Home Care Deed of variation of funding – completed
NIAA 1000 Jobs	In progress	New activity has commenced and will end on 31/10/2025. 7 new positions are currently being filled and all are required to be filled by 13/10/2023  Council working closely with NIAA to finalise overdue acquittals. Tranche 1 now complete and Tranche 2 is underway.

Department of Health and Aged Care – NAPS ID 3212	In progress	Project leads and finance team working with department to ensure reporting is up to date. My gov and new Government Provider Management System portal access has been an issue. Nil reports for July - September 2023 Quarterly Financial Report (QFR) were completed.
QLD State Library RE: 2022-23 Annual Report	In Progress	Annual report and Acquittal now completed
First 5 Forever (QLD State Library)	In Progress	Annual report completed.
Creative Australia	In progress	Variation approved on the funding agreement so that the grant activities can support the NPA cultural festival 2024
Indigenous Employment Initiative Program (IEI) Funding Agreement	In Progress	Reporting now complete and new funding agreement signed.
ActiveKit and Deadly Active Sports grants	In Progress	Council is working with Department to finalise overdue financial and performance reports.
Building our Region Round 6 - Planning - NPARC BoR R6 Pla 0035	In Progress	Next report due January 2024.
DAF Fishing Grant	Variation required	The portion of the Seisia Beachfront Upgrades (amenities) project funded by DAF is complete. Acquittal in progress.
Growing Regions Program – Round 1	Application Submitted	EOI successful for the reconstruction and strengthening of the existing Airport runway pavement. Detailed application is in progress to be submitted January 2024.
NIAA Junior Rangers	Application Submitted	Application for Apudthama Junior Rangers program submitted August 2023. Pending notification of successful/unsuccessful outcome, anticipated announcement September-October 2023 Still waiting notification.
Commonwealth Regional Connectivity Program	Application Submitted	Application for improved digital connectivity project pending notification of successful/unsuccessful outcome, anticipated announcement September-October 2023 Still waiting notification.
Ely Trust	Application Submitted	Application for Arts Exhibition trip to Cairns Dev applied for grants through Ely Trust to support him and local artists to go to Cairns for an Art exhibition Application submitted waiting outcome Still waiting notification.

Rio Tinto	Application Successful	Application successful for Art Centre to deliver fashion workshops and engagement of local artists in Darwin and Cairns Indigenous Art Fairs.
Live Music Australia	Application Submitted	Application submitted requesting funding for Artist performance fees and audio-sound equipment/technicians for the NPA cultural festival 2024. Still waiting notification.
CNLGG 2023_2024 application	Application successful	Funding received for the Bamaga - New Mapoon Link Funding agreement still to be set up.
Indigenous Regional Arts Development Fund (IRADF)	Application being drafted	Application seeking funding for activities to be delivered by the Art Centre in support of the NPA cultural festival 2024. Still waiting notification.
Regional Precincts Partnership Program – Planning Steam	Progress to application	Jardine River Precinct Pending community and partner consultation to confirm scope.
Regional Precincts Partnership Program – Delivery stream	Progress to application	Injinoo Historical Village Precinct Pending community and partner consultation to confirm scope.
Festivals Australia funding	Potential project for funding	Art Centre Manager preparing projects to support the NPA cultural festival 2024.  Looking to apply in January 2024
Dept. Sport and Rec Minor Infrastructure and inclusive facilities Program Grant	Progress to application	2 x applications for Bamaga Oval (grandstands and surface upgrades) and Umiagco (installation irrigation system) are in progress for submission in November 2023. Applications not submitted due to overdue reports and challenges in securing quotes.
Queensland Resilience and Risk Reduction Fund 2023-24 funding	In progress	Identified projects currently in progressed for applications: <ul style="list-style-type: none"> <li>1. Back up generators for essential services</li> <li>2. Design and construct to seal the backroad from Umagico to New Mapoon – Sawyers Road</li> </ul> In progress and anticipated to be submitted 20 <sup>th</sup> December.
RAUP - Bamaga Airport safety upgrades	In progress	Upgrades to fencing and drainage at the airport.
SES Support Grants - New Vehicle for SES	In progress	Application in development to purchase replacement vehicle for SES Unit
Active Women and Girls	In progress	Application in development for Promoting Sports for Women & Girls of the NPARC

Program Category Two –		
TMR CNLGG	New funding agreement	Council received new funding agreement for Cycle Network Local Government Grants Program to deliver designs for shared pathways in Bamaga, New Mapoon and Seisia Wharf.

**Title of Report:** November Information Report

**Agenda Item:** 10.4

**Classification:** For information

**Author** A/Executive Manager, Building & Infrastructure

**Attachments** Nil

## Officers Recommendation:

**That Council:**

Note the Report

## PURPOSE OF REPORT

To provide Councillors with an outline of monthly activities undertaken by Building & Infrastructure sections.

## BACKGROUND AND CONTEXT

**Building Manager update**

### NPARC Interim Capital Grant - Duplex

All practical works have now been completed. Inspector has been to site, has found defects that will need to be fixed. Waiting on ERGON to hook up power so electrician can do his final test. Once that is done house can be handed over.

### NPARC Job Cards / Minor Works

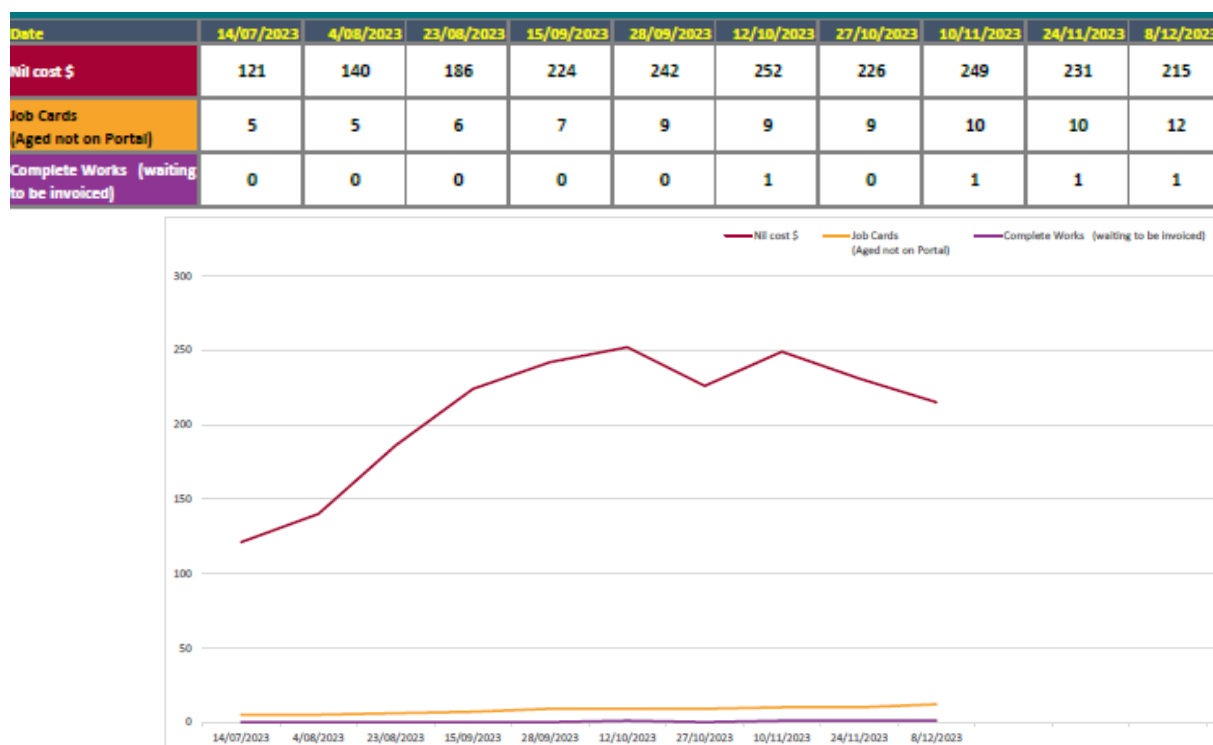
Works are at a manageable level, there are 231 aged job card as shown in QBuild Graph below. For the month November QBuild has been looking after the portal while NPARC looks after aged Job Cards. NPARC currently has 228 active jobs in the portal which have been shared out to Contractors

### Maintenance Overview

Row Labels	Work Order
1. < 30 Days Outstanding	6
2. > 30-60 Days Outstanding	6
3. > 61-90 Days Outstanding	17
4. > 91-120 Days Outstanding	67
5. > 121-180 Days Outstanding	95
6. > 181-365 Days Outstanding	31
7. > 366-730 Days Outstanding	6
<b>Grand Total</b>	<b>228</b>

NPARC meeting scheduled mid-November to encourage contractors to finalise or surrender jobs, ongoing meetings will be scheduled to maintain delivery.

Table below from QBuild showing aged job cards >60 days



### QBuild Program Overview

Row Labels	OPEN	IN WORK	CLOSED	Grand Total
Disability Modifications	3	13	6	22
Maintenance	9	917	1628	2554
NAHA Upgrade Program	65	27	21	113
Paint Program	134		4	138
Vacant		10	3	13
<b>Grand Total</b>	<b>211</b>	<b>967</b>	<b>1662</b>	<b>2840</b>

### NAHA 5 x Plugins

Successful tender has been awarded to HC Builders; works will commence late November/December once materials are trucked in to the NPA.

**Completion - late JUNE 2024**



## **Current Unscheduled Work / Upgrade Works 22/23**

Current works are ongoing, scopes of works include carports, reroofing, bathrooms, and kitchen upgrades and DIS MODS. 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. Tenders for upcoming works have been coming Quick and fast for works to start early January

- Vacant House Works.... These works are an ongoing works scheduled in for transitional housing
- 5 x Major upgrade – 277 Yusia St Bamaga - 3 Wilson St Umagico – 15 Bond St New Mapoon (DISMOD works) -129 Moses Cl Injinoo (DISMOD works) – 192 Wasiu St Bamaga (DISMOD works) 3 Wilson St Umagico - 78 Sebasio St Bamaga
- 10 x Bathroom Upgrade
- 10 x Flooring Upgrade
- 5 x Carports
- 10 x Kitchens
- 7 x Laundry
- 4 x DISMOD... minor works
- 5 x Reroof
- 30 x Re paint

## **Capital Projects Update – Shane Waller (Project Manager)**

### **Ranger Shed**

Construction of Ranger Shed is 80% complete intention to complete shed before Christmas.

### **Umagico Park Upgrade**

Painting of basketball court is completed

### **Seisia Esplanade W4Q & DAF**

DAF project is completed, property power pole and wiring to BBQ is completed, waiting for Ergon to connect to mains

W4Q works to commence in new year

### **William Crescent Park Upgrade**

Basketball court and shelter slabs are complete, B/Ball court pole and hoop have been installed, Painting of court is planned for December

### **Community Housing Project Management Services – RFT**

Lackon & Struxi Design team presented designs to Council on 7<sup>th</sup> December 2023



### **Muttee Heads Campgrounds W4Q 21-24**

Toilet block supplier (Gough plastics) have supplied all tanks and plumbing supplies, Toilet block is expected to be ready for delivery in December

### **Laundry Mat**

Works are 98% completed, electrician is waiting for parts and materials to complete the works.

### **Pajinka Toilets**

Materials for the job are now on site, there have been issues with sea swift loading and unloading gear destined for NPA. Plumber is scheduled to finish works start of November, unfortunately not all materials have arrived which has put works on hold.

**Completion late January 2024**

### **NPARC Carpenters**

- BAS Maintenance / Job Cards – On going.
- Property & Leasing / Building Maintenance
- Working on Capital works
- Pajinka Toilet Refurbishment Project
- Jardine Ferry refurbishment & Awning
- Injinoo Kitchen Refurbishment

### **Injinoo Kitchen**

Works have come to a standstill due to no storage space with Property & Leasing taking up space with gear. Since then, team has found funding to sort out the shed at the back of Injinoo Hall. Gear is in the NPA, NPARC Carpenter team will start works late in November. Once works are completed Property Leasing can moved out and works can start on upgrade of the proposed kitchen.

**Completion TBA**

### **Batching Plant Report** - provided by Operations Report

### **Property & Facilities** – provided by Finance & Corporate Services Report

## **CRITICAL DATES**

N/A.

## **OTHER OPTIONS CONSIDERED**

N/A.



## LEGAL AND LEGISLATION CONSIDERATIONS

N/A

## POLICY CONSIDERATIONS

N/A.

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

## FINANCIAL AND RESOURCE CONSIDERATIONS

## CONSULTATION

A/Batching Plant Manager  
NPARC Project Managers.  
Property & Lease Manager  
Building Manager  
BAS Office Manager

**Title of Report:** November 2023 Finance Report

**Agenda Item:** 11.1

**Classification:** For Noting

**Author** 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 30 November 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 November 2023 has not improved from its October position mainly due to the decrease in cash held. There was a \$109K increase in Accounts Receivables, and a \$4 million decrease in Cash. Accounts Payables have decreased by almost \$491K and payments for work on capital projects increased by \$1.9M during the month of November.

Current obligations (liabilities) are at \$9.49M compared to a cash position at the end of November being at \$9.74M. Unrestricted cash is estimated to be in the negative, as there is still \$10.1M 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 November were not recorded in PCS due to the Bank Reconciliation module being unprocessed since September. Capital Grants for November were \$68K invoice to Dept of Transport & Main Roads for work on Ferry Road backroad

In November, QBuild was invoiced for \$508.2K for work on upgrades and maintenance to Community housing.

### Revenue

Operational Revenue for the period to 30 November 2023 is tracking higher than budgeted, as revenues received are at 47% compared to 42% of the year elapsed. This is mainly due to the receipt of the \$9.6M ICFP grant received in August, which was for more than the Budgeted amounts of the 3 Grants that it replaced

### Expenses

Operational Expenditure is tracking slightly lower than Budget at 38% of Budget compared to 42% of the year elapsed.

Materials and Services comprises half of Councils Operational Expenditure at \$12.3M, and \$4.12M of this is payments to contractors and consultants for the upkeep of Council assets. A further \$1.1M is for the Insurances that Council is required to hold, \$3.78M for the purchase of stock for the various Enterprises and \$1.14M for Repairs & Maintenance of Council assets.

Employee benefits are slightly higher compared with previous year, however are lower than Budget expectations for 2023/24, and some positions are still being recruited but have not been filled to-date.

### Cash Position

At end of November 2023, after allowing for the end of month creditors, total staff leave liabilities, grants contracts obligations, Council has a negative cash position due to cash held being \$9.74M whilst current commitments are \$12.16M including \$10.1M of unspent Grant funding.

### Enterprises

During November all the business enterprises except the Injinoo Service Station made a loss for the month. The Alau Supermarket made a monthly loss of \$261.9K, the Injinoo Batching Plant made a monthly loss of \$421.3K, the NPARC Stores made a loss for the month of \$33.4K and the Jardine Ferry & Roadhouse made a monthly loss of \$43K. The Injinoo Service Station made a monthly profit of \$9K For every dollar spent, the combined enterprises brought in \$0.02 of surplus.

### Audit last financial year ending 30 June 2022

Council and the Queensland Audit Office (QAO) auditors are continuing to work together 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. NPARC has provided QAO with a final set of financial statements and are currently negotiating with QAO on a pathway forward to proceed with the audit. Preparations have commenced for 30 June 2023 with an expected completion of 31 May 2024. This will mean 30 June 2024 will be on track for 31 October 2024 endorsement.



### **Budget and Management Reporting**

Budget for the 2023/24 financial year has been adopted at Special Council Meeting of 27<sup>th</sup> 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 30-November-2023

42%

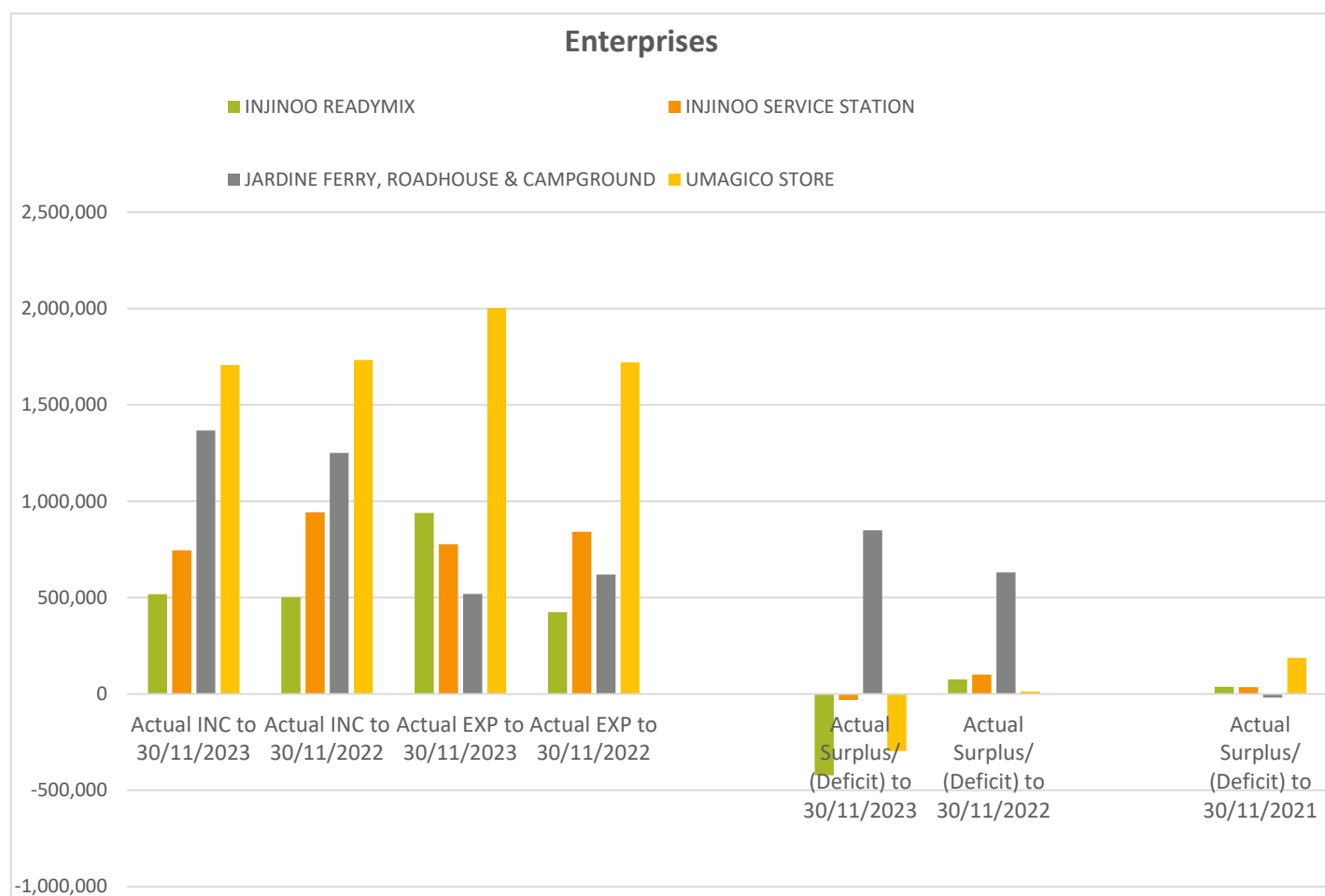
The Statement of Comprehensive Income is often referred to as the Profit and Loss Statement. This statement shows what Council has earned (revenue) and what costs Council has incurred (expenses) for the year to date.

### Northern Peninsula Area Regional Council Statement of Comprehensive Income For the period ended 30-November-2023

	<u>Period End</u> <u>30/11/2023</u>	<u>Period End</u> <u>30/11/2022</u>	<u>Annual</u> <u>Budget</u> <u>2023-24</u>	<u>% Actual vs</u> <u>Budget</u>
<b>Income</b>				
<b>Recurrent Revenue</b>				
Rates, levies and charges	(134,100)	1,047,384	2,814,952	-5%
Fees and charges	137,495	297,272	359,950	38%
Rental income	1,021,625	385,564	1,045,587	98%
Interest received	29,993	28,963	90,005	33%
Sales revenue	3,456,853	3,785,505	10,626,214	33%
Enterprise revenue	4,336,754	4,533,122	8,966,614	48%
Other income	228,224	263,079	2,908,076	8%
Grants, subsidies, contributions and donations	9,605,993	6,724,020	12,889,265	75%
<b>Total recurrent revenue</b>	<b>18,682,838</b>	<b>17,064,911</b>	<b>39,700,663</b>	<b>47%</b>
<b>Capital revenue</b>				
Grants, subsidies, contributions and donations	1,005,095	762,592	34,323,685	3%
Loss on sale Assets	-	-	-	
<b>Total capital revenue</b>	<b>1,005,095</b>	<b>762,592</b>	<b>34,323,685</b>	<b>3%</b>
<b>Total revenue</b>	<b>19,687,933</b>	<b>17,827,503</b>	<b>74,024,348</b>	<b>27%</b>
<b>Expenses</b>				
<b>Recurrent expenses</b>				
Employee benefits	(6,127,045)	(6,046,137)	(16,999,207)	36%
Materials and services	(12,343,933)	(10,464,486)	(32,065,414)	38%
Finance costs	(5,855)	(13,393)	(715,643)	1%
Depreciation and amortisation	(4,509,583)	(5,122,349)	(10,823,000)	42%
<b>Total recurrent expenses</b>	<b>(22,986,416)</b>	<b>(21,646,366)</b>	<b>(60,603,264)</b>	<b>38%</b>
Capital Expenses	-	0	(36,753,538)	0%
<b>Total Capital Expenses</b>	<b>-</b>	<b>0</b>	<b>(36,753,538)</b>	<b>0%</b>
<b>Total expenses</b>	<b>(22,986,416)</b>	<b>(21,646,366)</b>	<b>(97,356,802)</b>	<b>24%</b>
<b>Result from ordinary activities</b>	<b>(3,298,483)</b>	<b>(3,818,863)</b>	<b>(23,332,454)</b>	<b>14%</b>
<b>OPERATING RESULT</b>				
Operating Revenue	18,682,838	17,064,911	39,700,663	47%
Operating Expenses	(22,986,416)	(21,646,366)	(60,603,264)	38%
<b>Operating Surplus/(Deficit)</b>	<b>(4,303,578)</b>	<b>(4,581,455)</b>	<b>(20,902,601)</b>	<b>21%</b>

*Northern Peninsula Area Regional Council  
Enterprise Financial Summary  
As of 30-November-2023*

ENTERPRISES	Actual INC to 30/11/2023	Actual INC to 30/11/2022	Actual EXP to 30/11/2023	Actual EXP to 30/11/2022	Actual Surplus/ (Deficit) to 30/11/2023	Actual Surplus/ (Deficit) to 30/11/2022	Actual Surplus/ (Deficit) to 30/11/2021
INJINOO READYMIX	517,223	501,901	939,054	425,357	(421,831)	76,545	37,776
INJINOO SERVICE STATION	745,578	941,945	776,012	841,293	(30,433)	100,652	35,867
JARDINE FERRY, ROADHOUSE & CAMPGROUND	1,367,887	1,250,789	519,231	620,139	848,655	630,650	(18,533)
NPARC STORES	342,909	417,166	351,409	353,249	(8,501)	63,918	(34,081)
UMAGICO STORE	1,706,066	1,733,075	2,002,100	1,721,351	(296,034)	11,724	186,760
<b>Total Enterprises</b>	<b>4,679,663</b>	<b>4,844,877</b>	<b>4,587,807</b>	<b>3,961,389</b>	<b>91,856</b>	<b>883,489</b>	<b>207,788</b>





## Cash Position Summary

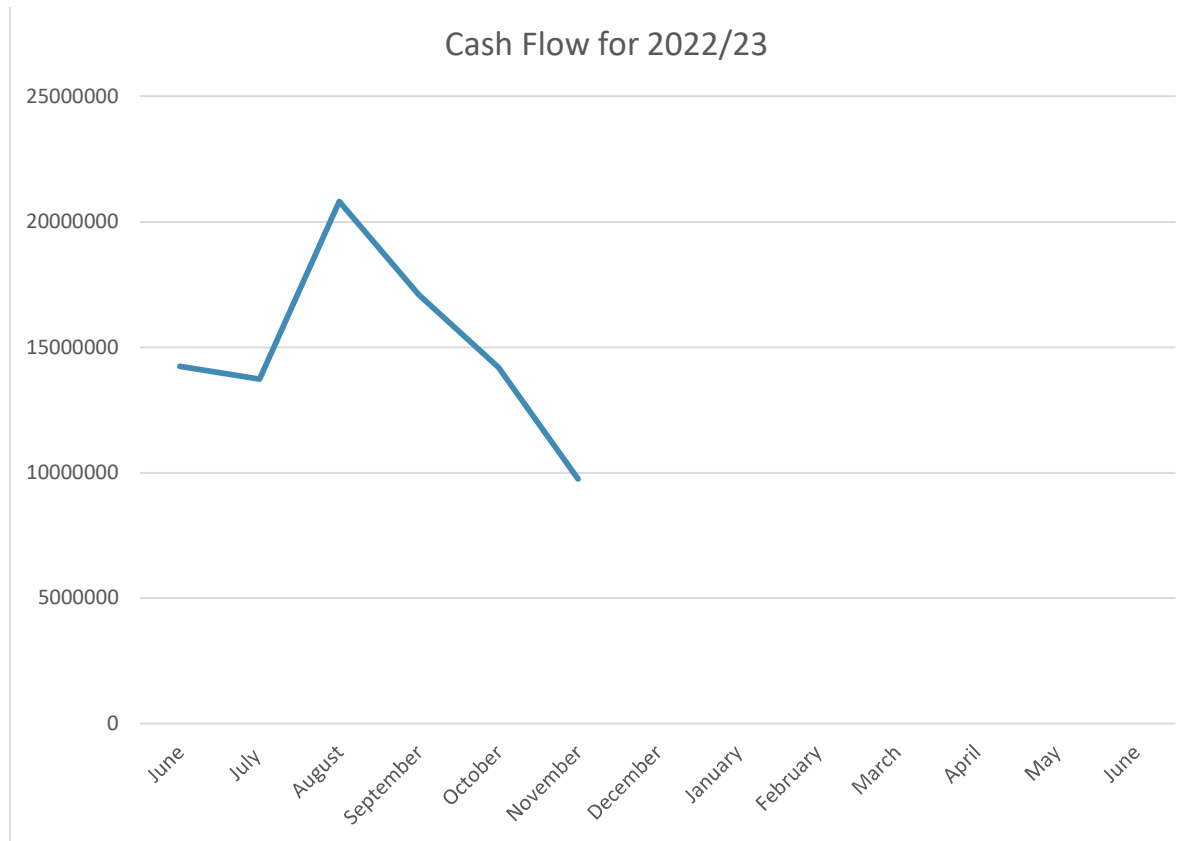
This attachment shows the cash flow position of NPARC and the activities year to date - June 2024

The estimated net cash position is \$11.35M as of 30 November 2023. Estimated known restrictions at end of Oct 2023 are staff leave liabilities during the next 12 months: \$1.04M, Creditors liabilities at end of month \$717.6K, grants project deliveries \$11.25M.

