



MEETING BOOK

Northern Peninsula Area Regional Council

Ordinary Council Meeting #33

To commence at 9.00am

On

Wednesday 25th January 2023

Bamaga Boardroom

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AGENDA ITEM 1- 5
ORDINARY COUNCIL MEETING #33
Wednesday 14th December 2022
Cairns

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



Northern Peninsula Area Regional Council

Ordinary Council Meeting #32

To commence at 9.00am

On

Wednesday 14th December 2022

Pullman Cairns International

Agenda Item 1. Welcome and Opening of Meeting

Mayor welcomed attendees and opened the meeting at 9:38am with a prayer by Cr Whap.

A minute silence was observed as a mark of respect in memory of a deceased person of our NPARC Staff

Agenda Item 2. Acknowledgement of Traditional Owners

Mayor Yusia paid respects on behalf of the Trustee 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 Gina Nona

Cr Mabelene Whap

Cr Eric Cottis

District Mayor

Division 3

Division 1

Division 5

Division 4

Other Attendees

Kate Gallaway

Rachel Yusia

Gus Yates

Colin Duffy

Dennis McLeod

Acting CEO

Executive Assistant/Minute Taker

Executive Manager Operations (via VC)

Acting Finance Manager (via VC)

HR Manager (via VC)

Agenda Item 4. Apologies

Agenda Item 4.1 Cr Tamwoy has requested to join the Meeting via Teleconference

Resolution:

That Council:

Moves to accept that Cr Tamwoy extends apologies to this meeting for medical reasons.

Moved: Cr Whap

Vote: 5/0

Seconded: Cr Cottis

Resolution: 4.1-14122022

CARRIED

Agenda Item 5. Declarations of Conflicts 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 12.2 'Tender Award DRFA 2022'

Mayor Yusia stated that the tender award to be considered includes NPA Earthmoving Yusia Pty Ltd. She stated that NPA Earthmoving Yusia Pty Ltd was a close associate of herself as she is a current owner and director of NPA Earthmoving Yusia Pty Ltd.

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 item 12.2 and tabled the relevant record made on that date for inclusion in meeting minutes.

Cr Gina Nona advised the meeting that she had a prescribed conflict of interest in the matter to be dealt with in agenda item 12.6 'User Agreement for Youth Hub'

Cr Nona stated that the User Agreement to be considered for possible approval is with Northern Peninsula Area Family and Community Services Aboriginal and Torres Strait Islander Corporation (NPAFCS). She stated that NPAFCS was a close associate of herself because she was a current board member of NPAFCS.

Cr 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.

Cr 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 Cr Nona had declared a prescribed conflict of interest in relation to agenda item 12.6 and tabled the relevant record made on that date for inclusion in meeting minutes.

Mayor Patricia Yusia advised the meeting that she had a prescribed conflict of interest in the matter to be dealt with in agenda item 12.6 'User Agreement for Youth Hub'

Mayor Yusia stated that the User Agreement to be considered for possible approval is with Northern Peninsula Area Family and Community Services Aboriginal and Torres Strait Islander Corporation (NPAFCS). She stated that NPAFCS was a close associate of herself because she was a current board member of NPAFCS.

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 item 12.6 and tabled the relevant record made on that date for inclusion in meeting minutes.

Cr Mabelene Whap advised the meeting that she had a prescribed conflict of interest in the matter to be dealt with in agenda item 12.6 User Agreement for Youth Hub'

Cr Whap stated that the User Agreement to be considered for possible approval is with Northern Peninsula Area Family and Community Services Aboriginal and Torres Strait Islander Corporation (NPAFCS). She stated that NPAFCS was a close associate of herself because she was a current board member of NPAFCS.

Cr 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.

Cr 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 Cr Whap had declared a prescribed conflict of interest in relation to agenda item 12.6 and tabled the relevant record made on that date for inclusion in meeting minutes.

Agenda Item 6. Confirmation of Minutes of Previous Meeting

Resolution:

That Council: Notes and confirm the minutes from the previous Ordinary Council Meeting held Tuesday 22nd November 2022.

Moved: Cr Whap
Vote: 5/0

Seconded: Cr Gebadi
Resolution: C6 – 14122022

CARRIED

Agenda Item 7. Business Arising from Previous Meeting

Items discussed as per action register

Cr Cottis left the meeting at 10:30am
 Cr Cottis returned to the meeting at 10:32am

Cr Gebadi left the meeting at 10:40am
 Cr Gebadi returned to the meeting at 10:42am

Cr Nona left the meeting at 10:52am
 Cr Nona returned to the meeting at 10:54am

Agenda Item

8. Mayoral Report

Resolution:

That Council: Note and accept the Mayor's verbal report held Wednesday 14th December 2022.

Moved: Cr Cottis

Vote: 5/0

Seconded: Cr Gebadi

Resolution: C8 – 14122022

CARRIED

Housing Issues

Allocations

- NPARC was advised this would be sent in July but hasn't been received yet
- Elected representatives are best placed to inform allocations as they have the lived experience and understanding of the determinants impacting health and wellbeing
- There should not be influenced due to a misunderstanding of the Belclarra Reforms as this is specific to Local Government
- The delay is causing undue stress in communities

BAS Contracts / Indigenous Employment Opportunity Plan (IEOP)

- BAS works are being managed by QBuild
- These works are significant. At times these works are given to Council and at times QBuild engages directly with contractors or performs the work themselves
- QBuild adds an additional level of management taking administration funds from the maintenance budget
- Consideration should be given to eliminating QBuild and allowing councils to undertake the project management
- NPARC has never received an IEOP from QBuild despite undertaking a high value contract on behalf of the state. We would like to see their commitment to engaging local Indigenous Business and Contractors with this provided to Council for feedback

Local Housing Action Plan

- We have experienced delays from housing to finalise this. Given this we are concerned about what the level of resources and investment there is from the department to deliver on the identified actions
- Also there would be commonalities in the housing plans between communities. Will they be used to inform regional strategies and how will these be delivered and reported on

CEO Recruitment

- Meeting held with Deputy Mayor and HR Manager to discuss this

- A report was requested from the HR Manager to the Council Meeting

Rodeo Grounds

- Meeting held with Rosco to consider options for the rodeo grounds. The only viable option is current site identified on the Master Plan

Bamaga PHCC Re-development

- Correspondence provided to the Chief Executive that they need to focus on infrastructure development at the Hospital to ensure it is meeting community needs and to avoid duplication of services

OIA Conflict of Interest

- Meeting held with Nathan and Simon to provide further details from NPARC to support the OIA Conflict of Interest submission from LGAQ

Agenda Item

9. Acting CEO Report

Resolution:

That Council:

- Note the Report

Moved: Cr Nona

Vote: 5/0

CARRIED

Seconded: Cr Gebadi

Resolution: C9 -14122022

Agenda Item

10. Executive Reports

Agenda Item

10.1. Acting Executive Manager Business Enterprises Report

Resolution:

That Council:

Note the Report.

Moved: Cr Gebadi

Vote: 5/0

CARRIED

Seconded: Cr Whap

Resolution: C10.1 -14122022



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Council meeting closed for lunch at 12:15pm

Moved: Cr Cottis

Second: Cr Gebadi

5/0

CARRIED

Council meeting open after lunch at 1:04pm

Moved: Cr Cottis

Second: Cr Gebadi

5/0

CARRIED

Agenda Item **10.2. Executive Manager Operations Report**

Resolution:

That Council:

Note the Report.

Moved: Cr Gebadi

Vote: 5/0

CARRIED

Seconded: Cr Nona

Resolution: C10.2 -14122022

Cr Cottis left the meeting at 1:44pm

Cr Cottis returned to the meeting 1:46pm

Agenda Item **11.1 Finance Reports**

Resolution:

That Council:

Note and accept the Finance Report for the period ending 30th November 2022.

Moved: Cr Whap

Vote: 5/0

CARRIED

Seconded: Cr Gebadi

Resolution: C11.1 – 14122022

Agenda Item

11.2 2023 Amended Budget

Resolution:

That council adopts the following;

- Pursuant to the Local Government Act 2009 and sections 169 and 170 of the Local Government Regulation 2012, Amended Council Budget for the 2022/2023 financial year, incorporating
 - The statements of financial position;
 - The statements of cash flow;
 - The statements of income and expenditure;
 - The long-term financial forecast;
 - The statements of changes in equity;
 - The relevant measures of financial sustainability.

Moved: Cr Cottis

Vote: 5/0

Seconded: Cr Whap

Resolution: C11.2 -14122022

CARRIED

Resolution:

That council: Adopts the 2022/2023 Revenue Policy.

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Nona

Resolution: C11.2.1 -14122022

CARRIED

Resolution:

That council: Adopts the 2022/2023 Revenue Statement.

Moved: Cr Whap

Vote: 5/0

Seconded: Cr Gebadi

Resolution: C11.2.2 -14122022

CARRIED

Agenda Item 12. Other Business

Agenda Item 12.1 Planning Application Bamaga Farm

Resolution:

That council resolves to

1. Approve (subject to conditions) the Development Application lodged with Council for:
 - a) The Development Application lodged with Council for:
 - i. Reconfiguring a Lot (Lease)

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Nona

Resolution: C12.1 -14122022

CARRIED

Agenda Item 12.2 Tender Award DRFA 2022

Having declared a prescribed conflict of interest in relation to this agenda item, Mayor Yusia left the meeting at 2:14pm.

Mayor Yusia nominated Deputy Mayor Gebadi to chair the meeting in her absence.

Resolution:

That Council authorise the Chief Executive Officer and Executive Manager Operations to accept the submitted prices as below and award the works to the successful tenderers as follows.

Rob's Earth Moving Hire

- Schedule 2 – Ferry Road North Chainage 15991 to 25190

NPA Earthmoving Yusia

- Schedule 1 - Ferry Road North Chainage 8065 to 15991

Cr Gebadi - For

Cr Whap – For

Cr Cottis – For

Cr Nona – For

Moved: Cr Whap

Vote: 4/0

Seconded: Cr Cottis

Resolution: C12.2 -14122022

CARRIED

Mayor Yusia returned at 2:27pm

Agenda Item 12.3 RFQ – NPARC Transport Infrastructure Engineering Project management Services

Resolution:

That Council:

1. Endorse that Aurecon be Council's preferred supplier for Transport Related Engineering and Project Management Services, with a review to be undertaken in November 2023.
2. Authorise the Chief Executive Officer and Executive Manager Operations to liaise with Aurecon to commence providing Transport Related Engineering and Project Management Services to the Northern Peninsula Area Regional Council.

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Whap

Resolution: C12.3 -14122022

CARRIED

Acting CEO Kate Gallaway left the room at 2:51pm

Cr Whap left the meeting at 2:51pm

Resolution:

That Council:

Matter agenda item 12.4 is considered to be confidential under s.254J(3)(a) 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 the appointment of the Chief Executive Officer which a public discussion would be likely to prejudice the interests of the Local Government.

Moved: Cr Nona

Vote: 4/0

Seconded: Cr Gebadi

Resolution: C12.4.1 -14122022

CARRIED

Cr Whap returned to the meeting at 2:53pm

Cr Gebadi left the meeting at 3:00pm

Cr Gebadi returned to the meeting at 3:02pm

Cr Nona left the meeting at 3:25pm

Cr Nona returned to the meeting at 3:27pm

Cr Cottis left the meeting at 3:30pm



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Cairns

Cr Cottis returned to the meeting at 3:37pm

Mayor Yusia left the meeting at 4:17pm
Cr Gebadi to Chair during the Mayor's absence

Mayor Yusia returned to the meeting at 4:19pm

Resolution:

That Council:

Resolves to open the meeting to the public

Moved: Cr Nona

Vote: 5/0

Seconded: Cr Gebadi

Resolution: C12.4.2 -14122022

CARRIED

Agenda Item 12.4 IN CAMERA - Recruitment of a New Chief Executive Officer

Resolution:

That Council:

- Note the Report
- Accept the proposal from Peak to undertake the recruitment of a new Chief Executive Officer

Moved: Cr Cottis

Vote: 5/0

Seconded: Cr Nona

Resolution: C12.4 -14122022

CARRIED

CEO Kate Gallaway returned at 4:29pm

Agenda Item 12.5 Update on the EOI for the Batching Plant

Resolution:

That Council resolves to:

- Note the report
- Agree to reorganise current operating model and continue operations of the Batching plant
- Increase the 2023 concrete price by 3% to
 - \$802.47 / m3
 - \$521.61 / m3 for local residents for non-commercial purposes

Moved: Cr Whap

Vote: 4/1

Seconded: Cr Nona

Resolution: C12.5 -14122022

CARRIED

Agenda Item 12.6 - User Agreement for Youth Hub

Having declared a prescribed conflict of interest in relation to this agenda item, Cr Nona left the meeting at 5:14pm.

Having declared a prescribed conflict of interest in relation to this agenda item, Mayor Yusia left the meeting at 5:14pm.

Having declared a prescribed conflict of interest in relation to this agenda item, Cr Whap left the meeting at 5:14pm.

Mayor Yusia nominated Deputy Mayor Gebadi to chair the meeting in her absence.

Resolution:

That Council:

- **Defer the matter to the January 2023 Council Meeting due to no quorum for deciding the matter under Section 150EU 2(b) under the Local Government Act 2009**

Cr Gebadi - For

Cr Cottis - For

Moved: Cr Gebadi

Vote: 2/0

Seconded: Cr Cottis

Resolution: C12.6 -14122022

CARRIED

Mayor Yusia, Cr Nona and Cr Whap returned to the meeting at 5.18pm



Agenda Item

12.7 January 2023 Community Meetings

Resolution:

That Council:

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

Moved: Cr Whap

Vote: 5/0

Seconded: Cr Gebadi

Resolution: C12.7 -14122022

CARRIED

Agenda Item 13. General Business

Agenda Item 14. Close of Meeting

Meeting Closed at 5:52pm with a prayer by Cr Whap.



UNCONFIRMED

**Meeting Minutes
Special Council Meeting
Wednesday 11th January 2023
Bamaga Boardroom**

Northern Peninsula Area Regional Council

Special Council Meeting

To commence at 11.00am

On

Wednesday 11th January 2023

Bamaga Boardroom



UNCONFIRMED

Meeting Minutes
Special Council Meeting
Wednesday 11th January 2023
Bamaga Boardroom

Agenda Item 1. Welcome and Opening of Meeting

Cr Gebadi welcomed attendees and opened the meeting at 12:11pm with a prayer by Cr Whap.

Agenda Item 2. Acknowledgement of Traditional Owners

Cr Gebadi paid respects on behalf of the Trustee 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 Gina Nona

Cr Mabelene Whap

District Mayor (via VC)

Division 3

Division 1

Division 5

Other Attendees

Kate Gallaway

Gus Yates

Yanetta Nadredre

Shane Waller

Acting CEO

Executive Manager Operations

Executive Manager Community & Regulatory
Services

Project Manager

Mayor Yusia have requested to join the Meeting via Teleconference

Resolution:

That Council:

Moves to accept that Mayor Yusia join the Meeting via Teleconference

Moved: Cr Whap

Vote: 3 /0

Seconded: Cr Non

Resolution: C3.1 – 11012023

CARRIED

Mayor Yusia joined the meeting at 12:14pm via Teleconference

Agenda Item 4. Apologies

Agenda Item 4.1 Cr Cottis & Cr Tamwoy has requested Leave of Absence from this meeting, a formal resolution is required

Resolution:

That Council:

Moves to accept apology from Cr Cottis & Cr Tamwoy who is away on leave of absence.

Moved: Cr Nona

Vote: 4/0

Seconded: Cr Whap

Resolution: C4.1-11012023

CARRIED

Agenda Item 5. Declarations of Conflicts of Interest

Nil

Agenda Item 6. Refurbishment of Jardine Ferry request for Quote Award

Resolution:

That Council:

Authorise the Chief Executive Officer and Executive Manager Operations to:

- Commence and finalise negotiation of contract terms with the recommended supplier, Mindorenio Pty Ltd.
- Enter into a contract for \$493,500.00 (ex GST) with Mindorenio Pty Ltd if negotiations result in an acceptable contract position.

Moved: Cr Whap

Vote: 4 /0

Seconded: Cr Nona

Resolution: C6 – 11012023

CARRIED

Agenda Item 7. General Business

Agenda Item 8. Close of Meeting

Meeting Closed at 12:41pm with a prayer by Cr Whap.

Council Ordinary Monthly Meeting Action Register

Action	Updated	Update	Person Responsible	Date of Meeting
Compliance workshop for Councillors on required policies	08.12.2022	Additional QTC training tentatively scheduled for 2023	A/CEO	15.06.2022
Define clearly the roles of Parks and Garden & Roads crew	14.07.2022 14/10/22 16/11/2022 9/12/2022	WIP. Appointment of new Project Manager to support A quote has been requested from a local Consulting firm The quote received is excessive and an alternative scope will be developed No action in November	EMO	15.06.2022
Look at no standing zone on Anu St	11.07.2022 20/09/2022 14.10.2022 16/11/2022 9/12/2022 20/01/2023	Sgt Eaton advised if council designates as no parking by painting yellow lines and placing no parking signs, QPS will implement No further action Awaiting response from Bamaga Junior As above. Nil response received from Bamaga Junior. Follow up email sent As above Nil response received from Bamaga Junior. Follow up email sent	A/CEO, EMO	15.06.2022
Vehicles parked on footpath	12.08.2022 23/09/2022 14/10/2022 16/11/2022	Meeting held and templates provided by Preston Law. Organising training for staff on how to complete notices Audit completed in Injinoo Local laws staff have started talking to owners Ongoing Owners will be encouraged to remove vehicles as part of the pre wet clean up. To	A/CEO, EMO	15.06.2022

	09/12/2022 17/01/2023	<p>be supported by new Illegal Dumping Officer</p> <p>Roads and local laws staff are encouraging owners to surrender vehicles parked in public places.</p> <p>Mechanical issues with Council's float will delay collection until January</p> <p>Works and local laws staff are encouraging owners to surrender cars.</p> <p>Roads crew and sub-contractors will recommence collecting cars when plant items are repaired.</p>		
Upkeep plan for New Mapoon Park	14.07.2022 23/09/2022 14/10/2022 16/11/2022 09/12/2022 17/01/2023	<p>WIP – Plan to be developed by new Project Manager</p> <p>Maintenance planned for early October</p> <p>Works commenced in early October</p> <p>additional materials have been ordered</p> <p>Works able to be completed in October were completed.</p> <p>Materials ordered in October arrived in mid-November.</p> <p>Remaining Koppers log fencing will be programmed for January 2023 after the prewet clean up weather permitting.</p> <p>Fence repairs around the playground have been completed</p> <p>New corral fences installed in entrances to slow children exiting onto the road</p> <p>Koppers logs have arrived remaining repair works for logs are being planned for February</p>	EMO, WM	15.06.2022
Tender for old vehicles stored next to the Police Station	14.07.2022 15.08.2022	Currently listing old vehicles for Tender Ongoing	Fleet Manager	15.06.2022

	20/09/2022 14/10/22 16/11/2022 09/12/2022 17/01/2023	Disposal tender being drafted in September Still in draft Draft advert will be provided to the CEO for approval in November Tender was advertised in November and will close on Wednesday 14 th December Report being Taken to the January ordinary meeting - Task Complete		
Special meeting to be held to update previous council meetings	16/11/2022	To be scheduled	A/CEO	25.05.2022
Name change of Airport and Acknowledgement of Country by Rex Flights	23.06.2022	Rex confirmed they can add wording for acknowledgement to country as part of the standard script for hostess. Draft wording provided to Cr Nona for comment	A/CEO	25.05.2022
Horse Management	14.07.2022 18.08.2022 20/09/2022 14/10/2022 16/11/2022 09/12/2022	On HOLD further discussions for holding horses required. Not supported given likely out-sourcing of this service. Sourcing management plans developed for other communities Yarrabah Horse Management plan provided to NPARC Health sought advice from FNQROC re horse management was advised by FNQROC that they can only assist member Councils Report in this meeting to discuss the option of a Bamaga Paddock presented to this council meeting Further report submitted to November Council meeting for consideration Direction has been received from the November Council meeting	EMO, MRS	15.06.2022

	17/01/2023	Ongoing at this stage Task will transfer to EMC&R		
Illegal dumping & Patterson Area signage	15.07.2022 15/08/2022 20/09/2022 14/10/2022 16/11/2022 09/12/2022 17/01/2023	Details TBC. Illegal Dumping funding submission made Awaiting outcome of illegal dumping Grant application Still awaiting outcome of grant application As above Council has been advised that the grant for the Illegal dumping officer has been successful Awaiting a funding agreement with the state State have advised that they are drafting the funding agreement and hope to have it to Council in January	EMO, WM, MRS	15.06.2022
Pump shed being used for drinking in poor condition	15.07.2022 15/08/2022 20/09/2022 16/11/2022 09/12/2022 17/01/2023	Under consideration for 22-23 budget Options being investigated Carpenters have been tasked with making the shed secure Carpenters will demolish the shed in December Works are still programmed to be completed in December Carpenters have recommended removing the roof and wall sheets to allow reconstruction at a later stage if required for the farm Manager Building to assess	EMO, FM, MBCM	15.06.2022
New Mapoon Subdivision Costs	12.08.2022 20/09/2022	Letter has been sent. Waiting timeframe from DATSIP. Request for item at next TWG	A/CEO	15.06.2022

	14.10.2022 16/11/2022 17/01/2022	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		
Replace gravel with concrete between Fred Williams house and Pensioner units	15.08.2022 20/09/2022 14/10/2022 16/11/2022 09/12/2022 18/01/2023	To be actioned Will be programmed with other concrete works in October As Above No residual funds were available to undertake these works No action in November Concreters have been too busy to Quote in the last quarter of 2022. Quotes are being re-requested from concreters during January	WM & PM	20.07.2022
Review of Rangers Grass Program to ensure it is meeting requirements	15.08.2022 20/09/2022 14/10/2022 16/11/2022 09/12/2022	Ranger coordinator returned from leave on 15/08. EMO to raise All spray units are inoperable Quotes for a new spray unit are being sourced As above Rangers are currently undertaking weed mapping Existing trailer is being taken to a local workshop for repairs Existing spray unit has been repaired and returned to Rangers	EMO, Ranger Coordinator	20.07.2022

	17/01/2023	Spraying of young Gamba Grass is programmed for January when there is appropriate weather		
Develop Burial Policy and register of burials	22.09.2022	Meeting held with Preston Law and draft policy received.	A/CEO	20.07.2022
Introduce people count at Jardine Ferry	22.09.2022 16/11/2022 8/12/2022	Staff have started completing but not consistently. Ongoing training with staff. Continuing issue with staff working New Camera fitted for traffic count. Not in operation yet but being tested.	EME	20.07.2022
Include before and after photos of Roads and Parks & Garden Works	15.08.2022	Ongoing	WM	20.07.2022
Look to extend fuel cards to whole fleet	23.09.2022 18/01/2023	Current cards are now operational and being trialled. Systems being resolved to address gaps before rolling out to all cars Handed over from acting EME to EMO	Fleet Manager	20.07.2022
Request Public Health / DoE to undertake Public Health sampling from Mosby Creek	15.08.2022 20/09/2022 14/10/2022 16/11/2022 09/12/2022 7/01/2023	To be commenced. Visiting week commencing 29/8 NPARC to undertake sampling for DES Programmed to be completed by 21/10/2022 Samples were taken in late October and sent to the lab. DES is awaiting results As above DES have verbally advised that there are no contaminants identified in the samples and that they will provide a written report at a future date. Task Complete	EMO	20.07.2022
Review Jardine River Deed w/ ALT	22.09.2022	Under the existing deed, there are no review options, only if the nature of	A/CEO, FM	20.07.2022

		operations change for example through a divestment process		
Meeting w/ Cr Whap to scope works for Foreshore to identify any funds remaining for Seisia Hall works	15.08.2022 14/10/2022 16/11/2022 09/12/2022 17/01/2023	Draft scope being prepared considering the works identified in the Grant applications Ongoing Draft Scope is costed and a meeting will be arranged to discuss reducing the scope to meet the budget with Cr Whap in December Costed scope was discussed with Cr Whap in early December. Some scope changes were discussed, reviewed scope is being re-costed and a further meeting will be held with Cr Whap in December / January Task Completed	A/CEO, EMO, PM	20.07.2022
Clean up at Umagico Lookout	15.08.2022 23/09/2022 14/10/2022 09/12/2022 18/01/2023	Works programmed for August Works to Commence As above These works will be completed as part of pre wet clean-up - illegal dump sites will be focused on during the week commencing 19 th December 2022 Clean up did not occur during December due to Adidi street drain works and mechanical breakdowns. Awaiting funding agreement from State so costs can be captured against grant funding	WM	20.07.2022
Investigate track over hills at white posts at turn off	23/09/2022 14/10/2022 16/11/2022 09/12/2022	To be actioned Works to be programmed As above	WM	17.08.2022

	18/01/2023	Proposed modification has been identified works programmed to occur in January Works were programmed for January but weather and machine breakdowns have delayed works		
Review Travel Allowance rates to check in line with ATO Determination	17/11/2022 18/01/2023	Latest travel allowance rates---Tax Determination TD 2021/6. Copy has been provided to CEO's PA and to relevant Finance staff. Back pay being calculated A/CEO has taken over this matter for resolution	FM	29.09.2022
Follow up issues at Seisia Wharf with TMR <ul style="list-style-type: none"> Increased signage Higher fencing to prevent access during SeasSwift unloading 	14/10/2022 16/11/2022 09/12/2022 18/01/2023	Offer to supply signs has been received back from TMR. Ops to install signs on arrival Awaiting delivery of signs supplied by TMR As above Signs have arrived in January, will be installed in January / February	EMO	29.09.2022
Install signage at Injinoo Lookout r.e. use of BBQs	14/10/2022 16/11/2022 18/01/2023	Sign wording in draft quote to be requested Awaiting signage to arrive Follow up indicated order had not been placed. Will arrange for PO to be raised in January	EMO	29.09.2022
Follow up Torres Shire for helicopter landing within Torres Shire Boundary	14.10.2022	Response provided from Torres Shire they are awaiting legal advice	A/CEO	29.09.2022
Installation of blind spot mirror at Injinoo Service Station	13/10/2022 17/11/2022 8/12/2022 18/01/2023	The mirrors have been ordered through Stores Awaiting delivery Was not ordered by Ray. Directions given to Ray to find a supplier and order today. Ordered 09/12/2022	EME	29.09.2022

		EM-C&RS to follow up. Matter handed over		
Fencing at Red Point	14/10/2022 16/11/2022 09/12/2022 18/01/2023	Works have been programmed Programmed for the week of the 21 st – 25 th of November Fencing works were commence, part of the fence line is affected by erosion and a new line will need to be identified in the new year Remaining works will be programmed for after the wet season	Ranger Coordinator	29.09.2022
Replace Basketball fencing	14/10/2022 16/11/2022 09/12/2022 18/01/2023	Fencing Materials ordered Materials arrived in mid-November Works will be programmed for December Works commenced Awaiting confirmation from plumbers that plumbing works have been completed prior to replacing the back fence.	EMO, WM	29.09.2022
Injinoo New Cemetery Gate is broken	14/10/2022 16/11/2022 09/12/2022 18/01/2023	Yet to commence Repairs programmed for November for tombstone unveiling Task complete Main gate will programmed to be repaired in February	EMO	29.09.2022
Resolve duplicate invoice for Apudthama Agay Aboriginal Corporation	14/10/2022	A/CEO has emailed Gavin to resolve the issue and undertake audit of creditor	Finance Manager	29.09.2022
Curb & Channel – if there can be some maintenance for the ground and leaf blow	17/11/2022 09/12/2022 18/01/2023	Tasked to P&G and Roads crew Some K&C cleaning commenced / on going Works stalled due to other tasks, sub-contractors are being engaged to complete works	EMO, WM	21.10.2022
Heavy machinery is driving through the back of drains / footpath	17/11/2022 18/01/2023	Request for details on location	EMO, WM	21.10.2022

		Coppers logs post and rail fence works commenced In January		
F/up curb and channel clean in Bamaga to clean out the leaves	09/12/2022 18/01/2023	Works will be programmed when plant becomes available after the pre wet clean-up Sub-contractors are being engaged to complete works	EMO, WM	22.11.2022
Slasher from Bowser to Seisia on both sides of the road	09/12/2022 18/01/2023	Works appear to have been completed Slashing works have commenced from the Seisia end Task Complete	EMO, WM	22.11.2022
Trim the overgrown plant at cnr McDonnell and Woosup St	09/12/2022 18/01/2023	P&G have previously attempted to remove this vegetation and staff were threatened. A/- WM will visit the resident in December and explain the need. And advise if there are any threats QLD police will be requested to attend whilst works are being completed Solomon Woosup has trimmed the vegetation back in early January Task Complete	EMO, WM	22.11.2022
Remove abandoned vehicles in the drain behind 14 McDonnell St Injinoo	09/12/2022 18/01/20223	Letters will be issued by local laws to residents with vehicles and vessels stored on public land to remove the items by early to mid-January 2023 or vehicles will be impounded Local laws will be visiting the owner and will issue a letter in January for removal	EMO, Regulatory Services Manager	22.11.2022
New Mapoon Park cleaning not being done properly and tree needs to be trimmed	18/01/2023	No action in December P&G crew scheduled to be in New Mapoon in February tasks will be actioned whilst crew is in New Mapoon	EMO	14.12.2022

The tree at Seisia IKC needs to be trimmed	18/01/2023	Tree lopper to be engaged on Rob James return from unplanned leave	EMO, PFM BCM	14.12.2022
The Shed is in the wrong spot at the Seisia Foreshore design	18/01/2023	Meeting had with Cr Whap during January Task completed	EMO, CEO	14.12.2022
Kopper Log to stop contractors driving across the culvert and back of the drains around mosby creek	18/01/2023	Kopper logs post and rail fence works commenced In January Task Complete	EMO	14.12.2022
The school program / plan for Rangers for 2023 to be presented at next council meeting	18/01/2023	No program developed for 2023 Ranger coordinator to meet with school principal in February to schedule the 2023 school program	EMO	14.12.2022
Slasher from to New Mapoon & Seisia and out to Airport and there is still large undergrowth	18/01/2023	Slashing works have commenced from Seisia	EMO	14.12.2022
Shrubs need to be cut on Patterson Way	18/01/2023	Unsure of the section need to confirm	EMO	14.12.2022
Cleaning of landscaping and outdoor of New Mapoon IKC	18/01/2023	Works to be budgeted and application made under infrastructure funding	EMCRS	14.12.2022
At End of Danalgub St near the new speed bump there issue with rain flooding in the drainage needing to be cleared	18/01/2023	Sub-contractors are being engaged to clean the drain	EMO	14.12.2022
Double check re traffic control for the DFRA works once commenced	18/01/2023	Project manager will action this when works commence Task complete	EMO	14.12.2022
At Thurgate's house in New Mapoon - Contractor was stripping steel from the new verandah. Confirm he had permission.	18/01/2023	Building Manager to investigate on his return from unplanned leave	EMO	14.12.2022
Quote for a bridge at PK Creek	18/01/2023	No action in December	EMO	14.12.2022
Workshop fence needs to be repaired	18/01/2023	No action in December	EMO	14.12.2022
Both parks in Injinoo need fence repair	18/01/2023	No action in December	EMO	14.12.2022
Status update on the Injinoo Hall upgrade project in W4Q21-24	18/01/2023	No action in December	EMO	14.12.2022
If funds available to remove basketball court in Injinoo	18/01/2023	No current budget, grants funds to be sought, Part of S&R Infrastructure funding	EMCS, CEO	14.12.2022

Rodeo panels & rusted grandstands at Bamaga Oval& Courts need to be removed	18/01/2023	Animal control removed rodeo panels in December	EMO	14.12.2022
Future upgrades for Bamaga Hall – floor scrubber, flood lights, security	18/01/2023	To be scoped to seek future funding	EMCS	14.12.2022
Lui St Park Fence needs to be replaced and toilets are dark in the toilet	18/01/2023	To be included in a future grant	EMO	14.12.2022
Ironbark tree – trimming for it to grow the other way	18/01/2023	EMO has been advised approval will need to be sought from Bamaga Corporation	EMO	14.12.2022
Old cars on William Street need to be removed as they are rusting on top of each other	18/01/2023	No action in December / January	EMO	14.12.2022
Storm drainage cleaning timeframe	18/01/2023	Sub contractors are being engaged to start in late January early February	EMO	14.12.2022
Removal of temporary horse paddock – which has gamma grass and barb wire. It might need to be cleaned	18/01/2023	Is this the horse paddock at the Umagico sand pit?	EMO	14.12.2022
Possible grant funding for fans and new doors at Seisia Hall	18/01/2023	To be scoped to seek future funding	EMCS	14.12.2022
Possible funding for toilets at the playground on the foreshore	18/01/2023	No grant opportunities identified in December	EMO, CEO	14.12.2022

Resolutions

Resolution	Updated	Update	Person Responsible	Date of Meeting
2023 Amended Budget	18/01/2023	Completed	FM	14.12.2022
Planning Application Bamaga Farm	18/01/2023	Approval Letter drafted to be sent to RPS	EMO	14.12.2022
Tender Award DRFA 2022	18/01/2023	Successful tenders advised	EMO	14.12.2022
RFQ – NPARC Transport Infrastructure Engineering Project Management Services	18/01/2023	Successful consultants advised and engaged	EMO	14.12.2022
Recruitment of a New Chief Executive Officer	18/01/2023	Mayor Verbal Update	HRM	14.12.2022
Update on the EOI for the Batching Plant	18/01/2023	Completed	EMCS	14.12.2022
User Agreement for Youth Hub	18/01/2023	Deferred to January Council Meeting	CEO	14.12.2022
January 2023 Community Meetings	18/01/2023	Meetings have commenced	CEO	14.12.2022
Horse Management Plan	05.12.2022	Detailed costing and maps being prepared for consultation to commence in 2023	EMO	22.11.2022
Compensation Agreement with Ipima Ikaya Aboriginal Corporation RNTBC	14.10.2022 16.11.2022	Moray and Agnew has provided draft agreement to IIAC for consideration. Waiting on IIAC	A/CEO	29.09.2022
Report into the EOI for the Gym	13/10/2022 16/11/2022 08/12/2022 18/01/2023	Review of requirements and contract conditions being assessed Negotiations underway – building repairs being undertaken Successful EOI has concerns with proposed contracting arrangements. Will provide a further proposal to trustee / council Matter to January Trustee Meeting	A/CEO, EME	29.09.2022
NPARC Camping Policy	22.09.2022	On hold as per request of council due to boundary with Torres Shire. Options <ul style="list-style-type: none"> - Joint enforcement policy with Torres Shire - Only enforce on part of land within NPARC boundary. This will be tricky given it is not an exact boundary	A/CEO	17.08.2022
NPARC Operations into the Pool	22.09.2022 13/10/2022 16/11/2022	One EOI received but did not include specific details. Details being finalised for October Meeting Report on progress to be submitted in October Council Meeting Contract negotiations being finalised	EME	20.07.2022



AGENDA ITEM 8
ORDINARY COUNCIL MEETING #33
Wednesday 25th January 2023
Cairns

8. Mayor Verbal Report



Title of Report CEO Report

Agenda Item: 9

Classification: For Noting

Author Acting Chief Executive Officer

Attachments Nil

Officers Recommendation:

That Council:

- Note the Report

PURPOSE OF REPORT

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

CORPORATE PLANNING

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

Corporate Plan

The Corporate Plan has been finalised and published on the NPARC website. The Corporate Plan was presented to community at August Community Meetings.

Annual Operational Plan and Budget

The Annual Operational Plan and Budget was adopted on 27th July 2022.

The operational budget has been loaded into PCS System.

The operational plan Q2 update is presented to council at today's meeting.

A schedule has been developed as requested by Council to have an annual cycle of reports from Level 3 Managers and was adopted at the last Council Meeting.

Month	Level 3 Manager Reports
January	Manager – Corporate Affairs Injinoo Service Station Manager
February	Project Manager Regulatory Services Manager
March	Works Manager Jardine Ferry Manager
April	Parks & Gardens Manager Umagico Supermarket Manager
May	Building Manager Executive Assistant / Office Manager

June	Airport Manager Aged Care and Home Services Manager Batching Plant Manager
July	Rangers Coordinator Community Services Manager
August	HR Manager Fleet & Workshop Manager
September	Commercial Leasing Manager Property and Facilities Manager
October	HR Manager Finance Manager
November	Stores Manager Grants Officer

Operational Planning Timeframes are being established to allow the adoption of the 2023-24 Operational Plan and Budget at the May Council Meeting. A workshop will be planned with Council in early April.

Community Safety Plan

The Community Safety Plan has been finalised and a copy provided to DSDSATSIP. The AMP Survey has commenced to support the review process.

Local Thriving Communities

\$10 000 was provided in 2021-22 for the development of a LTC framework and relative consultation. A paper is presented at this Council Meeting.

GOVERNANCE

Compliance

Key policies to be reviewed have been identified. These are currently being reviewed for necessary updates. There is a number of other policies that need to be reviewed, but the current vacancy in the Governance Officer has caused a delay. Remaining policies including policies requiring to be rewritten will be presented to the February Meeting.

There is also the outstanding matter regarding the vote count. A special meeting needs to be organised so relevant resolutions can be passed to make a note to previous minutes. However, there is a delay in this work due to competing priorities and the vacancy of the Governance Officer.

Grants

There has been significant progress in rectifying outstanding grants and ensuring we have a framework to monitor compliance. The Grants Officer has provided notice she will not be continuing her contract after the current expiry. This has been advertised for vacancy.

HUMAN RESOURCES

Recruitment

The HR Manager resigned effective 18 January 2023. Interim arrangements were established to ensure continuity of service delivery

- HR Support Officer – a replacement vacancy has been lodged with CDP

- HR Advisor – A short 3 terms appointment has been made and commenced
- HR Manager – Preston HR is provided support for HR Management until a shorter term HR Manager commences on 20/2
- WHS Coordinator – This has been advertised and interviews scheduled 9/2

HR Advisor is focusing on recruitment and implementation of the structure. A number of vacancies have already been advertised, with some being advertised internally to provide management and career progression opportunities for staff; as well as allowing staff to move between units if necessary.

Council was successful in obtaining 7 x 1000 Job Packages.

The successful applicant for the Executive Manager – Corporate and Finance Services withdrew from the process. An amended structure to presented to Council to support future recruitment.

UPCOMING MEETINGS & VISITS

The following upcoming visits and meetings are scheduled. A report for revised 2023 Council Meeting Dates is included in this meeting

Date	Time	Purpose	Venue
23/1	10-12pm	Community Meeting – Stakeholders	New Mapoon Hall
	2-4pm	Community Meeting – Seisia	Seisia IKC
	5-7pm	Community Meeting – New Mapoon	New Mapoon Hall
24/1	5-7pm	Community Meeting – Bamaga	Bamaga Hall
25/1	5-7pm	Community Meeting – Umagico	Umagico Hall
26/1	All Day	Australia Day	
30/1	5-7pm	Community Meeting – Injinoo	Injinoo Hall
31/1	2-4pm	Community Meeting – NPARC Staff	Bamaga Hall
1/2	2-4pm	Tentative Date – Internal Audit Committee	Bamaga Boardroom
13/2	10-3pm	ROC Meeting	Cairns
14-16/2	All Day	TSRA Health Summit	Cairns
17/2	All Day	RIAC Meeting	Cairns

CORPORATE SERVICES

The Executive Manager – Community and Regulatory Services position has been filled and the detail is contained in this report.

Title of Report: December 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

Works undertaken by the various sections making up the operations department for the month of December are as follows:

Building Construction and Maintenance

Building Construction and Maintenance Manager was on unplanned leave when this report was prepared.

For the months of December to January NPARC has handed management of the portal to QBuild, so NPARC can catch up on aged works due to the recent Housing scoping property for maintenance work.

Aged jobs have over 60 days have reduced during the December and early February, as demonstrated in the below graph.

Interim Capital Works Housing Progress

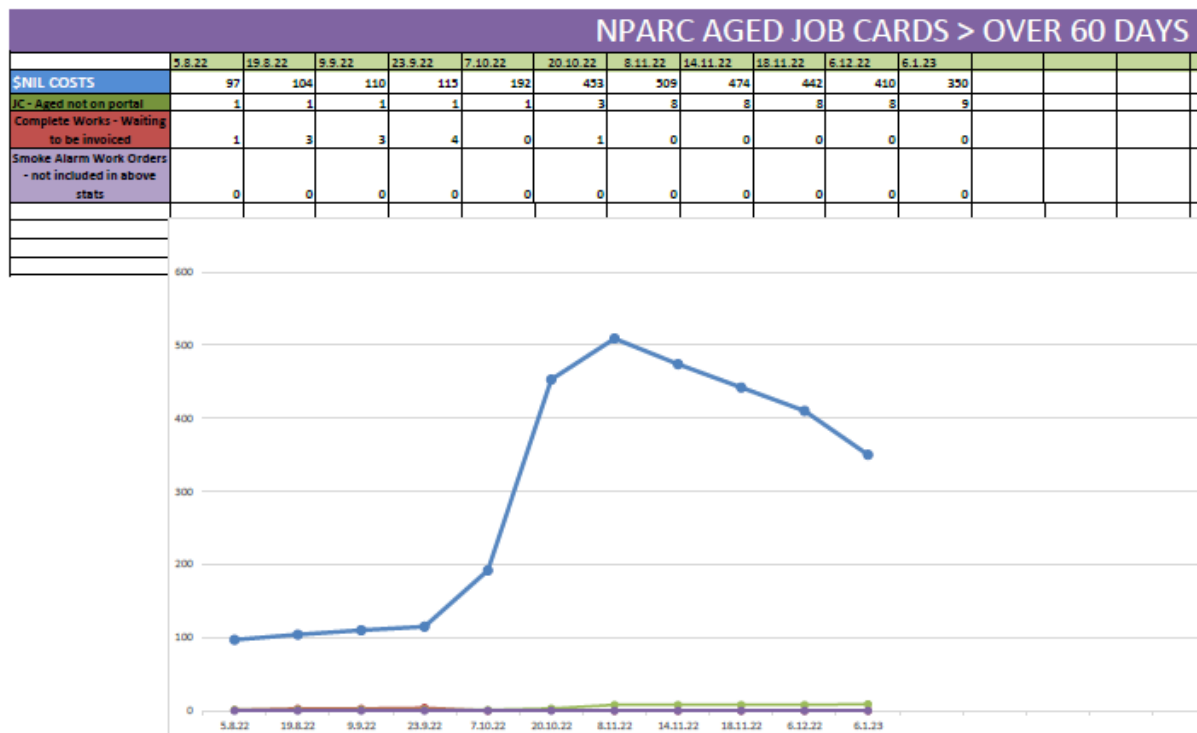
- Lot 146 Injinoo / House is complete. Awaiting Ergon to hook up power.
 - Ergon have advised that they have accepted a proposed design and with schedule works
 - No date has been provided for these works to occur as yet
- Lot 214 Horseman Rd Umagico Roof install was completed in December. Works will recommence in Late January, early February.

Umagico park upgrade is on project on track to be completed by the end of November.

- The damaged section of the footpath was reconstructed in December,
- Painting of the Basketball courts was delayed and is to be completed when weather permits.

Injinoo Look out

- The exercise equipment supplier has advised equipment is in transit to the NPA.
 - Arrived in the NPA in the second week of January
- Equipment will be installed on arrival in the NPA.



Works

Robert Neville continues to act in the Works manager position on higher duties whilst the recruitment process is commenced in the first quarter of 2023.

Roads

- Removed and replaced the collapsed culvert on Adidi street.
- Carted Aggregates from the Jardine Ferry to the concrete batching plant
- Continued with the pre wet clean-up.
- Repaired pavement failure on the Airport runway.

Parks & Gardens

- Primary focus was on the pre wet clean-up in all communities.
- Clean up and preparation of the NPARC Christmas Party.
- General maintenance activities and clean-ups in Seisia, Injinoo, Bamaga and Umagico.
- Installed guardrails to the two entrances into the New Mapoon playground.
- Continued fence replacements at the Bamaga basketball courts.

Water

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

During the wet weather in December, water consumption significantly decreased, giving the opportunity to perform more maintenance throughout the system. Additionally, the decrease in water demand allowed for cleaning in place (CIP) trials at the plant, which were successful. However, a failure in the non-return valve (NRV) on the Hi-lift pump number 1 caused some issues with chlorine levels and clear water tank levels. These problems were resolved after a new NRV was installed.

Due to heavy rain in late December, the quality of the feed water for the plant was significantly degraded, leading to difficulties in producing water within the established Critical Control Point (CCP) limits. Veolia is actively seeking solutions to this problem and working with government agencies to ensure a reliable and compliant water supply.

As treated water was not able to be produced to comply with CCP limits an water quality VEOLIA and NPARC were required to report a water quality exceedance event to the drinking water regulator and Qld Public Health. When VEOLIA, Qld Public Health and the regulator reviewed the information of the event an instruction was given by Qld Public Health to Council to enact a boilded water alert for all water users of the NPARC water supply. A separate report will be provided by VEOLIA senior staff on this event and its current status.

Rainfall in Bamaga was recorded at 470 mm which is above average for the December mean rainfall of 214.5 mm

The total water production (filtrate) volume for Bamaga WTP for the month was 119.17 ML, averaging 3.844 ML/day

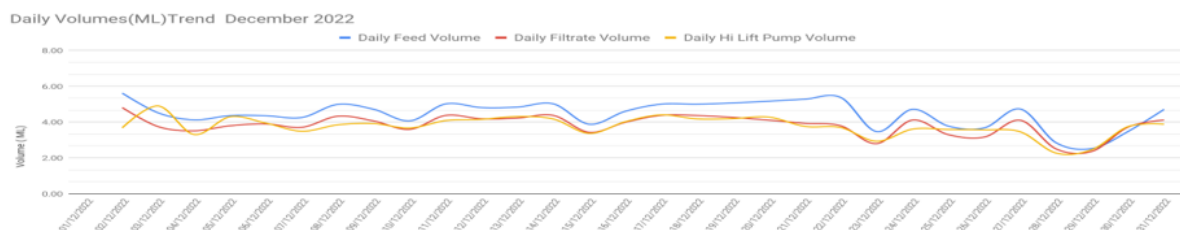
6 residential leaks were inspected and handed over to NPARC

There were 0 new service requests and 0 new service installations completed in the period.

There were 0 OHS incidents, 0 environmental incidents, 0 water quality incidents/exceedance during the month of December. No community complaints were recorded following the service disruption.

2.1. Water Volumes

The total water production (filtrate) volume for Bamaga WTP for the month was 119.17 ML, averaging 3.844 ML/day



Year	Month	Raw Water Feed Vol(ML)	Production Filtrate Vol(ML)	Consumption Hi-Lift Vol (ML)	YTD Feed 22	YTD Prod 22	Efficiency
2022	Nov	168,120.40	151,315.20	147,988.20	860,476.70	784,157.80	90.00%
2022	Dec	138,696.90	119,176.70	117,289.90	999,176.60	903,176.60	85.93%

Workshop

- Continuing with servicing and repairs of Council fleet as problems arise
 - o Services completed on 10 light vehicles
 - o Major repairs to 3 fleet items

- Small plant repairs 20
- Tyre repairs 10
- A fleet disposal tender was advertised and assessed in December a sperate report is being brought to Council to endorse the sale of these items to the highest tenderers
- Recruitment of a new Fleet and workshop manager is to recommence in January.
- Recruitment for a Diesel Fitter and Automotive mechanic is to recommence in January.
- Recruitment of a Tyre fitter is to recommence in January.

Rangers

Planned works for December as reported in the November Council Report were completed.

Below is the rangers work calendar for January.

Monday	Tuesday	Wednesday	Thursday	Friday
2	3. * No Rangers were at work	4. *Road check and clear * Check and clean toilets and bins somerset	5. * Road check and clear * Check and clean toilets and bins Muttee Heads	6. * Road check and clear * Wash vehicles * Clean Base & prep for following weeks work
9. * Road check and clear * Weed survey and Control – Gamba Grass back road Umagico to Seisia	10. * Road check and clear * Weed Control – Gamba Grass back road Umagico to Seisia	11. * Weed Control – Gamba Grass back road Umagico to Seisia * Pickup ATV from Sea swift	12. * Weed Control – Gamba Grass back road Umagico to Seisia * Vegetation Management Check toilets and bins Somerset and Muttee Heads	13. * Weed Control – Gamba Grass back road Umagico to Seisia * Wash vehicles Clean Base & prep for following weeks work * Clean and check equipment
16. * Continue Weed Control – Gamba Grass * Clear trees and cut hang over vines Pajinka and Somerset Road * Check toilets and bins Somerset and Muttee Heads	17. * Check and clear road at plane crash area, cairns turn off to Muttee Heads and Jardine turn off	18. *Pick up debris bags from barge down at Seisia wharf and dispose as NPARC transfer station	19. * Coastal Patrol and aquatic survey by vehicle Patterson Beach * Check toilet and bins Somerset and Muttee Heads	20. * Set light trap * Wash vehicles * Clean Base & prep for following weeks work * Clean and check equipment

23. * Check toilet and bins Somerset and Muttee Heads * Weed control Gamba grass	24. * Weed control Gamba grass out on country	25. * Weed control Gamba grass on country * Vegetation Management	26. * Rangers to attend event at Pajinka with ALT – have some rangers to work on this day to assist ALT carry equipment to and from Pajinka	27. * Wash vehicles * Clean Base & prep for following weeks work * Clean and check equipment
30. * Check toilet and bins Somerset and Muttee Heads * Weed control survey	31. * Weed control survey Leucaena Tree	1. * Weed control survey Leucaena Tree	2. * Weed control survey Leucaena Tree	3. * Weed control survey Leucaena Tree

Regulatory Services

Animal Control

- Vector (mosquito) trapping in the NPA, sites are located at.
 - o Loyalty Beach
 - o Piggery 10km north of Loyalty beach
 - o Piggery 13km South of Injinoo community
- Five dogs were trapped and impounded for the month of December
- Two additional dogs were euthanised during December.
- Medical assistance was provided to one horse during the festive season.
- SKYDOG Vets visited the NPA in early December.
 - o They desexed eighteen dogs, two cats and one horse
 - o Treated 158 dogs for various conditions
 - o Visited 46 households
 - o Euthanised 12 dogs
- No warning letter were issued to dog owners in Bamaga during November.