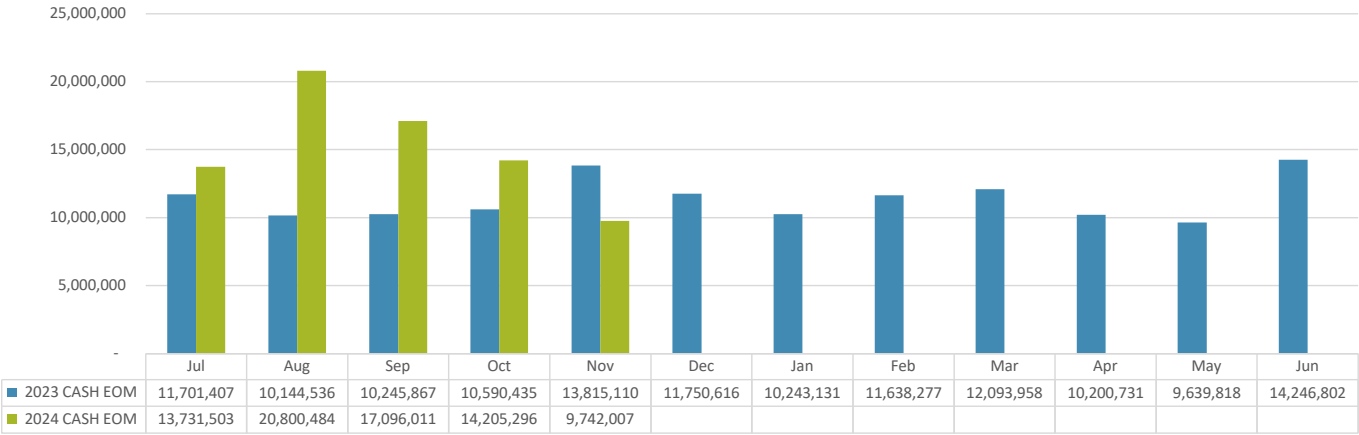
<b>Cash balances total at 30-November-2023 was</b>	<b>11.30M</b>
<b>Of this</b>	
NPARC CBA General Account	\$ 7,033,774
NPARC Cash Floats	\$ 11,515
NPARC Cash on hand-ATM Umagico Store	\$61,959
DHPW Trust Account	^ 5 new houses \$ 557,284
NPARC QTC Investment	^ effective rate 1.94% \$ 3,639,690

### Northern Peninsula Area Regional Council Statement of Cash Position As at 30-November-2023

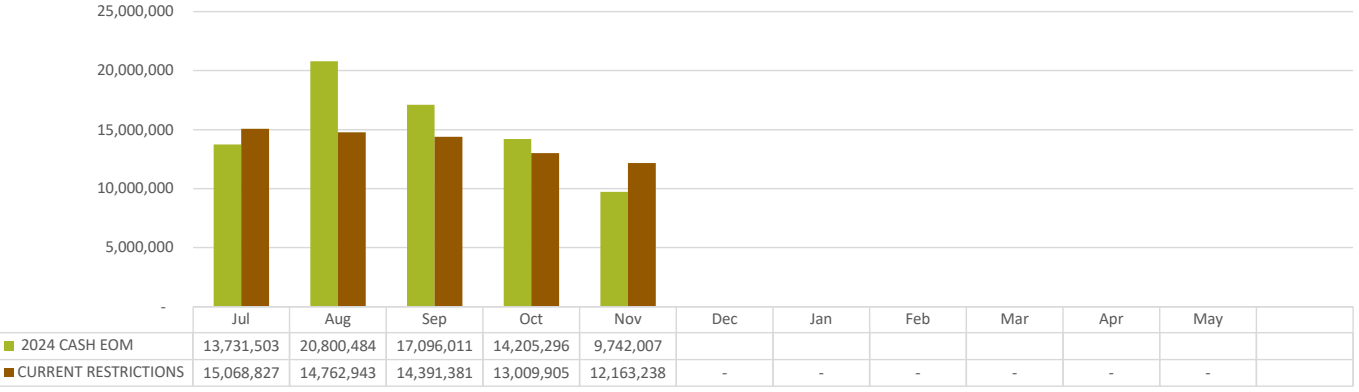
	\$
<b>Cash flows from operating activities:</b>	
Receipts from customers	4,398,398
Payments to suppliers and employees	(18,042,295)
	<u>(13,643,897)</u>
Interest received	29,993
Rental Income	1,021,625
Non-capital grants and contributions	9,605,993
Finance costs	(5,855)
<b>Net cash inflow (outflow) from operating activities</b>	<b><u>(2,992,139)</u></b>
<b>Cash flows from investing activities</b>	
Payments for property, plant and equipment	(2,476,243)
Grants, subsidies, contributions and donations	1,005,095
<b>Net cash inflow (outflow) from investing activities</b>	<b><u>(1,471,148)</u></b>
<b>Net increase (decrease) in cash and cash equivalents held 30-November-</b>	<b>(4,463,288)</b>
Cash and cash equivalents at beginning of reporting period	14,205,296
<b>Cash and cash equivalents at 30-November-2023</b>	<b><u>9,742,007</u></b>



Cash on hand - month on month comparative



Cash balance compared with  
Cash Restrictions - GRANTS CONTRACT LIAB, STAFF LEAVE LIAB, EOM CREDITORS



## Statement of Financial Position

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

### Northern Peninsula Area Regional Council Statement of Financial Position As at 30-November-2023

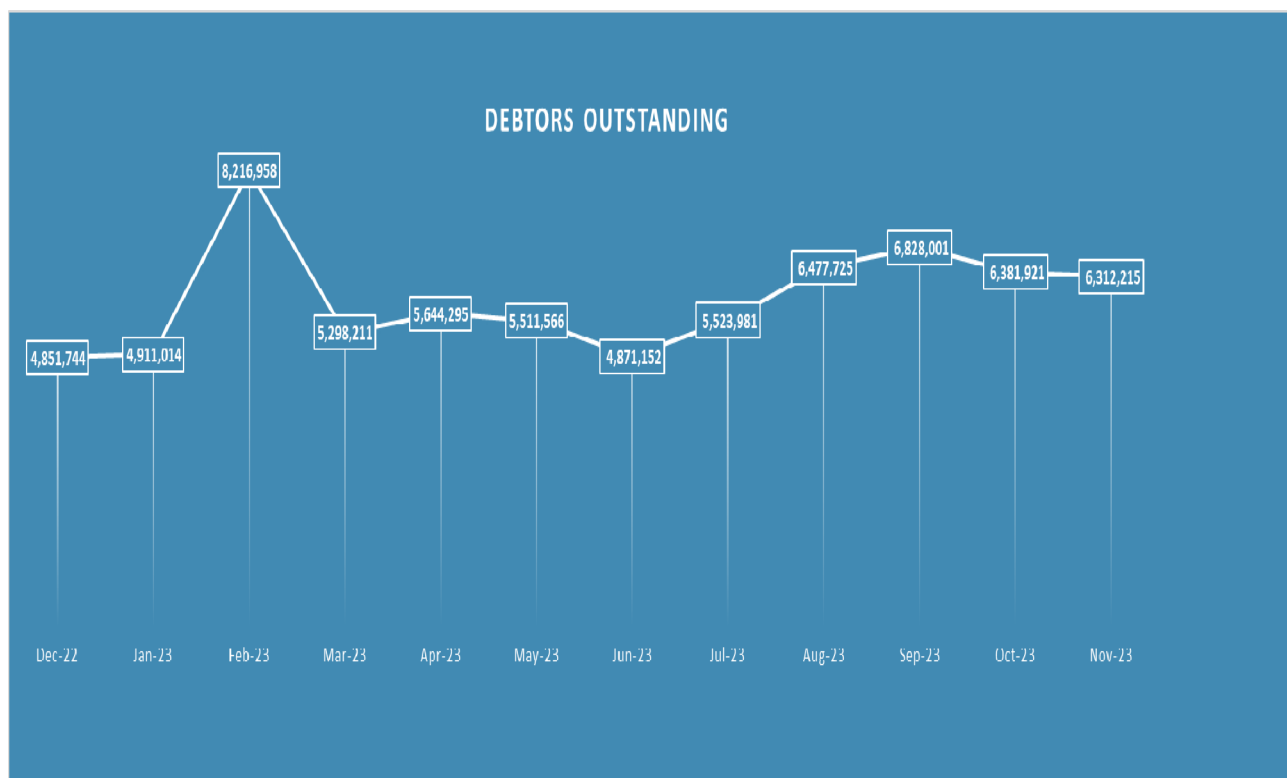
	As at 30-Nov-2023 Actual	As at 30-Nov-2022 Actual
	\$	\$
<b>Current Assets</b>		
Cash and cash equivalents	9,742,007	13,859,899
Trade and other receivables	3,101,373	3,339,059
Inventories	893,144	962,609
Other financial assets	206,883	206,883
	<u>13,943,407</u>	<u>18,368,449</u>
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<u>13,943,407</u>	<u>18,368,449</u>
<b>Non-current Assets</b>		
Trade and other receivables	-	-
Other financial assets-Leased Assets	17,421,672	17,421,672
Property, plant and equipment	212,561,299	207,413,734
Work in progress	12,272,775	4,922,674
<b>Total Non-current assets</b>	<u>242,255,746</u>	<u>229,758,080</u>
<b>TOTAL ASSETS</b>	<u><b>256,199,152</b></u>	<u><b>248,126,529</b></u>
<b>Current liabilities</b>		
Trade and other payables	1,802,744	2,346,353
Borrowings	-	-
Provisions	1,138,047	1,230,256
Other	6,552,758	11,048,455
<b>Total Current liabilities</b>	<u>9,493,548</u>	<u>14,625,065</u>
<b>Non-current liabilities</b>		
Provisions	1,828,266	1,828,266
<b>Total Non-current liabilities</b>	<u>1,828,266</u>	<u>1,828,266</u>
<b>TOTAL LIABILITIES</b>	<u>11,321,814</u>	<u>16,453,331</u>
<b>NET COMMUNITY ASSETS</b>	<u><b>244,877,338</b></u>	<u><b>231,673,198</b></u>
<b>Community Equity</b>		
Asset revaluation reserve	75,109,448	75,076,287
Retained surplus/(deficiency)	169,767,890	156,596,911
Reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<u><b>244,877,338</b></u>	<u><b>231,673,198</b></u>

***Northern Peninsula Area Regional Council  
Analysis of Debtors and Creditors Outstanding  
As of 30-November-2023***

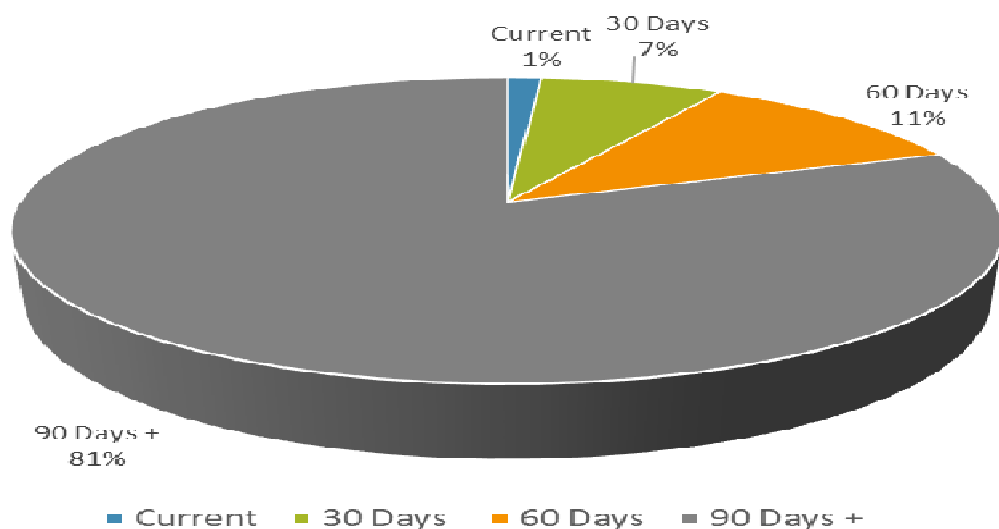
***Debtors Outstanding and Recovery***

Total debtors outstanding as of 30 November 2023 was \$6.31M of which 80.54% 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 69.73% of outstanding 90 Day Debtors and 56.16% of total Debtors at 30 November 2023



**Debtors Age Analysis - November-23**



*Creditors Outstanding*

The total Creditors outstanding as at 30 November 2023 was \$980,169. The age analysis of the Creditors is as follows.

Description	Current	30 Days	60 Days	90 Days +	Total
November 2023					
Creditors outstanding	\$240,933	\$673,888	\$20,878	\$44,470	\$980,169
Number of Creditors					44

**Title of Report: Master Plan Adjustment - Lot 404 on SP273361**

**Agenda Item: 12.1**

**Classification: For Decision**

**Author Chief Executive Officer**

**Attachments Public Notice  
BEL Submission**

## Officers Recommendation:

### That Council:

1. Note the Report
2. Amend the purpose of Lot 404 on SP27331 under the NPARC Master Plan to Accommodation

## PURPOSE OF REPORT

To provide a report to consider further purpose of Lot 404 on SP273361 under the NPARC Master Plan.

## BACKGROUND AND CONTEXT

At the January 2023 Council Meeting, the Council resolved

### Resolution

#### That Council:

1. Note the Report
2. Provide in-principle support for the change subject to public consultation
3. Invite the community to make submissions to the CEO through published Public Consultation

**Moved: Cr Gebadi**

**Vote: 5/0**

**Seconded: Cr Cottis**

**Resolution: C13.6.-25012023**

**CARRIED**

Following this, Council Officers provided advice to interested parties that this process would be undertaken. Following this the process was placed on hold pending further discussions with BEL. It was decided in June that process would still be undertaken. Following this advice from RILIPO was obtained.

The interested portion of land is the repurposing of the land identified as Area 5 within Lot 404 on SP273361 on the NPARC Master Plan. Within the Master Plan this land has been identified for tourism purposes for the expansion of existing tourist and visitor accommodation.

In summary, the Master Plan is a policy document which can be amended through resolution. Advice from RILIPO was that as the Master Plan is based on the aspirations of the community, the amendments should go through a period of Public Consultation which would invite submissions from the community for consideration of the amendment and decision making process. It should be noted that there is no legal requirement for this to occur, as it is a strategic policy document under the control of the Council.

A public notice was published (attached). It was published on Facebook, displayed in Council Offices and published on the Website. During this process, one submission was received from BEL, which is attached. It should be noted that BEL has an interest in opposing the process, as they are the likely recipient of a lease for the land. Feedback is noted on the public consultation process, but the adopted process was taken in alignment with advice from RILIPO.

It should be further noted that BEL was advised by the CEO at a meeting between a director and the General Manager that their correspondence had been tabled and it was resolved to continue with the public consultation process.

There is currently no social housing on that street, with the current accommodation purposes for staff accommodation at Department of Education and NPA Family and Community Services. Any further use of the land will still be subject to future resolution by the trustee, as the Master Plan remains a planning document.

## **CRITICAL DATES**

NA.

## **FINANCIAL AND RESOURCE CONSIDERATIONS**

Nil





# Public Notice

## Proposed Change to Master Plan

**Where:** Area 5 within Lot 404 on SP273361  
- BAMAGA

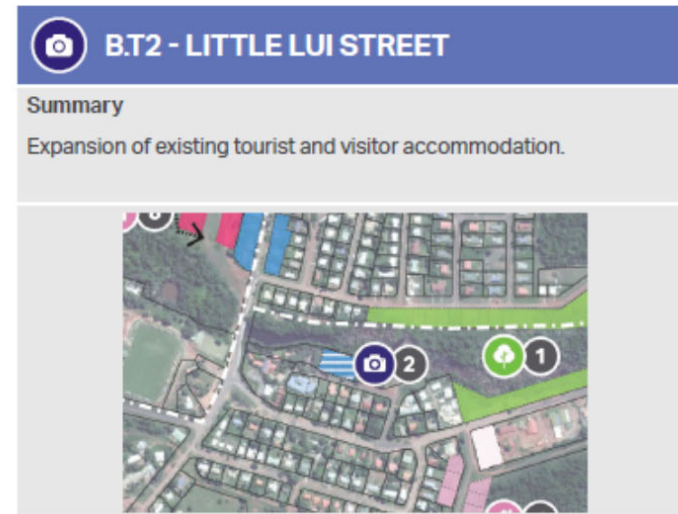
**Existing Proposed Use:** Expansion of existing tourist and visitor accommodation

**Change Proposed:** Change purpose of land on the NPARC Master Plan from Tourism to 4 x Social Housing Lots

**For further information & make a submission:**

Kate Gallaway  
[ceo@nparc.qld.gov.au](mailto:ceo@nparc.qld.gov.au)

Submissions close 13 October 2023





# Bamaga Enterprises Ltd

ABN: 97 100 207 234

P.O. Box 82 Bamaga Qld 4876

Tel: (07) 40693533 Fax (07) 40830015

12 October 2023

## Northern Peninsula Area Regional Council

**Re:** Proposed Change to Masterplan in relation to Area 5 within Lot 404 on SP273361 – Bamaga

**Attention:** Kate Gallaway  
[ceo@nparc.qld.gov.au](mailto:ceo@nparc.qld.gov.au)

On behalf of Bamaga Enterprises Limited (BEL) please find our submission in relation to the Proposed Change to the Masterplan. A change that BEL opposes.

### The Master Plan Purpose is

- *To reflect the aspirations and visions of the Community for future development of the Northern Peninsula Area.*
- *For the development of sustainable commercial ventures is listed as an aspiration of the Community in the Master Plan.*
- *The Master Plan provides a road map for future development and facilities within the Northern Peninsula Area.*

**Current Master Plan Purpose for Area 5 within Lot 404 on SP273361** reflects the aspirations and visions of the Community and *for tourism purposes for the expansion of existing tourist and visitor accommodation. The existing tourist and visitor accommodation being the Cape York Peninsula Lodge (CYPL) which is operated by BEL.*

### DSDSATSIP advise:

- *That the Master Plan is an aspirational policy document which identifies the development expansion of the Community based on Community and stakeholders aspirations.*
- *Care should be given by NPARC to the rational and grounds of that decision (NPARC's desire to change the Master Plan) as this decision should also reflect any other use or development of the same site.*

**Proposed Change of Master Plan Purpose for Area 5 within Lot 404 on SP273361** *from Tourism Expansion to 4 x Social Housing Lots.*

BEL opposes the change to the Masterplan. BEL opposes changing the aspirations and visions of the Community which is the purpose of the Master Plan. To understand why, BEL will outline the journey so far in relation to Area 5. Only important stages will be included in this submission.

A journey that started with the Bamaga Island Council in Y1999 when the Cape York Peninsula Lodge was known as the Bamaga Resort. Fast forward to Y2023, the CYPL is recognised globally/throughout the world (not just Australia) as Australia's Best 4 – 4.5 Accommodation Resort having won the Qantas Y2022 Australia Nos 1 – National Gold Winner of 4 – 4.5 Star Accommodation. Something the Northern Peninsula Communities can be proud of as the CYPL has employees from all NPA Communities.



# Bamaga Enterprises Ltd

ABN: 97 100 207 234

P.O. Box 82 Bamaga Qld 4876

Tel: (07) 40693533 Fax (07) 40830015

## ***Journey of the Cape York Peninsula Lodge***

- 1999 Bamaga Resort Development is approved by the Bamaga Island Council
- Y2000 Bamaga Resort commenced operations
- 26/4/2013 After positive meetings with NPARC in relation to the future growth of the CYPL Business, RPS are engaged by to prepare and submit a Development Application to create a lease in favour of BEL. The new lease will replace the previously proposed leases of C, D, E of DP219622 over the eastern part of Little Lui Street. This document was received by NPARC on 26/4/2013. Unsure of the status of this DA. *(Map attached to DA – Attachment A)*
- Y2016 BEL General Manager provides a submission to NPARC CEO – Mr Stephen Wilton in respect of the NPARC Planning Scheme during the consultation period of 1 June to 29 July 2016.
- 18/10/2016 NPARC CEO responded to BEL's submission. Comments CEO letter include:
- *In relation to CYPL Existing Operations – It is considered that the (CYPL) land's inclusion in the Business Precinct is a better fit.*
  - ***In relation to Area 5 – While the land exists as a separate allotment dependant on access from Little Lui Street, the land should be included in the Residential Precinct. The Residential Precinct will not prohibit the land forming part of a logical expansion of the Cape York Peninsula Lodge.***
- This communication from NPARC showing the ongoing support NPARC provided BEL towards the future expansion of CYPL on Area 5. This ongoing NPARC support being one the of the foundations for the future growth strategy of the CYPL operations.
- 29/9/2022 After meetings with NPARC, BEL submit an EOI on Area 5. The BEL EOI complying with the current Master Plan intentions for this section on Land.
- 19/12/2022 BEL receive a letter from NPARC advising that NPARC is not supporting the BEL EOI on Area 5. NPARC did not support the purpose identified in the EOI. *(NPARC did not agree with the purpose of the Master Plan and the desire of the Master Plan to be for the expansion of existing tourist and visitor accommodation. The BEL EOI complied with the current intention of the NPARC Master Plan)*
- 6/2/2023 Meeting between NPARC and BEL Board at NPARC Bamaga Chambers. Discussion on Area 5 post NPARC decision to reject the EOI. From notes, NPARC advised BEL that this area had **cultural significance attached to the land** so no BEL development on this site would be approved. However, NPARC suggested they could bypass the PBC and cultural significance attached to the land by invoking S24KA of the Native Title Act for a future social housing development. BEL advised that any cultural significance attached to the land is part of the Cultural Heritage Act. S24KA cannot be used to bypass this Act.
- NPARC and BEL to meet on Friday 10 February 2023 to drive around Bamaga to identify possible development sites for BEL.



# Bamaga Enterprises Ltd

ABN: 97 100 207 234

P.O. Box 82 Bamaga Qld 4876

Tel: (07) 40693533 Fax (07) 40830015

10/2/2023 Meeting between NPARC and BEL Board and driving around Bamaga to identify any land suitable for development. During the drive BEL noted all the empty house blocks, empty houses and houses requiring repairs. The question was asked why these properties are not being actioned to become occupied. With these blocks having existing services attached it would make common sense and cost less to rebuild/repair to address the housing shortage. Not sure of the response, but if NPARC are looking at quickly addressing the housing shortage in Bamaga, why not fix existing properties for people to live in. Over 20 properties were noticed by the BEL Board during this short drive.

*Apart from NPARC's advice that there is cultural significance attached to Area 5, compare the following for addressing the housing shortage in Bamaga/NPA:*

**Option 1**      **Area 5 – Uncleared, unlevel, no services directly attached. For housing = more expense, longer time to prepare and build**

**Option 2**      **Unused Existing Bamaga Housing Properties - Less Cost to NPARC/Funding Bodies/Tax Payers, Properties are already house prepared with service attached, quicker timeline to provide housing in Bamaga.**

*Common sense would say Option 2 is the best option to address the shortage of Social Housing.*

*By wanting to change the Master Plan, NPARC are pursuing Option 1. This direction is not a commercial decision and is not optimising the existing ability for NPARC to address the shortage of social housing for less taxpayer cost and time. Let alone restricting the growth of CYPL as its demand grows.*

When considering changing the Master Plan for future housing, why is NPARC ignoring the opportunity to fix existing unused housing properties in Bamaga? Is the proposed housing in Area 5 already allocated to people before the Master Plan has been changed?

29/3/2023 BEL Board Members met with the Traditional Owner Bamaga Representative at the PBC to discuss if there is any cultural significance attached to the land. BEL were advised that there were no cultural matters that will need to be addressed in order to allow for construction for BEL to expand their CYPL Operations. *No sure where NPARC received the advice provided to BEL that there is cultural significance attached to the Area 5 land.*

4/4/2023 BEL Letter signed by BEL Chairperson - Robert Poipoi to Councillor Gebadi (cc: Mayor Patricia Yusia) sent and received by NPARC. This letter was delivered after a meeting between BEL, the NPARC Mayor and the Bamaga Councillor to discuss and revisit the BEL EOI on Area 5 from Y2022. *(NPARC CEO was an apology for the meeting)* At the meeting, NPARC Councillor Gebadi agreed to table this letter at the next NPARC Meeting and represent Bamaga and recommend that the Master Plan is not changed



# Bamaga Enterprises Ltd

ABN: 97 100 207 234 P.O. Box 82 Bamaga Qld 4876

Tel: (07) 40693533 Fax (07) 40830015

and Area 5 remains *for tourism purposes for the expansion of existing tourist and visitor accommodation.*

Councillor Gebadi also agreed to present a recommendation to the next Bamaga DOGIT Trustee meeting that the previous decision to reject the EOI from BEL in relation to Area 5 be reversed.