Illegal Dumping

Illegal dump sites have been investigate as reported / identified. Three offenders were identified, contacted and instructed to collect their waste and dispose of it correctly or action will be taken under the adopted local laws. Illegally dumped waste was removed by offenders.

Solid Waste

- Kerbside collection has occurred with minimal disruptions
- Transfer station and landfill operations are operating normally

Food Licencing

Food licencing inspections were undertaken at the following venues during December:

- Bamaga Bakery
- BP Bamaga
- Cape Yorke Peninsula Lodge
- Seisia Kiosk
- Seisia Supermarket

The next round of food licencing inspections is scheduled for March 2023

Wastewater

Scheduled servicing and maintenance activities have been undertaken at the 6 pump stations and lagoons.

Cleaning of public toilets and portaloo's has been ongoing during December.

Repairs were undertaken on the following Sewer Pump Wells during December:

- Bamaga, repaired pump
- Umagico, replaced two pumps

Seisia's small pump station is still operating with a bypass system in place. Waste water staff are looking to engage a external consultant to inspect and scope up all essential repairs and modifications to the NPARC sewer pump wells to return them to a compliant condition for safety and environmental requirements.

Airport

The NPA airport has remained operational through December and the Christmas New Year period. A short closure of the runway to all fixed winged aircraft from the afternoon of Friday the 30th of December through until the afternoon of Saturday the 31st of December. This was due to a failure of the runway pavement in a small section, the Roads crew were able to complete repairs between showers on Saturday 31st of December. An issue identified with Apron lighting during November has been repaired.

An ongoing maintenance item is the overhaul of the fuel facility, procurement of specialist services to assist with this task has commenced.

The process of recruiting to engage an Airport Manager, Assistant Airport Manager and an Airport Reporting Officer will commence in February

Sales figures for December are as follows:

Sale item	Monthly Totals	Comments
Jet A-1 litres	17,266.09	
Jet A-1 sales	\$45,516.64	
Avgas litres	25445.37	
Avgas sales	\$8523.65	
Landing fees	\$14,175.74	November
Passenger tax	\$2170	November

Sale items	REX	Skytrans	Other airlines	Total
Flights in/out (November)	68	22	138	228
Passengers in/out (November)	1502	181	18	1701



CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

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

1 Reliable and Affordable essential Services

1.1 Water

1.2 Landfill

1.3 Access

2 Safe, clean and attractive physical environments

2.1 Animal Management

2.2 Clean and tidy public areas in each Community

FINANCIAL AND RESOURCE CONSIDERATIONS

Operational budget expenditure

CONSULTATION

Building Construction and Maintenance Manager

A/ Works Manager

Ranger Coordinator

A/ Workshop Manager

Manager Regulatory Services

NPARC Project Manager.

A/ Airport Manager

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

Agenda Item: 10.2

Classification: For Information

Author Executive Manager, Community & Regulatory Services

Attachments Aged Care Compliance 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 sections.

Update

Community Services

The recruitment for the vacant Community Services Manager position has been readvertised and an appointment made to the Community Services Supervisor Position.

Art Centre

The Art Centre's extended opening hours to include Saturday morning, has had a positive effect. The Art centre maintains a steady stream of activities. Each day, six local artists make excellent use of the product. There are a variety of workshops being organised at the moment, and all of the advertisements are on Facebook and the radio.

- December month had a turnover of \$12,000
- Successful sponsorship from Bament for the Plant dying and screen-printing workshop
- Workshop will run from 30th of Jan to 4 February
- The art centre has had a new display module installed allowing for more display space
- Exhibition of new works opening 10th of February 4-6
- The purpose of the exhibition is to showcase the work of our local artists and to invite other artists who might contribute more art works for the Tourist season and the CAIF event in Cairns.
- NITV will be filming the art centre and opening for a profile on the NPA
- Invitation for Councillors if you would like to do an opening speech about the art centre
- Two dance groups perform during the opening are pending



Events

The new Events Co-ordinator has commenced in his role. Planning is underway for the events for the remainder of the financial year. Mud Rally & Pig Competition runs on Thursday 26th Jan – Public Holiday

- Ambassador – Chris Tamwoy will be here to perform
- Preparations are underway
- Registrations are open
- Judging will be done on the day
- Presentation will be at the Bamaga Tavern

Sports and Recreation

Planning is underway for the events for the remainder of the financial year. Amy from Grants is working with the team to assist with acquittals. Awaiting re-quote on cleaning the Sports and Recreation building.

IKC's and Centrelink

All IKC have been operating within their advertised times on council FB Pages and RIBS. There has been an increase in attendance. Facilities are also being utilised by other organisations.

- Future Libraries: Better communities symposium coming up in March
- Further planning and support for the F5F programs
- Implementation of New Council structure with Supervisor and staff

Home and Community Care

The Aged Care Act requires that the organisation has effective organisation wide governance systems relating to regulatory compliance. The status of compliance requirements is reported to Council via the Aged Care Compliance Report. The monthly report is attached to inform council of this status.

Barb Schmidt has been engaged by council to continue her support with an additional 3 visits planned for 2023.

Umagico Supermarket

- Cutting back on hours due to overspending on wages
- Communicating with Woolworth to put Woolworth branded items in Umagico shop to reduce customer pricing.
- Cheapest Whitegoods in NPA.
- In talks with Bunnings for better pricing to keep the cost down
- Store chasing up suppliers for better pricing to benefit the community, because of the raising cost living.

Challenges

- Accounts not paid on time, accounts put on hold can't get stock
- Payroll need to reports fortnightly on staff wages for budgeting

Injinoo Service Station

- Manger position is currently advertised internally
- Current acting manager is pro-active, store is well set out
- Upcoming Planning to upskill and train staff
- Seeking reliable staff, currently no interests
- There has been a positive incline in these services, community can now benefit from food and fuel
- Pricing to be reviewed to stay competitive

The overall impact of the business to the community:

The past 6 months have been substantially productive and satisfactory to the community. Despite the positive outcomes, the community is expecting more. Therefore, there is an opportunity to grow further and increase profitability. The service station and council can consult further on the possibilities to meet the increasing expectation and the goals of the operational plan and budget. Generally, the past 6 months have suggested that the community is pleased by the progress of the service station

Challenges

- Service Station Budget and review of progress against budget
- Staffing, recruitment, and retention of good employees
- HR challenges when reviewing performance
- Identifying appropriate training for development of staff
- Applications or interest to work at the service station

- Identifying areas where expansion is feasible due to constraints of budget and land
- 24 hours, after-hours self-service system
- More appropriate usage of available land
- Storage space
- Stock Control
- Chiller/freezer
- Hot food section

Recommendations

- Capital investment to improve better productivity of the business and efficient sale of goods
- Professional development of staff
- Expansion of the service station to allow for storage space
- Upgrades need to be done before the service station is put out for leasing
- Possible above ground tank to allow for additional fuel capacity.
- Not only to meet the needs of the council and community, also to capitalise on opportunities like the tourist season with hundreds of visitors to the region

Jardine Ferry

- Closed until further notice, due to weather and poor road conditions
- Rolled Vehicle incident, WHS procedures are underway, both staff minor injuries
- During the closure season, fulltime staff are conducting maintenance and repairs
- Technical issues to be resolved at the office
- Implementation of new Council structure with Manager and staff
- Water pump has been fixed and now operational.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.



ORDINARY COUNCIL MEETING #33

Agenda Item 10.2

Wednesday, 25th January 2023

Bamaga Boardroom

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

CONSULTATION

N/A.

AGED CARE SERVICE DELIVERY

Summary of client status over the past month

Reporting item	Number	Comment
HCP Clients	1	Level 1: Level 2: Level 3: Level 4:
New HCP Clients	0	Level 1: Level 2: Level 3: Level 4:
HCP Enquires	1	Waiting on approval for HCP Clients
Referrals for assessment or reassessment	5	All of 28 clients were assessed for CHSP 5 clients waiting on ACAT assessments results.

Summary of CHSP client status and activity

Summary of CHSP client status and activity			
Reporting item	Number	Comment	
Number of clients	28	28 clients have been reviewed for CHSP assessment, including the 4 new clients	
Number of new clients	0		
Clients on waiting list	3	Waiting to be assessed for CHSP	
Number of clients transitioned to HCP	1	Approval letter arrived	
CHSP Hours	Monthly target	Hours delivered	Comment
Home maintenance	11.5	0	
Social Support Group	546	361.5	
Transport	63	86	
Meals	223	600	
Domestic Assistance	136	13.5	
Social Support Individual	78	42.8	
Personal Care	25	0	
Flexi Respite	7	0	
Specialised support	0	0	

Aged care legislative compliance status report

Compliance requirement	Number of clients	Overdue	Action taken
Charter of aged care rights explained	28	0	Charter of rights explained to all 28 clients.
Signed aged care agreements	28	0	Agreements explained to all 28 clients.
Signed current care plans	28	0	Care Plans explained to all 87 Clients.
Advanced health directives completed (HCP clients only)	1	1	Advanced care directive to be discussed with client and Family.

STAFF MANAGEMENT

Staff changes over the past month

Staff	Staff establishment	Current number of staff	Number of resignations	Number of new staff
Total staff	15	15	0	2
Carers	8	8	0	0

HR Management

Reporting item	No of staff	Overdue	Action required
Current Police checks	15	15	All staff police check expired renew by
Current Drivers licence	15	3	Waiting for renewal and not driving council vehicles
Performance review	15	15	Begin Performance first week of April
Annual Flu vax	15		Flu vax starts late April do not know the vaccine status
COVID Immunisation	15		

Status of Core training

Mandatory training	No of staff	Overdue	Action Required
Orientation	15	3	Deliver orientation to new staff 14/01/2023-23/01/2023
Fire Safety	15	15	Enquiring about next Fire safety session
First Aid	15	10	Next review September 2023
Manual Handling	15	15	Waiting on Computer to do online Mandatory training
Infection control	15	15	Waiting on computer to do online Mandatory training
Elder Abuse	15	15	Waiting on computer to do online Mandatory training
Food Safety	15	15	Waiting on computer to do online Mandatory training
Open disclosure	15	15	Waiting on computer to do online Mandatory training

- **Training attended over the last month**

Consulted with relevant training bodies at recent workshop for age care workers to complete their cert 3.

- Contacted Open colleges Edu on Cert 3 Age Care training for staff
- Institute In process of enrolling staff and fees payment.
- As soon as staff enrolled online course will start,
- Waiting on laptops and computers to arrive.

QUALITY IMPROVEMENT

Progress against Plan for Continuous Improvement

- Completed analysis of CHSP was completed over the last 6 Months see report attached.
- Strategic planning completed with staff consisted of:
- Explaining the Home Care Community 8 standards on how to provide high quality aged care.
- Explained with staff individuals PD understanding their rolls
- Explained with staff Code of Conduct
- Talked about compliance across all programs
- Explained Policies and Procedures
- Discussed program areas that lacking and overdoing
- Discussions on working with in the Monthly targets given and addressing the KPI's

Feedback/complaints management

Complaints	Total No	Type of incident			
		Employee	Service	Facilities	Other
Number of Complaints in the reporting period	2	2			
% Investigations completed within 5 days	2	2			

Key issues and action taken

- Discussed issues with staff on how to improve on Client's engagements.
- Advised staff about this behaviour when working with clients at home or when conducting age care business.

Title of Report: Update on NPARC Corporate Service

Agenda Item: 10.3

Classification: For Noting

Author: Acting Executive Manager – Corporate Services

Attachments: N/A

Officers Recommendation:

That Council: Note the report

PURPOSE OF REPORT

This report provides the Councillors with an update of NPARC Corporate Services.

UPDATE

Enterprises EOI report:

- **The Bamaga Council Stores (C11.4 – 20042022)**
 - Council plans for the Stores to become a Council Procurement hub and business plan is being reviewed.
- **Injinoo Batching Plant (C12.5 – 14122022)**
 - Letter to notify all EOI participants of Councils decision to continue operations of the Batching Plant has been sent.
 - As per Council Resolution:
 - Current operating model and business plan is under review.
 - Increase of 3% to concrete prices for 2023 has been implemented.

General Stores Bamaga:

- General
 - Training in Finance to upskill current staff being undertaken.
- Sales

Internal	\$49,735.37
External	\$22,324.33

- Staffing attendance has been good.

Injinoo Batching Plant:

- Stocktake report

STOCK DESCRIPTION	QUANTITY COUNTED	TOTAL UNIT COST	TOTAL COST (\$)
Cement Bags (20 kg)	3384	\$ 9.00	\$30,456.00
Aggregate 20mm	290.5	\$ 125.00	\$ 36,312.50
Sand (m3)	262	\$ 132.50	\$34715.00
Daratard (205 ltr)	430	\$2.98 P/LTR	\$1281.40
Total Cost			102764.90



- Staffing – Discussion with Manager and staff around cost effective ways to reduce wages when no work is schedule at the Batching Plant. Staff can be utilised in other areas of Council.

Property & Facilities:

Staff Housing

- Total Staff house - 27
- Tenanted – 19
- 4 Available immediately for positions (identified)
- 4 unavailable - works being undertaken
- Total staff housing reduced by one to total of 27.
- 1 X staff house donga identified as commercial lease property. EOI in process.

Social Housing

- Total Social Houses - 49
- Tenanted – 47
- To be demolished – 2
- Rental arrears and rental increase review still ongoing.
- 95% Complete – Signed (Current) Tenancy Agreement for Social Houses.
- 12 Applications for Social Housing

Corporate Affairs

This update is included in the Level 3 Manager Report to today Council Meeting

Title of Report: December 2022 Finance Report

Agenda Item: 11.1

Classification: For Noting

Author Acting Manager Finance

**Attachments Statement of Comprehensive Income
Enterprise Financial Summary
Cash Position Summary
Statement of Financial Position
Debtors and Creditors Outstanding**

Officers Recommendation:

That Council:

Note and accept the Acting Manager of Finance Report for the period ending 31 December 2022

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 December 2022 remains challenging, and it has not improved on November's position.

Current obligations (liabilities) are at \$12.5M compared to a cash position at the end of December being at 11.75M. Unrestricted cash is estimated at \$0M, as many Grant funded projects are currently well underspent.

Operating grants received for the December month have been \$75K for second instalment of NIAA 1000 Jobs subsidy, \$24K for Mud Rally/Pig Hunt funding, \$33K Black Star Radio for RIBS Wages Support, \$510K for Rangers program subsidies, \$28K for CHSP Aged Care funding; Capital grants received for December include QRA's REPA program funding of \$231K, and \$60,000 BOR Rd6 Water Situation Analysis Grant.

In December, QBuild was invoiced for \$142K for work on upgrades and maintenance to Community housing.



Revenue

Operational Revenue for the period to 31 December 2022 is tracking favourably with budgeted revenues received at 48% compared to 50% of the year elapsed.

Expenses

Operational Expenditure is tracking slightly above Budget at 53% of Budget compared to 50% of the year elapsed.

Materials and Services comprises half of Councils Operational Expenditure at \$11.9M, and almost half of this (6.0M) is payments to contractors and consultants for the upkeep of Council assets. A further \$1.2M is for the various Insurances that Council is required to hold and almost \$2M for the purchase of stock for the various Enterprises.

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

Cash Position

The Council has a tight cash position although further FAGS and SGFA quarterly grant receipts will help to ease the position.

At end of December 2022, after allowing for the end of month creditors, total staff leave liabilities, grants contracts obligations, Council available unrestricted cash is at approximately \$0.0M, due to early receipt of Capital grants and unspent commitments related to those grants.

Enterprises

This December, all business enterprises are showing a surplus. Jardine Ferry Roadhouse continues to be the most profitable. For every dollar spent, the enterprise brings in \$0.15 of surplus.

Audit last financial year ending 30 June 2022

Council has had to seek an extension of time from the Minister (for Local Government) for the completion of the audit of the 2021/22 Annual Financial Statements, due in part to the fact that the Manager of Finance and the Management Accountant roles were not filled until August 2022. The Queensland Audit Office (QAO) is continuing to work with Council on progressing the audit as the necessary work is completed

Budget and Management Reporting

Work to break the budget in greater details with a view to upload in Council PCS finance system so that all managers are provided their own budget that was earlier approved by Council has been completed by the consultant Gavin Amarasiri. The work to upload in PCS has now been completed.



CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Operational Plan – 2. FISCAL MANAGEMENT

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

CONSULTATION

N/A.

Statement of Comprehensive Income

Percentage of year elapsed as at 31-December-2022

50%

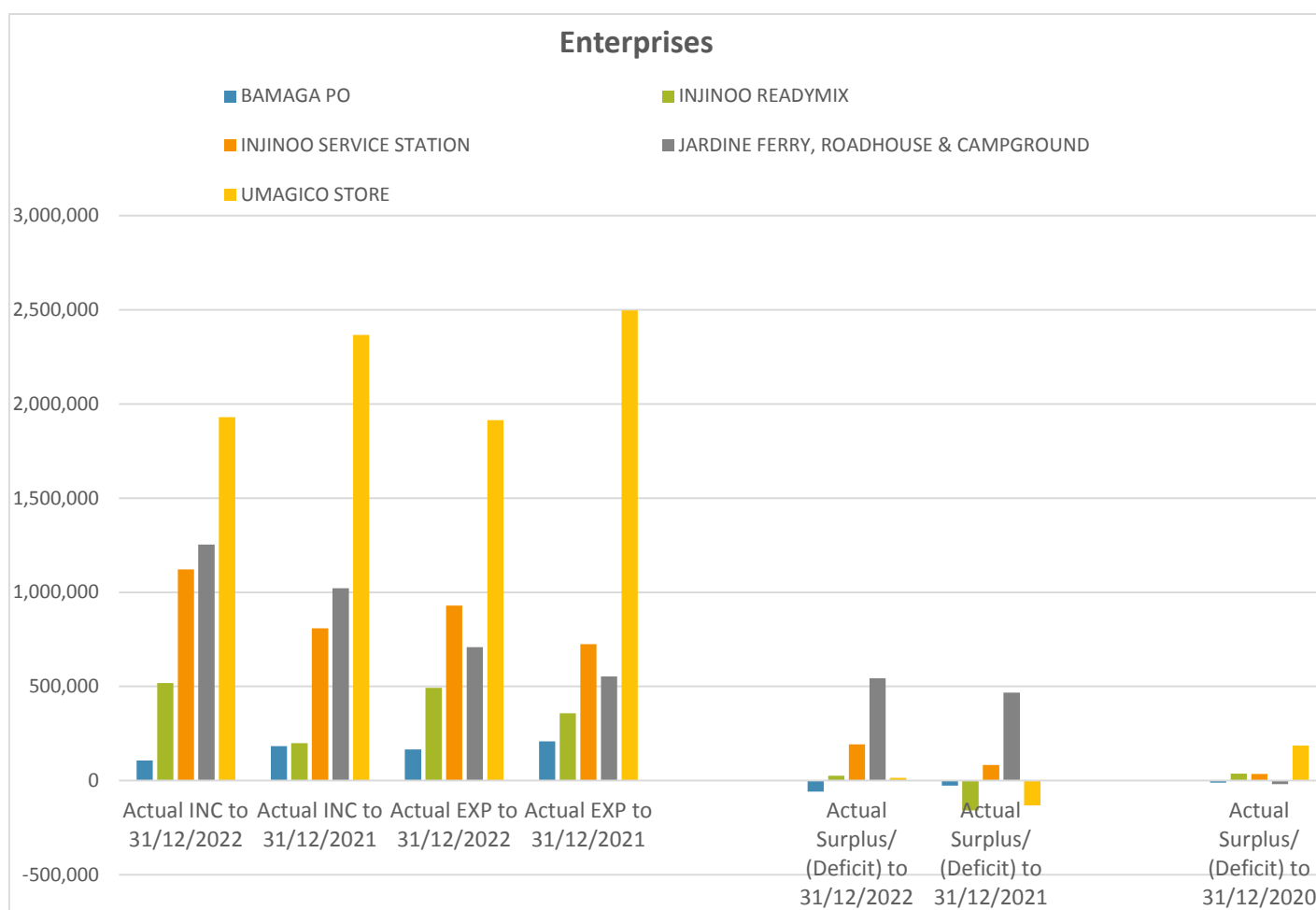
The Statement of Comprehensive Income is often referred to as the Profit and Loss Statement. This statement shows what Council has earned (revenue) and what costs Council has incurred (expenses) for the year to date.

Northern Peninsula Area Regional Council Statement of Comprehensive Income For the period ended 31-December-2022

	<u>Period End</u> <u>31/12/2022</u>	<u>Period End</u> <u>31/12/2021</u>	<u>Annual</u> <u>Budget</u> <u>2022-23</u>	<u>% Actual vs</u> <u>Budget</u>
Income				
Recurrent Revenue				
Rates, levies and charges	-	2,236,728	3,300,000	0%
Fees and charges	398,734	236,277	1,000,000	40%
Rental income	989,708	862,126	1,800,000	55%
Interest received	39,080	8,040	75,000	52%
Sales revenue	3,575,642	3,630,784	8,500,000	42%
Enterprise revenue	5,323,781	4,734,159	9,500,000	56%
Other income	211,749	157,906	1,000,000	21%
Grants, subsidies, contributions and donations	7,989,190	5,584,288	15,000,000	53%
Total recurrent revenue	18,527,883	17,450,308	40,175,000	46%
Capital revenue				
Grants, subsidies, contributions and donations	4,516,419	-	7,500,000	60%
Loss on sale Assets	-	-	-	
Total capital revenue	4,516,419	-	7,500,000	60%
Total revenue	23,044,302	17,450,308	47,675,000	48%
Expenses				
Recurrent expenses				
Employee benefits	(7,372,631)	(7,689,361)	(16,468,000)	45%
Materials and services	(11,979,812)	(11,939,188)	(19,000,000)	63%
Finance costs	(14,957)	(39,709)	(65,000)	23%
Depreciation and amortisation	(5,388,000)	(5,322,280)	(11,000,000)	49%
Total recurrent expenses	(24,755,400)	(24,990,538)	(46,533,000)	53%
Capital Expenses	-	-	(900,000)	0%
Total Capital Expenses	-	-	(900,000)	0%
Total expenses	(24,755,400)	(24,990,538)	(47,433,000)	52%
Result from ordinary activities	(1,711,098)	(7,540,230)	242,000	-707%
OPERATING RESULT				
Operating Revenue	18,527,883	17,450,308	40,175,000	46%
Operating Expenses	(24,755,400)	(24,990,538)	(46,533,000)	53%
Operating Surplus/(Deficit)	(6,227,517)	(7,540,230)	(6,358,000)	98%

Northern Peninsula Area Regional Council
Enterprise Financial Summary
As of 31-December-2022

ENTERPRISES	Actual INC to 31/12/2022	Actual INC to 31/12/2021	Actual EXP to 31/12/2022	Actual EXP to 31/12/2021	Actual Surplus/ (Deficit) to 31/12/2022	Actual Surplus/ (Deficit) to 31/12/2021	Actual Surplus/ (Deficit) to 31/12/2020
BAMAGA PO	107,152	182,424	165,434	208,558	(58,282)	(26,134)	(10,430)
INJINOO READYMIX	517,718	199,481	492,414	357,532	25,304	(158,050)	37,776
INJINOO SERVICE STATION	1,121,887	808,280	929,554	724,677	192,333	83,604	35,867
JARDINE FERRY, ROADHOUSE & CAMPGROUND	1,253,144	1,021,231	708,934	553,665	544,210	467,567	(18,533)
NPARC STORES	491,755	284,004	434,689	493,366	57,066	(209,362)	(34,081)
UMAGICO STORE	1,929,482	2,366,093	1,914,544	2,497,074	14,939	(130,981)	186,760
Total Enterprises	5,421,138	4,861,514	4,645,569	4,834,871	775,569	26,642	197,358



Cash Position Summary

This attachment shows the cash flow position of NPARC and the activities year to date - December 2022

The estimated net cash position is **\$11.7M** as of **31 December 2022**. Estimated known restrictions at end of December 2022 are liabilities for staff leave liabilities during the next 12 months: \$1.5M, creditors liabilities at end of month \$1.37M, grants project deliveries \$9 M.