***From BEL's understanding, this letter was never tabled at a NPARC Meeting once received and a presentation to the Trustee Meeting did not occur. BEL has not received any correspondence from NPARC in relation to any outcomes from this letter received by NPARC that was to be tabled.*** Attachment B

## *From NPARC Minutes*

- 17/2/2023 Subject - Master Plan Adjustment – public notification on hold pending further discussions with BEL. Meeting held with NPARC and BEL resulting in letter delivered and received by NPARC on 4/4/2023
- 15/6/2023 Advice provided by RILIPO to progress
- 25/7/2023 Public Consultation to commence in August – *BEL attended the Bamaga August Consultation. Area 5 was not discussed at this event. There has been no Public Consultation on Area 5.*
- 29/8/2023 Notice drafted to be published
- 26/9/2023 Master Plan Adjustment

## **Why Does the Bamaga Enterprises Ltd Exist?**

Within BEL's constitution are large Community outcomes driving the future journey of BEL. The Community support these outcomes. If a decision by the NPARC is made to change the Master Plan, then NPARC would directly remove any support to BEL to grow these outcomes which benefit the Community.

Outcomes within the BEL Constitution includes:

- 1) To promote the welfare and advancement - *CYPL provides and supports traineeships, employment, career paths and BEL is maximising employment opportunities relating to visitors (tourist, corporate, nearby locals) visiting the NPA. CYPL growth through Area 5 increases this outcome. NPARC should consider this and support.*
- 2) To improve the standard of living, quality of life and economic status of the Community. *Employment by BEL achieves this. Successful trading of BEL Operations provides funds that can be returned to the NPA Community to support Individuals – Youth/ Students/Elderly, Funerals, Community and Sporting Organisations. Increasing CYPL Operations will increase*





# Bamaga Enterprises Ltd

ABN: 97 100 207 234

P.O. Box 82 Bamaga Qld 4876

Tel: (07) 40693533 Fax (07) 40830015

*the support BEL can offer the NPA Community. NPARC should consider this and support. To date BEL has reinvested in excess of \$4M back into the NPA Community*

- 3) *Address issues relating to social and economic disadvantage. There are many BEL examples. One example being Air-Conditioner replacements for medical/elderly Community Members who require air-conditioners for quality of life / health reasons, but cannot afford to install. NPARC should consider this and support.*
- 4) *To foster the preservation and development of traditional and other cultural and recreation activities. CYPL provides opportunities for visitors to the NPA to experience both Indigenous and Islander Culture through Traditional Dancing, Indigenous Led Tours to Pajinka, Welcome to Country from Traditional Owners, Story Telling by Local People. Growing the CYPL Operations provides more opportunities for the History and Culture of the NPA to be shared at the CYPL and/or other Tourism Operators in the NPA. NPARC should consider this and support.*

Bamaga Enterprises Limited short-term charitable, social, environmental and community development **responsibilities** are to:

- 1) Increase employment and training opportunities for indigenous people;
- 2) Support community organisations and individuals through donations & sponsorships;
- 3) Support families and individuals in necessitous circumstances;
- 4) Provide community infrastructure;
- 5) Support indigenous business development; and
- 6) Encourage, support and develop self-empowerment, self-determination and self-management

These **responsibilities are achieved** when BEL successfully operates and grows their businesses. BEL growth planning based on strategic decisions in line within existing NPARC Planning Framework. This framework including the existing NPARC Master Plan. Changing the NPARC Master Plan will slow down the growth of BEL Operations. In an environment where the cost of living is increasing, if BEL is to maintain their existing level of support to the NPA Community, then BEL needs to continue to grow their tourism operations. The tourism operations generates additional income from outside the NPA. This includes the future growth of the existing CYPL Operations on land currently identified under the NPARC Masterplan, namely Area 5. BEL enjoys providing their CYPL facilities for NPA Community Events, Financially Supporting NPA Community Events, Donating Buses, Supporting Students to Attend Sporting Events outside of the NPA and many more events. Reducing the ability of BEL to grow their operations of the CYPL will affect BEL's future trading outcomes and indirectly affect the level of support BEL can provide the NPA Community. *NPARC should consider whether to support the growth*



# Bamaga Enterprises Ltd

ABN: 97 100 207 234

P.O. Box 82 Bamaga Qld 4876

Tel: (07) 40693533 Fax (07) 40830015

*of the existing CYPL Operations to enable BEL to maintain their level of support to the NPA Community vs Changing the Master Plan.*

## CAPE YORK PENINSULA LODGE

BEL would like to consider that a decision to change the Master Plan will stop the growth and achievements of the CYPL Operations which in turn will negatively affect the Communities of the NPA.

The CYPL:

- Is now globally recognised as the Best 4 Star Accommodation in Australia (Y2022). This will attract more tourists to the NPA. *NPARC should supporting the growth of CYPL which in turn will improve economic activity in the NPA and directly improve the well-being of the NPA Community.*
- Faces many challenges. A large challenge is increasing costs including: freight charges, restaurant food, power charges, wages, materials for facility maintenance and replacement capital. To maintain the level of support BEL provides the NPA Community, the performance of the CYPL needs to meet these increasing costs. Additional revenue through the ability for CYPL to sell more rooms is a common sense approach. To sell more rooms, the CYPL requires Area 5 for future development purposes. *In the past this has also been the NPA Community's and NPARC's view as per the current Master Plan. What has changed at NPARC?*

## Conclusion

Like all businesses in Australia, if you are not growing you are going backwards. If your business is going backwards then your business is shrinking and you face the harsh reality that you will need to reduce costs. Sadly, Employee Costs are your main costs and include your Employees, Training Programs, Career Development Plans and Ability to take on Apprenticeships.

If you are growing it is the reverse, with more resources to increase employment and employment related activities.

The sensible business model for any business: Supermarkets, Earth Moving, Workshops, Accommodation, Etc. If there is adjoining land that you can expand onto, then that is the sensible expansion direction. Not going somewhere else and adding additional costs and complexity. CYPL is pursuing a sensible expansion option. One that is currently supported by the NPA Community through the current Master Plan.

NPARC can achieve additional Social Housing through the refurbishment of existing vacant housing sites in Bamaga and support the ongoing employment growth of local NPA people by keeping the Master Plan reference to Area 5 as is.

Bamaga Enterprise Ltd:

- 1) The current Master Plan reflects the aspirations and visions of the Community for future development of the Northern Peninsula Area. Currently the Master Plan defines Area 5 as land for the expansion of existing tourist and visitor accommodation. Namely the CYPL.



# Bamaga Enterprises Ltd

ABN: 97 100 207 234

P.O. Box 82 Bamaga Qld 4876

Tel: (07) 40693533 Fax (07) 40830015

There has been no Public Consultation in relation to changing the Master Plan in relation to Area 5.

BEL suggest Public Consultation through an open forum is organised so the Community's Aspirations and Visions in relation to Area 5 can be heard. Asking for submissions on this matter does not equal a Public Consultation. There is nothing public about any submissions given.

- 2) Bamaga Enterprises Ltd strongly oppose any change to the Master Plan in relation to Area 5.

BEL can be contacted on (07) 4069 3533 or [gmanager@bament.com.au](mailto:gmanager@bament.com.au) on this matter.

Yours sincerely

Tom Kelly  
General Manager  
Bamaga Enterprises Limited





# Bamaga Enterprises Ltd

ABN: 97 100 207 234

P.O. Box 82 Bamaga Qld 4876

Tel: (07) 40693533 Fax (07) 40830015

## ATTACHMENT A





# Bamaga Enterprises Ltd

ABN: 97 100 207 234

P.O. Box 82 Bamaga Qld 4876

Tel: (07) 40693533 Fax (07) 40830015

## ATTACHMENT B



## Bamaga Enterprises Ltd

P.O. Box 82 Bamaga Qld 4876

Tel: (07) 40693533 Fax (07) 40830015

Ms Kitty Gebadi  
Deputy Mayor/Councillor Bamaga Region  
NPARC  
PO Box 200  
Bamaga Qld 4876

Cc: Patricia Yusia, Mayor

Dear Kitty,

RE: Area 5 within Lot 404, Land Adjoining CYPL

Thank you and the Mayor for the opportunity to further discuss the above land area and it's purpose for use under the master plan for the Bamaga Township, plus the revisiting of Bamaga Enterprises Ltd (BEL) expression interest in 2022 in relation to the Area 5 for the future expansion of the National award winning Cape York Peninsula Lodge (CYPL).

Our understanding is that as the Bamaga Councillor, you will be presenting a recommendation to the next NPARC Council meeting that there be no variation to the existing Township Master Plan such that it will continue to provide for tourism and related purposes.

Further, that you will also present a recommendation to the next Bamaga DOGIT trustee meeting that the previous decision to reject the EOI from BEL in relation to Area 5 be reversed and the interest affirmed, with appropriate discussions to take place for the purpose of arranging for a long-term lease to BEL in line with the current Agreement to Grant Lease (Agreement) for the CYPL. An early attention to this may enable BEL to include Area 5 with its current negotiation with the PBC in relation to the CYPL lease(s) to be issued under the Agreement.

Should you require any further information or assistance, then please do not hesitate to contact Tom, Reg or myself.

Kind regards

Mr Robert Poipoi

Chairman  
Bamaga Enterprises Ltd

**Title of Report:** NPARC Policy Compliance Audit

**Agenda Item:** 12.2

**Classification:** For Decision

**Author** Chief Executive Officer

**Attachments** NPARC Policy Compliance Report

CG\_006 Councillor Acceptable Request Policy;

CG\_004 Councillor Administrative Support Policy;

FIN\_008 Entertainment and Hospitality Policy;

FIN\_005 Advertising Spending Policy;

CG\_009 Reimbursement of Councillor Expenses and Provision of Facilities Policy;

CG\_010 Councillor Investigation Policy;

CG\_011 Complaints about Public Officials Policy;

CG\_008 Human Rights Policy;

## Officers Recommendation:

### That Council:

- Note
  - the policy compliance report; and
  - CG\_004 Councillor Administrative Support Guidelines;
- Endorse the:
  - CG\_006 Councillor Acceptable Request Policy;
  - FIN\_008 Entertainment and Hospitality Policy;
  - FIN\_005 Advertising Spending Policy;
  - CG\_009 Reimbursement of Councillor Expenses and Provision of Facilities Policy;
  - CG\_010 Councillor Investigation Policy;
  - CG\_011 Complaints about Public Officials Policy;
  - CG\_008 Human Rights 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

The Policy Compliance Report shows that of the mandatory policies required:

- four were adopted in July 2023 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

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 of the local government compliance checklist.

- CG\_006 Councillor Acceptable Request Policy;
- CG\_004 Councillor Administrative Support Guidelines;
- FIN\_008 Entertainment and Hospitality Policy;
- FIN\_005 Advertising Spending Policy;
- CG\_009 Reimbursement of Councillor Expenses and Provision of Facilities Policy;
- CG\_010 Councillor Investigation Policy;
- CG\_011 Complaints about Public Officials Policy;

That will leave compliance of NPARC's processes, registers, other records, other matters, publishing requirements and notices to analyse.

CG\_008 Human Rights Policy is a Statutory Policy that gives NPARC compliance with the Human Rights Act 2019.

As per the Local Government Act, Councillor Administrative Support Guidelines are adopted by the CEO and presented here for noting.

The Community Grants Policy was discussed and updated in August 2023.

## **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**

Consultation with CEO and HR Manager.



**ORDINARY COUNCIL MEETING # 44**  
**Agenda Item 12.2**  
**Tuesday 19<sup>th</sup> December 2023**  
**Cairns**



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	<a href="https://www.nparc.qld.gov.au/downloads/file/1383/fees-and-charges-2022-2023-jul-2022">https://www.nparc.qld.gov.au/downloads/file/1383/fees-and-charges-2022-2023-jul-2022</a>	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	<a href="https://www.nparc.qld.gov.au/council-information/registers-delegations">https://www.nparc.qld.gov.au/council-information/registers-delegations</a> 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	<a href="https://www.nparc.qld.gov.au/council-information/registers-delegations">https://www.nparc.qld.gov.au/council-information/registers-delegations</a>	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"><li>Record in the minutes any conflict of interest matters raised by councillors, including conflicts they have themselves or suspected conflicts of other councillors</li></ul>	<ul style="list-style-type: none"><li>Councillor name</li><li>Particulars of the conflict of interest and how it relates to the councillor</li><li>Whether the councillor leaves the meeting and when (before or after vote)</li><li>If the councillor decides to stay, how each councillor voted and the reasons for the final decision of all councillors</li><li>If the councillor participated in deciding the matter or was present under an approval from the Minister</li></ul>	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"><li>CEO must keep a record of each direction given to them by the mayor, and it must be made available to the local government</li></ul>	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"><li>Keep a land record detailing specific information about each parcel of rateable land</li></ul>	<ul style="list-style-type: none"><li>Name and postal address of the owner</li><li>A description of the land, including its location and size</li><li>Its value and the day of effect of the relevant valuation under the Land Valuation Act 2010</li><li>Information about rates or charges levied as specified in s92 LGA</li></ul>	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"><li>Keep a record of risks to which local government operations are exposed, to the extent they relate to financial management</li><li>Keep along with the record a copy of the community grants policy, entertainment and hospitality policy, advertising spending policy, and procurement policy</li></ul>	<ul style="list-style-type: none"><li>Operational risks related to financial management</li><li>Control measures adopted to manage the risks</li></ul>	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"><li>Keep a record of all administrative action complaints</li><li>Ensure internal reports are occasionally provided to senior management about the operation of the complaints' management process</li><li>Ensure the public can inspect the complaints management process (including related policies and procedures) on its website and at your public office</li><li>Ensure mechanisms are in place to identify, analyse and respond to complaint trends and monitor effectiveness of the process</li></ul>	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"><li>Mayor must conduct a CEO performance appraisal at least annually</li></ul>	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"><li>Maintain public liability insurance for \$30 million and professional indemnity insurance for \$10 million</li></ul>	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"><li>Adopt an organisational structure (by resolution) allowing council to meet its responsibilities, noting that the CEO is responsible for appointing employees</li></ul>	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"><li>On website</li><li>Available at public office</li><li>Available for purchase</li></ul>	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"><li>On website</li><li>Available at public office</li></ul>	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"><li>On website</li><li>Available at public office</li><li>Available for purchase</li></ul>	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"><li>On website</li><li>Available at public office</li><li>Include related policies and procedures</li></ul>	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"><li>On website</li></ul>	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"><li>On website (councillors only, not including registers for related persons)</li><li>Available at public office (councillors only, not including registers for related persons)</li></ul>	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"><li>On website</li><li>Available at public office</li><li>Available for purchase</li></ul>	0		Always, updated as soon as practicable after adopted or amended	Officer: ..... Current: Yes / No	0	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"><li>On website</li><li>Available at public office</li><li>Available for purchase once confirmed</li><li>Include any reports not published with agenda</li></ul>	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	0	On website, not in offices
Annual report ss182-190 and s199 LGR	On website, not in offices	<ul style="list-style-type: none"><li>On website</li><li>Available at public office</li><li>Available for purchase</li></ul>	0		Within two weeks of adopting the annual report	Officer: ..... Current: Yes / No	0	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"><li>In local newspaper</li><li>On website</li><li>Displayed in a conspicuous place at public office</li></ul>	0		At least once in each year, and re-notified if days and times change	Officer: ..... Current: Yes / No	0	0	0	0	0	On website
Meeting agendas s277A LGR	On website	<ul style="list-style-type: none"><li>On website</li><li>Available at public office</li><li>Includes any reports or documents</li><li>For both full council and committee meetings</li></ul>	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	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"><li>On website</li><li>Displayed in a conspicuous place at public office</li></ul>	0		Within 20 business days of adopting the budget	Officer: ..... Current: Yes / No	0	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"><li>On website</li><li>Displayed in a conspicuous place at public office</li><li>Publish a notice for each time new discretionary funding is allocated</li></ul>	0		Within seven business days after the CEO is notified	Officer: ..... Current: Yes / No	0	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"><li>On website</li><li>Displayed in a conspicuous place at public office</li></ul>	0		As soon as practicable after entering into contract, for at least 12 months	Officer: ..... Current: Yes / No	0	0	0	0	0	On website
Notice of making a local law s29B LGA	All are current	<ul style="list-style-type: none"><li>In gazette</li><li>On website</li></ul>	0		Within one month of making the local law	Officer: ..... Current: Yes / No	0	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"><li>Published in any way council considers appropriate (including on the website for example)</li></ul>	0		As required	Officer: ..... Completed: Yes / No	0	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"><li>In local newspaper</li><li>On website</li></ul>	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	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"><li>On website, and advertised in other ways the CEO considers appropriate</li><li>Does not apply if vacancy must be filled by a party appointee</li></ul>	0		Within 14 calendar days of the vacancy	Officer: ..... Completed: Yes / No / NA	0	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"><li>On website</li></ul>	0		As directed by the Minister	Officer: ..... Completed: Yes / No / NA	0	0	0	0	0	None
Notice of legal proceedings to an owner of rateable land s239 LGA	No rateable land	<ul style="list-style-type: none"><li>Owner’s current address</li></ul> 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	0	No rateable land

<b>Policy Title</b>	COUNCILLORS ACCEPTABLE REQUEST POLICY
<b>Policy Number</b>	CG_006
<b>Business Unit</b>	CORPORATE SERVICES / CORPORATE AFFAIRS
<b>Policy Type</b>	STATUTORY POLICY
<b>Responsible Officer</b>	CHIEF EXECUTIVE OFFICER
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Review Date</b>	
<b>Date Repealed</b>	

<b>Document History</b>	<b>Date</b>	<b>Council Resolution Number</b>	<b>Notes (including the prior Policy number, details of change/s, etc)</b>
Original	30/07/2013	2.7.300713	GP_006_Acceptable_Request_Guidelines_Policy

## 1. POLICY SUMMARY

This policy outlines how Northern Peninsula Area Regional Council's (NPARC) Mayor, Deputy Mayor and Councillors may give directions to and seek information or advice from Council employees in order to perform their responsibilities under *the Local Government Act 2009 (LGA)*. Under the provisions of *Section 170A(7) of the LGA*, these acceptable requests guidelines outline:

- the way in which a Councillor may ask a NPARC employee for advice to help the Councillor carry out their responsibilities under the Act; and
- reasonable limits on requests that a Councillor may make.

The policy informs all Councillors of their obligations in dealing with Council employees and provides a framework for constructive interactions between the Mayor, Deputy Mayor, Councillors and NPARC employees.

## 2. POLICY OBJECTIVES

The objectives of these Guidelines are to outline the way in which a Councillor may ask a NPARC employee for advice to help the Councillor carry out their responsibilities under the Act; and the limits on requests that a Councillor may make. The policy:

- sets out how directions are given to NPARC employees;
- sets out the manner in which a Councillor can request Information from a Council employee;
- sets out how information can be used by Councillors.

## 3. SCOPE

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

## 4. POLICY STATEMENT

### a. Giving directions to Council staff

- The Mayor may give a direction to the Chief Executive Officer (CEO).
- However, a direction from the Mayor to the CEO must not be given if:
  - it is inconsistent with a resolution, or a document adopted by resolution;
  - it relates to the appointment of a local government employee; or

3. it relates to disciplinary action by the CEO in relation to a local government employee; or
4. it would result in the CEO contravening a provision of the LGA.
- iii. No councillor, including the Mayor, may give a direction to any other Council employee except in accordance with NPARC's Councillor Administrative Support Staff Guidelines.
- iv. The Chief Executive Officer must:
  1. keep a record of each direction given to the CEO; and
  2. make available to the Council each direction given by the Mayor to the CEO.

**b. Requests for assistance or information**

- i. A councillor may, subject to any limits prescribed under a regulation, ask the CEO to provide information, that the Council has access to, relating to the local government.
- ii. If the advice or information requested under section 4b. i. . relates to a document, a copy of the document will be given.
- iii. Sections 4b. i. do not apply to information or a document:
  1. that is a record of the conduct tribunal;
  2. that was a record of a former conduct review body;
  3. if disclosure of the information or document to the councillor would be contrary to an order of a court or tribunal; or
  4. that would be privileged from production in a legal proceeding on the ground of legal professional privilege.
- iv. A request of a councillor under section 4b. i. . is of no effect if the request does not comply with the acceptable requests guidelines.
- v. Section 4b. v. does not apply to:
  1. the Mayor; or
  2. the chairperson of a committee of NPARC if the request relates to the role of the chairperson.
- vi. The CEO must comply with a request made to the CEO under subsection 4b. i.:
  1. within 10 business days after receiving the request; or
  2. if the CEO reasonably believes it is not practicable to comply with the request within 10 business days, then within 20 business days after receiving the request.
- vii. If the CEO believes it is not practicable to comply with the request within 10 business days, they must give the Councillor notice about the timeframe and the reasons for the extended timeframe within 10 business days after receiving the request.

**c. Use of information by Councillors**

- i. A person who is, or has been, a Councillor of NPARC must not use information that was acquired as a Councillor to:
  1. gain, directly or indirectly, a financial advantage for the person or someone else; or
  2. cause detriment to NPARC.
- ii. This does not apply to information that is lawfully available to the public.
- iii. A councillor must not release information that the councillor knows, or should reasonably know, is information that is confidential to NPARC.

**d. Provision of administrative support to councillors**

- i. The CEO will provide separate guidelines about the provision of administrative support by local government employees to a Councillor. These will include:

1. when a Councillor may be provided with administrative support by a NPARC employee; and
  2. how and when a Councillor may give a direction to a NPARC employee in relation to the provision of administrative support.
- ii. It is a requirement that a Councillor may give a direction to a NPARC employee only if the direction relates directly to administrative support to be provided by the NPARC employee to the Councillor under these guidelines.

## **5. RELATED LEGISLATION**

- a. Code of Conduct for Councillors in Queensland
- b. Right to Information Act 2009
- c. Local Government Act 2009
- d. Local Government Regulation 2012
- e. Public Service Ethics Act 1994
- f. Public Interest Disclosure Act 2010
- g. Information Privacy Act 2009
- h. Crime and Corruption Act 2001
- i. Planning Act 2016
- j. Environmental Protection Act 1994

## **6. DEFINITIONS**

All definitions are as per the *Local Government Act 2009 (Qld)* (LGA 2009) and *Local Government Regulation 2012 (Qld)* (LGR 2012).

- a. LGA: the Local Government Act 2009.
- b. Councillors: the Mayor, Deputy Mayor and Councillors as elected representatives of Northern Peninsula Area Regional Council.
- c. CEO: Chief Executive Officer of NPARC, including people temporarily acting in the role.
- 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.

## **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

## **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 Galloway  
ACTING CHIEF EXECUTIVE OFFICER

\_\_\_/\_\_\_/\_\_\_

DRAFT

<b>Policy Title</b>	COUNCILLORS ADMINISTRATIVE SUPPORT GUIDELINES
<b>Policy Number</b>	CG_004
<b>Business Unit</b>	CORPORATE SERVICES
<b>Policy Type</b>	STATUTORY POLICY
<b>Responsible Officer</b>	CHIEF EXECUTIVE OFFICER
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Review Date</b>	
<b>Date Repealed</b>	

<b>Document History</b>	<b>Date</b>	<b>Council Resolution Number</b>	<b>Notes (including the prior Policy number, details of change/s, etc)</b>
Original			New guidelines

## 1. GUIDELINE SUMMARY

This policy is designed to outline how Northern Peninsula Area Regional Council's (NPARC) Mayor, Deputy Mayor and Councillors seek administrative support in accordance with guidelines made by the Chief Executive Officer (CEO). Part of the Queensland Government's rolling reform agenda in the local government sector includes new legislation for administrative support staff for Councillors to perform their responsibilities under *the Local Government Act 2009 (LGA)*. Under the provisions of *Section 170AA of the LGA*, these Administrative Support Guidelines outline:

- when a Councillor may be provided with Administrative Support by a NPARC employee;
- how and when a Councillor may give a direction to a NPARC employee in relation to the provision of administrative support; and
- the requirement that a Councillor may only give direction if the direction relates directly to the administrative support to be provided by the NPARC employee under the guidelines.

A direction given by a Councillor to a NPARC employee is of no effect if the direction does not comply with the guidelines outlined in this document.

NPARC Administrative Support Staff Guidelines promote these principles:

- Transparent and effective processes, and decision-making in the public interest.
- Sustainable development and management of assets and infrastructure, and delivery of effective services
- Democratic representation, social inclusion and meaningful community engagement.
- Good governance of, and by, local government.
- Ethical and legal behaviour of Councillors and local government employees.

## 2. GUIDELINE OBJECTIVES

The objectives of these guidelines is to outline the administrative support provided to Councillors in carrying out their responsibilities as elected representatives in an open and transparent manner.

- summarise the Administrative support provided by NPARC to Councillors;
- set out the support a Councillor can and cannot request;

- set out the manner requests need to be made; and
- set out the process for compliance and reporting.

### 3. SCOPE

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

### 4. POLICY STATEMENT

#### a. Available Administrative Support Staff

- i. NPARC provides Support Staff for Councillors by making the services of the following staff available for administrative support. The following NPARC Administrative Support Staff positions and resources are specifically provided in direct support of Councillors and their functions:
  - Provision for the Mayor, Deputy Mayor and Councillors of a Council staffed Senior Executive Assistant and Executive Assistant position within the Office of the Mayor and CEO;
- ii. Through the Senior Executive Assistant and Executive Assistant, NPARC will provide administrative support for the:
  - co-ordination of committees or groups that Councillors Chair or are members of as part of their Council appointed roles;
  - co-ordination of community consultation sessions or community meeting sessions attended by Councillors
  - other Council appointed or directed tasks allocated to Councillors and for which adhoc support is needed; and
  - communication support

#### b. Support that a Councillor may Request from Administrative Support Staff

The following tasks may be directed by a Councillor to Support Staff, and include but are not limited to:

- i. answering telephone calls;
- ii. managing email inbox and appointments calendar;
- iii. managing correspondence flows and drafting or typing replies to simple correspondence;
- iv. filing;
- v. photocopying, printing and ordering stationery;
- vi. liaising with council about office maintenance or health and safety issues on behalf of the councillor;
- vii. room or travel bookings, for example booking council vehicles or meeting rooms;
- viii. driving councillors to meetings or official functions if required, not including personal appointments or campaign activities;
- ix. logging requests for service jobs from the community, for example requests for street or park maintenance;
- x. locating information for councillors such as legislation, or information from council's website or other sources; or
- xi. assisting with communication to the community through emails, e-newsletters, informational advice flyers about construction works, or other similar mediums, if the communication is objective, factual, informational, 'business as usual' and an efficient use of funds.