Cash balances total at 31-December-2022 was 11.76M

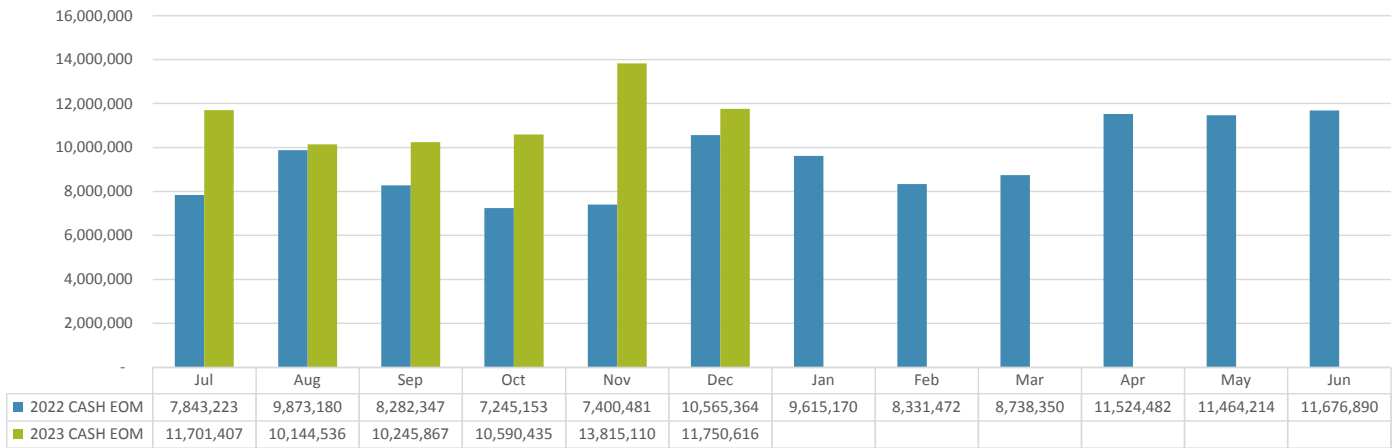
Of this

NPARC CBA General Account		\$	7,688,583
NPARC Cash Floats		\$	11,535
NPARC Cash on hand-ATM Umagico Store		\$	(6,741)
DHPW Trust Account	^ 5 new houses	\$	557,284
NPARC QTC Investment	^ effective rate 1.94%	\$	3,508,303

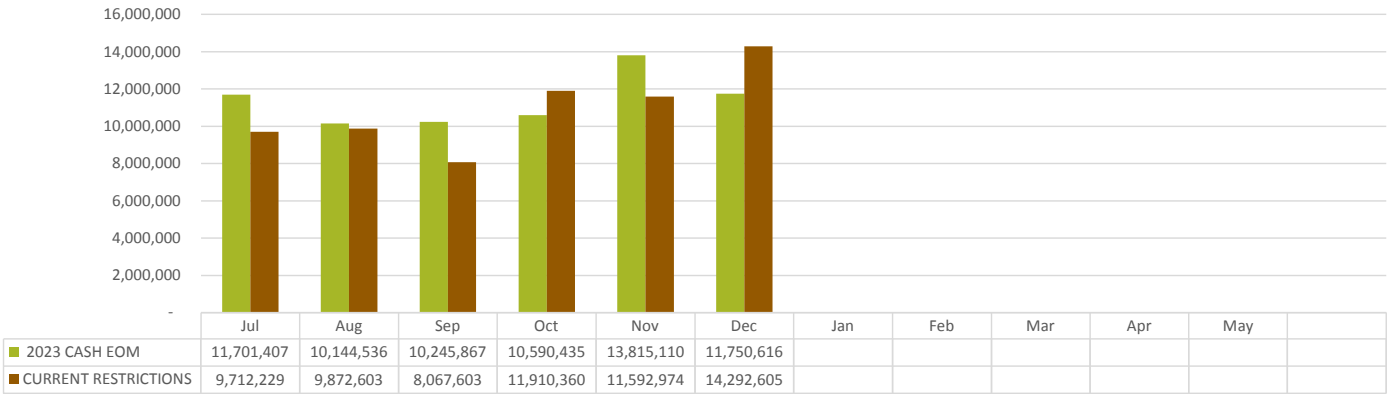
**Northern Peninsula Area Regional Council
Statement of Cash Position
As at 31-December-2022**

	\$
Cash flows from operating activities:	
Receipts from customers	4,935,619
Payments to suppliers and employees	(17,755,604)
	<u>(12,819,985)</u>
Interest received	39,080
Rental Income	989,708
Non-capital grants and contributions	7,989,190
Finance costs	(14,957)
Net cash inflow (outflow) from operating activities	<u>(3,816,965)</u>
Cash flows from investing activities	
Payments for property, plant and equipment	(2,763,948)
Grants, subsidies, contributions and donations	4,516,419
Net cash inflow (outflow) from investing activities	<u>1,752,471</u>
Net increase (decrease) in cash and cash equivalents held 31-December-	(2,064,494)
Cash and cash equivalents at beginning of reporting period	<u>13,815,110</u>
Cash and cash equivalents at 31-December-2022	<u>11,750,616</u>

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 31-December-2022

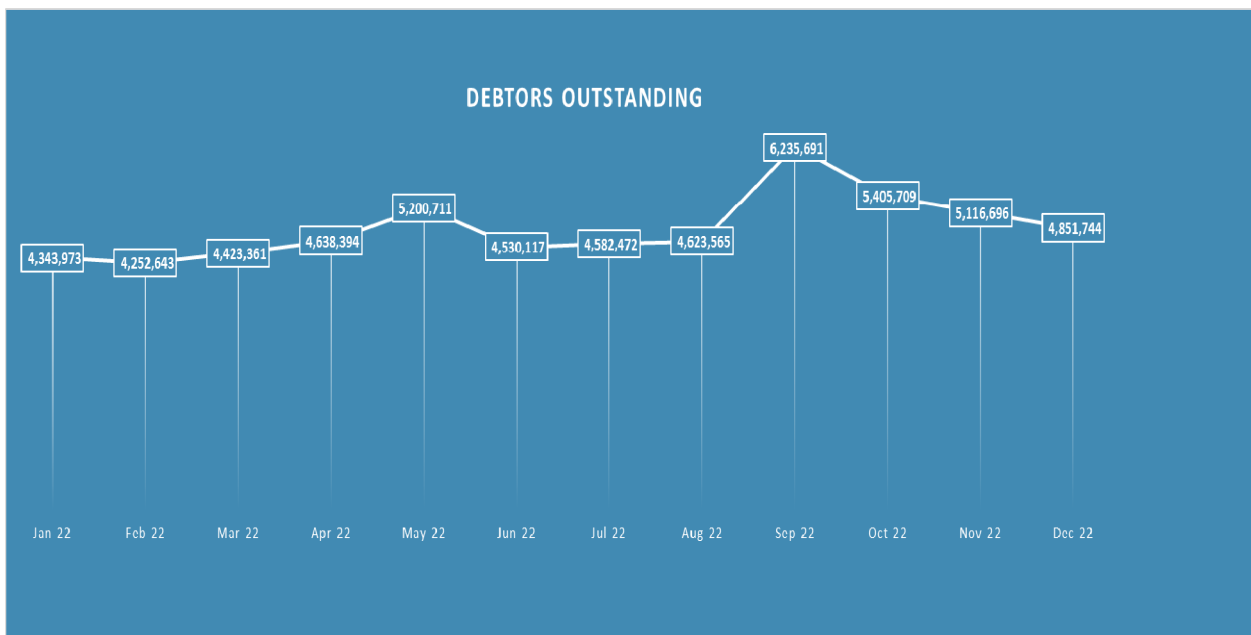
	As at 31-Dec-2022 Actual	As at 31-Dec-2021 Actual
	\$	\$
Current Assets		
Cash and cash equivalents	11,750,616	10,565,364
Trade and other receivables	2,375,250	1,915,698
Inventories	1,093,668	1,186,063
Other financial assets	1,968,777	734,915
	<u>17,188,311</u>	<u>14,402,040</u>
Non-current assets classified as held for sale	-	-
Total current assets	<u>17,188,311</u>	<u>14,402,040</u>
Non-current Assets		
Trade and other receivables	-	-
Other financial assets-Leased Assets	14,960,075	15,367,280
Property, plant and equipment	180,567,417	193,510,410
Work in progress	8,744,834	7,834,298
Total Non-current assets	<u>204,272,326</u>	<u>216,711,988</u>
TOTAL ASSETS	<u>221,460,637</u>	<u>231,114,028</u>
Current liabilities		
Trade and other payables	1,372,192	3,519,468
Borrowings	-	-
Provisions	1,548,571	1,146,133
Other	9,052,099	14,519,569
Total Current liabilities	<u>11,972,862</u>	<u>19,185,170</u>
Non-current liabilities		
Provisions	524,257	1,229,143
Total Non-current liabilities	<u>524,257</u>	<u>1,229,143</u>
TOTAL LIABILITIES	<u>12,497,119</u>	<u>20,414,313</u>
NET COMMUNITY ASSETS	<u>208,963,518</u>	<u>210,699,715</u>
Community Equity		
Asset revaluation reserve	62,006,652	62,006,652
Retained surplus/(deficiency)	146,956,867	148,693,063
Reserves	-	-
TOTAL COMMUNITY EQUITY	<u>208,963,519</u>	<u>210,699,715</u>

***Northern Peninsula Area Regional Council
Analysis of Debtors and Creditors Outstanding
As of 31-December-2022***

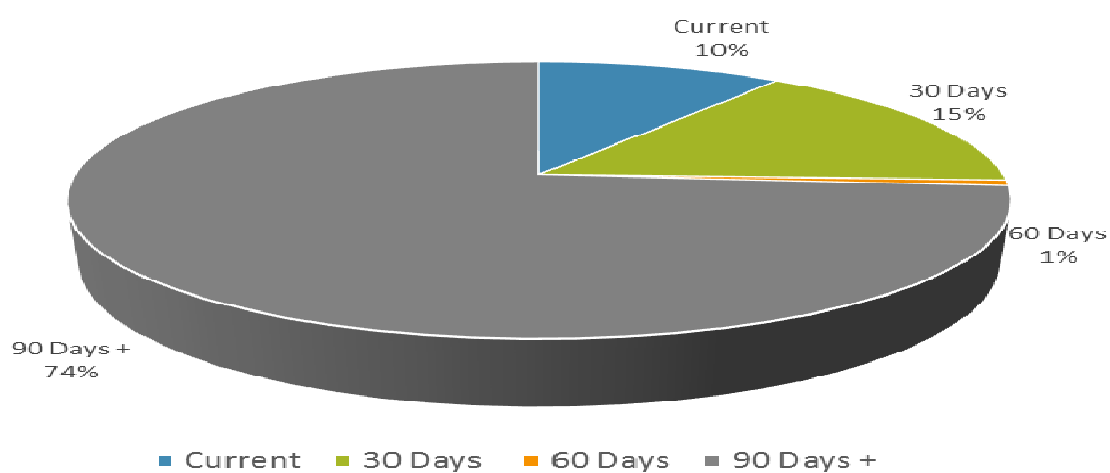
Debtors Outstanding and Recovery

Total debtors outstanding as of 31 Dec 2022 was \$4.8M of which 85% is outstanding over 90 days. Council is continuing efforts to recover debts with legal action being commenced on a number of long outstanding items.

Total bad debt provision as at 31 Dec 2022 continues to be \$3.071M, there being no change from the financial year ending June-2022.



Debtors Age Analysis - Dec-22



Creditors Outstanding

The total Creditors outstanding as of 31 December 2022 was \$820,672. The age analysis of the Creditors is as follows.

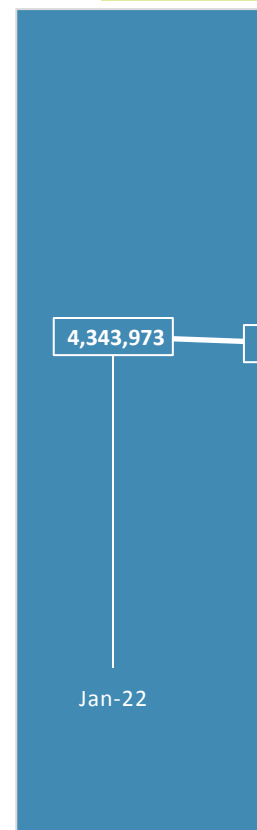
Description	Current	30 Days	60 Days	90 Days +	Total
Dec 2022					
Creditors outstanding	\$343,311	\$309,375	\$8,146	\$159,840	\$820,672
Number of Creditors					53

Month	Debtors Outstanding	
	2021-22	2022-23
Jul	4,599,164	4,582,472
Aug	4,447,784	4,623,565
Sep	4,512,877	6,235,691
Oct	4,806,388	5,405,709
Nov	4,524,208	5,116,696
Dec	4,702,127	4,851,744
Jan	4,343,973	
Feb	4,252,643	
Mar	4,423,361	
Apr	4,638,394	
May	5,200,711	
Jun	4,530,117	

Debtors Age	Previous	EOM
Current	485,870	68,691
30 Days	756,270	474,568
60 Days	33,105	179,369
90 Days +	3,841,451	4,129,116
	5,116,696	4,851,744

85.11%

Jul-21	4,599,164
Aug-21	4,447,784
Sep-21	4,512,877
Oct-21	4,806,388
Nov-21	4,524,208
Dec-21	4,702,127
Jan-22	4,343,973
Feb-22	4,252,643
Mar-22	4,423,361
Apr-22	4,638,394
May-22	5,200,711
Jun-22	4,530,117
Jul-22	4,582,472
Aug-22	4,623,565
Sep-22	6,235,691
Oct-22	5,405,709
Nov-22	5,116,696
Dec-22	4,851,744
Jan-23	-
Feb-23	-
Mar-23	-
Apr-23	-



Title of Report: Operational Update on Corporate Affairs

Agenda Item: 12.1

Classification: For noting

Author Manager Corporate Affairs, Althea Gallaway

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

To provide a summary of current operations within the Corporate Affairs team.

STAFFING

Communications Officer – Current unfilled and has been for some months. Currently seeking a casual employee until a suitable person is found.

Records Officer – Esme Newman. Esme has done a lot to improve the processes and organisation or records and training of staff. She and I have been working on a project to change our records management system.

Record Clerk – Thomas Serubi. Thomas is working part time to support Esme.

Governance Officer – Lanitta Jawai – On extended leave.

RIBS Officer – Amy McKeown. Amy is a great asset to Council. More staff are becoming comfortable to go on radio and do interviews. She invites the Mayor, Deputy Mayor and Councillors to get in contact if they would like another way to get information out in community.

IT Officer (1000 Jobs) – Funding issues has meant a delay. We desperately need on-site IT support for day-to-day issues as the physical and time requirements are excessive.

SCOPE OF DELIVERY

Records, Governance, Communication, and IT.

ACHIEVEMENTS

Records

- Destruction of the backlog of documents has been completed, with thanks to Daisy Fredricksson.
- Most of the old files in offices have been collected and archived, including from before amalgamation and staff who have left without organising records.
- Scanning and indexing of important documents is in progress.
- Reorganisation of folders on TRIM, so it is easier to locate and save documents is in progress.

- We are undertaking a major project to migrate our electronic records to a new system. We expect it will be a much more intuitive system with a much improved document search capability.

Governance

- An audit of all policies has been completed. Only the latest version is showing on the website and in the appropriate folder in records.
- A policy template was passed by council.
- All mandatory policies and guideline documents will be presented to the February Council Meeting. If adopted, this will mean we are compliant to both the LGA and LGR for the policy section of the local government compliance checklist.
- Compliance of NPARC's processes, registers, other records, other matters, publishing requirements and notices to be evaluated.

Communications and Radio

- At Blackstar, Amy and I have been working on a project to digitise old media before it deteriorates. The tapes are currently in Melbourne. Amy has done well to get more staff and community onto the radio for interviews, and this is making BlackStar a very important communications avenue for council.
- The Strategic Marketing Plan is in progress and initial finding show community would like more ways to communicate and that they value face-to-face communications.
- Snap/Send/Solve will be launched at the Mud Rally and Pig hunt.
- The staff intranet was put out to staff. As it continues to develop, we expect the content and use to continue improving.
- We are applying for a grant to place a large, double sided electronic sign opposite the turn off to the airport on Adidi Street, beside the gym. The size will be 1920x960mm with a Header at the top for the NPARC Logo.
- As part of this grant, we are applying for 7 screens that will go in all NPARC offices, a Seisia location, the airport and the Jardine Ferry. Content on these will be remotely controlled, and will allow us to efficiently update messaging and content for consistency.
- We have increased our Facebook followers and engagement.
- We are in the process of updating the website to develop a clearer format and give the opportunity to update the structure, content and look.
- We have a number of staff in communications, regulatory services and operation doing their commercial drone license. The assessor will come to community.

Information Technology

- Cyber Security
 - Deployed Multi-Factor Authentication for all staff when working outside NPARC buildings. This will help us stop hackers from outside our community accessing our system.
 - We have engaged a company to help us develop a cyber security policy and to do an audit of our systems.
 - We have had 2 sessions of staff training on Cyber Security.
- Connectivity
 - We have updated our capacity with Telstra and are updating Citrix.
 - We are getting 3 new starlink satellites at the ferry, airport and supermarket. The additional data to the ferry and airport will support tourism campaigns. The trial of the free wifi access at the airport has been well received and caused little issue. The satellite at the supermarket will mean it will not rely on the Umagico Office network that goes off at times during the weekend.

- Computers
 - All old windows 7 computers have been replaced.
 - First draft of the Business System Review is complete and is being reviewed.

OUTCOMES

Data

Website

Sessions



- We are getting a good number of visitors to our website, and the project to update the structure, content and look of it will help us to communicate more effectively.

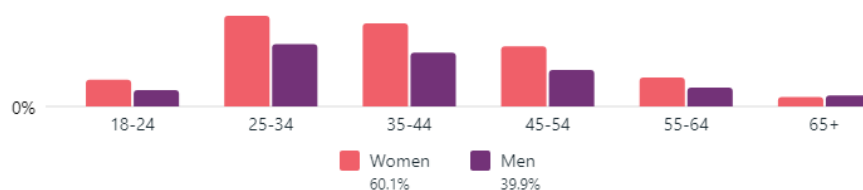
Facebook Increase of 1.2% people in last 28 days

Audience ⓘ

Facebook Page followers ⓘ

2,855

Age & gender ⓘ



Initial analysis of data from surveys:

- Most respondents have voiced that they would like more face-to-face communication in the form of community meetings and door knocking.
- For greater communication, social media has been highlighted most consistently to get the word out.
- Community members would like to see more information about the following topics:
 - The people in the community
 - Community announcements and advisement of services
 - With the majority of respondents selecting 'All of the above' with the bigger list of suggestions. Some of these include events, training and courses, health services, employment opportunities.

- Community believes that council is responsible for the economic development as part of their core services. In addition to this, providing services and employment, taking care of the region and providing community support.

Impact

The Corporate Affairs team feels we have been able to serve council and the community well. We have worked to develop projects and systems to support and serve Council and to keep community better informed and engaged.

Gaps

- Although there has been a lot of progress, our network is an issue and we need to investigate new and alternative solutions. As technology becomes better and cheaper, we need to take advantage of best practice.
- A management system for printers to allow for better tracking and costing of use and security of documents being printed.
- Staff training on records management and moving some of our systems from paper to electronic version will be required for the success of the project.
- More security of personal data and give a better ability to manage, analyse and evaluate data.
- Professional marketing services to help with tourism, regulatory services and to advocate for our region nationally.
- A new finance/HR/payroll system to allow for more secure storage and more effective data analysis.

CHALLENGES

Most challenges relate to staffing issues. The management of projects is difficult when covering the day-to-day communications, governance and IT needs of NPARC. Connectivity at the Jardine Ferry remains an issue, both with Telstra and our nbn service.

Communications and Radio

- Due to HR and staffing issues, the management of communications and keeping on top of the newsletter, public notices to staff and community, media releases, website and intranet updates has been difficult to juggle.

Information Technology

- We desperately need on-site IT support for day-to-day issues as the physical and time requirements are excessive.

Governance

- Analysis and audit of our policies has been difficult without a Governance Officer.

RECOMMENDATIONS

Continue to support and develop projects to improve outcomes in Corporate Affairs.

Title of Report: Operational Update on Injinoo Service Station

Agenda Item: 12.2

Classification: For noting

Author Acting Service Station Supervisor, Glendon Woosup

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

The purpose of this report is to provide an update on the past 6 months of the Injinoo Service Station and its current operation. The report offers a summary of key factors in relation to the Injinoo Service Station. The key points of discussion are as follows:

- Staffing
- Delivery of services
- Achievements
- Outcomes
- Challenges

In addition, the recommendations will also be highlighted for the council's information.

These recommendations have been identified by the acting supervisor, service station attendants and the previous executive manager. The recommendations are based on the needs of the community and the opportunity for prosperity.

STAFFING

Injinoo Service Station staff members are made up of 5 people. This consists of one Full-Time, one Part-Time and three Casuals. There currently is no official service station manager role. There has been minimal to zero interest from members of the community expressing interest in working at the service station. This is evident by Human Resources not receiving any resumes or expressions of interest.

The service station is seeking new members to join the staff team. This will be vital moving forward as some staff members are bound to be on extended leave in coming months. Over the past 6 months there were no employee reviews or performance appraisals. A performance appraisal may also result

in disciplinary action or termination of employment. In addition, there has not been any opportunities provided for training, upskilling and professional development of the staff.

SCOPE OF DELIVERY

The Injinoo Service Station's role within the community is to provide fuel and offer convenience through the sale of groceries, general merchandise and motoring products. The stock is replenished weekly through ordering from suppliers. The fuel is monitored, and the supplier delivers according to the fuel levels. This is managed by the Service Station team and the acting supervisor sends the order. Another service provided is the after-hours self-service, which was operating occasionally over the past 6 months.

There has been a positive incline in these services. The community can benefit from the constant delivery of good and the availability of fuel. Furthermore, the service station offers this service to the many visitors to the region, particularly tourists during the busier period of the year.

ACHIEVEMENTS

In comparison to the period of January 2022 to June 2022, the past 6 months has seen greater productivity and value. There has been many improvements and significant wins over the past 6 months. The service station was able to re-establish connections with previous suppliers. As a result, grocery items and general merchandise were able to be regularly available.

The members of the community and visitors were able to acknowledge the improvements made. The prices of fuel and shop goods are competitive in relation to the competitors in the NPA. However, pricing and product delivery is needed to be reviewed further. That way the service station and council can see more surplus and success.

OUTCOMES

Data

- Able to compare monthly figures in terms of sales, which can display this
- Able to compare the past 6 months with the 6 months before it.
- Evident improvement
- Appropriate costing has since been identified and correctly allocated

Impact

The overall impact of the business to the community:

The past 6 months have been substantially productive and satisfactory to the community. Despite the positive outcomes, the community is expecting more. Therefore, there is an opportunity to grow further and increase profitability. The service station and council can consult further on the possibilities to meet the increasing expectation and the goals of the operational plan and budget. Generally, the past 6 months have suggested that the community is pleased by the progress of the service station

CHALLENGES

- Service Station Budget and review of progress against budget
- Staffing, recruitment, and retention of good employees
- HR challenges when reviewing performance
- Identifying appropriate training for development of staff
- Applications or interest to work at the service station
- Identifying areas where expansion is feasible due to constraints of budget and land
- 24 hours, after-hours self-service system
- More appropriate usage of available land
- Storage space
- Stock Control
- Chiller/freezer
- Hot food section

RECOMMENDATIONS

- Capital investment to improve better productivity of the business and efficient sale of goods
- Expansion of the service station to allow for storage space
- Possible above ground tank to allow for additional fuel capacity.

Not only to meet the needs of the council and community, also to capitalise on opportunities like the tourist season with hundreds of visitors to the region

Title of Report: NPARC Boiled Water Alert

Agenda Item: 13.1

Classification: For Noting

Author Executive Manager, ??

Attachments VEOLIA – NPARC BOILED WATER ALERT BRIEFING

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

To provide the Mayor and Councillors with information surrounding the current boiled water alert for the NPA Communities. To provide information of the process that NPA water need to follow to have the boiled water alert lifted.

BACKGROUND AND CONTEXT

In the 5 days leading up to Christmas over 100mm of rain fell in the catchment and flushed large amounts of debris and contaminants into the Jardine River. This flush resulted in a significant increase in turbidity in the raw water from the Jardine River.

By the 26th of December 2022 the increased turbidity in the raw water created a greater challenge to the treatment process.

On the 28th of December 2022 an incident was declared. The Bamaga WTP incident management plan was enacted and as required through legislation, notification of the incident was made to Department of Regional Development, Manufacturing and Water (DRDMW).

Meetings were held with various DRDMW and QHealth officers to provide details of the incident and how the water supply quality and quantity issues were being managed. At the first meeting on the 28th of December 2022, the regulator's on call officer directed Veolia and NPARC to issue a boiled water alert to all the affected communities of the NPA.