**c. Support that a Councillor cannot Request from Administrative Support Staff**

NPARC Administrative Support Staff cannot assist with the Councillor's re- election or other 'campaigning' tasks.

**d. Manner in which a Councillor can request Assistance from Administrative Support Staff**

Except in exceptional circumstances, and if approved and arranged in advance, any Administrative Support Staff services will be:

- i. within standard working hours;
- ii. shared between Mayor and multiple Councillors;
- iii. For any urgent out of standard hours services or requests contact should be made via the CEO.
- iv. Councillors cannot contact administrative support staff or other council employees for urgent information outside of hours
- v. When a request for advice or information is received that is considered to be outside the scope of a Councillor's official duties or a request for advice or information is received which, upon consideration, will take a significant amount of resources to satisfy or cause an undue impact on the Administrative Support Staff, in accordance with CG\_006 Councillor Acceptable Request Policy, the matter is to be escalated to the CEO to make a decision as to whether it is considered that the fulfilment of the request is required to allow the Councillor to perform their duties.

**e. Councillor Escalation Process**

- i. Councillors are, at all times, required to comply with the Code of conduct for Councillors in Queensland, by treating administrative staff with courtesy, honesty and fairness.
- ii. Councillors must direct any concerns about the performance of administrative support staff to the CEO or other delegate and not direct criticism to employee themselves. It is not the role of a councillor to manage the performance of administrative support staff.

**f. Administrative Staff Escalation Process**

- i. If Administrative Support Staff or other local government employees are concerned about administrative support requests or directions made by a Councillor, they may notify their concerns to their Executive Manager and/or Manager.
- ii. Administrative support staff are not required to action requests or directions that are not in accordance with these guidelines.
- iii. Administrative Support Staff are not discouraged from raising concerns about whether directions from councillors are compliant, in accordance with
  - NPARC's Investigation Policy;
  - The Code of Conduct for Employees; and
  - the Code of Conduct for Councillors in Queensland.

**5. LEGISLATION**

- a. Local Government Act 2009
- b. Local Government Regulation 2012
- c. Electoral and Other Legislation (Accountability, Integrity and other Matters) Act 2020
- d. Information Privacy Act 2009
- e. Right to Information Act 2009
- f. Public Sector Ethics Act 2004

**6. DEFINITIONS**



- a. LGA: the Local Government Act 2009.
- b. Councillors: the Mayor, Deputy Mayor and Councillors as elected representatives of Northern Peninsula Area Regional Council.
- c. CEO: Chief Executive Officer of NPARC, including people temporarily acting in the role.
- d. 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.
- e. 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.
- f. NPARC: Northern Regional Area Regional Council.

## **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 Acceptable Request Policy
- b. Investigation Policy
- c. Councillor Code of Conduct
- d. Employee Code of Conduct
- e. Corporate Plan 2022-2026

## **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  
ACTING CHIEF EXECUTIVE OFFICER

\_\_\_/\_\_\_/\_\_\_

<b>Policy Title</b>	ENTERTAINMENT AND HOSPITALITY POLICY
<b>Policy Number</b>	FIN_008
<b>Business Unit</b>	CORPORATE SERVICES / FINANCE
<b>Policy Type</b>	STATUTORY POLICY
<b>Responsible Officer</b>	CHIEF EXECUTIVE OFFICER
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Review Date</b>	
<b>Date Repealed</b>	

<b>Document History</b>	<b>Date</b>	<b>Council Resolution Number</b>	<b>Notes (including the prior Policy number, details of change/s, etc)</b>
Original	2009?		
Version 2	30/07/2013	2.7.300713	FIN_008 Entertainment and Hospitality Policy
Version 3	26/02/2019	7.1-260919	FIN_008 Entertainment and Hospitality Policy

## 1. POLICY SUMMARY

This policy is designed to outline Northern Peninsula Area Regional Council's (NPARC) commitment to be fiscally responsible and transparent when assessing entertainment and hospitality expenses. Council recognises that there are circumstances where the provision of entertainment and hospitality is appropriate and can result in benefits to the Northern Peninsula Area. As a publicly funded body, however, it must ensure that public sector standards of accountability are maintained, and that practice is consistent across the organisation. Guiding principles and values that are to be adhered when considering entertainment expenditure include:

- building relationships that will further the economic potential of the region;
- forming relationships that further benefit the ratepayers of the Shire, these can be economic, social or environmental; and
- Building and or recognizing a strong culture of efficient and accountable service to the ratepayers of the NPA.

## 2. POLICY OBJECTIVES

The objectives of this Policy are to:

- set out guidelines on expenditures for internal and external activities;
- set out guidelines on hospitality and entertainment expenses that are considered reasonable;
- set out compliance and reporting expectations; and
- summarise NPARC's obligations on fringe benefits tax.

## 3. SCOPE

This policy applies to all Councillors and Council employees.

## 4. POLICY STATEMENT

In order to be accountable and meet community expectations, all entertainment and hospitality expenditure must be:

- be properly documented with the purpose identified

- be available for scrutiny by both internal and external audit
- be for the advancement of projects as detailed in the operational plan
- be in accordance with the adopted budget
- appear appropriate and responsible to community's expectations.

**a. Expenditure for external activities**

External activities are those organised by entities and individuals other than council.

- Requests to attend events must be made in accordance with Council's Travel and Accommodation Policy. Forms must be approved before bookings are made as below:
  - for an employee - Be approved by the employee's departmental line manager, departmental, Executive Manager and CEO;
  - for a Line Manager - Be approved by the departmental Executive Manager and CEO;
  - for an Executive Manager - Be approved by the CEO;
  - for a Councillor, Mayor or Deputy Mayor - be approved by the CEO; or
  - for the CEO - be approved by the Mayor or Deputy Mayor.
- External activities that meet the guiding principles are supported by this policy subject to:
  - authorisation by the delegated signatory; and
  - availability of funds during the Financial Year

**b. Expenditure for internal activities**

- Internal activities are those activities that have been organised by Council and include:
  - Hosting intrastate, interstate, and overseas dignitaries;
  - Hosting representatives of business, industry and recognised community and Council related organisations or groups or the media;
  - Hosting representatives of other levels of government;
  - Conducting special employees' functions such as farewells, celebrations, and annual Christmas functions;
  - Special functions to recognise events/achievements;
  - Provisions of tea, coffee, morning, or afternoon tea for official visitor;
  - Provision of light refreshments/lunches for internal meetings;
  - Conferences seminars, workshops;
  - Provision of light refreshments/snacks for Council volunteers at the conclusion of their shift;
  - Attendance at official functions for which charges are incurred; or
  - Provision of meals and buffet snacks including refreshments for Councillors, senior officers, media and visiting dignitaries during official Council and or committee meetings.
- Internal activities that meet the guiding principles are supported by this policy subject to:
  - Authorisation by the CEO for amounts greater than \$50/Head
  - Authorisation is limited to the delegated authorisation amount of the respective manager or Executive Manager
  - Availability of funds during the Financial Year

**c. Business Hospitality**

Councillors and Officers shall be available to attend functions hosted by business (in their capacity as an employee) subject to:

- i. Council's Code of Conduct Principles being met;
- ii. The amount of hospitality being minor that is less than \$150.
- iii. The individual not feeling obliged to undertake works that may compromise the organization or are not considered accountable during the daily course of operations.

**d. Sponsored Meal**

Internal activities that meet the guiding principles are supported by this policy subject to:

- i. Authorisation by the CEO for amounts greater than \$50/Head
- ii. Authorisation is limited to \$50/Head
- iii. Availability of funds during the Financial Year

**e. Working Meals**

Councillors and Officers that are provided with entertainment during the course of their daily business e.g. a working lunch on premises is supported, subject to:

- i. Authorisation by the CEO or Accountable Manager; and
- ii. Authorisation is limited to \$50 / head

**f. General Entertainment**

Work related expenses for the provision of food and beverages for Officers and guests as part of official Council business, subject to:

- i. Authorisation by the CEO or Accountable Manager; and
- ii. Authorisation is limited to \$50 / head

**g. Authorisation and Council Involvement**

- i. Where the provision of entertainment and hospitality does not meet the General Policy, decision to proceed with the provision must be ratified by the full Council.
- ii. Should the provision be of an urgent nature (where it is not feasible to wait until the next Council meeting) then the Mayor is delegated the authority to proceed with the event.

**h. Fringe Benefits Tax**

Fringe Benefits Tax Declarations will need to be completed for all of the following types of entertainment and hospitality:

- i. Civic receptions
- ii. Council Functions
- iii. Employer Function
- iv. Sponsored Meals

**i. Compliance and Reporting**

The Finance Manager is responsible for implementing processes to ensure expenditure as listed above is in line with this policy.

**5. LEGISLATION**

- a. Local Government Regulation 2012
- b. Local Government Act 2009
- c. Fringe Benefits Tax Assessment Act 1986

## **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.

## **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. Procurement Policy.
- e. Council's 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  
ACTING CHIEF EXECUTIVE OFFICER

\_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Policy Title</b>	ADVERTISING SPENDING POLICY
<b>Policy Number</b>	FIN_005
<b>Business Unit</b>	FINANCE OR
<b>Policy Type</b>	STATUTORY POLICY
<b>Responsible Officer</b>	CHIEF EXECUTIVE OFFICER
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Review Date</b>	
<b>Date Repealed</b>	

<b>Document History</b>	<b>Date</b>	<b>Council Resolution Number</b>	<b>Notes (including the prior Policy number, details of change/s, etc)</b>
Original	2010		
Version 2	30/07/2013	2.7.300713	IM_003 Advertising Spending Policy
Version 3	26/02/2019	7.1-260219	IM_003 Advertising Spending Policy

## **1. POLICY SUMMARY**

This policy is designed to outline Northern Peninsula Area Regional Council's (NPARC) commitment to be fiscally responsible and transparent when assessing advertising spending. It is a requirement under Chapter 5 Part 6 section 197 of the Local Government Regulation 2012 that a local government may spend money on advertising only if:

- the advertising is to provide information or education to the public;
- the information or education is provided in the public interest; and
- is in a way that is consistent with the local government's advertising spending policy.

## **2. POLICY OBJECTIVES**

The objective of this policy is to ensure that all Northern Peninsula Area Regional Council (NPARC) advertising promotes to the public an idea, goods or services using a medium commonly used for promoting ideas, goods, or services and for which a fee is paid:

- sets out acceptable and unacceptable use of council funds for advertising;
- sets out the procedure for approving spending;
- is in the public interest; and
- Is cost effective for NPARC;

Councillors and Council employees should always be mindful that they are public officials and represent the overall interests of the people they serve in their local authority. Expenditure on advertising should reflect the legislative regulations and policy requirements regarding the public interest.

Advertising should be used where the purposes of NPARC or the benefit of the community is advanced. Advertising should not be used to influence the voters in an election.

- The policy applies to any paid advertisement or notice in any media to promote goods or services (including facilities) provided by the Council.

- The policy does not apply to advertising for the acquisition or disposal of property, plant and equipment used, or to be used by, the Council in its business or to advertising for the recruitment of Council staff.
- The policy does not apply to advertising for tenders or Expressions of Interest.
- The policy does not apply to reports published in the media where no payment is made for the report.

### **3. SCOPE**

This policy applies to all Councillors, Council employees of NPARC

### **4. POLICY STATEMENT**

#### **a. Acceptable uses of Council funds for advertising:**

- i. Advising the public of a new or continuing service or facility provided by NPARC;
- ii. Advising the public about changes to an existing service or facility provided by NPARC;
- iii. Increasing the use of a service or facility provided by NPARC on a commercial basis with a view to profit;
- iv. Achieving NPARC's plans, goals, and objectives;
- v. Advising the public of the time, place, content, and outcomes of scheduled meetings of NPARC legislation and proposed policies;
- vi. Requesting public feedback or comment on NPARC activities;
- vii. Recruiting staff, acquiring, or disposing of property, plant, and equipment, promoting tenders and expressions of interest;
- viii. Promoting the economic and social development and sustainability of the NPA region including NPARC and NPARC supported events, activities, and programs; or
- ix. To change the behaviour of people in the Council's area for the benefit of all or some of the community or to achieve the objectives of the Council

#### **b. The procedure for approving spending on advertising.**

- i. All expenditure on advertising must be approved by the Chief Executive Officer or a delegated officer.
- ii. The approving officer must ensure that:
- iii. The expenditure is in accordance with this policy;
- iv. The cost of the advertisement is appropriate for the number of people it is intended to inform and provides a commensurate benefit to the Council or to the public;
- v. The cost is available in the relevant budget item and meets the usual requirements for expenditure approvals.

#### **d. Compliance and Reporting**

The Finance Manager is responsible for implementing processes to ensure expenditure as listed above is in line with this policy.

### **5. LEGISLATION**

- a. *Local Government Act 2009*
- b. *Local Government Regulation 2012 Section 197*

### **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.
- a. Advertising to tell the public about a product or service in order to encourage people to buy or use it; the activity and industry of advertising things to people on television, in newspapers, on the internet, etc.

## **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**

- a. Corporate Plan 2022-2026
- b. Procurement Policy
- c. Council's 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  
ACTING CHIEF EXECUTIVE OFFICER

\_\_\_\_/\_\_\_\_/\_\_\_\_



<b>Policy Title</b>	REIMBURSEMENT OF COUNCILLOR EXPENSES AND PROVISION OF FACILITIES POLICY
<b>Policy Number</b>	CG_009
<b>Business Unit</b>	CORPORATE SERVICES / CORPORATE AFFAIRS
<b>Policy Type</b>	STATUTORY POLICY
<b>Responsible Officer</b>	CHIEF EXECUTIVE OFFICER
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Review Date</b>	
<b>Date Repealed</b>	

<b>Document History</b>	<b>Date</b>	<b>Council Resolution Number</b>	<b>Notes (including the prior Policy number, details of change/s, etc)</b>
Original	30/07/2013	2.7.300713	Reimbursement of Councillor Expenses and Provision of Facilities Policy
Version 2	26/07/2016	5.2-260716	Reimbursement of Councillor Expenses and Provision of Facilities Policy

## 1. POLICY SUMMARY

This policy is designed to outline Northern Peninsula Area Regional Council's (NPARC) commitment to be fiscally responsible and transparent when assessing the reimbursement of Mayor, Deputy Mayor and Councillors expenses. Councillors may require the reimbursement of expenses and the use of council facilities in order to perform their responsibilities. The purpose of the policy is to provide transparency in the reimbursement of expenses for Councillors, and to ensure decision making for reimbursement is in the interest of the community and is fair and ethical.

The policy also supports employees (charged with the role of reimbursing Councillors, or approving expenditure), by providing a clear decision framework in determining acceptable expenditure.

## 2. POLICY OBJECTIVES

The Local Government Regulation 2012 provides for the reimbursement of reasonable expenses where they are incurred to will be incurred by a Councillor in discharging their duties and responsibilities as a Councillor.

The objectives of this Policy are to:

- provide for the payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors; and
- provide facilities to councillors for that purpose.

The Council's policy sets out to ensure that there is no personal gain or benefit provided to Councillors through the application of this policy. Only costs incurred for approved activities will be reimbursed.

## 3. SCOPE

This policy applies to the Mayor, Deputy Mayor, Councillors and Council employees when charged with reimbursing and approving expenditure.

#### **4. POLICY STATEMENT**

##### **a. Duties and responsibilities required as a Councillor**

- i. participating in Council meeting or undertaking activities associated with the Council meeting,
- ii. attending official functions organised by the Council to which the Councillor has been invited or is expected to attend,
- iii. attending conferences, deputations, inspections and meetings at which the Councillor's attendance has been approved by the Council,
- iv. attending training organised or approved by the Council,
- v. attending meeting and engagement activities for local residents that have been organised by the Council,
- vi. attending civic functions and community group meeting where the Councillor is representing the Council
- vii. attending private meetings with constituents (residents, ratepayers, community groups, developers, etc), where arranged through official council channels and details of discussions are documented in official records or diaries.

##### **b. Duties and responsibilities not required as a Councillor**

- i. Attending or participating in a community event, community group, or being a representative on a board as a community member.
- ii. A Councillor visiting a constituent to discuss local issues is not classed as discharging duties and responsibilities as a Councillor unless it is approved by resolution of Council.

##### **c. Mandatory Professional Development**

- i. Where Council resolves or the Mayor and CEO consider that all Councillors are to attend training courses or workshops for skills development related to a Councillor's role, and attendance is in accordance with the annual endorsed budget of Council, the Council will reimburse expenses, being the total cost of the course plus associated expenses (in line with Council's Travel and Accommodation Policy).
- ii. Councillors attending Professional Development courses shall report to Council on the training within 3 months of the conference or event.

##### **d. Discretionary Professional Development**

- i. Where a Councillor identifies a need to attend a conference, workshop, or training to improve skills, the Councillor may make a formal request to the CEO for their approval.
- ii. The professional development must be related to the skill development of the Councillor in their capacity as Councillor. The expenses must also be in accordance with the annual endorsed budget of Council,
- iii. Councillors attending Professional Development courses shall report to Council on the training within 3 months of the conference or event.

##### **e. Motor Vehicle**

- i. The NPARC will provide a vehicle to the Councillors when they are required to attend approved activities to discharge their duties and responsibilities. The use of a Council provided vehicle is subject to the Councillor entering into a Use of Council Motor Vehicle Agreement.

- ii. Councillors will be reimbursed any fuel or operational costs of the Council vehicle incurred in relation to discharging their duties and responsibilities.
- iii. Where approved by Council the Councillor may use their personal vehicle for Council business and claim an allowance for the kilometres travelled. Such allowance will be the rate set by the Australian Taxation Office for vehicle usage and based on a log book kept by the Councillor that records the purpose of each trip for business purposes.
- iv. All fines incurred while travelling in either Council or privately owned vehicles when attending to Council business, will be the responsibility of the Councillor incurring the fine. This does not include toll fees.

**f. Travel Costs**

- i. Councillors are entitled to be reimbursed for all travel costs (including local, regional and intrastate) when representing Council on approved Council business. Overseas travel must be approved by resolution of Council.
- ii. Council will make bookings and pay for the majority of travel costs directly in accordance with Councils Travel and Accommodation Policy.
- iii. Where Council has provided the Councillor with a travel advance for cost that may need to be incurred while travelling on Council business the Councillors must provide original receipts and reimburse Council for any unspent balance of the advance.
- iv. All Councillor Travel approved by this policy or Council will be booked and paid for by Council. This includes accommodation, flights, conferences and training events.
- v. Economy class airfares will be used where possible although business class may be approved in certain circumstances (e.g. where the duration of the flight exceeds 4 hours) and Council is able to meet the additional cost from the budget.
- vi. Airline tickets will not be transferable and will only be procured for the Councillor's travel on Council business. They will not be used to offset other unapproved expenses. (e.g. cost of partner or spouse accompanying the Councillor.) Travel Insurance is payable to cover Councillors travelling for official Council business.
- vii. Requests for travel should be made in sufficient time to take advantage of discounts and gain access to the widest range of flights;
- viii. Councillors are to travel via the most direct route, using the most economical and efficient mode of transport ;
- ix. Councillors will be responsible for all private costs (e.g. applying for or renewing their passports).

**g. Accommodation**

- i. Councillors will be entitled to stay at motel or hotel accommodation (3 or 4 star) when it is considered necessary to attend to Council business, or where it is not practical for the Councillor to return home for the night.
- ii. Councillors will not be paid any allowance for staying with relatives, friends or associates as no cost has been incurred by the Councillor
- iii. When attending conferences or workshops , accommodation will be booked and paid for by Council and will, where practical, take advantage of the package provided by conference organisers unless Council has granted prior approval.

**h. Incidentals**

- i. Councillors will be paid an allowance for Incidentals (phone calls, newspapers , laundry I dry cleaning, etc) as prescribed in the current ATO determination. The incidental

allowance will only be paid when a Councillor is required to travel outside of the Northern Peninsula Area and requires overnight accommodation

**i. Meals**

- i. Councillors may claim a meal allowance up to the relevant amount for Capital Cities and High Cost Country areas as prescribed in the current ATO determination.
- ii. Meal allowances cannot be claimed for any other person.
- iii. Meal allowances cannot be claimed for meals that have been provided at conferences or events that the Councillor is attending.
- iv. Meal allowances cannot be claimed if they are not incurred.
- v. Council may provide Councillors with meal allowance in advance to pay for meals. Any payment received in excess of entitlement must be reimbursed to Council. (i.e. Conference/meeting ends early and Councillor returns to NPA)
- vi. Alcohol cannot be claimed as part of the meal or any other allowance.
- vii. Meal charges in excess of these amounts that have been charged back to Council through an accommodation or other booking must be reimbursed by the Councillor.

**j. Cab, ferry, train. and bus fares and parking fees**

- i. Councillors will be reimbursed reasonable cab, ferry, train or bus fares and parking fees for activities that have Council approval. Councillor must use the direct route and the cost must be in relation to the activity.

**k. Cancellation of Travel and Accommodation**

- i. If a Councillor, without reasonable excuse, cancels travel or accommodation previously planned and booked by the Council, then the Councillor will be required to reimburse to the Council, all costs that are not recoverable.

**l. Provision of Facilities**

Councillors are entitled to use the following facilities:

- i. Desk, office space and meeting rooms in any of the Community Council Office Buildings.
- ii. Shared access to office equipment, including a multi purpose photocopier/scanner/printer;
- iii. Administrative support as outlined in the Councillor Administrative Support Guidelines; and

**m. Computers and Telecommunications**

- i. Council will provide one mobile phone handset and one laptop or tablet.
- ii. A standard suite of Council software will be provided with each piece of portable IT hardware equipment issued to the Councillor. Any additional software provision and/or installation will be at the discretion of the CEO and must comply with licensing and current security guidelines.
- iii. Any lost, damaged, stolen, or superseded devices may be repaired or replaced by Council at the sole discretion of the Chief Executive Officer, who shall consider the reasonableness of the request.
- iv. All IT provided by Council must comply with all IT Policy and Procedures.
- v. A data plan per month will be paid for by Council. Any excessive personal use will be at cost to the Councillor. International calls are barred for this service.
- vi. The Mayor is entitled to home office facilities including multi-function device (photocopier/scanner/printer).
- vii. Council facilities (including stationery) are not to be used for personal or political purposes.

- viii. Private use of the equipment is allowed at the sole discretion of the Chief Executive Officer and only where the Councillor reimburses the costs.

**n. Maintenance costs of any Council owned equipment.**

- i. Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment that is supplied to Councillors for official business use. This includes the replacement of any facilities that fall under Council's asset replacement program.

**o. Personal Protective Equipment (PPE)**

- i. Councillors will be provided with all necessary safety equipment (to the standard supplied to employees). Councillors are expected to observe the appropriate Work, Health and Safety measures when at any workplace.

**p. Uniform and identification**

- i. Councillors will be provided with all necessary identity cards, access cards, name badges and be eligible to participate in the same Corporate Wardrobe scheme and under the same conditions that applies to employees .

**q. Insurance**

- i. The Council has included Councillors under its Professional Indemnity policy.

**r. Claims for Reimbursement**

- i. All claims for reimbursement of expenses will be made on the provision of the original receipts through the Bamaga Office of NPARC. All claims are to be certified by a Councillor as complying with this policy and will be checked for accuracy before being approved for payment. Claims must be presented within 3 months of incurring the expense and claims will be paid monthly.

**s. Compliance and reporting**

- i. Councillors accept full responsibility for the accuracy of each claim
- ii. Failure to comply with this policy, falsifying claims or logbooks or the misuse of facilities is a breach of the Local Government Act and its regulations as well as an offence under the Criminal Code and must be referred to the Crime and Misconduct Commission.
- iii. A report summarising all expenditure in relation to this policy must be included in the Council's Annual Report.

**5. LEGISLATION**

- a. ATO determination
- b. Local Government Act 2009
- c. Local Government Regulation 2012

**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. Expense: Expenses are payments reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. Expenses are not included as remuneration.
- g. Facility: Facilities provided to Councillors that are the 'tools of trade' and required to enable them to perform their duties with relative ease and at a standard appropriate to fulfil the community expectation for their role.
- h. Private Use: Use of a vehicle, phone, computer or other Council facility for other than official Council business is private use.
- i. Reasonable: Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.

## **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. Councillors Administrative Support Staff Policy
- b. Corporate Plan 2022-2026
- c. Procurement Policy
- d. Councillor Code of Conduct
- e. Council's 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  
ACTING CHIEF EXECUTIVE OFFICER

\_\_\_/\_\_\_/\_\_\_

<b>Policy Title</b>	COUNCILLOR INVESTIGATION POLICY
<b>Policy Number</b>	CG_010
<b>Business Unit</b>	CORPORATE SERVICES / CORPORATE AFFAIRS
<b>Policy Type</b>	STATUTORY POLICY
<b>Responsible Officer</b>	CHIEF EXECUTIVE OFFICER
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Review Date</b>	
<b>Date Repealed</b>	

<b>Document History</b>	<b>Date</b>	<b>Council Resolution Number</b>	<b>Notes (including the prior Policy number, details of change/s, etc)</b>
Original	27/10/2018	5.7-271118	Investigation Policy

## 1. POLICY SUMMARY

This policy is designed to outline Northern Peninsula Area Regional Council's (NPARC) commitment to be fair and transparent when dealing with complaints made about inappropriate conduct of the Mayor, Deputy Mayor and Councillors. Inappropriate conduct of Councillors will be dealt with as required by the section 150AE of the Local Government Act 2009 (the LGA). However, this policy does not relate to more serious Councillor conduct.

## 2. POLICY OBJECTIVES

The objectives of this Policy are to ensure that complaints made about the conduct of the Mayor, Deputy Mayor and Councillors of Northern Peninsula Area Regional Council are deal with in a way that safeguards:

### a. Confidentiality

- i. Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the LGA or this investigation policy.
- ii. Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the Local Government. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to the local government may be contrary to section 171(3) of the LGA and dealt with as misconduct.

### b. Natural Justice

- i. Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows. "Natural justice" or procedural fairness, refers to three key principles:
  1. the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing)
  2. the investigator(s) should be objective and impartial (absence of bias), and
  3. any action taken is based on evidence (not suspicion or speculation).
- ii. A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.



- iii. An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.
- iv. Decisions based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material.
- c. A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

### 3. SCOPE

This policy applies to all Councillors, Council employees, contractors, volunteers and agents of council.

This investigation policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

### 4. POLICY STATEMENT

All Councillor conduct referrals to Council, must adhere to the following:

#### a. Referral (other than from the Assessor)

- i. If a Council official is made aware of a complaint about Councillor conduct (made either orally or in writing) or becomes aware of Inappropriate Conduct, the Council official must refer the matter to the Assessor in accordance with the LGA.

*Note: A Council official must not give the notice vexatiously or other than in good faith.*

- ii. Council will take no further action in relation to the complaint unless the Assessor refers the complaint back to Council (outlined in 4d. Referral from the Assessor for more information or investigation).

*Note: Unsuitable meeting conduct will not be referred to the Assessor, however Council may decide to investigate and determine what action, if any, may be taken.*

#### b. Assessor's Referral

- i. The Council may receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. Council may also receive referrals directly.

#### c. Actions following Receipt of Assessor's Referral

- i. On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the Assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors as a confidential document.
- ii. Should the Mayor or a Councillor/s (other than the subject of the complaint or the complainant) disagree with any recommendation accompanying the Assessor's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

#### d. Investigator

- i. Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.
- ii. If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes, it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer must refer the suspected



inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

iii. If the suspected inappropriate conduct involves:

1. an allegation about the conduct of the Mayor, or
2. the Mayor as the complainant, then

the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

**e. Early Resolution**

- i. Before beginning an investigation, the investigator must consider whether the matter is appropriate for resolution prior to the investigation. This consideration includes any recommendation made by the Assessor.
- ii. A matter is only appropriate for early resolution if the parties to the matter agree to explore early resolution.
- iii. The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.
- iv. If the matter cannot be resolved, the matter will then be investigated as outlined in this investigation policy.
- v. If the matter is resolved prior to investigation, the investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor (if the Mayor is not the investigator) and all Councillors that the matter has been resolved. The Chief Executive Officer will also update the Councillor Conduct Register to reflect this.

**f. Timeliness**

- i. The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.
- ii. Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.

**g. Assistance for the Investigator**

- i. If the Mayor is the investigator of a matter of suspected inappropriate conduct, the Mayor may use section 170A of the LGA to seek assistance during the investigation.
- ii. The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's procurement policy.

**h. Possible Misconduct or Corrupt Conduct**

- i. If during the course of an investigation the investigator obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Assessor of the possible misconduct.
- ii. If during the course of an investigation, the investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.

- iii. Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or Crime and Corruption Commission to be inappropriate conduct.

**i. Completion of Investigation**

- i. On the completion of an investigation, the investigator will provide a report to the Council outlining the investigation process, the investigation findings, any recommendations about dealing with the conduct and a record of the investigation costs.
- ii. The Council will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the LGA.
- iii. Provisions for internal and external review of decisions are set out in sections 150CO to 150CS of the LGA.

**j. Notice about the Outcome of Investigation**

- i. After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation.

**k. Councillor Conduct Register** the respective Council must ensure decisions about suspected inappropriate conduct of a Councillor/s must be entered into the Councillor conduct register.

- i. Where a complaint has been resolved under section 10 of this policy, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

**l. Expenses**

- i. Council must pay any reasonable expenses of Council associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:
  - 1. the president of the Tribunal in undertaking an investigation for Council
  - 2. a mediator engaged under this investigation policy
  - 3. a private investigator engaged on behalf of or by the investigator
  - 4. travel where the investigator needed to travel to undertake the investigation or to interview witnesses
  - 5. seeking legal advice
  - 6. engaging an expert.
- ii. Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct.
- iii. Any costs incurred by complainants or the subject Councillors will not be met by Council.

**5. LEGISLATION**

- a. Local Government Act 2009
- b. Local Government Regulation 2012

**6. DEFINITIONS**

- a. Assessor: Independent Assessor appointed under section 150CV of the LGA behavioural standard means a standard of behaviour for Councillors set out in the Code of Conduct approved under section 150E of the LGA
- b. Conduct includes:
  - i. failing to act; and
  - ii. a conspiracy, or attempt, to engage in conduct

- c. Councillor conduct register: register required to be kept by Council as set out in section 150DX of the LGA
- d. Inappropriate conduct see section 150K of the LGA
- e. Investigation policy, refers to this policy, as required by section 150AE of the LGA
- f. Investigator means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor
- g. LGA: Local Government Act 2009
- h. Local government meeting: a meeting of
  - i. local government; or
  - ii. a committee of a local government. misconduct see section 150L of the LGA model procedures see section 150F of the LGA
- i. Natural justice: a set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.
- j. Referral notice see section 150AC of the LGA
- k. Tribunal: Councillor Conduct Tribunal as established under section 150DK of the LGA
- l. Unsuitable meeting conduct see section 150H of the LGA
- m. Councillors: the Mayor, Deputy Mayor and Councillors as elected representatives of Northern Peninsula Area Regional Council.
- n. CEO: Chief Executive Officer of NPARC, including people temporarily acting in the role.
- o. 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.
- p. 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.
- q. NPARC: Northern Regional Area Regional Council.

## **7. EVALUATION AND REVIEW**

It is the responsibility of the CEO to monitor the adequacy of this policy and to recommend appropriate changes. The policy will be reviewed as needed. 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**

## **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  
ACTING CHIEF EXECUTIVE OFFICER

\_\_\_\_/\_\_\_\_/\_\_\_\_

DRAFT

<b>Policy Title</b>	COMPLAINTS ABOUT PUBLIC OFFICIALS (CEO) POLICY
<b>Policy Number</b>	CG_011
<b>Business Unit</b>	CORPORATE SERVICES / CORPORATE AFFAIRS
<b>Policy Type</b>	STATUTORY POLICY
<b>Responsible Officer</b>	CHIEF EXECUTIVE OFFICER
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Review Date</b>	
<b>Date Repealed</b>	

<b>Document History</b>	<b>Date</b>	<b>Council Resolution Number</b>	<b>Notes (including the prior Policy number, details of change/s, etc)</b>
Original	26/06/2018		Complaints about Public Officials – CEO Policy
Version 2	28/08/2018	5.1/280818	Complaints about Public Officials – CEO Policy

## 1. POLICY SUMMARY

This policy is designed to outline Northern Peninsula Area Regional Council's (NPARC) commitment to be fair and transparent when dealing with complaints made about the Chief Executive Officer (CEO). The CEO is the public official of NPARC within the meaning of the Crime and Corruption Act 2001 (CC Act). The objective of this policy is to outline the way in which the Council will deal with complaints against the CEO including any allegations that may involve corrupt conduct as defined in the Crime and Corruption Act (CC Act) and assists NPARC to comply with s48A of this act.

## 2. POLICY OBJECTIVES

The objectives of this Policy are to:

- set out how the Council will deal with complaints that involve or may involve corrupt conduct of its public official (CEO);
- ensure compliance with section 48A of the Crime and Corruption Act 2001 *'the Act'*;
- promote public confidence in the way suspected corrupt conduct of Council's public official (CEO) is dealt with; and
- promote accountability, integrity and transparency in the way the Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of its public official (CEO).

## 3. SCOPE

This policy applies to:

- all complaints against the Chief Executive Officer (CEO) of Northern Peninsula Area Regional Council (NPARC); and
- to all persons who hold an appointment in or are employees of NPARC.

## 4. POLICY STATEMENT

### a. Nominated Person

- Having regard to s48A (2) and (3) of the CC Act, the nominated person appointed under this policy to deal with complaints against the CEO is the person holding the position of Mayor of NPARC.
- The contact details for the nominated person are:

Mayor  
07 4090 4107  
Email: mayor20@nparc.qld.gov.au  
Post: PO Box 200 Bamaga 4876

- iii. Once NPARC nominates a person, the CC Act applies as if a reference about notifying or dealing with the complaint to the CEO is a reference to the nominated person.

**b. Resourcing and Authority of the Nominated Person**

- i. The nominated person has the discretion to acquire the services of suitably qualified persons (either internal or external to NPARC) to act as his/her agent to assist them to deal with such complaints.
- ii. The Council will ensure that sufficient resources are available to the nominated person to enable them to deal with the complaint appropriately.
- iii. The nominated person is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential
- iv. The nominated person (or their agent) must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
  - 1. purposes of the CC Act;
  - 2. the importance of promoting public confidence in the way suspected corrupt conduct in the Council is dealt with, and
  - 3. the Council's statutory, policy and procedural framework.
- v. The nominated person is delegated the same authority, functions and powers as the CEO to direct and control staff of the Council and to enter into contracts on behalf of the Council as if the nominated person is the CEO of the Council for the specific purpose of dealing with the complaint only.

**c. Dealing with complaints about the CEO**

- i. If a complaint may involve an allegation of corrupt conduct of the CEO, the complaint may be reported to:
  - 1. the nominated person; or
  - 2. a person to whom there is an obligation to report under an Act [1] (this does not include an obligation imposed by ss37, 38 and 39(1) of the CC Act).
- ii. If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the nominated person.
- iii. If the CEO reasonably suspects that the complaint may involve corrupt conduct on their part, the CEO must:
  - 1. report the complaint to the nominated person as soon as practicable and may also notify the CCC, and
  - 2. take no further action to deal with the complaint unless requested to do so by the nominated person.
- iv. If directions issued under s40 apply to the complaint:
  - 1. the nominated person is to deal with the complaint, and
  - 2. the CEO is to take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.
- v. If the nominated person reasonably suspects the complaint may involve an allegation of corrupt conduct of the CEO, the nominated person or his/her agent is to:
  - 1. notify the CCC of the complaint in accordance with the requirements of the directions notice issued by the CCC to NPARC; and

2. deal with the complaint, subject to the CCC's monitoring role and any directions issued by the CCC under s40 of the CC Act.
- vi. All other complaints against the CEO, including those involving allegations of misconduct are to be dealt with by the nominated person or his/her agent accordance with Council's Administrative Actions Complaints Policy.

**d. Notes**

- i. The CEO is to keep the CCC and the nominated person informed of:
  1. The contact details for the public official/CEO and the nominated persons;
  2. Any proposed changes to this policy.
- ii. The CEO will consult with the CCC when preparing any policy about how MRC will deal with a complaint that involves or may involve corrupt conduct of the public official/CEO.

**5. LEGISLATION**

- a. Crime and Corruption Act 2001
- b. Local Government Act 2009
- c. Local Government Regulation 2012

**6. DEFINITIONS**

- a. CCC: Crime and Corruption Commission
- b. CC: Crime and Corruption Act 2001.
- c. CEO: Chief Executive Officer of the Northern Peninsula Area Regional Council, including people acting temporarily in the role.
- d. Complaint includes any complaint:
  - i. Relating to information or matter as provided by s48A (4) of the CC Act;
  - ii. about the behaviour of the CEO; or
  - iii. that constitutes an administrative action complaint against the CEO in accordance with s268(2) of the LGA i.e.:
    1. a decision, or a failure to make a decision,
    2. an act, or a failure to do an act;
    3. the formulation of a proposal or intention; or
    4. the making of a recommendation.
- e. Contact Details: a direct telephone number, email address and postal address to enable confidential communications.
- f. Corruption: corrupt conduct.
- g. Corrupt Conduct: see section 15 of the Crime and Corruption Act 2001.
- h. Councillors: the Mayor, Deputy Mayor and Councillors of NPARC.
- i. Deal with: undertaking all actions to address the complaint in an appropriate way which includes:
  - i. investigate the complaint, information or matter; and
  - ii. gather evidence for –
  - iii. prosecutions for offences; or
  - iv. disciplinary proceedings; and
  - v. refer the complaint, information or matter to an appropriate authority to start a prosecution or disciplinary proceeding; and
  - vi. start a disciplinary proceeding; and
  - vii. other actions required to process the complaint in accordance with Council's complaint management policies and processes.

- j. Directions Notice shall mean the directions issued by the CCC to NPARC outlining the notification obligations of the nominated officer pursuant to S40 of the CC Act.
- k. LGA shall mean the Local Government Act 2009
- l. LGR shall mean the Local Government Regulation 2012
- m. Misconduct shall mean when the CEO breaches his/her obligations under his/her contract of employment. Examples of misconduct include but are not limited to:
  - i. breaches of policies, code of conduct and other reasonable instructions;
  - ii. unauthorised absence from duty; or
  - iii. inappropriate use of Council property and facilities.

## **7. EVALUATION AND REVIEW**

It is the responsibility of the Executive Manager Corporate Services to monitor the adequacy of this policy and to recommend appropriate changes. The policy will be reviewed as needed.

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**

- a. Employee Code of Conduct
- b. Corporate Plan 2022-2026

## **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  
ACTING CHIEF EXECUTIVE OFFICER

\_\_\_\_/\_\_\_\_/\_\_\_\_



<b>Policy Title</b>	HUMAN RIGHTS POLICY
<b>Policy Number</b>	CG_008
<b>Business Unit</b>	CORPORATE SERVICES / CORPORATE AFFAIRS
<b>Policy Type</b>	STATURARY POLICY
<b>Responsible Officer</b>	CHIEF EXECUTIVE OFFICER
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Review Date</b>	
<b>Date Repealed</b>	

<b>Document History</b>	<b>Date</b>	<b>Council Resolution Number</b>	<b>Notes (including the prior Policy number, details of change/s, etc)</b>
Original			New policy

### 1. POLICY SUMMARY

The purpose of this policy is to outline Northern Peninsula Area Regional Council's (NPARC) responsibilities in applying the Human Rights Act 2019 to:

- protect and promote human rights;
- help build a culture that respects and promotes human rights; and
- assists to promote a dialogue about the nature, meaning and scope of human rights.

### 2. POLICY OBJECTIVES

The objectives of this Policy are to:

- a. set out Northern Peninsula Area Regional Council's position on Human right;
- b. set out the processes for decision making;
- c. summarise the way Council will deal with complaints regarding Human Rights; and
- d. set out the compliance and responsibilities of staff.

### 3. SCOPE

This policy applies to all Councillors and Council employees of NPARC

### 4. POLICY STATEMENT

#### a. Council's Position on Human Rights

Council is committed to

- i. respecting, protecting and promoting the human rights of individuals;
- ii. complying with applicable legislation that supports human rights;
- iii. providing a fair, safe and healthy working environment for our employees that is free from unlawful discrimination, harassment, bullying or victimisation;
- iv. being an inclusive employer, promoting and valuing diversity within our workforce, among our customers, suppliers and in the communities in which we operate;
- v. respecting our customers' privacy and protect their personal information;

#### b. Decision making

- i. Council acknowledges that the Act allows for any of the human rights to be reasonably limited: just because a human right is impacted by a decision or action does not mean that the decision or action is incompatible with the Act or invalid.

- ii. Deciding what is reasonable is a matter of balancing the rights of the individual and the rights of the community. The following principles underpin Council's commitment to human rights:
- the inherent dignity and worth of all human beings;
  - the equal and inalienable human rights of all human beings;
  - human rights are essential in a democratic and inclusive society that respects the rule of law;
  - human rights must be exercised in a way that respects the human rights and dignity of others;
  - human rights should only be limited after careful consideration and in a way that can be reasonable; justified; proportionate; rational; and balanced; and
  - human rights have a special importance for the Aboriginal peoples and Torres Strait Islander peoples of Queensland as Australia's first people, particularly the right to self-determination.
  - All statutory provisions (e.g. laws, regulations) are to be interpreted so far as is possible in a way that is compatible with human rights. If laws or regulations can be understood in a number of ways, the Act requires that the interpretation that takes human rights into account should be preferred.
  - During the decision-making stage deciding what is reasonable limitation is a matter of balancing the rights of the individual and the rights of the community.

**c. Complaints regarding the Human Rights**

- Northern Peninsula Area Regional Council will investigate and attempt to resolve any complaints made internally or by external clients;
- All internal complaints will be dealt with through the implementation of the internal grievance procedures, identified in Attachment 1. Managers and the Human Resources Manager are available to provide further details, support and advice. It is important to raise the issue of any potential or possible breach as soon as practicable;
- For all external complaints, alleged breaches of human rights, a complaint is to be made initially to Chief Executive Officer. The complaint will be given a high priority and a written response will be provided, together with a statement of reasons, within a reasonable timeframe, depending on the complexity of the complaint;
- Where a complaint is not resolved to the complainant's satisfaction, the complaint may be escalated to the Human Rights Commission as the independent arbitrator;
- A person cannot claim financial compensation for a breach of their Human Rights; and
- If the complainant is dissatisfied with the response, or after 45 business days has elapsed, the complainant may refer the matter to the Queensland Human Rights Commission.

#### **d. Compliance and responsibilities**

##### **i. Officers**

All Council employees:

- are obliged to respect, promote and act compatibly with human rights;
- must take the Act into account when developing and implementing Council guidelines, policies, local laws, procedures, decisions and services. New Policies will be required to include a statement explaining whether they are compatible or incompatible with the Human Rights Act and the fundamental rights identified.

##### **ii. Managers and Executive**

All Managers and Executive:

- must consider relevant human rights when developing policy. This should include undertaking a human rights impact assessment for new policies and considering whether any proposed limitations on rights are reasonable;
- identify areas of concern for their Branch; and
- implement actions to comply with the Act for those areas identified of concern.

##### **iii. Human Resources Manager**

The Human Resources Manager shall:

- act as the Human Rights Contact Officer;
- respond to all enquiries/complaints about Human Rights;
- provide advice and options to staff on human rights issues as required; and
- provide assurance to the Chief Executive Officer that the Council acts in accordance with the Act.

##### **iv. Chief Executive Officer**

The Chief Executive Officer is to ensure, through the Human Resources Manager, Administration that the Northern Peninsula Area Regional Council is complying with the Act.

##### **v. Councillors**

All Councillors consider the relevant elements of the Act when making decisions and providing information or advice to the community.

#### **5. LEGISLATION**

This policy refers to the Human Rights Act 2019 (Qld), with linkages to:

- a. Age Discrimination Act 2004 (Cwth)*
- b. Anti-Discrimination Act 1991 (Qld)*
- c. Public Interest Disclosure Act 2010 (Qld).*
- d. Racial Discrimination Act 1975 (Cwth)*
- e. Sex Discrimination Act 1984 (Cwth)*

#### **6. DEFINITIONS**

- a. CEO refers to the Chief Executive Officer of the Northern Peninsula Area Regional Council appointed in accordance with the Local Government Act 2009.
- b. Council refers to the Northern Peninsula Area Regional Council
- c. Employee refers to any employee, contractor, volunteer etc. of the Council
- d. Councillor: the Mayor and Councillors of NPARC.

## **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**

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

## **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  
ACTING CHIEF EXECUTIVE OFFICER

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Title of Report:** Section 24HA Notice issued by Protected Zone Joint Authority

**Agenda Item:** 12.3

**Classification:** For Decision

**Author** Chief Executive Officer

**Attachments** Section 24HA Notice issued by Protected Zone Joint Authority (tabled)

## Officers Recommendation:

### That Council:

- Note the report
- Resolve to provide comment to the Section 24HA citing impacts on local crayfish industry
- Agree for comments to be published on the PZJA website
- Provide a copy of comments to representative Native Title bodies and native title PBCs

## PURPOSE OF REPORT

To provide detail on the Section 24HA Notice issued by Protected Zone Joint Authority.

## BACKGROUND AND CONTEXT

Council has been provided a Section 24HA Notice issued by Protected Zone Joint Authority via Preston Law. The letter contains a section 24HA notice under the *Native Title Act 1993*, for the proposed activity of granting a two licences to PNG-registered vessels to access the Torres Strait Tropical Rock Lobster Fishery.

Section 24HA of the Native Title Act is a validation provision for acts that include the grant of licences under legislation that relate to living aquatic resources. The relevant legislation here is the *Torres Strait Fisheries Act 1984*, which gives the Commonwealth Minister, among other things, a power to endorse a licence for a PNG vessel nominated by the corresponding PNG Minister.

There is an argument that under the Native Title Act, Council wouldn't have a right to be notified, however, the Council has been notified and provide comment by 8 January 2024.

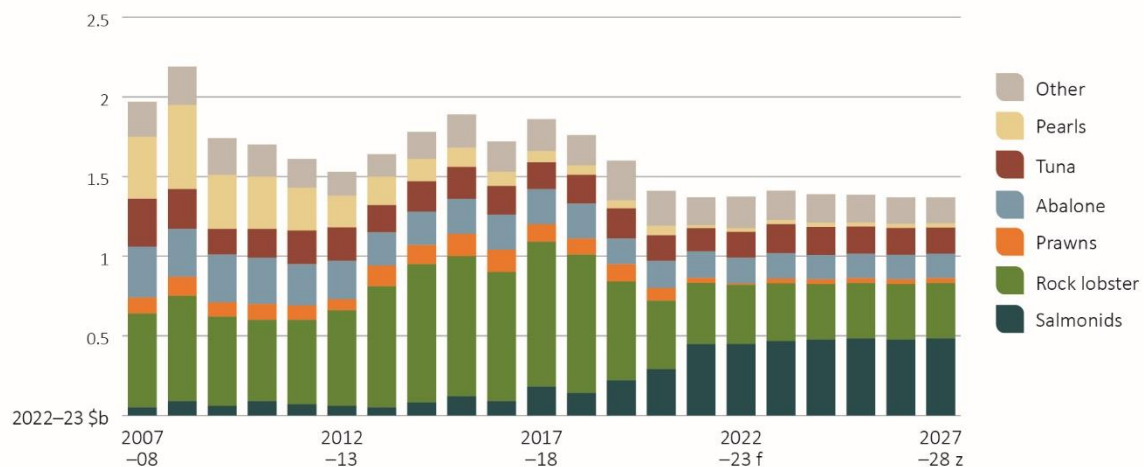
The proposed action would allow two PNG vessels to fish commercial for Kaiar/TRL within the Torres Strait Protected Zone. It will not impact the total allowable catch available to Traditional Inhabitant Boat licence holders. The PNG vessels will be limited to catching the amount allocated to PNG under the normal total allowable catch setting processes. This amount would be separate to that available to the Traditional Inhabitant Boat and Transferrable Vessel Holder licence holders. Conditions would be placed upon licences to ensure they operate consistently with Australian fisheries rules and regulations and limit entry. The approval would last to a maximum of 30 September 2024.

The value of fisheries and aquaculture product exports was expected to increase in 2022–23 by 7% to \$1.37 billion. This growth reflects continued high seafood demand in major export regions, despite trade and pandemic related issues affecting exports of specific commodities. Australia's

usual trade for highly export-oriented seafood products such as rock lobster and prawns continue to be disrupted from the effects of the pandemic and ongoing commodity-specific trade issues. These factors have affected aggregate export value in 2022 and early 2023.

Over the medium term the export value of fisheries and aquaculture products is forecast to rise in 2023–24, by 7% to \$1.47 billion, and then projected to fall in real terms at an annual rate of 0.7% to \$1.37 billion (Figure 6). Economic growth in key markets together with a high inflationary environment are projected to dampen seafood demand over this period. Australia exports around half of its annual seafood production by value, specialising in high unit value products for Asian markets. The effects of the pandemic, including the closing or narrowing of export markets and higher air freight costs, highlighted the risk of becoming reliant on a small number of export markets. As producers continue balancing the risk of over-reliance on a narrow export market profile, the diversification and shift towards online consumer sales (domestically and internationally) observed during the pandemic is expected to continue. How the seafood sector more broadly repositions itself, including the extent to which it continues to diversify export markets and trade channels, will help determine the longer term recovery in export value.

Australian fisheries and aquaculture export value, 2007–08 to 2027–28



There may be concerns that further expanding the licences to PNG vessels may further impact the export of crayfish and impact the local economy.

As above, there is no statutory requirement to comment on the Section 24HA notice and council could elect to make no comment.

## CRITICAL DATES

N/A.



## OTHER OPTIONS CONSIDERED

N/A.

## LEGAL AND LEGISLATION CONSIDERATIONS

Native Title Act

Torres Strait Fisheries Act

## POLICY CONSIDERATIONS

NA

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Focus Area Three: Strong Economy - An Economically Vibrant And Growing Community

Key Objective One: We support and facilitate Indigenous and local employment and business opportunities

## FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

## CONSULTATION

Preston Law

**Title of Report:** Batching plant sales rates review

**Agenda Item:** 12.4

**Classification:** For decision

**Author** Executive Manager, Operations

**Attachments** Concrete supply unit rate calculation spreadsheets (tabled)

## Officers Recommendation:

### That Council:

Note the report and Endorse:

1. The increase in charge per m<sup>3</sup> of concrete to
  - 32 MPA \$1,475.00 ex GST
  - 25MPA \$1,275.00 ex GST
  - 20 MPA \$1,260.00 ex GST
  - Block fill \$1,255.00 ex GST
  - K&C blend \$1,271.00 ex GST
2. Set a minimum order size to 3m<sup>3</sup>
3. The charging of hourly onsite wait times of \$385.00 ex GST per after 30 minutes
4. Set the local rate discount to be 20% off the set m<sup>3</sup> rates.
  - Locals rate discount to not apply to commercial sales.

## PURPOSE OF REPORT

To seek Councils endorsement to increase the charge rate for concrete supplied to cover all costs incurred by Council in the production and supply of concrete for construction works in the NPA.