In the meetings on the 29th of December 2022 and 3rd January 2023 officers from DRDMW and QHealth outlined their requirements which need to be satisfied before the boiled water alert can be lifted.



CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

NPA water and Veolia have followed the currently approved Drinking Water Quality Management Plan and lawful instructions from Qld Health and DRDMW officers.

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

FINANCIAL AND RESOURCE CONSIDERATIONS

Not at this stage. The financial cost solutions being investigated will be covered by the Indigenous Council Critical Infrastructure Program (ICCIP)

CONSULTATION

Scott Murphy - VEOLIA

NPARC BOILED WATER ALERT BRIEFING

Date: 17th January 2022

Introduction

On 28th December 2022 QLD Health (QHealth) and the Department of Regional Development, Manufacturing and Water (DRDMW) officers, in their role as joint regulators, directed the Northern Peninsula Area Regional Council (NPARC) and Veolia to issue a boiled water alert to all communities receiving treated water from Bamaga Water Treatment Plant (WTP). This direction was in response to an incident notification from Veolia to DRDMW, whereby Critical Control Points (CCPs) 1 and 2 were unable to be complied with. These CCPs relate to the integrity of the Continuous Membrane Filtration (CMF) as a water quality barrier.

The boiled water alert was communicated via the NPARC Facebook page and posted on community and council notice boards. The boiled water alert recommended that people use cooled boiled water or bottled water for:

- Drinking;
- Brushing teeth;
- Preparing and cooking foods;
- Washing raw foods such as fruit and vegetables;
- Preparing beverages and making ice;
- Preparing baby formula; and
- Sponge-bathing infants.

QHealth advised the boiled water alert should remain in place until the following conditions are achieved:

1. 2 weeks of satisfactory drinking water quality results are demonstrated; and
2. The Continuous Micro Filtration (CMF) barrier is demonstrated to be effective; and
3. Demonstrated disinfection (chlorine residual) is achieved, and *E.coli* and turbidity water quality parameters are within normal limits.

Background

NPARC as the owner of the Bamaga WTP is considered a Water Service Provider (WSP) under the [Water Supply \(Safety and Reliability\) Act 2008](#). There are other pieces of relevant legislation, namely [Water Act 2000](#), [Water Regulation 2016](#) and [River Improvement Trust Act 1940](#). The legislation places numerous obligations on WSPs, some of these obligations are carried out by others, including, Veolia on behalf of NPARC.

The primary aim of the legislation is to “ensure the people of Queensland have access to safe and reliable [drinking water](#)”. WSPs are required to have a drinking water quality management plan (DWQMP) in place and approved by the regulators. WSPs need to comply with the DWQMP and any conditions within the plan. NPARC has a DWQMP which was prepared by Simmons Bristow on 13th June 2022 and approved by DRDMW on 9th September 2022. The DWQMP identifies 5 Critical Control Points (CCPs). CCPs are defined as “a point within a system where control can be applied and which is essential in order to eliminate or reduce risk to the system”. the 5 CCPs for Bamaga WTP are:

	Title	Target	Warning Limit	Critical Limit
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NPARC Boiled water Alert Briefing

Date: 17 January 2023

CCP1	CMF integrity - turbidity control	<0.1 NTU	0.15 NTU	0.2 NTU
CCP2	CMF integrity Pressure Decay Test (PDT) control	<12 kPa/min	12 kPa/min	20 kPa/min
CCP3	WTP disinfection - Free Available Chlorine (FAC)	2.0 - 3.5 mg/L	>4.5mg/L > 0.25mg/L delta from setpoint	>5.0mg/L > 0.75mg/L delta from setpoint
CCP4	WTP - pH control	6.8 - 7.3	<6.6 >7.8	>8.3 <6.5
CCP5	Reservoir Integrity	secure and vermin proof	evidence of breaches	recontamination of the potable supply after treatment

When a CCP warning limit or critical limit is breached the DWQMP prescribes actions which are to be undertaken. The actions are specific to each CCP and each limit, but range from inspection of assets to shutdown of the treatment plant.

To help understand the CCPs the following are definitions of measures used for CCP1 and 2:

- Turbidity is the degree to which a transparent liquid scatters light, usually a measure of the amount of suspended material in the sample. Turbidity is used as a surrogate for the general quality of drinking water, and it is relatively easy to measure continuously with an online instrument (turbidity meter). Turbidity is measured in Nephelometric Turbidity Units (NTU);
- Pressure Decay Test (PDT) is a test performed on a CMF unit by measuring the rate at which air pressure, applied to one side of the microfiltration membrane, decays over a period of time. The PDT is used as a surrogate for the integrity or effectiveness of the microfiltration membrane as a barrier to particles which are similar to or larger than bacteria.

Current Situation

A successful PDT has not been performed since Veolia commenced operation of Bamaga WTP. The PDT fails in the initiation stage of the test as the initial pressurisation of the CMF does not reach the minimum limit. This is likely due to the partial failure of the microfiltration membranes or other components of the CMF units. As a result CCP2 - CMF integrity PDT is above its critical limit. The prescribed action per the DWQMP is to "cease use of the CMF unit and organise repairs". It is not known how long the CMF units have failed their PDTs, and this was not discussed with S&B.

In the 5 days leading up to Christmas over 100mm of rain fell in the catchment and flushed large amounts of debris and contaminants into the Jardine River. This flush resulted in a significant increase (up to 5 times normal, 4NTU) in turbidity in the raw water for Bamaga WTP, the Jardine River. Anecdotal advice from the operations team who have worked at Bamaga WTP for more than a decade was that the increase in turbidity was more significant than ever seen before, potentially due to recent fire activity and an increase in ash in the catchment area.

NPARC Boiled water Alert Briefing

Date: 17 January 2023

By the 26th December 2022 the increased turbidity in the raw water created a greater challenge to the treatment process than could be removed below CCP1 critical limit of 0.2NTU. The prescribed action per the DWQMP is to “Shut down the plant, the CMF is the main barrier for protozoa. Any exceedance of this limit should result in automatic plant shutdown”. The failure of the treatment process is partly due to the failing integrity of the CMF units.

Dosing of chemicals, namely ACH (Aluminium Chlorohydrate), aids in the removal of particulate contaminants from the raw water. It is critical to dose the correct amount of ACH to remove particulates. Too little and the ACH has no effect. Too much results in overdosing which allows aluminium into the treated water and aluminium is itself a contaminant. After undertaking jar tests to optimise the dose rate, ACH dosing was commenced on 26th December 2022. This aided in the removal of particulates and turbidity from the raw water but was not sufficient to reduce the treated water turbidity below CCP critical limit of 0.2NTU.

On the 28th December 2022, in order to maintain the supply of drinking water to the community, the automated CCP1 shutdown turbidity limit of 0.2NTU was increased to 0.3NTU and an incident was declared. The Bamaga WTP incident management plan was enacted and as required through legislation, notification of the incident was made to DRDMW.

Meetings were held with various DRDMW and QHealth officers on 28 and 29 December 2022 and 3 January 2023 to provide details of the incident and how the water supply quality and quantity issues were being managed. At the first meeting on the 28th December 2022, the regulator's on call officer directed Veolia and NPARC to issue a boiled water alert to all the affected communities of Bamaga, Umagico, Injinoo, New Mapoon and Seisia. The direction was carried out on the 28th December 2022 via the NPARC Facebook page.

In the meetings on the 29th December 2022 and 3rd January 2023 officers from DRDMW and QHealth outlined their requirements which need to be satisfied before the boiled water alert can be lifted:

1. 2 weeks of satisfactory drinking water quality results are demonstrated; and
2. the Continuous Micro Filtration (CMF) barrier is demonstrated to be effective; and
3. Demonstrated disinfection (chlorine residual) is achieved, and *E.coli* and turbidity water quality parameters are within guidelines. [Note that *E.coli* has not been an issue at any stage during the incident].

Way Forward

The short term objective is to satisfy the requirements of DRDWM and QHealth to allow the boiled water alert to be lifted. Requirements 1 and 3 are on target to be satisfied within the next 2 - 4 weeks. The first week of satisfactory drinking water quality results from an external laboratory are likely to be achieved this week and daily testing of a limited number of water quality parameters in the on site laboratory indicate the disinfection and turbidity parameters are under control.

Demonstration of an effective CMF barrier, requirement 2, will be more difficult. The solution is to replace the CMF membranes, however, there is currently a 13 week lead time, and an estimated \$250,000 capital cost for the supply only of replacement membranes. Ultimately, the CMF membranes will require replacement, however the current CMF membranes are only approximately 1 year old. The expected service life of CMF membranes is at least 3+ years, under normal circumstances. An investigation into the early failure of the current CMF membranes is underway and replacement is not recommended until the root cause of the early failure is identified and rectified.

NPARC Boiled water Alert Briefing

Date: 17 January 2023

Veolia is working with our CMF subject matter experts to develop and implement a modified PDT which is expected to demonstrate a compromised CMF barrier. Early indication is the CMF barrier is only partially compromised and if we can convince ourselves and ultimately DRDMW and QHealth that although the CMF barrier is partially compromised it is still effective enough to guarantee safe drinking water to the community. It is expected this process will take up to 4 weeks.

If the CMF barrier cannot be shown to be effective, it is unlikely the boiled water alert can be lifted until either the CMF membranes are replaced or another effective barrier is installed. Alternative barriers would have to be evaluated, however most of the likely alternative barriers (such as media filtration and UV disinfection) involve significant capital investment and timeframes to implement.

Veolia expected to be able to provide an update on the way forward in approximately 4 weeks after the effectiveness of the CMF has been determined and the argument for lifting the boiled water alert presented to DRDMW and QHealth.

Title of Report: Tender NPARC 2022-12-01

Agenda Item: 13.2

Classification: For Decision

Author Executive Manager Operations

Attachments Tender Document

Officers Recommendation:

That Council:

Approve the Exec Manager Operations and Acting Fleet and Workshop coordinator to:

1. Offer to sell the used plant and equipment to the highest priced tenders to purchase as per their tender prices, as per the attachment to this report:
2. Offer sell the used plant and equipment to the second highest priced tenders to purchase as per their tender prices. If the highest tenderer declines the opportunity to purchase or if payment is not received within 5 business days of receiving the tender acceptance notice.
3. Approve that Finance and fleet officers to complete the necessary tasks to remove these assets from Councils Asset register.

PURPOSE OF REPORT

To seek Council endorsement of the sales of used plant and equipment to the highest tenderers from the NPARC Tender 2022-12-01 which was run in December 2022.

BACKGROUND AND CONTEXT

Councils Fleet and workshop section has collated a list of plant and equipment assets from across the various sections of Council that have:

- Reached the end of their useful life for Council
- Been replaced by new items
- Are uneconomical to be repaired
- Have been offered for tender previously

These assets were advertised for sale by tender (NPARC 2022-12-01) in December 2022. The tender was advertised to close at 4pm, on Thursday 15th December, Tender Documents (Attachment A) were provided to all potential tenderers that requested them. Seventeen (17) tender submissions were received via email, tender box or hand delivered to the workshop. Sixteen (16) of the seventeen (17) tenders were received by the closing date and one late tender was received on Monday 19th December. The late tender was accepted as the other 16 tenders had not been opened prior to receiving the late tender.



Tenders were received from the following people the tender received late is listed last:

- Francis Elu
- John Yusia
- Adam Lockyer
- Ray Sailor
- Sheldon Wong
- Robert Poi Poi
- David Gilmore
- Alfred Nona
- Stephen Nawia
- Lorrae Oui
- Joel Barrie
- Taleesha Aniba
- John Litchtendahl
- Bernard Rafter
- Rod Colquhoun
- John Mansbridge
- Dwayne Nona

The assessment to identify successful bidders is based on the tendered prices, the assessment was completed by the Acting Fleet and Workshop Coordinator and the Exec Manager Operations. The tendered price from all tenderers is included in Attachment B. The successful tenderers list (Attachment C) includes the second and third highest prices in case the highest tenderers advises that they do not want to purchase a particular item or fails to pay within the five (5) business days as stipulated in the advertised tender documents.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

Has legal advice been obtained? If so, provide a summary. Are there any legal issues/risks Council should be aware of? Does legislation impact on this recommendation?

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.



ORDINARY COUNCIL MEETING # 33

Agenda Item 13.2

Wednesday, 25th January 2023

Bamaga Boardroom

FINANCIAL AND RESOURCE CONSIDERATIONS

The plant and equipment disposal tender has been run in compliance with Councils approved policies. Revenue from sales will be managed by finance

CONSULTATION

- Finance Manager
- Manager corporate Services
- Chief Executive Officer.



TENDER NPARC 2022-12-01

TENDER DOCUMENT SALE OF USED PLANT AND EQUIPMENT

CLOSING 4PM 15 DECEMBER 2022

Chief Executive Officer
NPARC
PO Box 200
BAMAGA QLD 4876

INTRODUCTION

Subject to the Conditions of Tender and Specifications:

- (a) Northern Peninsula Area Regional ("Council") is call tenders for Sale of used Plant and Equipment.
- (b) The Plant and Equipment will be sold on an "As is Where is" basis
- (c) The Plant and Equipment will be sold unregistered.

CONDITIONS OF TENDERING

1. TENDERERS shall clearly state the price in the Tender Form for each individual item listed. The price tendered shall remain fixed and shall **NOT** be subject to variation between closing date for tenders and the expiry of the delivery time provided the Council accepts a tender within forty-five (45) days from the closing date of the tender.
2. The **Tender Form** and **Agreement** must be signed by delegated person.
3. The GST component shall be included in the tendered price.
4. All costs associated with removal and transporting tendered items from designated storage site will be sole responsibility of the successful TENDERER.
5. It is recommended that TENDERERS inspect items before submitting a tender.
6. The HIGHEST or any tenders may **NOT** necessarily be accepted.
7. Tenders received by telephone or incorrectly addressed will not be considered.
8. It is at the Council's discretion to accept late tenders. However, these would not necessarily be accepted unless there were extreme circumstances.
9. The Council reserves the right to award the tender to one TENDERER or multiple TENDERERS for each item listed in the Tender Form.
10. Council reserves the right to accept an alternate tender if payment is not made by the successful TENDERERS within **5 business days** of receiving the tender acceptance notice.
11. Successful TENDERERS must collect item within seven (7) days of payment.
12. **Submission by post or hand delivery** – Intending tenderers must complete the attached Tender Form and sign Agreement and place in a sealed envelope and address as follows: -

Confidential – Tender No. NPARC 2022-12-01

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

Tenders that are hand delivered must be lodged in the Tender Box at the Umagico office of NPARC 6 Woosup Street, Umagico, before 4pm on 15 December 2022

OR

13. **Submission by email** – Intending tenderers must complete the attached Tender Form and sign Agreement and submit their tender in PDF version via email to tenders@nparc.qld.gov.au with subject line stating **Confidential – Tender No. NPARC 2022-12-01**.
Tenders that are emailed must be received no later than 4pm (EST) on 15 December 2022

LOCATION AND INSPECTIONS

1. The Plant and Equipment will be located on Lui Street, Bamaga opposite Bamaga Workshop
2. The Plant and Equipment will be available for inspection between the hours of 9:00am – 4:00pm, Monday to Friday. To arrange an inspection please contact Keas Blarrey, Workshop Manager, Office phone (07) 40904125 or email keas.blarrey@nparc.qld.gov.au

TENDER FORM

Tender NPARC 2022-12-01 – Sale of Used Plant and Equipment

Council offers for sale by tender the following on a “As Is Where Is” basis.

I hereby submit the following tender for the purchase of used Plant and Equipment as detailed below.

<u>Item No.</u>	<u>Plant & Equipment</u>	<u>Plant No.</u>	<u>Condition</u>	<u>Age (as of 2022)</u>	<u>Tendered Price (AU Dollar)</u>
1	JCB BACKHOE (WATER PLANT)		GOOD	22	
2	HINO TIPPER (TENDER YARD)	6044	POOR	24	
3	JOHN DEERE TRACTOR (TENDER YARD)		GOOD	15	
4	KUBOTA LAWN TRACTOR BX2230 (TENDER YARD)		POOR	23	
5	RANGER BOAT (RANGER BASE)		GOOD	18	
6	MITSUBISHI CANTER SERVICE TRUCK (TENDER YARD)	6029	GOOD	22	
7	TOYOTA COROLLA SEDAN (TENDER YARD)	6217	POOR	17	
8	TOYOTA HILUX (TENDER YARD)	6051	POOR	16	
9	TOYOTA HILUX DUAL CAB (TENDER YARD)		POOR	19	
10	TOYOTA HILUX DUAL CAB (TENDER YARD)		POOR	17	
11	TOYOTA TARAGO (TENDER YARD)	6250	GOOD	12	
12	TOYOTA KLUGER (TENDER YARD)	6253	GOOD	14	
13	TOYOTA HILUX (WORKSHOP)	6257	POOR	17	
14	TOYOTA HILUX (TENDER YARD)	6115	GOOD	17	
15	HINO 300MINI GARBAGE COMPACTOR (TENDER YARD)	6061	GOOD		
16	ISUZU LIGHT TRUCK (WORKSHOP)	6019	GOOD		
17	ISUZU D/CAB TRUCK (TENDER YARD)	6147	POOR		
18	ISUZU TRUCK (TENDER YARD)	6165	POOR		
19	3# JOHN DEERE RIDE ON (TENDER YARD)		POOR		
20	1# TORO RIDE ON (TENDER YARD)		POOR		
21	1# TORO RIDE ON (WORKSHOP)		POOR		

Name
(Please Print)

Signature

Date/...../.....

Agreement

Should my tender be accepted, I/We undertake to pay the full amount in cash or bank cheque within 5 business days of being advised.

Should I/We fail to do so, I/We accept that Council may accept an alternate offer.

I/We also accept that delivery (responsibility of the successful tenderer/s) cannot be made until such time as Council receives payment.

I/We also understand and agree that the item/s that I/We have tendered to purchase are offered by Council on a "As is Where is" basis.

Name
(Please Print)

Signature **Phone No.**.....

Address

Email

Witness
(Please Print)

Signature **Phone No.**.....

Address

Email

Attachment B				BIDS																
				15/12/2022	12/12/2022	12/12/2022	30/11/2022	15/12/2022	14/12/2022	14/12/2022	12/12/2022	14/12/2022	14/12/2022	15/12/2022	15/12/2022	15/12/2022	15/12/2022	6/12/2022	15/12/2022	19/12/2022
				Francis Elu	John Yusia	Adam Lockyer	Ray Sailor	Sheldon Wong	Robert Poi Poi	David Gilmore	Alfred Nona	Stephen Nawia	Lorrae Oui	Joel Barrie	Taleesha Aniba	John Litchtendahl	Bernard Rafter	Rod Colquhoun	John Mansbridge	Dwayne Nona
Item No.	Plant & Equipment	Plant No.	Condition	Amount Bid	Amount Bid	Amount Bid	Amount Bid	Amount Bid	Amount Bid	Amount Bid	Amount Bid	Amount Bid	Amount Bid	Amount Bid	Amount Bid	Amount Bid	Amount Bid	Amount Bid	Amount Bid	Amount Bid
1	JCB BACKHOE (WATER PLANT)		GOOD		\$ 6,000.00	\$ 2,550.00					\$ 3,000.00					\$ 2,500.00				
2	HINO TIPPER (TENDER YARD)	6044	POOR		\$ 1,000.00	\$ 400.00														
3	JOHN DEERE TRACTOR (TENDER YARD)		GOOD		\$ 5,000.00	\$ 5,125.00					\$ 5,349.00					\$ 500.00		\$ 1,600.00		
4	KUBOTA LAWN TRACTOR BX2230 (TENDER YARD)		POOR		\$ 50.00	\$ 200.00														
5	RANGER BOAT (RANGER BASE)		GOOD			\$ 300.00				\$ 2,000.00						\$ 200.00				
6	MITSUBISHI CANTER SERVICE TRUCK (TENDER YARD)	6029	GOOD		\$ 1,500.00	\$ 2,500.00								\$ 5,757.00				\$ 3,400.00		
7	TOYOTA COROLLA SEDAN (TENDER YARD)	6217	POOR		\$ 1,000.00										\$ 1,500.00					
8	TOYOTA HILUX (TENDER YARD)	6051	POOR		\$ 3,000.00	\$ 111.00					\$ 2,000.00	\$ 550.00				\$ 200.00				
9	TOYOTA HILUX DUAL CAB (TENDER YARD)		POOR		\$ 1,000.00	\$ 111.00														
10	TOYOTA HILUX DUAL CAB (TENDER YARD)		POOR		\$ 500.00	\$ 111.00														
11	TOYOTA TARAGO (TENDER YARD)	6250	GOOD		\$ 1,500.00		\$ 3,000.00	\$ 500.00				\$ 1,100.00				\$ 500.00	\$ 600.00			
12	TOYOTA KLUGER (TENDER YARD)	6253	GOOD		\$ 1,500.00			\$ 500.00					\$ 1,100.00			\$ 500.00	\$ 600.00			
13	TOYOTA HILUX (WORKSHOP)	6257	POOR	\$ 1,800.00	\$ 2,000.00	\$ 111.00			\$ 3,500.00		\$ 2,050.00		\$ 550.00			\$ 1,000.00				
14	TOYOTA HILUX (TENDER YARD)	6115	GOOD		\$ 2,500.00	\$ 500.00		\$ 500.00												
15	HINO 300MINI GARBAGE COMPACTOR (TENDER YARD)	6061	GOOD		\$ 500.00	\$ 800.00														
16	ISUZU LIGHT TRUCK (WORKSHOP)	6019	GOOD		\$ 1,000.00	\$ 1,200.00														
17	ISUZU D/CAB TRUCK (TENDER YARD)	6147	POOR	\$ 2,200.00	\$ 500.00	\$ 212.00														
18	ISUZU TRUCK (TENDER YARD)	6165	POOR		\$ 500.00	\$ 212.00														
19	3# JOHN DEERE RIDE ON (TENDER YARD)		POOR		\$ 6,000.00	\$ 80.00										\$ 100.00		\$ 50.00	\$ 120.00	
20	1# TORO RIDE ON (TENDER YARD)		POOR		\$ 20.00	\$ 52.00														
21	1# TORO RIDE ON (WORKSHOP)		POOR		\$ 20.00	\$ 52.00														
22																				
23																				
24																				
25																				
26																				

Highest bid

2nd highest bid

3rd highest bid

Successful Bidders

Attachment C

Item No.	Plant & Equipment	Plant No.	Highest Tendered Price (AUD)	Highest Bidder	2nd Highest Bidder	Tendered Price (AUD)	3rd Highest Bidder	Tendered Price (AUD)
1	JCB BACKHOE (WATER PLANT)		\$ 6,000.00	John Yusia	\$ 3,000.00	Alfred Nona	\$ 2,550.00	Adam Lockyer
2	HINO TIPPER (TENDER YARD)	6044	\$ 1,000.00	John Yusia	\$ 400.00	Adam Lockyer		
3	JOHN DEERE TRACTOR (TENDER YARD)		\$ 5,349.00	Alfred Nona	\$ 5,125.00	Adam Lockyer	\$ 5,000.00	John Yusia
4	KUBOTA LAWN TRACTOR BX2230 (TENDER YARD)		\$ 200.00	Adam Lockyer	\$ 50.00	John Yusia		
5	RANGER BOAT (RANGER BASE)		\$ 2,000.00	David Gilmore	\$ 300.00	Adam Lockyer	\$ 200.00	John Litchtendahl
6	MITSUBISHI CANTER SERVICE TRUCK (TENDER YARD)	6029	\$ 5,757.00	Joel Barrie	\$ 3,400.00	Rod Colquhoun	\$ 2,500.00	Adam Lockyer
7	TOYOTA COROLLA SEDAN (TENDER YARD)	6217	\$ 1,500.00	Taleesha Aniba	\$ 1,000.00	John Yusia		
8	TOYOTA HILUX (TENDER YARD)	6051	\$ 3,000.00	John Yusia	\$ 2,000.00	Alfred Nona	\$ 550.00	Stephen Nawia
9	TOYOTA HILUX DUAL CAB (TENDER YARD)		\$ 1,000.00	John Yusia	\$ 111.00	Adam Lockyer		
10	TOYOTA HILUX DUAL CAB (TENDER YARD)		\$ 500.00	John Yusia	\$ 111.00	Adam Lockyer		
11	TOYOTA TARAGO (TENDER YARD)	6250	\$ 3,000.00	Ray Sailor	\$ 1,500.00	John Yusia	\$ 600.00	Bernard Rafter
12	TOYOTA KLUGER (TENDER YARD)	6253	\$ 1,500.00	John Yusia	\$ 1,100.00	Lorrae Oui	\$ 600.00	Bernard Rafter
13	TOYOTA HILUX (WORKSHOP)	6257	\$ 3,500.00	Robert Poi Poi	\$ 2,050.00	Alfred Nona	\$ 2,000.00	John Yusia
14	TOYOTA HILUX (TENDER YARD)	6115	\$ 2,500.00	John Yusia	\$ 500.00	Adam Lockyer	\$ 500.00	Sheldon Wong
15	HINO 300MINI GARBAGE COMPACTOR (TENDER YARD)	6061	\$ 800.00	Ray Sailor	\$ 500.00	John Yusia		
16	ISUZU LIGHT TRUCK (WORKSHOP)	6019	\$ 1,200.00	Ray Sailor	\$ 1,000.00	John Yusia		
17	ISUZU D/CAB TRUCK (TENDER YARD)	6147	\$ 2,200.00	Francis Elu	\$ 500.00	John Yusia	\$ 212.00	Adam Lockyer
18	ISUZU TRUCK (TENDER YARD)	6165	\$ 500.00	John Yusia	\$ 212.00	Adam Lockyer		
19	3# JOHN DEERE RIDE ON (TENDER YARD)		\$ 6,000.00	John Yusia	\$ 120.00	Dwayne Nona	\$ 100.00	John Litchtendahl
20	1# TORO RIDE ON (TENDER YARD)		\$ 52.00	Adam Lockyer	\$ 20.00	John Yusia		
21	1# TORO RIDE ON (WORKSHOP)		\$ 52.00	Adam Lockyer	\$ 20.00	John Yusia		
TOTAL PTD			\$ 47,610.00		\$ 23,019.00		\$ 14,812.00	

* ITEM DECLINED BY BIDDER & WILL GO TO THE NEXT HIGHEST BIDDER

Successful Bidders

Note: 2nd and 3rd Bidder submitted the same price. Ranking is based on bidder which submitted bid earlier.

| Note: 2nd highest bidder has late submission (after tender closing date)



Title of Report 2022-23 Operational Plan Update

Agenda Item: 13.3

Classification: For Noting

Author Acting Chief Executive Officer

Attachments Attachment A. Operational Plan Update

Officers Recommendation:

That Council:

- Note the Report

PURPOSE OF REPORT

To provide a status update for Council on the implementation of the Operational Plan

BACKGROUND AND CONTEXT

Under the Local Government Act, Council Officers report back to Council on the progress of the operational plan. A status update of progress during Q2 is attached. There have been some delays due to staff shortages, but these are being managed so work can still be delivered. Staff on unexpected leave prevented an update on some items.

CRITICAL DATES

NA

OTHER OPTIONS CONSIDERED

NA

LEGAL AND LEGISLATION CONSIDERATIONS

Local Government Act

POLICY CONSIDERATIONS

Nil

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

NA

FINANCIALS AND RESOURCE CONSIDERATIONS

Nil



ORDINARY COUNCIL MEETING # 33

Agenda Item 13.3

Wednesday 25th January 2023

Bamaga Board Room

CONSULTATION

All staff

2022-23 NPARC Operational Plan



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

Key Objective One: We can demonstrate a pathway to financial sustainability

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Improve Asset Management Capability	Update of Asset Management Plans for NPA Water Supply.	Ongoing	EMO	Updated AMP for Water is submitted to DSDILGP	OPEX	Veolia have commenced this as part of their contract 2022 NPA water supply AMP is 95% complete
	Develop and implement asset management plans for sewer and buildings.	31/12/2023	EMO, FM	AMP developed and implemented.	\$200K Grant	Yet to commence Unganco have been provided with NPARC Asset Register to commence populating Asset Management software FM & EMO to discuss scope with UNGANDCO to confirm no duplication
	Implementation of the Preparing Australian Communities Program in partnership with UNGANCO and TCICA	31/12/2023	CEO, EMO, FM	Compliance with Project Milestones	Funded by Commonwealth	Current documents have been provided to UNANCO and loaded into the system Initial site visit scheduled for 10-12 October From October site visit, Finance has provided Unganco with all financial information they have requested to populate the software

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Improve repairs, maintenance and renewal against all aged asset classes	Optimise level of spending on repairs, maintenance and renewal against all aged asset classes	Ongoing	EMO, FM	Level of spending is consistent with Asset Management Plans and applicable Local Government Sustainability Ratio	Increased Maintenance Funding from State which offsets increased spending	Ongoing- subject to AMP to be formalised and implemented. Post implementing, planning and figures commitment by operations team, Finance may set to work to forecast sustainability Local Buy Tender ran to source Asset Management Accountants
	Undertake comprehensive asset valuation process	30/06/2023	FM	Comprehensive Valuation completed	\$200k	EOI to go out to interested valuers via local buy Nov-22 After clarification from Unganco regarding their role in asset revaluations, MF has been on Localbuy and sought RFQ's from 5 Valuers to conduct Comprehensive Asset Revaluations for 2022/23, 2023/24 and 2024/25. RFQ's close 26 Jan 2023
Increase available own-source revenue streams	Development of Climate Change Master Plan to inform Carbon Crediting opportunities	30/06/2023	CEO	Completed Master Plan	\$10k	Request for development of an Economic and Climate Responsive Master Plan has been agreed to by the financial delegate of RILIPO.

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						<p>This project has been added to the RILIPO work plan, subject to the completion of the NPA Rural Master Plan project NPA Rural Master Plan has been adopted</p> <p>DSDSATSIP has appointed key contact. Draft project scope is being finalised. Expected 31/01/2023</p>
	Scope carbon credit opportunities for NPARC	31/12/2022	CEO	Scope Plan	TBC	<p>On track. Awaiting outcome of Climate Master Plan</p> <p>Carbon Credit opportunities expected to be within LGA but on traditional owner land. Collaborative project with ALT as part of the Climate Plan</p>
	Review and Update Fees and Charges Schedule	30/06/2023	FM	New Fees and Charges Schedule adopted	\$30k Software (GF)	<p>Work to start in budget workshops scheduled Dec-22 to Mar-23</p> <p>FM has started to work on adjusting templates to make them ready for 2023/24 financial year data</p>
Improve Project Delivery Capability	Develop suite of tenders and contracts for the	31/12/2022	EMO	Annual tenders awarded.	\$50K (GF)	Oricon engaged to review existing tender documents

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	engagement of contractors and occasional plant hire.					and run tenders prior to the end of the 2022 calendar year Tenders paused to not run over Christmas break, Oricon to recommence advertising tender
	Review existing Project Management Delivery contract arrangements.	28/02/2023	EMO, PM	Tender process undertaken and appropriate contracts awarded.	\$25K (GF)	Review commenced Completed Oricon engaged to undertake future transport related PM works for Council
	Review project management organisational structure.	31/03/2023	EMO, PM, HR	Updated organisational structure approved and implemented in HR systems.	OPEX	Completed as part of the NPARC org structure Ongoing with current restructuring of NPARC
	Review current workforce structure	31/12/2022	EMO, FWC	Structure is reviewed and approved	OPEX	Partially completed as part of the NPARC org structure Crew structuring required in some sections Structure is being implemented. Further report to March Council Meeting
	Investigate vehicle supply options to Council	31/12/2023	EMO, FWC	Proposal is presented to MANEX for consideration	OPEX	Yet to commence

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Develop and Implement a Fleet Management Strategy	31/12/2022	EMO, FWC	New Fleet Strategy	OPEX	Task delayed due to the resignation of the Fleet and Workshop manager. New estimated completion date June 2023 As above
Improve procurement processes for compliance & efficient purchasing of goods and services	Review Policies and procedures re: procurement – implement appropriate procedures	31/12/2022	EME, Stores Manager, FM	Policy/procedures implemented	OPEX	UPDATE: Meeting with FM to be planned (have been waiting for Auditing to be completed) All purchases are through local buy contract Meetings have not yet occurred, and with Restructure, decision to wait for new Corp/Fin Exec made Meetings have not yet occurred, and discussion with Acting Exec Mgr Enterprises was to wait until new Corp/Fin Exec appointment
	Review effectiveness of procedures implemented	31/05/2023	EME, Stores Manager, FM	Review of effectiveness undertaken	OPEX	In progress Ongoing/review under new structure Review not yet commenced—to be done in Jan to March quarter

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Increase revenue through government funding	Resolve current Grant Management Issues and implement grant control model to improve capacity	31/12/2022	CEO, Grants Officer	Compliance with Grant Register	OPEX	Draft Grant Model adopted. Awaiting feedback of implementation Grant model implemented and progressing well
	Training of Level 3 Managers to build capacity in grant management	31/03/2023	CEO	Completed Training	OPEX	Training scheduled to occur early next year Monthly Managers PD schedule organised
	Review grants management structure to maximise funding opportunities and effectively manage grants	31/12/2022	CEO	Grant funding amounts	OPEX	On track. Grant model adopted and review has enabled council to retain unspent funds Grant model implemented and progressing well. Previous grant payments claimed.

2022-23 NPARC Operational Plan

Key Objective Two: We embrace technology and strive to reach our constituents, stakeholders, partners and funders through all leading mediums

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Undertake a business system review	Develop 12 month plan to identify current priorities	30/09/2022	MCA	Completed plan	OPEX	In contact with RMT to develop. Report in early stages. Issue with dates. Current focus on connectivity (bigger/faster speed and CITRIX upgrade), records management (Migration and searchability) and Cybersecurity plan, upgrade of all window 7 machines, review of Telstra bill. Will reach out to Marie about PCS and BundyPlus.
	Scope current and future system requirements	31/12/2022	MCA	Scoping Document	\$20k (GF)	As above
	Review effectiveness of current systems	30/06/2023	MCA	Completed review	\$20k (GF)	As above
Develop an engagement strategy to incorporate preferred communication pathways	Undertake consumer, stakeholder and Council workshops to identify preferences	30/09/2022	MCA	5 x Workshops Held	\$5k (GF)	Will be part of the strategic marketing plan Planned for early Nov
	Rollout of TCICA platform for mobile phone communication	31/12/2022	MCA	Alignment with Rollout Plan	TCICA Funding	After further investigation, platform does not seem to fit out needs. Will investigate further.
	Develop strategic marketing plan	31/12/2022	MCA	Completed Plan	\$25k (GF)	Engaged C7EVEN

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Development of an implementation plan for the rollout of engagement activities	31/03/2023	MCA	Alignment with Implementation Plan	OPEX	Will be part of the strategic marketing plan
Increase social media presence	Undertake social media drive to maximise followers	30/09/2022	MCA	Social Media Followers	OPEX	Will be part of the strategic marketing plan. Issues with staffing.
	Staff training in social media	31/12/2022	MCA	Training	\$5k (LGAQ)	Will be part of the strategic marketing plan. Issues with staffing.
	Development of an implementation plan for the rollout of engagement activities	31/03/2023	MCA	Alignment with Implementation Plan	OPEX	Will be part of the strategic marketing plan. Issues with staffing.

2022-23 NPARC Operational Plan



Key Objective Three: We effectively fulfil our responsibilities as DOGIT Trustee

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Effectively process leasing and licensing	Review each DOGIT to understand lease status of individual lots	30/09/2022	Commercial Leasing Manager	5 x Trustee Meeting Papers	OPEX	Completed
	Develop public EOI procedure including timeframe expectations	30/09/2022	Commercial Leasing Manager	Public EOI procedure agreed by Trustee	OPEX	Completed
	Progress trustee resolutions within 14 days	Ongoing	CEO, Commercial Leasing Manager	Timeframe	OPEX	Ongoing but timeframes have been met for this FY meetings As above. Timeframes have been met for past Qtr
	Resolve outstanding leasing matters from pre June 2022	31/12/2022	CEO	Trustee Meeting Papers	OPEX	On track. All matters have progressed through Trustee pending finalisation On track. 10 remaining for trustee resolution

2022-23 NPARC Operational Plan

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Develop a fit for purpose policy and procedure framework	Compliance audit of current policy status	31/08/2022	CEO, MCA	Council Report	OPEX	In progress, but with staffing challenges slow progress
	Compliance workshop with Council to workshop mandatory policies	30/09/2022	CEO	Workshop held	OPEX	Waiting on Department of State Development, Infrastructure, Local Government and Planning Professional Development held for Councillors. Further PD organised with QTC for Jun 2023 New Code of conduct based on existing Code has been developed in preparation for discussion at MANEX on 18 January 2023 prior to review by JCC. Other policies to be reviewed to ensure compatibility with Code of Conduct
	Identify key HR policies to prioritise implementation	31/08/2022	HRM	Review Schedule	OPEX	All HR policies overdue for review. Schedule of policies with priorities has been developed
	Delivery of HR Workshops to explain policy to staff	30/11/2022	HRM	Workshops held	OPEX	Policy to be developed and then workshops planned Policies to be developed

2022-23 NPARC Operational Plan

	Develop policy review framework	30/09/2022	CEO, MCA	Completed Framework	OPEX	In progress, but with staffing challenges slowing progress
	Complete Document Register of all current policies	31/12/2022	MCA	Document Register	OPEX	In progress, but with staffing challenges slowing progress
	Review Document Register to prioritise review and development of new policy	31/03/2023	CEO	Document Register	OPEX	Waiting on complete document register
Develop robust internal audit processes	Document compliance framework structure	31/12/2022	CEO	Completed Framework	OPEX	In progress. Draft expected Nov 22 Completed for remainder 2022-23. Working document to be refined over the next 3-6 months
	Review quality management structure	31/12/2022	CEO	Council Report	1 FTE	In progress. Responsibilities for compliance with the LGA, LGR & associated acts sits with multiple people. Ideally the Governance Officer will manage the ongoing maintenance of the compliance register
	Delivery of internal audit training to staff	30/06/2023	CEO	Completed Training	OPEX	Yet to commence Scheduled once Governance Officer RTW

2022-23 NPARC Operational Plan



2022-23 NPARC Operational Plan

Key Objective Five: We have a clear vision, identity and set of values

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Implement corporate planning processes to ensure delivery of corporate plan deliverables	Finalise corporate planning documents	31/07/2022	CEO	Legislative Compliance	OPEX	Completed
	Implement operational plan into reporting framework	30/09/2022	CEO	Reporting Framework	OPEX	Completed
	Review structure for Council Reports to ensure informed decision making	30/09/2022	CEO	Report Templates	OPEX	Completed
	Staff training in reporting	30/09/2022	CEO	Completed Training	OPEX	Completed with Level 3 Managers Completed. Part of ongoing PD Cycle
	Develop annual plan for Council meetings to improve unit reporting from Level 3 Manager	31/12/2022	CEO	Annual Plan	OPEX	In progress. Been advised to Level 3 Managers Completed

2022-23 NPARC Operational Plan



Focus Area Two: Strong Culture – Culture is respected and celebrated

Key Objective One: We are a culturally-inclusive and equal opportunity employer

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Develop a Cultural Awareness Training Package for Council and stakeholders	Consult and liaise with appropriate internal and external stakeholders to determine objectives and content	31/10/2022	HRM	Key content identified	OPEX	Managers requested to ask for nominations from employees to participate. External stakeholders still to be contacted No nominations received and proposed HR representative has passed away. Managers to be requested again to consult with staff for nominations
	Design training package	31/12/2022	HRM	Trial course conducted	OPEX	Trial course still to be developed Course to be developed once interested employees identified
Develop Cultural Protocols policy to ensure Aboriginal and Torres Strait Islander culture is embedded into operations	Consult and liaise with appropriate internal and external stakeholders to determine objectives and content	31/10/2022	HRM	Key content identified	OPEX	Stakeholders still to be consulted Stakeholders still to be consulted

2022-23 NPARC Operational Plan

	Draft policy	31/10/2022	HRM	Policy submitted to Council for approval	OPEX	Policy still to be developed Policy still to be developed
	Review NPARC policies and procedures and incorporate cultural protocols	31/12/2022	HRM	Policies reviewed and updated	OPEX	Policy still to be developed Policy still to be developed

2022-23 NPARC Operational Plan



Key Objective Two: We are a unified community

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Promote NPARC as one	Each Council Office to have NPARC Signage	31/03/2023	EAOM	Completed Works	OPEX	To obtain quotes for new & taller notice boards for each office and display more visibly at entrances (pic of current one attached – will be replaced). Will do bigger sign, and centre the NPARC logo better on the sign. Looking at Aluminium signs with glossy finish. Waiting on EAOM to return to work
	Ensure Government and Media refer to the region as NPA, not a singular community	31/12/2022	CSM	Correspondence	OPEX	NPA Tourism Story Board. A project aimed at rebranding and marketing the region not as singular communities. The video and marketing material will also promote the regions experiences and educate visiting tourists. Transitioned to DTIS
	Marketing Campaign to promote NPARC & Region	31/12/2022	CSM, MCA	Campaign	\$10k (GF)	An online app that showcases and promotes the region as a whole. The app is used to share experiences, accommodation venues, events and much more. Reprint of the NPA Tourism Brochure. Engagements with local stakeholders are ongoing for

2022-23 NPARC Operational Plan



						the reprint in preparation for the 2023 tourist season. Will be part of the strategic marketing plan Transitioned to C7EVEN
Recognise and celebrate the cultural differences of each community	Event calendar established with events across 5 communities	31/07/2022	CSM	Council Report	\$102k	2022 Events Calendar has been completed
	Gazetted Special Holidays for each Division of NPA	31/07/2022	CEO	Council Report	OPEX	Report submitted. Waiting on Department Response Supported by Department and Gazetted
	Document history of each community to update website	31/10/2022	CSM	Council Report	OPEX	In progress. Waiting on replacement Community Services Manager
	Acknowledgement of Island and Shire Council in each chambers	31/03/2023	EAOM	Completed Works	OPEX	To create a historical Honour Board for each office of the pre-amalgamated A&TSI Outer Community NPARC Offices. Print photos of Mayors for each elected year, and a group photo for each council that was in Term. Waiting on EAOM
Advocate for a review of the impacts and model of amalgamation	Facilitate meeting with amalgamated councils	30/09/2022	CEO, EAOM	Meeting Held	OPEX	Assist as advised by CEO. Organise online & in person meetings, including travel where needed for elected members and executives.

2022-23 NPARC Operational Plan

						Prepare & collate meeting documentations where required. Meeting held with TRC Mayor Antonio
	Facilitate workshop through LGAQ with amalgamated councils	31/12/2022	CEO, EAOM	Workshop held	OPEX	Assist as advised by CEO Propose resolution to 2023 LGAQ Conference
	Correspondence to Minister Miles to formally request review	31/12/2022	CEO, EAOM	Correspondence	OPEX	Completed

2022-23 NPARC Operational Plan

Key Objective Three: We respect Native Title and Cultural Heritage rights and interests

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Build strong relationships with Traditional Owners and representative bodies based on mutual trust and constructive dialogue to facilitate growth of the NPA whilst recognizing and respecting cultural values	Implement monthly operational meetings with Ipima Ikaya Aboriginal Corporation RNTBC	31/08/2022	CEO, EMO	Meetings Held	OPEX	Meetings held in the last quarter. Monthly meetings waiting on commencement of new coordinator Waiting on response from coordinator
	Establish quarterly meetings between Council and Ipima Ikaya Aboriginal Corporation RNTBC	30/09/2022	CEO	Meetings Held	\$5k	Established Waiting on response from CYLC as per request from Manager. Regular meetings to then be established
	Transition of Ranger Contract	30/06/2023	CEO, EMO, FM	Transition Plan	NIAA	Request for quote sent through to ALT Chair Quote request resent on Tuesday 10 th January 2023 This activity is unlikely to be completed by the Estimated completion date and is heavily reliant on NIAA approving when the hand over can be done.

2022-23 NPARC Operational Plan

Renegotiate the current ILUA with the PBC	Workshop held with Ipima Ikaya Aboriginal Corporation RNTBC	31/10/2022	CEO	Workshop held	OPEX	Still to be progressed. Needs to be discussed with new board To be discussed at next quarterly workshop. Moray & Agnew confirmed availability to assist
	Draft ILUA changes for Council and Ipima Ikaya Aboriginal Corporation RNTBC Review	31/01/2023	CEO	Council Report	OPEX	Waiting on Workshop
	Adopted ILUA Changes	31/03/2023	CEO	ILUA	OPEX	Waiting on draft ILUA

2022-23 NPARC Operational Plan

Key Objective Four: We aid in the preservation and protection of our cultural heritage and history

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Support to open and operate a Cultural Centre	Redeployment of Festival Manager Position to include management of the Art Centre	31/07/2022	CSM, HRM	Change in PD	OPEX	Completed
	Concept plan to support funding applications	31/08/2022	CSM	Council Report	OPEX	Completed
	Required capital works at Art Centre	31/12/2022	CSM, EMO	Completed Works	\$100k (GF)	Support provided to Arts Center staff to scope up and cost refurbishment requirements W4Q scope change request to be completed and submitted Scope has been completed and a quote has been provided. W4Q Funding to be reallocated from New Mapoon Store to the Art Centre. Discussions are in place with the church
	Delivery of workshops at Art Centre	Ongoing	CSM	Workshops Held	\$95k (GF)	Workshops are scheduled for October 6 th – 18 th 2022. Further Workshops Scheduled for Jan / Feb
	NPA Art Exhibition	30/06/2023	CSM	Exhibition held	\$50k (GF)	Exhibition is schedule for Feb, however will

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						revisit to build more structure around it.
Develop a historical village and esplanade development (Injinoo)	Review works scope for historical village and esplanade development	30/09/2022	CEO	Scope of Works	OPEX	Completed
	Seek funds for project delivery	30/06/2023	CEO	Grant Funding	OPEX	Ongoing

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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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Complete existing Council Enterprise Divestment	Complete reviews into all Council Enterprises and submit reports to Council on recommended actions	30/11/2022	EMCRS, FM	Reports into all Council Business Enterprises submitted to Council for decision	OPEX	UPDATE: Completed
	Ensure EOI's are developed and processed according to Policy requirements	28/02/2023	EMCRS	EOI's are completed and reports are submitted to Council for decision as required	\$20,000 (include in OPEX)	UPDATE: in process expected to be completed on time Council review of previous decisions underway – final confirmation to follow
Review and improve profitability of existing Council Enterprises	For enterprises the Council wish to continue, establish Business plans to improve	31/03/2023	EME, FM, Ferry Manager, Supermarket Manager, Service Station Manager	Continual review of financial performance aiming for increased surplus availability	OPEX	UPDATE: in process expected to be completed on time Review of identified Business Plans are being reviewed – on time
Build capacity of new and existing local Indigenous Businesses by supporting business	Organise business development workshops with established and emerging organisations.	31/12/2022	CSM	Increase in Indigenous owned business and services.	Grant Funding	Waiting on replacement Community Services Manager Advertising

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
entrepreneurship workshops	Email business development opportunities, governance workshops and funding opportunities	30/06/2023	CSM	Strengthened partnerships between businesses.	OPEX	Business register has been completed . Updates will be made as required
Review and enhance our Local Indigenous Procurement Policy & Procedure	Comparative Policy Review undertaken with neighbouring councils	31/10/2022	FM	Council Report	OPEX	Not yet started Not yet commenced
	Procurement Workshop with local Indigenous Businesses	31/12/2022	FM	Workshop Held	OPEX	Not yet started Not yet commenced
Mandate Indigenous Employment Opportunities Plans on all capital works projects	Include suitable clause in the suite of tenders and contracts being developed for the engagement of project managers, occasional hire.	31/12/2022	EMO, FM	Tenders are and contracts are developed with clause included.	\$5K (GF)	Oricon engaged to review existing tender documents and run tenders prior to the end of the 2022 calendar year As above
Form and maintain partnerships with tourism peak bodies (TTNQ / Tourism Qld / Chamber of Commerce)	Work in conjunction with Tourism and Events Queensland (TEQ) and consultants to deliver the 'Northern Peninsula Area Tourism Story'	29/09/2022	CSM	Tender and Contracts are awarded to consultants. Ongoing Performance reviews and consultations with the community.	\$50k (GF)	2 nd round of community consultations are scheduled for October. The project is still in progress. Transitioned to DTIS
	Work in conjunction with the DITD – BDO, Consultants and Gudang YadhayKenu to ensure the successful delivery of the Proposed Pajinka Development Plan	30/06/2023	CEO, EMO, CSM, Project Manager	Continuous review of the Project Milestones as per the Grant Deed.	OPEX	Meetings held with Mali to sign the Grant Deed with DTIS and NPARC. June 22. Cr Gebadi selected as the NPARC rep for the BDO position. Interviews, and