## BACKGROUND AND CONTEXT

NPARC has operated the Injinoo batching plant since being formed in the 2008 amalgamation. Periodically rate reviews have been undertaken as supply charges increase or other factors impact on the cost of supplying concrete to contractors servicing the NPA communities. New WH&S legislation for silica dust control has led to Council needing to purchase and hire additional equipment to meet the new legislative requirement.

The Building and Infrastructure team including the batch plant manager, have undertaken rates review along with a mix design review. The new rates include the additional equipment along with all other labour, plant, materials, and sub-contractor costs required to supply and deliver concrete in the NPA Communities.

Customers have to date been allowed to place orders for as little as 0.6m<sup>3</sup>, this has on occasions led to conflict where the customer claims to have received less than the ordered amount. Attempting to



batch small volumes on concrete in 7m<sup>3</sup> trucks will lead to losses for those materials that stick to the drum during mixing.

Standard industry practice is to have a minimum order volume of 3m<sup>3</sup> or impose a cost penalty on order under 3m<sup>3</sup>, this report recommends that the minimum order be set to 3m<sup>3</sup>

Local residents have benefited from a local's discount rate of 28% for the supply of 20mpa concrete. This report proposes to continue locals discount rate of 20% instead of 28%, ensuring that concrete is supplied at cost rather than below cost.

## CRITICAL DATES

No set critical date to be nominated, however it should be noted that Council is already incurring the cost of the new equipment.

## OTHER OPTIONS CONSIDERED

N/A.

## LEGAL AND LEGISLATION CONSIDERATIONS

N/A

## POLICY CONSIDERATIONS

N/A.

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

## FINANCIAL AND RESOURCE CONSIDERATIONS

The proposed rate increase will ensure that Councils batching plant fully covers the cost of supplying concrete to projects within the NPA Communities.

## CONSULTATION

Robert James – NPARC Acting Executive Manager Building and Infrastructure

Keas Blarrey – NPARC Acting Supervisor Batching Plant

Robert Davi – NPARC Building Team supervisor

Vidonna Lewis – Wagners – Transport Administrator

Cameron Herbert – Cameron Herbert Construction Owner

Andrew Jones – Seaswift Accounts Manager

**Title of Report:** Report into the Jardine River Ferry Business & ticket prices review

**Agenda Item:** 12.5

**Classification:** For Decision

**Author** Executive Manager Community and Regulatory Services

**Attachments** Proposed new fees (2024)  
Current fees

## Officers Recommendation:

**That Council:**

1. **Note the report; and**
2. **adopt the new fees for the Jardine Ferry with these fees to commence from 1 January 2024 and cover the calendar year to 31 December 2024**

## PURPOSE OF REPORT

Note and adopt new fees for Jardine Ferry to take effect 1 January 2024.

## BACKGROUND AND CONTEXT

The Jardine River Ferry Crossing is the main gateway for those travelling to the Northern Peninsular Area. The Council operates the ferry service on the river in agreement with the Apudthama Land Trust. The Ferry fees are an important revenue source for the Council and the Trust which receives a percentage of the revenue collected.

Revenue from fees in the FY year 2023 were \$1.7mil, an increase from \$1.5mil in the FY 2022. Costs have been controlled, with the unaudited position a profit of \$674k. Further improvement of the business at the Ferry will aim to appropriately capture costs for documentation and to improve the ability of Council to correctly identify operational costs.

The proposed increased fees is based on the Australian Consumer Price Index (CPI), which stood at 6% as of June 30, 2023. Furthermore, a callout fee of \$500 has been identified for endorsement, and a new fee for NPA Resident Motor Bikes, not previously considered in the last fees review, has been highlighted in appendix 1. For your reference, the proposed new fees are detailed in appendix 1 and show the 2023 fees and the 6% CPI increase.

## CRITICAL DATES

N/A



## OTHER OPTIONS CONSIDERED

N/A

## LEGAL AND LEGISLATION CONSIDERATIONS

The legislative requirements for Fees and Charges are set out in S97 of the Local Government Act 2009.

There are no legislative restrictions on the amendment of Council Fees and Charges provided they are adopted by the Council.

## POLICY CONSIDERATIONS

Revenue policy (FIN-005) 2022

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Northern Peninsular Area Regional Council Corporate Plan 2022-2026 Operational Plan item you are reporting against.

### **FOCUS AREA ONE:**

#### **STRONG GOVERNANCE – INNOVATIVE, EFFICIENT AND SUSTAINABLE**

Key Objectives:

- We can demonstrate a pathway to financial sustainability
  - Improve Asset Management Capability
  - Improve repairs, maintenance and renewal against all aged asset classes
  - Increase available own-source revenue streams

### **FOCUS AREA THREE:**

#### **STRONG ECONOMY - AN ECONOMICALLY VIBRANT AND GROWING COMMUNITY**

Key Objectives

- We support and facilitate Indigenous and local employment and business opportunities
  - Review and improve profitability of existing Council Enterprises

## FINANCIAL AND RESOURCE CONSIDERATIONS

The recommended increase is expected to provide the ability to have a positive impact in both increased revenue and further recover operational costs.

## CONSULTATION

N/A

## 2024 PROPOSED JARDINE FERRY CHARGES

	Type	GST	2023 Inc GST	CPI 6%	2024 Inc GST
Pedestrians	Entry	N/A	FREE	N/A	FREE
Bicycles	Entry	Y	27.50	1.65	30.00
Motor bikes	Entry	Y	55.00	3.30	60.00
Single Vehicles - cars	Entry	Y	121.00	7.26	130.00
Vehicles with Trailer/Van	Entry	Y	192.50	11.55	205.00
O'size Vehicle with Van	Entry	Y	200.00	12.00	215.00
Tour Bus 10 tonne or less	Entry	Y	242.00	14.52	260.00
Tour Bus > 10 tonne	Entry	Y	308.00	18.48	330.00
Other vehicles 10 tonne or less	Entry	Y	242.00	14.52	260.00
Other vehicles > 10 tonne	Entry	Y	308.00	18.48	330.00
NPA residents – Car only	Entry	Y	55.00	3.30	60.00
Camping fee/night @ Jardine Ferry campgrounds Under 13	Entry	Y	7.50	0.4500	10.00
Camping fee/night @ Jardine Ferry campgrounds 13 and up	Entry	Y	15.00	1.095	15.00
Callout	Entry	Y	500.00	30.00	535.00
NPA Residents Motor Bikes	Entry	Y		1.80	30.00

**Title of Report:** Bamaga Water Treatment Plant

**Agenda Item:** 12.6

**Classification:** For decision

**Author** Executive Manager, Operations

**Attachments** Nil

## Officers Recommendation:

### That Council:

Delegate authority to the CEO and Executive Manager, Operations to raise a purchase order to the value of up to \$505,000 (ex GST) in favour of Veolia, under the Terms of the *Operation and Maintenance Services of the Northern Peninsula Area Water Supply System NPARC-2022-03-01* agreement for the replacement RTU and PLC's and associated works, within the water treatment system. Conditional on the Department of State Development, Infrastructure, Local Government and Planning, approving the increase in project budget.

## PURPOSE OF REPORT

Request approval for the CEO and Executive Manager, Operations to be delegated authority to issue a Purchase Order to the operator of NPARC water supply to replace Remote Terminal Units (RTU) and Programmable Logic Controllers (PLC's) and associated works, within the water treatment Supervisory Control and Data Acquisition (SCADA) system.

## BACKGROUND AND CONTEXT

The RTU and PLC are critical parts within Councils SCADA system that assists with the operation of the Water treatment plant. Over the last 2 years a number of these RTU's and PLC's have faulted leading to low pressure and unplanned water outages to customers within the NPA communities. the current RTU's and PLC's are no longer manufactured and replacements are not available. VEOLIA has been able to source some second-hand units to replace those that have failed to date, there is a limited number of these available and there is low confidence that these will last for more than a year.

In the contract entered into between Council and VEOLIA during the second quarter of the 2022 calendar year clause 12 Rectification Projects VEOLIA is Responsible to developing a list of proposed Major and Minor rectification projects. The project list is then approved by Council and Department of State Development, Infrastructure, Local Government and Planning staff.

As the project this project is in excess of \$200,000 (ex GST) approval is being sought from Council to engage Veolia under the Terms of the *Operation and Maintenance Services of the Northern Peninsula Area Water Supply System NPARC-2022-03-01* to undertake these essential works on Councils behalf.

## CRITICAL DATES

Some PLC's and RTU have failed in the 2023 calendar year with limited numbers of second-hand units sourced

## OTHER OPTIONS CONSIDERED

There are no other reasonable options available

## LEGAL AND LEGISLATION CONSIDERATIONS

Legal advice has not been sort, however, the contract with the Service Provider, Veolia has been reviewed and approved 2022.

## POLICY CONSIDERATIONS

N/A

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A

## FINANCIAL AND RESOURCE CONSIDERATIONS

The estimated cost to replace the RTU and PLC's is: \$505,000 (ex GST)

The cost of these works will be covered by the Minor Capital Works funds provided by the Department of State Development, Infrastructure, Local Government and Planning, with the Gifting of the water treatment plant to NPARC.

The Purchase Order for supply, installation and commissioning can be issued under the Terms of the agreement Operation and Maintenance Services of the Northern Peninsula Area Water Supply System NPARC-2022-03-01 to Veolia to carry out the replacement RTU and PLC's and associated works, within the water treatment system.

## CONSULTATION

N/A

**Title of Report: Report back from NPA Interim LDMB**

**Agenda Item: 12.7**

**Classification: For endorsement**

**Author Chief Executive Officer**

**Attachments 06.12.2023 Draft Interim Local Decision Making Board Minutes  
Resignation Letter**

## Officers Recommendation:

### That Council:

- Note and endorse the minutes and all recommendations of the NPA Interim Local Decision Making Board
- Schedule the following dates for 2024 NPA Interim Local Decision-Making Board Meetings and delegate to the Mayor and CEO to amend as necessary
  - Wednesday 31<sup>st</sup> January
  - Wednesday 28<sup>th</sup> February
  - Wednesday 28<sup>th</sup> March
  - Wednesday 24<sup>th</sup> April
  - Wednesday 22<sup>nd</sup> May
  - Wednesday 26<sup>th</sup> June
  - Wednesday 31<sup>st</sup> July
  - Wednesday 28<sup>th</sup> August
  - Wednesday 25<sup>th</sup> September
  - Wednesday 30<sup>th</sup> October
  - Wednesday 27<sup>th</sup> November
- Appoint Sepoima Kepa as Representative for Injinoo Community

## PURPOSE OF REPORT

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

## BACKGROUND AND CONTEXT

The October Interim Local Decision Making Board meeting was held on 06 December 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.

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

- Business Arising
- Report back from Joint Coordinating Committee
- LTC Coordinator Update



- State Government Update
- Community Safety Plan Update
- TCHHS Health Service Investigation

There were two reports tabled for decision making

- Youth Service Delivery
- 2024 Proposed Meeting Date

A further deputation regarding Youth Services was held with NPA Family and Community Services regarding Youth Services and Cape York Partnership regarding Commonwealth Funding.

A resignation letter has been received by a representative from Injinoo Community. Under the ToR, an alternative member must be appointed through resolution.

## 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 #4**  
**Wednesday 6<sup>th</sup> December 2023**  
**Bamaga Boardroom**

## **Northern Peninsula Area Regional Council**

### **Interim Local Decision Making Board**

**To commence at 10.00am**

**On**

**Wednesday 6<sup>th</sup> December 2023**

**Bamaga Boardroom**



## UNCONFIRMED

### Meeting Minutes

NPA Interim LDMB Meeting #4  
Wednesday 6<sup>th</sup> December 2023  
Bamaga Boardroom

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

Mayor Yusia welcomed attendees and opened the meeting at 10:05am with a prayer by Lillian Bond.

Mayor Yusia welcomed representatives from the Mapoon Local Decision-Making Board led by Mayor Addo and thanked them for attending the meeting.

#### 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	District Mayor
Narelle Aniba	Seisia Community (Deputy Chair)
Cr Kitty Gebadi	Division 3 / Deputy Mayor
Terry Gina Peter	Umagico Community
Stanley Dai	Umagico Community
Hassim Adidi	Bamaga Community
Kathy Tabuai	Bamaga Community
Lillian Bond	New Mapoon Community
Jean Sunai	Seisia Community

#### Other Attendees

Kate Gallaway	CEO
Elimau Blarrey	Senior Executive Assistant
Karen Samoa	Senior Project Officer, DTATSIPCA

#### Agenda Item 4. Apologies

Eleanor Mara	Injinoo Community
Glendon Woosup	Injinoo Community
Victoria Kennedy	New Mapoon Community

#### Agenda Item 5. Declarations of Conflict of Interest

Nil

#### Agenda Item 6. Confirmation of Previous Minutes

##### Resolution

**That NPA Interim Local Decision-Making Board resolve to:**

Endorse the minutes from the meeting held 25<sup>th</sup> October 2023

**Moved: Gina Peter**

**Vote: 8 /0**

**CARRIED**

**Seconded: Jean Sunai**

**Resolution: LTC6.1.-06122023**



## UNCONFIRMED

### Meeting Minutes

NPA Interim LDMB Meeting #4  
Wednesday 6<sup>th</sup> December 2023  
Bamaga Boardroom

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

Previous action items and progress were discussed.

#### Agenda Item 8. Report back from Joint Coordinating Committee

##### Resolution

That NPA Interim Local Decision-Making Board resolve to:

- Note the report

Moved: Narelle Aniba

Vote: 8/0

Seconded: Hassim Adidi

Resolution: LTC8.-06122023

CARRIED

#### Agenda Item 9. LTC Coordinator Update

##### Resolution

That NPA Interim Local Decision-Making Board resolve to:

- Note the report

Moved: Cr Gebadi

Vote: 8/0

Seconded: Kathy Tabuai

Resolution: LTC9.-06122023

CARRIED

#### Agenda Item 10. State Government Update

##### Resolution

That NPA Interim Local Decision-Making Board resolve to:

- Note the report

Moved: Gina Peter

Vote: 8/0

Seconded: Jean Sunai

Resolution: LTC10.-06122023

CARRIED



## UNCONFIRMED

### Meeting Minutes

NPA Interim LDMB Meeting #4

Wednesday 6<sup>th</sup> December 2023

Bamaga Boardroom

#### Agenda Item 11. Youth Justice Deputations NPA Family and Community Services

Representatives in Attendance
Tailisa Yusia – CEO NPAFACS
Services and investment currently provided to the region
<ul style="list-style-type: none"> <li>• Youth Hub</li> <li>• Psychosocial Support</li> <li>• Respectful Relationship Counselling</li> <li>• Book Club</li> <li>• Youth AOD Services</li> <li>• Youth Support Services</li> </ul>
Any trending data regarding the issue
<p>82 Clients in Youth Support including kids who don't attend school</p> <p>157 participants at Youth Hub</p> <p>16 clients in Respectful Relationship Counselling</p> <ul style="list-style-type: none"> <li>• Youth Hub – Youths are well behaved at the Youth Hub but are disrespectful at school. Looking at separating out times for older and younger kids</li> <li>• Youth need support around hygiene, clothes, cooking more support with mental health training</li> </ul>
Barriers and concerns to service delivery
<ul style="list-style-type: none"> <li>• Good relationship with QPS.</li> <li>• Challenges with other stakeholders accessing Youth Hub. There are opportunities for them to book rooms</li> <li>• Challenges with retaining qualified staff and building rapport with youth</li> <li>• Investing and upskilling of Indigenous Staff</li> <li>• Multi-agency case management, Youth Hub coordinator reaches out to stakeholders but no reply</li> <li>• Funding continuity and amount to support gender appropriate staff. E.g. Youth Hub supported by CDP Trial participants</li> <li>• More flexible funding to support especially male youth with cultural activities like kup murri</li> <li>• Creating strong bonds – recognize cultural activities and feedback to government/department</li> </ul>



## UNCONFIRMED

### Meeting Minutes

NPA Interim LDMB Meeting #4  
Wednesday 6<sup>th</sup> December 2023  
Bamaga Boardroom

#### Agenda Item 12. Agenda Item 12.1

#### Reports for Noting Community Safety Plan Update

##### Resolution

That NPA Interim Local Decision-Making Board resolve to:

- Note the report

Moved: Jean Sunai  
Vote: 9/0

Seconded: Narelle Aniba  
Resolution: LTC12.1.-06122023

CARRIED

#### Agenda Item 12.2

#### TCHHS Health Service Investigation

##### Resolution

That NPA Interim Local Decision-Making Board resolve to:

- Note the report

Moved: Kathy Tabuai  
Vote: 8/0

Seconded: Gina Peter  
Resolution: LTC12.2.-06122023

CARRIED

#### Agenda Item 13. Agenda Item 13.1

#### Reports for Decision Making Youth Service Delivery

##### Resolution

That NPA Interim Local Decision-Making Board resolve to:

- Note the report
- Write to QPS requesting immediate intervention to ensure adequate staffing over the Christmas period to address youth crime occurring in community
- Write to DCYJMC, DTATSIPCA and NIAA to appoint a relevant person or provide dedicated funding for the development of an NPA Youth Strategy
- Request a meeting with the DG or relevant representative of these departments to discuss stakeholder and community concerns
- Write to the Department of Child Safety, Youth and Women requesting urgent continuation of funding for the NPA Youth Hub
- Support an application under the Targeted Responses to Youth Crime grants for specific community-based approaches to support youth within the NPA

Moved: Narelle Aniba  
Vote: 8/0

Seconded: Stanley Dai  
Resolution: LTC13.1.-06122023

CARRIED



## UNCONFIRMED

### Meeting Minutes

NPA Interim LDMB Meeting #4  
Wednesday 6<sup>th</sup> December 2023  
Bamaga Boardroom

#### Agenda Item 13.2

#### 2024 Proposed Meeting Dates

##### Resolution

That NPA Interim Local Decision-Making Board resolve to:

- Note the report
- Recommend the following dates for 2024 NPA Interim Local Decision-Making Board Meetings
  - Wednesday 31<sup>st</sup> January
  - Wednesday 28<sup>th</sup> February
  - Wednesday 28<sup>th</sup> March
  - Wednesday 24<sup>th</sup> April
  - Wednesday 22<sup>nd</sup> May
  - Wednesday 26<sup>th</sup> June
  - Wednesday 31<sup>st</sup> July
  - Wednesday 28<sup>th</sup> August
  - Wednesday 25<sup>th</sup> September
  - Wednesday 30<sup>th</sup> October
  - Wednesday 27<sup>th</sup> November

Moved: Jean Sunai

Vote: 8/0

Seconded: Gina Peter

Resolution: LTC13.2.-06122023

CARRIED

#### Agenda Item 14.

#### Other Business

Cape York Partnerships

- Looking at matrix to determine priorities leading into 2024
- Support to facilitate conversations on matters such as RSAS, ALT Rangers, Youth
- Early Date set for CY Summit on 12 & 13 Feb

#### Agenda Item 14.

#### General Discussion

Member Feedback

- Horses at Seisia
- Speedbumps at Quarry Heights / Parks
- NM Park lights – issues with vandalism
- Kid break ins at Alau
- Gunja smoking laced with ice

#### Agenda Item 15.

#### Close of Meeting

Meeting closed at 3:05pm with a prayer by Kathy Tabuai.

**From:** [Elimau Johnson](#)  
**To:** [Kate Galloway](#)  
**Subject:** FW: Resignation - LTC Board - Advisory committee  
**Date:** Wednesday, 13 December 2023 1:05:05 PM  
**Attachments:** [ATT00001.png](#)

---

God afternoon Kate,

Please see the email trail from Glendon Woosup.

Thanks

Kind regards,

---

### **Elimau Johnson**

Senior Executive Assistant

NPARC - Northern Peninsula Area Regional Council | Bamaga

**p:** 0740 904 104 | **m:** 0448 272 927 |

**a:** 180 Adidi St, Bamaga, QLD, 4876

**e:** [Elimau.Johnson@nparc.qld.gov.au](mailto:Elimau.Johnson@nparc.qld.gov.au)

**w:** [www.nparc.qld.gov.au](http://www.nparc.qld.gov.au)



NOTICE - This email and any attachments are confidential between Northern Peninsula Area Regional Council and the addressee and subject to the privacy policy on our website. If it has been sent to you in error, you must not disseminate, copy or rely on it and you should notify us immediately. Any opinion expressed is not the opinion of Northern Peninsula Area Regional Council unless that is stated or apparent from its terms. The organisation has the right to monitor all e-mail communications to and from this network.

**From:** Glendon Woosup <[gwoosup@gmail.com](mailto:gwoosup@gmail.com)>

**Sent:** Wednesday, 13 December 2023 1:03 PM

**To:** Elimau Johnson <[Elimau.Johnson@nparc.qld.gov.au](mailto:Elimau.Johnson@nparc.qld.gov.au)>

**Subject:** Resignation - LTC Board - Advisory committee

Hello,

This is a formal notice of my resignation as a member of the Local Thriving Communities board. I have enjoyed being part of the committee as a representative of Injinoo. Thank you to the council and community for the opportunity and experience. I look forward to the successes of the LTC in years to come.

Sincerely

Glendon Woosup

**Title of Report:** Presentation of Torres and Cape Indigenous Council Alliance Financials

**Agenda Item:** 12.8

**Classification:** For noting

**Author** Mayor

**Attachments** Audited Financials  
Management Letter

## Officers Recommendation:

### That Council:

- Note the audited financial statements of Torres and Cape Indigenous Council Alliance

## PURPOSE OF REPORT

Provide the audited financial statements of Torres and Cape Indigenous Council Alliance for noting.

## BACKGROUND AND CONTEXT

Torres and Cape Indigenous Council Alliance (TCICA) is a controlled entity under the Local Government Act being an entity subject to control of one or more local governments. Section 213B of the Local Government Regulation 2012 requires that

- the local government must obtain a copy of the audited financial statements of the controlled entity.
- the mayor must present the copy of the audited financial statements at the next ordinary meeting of the local government.
- within 14 days after the copy of the audited financial statements is presented at the meeting, the copy, or a link to the copy, is published on the local government's website.

The AGM of TCICA was held on the 14/12 and the financials were adopted by the members. Two issues were raised in the management letter and discussed at the AGM.

The financials are attached to this report for presentation to the Council.

## CRITICAL DATES

NA

## OTHER OPTIONS CONSIDERED

NA





## **LEGAL AND LEGISLATION CONSIDERATIONS**

Local Government Act and Regulations

## **POLICY CONSIDERATIONS**

NA

## **CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS**

NA

## **FINANCIAL AND RESOURCE CONSIDERATIONS**

NA

## **CONSULTATION**

NA

# Annual Report

Torres Cape Indigenous Council Alliance (TCICA) Inc

ABN 34 409 793 644

For the year ended 30 June 2023

# Contents

3	Committee's Report
4	Income and Expenditure Statement
6	Balance Sheet
7	Statement of Changes in Equity
8	Statement of Cash Flows
9	Notes to the Financial Statements
16	Certificate by Members of Committee
17	Independent Auditor's Report

# Committee's Report

## Torres Cape Indigenous Council Alliance (TCICA) Inc For the year ended 30 June 2023

### Committee's Report

Your committee members submit the financial report of Torres Cape Indigenous Council Alliance (TCICA) Inc (the association) for the financial year ended 30 June 2023.

### Committee Members

The names of committee members throughout the year and at the date of this report are:

#### Executive Committee Members

Robbie Sands (Chair)  
Cameron Hudson (Deputy Chair)  
Peter Scott (Secretary/Treasurer)

#### Committee Members

Aurukun Shire Council  
Cook Shire Council  
Doomadgee Aboriginal Shire Council  
Hope Vale Aboriginal Council  
Kowanyama Aboriginal Shire Council  
Lockhart River Aboriginal Shire Council  
Mapoon Aboriginal Shire Council  
Mornington Shire Council  
Napranum Aboriginal Shire Council  
Northern Peninsula Area Regional Council  
Pormpuraaw Aboriginal Shire Council  
Torres Shire Council  
Torres Strait Island Regional Council  
Weipa Town Authority  
Wujal Wujal Aboriginal Shire Council  
Yarrabah Aboriginal Shire Council (membership commenced in July 2023)

### Principal Activities

The principal activities of the Association during the financial year were:

To foster cooperation and resource sharing between Member Councils in the Torres Strait, Cape York and Gulf region and advocate on agreed regional positions and priorities.

### Significant Changes

No significant change in the nature of these activities occurred during the year.

### Operating Result

The deficit after providing for income tax for the 2023 financial year amounted to (\$131,464) (2022: surplus \$102,366). Signed in accordance with a resolution of the Members of the Committee on:

---

**Robbie Sands (Chair)**

Date:    /    /

# Income and Expenditure Statement

## Torres Cape Indigenous Council Alliance (TCICA) Inc For the year ended 30 June 2023

	NOTES	2023	2022
<b>Income</b>			
Grant Operating	2	163,243	429,977
Membership Fees		150,000	130,000
<b>Total Income</b>		<b>313,243</b>	<b>559,977</b>
<b>Gross Surplus</b>		<b>313,243</b>	<b>559,977</b>
<b>Other Income</b>			
Contributions & Sponsorships		-	1,849
Interest Income		26	52
<b>Total Other Income</b>		<b>26</b>	<b>1,901</b>
<b>Expenditure</b>			
Accounting Fees		4,000	4,000
Advertising Expenses		2,104	938
Audit Fees	3	8,066	9,000
Bank Fees		248	185
Bookkeeping Fees		220	-
Conferences and Seminars		1,582	3,615
Consulting Fees		13,300	4,386
Depreciation		342	638
Entertainment		1,091	-
Freight & Courier		291	-
General Expenses		5,058	1,234
Insurances		4,583	4,013
Interest Expense		-	58
Meeting Expenses		28,224	13,500
Office Expenses		1,328	-
Printing & Stationery		4,959	349
QRA Regional Disaster Dashboard		8,057	92,209
QRA Regional Resilience Project		40,105	24,907
RAB Consultants & Project Costs		40,642	25,144
Rent		5,100	-
Repairs and Maintenance		70	-
Subscriptions		657	584
Superannuation		27,503	34,187
Telephone & Internet		1,821	-
Travel and Accommodation		25,537	8,578
Wages & Salaries		219,321	231,708
Website Hosting		524	277
<b>Total Expenditure</b>		<b>444,732</b>	<b>459,512</b>

The accompanying notes form part of these financial statements.  
These statements should be read in conjunction with the attached audit report.