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						<p>shortlisting have been completed.</p> <p>Scoping meeting held with Shane Waller.</p> <p>Project on track. Additional funds received for Toilet Refurbishment. Potential sub-contracting opportunity for GYAC</p> <p>A quote was provided for the refurbishment of an existing amenities unit at Pajinka prior to the Christmas closedown</p>
	Quarterly meetings with relevant tourism bodies providing regular updates on the Tourism sector of the NPA.	30/06/2023	CSM	Invite tourism bodies to the NPA Tourism Networking nights to maintain and foster a positive and supportive partnership.	\$5k	<p>NPA Tourism Networking Night held with TEQ CEO and Board of Directors August 22.</p> <p>Transitioned to DTIS</p>
	Attend CCC, TEQ, TTNQ, QTIC stakeholder meetings online or face to face relevant to Indigenous Tourism	30/06/2023	CSM	Council Report	\$10k	<p>Nil to report.</p> <p>Transitioned to DTIS</p>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Leverage national partnerships on geopolitical issues to address emerging risks impacting on local business development	Increase NPARC Representation on key representative bodies addressing risks	30/06/2023	CEO	Representation	OPEX	In progress As above as opportunities arise
	Scope community risk assessment	31/12/2022	CEO	Completed Scope	OPEX	Work has commenced Work is progressing but it is a complicated matter requiring dedicated time
	Community risk assessment to document emerging risks	30/06/2023	CEO	Completed assessment	TBC	Waiting on scope
Community infrastructure is maintained and developed to support business development	Maintain essential services such as NPA water supply, wastewater treatment, waste management.	Ongoing	EMO	Improved service reliability.	OPEX	Ongoing. New Water Treatment Plant operator building resilience
	Develop and adopt a project prioritisation tool to ensure infrastructure reliability.	31/03/2023	EMO	Project Prioritisation Tool submitted and adopted by Council.	OPEX	Draft tool prepared awaiting feedback Tool being trialled prior to being submitted to council

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Key Objective Two: We have a full-enabled freight and transport infrastructure

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Scope and develop public transport options for community	Investigate Public transport options for NPA	31/03/23	CEO	Council Report	\$15k (GF)	Not yet Started Restructure has placed Transport under EMO
	Contact State to ascertain funding options for Bus service	31/12/2022	CEO	Grant Funding	OPEX	Not yet Started Initial contact only - Restructure has placed Transport under EMO
	Plan to implement Public Bus Program written & published for Community Consultation	30/06/2023	CEO	Completed Plan	OPEX	Not yet Started
Improve access to goods, materials and services	Investigate more robust freight supply options to improve Community service in basics	30/06/2023	EMCS	Council Report	\$15k (GF)	Cost of Living Summit in Nov 22 will support further advocacy for options. Support provided to Lamont Transport
	Review current Seaswift Agreement: negotiate new agreement as necessary	31/12/2022	CEO, EMCS	Seaswift Agreement	OPEX	UPDATE: opening dialogue has occurred – further discussion on options required Meeting held with SeaSwift in Dec 22. Waiting on proposed agreement Meeting between CEO and Seaswift being planned

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Discuss Road Freight options with supply companies	30/09/2022	EMCS	Completed Report	OPEX	some information from Road Freight Companies has been sought – further review to occur Road freight options are available, however Wet Season Road access closures limit all year capability - Restructure has placed Transport under EMO
Actively seek funds for necessary upgrades to NPA Airport to ensure operability	Develop advocacy strategy with State and Federal government to secure funding	31/08/2022	CEO	Completed Strategy	\$5k	Completed. Support being obtained through KAP Application to be made under new DRF
	Meeting with State and Federal partners to find funding	30/09/2022	CEO	Meeting held	\$5k	Meetings scheduled for Nov and Dec Meetings held and support confirmed. Application to be made under new DRF
Advocate for the implementation of the NPA Marine Hub Master Plan	Review plan to confirm suitability	31/10/2022	Council, CEO, EMO	Council Report	OPEX	Completed Current Marine Hub plan is being reviewed by TMR as there are

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						<p>concerns re the suitability of the existing wharf as a freight wharf moving forward</p> <p>Participated in NPA marine infrastructure review.</p> <p>Promoted Boat ramp survey via various social media platforms</p> <p>TMR & MSQ currently undertaking review.</p>
	Proposal to TMR to replace Seisia Boat Ramp	31/12/2022	CEO, EMO	Completed Proposal	OPEX	<p>Ongoing lobbying of TMR staff</p> <p>Participated in NPA marine infrastructure review.</p> <p>Promoted Boat ramp survey via various social media platforms</p> <p>Ongoing lobbying of TMR staff</p>
	Resolve tenure issues at current Seisia Wharf	31/12/2022	CEO	Leases signed	OPEX	<p>In progress. Waiting on SeaSwift</p> <p>Verbal agreement given. Agreements provided to SeaSwift</p>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Resolve irregularities in land tenure and local government boundaries for the Airport, Pajinka, Punsand Bay and Jacky Jacky	Meeting with Torres and Cook Shire Councils	30/09/2022	Council, CEO	Meeting Held	\$8k	Cook Shire has agreed. No response from Torres Shire Minister Miles providing support to obtain response from Torres Shire
	Submission to Boundaries Commission	30/06/2023	CEO	Submission completed	OPEX	Progressing options without other council support Opportunity to rely on previous agreement pending outcome of Minister Miles letter
Secure investment to seal road from Jardine River to Injinoo	Meeting with TMR to scope future investment of Cape York Roads Package	31/12/2022	CEO	Meeting held	OPEX	Meeting scheduled for November Stage 3 funding is not yet confirmed. Waiting on federal announcement. Applications made to other funding agencies to support sealing of Ferry Road
	Resolve gravel issues to prevent further delay	31/08/2022	CEO	Gravel Agreement	OPEX	Resolved

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Investigate the registering of access roads with TMR	31/10/2022	CEO	Council Report	OPEX	<p>Raised with Minister and DG. F/up in Nov</p> <p>Ongoing advocacy. Little appetite for support with TMR – escalate for response from TCICA</p>

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Key Objective Three: We facilitate homeownership opportunities in our community

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Promote and process 99 years leases and engagement with the PBC regarding Native Title	Confirm Native Title requirements to inform 99 year lease	31/07/2022	CEO	Council Report	OPEX	Completed
	Meeting with PBC to negotiate specific native title process	30/09/2022	CEO	Meeting held	OPEX	Completed
	Document 99 year application process for community	31/10/2022	Commercial Leasing Manager	Documented process	OPEX	Completed
	Community consultation to communicate process	31/12/2022	Commercial Leasing Manager	Consultation held	OPEX	Waiting on PBC agreement. Tentatively scheduled for Oct Workshops held and applications received. Will be held periodically across the year
Advocate for homeownership and social housing needs.	Finalisation of Local Housing Plan	31/08/2022	CEO	Local Housing Plan	OPEX	Completed. Waiting on DCHDE Completed. Action plan to be developed
	QBuild workshop to determine works	31/08/2022	CEO, EMO, Building Manager	Workshop Held	OPEX	Completed Workshop held with QBuild to plan 2022-2023 upgrades program of works

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						Works program submitted to QBUILD Completed. Additional works completed
	Implementation of quarterly governance framework	30/09/2022	CEO	Meetings Held	OPEX	Waiting on DCHDE As above. Request made to schedule tentative dates for 2023
	Review of implementation and provide feedback to Minister	31/12/2022	CEO	Correspondence	OPEX	Waiting on Implementation Correspondence sent to Minister Enoch to obtain support with allocations process
	Scoping of future subdivisions	30/06/2023	CEO, EMO	Completed Review	\$5k	DATSIP have been engaged to assist with planning DA's for areas within each community Councillors have been consulted to identify appropriate sites within their divisional areas Project is progressing well and DCHDE

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						<p>consider funding to support DA applications. Breakdown provided to WCCCA for New Mapoon.</p> <p>DATSIP have advised that they can assist with some this financial year and the remainder next financial year</p>
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Focus Area Four: Strong People - an Empowering and Engaging Council

Key Objective One: We engage regularly and effectively with our People

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Improve internal communications with staff	Consult with staff to determine existing barriers to effective communication and preferred mode of information exchange	31/08/2022	HRM	Consultation held	OPEX	Consultation not yet held. Reviewed date 30/11/2022 Discussions held with C7EVEN to develop an internal staff survey
	Develop and maintain intranet	30/12/2022	MCA	Intranet complete	OPEX	First stage rolled out to staff. Issue with statistics that Im working on.
	Develop internal communication protocols based on the corporate structure	30/02/2023	MCA, HRM	Completed Protocol	OPEX	A draft procedure in development.
Improve external communications with our community and stakeholders	Develop customer service framework	30/09/2022	EAOM	Completed Framework	OPEX	Upskills out Council office admin staff to rotate and be multiskilled around the other offices. Ensure outcome from MANEX Meetings are followed though to Managers & Media where applicable.

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Follow through with tasks given by CEO from Council Meetings. Implemented into Senior Admin Officer PD
	Implement issues register to capture and feedback on reported issues	31/12/2022	EAOM	Issue Register	OPEX	Working with CEO on Snap-Send-Solve App for next year. Snap Send Solve Launched
	Implement software platform to support community feedback	31/12/2022	EAOM, MCA	Software implemented	\$5k	Implemented. Issues with categories that we are trying to resolve. Ready for EAOM to set up reporting structure. Delayed to next year. PFM also involved. Snap Send Solve Launched
Work collaboratively with State Government and community to explore opportunities for community input into decision making	Local Thriving Communities model established	31/12/2022	CEO	Council Report	OPEX	Draft Model established to be workshopped Workshop held and report to January Council Meeting
	Increase NPA Representation on Key Representative Bodies	30/06/2023	CEO	Representation	OPEX	In progress

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Ongoing as opportunities arise
Regular Divisional / Mayoral community meetings	Quarterly schedule developed	31/07/2022	EAOM	Meetings Held	OPEX	Meetings are every 3months. Assist with IT, Room & catering set up, and pack down. As above. Meeting held for Q2. Tentatively scheduled for 2023
	Quarterly meeting process developed	31/08/2022	EAOM	Documented Process	OPEX	Completed
Improve inter-agency collaboration and engagement	Finalise community safety plan	30/09/2022	CEO	Council Report	Community Safety Grant	Completed
	Develop interagency Terms of Reference	30/09/2022	CEO	Council Report	OPEX	In progress Secretariat appointed. To be aligned with LTC TOR
	Commencement of Bi-monthly Interagency Meetings	31/10/2022	CEO	Meetings held	OPEX	In progress As above. Delayed to align with LTC

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Key Objective Two: We proactively manage community expectations and advocate effectively on its behalf

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Review of delivery mechanisms and models for service delivery to community	NPA Service Mapping to document service providers	30/06/2023	CEO	Service Map	\$25k (GF)	In progress Ongoing. LTC to support
	Service provision review and feedback provided by council	30/06/2023	CEO	Meetings held	OPEX	In progress Ongoing. LTC to support
Our leaders undertake regular advocacy with all levels of Government	Monthly meetings with government champion	Ongoing	CEO	Meetings held	\$5k	Completed. Ongoing
	Bi-monthly meetings with ministerial champion	Ongoing	CEO	Meetings held	\$5k	To be established Scheduled for Feb 23
	Deputation for council with Federal ministers	31/12/2022	CEO	Meetings held	\$15k	Scheduled Completed
	Establishment of One1st Charter	30/06/2023	CEO	Signed Charter	\$15k	Completed
Advocate for increase services for vulnerable groups	Support local needs analysis for NPA	31/12/2022	CEO	Completed LANA	OPEX	In progress Ongoing. LTC to support
	Identify gaps in service provision and send correspondence to relevant minister	30/06/2023	CEO	Gap Report	OPEX	In progress Ongoing. LTC to support
Support to open and operate a Youth Centre	Refurbishment of old HACC Building into Youth Centre	31/12/2022	EMO	Completed Works	\$130k (GF)	Refurbishment works have commenced and are progressing well and completion is

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						expected within the timeframe Complete Refurbishment works were completed prior to 31 st December 2023
	Establishment of Youth Centre services	30/06/2023	CEO	Established service	\$35k (GF)	In progress Report to January Council Meeting
	Advocacy for Youth Centre Staff	30/06/2023	CEO	Funded positions	OPEX	Completed
Support to operate an Elders Centre and HACC	Implementation of Aged Care Recommendations	30/09/2022	ACM	Completed Recommendations	OPEX	Completed
	Self audit against Aged Care standards	31/12/2022	ACM	Council Report	OPEX	In progress. Being completed this week
	Support clients to become registered	31/12/2022	ACM	Increased clients	OPEX	In progress. ACAT and HCP assessor scheduled and commenced
Advocating for specially targeted programs	Identify gaps in service provision and send correspondence to relevant minister	30/06/2023	CEO	Gap Report	OPEX	In progress Ongoing. LTC to support
	Support service providers with advocacy and funding applications where necessary	Ongoing	CEO	Correspondence	OPEX	In progress Ongoing. LTC to support
Ensure activities for all segments of the	Review strategic and service plans of relevant stakeholders for gaps	30/06/2023	CEO	Council Report	OPEX	Yet to commence Ongoing. LTC to support

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Community including youth and elderly	Implement Community Safety Plan	31/12/2022	CEO	Council Report	OPEX	Safety Plan has been adopted Ongoing. Meetings scheduled for 2023 & secretariat appointed
Assert Council as the lead change-facilitator in NPA	Establishment of NPA Interagency Meeting	31/10/2022	CEO	Interagency	OPEX	To be established As above. LTC to support
	Document process to review and document permission requests for visitors	31/12/2022	CEO, EAOM	Council Report	OPEX	Yet to commence
	Document and follow up on commitments from external agencies to the NPA	31/12/2022	CEO, EAOM	Register	OPEX	Yet to commence
Our elected leaders embrace their role as Civic Leaders supported by Management	Training provided to all councillors by Department of Local Government	31/07/2022	CEO	Completed training	OPEX	Completed
	Establishment of Administrative Support Guidelines	30/09/2022	CEO, EAOM	Endorsed Guidelines	OPEX	In progress. Impacted by staff delay Report to January Council Meeting
	Advocate for OIA Review	31/12/2022	CEO	LGAQ Motion	OPEX	Completed

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Key Objective Three: Our social housing stock is managed effectively

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Increase the number of social houses available for allocation in the NPA	Transition of remaining social housing to Department of Housing	31/12/2022	CEO	Council Report	OPEX	On hold due to access to maintenance Agreement Social housing provider application process commenced
	Finalise leasing processes for current and future housing	31/12/2022	CEO	Registered Leases	OPEX	Resolved
	Scoping report into Social Housing Provider requirements	30/06/2023	CEO	Council Report	OPEX	To commence Social housing provider application process commenced

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Key Objective Four: We pride ourselves in being an Employer of Choice. Our people have pride in their workplace and enjoy working with us

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Review working conditions to better suit the EBA	Consult with staff, supervisors, and Payroll to determine level of understanding of existing conditions and identify any issues	31/8/2022	HRM	Identify where current Agreement is not compatible with current or preferred work	\$15k	Informal consultation ongoing. Formal consultation with Payroll by 31/10/2022
	Consult with MANEX to develop log of claims for negotiations for new Certified Agreement	31/8/2022	HRM	Log of Claims developed	OPEX	MANEX consulted and log of claims being developed
	Seek legal advice where necessary to assist with negotiations	TBA	HRM	New Agreement negotiated that meets NPARC requirements	OPEX	Proposal received from legal practitioner that negotiated current agreement offering to assist with new negotiations MBA Lawyers appointed to assist with negotiations

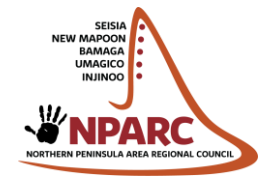
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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Develop explanatory guide for new Agreement for staff and supervisors in plain English	On finalisation of new Agreement	HRM	Explanatory guide issued to staff and training provided to supervisors and managers	OPEX	Once agreement is completed Negotiations for a new Agreement have not yet commenced
Improve the quality and quantity of staff housing to attract and retain staff	Forward plan positions within NPARC that potentially require housing within current structure to provisionally allocate	31/8/2022	PFM, HRM	Draft allocation	OPEX	Draft allocation completed Regular updates have occurred with changes in senior staffing
	Consult with other remote Councils regarding standard of staff housing	30/9/2022	CEO	Consultation complete	OPEX	In progress. Discussed at TCICA Awaiting response from QBuild about inclusion in state strategy
	Develop/review Housing strategy including number and standard of dwellings required	28/02/2023	CEO, PFM	Completed strategy - WIP	OPEX	Completed strategy – WIP Meeting held to commence development of Capital Housing Plan
	TCICA / LGAQ presentation for Staff Housing Advocacy	31/12/2022	CEO	Completed Presentation	OPEX	Support has been requested Resolution made. Update to be requested

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						for March TCICA meeting
Increased attendance rate in the work place	Consult with staff and supervisors to determine barriers for attendance	30/9/2022	HRM	Barriers identified	OPEX	Formal consultation has not yet occurred to determine barriers. However informal consultation is ongoing and administrative action is occurring where warranted on a case by case basis Regular informal discussions held with supervisors and administrative action being taken to address absences including termination of employment
	Develop strategies and mechanisms to improve and monitor attendance	31/3/2023	HRM	Attendance improved by measurable rate (10%)	OPEX	Strategies to be discussed in consultation with Certified Agreement negotiations Informal discussions held with MBA lawyers in preparation for formal Agreement negotiations with Unions

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Key Objective Five: We prioritise the Health, Wellbeing and Safety of our people

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Workplace Health and Safety Policies are complete, effective and implemented	New WHS system (preferred online) to be recommended and implemented	30/01/2023	WHS Manager	Council report	\$30k	Delayed due to delay to recruit long-term occupant of role. Short term person has commenced and reviewing system requirements Ongoing review of current systems and processes in preparation for recruitment of long-term WHS Manager. Any on-line system would need to be compatible with all other NPARC IT systems
	Implementation of WHS program online	30/04/2023	WHS Manager	Implementation completed	OPEX	Waiting on above Waiting on above
Tool Box talks implemented at each workplace	Training in WHS system to be completed with Supervisors/managers are trained in responsibilities re: WHS requirements	31/1/2023	WHS Manager	Completed training	\$15k	Commenced. Short term occupant is progressing On-going training in current paper-based system
	Training in WHS system to be completed with all staff	30/04/2023	WHS Manager	Completed training	OPEX	Scheduled Short term occupant is progressing

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	WHS Compliance Register developed	31/12/2022	WHS Manager	Compliance register	OPEX	Commenced. Short term occupant is progressing Short term occupant is progressing
	WHS requirements included as part of manager reporting	31/12/2022	WHS Manager	Reporting Framework	OPEX	Commenced. Short term occupant is progressing Short term occupant is progressing

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Focus Area Five: Healthy Environment – a Pristine and Safe Physical Environment

Key Objective One: We take pride in our community's amenity, natural beauty and functionality

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Develop a formal community beautification program and checklist	Develop a parks and open spaces annual works program and associated worksheets.	30/06/2023	EMO, WM	Work program and worksheet developed and implemented.	OPEX	Yet to commence Fixed term Project manager engaged to commence this task
	Street and Roadside tree management plan	30/06/2023	EMO, WM	Work program developed	OPEX \$75K/annum	Yet to commence Fixed term Project manager engaged to commence
	Parks and Open Spaces Strategy	31/12/2022	EMO	Council Report	1FTE	To date unable to engage a second PM to undertake these works In the process of engaging a consulting engineer to assist. Completion date at risk OPS will still work towards this date Fixed term Project manager engaged to commence this task
Provide education and awareness program regarding community contribution to	Work with partners to develop a social and media campaign to engage community.	30/06/2023	MCA	Social and media campaign implemented.	\$15k	Will be part of the strategic marketing plan. Website needs to be updated.
	Tidy Town Competition	31/12/2022	CSM	Event Held	\$5k	All completed

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community amenity (community pride campaign)						
Support Master Planning –Jardine River/ Spatial Plans	Request Precinct Plans from DATSIP	31/12/2022	CEO	Precinct Plans	OPEX	Completed
Improve community signage / directions	Review existing road safety audit.	31/12/2022	EMO, WM	Road safety audit recommendations implemented.	OPEX	Commenced documents found still to be reviewed and signs ordered Previous advice to K Yorkston is that most activities have been completed Still a work in progress
	Procure and install new signs.	30/06/2023	EMO, WM	Road safety audit recommendations implemented.	\$15K	Yet to commence Dependant on above
	Undertake sign audit of other existing signs within NPA community and remove / replace as required within budgetary constraints.	Ongoing	EMO, WM	Sign audit is undertaken as part of annual works program.	\$30K/annum	Street signs ordered for some streets in Umagico Speed signs leaving Injinoo corrected

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Key Objective Two: We operate an environmentally sustainable business – we are leaders in the conservation of the unique wild flora and fauna of the NPA

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Improve organizational energy efficiency and workforce awareness	Promote energy efficient use of electricity within various Council offices.	Ongoing	MANEX	Reduced power consumption.	OPEX	Ongoing. Power use has reduced. Looking at other opportunities to optimise energy use
Implement a waste strategy incl Recycling	Support establishment of recycling within NPA	31/12/2022	CEO, EMO & MRS	Licence Agreement	OPEX	Offers made by CEO to Cash for Cans Agreement entered into
	Scope NPA waste strategy	30/06/2023	EMO, MRS	Council Report	OPEX	Yet to commence As above
	Develop a NPA waste strategy	30/06/2026	EMO, MRS	NPA waste strategy developed.	OPEX	Yet to commence
Improve waste management practices / strategy	Review waste management structure	31/12/2022	EMO, MRS, HR	Structure review	OPEX	Complete Completed as part of the NPARC org structure
Increase the number of public bins with surrounds	Undertake a gap analysis of public space bins.	30/06/2023	EMO, MRS, WM	Public space bin audit completed.	OPEX	Audit yet to commence Some additional bins placed at Seisia wharf area to accommodate increased use during tourist season
	Procure additional and / or replacements and surrounds within budgetary constraints.	Ongoing	EMO, MRS, WM	Improved access to parks and public bins.	\$30K/annum	30 Red wheelie bins purchased Bin surrounds to be purchased as part of funded park upgrades

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						<ul style="list-style-type: none"> - Injinoo lookout complete - Umagico Park ordered / WIP <p>Seisia esplanade in planning stage</p>
Provide a reliable rubbish collection service and community awareness	Purchase new kerbside waste collection vehicle.	30/06/2023	EMO, FWC, MRS	New kerbside collection vehicle operating within NPA.	\$300,000 CAPEX	Completed
Review opportunities regarding regional waste strategy	Maintain existing and future relationships with the regional waste stakeholders e.g. Queensland Department of Environment, TSRA, TSIRC, TSC.	Ongoing	CEO, EMO, MRS	Opportunities are identified and reported to Council for consideration.	OPEX	ongoing

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Key Objective Three: We are prepared for Disaster Management – we are a resilient Community, competently led by Council in the event of disaster

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Lead the regular engaging of LDMG	Meetings scheduled to meet legislative requirements	31/08/2022	EAOM	Meeting scheduled	OPEX	Completed
	Participation in Regional DDMG Disaster Planning	31/03/2023	CEO, EMO	Meetings held	OPEX	Ongoing Completed
	Training scheduled to support LDMG Members	30/09/2022	CEO	Completed Training	OPEX	Completed
	LDMG Exercises held	31/12/2022	CEO, EMO	Completed Exercises	OPEX	Scheduled for the second quarter of the 22-23FY Completed
Development and regular updates of Disaster Management Policies and Procedures	Review disaster management policies and procedures annually.	31/08/2022	CEO, EMO	Disaster management policies are kept up to date.	OPEX	Completed
Advocating for improved SES / Rural Fire response	Planning approval of NPA Fire Station	31/12/2022	CEO	Council Report	OPEX	Completed
	NPA Fire Station works commenced	30/06/2023	CEO	Works commencement	OPEX	Scheduled for March 23 DA submitted and Public Consultation to commence 19/01/23
Leak detection project for water supply	Undertake a planning project to review the current and future water demands to identify opportunities to	30/06/2023	EMO	Completed Plan	OPEX	Commenced by Veolia - Calibrating and repairing meters

2022-23 NPARC Operational Plan

	ensure a sustainable water supply e.g. water meters, leak detection and public education.					Unganco to be engaged to undertake planning project demand analysis leak detection
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2022-23 NPARC Operational Plan

Key Objective Four: We have a safe community able to be enjoyed by all

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Alcohol Management Plan to be reviewed	Document process for AMP Review	31/08/2022	CEO	Documented process	OPEX	Completed
	Community consultation for AMP Review	31/10/2022	CEO	Consultation Completed	\$10k (GF)	Commencing next week Survey released Jan 23
	Meeting with Government and Ministerial Champion to discuss review	31/12/2022	CEO	Meeting	\$5k (GF)	Scheduled for November Support confirmed
	Completed Application	31/12/2022	CEO	Council Report	OPEX	Waiting on consultation
Community Safety Plan to be developed and actions implemented	Community consultation to review draft plan	31/08/2022	CEO	Consultation	\$10k (GF)	Completed
	Stakeholder consultation to review draft plan	31/08/2022	CEO	Consultation	OPEX	Completed
	Council endorsement of Community Safety Plan	30/09/2022	CEO	Council Report	OPEX	Completed
	Implementation of governance framework	31/10/2022	CEO, EAOM	Meetings held	OPEX	To commence Meetings tentatively scheduled for 2023
	Actions implemented within Community Safety Plan	30/06/2023	CEO	Action Items	\$240k (GF)	Safety plan has been endorsed Waiting response r.e. Street Lights