	NOTES	2023	2022
<hr/>			
<b>Current Year Surplus/ (Deficit) Before Income Tax Adjustments</b>		(131,464)	102,366
<b>Current Year Surplus/(Deficit) Before Income Tax</b>		(131,464)	102,366
<b>Net Current Year Deficit After Income Tax</b>		(131,464)	102,366

---

The accompanying notes form part of these financial statements.  
These statements should be read in conjunction with the attached audit report.

# Balance Sheet

## Torres Cape Indigenous Council Alliance (TCICA) Inc As at 30 June 2023

	NOTES	30 JUN 2023	30 JUN 2022
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	4	225,442	222,143
Trade and Other Receivables	5	-	12,606
<b>Non-Current Assets</b>			
Property, Plant and Equipment	6	400	742
<b>Total Non-Current Assets</b>		<b>400</b>	<b>742</b>
<b>Total Assets</b>		<b>225,842</b>	<b>235,490</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	7	182,698	60,883
<b>Total Current Liabilities</b>		<b>182,698</b>	<b>60,883</b>
<b>Total Liabilities</b>		<b>182,698</b>	<b>60,883</b>
<b>Net Assets</b>		<b>43,144</b>	<b>174,607</b>
<b>Member's Funds</b>			
Retained Earnings		43,144	174,607
<b>Total Member's Funds</b>		<b>43,144</b>	<b>174,607</b>

The accompanying notes form part of these financial statements.  
These statements should be read in conjunction with the attached audit report.

# Statement of Changes in Equity

## Torres Cape Indigenous Council Alliance (TCICA) Inc For the year ended 30 June 2023

	2023	2022
<b>Equity</b>		
Opening Balance	174,607	72,242
<b>Increases</b>		
Surplus for the Period	-	102,366
<b>Total Increases</b>	-	102,366
<b>Decreases</b>		
Deficit for the Period	131,464	-
<b>Total Decreases</b>	131,464	-
<b>Total Equity</b>	<b>43,144</b>	<b>174,607</b>

The accompanying notes form part of these financial statements.  
These statements should be read in conjunction with the attached audit report.



# Statement of Cash Flows

## Torres Cape Indigenous Council Alliance (TCICA) Inc For the year ended 30 June 2023

	2023	2022
<b>Operating Activities</b>		
Cash receipts from other operating activities	442,812	721,381
Cash payments from other operating activities	(439,510)	(619,569)
<b>Net Cash Flows from Operating Activities</b>	<b>3,302</b>	<b>101,813</b>
<b>Investing Activities</b>		
Payment for property, plant and equipment	-	814
<b>Net Cash Flows from Investing Activities</b>	<b>-</b>	<b>814</b>
<b>Net Cash Flows</b>	<b>3,302</b>	<b>102,626</b>
<b>Cash and Cash Equivalents</b>		
Cash and cash equivalents at beginning of period	222,140	119,513
Net change in cash for period	3,302	102,626
Cash and cash equivalents at end of period	225,442	222,140

The accompanying notes form part of these financial statements.  
These statements should be read in conjunction with the attached audit report.

# Notes to the Financial Statements

## Torres Cape Indigenous Council Alliance (TCICA) Inc For the year ended 30 June 2023

### 1. Summary of Significant Accounting Policies

#### Financial Reporting Framework

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Act 1981 (Qld)* ('the Act'). The association is a not-for-profit entity. The committee has determined that the association is not a reporting entity as the users of the financial statements are able to obtain additional information to meet their needs.

#### Statement of Compliance

The financial report has been prepared in accordance with *Associations Incorporation Act 1981 (Qld)* and the basis of recognition and measurement specified by all Australian Accounting Standards and Interpretations.

#### Basis of Preparation

The financial statements have been prepared on an accrual basis and are based on historical costs. They do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

#### a) Income Tax

The Association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

#### b) Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated on a straight-line basis over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised on a straight-line basis over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable assets are as follows:

#### c) Impairment of Assets

At the end of each reporting period, the committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

---

These notes should be read in conjunction with the attached audit report.

#### **d) Provisions**

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result, and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### **e) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks and other short-term highly liquid investments with original maturities of three months or less.

#### **f) Accounts Receivable and Other Debtors**

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

#### **g) Revenue and Other Income**

The association is first required to determine whether amounts received are accounted for as Revenue per *AASB 15: Revenue from Contracts with Customers* or Income per *AASB 1058: Income of Not-for-Profit Entities*.

Funding arrangements which are enforceable and contain sufficiently specific performance obligations are recognised as revenue under AASB 15. Otherwise, such arrangements are accounted for under AASB 1058, where upon initial recognition of an asset, the association is required to consider whether any other financial statement elements should be recognised (for example, financial liabilities representing repayable amounts), with any difference being recognised immediately in profit or loss as income.

All revenue is stated net of the amount of goods and services tax.

##### *Operating grants, donations and bequests*

When the association receives operating grant revenue, donations or bequests, it assesses whether the contract is enforceable and has sufficiently specific performance obligations in accordance with AASB 15.

When both these conditions are satisfied, the association:

- identifies each performance obligation relating to the grant - recognises a contract liability for its obligations under the agreement;
  - recognises revenue as it satisfies its performance obligations.
- Where the contract is not enforceable or does not have sufficiently specific performance obligations, the association:
- recognises the asset received in accordance with the recognition requirements of other applicable accounting standards;
  - recognises related amounts (being contributions by owners, lease liability, financial instruments, provisions); and
  - recognises income immediately in profit or loss as the difference between the initial carrying amount of the asset and the related amount.

##### *Capital grant*

When the association receives a capital grant, it recognises a liability for the excess of the initial carrying amount of the financial asset received over any related amounts (being contributions by owners, lease liability, financial instruments, provisions) recognised under other Australian Accounting Standards. The association recognises income in profit or loss when or as the association satisfies its obligations under the terms of the grant.

##### *Interest income*

Interest income is recognised using the effective interest method.

## **h) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

## **i) Financial Assets**

### **Initial recognition and measurement**

Financial assets and financial liabilities are recognised when the association becomes a party to the contractual provisions of the instrument. For financial assets, this is equivalent to the date that the association commits itself to either the purchase or the sale of the asset (ie, trade date accounting is adopted).

Financial instruments (except for trade receivables) are initially measured at fair value plus transaction costs, except where the instrument is classified "at fair value through profit or loss", in which case transaction costs are expensed to profit or loss immediately. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Trade receivables are initially measured at the transaction price if the trade receivables do not contain a significant financing component or if the practical expedient was applied as specified in *AASB 15: Revenue from Contracts with Customers*.

Classification and subsequent measurement financial assets are subsequently measured at:

- amortised cost;
- fair value through other comprehensive income; or
- fair value through profit or loss.

Measurement is on the basis of two primary criteria:

- the contractual cash flow characteristics of the financial asset; and
- the business model for managing the financial assets.

A financial asset that meets the following conditions is subsequently measured at amortised cost:

- the financial asset is managed solely to collect contractual cash flows; and
- the contractual terms within the financial asset give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding on specified dates.

A financial asset that meets the following conditions is subsequently measured at fair value through other comprehensive income:

- the contractual terms within the financial asset give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding on specified dates; and
- the contractual terms within the financial asset give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding on specified dates; and

By default, all other financial assets that do not meet the measurement conditions of amortised cost and fair value through other comprehensive income are subsequently measured at fair value through profit or loss.

The association initially designates a financial instrument as measured at fair value through profit or loss if:

- it eliminates or significantly reduces a measurement or recognition inconsistency (often referred to as an "accounting mismatch") that would otherwise arise from measuring assets or liabilities or recognising the gains and losses on them on different bases;
- it is in accordance with the documented risk management or investment strategy and information about the groupings is documented appropriately, so the performance of the financial liability that is part of a group of financial liabilities or financial assets can be managed and evaluated consistently on a fair value basis; and
- it is a hybrid contract that contains an embedded derivative that significantly modifies the cash flows otherwise required by the contract.

The initial measurement of financial instruments at fair value through profit or loss is a one-time option on initial classification and is irrevocable until the financial asset is derecognised.

### **Derecognition**

All the following criteria need to be satisfied for the derecognition of a financial asset:

- the right to receive cash flows from the asset has expired or been transferred;
- all risk and rewards of ownership of the asset have been substantially transferred; and
- the association no longer controls the asset (ie, it has no practical ability to make unilateral decisions to sell the asset to a third party).

On derecognition of a financial asset measured at amortised cost, the difference between the asset's carrying amount and the sum of the consideration received and receivable is recognised in profit or loss.

On derecognition of a debt instrument classified as fair value through other comprehensive income, the cumulative gain or loss previously accumulated in the investment revaluation reserve is reclassified to profit or loss.

On derecognition of an investment in equity that the association elected to classify as at fair value through other comprehensive income, the cumulative gain or loss previously accumulated in the investments revaluation reserve is not reclassified to profit or loss, but is transferred to retained earnings.

### **Impairment**

The association recognises a loss allowance for expected credit losses on:

- financial assets that are measured at amortised cost or fair value through other comprehensive income;
- lease receivables;
- contract assets (eg, amount due from customers under contracts);
- loan commitments that are not measured at fair value through profit or loss; and
- financial guarantee contracts that are not measured at fair value through profit or loss. Loss allowance is not recognised for:
  - financial assets measured at fair value through profit or loss; or
  - equity instruments measured at fair value through other comprehensive income.

Expected credit losses are the probability-weighted estimate of credit losses over the expected life of a financial instrument. A credit loss is the difference between all contractual cash flows that are due and all cash flows expected to be received, all discounted at the original effective interest rate of the financial instrument.

The association uses the following approaches to impairment, as applicable under *AASB 9: Financial Instruments*:

- the general approach;
- the simplified approach;
- the purchased or originated credit-impaired approach; and
- low credit risk operational simplification.

### *General approach*

Under the general approach, at each reporting period, the association assesses whether the financial instruments are credit-impaired, and:

- if the credit risk of the financial instrument has increased significantly since initial recognition, the association measures the loss allowance of the financial instruments at an amount equal to the lifetime expected credit losses; and
- if there has been no significant increase in credit risk since initial recognition, the association measures the loss allowance for that financial instrument at an amount equal to 12-month expected credit losses.

### *Simplified approach*

The simplified approach does not require tracking of changes in credit risk at every reporting period, but instead requires the recognition of lifetime expected credit loss at all times.

This approach is applicable to:

- trade receivable; and
- lease receivables.

In measuring the expected credit loss, a provision matrix for trade receivables is used, taking into consideration various data to get to an expected credit loss (ie, diversity of its customer base, appropriate groupings of its historical loss experience, etc).

### *Purchased or originated credit-impaired approach*

For financial assets that are considered to be credit-impaired (not on acquisition or originations), the association measures any change in its lifetime expected credit loss as the difference between the asset's gross carrying amount and the present value of estimated future cash flows discounted at the financial asset's original effective interest rate. Any adjustment is recognised in profit or loss as an impairment gain or loss.

Evidence of credit impairment includes:

- significant financial difficulty of the issuer or borrower;
- a breach of contract (eg, default or past due event);
- where a lender has granted to the borrower a concession, due to the borrower's financial difficulty, that the lender would not otherwise consider;
- the likelihood that the borrower will enter bankruptcy or other financial reorganisation; and
- the disappearance of an active market for the financial asset because of financial difficulties.

### *Low credit risk operational simplification approach*

If a financial asset is determined to have low credit risk at the initial reporting date, the association assumes that the credit risk has not increased significantly since initial recognition and, accordingly, it can continue to recognise a loss allowance of 12-month expected credit loss. In order to make such a determination that the financial asset has low credit risk, the association applies its internal credit risk ratings or other methodologies using a globally comparable definition of low credit risk.

A financial asset is considered to have low credit risk if:

- there is a low risk of default by the borrower;
- the borrower has strong capacity to meet its contractual cash flow obligations in the near term; and
- adverse changes in economic and business conditions in the longer term, may, but not necessarily, reduce the ability of the borrower to fulfil its contractual cash flow obligations.

A financial asset is not considered to carry low credit risk merely due to existence of collateral, or because a borrower has a lower risk of default than the risk inherent in the financial assets, or lower than the credit risk of the jurisdiction in which it operates.

*Recognition of expected credit losses in financial statements*

At each reporting date, the association recognises the movement in the loss allowance as an impairment gain or loss in the statement of profit or loss and other comprehensive income.

Assets measured at fair value through other comprehensive income are recognised at fair value with changes in fair value recognised in other comprehensive income. The amount in relation to change in credit risk is transferred from other comprehensive income to profit or loss at every reporting period.

For financial assets that are unrecognised (eg, loan commitments yet to be drawn, financial guarantees), a provision for loss allowance is created in the statement of financial position to recognise the loss allowance.

**j) New and Amended Accounting Policies Adopted by the Association***AASB 2022-3: Amendments to Australian Accounting Standards – Illustrative Examples for Not-for-Profit Entities accompanying AASB 15*

AASB 2022-3 amends the Australian illustrative examples for not-for-profit entities accompanying AASB 15 Revenue from Contracts with Customers to illustrate how AASB 15 applies to the recognition and measurement of upfront fees. The amendments do not change the requirements of AASB 15.

The Basis for Conclusions also document the Committee's decision to retain the accounting policy choice on an ongoing basis for NFP private sector lessees to elect to initially measure a class of ROU assets arising under concessionary leases at cost or at fair value.

The adoption of the amendment did not have a material impact on the financial statements.

*AASB 2020-3: Amendments to Australian Accounting Standards – Annual Improvements 2018–2020 and Other Amendments*

The Entity adopted AASB 2020-3 which makes some small amendments to a number of standards including the following: AASB 1, AASB 3, AASB 9, AASB 116, AASB 137 and AASB 141.

The adoption of the amendment did not have a material impact on the financial statements.

*AASB 2021-7a: Amendments to Australian Accounting Standards – Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections*

AASB 2021-7a makes various editorial corrections to a number of standards effective for reporting periods beginning on or after 1 January 2022. The adoption of the amendment did not have a material impact on the financial statements

	2023	2022
<b>2. Grant Operating</b>		
Grants	101,468	24,000
RAB Project Grant	23,700	102,000
QRA - Regional Resilience Project	16,500	99,000
QRA - TCICA Regional Dashboard Project Grant	-	86,551
Foundation for Rural & Regional Renewal	99,263	-
Grant balance at 1 July	21,575	140,000
Grants unexpended at 30 June	(99,263)	(21,575)
<b>Total Grant Revenue (under AASB 15)</b>	<b>163,243</b>	<b>429,976</b>

	2023	2022
--	------	------

### 3. Auditor's Remuneration

Audit Fees	8,066	9,000
<b>Total Auditor's Remuneration</b>	<b>8,066</b>	<b>9,000</b>

Audit fees for the 2023 were provided by Grant Thornton and the 2022 audit fees were provided by Queensland Audit Office (QAO).

### 4. Cash and Cash Equivalents

ANZ Business Account (3558) TCICA Cash Mgmt Acct	215,686	212,387
Society Cheque Account (8831) Mayors Alliance	9,756	9,756
<b>Total Cash and Cash Equivalents</b>	<b>225,442</b>	<b>222,143</b>

### 5. Trade and Other Receivables

Trade Receivables	-	12,606
<b>Total Trade and Other Receivables</b>	<b>-</b>	<b>12,606</b>

### 6. Property, Plant and Equipment

Plant and Equipment		
Plant and Equipment at Cost	2,320	2,320
Accumulated Depreciation of Plant and Equipment	(1,920)	(1,578)
<b>Total Plant and Equipment</b>	<b>400</b>	<b>742</b>
<b>Total Property, Plant and Equipment</b>	<b>400</b>	<b>742</b>

### 7. Trade and Other Payables

#### Trade Payables

Accounts Payable	54,219	29,200
Accrued Wages	27,424	9,706
Credit Card	-	3
Goods & Services Tax (GST)	1,792	399
<b>Total Trade Payables</b>	<b>83,435</b>	<b>39,308</b>

#### Other Payables

Deferred Revenue	99,263	21,575
<b>Total Other Payables</b>	<b>99,263</b>	<b>21,575</b>
<b>Total Trade and Other Payables</b>	<b>182,698</b>	<b>60,883</b>

These notes should be read in conjunction with the attached audit report.



# Certificate by Members of Committee

## Torres Cape Indigenous Council Alliance (TCICA) Inc For the year ended 30 June 2023

The committee has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report:

1. Presents fairly the financial position of Torres Cape Indigenous Council Alliance (TCICA) Inc as at 30 June 2023 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Torres Cape Indigenous Council Alliance (TCICA) Inc will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee

---

**Robbie Sands (Chair)**

Dated:     /     /

## Independent Auditor's Report

To the Members of Torres Cape Indigenous Council Alliance (TCICA) Inc.

### Report on the audit of the financial report

#### Opinion

We have audited the financial report of Torres Cape Indigenous Council Alliance (TCICA) Inc. (the Association), which comprises the statement of financial position as at 30 June 2023, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the Committee's declaration.

In our opinion, the accompanying financial report of the Torres Cape Indigenous Council Alliance (TCICA) Inc.:

- a presents fairly, in all material respects, the Association's financial position as at 30 June 2023 and of its performance and cash flows for the year then ended in accordance with the accounting policies described in Note 2; and
- b complies with Australian Accounting Standards and *Associations Incorporation Act 1981* (Qld) as amended by the *Associations Incorporation and Other Legislation Amendment Act 2020* to the extent described in Note 1.

#### Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Emphasis of matter – basis of accounting

We draw attention to Note 1 of the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Association's financial reporting responsibilities under the

**www.grantthornton.com.au**  
ACN-130 913 594

---

Grant Thornton Audit Pty Ltd ACN 130 913 594 a subsidiary or related entity of Grant Thornton Australia Limited ABN 41 127 556 389 ACN 127 556 389. 'Grant Thornton' refers to the brand under which the Grant Thornton member firms provide assurance, tax and advisory services to their clients and/or refers to one or more member firms, as the context requires. Grant Thornton Australia Limited is a member firm of Grant Thornton International Ltd (GTIL). GTIL and the member firms are not a worldwide partnership. GTIL and each member firm is a separate legal entity. Services are delivered by the member firms. GTIL does not provide services to clients. GTIL and its member firms are not agents of, and do not obligate one another and are not liable for one another's acts or omissions. In the Australian context only, the use of the term 'Grant Thornton' may refer to Grant Thornton Australia Limited ABN 41 127 556 389 ACN 127 556 389 and its Australian subsidiaries and related entities. Liability limited by a scheme approved under Professional Standards Legislation.

*Associations Incorporation Act 1981 (Qld)* as amended by the *Associations Incorporation and Other Legislation Amendment Act 2020*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

#### **Information other than the financial report and auditor's report thereon**

Management is responsible for the other information. The other information comprises the information included in the Association's annual report for the year ended 30 June 2023, but does not include the financial report and our auditor's report thereon. Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information available at the date of this report and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### **Responsibilities of management and those charged with governance for the financial report**

Management is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies used and described in Note 2 to the financial report are appropriate to meet the requirements of the *Associations Incorporation Act 1981 (Qld)* as amended by the *Associations Incorporation and Other Legislation Amendment Act 2020* and meets the needs of the Members. This responsibility also includes such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Association's financial reporting process.

#### **Auditor's responsibilities for the audit of the financial report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: [http://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf). This description forms part of our auditor's report.

Grant Thornton Audit Pty Ltd  
Chartered Accountants

H A Wilkes  
Partner – Audit & Assurance  
Cairns, 2023

# Audit Findings Report

Torres Cape Indigenous Council  
Alliance (TCICA) Inc.

Year ended 30 June 2023



The Management Committee  
Torres Cape Indigenous Council Alliance (TCICA) Inc  
PO Box 355  
Cairns North QLD 4870

1 December 2023

Dear Management Committee

#### AUDIT FINDINGS REPORT FOR THE YEAR ENDED 30 JUNE 2023

We attach our Report to the Management Committee for the year ended 30 June 2023.

We have substantially completed our audit work, with only the following matters outstanding:

- subsequent events review;
- receipt of Management's representation letter; and
- receipt of signed Certificate by Members of Committee and Committee's Report.

We expect to sign an unqualified audit report after these matters are completed. We take this opportunity to extend our appreciation to the finance team for their assistance and cooperation during the course of the audit.

This report has been prepared for the Management Committee and Management of Torres Cape Indigenous Council Alliance only. It should not be quoted or referred to, in whole or in part, without our prior written consent. No warranty is given to, and no liability will be accepted from, any party other than Torres Cape Indigenous Council Alliance.

This report should be read in conjunction with our audit engagement letter and any other formal correspondence addressed to the Management Committee regarding this year's audit.

**Grant Thornton Australia**  
Collins Square, Tower 5  
727 Collins Street  
Melbourne VIC 3008  
[www.grantthornton.com.au](http://www.grantthornton.com.au)

We strive for a high level of client satisfaction, and our business is built around the relationships we maintain with our clients. We want to hear feedback from our clients, both positive and negative, to ensure the services we provide exceed expectations.

If you receive our Client Voice Engagement Survey, we would greatly appreciate you taking the time to provide your feedback.

We trust that you find this report informative, and we appreciate the opportunity to be of service to you.

If you have any queries or wish to discuss any issues further, please do not hesitate to contact either Nick Rogers or me.

Yours faithfully  
GRANT THORNTON AUDIT PTY LTD



Helen Wilkes  
Partner, Audit & Assurance

cc:

Melinda Eades, Executive Officer





## Contact



**Helen Wilkes**  
Partner  
D +61 7 4046 8809  
E [helen.wilkes@au.gt.com](mailto:helen.wilkes@au.gt.com)



**Nick Rogers**  
Senior Manager  
D +61 7 4046 8878  
E [nick.rogers@au.gt.com](mailto:nick.rogers@au.gt.com)



**Daniel Evans**  
In-Charge Accountant  
D +61 7 4046 8888  
E [daniel.evans@au.gt.com](mailto:daniel.evans@au.gt.com)

## Contents

Areas of audit focus	4
Recommendations	7
Audit differences	10
Developments in financial reporting	12
Other matters	16
About Grant Thornton	23

# Areas of audit focus – summary



Focus area	Risk*	Management judgement	Material adjustments	Control recommendation	Control deficiency classification	Pending matters
Revenue recognition	Significant risk	Yes	-	-	-	-
Going concern	Other risk	Yes	-	-	-	-

\* Risk refers to Significant Risk or Other Risk (per Australian Auditing Standard ASA 315 *Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and Its Environment*)

## Audit materiality

Materiality is the magnitude of a misstatement or omission from the financial report or related disclosures that the audit team believes would make it probable that the judgement of a reasonable person relying on the information would have been changed or influenced by the misstatement or omission. Our audit will be conducted based on a quantitative materiality. Materiality benchmarks are selected to represent the measure which is more relevant to users of the financial report.

Basis
Total revenues

Legend		
<ul style="list-style-type: none"><li>Significant deficiency</li></ul> <p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those responsible for oversight of the Association's financial reporting.</p>	<ul style="list-style-type: none"><li>Deficiency</li></ul> <p>A deficiency in internal control exists when the design or operation of a control does not allow Management or employees, in the normal course of performing their assigned functions, to prevent or detect, misstatements on a timely basis.</p>	<ul style="list-style-type: none"><li>Management recommendation</li></ul> <p>Represents process recommendations identified from our procedures which are not categorised as control gaps.</p>

# Revenue recognition



Account description	Type	2023 \$000	2022 \$000	Risk	Management judgement
Revenue	Income	313	560	Significant risk	Yes

## Details of risk

Presumed fraud risk

Significant balance

## How our audit addressed the focus area

Our key procedures included:

- We obtained an understanding of and evaluated the design and implementation of key controls
- We performed test of detail procedures over significant revenue streams by agreeing to supporting documentation (e.g. contract, receipt in the bank or remittance advice)
- We performed cut off testing
- We assessed the recoverability of receivables
- We assessed compliance with the recognition measurement and disclosure requirements of AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of Not-for-profit Entities*

## Conclusions

Revenue has been recognised and disclosed in accordance with AASB 15 *Revenue from Contracts with Customers* and 1058 *Income of Not-for-profit Entities*.

We did not find any evidence of fraud during the year.



# Going concern

Type	Risk	Management judgement
Financial statement level risk	Other risk	Yes

## Key audit matter

Significant reliance is placed on a single source of grant funding for the Association to continue its operations.

## How our audit addressed the key audit matter

Our key procedures included:

- We assessed the reasonableness of management's assessment of the Association's ability to continue as a going concern.
- We reviewed the results of the Association in the current year and in prior years
- We reviewed the year to date results of the Association
- We reviewed the funding secured by the Association
- We obtained an understanding of the future plans of the Association

## Conclusions

We agree with management's assessment of going concern basis and concur with its view that the Association can continue to trade for a further 12 months.

# Current year recommendations



Area	Control deficiency classification	Observation and implication	Recommendation
Income tax exemption status	●	<p>The Australian Government recently announced changes to the administration of not-for-profit (“NFP”) entities that self-assess as income tax exempt.</p> <p>These changes require NFPs which are not registered with ACNC which hold an active Australian business number (ABN) to lodge an annual self-review return, to self-assess as eligible for income tax exemption.</p> <p>The annual reporting requirement came into effect from 1 July 2023 and is designed to enhance transparency and integrity in the system, by ensuring only eligible NFPs access income tax exemption.</p> <p>The self-review return will:</p> <ul style="list-style-type: none"> <li>include questions like those provided in the current self-review worksheets.</li> <li>guide NFPs to consider their purpose and activities against specific eligibility requirements of an income tax exempt entity</li> <li>not include questions that are financial in nature, however, one question will relate to NFPs estimating their income range to indicate the size of the organisation.</li> </ul> <p>If a self-review return is not lodged each year, NFPs may become ineligible for an income tax exemption. Penalties may apply under the ATO’s penalty framework.</p>	<p>NFPs that need to lodge the annual self-review return can lodge through Online services for Business, however the online self-review form is not yet available.</p> <p>In advance of the form becoming available, management should perform a self-review return for the 2023–24 year using the current self-review form which can be accessed here - <a href="https://www.ato.gov.au/forms-and-instructions/income-tax-status-for-self-assessing-non-profit-organisations-review-worksheet">https://www.ato.gov.au/forms-and-instructions/income-tax-status-for-self-assessing-non-profit-organisations-review-worksheet</a></p> <p>The ATO has published a guide to the self-review process on its website which can be accessed here - <a href="https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/statements-and-returns/in-detail/reporting-requirements-to-self-assess-income-tax-exemption/self-review-return-requirement">https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/statements-and-returns/in-detail/reporting-requirements-to-self-assess-income-tax-exemption/self-review-return-requirement</a></p>

## Legend

### ● Significant deficiency

A significant deficiency is a deficiency, or combination of deficiencies, in internal control, such as there is a reasonable possibility that a material misstatement of the association’s annual or interim financial statements will not be prevented or detected on a timely basis.

### ● Deficiency

A deficiency in internal control exists when the design or operation of a control does not allow Management or employees, in the normal course of performing their assigned functions, to prevent or detect, misstatements on a timely basis.

### ● Management recommendation

Represents process recommendations identified from our procedures which are not categorised as control gaps.

# Prior year recommendations

Area	Control deficiency classification	Prior observation & recommendation	Current year update	Status
Lack of access to CBA bank account	●	<p>During the year management identified the existence of a Commonwealth Bank account with an estimated value of \$9,756 that was not recorded within the Association's general ledger. Management have subsequently recognised this estimated amount within the general ledger.</p> <p>As at the date of this report management have been unable to access this account or obtain bank statements for the account.</p> <p>Without adequate support to substantiate this account it is not possible to determine the accuracy of the account balance.</p> <p>Management should take immediate steps to gain access to this account to ensure that all funds are accounted for and recognised within the Association's books and records.</p>	Management have taken continued steps to gain access to the bank account however at the date of this report management have been unable to gain access to this account.	Unresolved

## Legend

### ● Significant deficiency

A significant deficiency is a deficiency, or combination of deficiencies, in internal control, such as there is a reasonable possibility that a material misstatement of the association's annual or interim financial statements will not be prevented or detected on a timely basis.

### ● Deficiency

A deficiency in internal control exists when the design or operation of a control does not allow Management or employees, in the normal course of performing their assigned functions, to prevent or detect, misstatements on a timely basis.

### ● Management recommendation

Represents process recommendations identified from our procedures which are not categorised as control gaps.

# Prior year recommendations

Area	Control deficiency classification	Prior observation & recommendation	Current year update	Status
Opening balances	●	<p>The Association's accounts are maintained in Xero with year end and other adjustments being recorded and maintained by the contract accountants in a ledger separate to Xero.</p> <p>We identified that the year end adjustments were not recorded in Xero, and therefore the opening balances in Xero do not agree to the signed 2021 financial statements. We note however that the opening balances are correct in the financial statements.</p> <p>As a result of the use of two separate systems there is a risk that not all transactions are being captured correctly in the Xero file.</p> <p>Management should ensure that once the adjustments for the financial year are finalised these are entered in Xero to ensure that opening balances in the ledger are accurate at the beginning of each year.</p>	<p>We identified that 2022 year end entries and audit adjustments were not correctly reflected in Xero. This was subsequently corrected.</p> <p>We continue to recommend that Management ensure that once the adjustments for the financial year are finalised these are entered in Xero to ensure that opening balances in the ledger are accurate at the beginning of each year.</p>	Unresolved

## Legend

### ● Significant deficiency

A significant deficiency is a deficiency, or combination of deficiencies, in internal control, such as there is a reasonable possibility that a material misstatement of the association's annual or interim financial statements will not be prevented or detected on a timely basis.

### ● Deficiency

A deficiency in internal control exists when the design or operation of a control does not allow Management or employees, in the normal course of performing their assigned functions, to prevent or detect, misstatements on a timely basis.

### ● Management recommendation

Represents process recommendations identified from our procedures which are not categorised as control gaps.

# Schedule of uncorrected misstatements

We did not identify any uncorrected misstatements during the audit.

## Disclosure deficiencies

No material disclosure deficiencies were noted in our audit of the financial statements.

# Schedule of corrected misstatements

We did not identify any corrected misstatements during the audit.

# Developments in financial reporting

Listed below are new accounting standards that may impact Torres Cape Indigenous Council Alliance in future reporting periods.

Standard	Application from annual periods beginning on or after	Links for further information
AASB 2022-1 <i>Amendments to Australian Accounting Standards – Initial Application of AASB 17 and AASB 9 – Comparative Information</i>	1 January 2023	
AASB 2022-5 <i>Amendments to Australian Accounting Standards – Lease Liability in a Sale and Leaseback</i>	1 January 2024	
AASB 2022-6 <i>Amendments to Australian Accounting Standards – Non-current Liabilities with Covenants</i>	1 January 2023* * Earlier application is permitted provided AASB 2020-1 is applied at the same time.	

## Technical Accounting (TA) Alerts and other technical resources

We understand the task of keeping up with changes can be daunting, particularly given the length of some of the new standards; to assist you with this we publish TA Alerts on our website: [www.grantthornton.com.au](http://www.grantthornton.com.au).

TA Alerts also cover some contentious / difficult accounting concepts which the technical teams of both Grant Thornton International and Grant Thornton Australia have received a number of queries requiring guidance or clarification.

In addition, there are a range of other IFRS / technical resources available [here](#) on our website.

Grant Thornton also has dedicated technical resources / National Assurance Quality which you can get in touch with via your local audit contact or directly by email: [National.Assurance.Quality@au.gt.com](mailto:National.Assurance.Quality@au.gt.com).

# Regulation of auditing in Australia

## ASIC audit inspections and reporting

ASIC undertakes periodic inspections of the audit firms, these reviews have moved to a 12-month reporting period. ASIC's focus is on listed companies and its selection of files is risk based. ASIC presents its inspection findings as a percentage of the key audit areas that ASIC reviewed where it considers that an audit firm did not obtain reasonable assurance that the financial report was free from material misstatement. ASIC's findings do not necessarily mean that the financial reports audited were materially misstated nor that the audit opinion was incorrect. Rather, in ASIC's view, the auditor may not have a sufficient basis to support their opinion on the financial report. ASIC also undertakes financial reporting surveillance reviews which is a separate risk-based surveillance of the financial reports of public interest entities. This surveillance led to material changes to 4% of these financial reports reviewed for financial reporting periods in the 12 months to 30 June 2022 (3% in FY21).

Across the firms inspected overall, the largest numbers of findings were in the following areas:

- a) The impairment of non-financial asset – including challenging the reasonableness of any forecasts, key assumptions, use of experts, sensitivity testing, impairment model testing, and the basis of valuation; and
- b) The audit of revenue—including accounting policy choices, internal controls, risk assessment, substantive analytical procedures, accounting estimates and tests of detail.

## Regulation of auditing in Australia

In November 2020, the parliamentary joint committee released their final report. The recommendations included:

- Revising ASIC's framework for reporting inspection findings, with a focus on transparency and relative severity of identified audit deficiencies;
- Making all inspection reports for the Largest 6 firms publicly available;
- Refining the independence regulations to include a list of prohibited non audit services;
- Requiring the auditor's independence declaration to specifically indicate no non-audit services were performed;
- Revising the ethical code to include safeguards that preclude incentives for audit partners to sell non-audit services;
- Requiring audit tenure disclosure in the annual reports;
- Implementing a mandatory tendering regime, such that a public tender process is undertaken every 10 years at a minimum;
- Initiating formal review of the reporting requirements relating to going concern and detection and prevention of fraud;
- Strengthening the reporting requirements relating to the internal control frameworks for both Management and auditors; and
- Making digital financial reporting a standard practice within Australia.

The government and industry are still working through these recommendations.

## Our focus on audit quality

Grant Thornton is driving audit quality through initiatives such as:

- 01 Investing in new technologies, including data assurance.
- 02 More rigorous client acceptance and re-acceptance processes.
- 03 More rigorous root cause analysis.
- 04 Further enhancing our own internal quality monitoring programs.
- 05 Re-balancing our training to focus on client education through webinars and engagement team knowledge - ensuring more face-to-face, partner-led, case study workshop style sessions in conjunction with our online modules and on the job training.

Further information can be found in our annual transparency report – [Click Here](#).



# Indicators of impairment

## Background

AASB 136 Impairment of Assets mandates that certain assets must be subject to impairment testing on at least an annual basis.

For all other asset classes in scope of the standard, where indicators of impairment exist, those asset classes are also subject to impairment testing. The term “indicators of impairment” is very broad, with examples given within AASB 136.

The examples given within AASB 136 of impairment indicators are interpreted by regulators as being ‘mandatory’ indications of impairment, that is if such indicators are present the regulator perspective is impairment testing is required and the indicator cannot be rebutted. The examples in the standard are not exclusive. As such the regulator expectation is that there will be a thorough consideration of potential additional indicators being identifiable based on the specific facts and circumstances of the entity.

## Where indicators are considered

AASB 136 requires that indicators of impairment be considered at multiple levels within an entity. This frequently results in assets being subject to multiple impairment tests on an increasingly aggregated basis. These levels are, in increasing aggregation:

- Each asset;
- Each cash generating unit (“CGU”);
- Each group of CGUs; and
- The corporate entity, where corporate assets are not able to be allocated CGUs.

## When is impairment testing mandatory

AASB 136 identifies several situations where impairment testing is mandatory:

- Where the asset is Goodwill;
- Where the asset is an intangible asset with an indefinite useful life;
- Where the asset is an intangible asset that is not yet ready for use; and
- Where an indicator of impairment is identified in relation to the asset or group of assets.

## What are indicators of impairment

Indicators of impairment are information or data points that indicate an asset’s or group of asset’s carrying amount exceeds its recoverable amount. Certain indicators are listed in AASB 136; these are considered mandatory indicators regardless of industry. A selection of indicators are included below:

### External indicators

- Current or expected downturns in the entity’s technological, market, economic or legal environment in which the entity operates or in the market to which an asset is dedicated;
- Market interest rates have increased during the period, and those increases are likely to materially affect the discount rate used in calculating an asset’s value in use; and
- The carrying amount of the net assets of the entity is more than its market capitalisation.

### Internal indicators

- Evidence is available from internal reporting that indicates that the economic performance of an asset is, or will be, worse than expected, including:
  - Negative trends when compared to budgets and forecasts;
    - Volumes not meeting expectations; and
    - Increases in costs (employee or supplier);
  - Delays in bringing a product to market, including development delays.

AASB 136 is clear that the indicators listed within are examples only. In the current market environment and as a result of changes in interest rates, high inflation, and expectations of a general downturn in the economy, expectations are that those charged with governance will consider the existence of any potential indicators of impairment. Where those charged with governance conclude that no indicators exist, regulators will require that this be fully documented and considered for disclosure in the financial statements as a key judgement. Such documentation will be required by the auditor.

# Testing impairment

## Process

Impairment is measured by reference to the difference between Recoverable Amount and Carrying Amount of an asset. Where Recoverable Amount is in excess of Carrying Amount, no impairment is recorded. Where Carrying Amount is in excess of Recoverable Amount, impairment is recorded.

To measure impairment, Recoverable Amount is measured by reference to the higher of Value In Use ("VIU") and Fair Value less Cost of Disposal ("FV"). Either approach may be used. If one approach results in no impairment calculated, it is not necessary to prepare a calculation using the alternative approach. Where impairment is calculated using one approach, Management should prepare a calculation using the alternative to confirm impairment is required.

## Recoverable Amount

As a part of its role as a regulator, ASIC enforces the *Corporations Act 2001* ("the Act"), including compliance with Australian Accounting Standards by entities governed by the Act.

ASIC has stated that an entity's market capitalisation will generally not represent an appropriate fair value estimate for its underlying business and that fair value measures should be those that are most relevant to the entity. Those charged with governance and Management should consider this statement when preparing impairment testing. Although not specifically governed by the Act, entities governed by the Australian Charities and Not-for-profit Commission ("ACNC") should consider whether the position of ASIC reflects the position of the ACNC.

ASIC has highlighted the valuation method used for impairment testing should be appropriate, use reasonable and supportable assumptions, and be cross checked for reliability using other relevant methods. The method used must be sufficiently precise. It is generally accepted that an income approach is more reliable than a cost approach; where an income approach is practicable (i.e. revenue generating CGUs) it should be utilised in preference. It may be appropriate to use a cost approach for certain CGUs (for instance, where income is not generated).

Generally, an income approach relies on forecast cash flows – commonly referred to as a "Discounted Cash Flow", while a cost approach is a valuation technique that reflects the amount that would be required currently to replace the service capacity of an asset.

Commonly applied approaches such as revenue multiples or other novel attempts to determine a 'market' value are generally not considered able to be sufficiently precise due to a lack of sufficiently similar CGUs available in the marketplace.

## Carrying Amount

Determining Carrying Amount can include complexity and may not be intuitive. In determining Carrying Amount, consistency between assets allocated and cash flows generated is critical. For a detailed analysis, we recommend contacting a technical accounting expert.

## Limitations to measuring impairment

The recognition of impairment is limited such that each asset within a CGU (including Goodwill) cannot be impaired to a value less than its FV or zero, noting that impairment losses are first allocated to Goodwill. Where impairment exceeds Goodwill, it is necessary to measure the FV of assets to allocate impairment losses incurred.

## Preparing a discounted cash flow

ASIC has highlighted the specific need for cash flow forecasts used when preparing a VIU or FV using an income approach ("discounted cash flow models" or "DCF") to be reliable and prudent. In order to meet these needs, models should have the following characteristics:

- Be based on historical results (i.e. measured results of prior periods);
- Be free of Management bias (i.e. does not include optimistic or 'blue sky' revenue growth or cost control);
- Include specific expectations of price and volume changes for each line-item in a model (i.e. industry specific wage changes, material-specific cost forecasts, product-specific sales volume expectations); and
- Where uncertainty exists in outcomes, multiple models must be established with outcomes probability weighted to determine at the estimated Recoverable Amount.

# Australian Wage Theft

## What is Wage Theft?

Wage theft refers to the deliberate underpayment of a worker's wages and entitlements.

## The issue

Widespread wage underpayment in Australia has deprived workers of their rightful wages, creating an unfair advantage for businesses that do not comply. There has been extensive media attention and a Senate enquiry into criminal underpayment of employee wages in 2022.

## Criminalisation in the States

Both Victoria and Queensland have laws that criminalise Wage Theft. Such penalties include fines over \$200,000 for an individual or imprisonment of up to 10 years and fines over \$1,000,000 for companies.

These laws target employers who withhold wages dishonestly. However, mistakes made by employers in good faith are not Wage Theft.

Whilst the remaining states do not have criminal penalties for non-compliance, the Australian Government has committed to introducing a criminal offence for wage underpayment and to increase penalties for contraventions of wage exploitation-related provisions of the Fair Work Act.

Irrespective of the criminalisation laws above, under the Fair Work Act 2009, underpaying workers and not keeping appropriate payroll records is an offence.

## Ensuring your business is compliant

- Understand minimum pay scales, National Employee Standards, and superannuation obligations;
- Confirm that the wages you pay your employees adhere to the appropriate award. If you're uncertain about which award pertains to an employee, reach out to the Fair Work Ombudsman;
- Stay informed of changes in pay rates and employee benefits;
- Thoroughly document payroll to ensure employee benefits are accurate;
- Stay informed about changes in wage theft laws in your region; and
- If you're uncertain about your responsibilities, engage an independent entity to perform a payroll audit. Due to the differences in scope, these issues are not normally identified or audited as part of your audit of financial statements.

# Fraud risk

## Scope of audit services regarding fraud

In accordance with Auditing Standard ASA 240, our required objectives with regards to fraud are:

- To identify and assess the risks of material misstatement of the financial report due to fraud;
- To obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- To respond appropriately to fraud or suspected fraud identified during the audit.

## Risk of Management override of controls

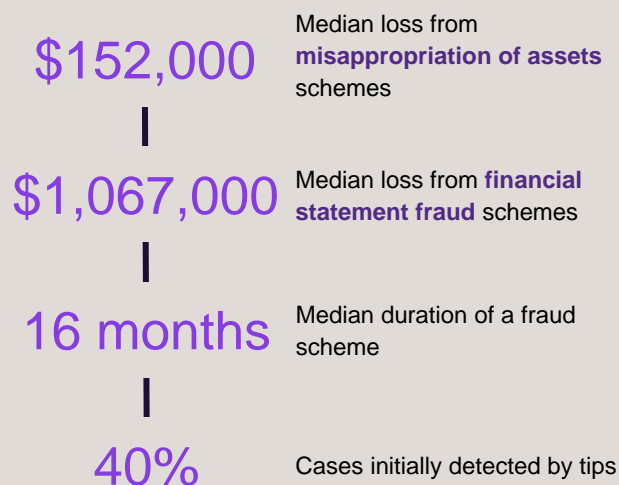
Although the level of risk of Management override of controls may vary from entity to entity, the risk is nevertheless present in all entities. Due to the unpredictable way in which such override could occur, it is a risk of material misstatement due to fraud and thus a significant risk.

## Responsibility of the Management Committee and Management

The Management Committee and Management are required to consider the risk of fraud within the Association and are responsible for maintaining a system of internal control to prevent or detect material misstatements to the financial statements arising from instances of fraud.

## How serious are risks of fraud?

The 2018 Global Fraud Survey conducted by the Association of Certified Fraud Examiners demonstrates the risk and impact of fraud:



## What have we done in our audit to address the risk of fraud?

- Considered conditions present that increase the risk of fraud.
- Conducted planning discussions with Management regarding the risk or existence of fraud, policies and procedures in place to prevent and detect fraud.
- Planned the nature and extent of our audit tests having regard to the risk of fraud, noting revenue recognition is required to be an assumed fraud risk.
- Reviewed accounting estimates for Management bias.
- Evaluated the business rationale for unusual transactions.
- Maintained professional scepticism throughout the audit.
- Reviewed the appropriateness of journal entries and year-end accounting adjustments.
- Evaluated if any identified audit misstatements are indicative of fraud.
- Incorporated unpredictable audit procedures into our audit plan and testing.

## Conclusion

Management confirmed that to the best of its knowledge and belief there have been no instances of fraud during the period, and our procedures did not uncover any matters to report.

# Related party transactions



Matters for Grant Thornton to consider	Description	Exceptions
The policies and practices Management uses to account for related party transactions	The quality of the Association's policies and practices over identifying related parties and evaluating related party transactions is sound.	No
Related party transactions that have not been authorised or approved in accordance with the Association's policies and practices	We have not become aware of any such transactions.	No
Related party transactions for which exceptions to the Association's policies and practices were granted	We have not become aware of any such transactions.	No
Evidence obtained by the audit team to support or contradict Management's disclosure that transactions with related parties were conducted on terms equivalent to those prevailing in an arm's-length transaction	No non-arm's length related party transactions were identified.	No
Related party transactions that appear to lack business purpose	We have not become aware of any such transactions.	No

# Communication of audit matters with those charged with governance

In accordance with Auditing Standards, we are required to communicate a number of matters with those charged with governance which is covered by our Audit Planning Memorandum, within this Audit Findings Report, and in the table below.

Matters for Grant Thornton to consider	Description	Exceptions
Irregularities and illegal acts	We have not become aware of any material irregularities or illegal acts.	●
Non-compliance with laws and regulations	We have not become aware of any material non-compliance with laws and regulations.	●
Access to books and records, and conduct of audit	We have been presented with all the necessary books and records and explanations requested of Management.	●
Appropriateness of accounting policies	We have not detected any material deficiencies in the accounting policies disclosed. There have been no significant changes in significant accounting policies or their application during the year.	●
Material uncertainties and going concern	We have not detected any material deficiencies in Management's assessment of the going concern assumption.	●
Disagreements with Management	We have had no disagreements with Management. No exceptions.	●
Difficulties encountered during the audit	There were no difficulties encountered during the audit.	●
Consultation with other accountants	We are not aware of any consultations about accounting or auditing matters between Management and other independent public accountants, nor are we aware of opinions obtained by Management from other independent public accountants on the application of generally accepted accounting principles.	●
Expected modifications / exceptions to the audit report	No exceptions.	●

\* Reference to 'material' implies the exception would cause the financial report to be materially misstated

# Communication of audit matters with those charged with governance

## Independence and the provision of non-audit services

We confirm that the engagement team and others in the firm, as appropriate, the firm, and when applicable, network firms have complied with the relevant ethical requirements regarding independence. All relationships and other matters between the firm, network firms and Torres Cape Indigenous Council Alliance (TCICA) Inc. that in the auditor's professional judgement, may reasonably be thought to bear on independence are on the right.

Although we, the firm and our network firms, have provided no other services during the year, Torres Cape Indigenous Council Alliance (TCICA) Inc. has access to our firm's wide ranging suite of services. All other services will be pre approved by the Audit Partner and those charged with governance as appropriate.

The relevant rules and regulations regarding independence include:

- Section 307C of the *Corporations Act 2001*
- APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)*

# ASIC focus areas



## Revenue recognition and measurement

Continuing focus area.

## Values of assets

Including intangibles, property, inventories, receivables/loans, investments, other financial assets, contract assets and deferred tax assets.

## Subsequent events

Events occurring after year-end and before completing the financial report should be reviewed as to whether they affect assets, liabilities, income or expenses at year-end or relate to new conditions requiring disclosure.

## Disclosure in the financial report Operating and financial review (OFR)

Underlying drivers of results, business strategies, risks and future prospects.

The financial report should disclose uncertainties, changing key assumptions and sensitivities.

## Provisions

Consideration should be given to the need for provisions for matters such as onerous contracts, financial guarantees given and restructuring.

## Going concern assessments and solvency

Factors such as business, economic and industry, impact on supply chain, impact on short term operating cash flow, capital raising, management plans to respond to pandemic impacts, government assistance and short term vs long term conditions.

## ASIC and late lodgement penalties

ASIC prosecuted fifteen companies between 1 July 2022 and 31 December 2022 for failing to comply with their obligations to lodge financial reports with ASIC. While some companies avoided penalties, others were convicted and fined up to \$40,000 for multiple occasions of non-compliance.



# ASA 315 (Revised)

## Identifying and Assessing the Risks of Material Misstatement

Operative for financial reporting periods commencing on or after 15 December 2021, ASA 315 was revised to include a more robust and consistent risk identification and assessment process.

With the increased reliance on technology in both audit clients and across the audit profession, the standard now includes enhanced guidance on the auditor's requirement to consider IT risk within their client base, as well as considerations around the auditor's use of automated tools and techniques in obtaining sufficient, appropriate audit evidence.

### The key revisions to the standard include:

#### Understanding the entity's system of internal control

The definition of the entity's system of internal control is now clearly defined into five components; the control environment, risk assessment process, process to monitor the system of internal control, information system and communication and control activities. The auditor is required to evaluate the design of each control relevant to the audit and determine whether it has been Implemented appropriately.

#### Understanding the entity's use of Information Technology (IT)

The IT environment includes; the IT applications and supporting IT infrastructure, IT processes and personnel. The standard has prescribed guidance on when to consider the entity's IT environment in the risk assessment process.

#### "Stand back" of the auditor's risk assessment

To ensure the auditor considers whether all significant classes of transactions, account balances and disclosures have been identified once the initial risk identification and assessment has been completed.

# Your business deserves the best support.

At Grant Thornton, care is just as important as capability because we believe that your experience is as important as the outcome.

We strive to provide a strikingly different experience – one that's more personal, proactive, authentic and agile. To achieve that, we focus on investing in and building our relationship with you.

With our values at the core, we seek out diverse perspectives and challenge when necessary to deliver positive progress for your business. No matter your industry, business lifecycle stage, market or growth plans, our experienced professionals are dedicated to achieving the best outcome for you and your stakeholders.

## Values-led for better outcomes for you and the community

Together, our purpose and values serve as our driving force and guidepost for all our interactions so that your business, our wider community and people within our own organisation have a strikingly different experience.

Our purpose and values articulate what is important to us and how to shape a better future.

62,000+

Professionals Globally

165

Local Partners

1,300+

Local Staff

140+

Countries

\$293m

Local revenue (AUD)

\$6.6b

Global revenue (USD)



Grant Thornton Audit Pty Ltd ACN 130 913 594 a subsidiary or related entity of Grant Thornton Australia Ltd ABN 41 127 556 389

'Grant Thornton' refers to the brand under which the Grant Thornton member firms provide assurance, tax and advisory services to their clients and/or refers to one or more member firms, as the context requires. Grant Thornton Australia Ltd is a member firm of Grant Thornton International Ltd (GTIL). GTIL and the member firms are not a worldwide partnership. GTIL and each member firm is a separate legal entity. Services are delivered by the member firms. GTIL does not provide services to clients. GTIL and its member firms are not agents of, and do not obligate one another and are not liable for one another's acts or omissions. In the Australian context only, the use of the term 'Grant Thornton' may refer to Grant Thornton Australia Limited ABN 41 127 556 389 and its Australian subsidiaries and related entities. GTIL is not an Australian related entity to Grant Thornton Australia Limited. Liability limited by a scheme approved under Professional Standards Legislation. Liability is limited in those States where a current scheme applies.



### **12.9 In Camera – Use of Sand and Gravel Pits**

This matter is considered to be confidential under s.254J(3)(e) and (g) of the *Local Government Regulations 2012*, and the Council is satisfied that the discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with legal advice obtained by the local government, including legal proceedings that may be taken by or against the local government, and negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

An overview of what is to be discussed while the meeting is closed is the ongoing utilisation of gravel pits in the Northern Peninsula Area, including the validation of Native Title associated with such uses.



**AGENDA ITEM 13**  
**ORDINARY COUNCIL MEETING #44**  
**Tuesday 19<sup>th</sup> December 2023**  
**Cairns**

**13. General Discussion**

**14. Close of Meeting**