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Improved street lighting	Undertake audits of existing street lights within the NPA community.	Annually	EMO, WM	The audit is submitted to Ergon for pricing each year.	OPEX	Audit completed by Tommy Sebasio from Ergon
	Ergon is engaged to repair street lights.	Annually	EMO, WM	Street lighting is improved for community safety.	\$500K initial \$100-150K/annum	Ergon have provided a quote to repair Updated quote has been requested - still to be received Community safety funds have been identified to undertake repairs Quote for repairs received from Ergon Date to accept has been extended CEO and Councillors lobbying to have ERGON repair at no cost to NPARC
	Source funding to cover the ongoing maintenance cost of street lighting.	Ongoing	CEO, EMO	Sustainable funding to improve street lighting is sourced.	\$500K initial \$100-150K/annum	Community safety funds have been identified to undertake repairs Ongoing repair costs to be allowed for in future operational budgets

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Improved Sport and Recreational Programs and Infrastructure including playgrounds	Source additional funding to improve the sports and recreation facilities.	30/06/2023	CSM	Facilities are maintained and an increase in facility usage.	\$40k	Nil to report.
	Establishment of a Sports Reference Group to ensure community input and consultation.	31/12/2022	CSM	Quarterly Reports	\$10k (GF)	Completed – The SRG has been established and includes, QLD Health, NPA Touch, Kittyhawk Basketball, Steel Fitness, Cape York AFL, QRL, NPA Volleyball. Ongoing – Stanley Dai has establish meeting dates.
	Deliver programs across the five communities with a range of sport codes, activities, and school holiday programs.	Ongoing	CSM	Increased participation Increase in physical activity programs.	\$50-\$90k (GF)	Ongoing – Workshops and information sessions are being held.
Implement Animal Management Strategy for dogs, horses and crocodiles	Ongoing implementation of local law no. 2 for the management of dogs and horses.	Ongoing	EMO, MRS	Reduced number of wandering dogs and horses within community.	OPEX	Commenced
	Investigate opportunities to lease areas for agistment of horses.	31/12/2022	EMO, EMC & MRS	Opportunities are identified and submitted to Council for consideration.	OPEX	Potential areas are being identified. Discussed in November Council meeting and an area identified Funding opportunities to be investigated

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Develop a short term horse reduction plan.	31/12/2022	EMO, MRS	Plan is submitted to council for consideration and adoption.	\$50K	Commenced development of plan with visiting Vet Ongoing
	Maintain existing crocodile warning signs and implement new warning signs as necessary.	Ongoing	EMO, Ranger Coordinator	Crocodile warning signs are maintained in appropriate condition.	OPEX	All signs have been repaired maintained in a good condition over the last Spare signs are on hand for when signs are damaged or stolen. Completed for 2022 – task is ongoing
Work with stakeholders to improve community security	Governance framework for implementation of community safety plan	31/10/2022	A/CEO	Completed Framework	OPEX	Completed
	Establishment of NPA Interagency Group	30/09/2022	A/CEO	Terms of Reference	\$20k (GF)	In progress As per earlier update
	Stakeholder reporting framework against action items	31/12/2022	A/CEO	Reporting Framework	OPEX	Completed. Meetings tentatively scheduled for 2023
Work with stakeholders to address noise and	Fortnightly meetings with QPS and DCHDE to review noise complaints and follow up actions	Ongoing	PFM	Meetings held	OPEX	Completed. Meetings are occurring

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
antisocial behaviour within community	Community campaign to increase awareness of how to report noise complaints	31/12/2022	PFM, MCA	Campaign	OPEX	<p>Will be completed collaboratively with QPS and DCHDE</p> <p>Media Campaign being organised. Waiting on DCHDE to confirm support</p>

Title of Report: User Agreement for Youth Hub

Agenda Item: 13.4

Classification: For decision

Author Acting Chief Executive Officer

Attachments Agreement Flow Chart
Draft User Agreement

Officers Recommendation:

That Council:

- Endorse entering into a User Agreement with NPA Family and Community Services until 30 June 2024 for the delivery of a youth hub

PURPOSE OF REPORT

Provide an update on the Youth Hub.

BACKGROUND AND CONTEXT

NPARC received funding from DSDSATSIP to upgrade the old HACC building into a Youth Hub. These works have been completed.

NPA Family and Community Services have secured funding until June 2024 to employ a youth coordinator for the Youth Hub.

It is proposed to enter into a User Agreement for the Youth Hub. This will allow NPAFACS the necessary access to the building, but provide flexibility for other agencies to deliver youth services and programs from the building as well as greater control of the arrangements.

CRITICAL DATES

NA

OTHER OPTIONS CONSIDERED

A Lease or Licence Agreement could be entered into

LEGAL AND LEGISLATION CONSIDERATIONS

NA



ORDINARY COUNCIL MEETING # 33

Agenda Item 13.4

Wednesday 25th January 2023

Bamaga Boardroom

POLICY CONSIDERATIONS

NA

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Focus Area Four - Strong People - An Empowering And Engaging Council

FINANCIAL AND RESOURCE CONSIDERATIONS

Grant Funding from DSDSATSIP

CONSULTATION

NPAFACS



User Agreement

Northern Peninsula Area Regional Council

(“Council”)

**NPA Family and Community Services Aboriginal
and Torres Strait Islander Corporation
ICN 1933**

(“User”)

PARTIES

Northern Peninsula Area Regional Council

(Council)

NPA Family and Community Services Aboriginal and Torres Strait Islander Corporation ICN 1933

(User)

RECITALS

- A. Council is the owner of the Complex.
- B. Council agrees to grant this Agreement to the User to occupy the Use Area pursuant to the terms and conditions contained in this Agreement.
- C. The User agrees to enter into this Agreement in accordance with the terms and conditions contained in this Agreement.

OPERATIVE PROVISIONS

1. REFERENCE SCHEDULE

ITEM NO.	REFERENCE	DATA
1.	User	NPA Family and Community Services Aboriginal and Torres Strait Islander Corporation ICN 1933
2.	Council Address for Service	Address: Council Chambers, 180 Adidi Street, Bamaga QLD 4876 Email: ceo@nparc.qld.gov.au
3.	User Address for Service	Address: Lot 10 Adidi Street, Bamaga QLD 4876 Email: ceo@npaws.com.au
4.	Land	The land situated at the corner of Injinoo Road and Sagaukaz Street, Bamaga, located at Lot 345 on SP 273361, and which contains the Complex
5.	Use Area	The whole of the Complex located on the Land, as shown hatched in the plan attached to the Schedule
6.	Commencement Date	The date both parties sign this Agreement
7.	Expiry Date	30 June 2024

8.	Option to Renew	Nil
9.	User Fee	\$1.00 per annum if demanded
10.	Permitted Use	For the delivery of a youth “drop in” centre and associated community activities directed towards the development of youth activities for the benefit of young persons in the Northern Peninsula Area

2. DEFINITIONS AND INTERPRETATION

2.1 Definitions

In this Agreement, unless inconsistent with the context or subject matter:

- (a) **Agreement** means this User Agreement as varied or amended from time to time.
- (b) **Commencement Date** means the date referred to in Item 6 of the Reference Schedule.
- (c) **Common Areas** means those areas on the Land allowed or designated by the Council from time to time for use by other users of the Land and their respective employees, invitees and tenants in common with each other and includes the walkways, passageways, verandah, car parking and garden areas (if any).
- (d) **Complex** means the building located on the Land known as the “HACC Centre”. All parts of the Complex are owned by Council.
- (e) **Council** means Northern Peninsula Area Regional Council, its successors and assigns.
- (f) **Event of Default** means:
 - (i) failure by the User to pay to Council the User Fee when due and payable;
 - (ii) failure by the User to perform, keep or fulfil any other covenant, undertaking, obligation or condition in this Agreement; or
 - (iii) failure by Council to perform, keep or fulfil any covenant, undertaking, obligation or condition in this Agreement, where such failure has a material effect on the ability of the User to undertake the Permitted Use on the Use Area in the manner permitted under this Agreement.
- (g) **Expiry Date** means the date referred to in Item 7 of the Reference Schedule and, where applicable, includes the last day of any further term if this Agreement contains an Option to Renew, and the Option to Renew is exercised.
- (h) **Fixtures** means all improvements and installations contained in the Use Area which are the property of Council. The Fixtures include the Complex and any parts of it. The Fixtures are and shall remain the property of Council.
- (i) **Land** means the land described in Item 4 of the Reference Schedule.
- (k) **Option to Renew** means the option or options, exercisable by the User in accordance with this Agreement, to renew this Agreement for a further term or terms, but only if an Option to Renew is specified in the Reference Schedule.

- (l) **Party** means the Council and the User individually and **Parties** means the Council and the User collectively.
- (m) **Permitted Use** means the use of the Use Area for the use described in Item 10 of the Reference Schedule, and no other uses whatsoever.
- (n) **Reference Schedule** means the table contained in Clause 1 of this Agreement.
- (o) **Security Interest** has the meaning given to that term in the *Personal Property Securities Act 2009* (Cth).
- (p) **Term** means the period commencing on the Commencement Date and ending on the Expiry Date.
- (q) **User Fee** means the sum referred to in Item 9 of the Reference Schedule.
- (r) **Use Area** means that part of the Complex described in Item 5 of the Reference Schedule, as identified on the plan attached to this Agreement as Schedule 1.
- (s) **User** means the party described in Item 1 of the Reference Schedule, the User under this Agreement, and includes their successors and assigns.
- (t) **Utilities** means the services to the Use Area provided by Council or others including water, electricity, gas, telephone and other communication services.

2.2 Interpretation

In this Agreement unless inconsistent with the context or subject matter:

- (a) a reference to a person includes any other legal entity;
- (b) a reference to a legal entity includes a person;
- (c) words importing the singular number include the plural number;
- (d) words importing the plural number include the singular number;
- (e) a reference to one gender shall include other genders;
- (f) a reference to a Party includes the Party's heirs, executors, successors and permitted assigns;
- (g) headings are for reference purposes only and must not be used in interpretation;
- (h) where any word or phrase is given a defined meaning any other part of speech or other grammatical form concerning the word or phrase has a corresponding meaning;
- (i) a reference to a statute includes all regulations and subordinate legislation and amendments;
- (j) references to writing include any mode of representing or reproducing words in tangible and permanently visible form, and includes e-mail and fax;
- (k) a reference to a monetary amount is a reference to an Australian currency amount;
- (l) an obligation of two or more Parties binds them jointly and each of them severally;

- (m) an obligation incurred in favour of two or more Parties is enforceable by them severally;
- (n) where time is to be reckoned from a day or event, the day or the day of the event must be excluded;
- (o) a reference to a business day means any day which is not a public holiday in Bamaga;
- (p) if any time period specified in this Agreement expires on a day which is not a business day, the period shall expire at the end of the next business day;
- (q) a reference to a month means a calendar month.

3. AGREEMENT AND TERM

Council grants the User a non-exclusive licence to use the Use Area for the Permitted Use in for the Term, and the User accepts such grant upon and subject to the terms and conditions of this Agreement.

4. FEES PAYABLE TO COUNCIL

4.1 User Fee

The User shall pay the User Fee to Council annually in advance if demanded

4.2 Utilities

- (a) All Utilities incurred by the User or levied separately to the Use Area shall be borne wholly by the User and shall be paid promptly as requested either by Council or the provider.
- (b) If the Use Area does not have a separate meter for the supply of electricity to the Use Area at the Commencement Date, the User shall not be responsible for payment of any electricity consumption until three months after the date that the relevant utility has been separately metered.

4.3 Costs of notices, re-entry and consents

The User must, upon demand by the Council, pay all costs (on a solicitor and own client basis) and expenses incurred by the Council in relation to:

- (a) any notice lawfully given to the User pursuant to this Agreement and any actions taken to enforce the performance of the User's obligations under this Agreement;
- (b) the lawful determination or attempted determination of this Agreement, or the lawful re-entry or attempted re-entry by the Council into the Use Area;
- (c) the surrender of this Agreement (including any duty);
- (d) the consideration of any consents by the Council requested by the User pursuant to the terms of this Agreement; and
- (e) the Council, without fault, being made a party to litigation commenced by or against the User (other than litigation between the parties), and arising directly or indirectly from the User's occupation of the Use Area.

4.4 No Set Off

The User must make payments under this Agreement to Council by the method which Council reasonably requires without set-off, counterclaim, withholding or deduction.

5. MANAGEMENT AND OPERATION

5.1 Permitted Use

- (a) The User will occupy the Use Area and use it for the Permitted Use only, and for no other purposes whatsoever.
- (b) If the User wishes to use the Use Area for a purpose other than the Permitted Use, then the User must seek Council's written consent, which may be given or withheld by Council in its absolute discretion.
- (c) Council does not warrant that the Use Area is, or will be, suitable for the User's use and any warranties as to the suitability of the Use Area implied by law are negated.

5.2 Positive Obligations

The User must:

- (a) conduct the Permitted Use at the Use Area in good faith, in a professional and competent way, to a standard expected of a first class business associated with the Permitted Use, and offer to its customers the highest standards of service, courtesy, visual appeal and efficiency;
- (b) comply on time with all laws, and obtain and maintain all Agreements and approvals required at law to carry on the User's business from the Use Area;
- (c) ensure that no liquor or other intoxicating or stupefying substance is stored, sold, supplied or consumed upon the Use Area;
- (d) promptly notify the Council in writing of any damage sustained to the Use Area or defective operation of the Fixtures;
- (e) promptly, when asked by the Council, do everything necessary for the User to do to enable the Council to exercise its rights under this Lease;
- (f) participate in emergency fire or safety drills of which the Council or any relevant Authority gives reasonable notice;
- (g) notify the Council before installing any surveillance equipment and/or CCTV within the Use Area and comply with all Laws in relation to the use of surveillance equipment and/or CCTV;
- (h) maintain a key register that details all persons possessing keys or other means of access to the Use Area and provide a copy of the key register to the Council upon request;
- (i) comply with any rules that the Council may make in connection with the operation, use (including occupant safety), management and occupation of the Use Area.

5.3 Negative obligations

The User must not:

- (a) cease operating from the Use Area for any period with the Council's prior written consent;
- (b) erect any signs, placards, notices or posters to the Use Area that are visible from the exterior of the Use Area without the Council's prior written consent (other than signage prescribed by law);
- (c) use any form of light, power or heat (other than an apparatus for heating beverages, auxiliary power during any power failure or, electricity or gas supplied through meters);
- (d) misuse or do anything to overload the Use Area's Fixtures;
- (e) interfere with the Fixtures, or use them for any purpose other than those for which they were constructed;
- (f) carry on or permit to be carried on any offensive or illegal act, or any act which may void or invalidate any insurances effected by the Council in respect of the Complex and Council's Fixtures or any other part of the Use Area;
- (g) store or use inflammable, volatile or explosive substances on the Use Area except when the substances are required for the Permitted Use;
- (h) engage in, and must ensure that its employees and agents do not engage in:
 - (i) public criticism of the Council concerning the Use Area, or criticism of the Use Area, unless obliged by law to do so;
 - (ii) anything that is, or may be, dangerous, annoying or offensive to, or that may interfere with, the Council or other tenants or people using the Use Area, the Land or in the adjacent lots or buildings;
 - (iii) anything that might adversely affect, or reflect unfavourably upon, the Council's business or reputation or that of the Use Area or that might confuse, mislead or deceive the public.

5.4 Maintenance of Use Area

- (a) The User is required to maintain the Use Area, including the Fixtures, in good and tenantable condition at its own cost at all times throughout the Term, fair wear and tear excepted.
- (b) The User must also:
 - (i) keep the Use Area (including the external surfaces) clean and tidy;
 - (ii) keep the Use Area free from useless property and rubbish. In particular, the User must supply and maintain sufficient and suitable refuse bins upon the Use Area and arrange for the regular collection, storage and removal of all refuse, waste and rubbish from the Use Area at its own cost to the satisfaction of the Council; and
 - (iii) keep the Use Area free of rodents, cockroaches and other pests and vermin (including by undertaking a pest eradication program no less than annually) and comply with the Council's reasonable directions in that regard; and

- (c) If Council, acting reasonably, considers that the Use Area, including the Fixtures, is not being maintained in a good and tenantable condition, Council may enter the Use Area and effect any repairs or maintenance required to ensure that the Use Area is in good and tenantable condition, with all costs of such repairs or maintenance to be wholly recoverable from the User.

5.5 Council's rights of entry etc

- (a) Without limiting any other provisions of this Agreement, Council may at any time:
 - (i) enter the Use Area without notice to the User if Council wishes to use the Use Area for access;
 - (ii) access any existing Fixtures located on the Use Area.
- (b) When accessing the Use Area pursuant to sub-clause (a) of this clause, Council shall take all reasonable steps to minimise interference with the User's use of the Use Area for the Permitted Use.

5.6 Alterations, Additions or Improvements

- (a) Council may at any time enter the Use Area to make alterations, additions or improvements to any existing infrastructure contained on the Use Area.
- (b) In carrying out any alterations, additions or improvements, Council shall take all reasonable steps to minimise interference with the User's use of the Use Area for the Permitted Use.
- (c) The User may not make any alterations, additions or improvements (including the erection of signage) to the Use Area unless the User has first obtained Council's prior written consent to the proposed alteration, addition or improvement, which consent may be given in Council's absolute discretion and may be conditional upon the User providing Council with anything that Council may require for the purpose of giving the consent (including but not limited to work plans and drawings).

5.7 Common Areas

- (a) Council permits the User in common with others having the like rights, to:
 - (i) pass and repass on foot through all vestibules, passages and stairways in the Common Areas; and
 - (ii) use any toilets, washrooms and other facilities provided by the Council for the tenants of the Complex together with adequate means of access to those facilities.
- (b) Council may in its absolute discretion restrict access to all or part of the Common Areas during the periods outside the normal trading hours from time to time prevailing in the Complex.
- (c) The User must keep and maintain in good order and repair and in a clean and tidy condition all Common Areas to the satisfaction of the Council.
- (d) The User must prohibit its employees and others over whom it has control, from parking vehicles or otherwise obstructing the entrances, exits and driveways in and to the Common Areas.

- (e) The User and any person under its control must not interfere with the airconditioning equipment, appurtenances or Services within or about the Common Areas.
- (f) Any directory boards, provided by Council, are under the sole control of the Council, who may allot space for the names and descriptions of the tenants of the Complex.
- (g) Council may, by giving written notice to the User and others with access to the Common Areas, formulate and enforce rules and regulations relating to the Common Areas not inconsistent with the rights of the User.
- (h) The User, at its cost, is responsible for any repairs where damage is caused to the Common Areas either deliberately, negligently or as a result of neglect, by the User or its guests.

6. INSURANCE

- (a) The User shall, at its cost, from the date of this Agreement provide and maintain:
 - (i) public liability insurance having a minimum limit of twenty million dollars (\$20,000,000.00) for each and every occurrence against all claims; and
 - (ii) plate glass insurance, against the breakage of all plate and other glass in the Use Area;
 - (iii) workers' compensation insurance effected in accordance with laws for the time being requiring such insurances, arising out of the User's use of the Use Area (if applicable);
 - (iv) any other insurance reasonably required by the Council.
- (b) All insurances shall be in such form and for such amounts and with such companies as approved by Council, which approval shall not be unreasonably withheld.
- (c) The User assumes all risks in connection with the adequacy of any insurance and waives any claim against Council (in the absence of negligence of Council) for any liability, cost or expense arising out of any uninsured claims, in part or in full, of any nature whatsoever.
- (d) Prior to the Commencement Date, and on further occasions upon request of Council, the User must provide evidence satisfactory to the Council of the terms and currency of each of the insurance policies referred to in this clause.

7. RISK AND INDEMNITY

- (a) Council (including its employees, representatives, contractors or any associated entity who performs services on behalf of Council hereunder) is not liable to the User in contract, tort or otherwise whatsoever for any loss or damage (including consequential loss) to any person or property arising from the occupation and use of the Use Area by the User or others, save to the extent the loss or damage is a consequence of the negligent acts or omissions of Council (or Council's employees, representatives, contractors or associated entities).
- (b) The User:
 - (i) acknowledges that the Use Area is provided on an "as is where is" basis, and the User uses and occupies the Use Area at its sole risk;
 - (ii) shall be liable for claims of third parties for personal injury and property damage not covered by the insurance required under Clause 6 which result from the

negligence of the User having due regard to the standards set out in this Agreement provided that the User shall not assert any claims against Council and Council shall not be liable to the User for any losses, damages, liabilities or expenses (including legal costs) incurred or sustained by the User;

- (iii) indemnifies Council from and against any claim, damage, loss or expense suffered by Council or others as a result of the use of the Use Area by the User or the User's employees and agents or as a result of or arising out of the grant of, or the exercise of, this Agreement, save to the extent the loss or damage is a consequence of the negligent acts or omissions of Council.

8. EVENTS OF DEFAULT AND TERMINATION

8.1 Termination on notice

Council may at any time and without cause, terminate this Agreement upon the provision of no less than three (3) months' written notice to the User.

8.2 Termination for default

- (a) If an Event of Default occurs, the non-defaulting Party shall give the defaulting Party a notice in writing requesting that the Event of Default be remedied.
- (b) If the Event of Default is not remedied within fourteen (14) days of the date of the notice provided pursuant to paragraph (a) of this clause, the non-defaulting Party may give to the defaulting Party notice of its intention to terminate its obligations under this Agreement after the expiration of fourteen (14) days from the date such notice is served.
- (c) Upon the expiration of such period referred to in sub-clause (b) of this clause, the Party serving the notice shall (without prejudice to any rights arising prior to such date) have no further obligations to the other under this Agreement and this Agreement shall be deemed to be terminated.
- (d) Subject to subclause (e), if upon receipt of such notice the defaulting Party cures the default within the said fourteen (14) day period then such notice shall be of no force and effect.
- (e) Subclause (d) does not apply, and the notice shall remain effective even if the default is cured, if the notice relates to a default that has occurred more than once in the six (6) months preceding the date of the notice.

8.3 Rights in Addition to Other Remedies

The rights contained in this clause shall be in addition to any and all rights and remedies for breach of contract or otherwise available to either Party.

9. END OF AGREEMENT

9.1 The User to yield up Use Area

When this Agreement ends, either at the end of the Term or termination pursuant to this Agreement, the User must peacefully yield up the Use Area in good condition, fair wear and tear excepted, and return to Council all keys and security devices relating to the Use Area.

9.2 Removal of improvements etc.

- (a) The User must during the last fourteen (14) days of the Term remove any chattels, fixtures, fittings, additions, signage and other branding it has stored on, erected or affixed to the Use Area during the Term, and the User must make good any damage caused by the removal.
- (b) Any items not removed from the Use Area under sub-clause (a) of this clause shall be deemed abandoned and will become the property of Council.
- (c) If the User's property becomes the property of Council in accordance with subclause (b) of this clause, then Council may, in its absolute discretion:
 - (i) retain the property;
 - (ii) dispose of the property, with the costs of such disposal to be wholly recoverable from the User as a debt immediately due and owing.

10. OPTION TO RENEW

- (a) This clause applies if an Option to Renew is specified in the Reference Schedule.
- (b) If the User punctually and properly performs its obligations under this Agreement, the User has the option, which must be exercised by notice in writing to Council no earlier than six (6) months prior to the Expiry Date and no later than three (3) months prior to the Expiry Date, to renew this Agreement for the option period first specified in the Reference Schedule, commencing on the day after the Expiry Date and continuing on the same terms as this Agreement, except that this clause has no further effect unless the Reference Schedule refers to more than one option period, in which case the number of remaining option periods shall be reduced by one upon each occasion on which the User exercises an option to renew.

11. HOLDING OVER

- (a) If the User remains in occupation of the Use Area after the expiration of the Term with the consent of Council, the User may continue using the Use Area on a month-to-month basis. The User must continue to pay the same amount of the User Fee and other money under this Agreement in accordance with this Agreement.
- (b) The monthly use right created under sub-clause (a) will continue on the same terms of this Agreement (so far as the terms can be applied to a monthly use right) until either party gives the other party one month's written notice terminating this Agreement. However, if the User is in default, Council may give 72 hours written notice to the User terminating this Agreement.

12. GENERAL

12.1 Assignment and other dealings

(a) Parting with possession and encumbering

The User must not without Council's prior written consent (which may be withheld or given on such conditions required by Council in its absolute discretion):

- (i) in any manner part with possession of the Use Area; or
- (ii) mortgage or otherwise encumber the User's interest in this Agreement.

(b) Assignment

The User must not assign this Agreement without the prior written consent of Council provided that such consent will not be unreasonably withheld if:

- (i) the User has, at least thirty (30) days before the proposed assignee intends to take possession of the Use Area pursuant to an assignment, makes a written request for the Council's consent together with:
 - A. in relation to each proposed assignee:
 - I their full names and addresses;
 - II an up-to-date summary of assets and liabilities prepared by and signed by an accountant;
 - III any other information reasonably required by the Council to establish the proposed assignee's financial position; and
- (ii) the User proves to Council's reasonable satisfaction that:
 - A. the proposed assignee is respectable, suitably qualified and capable of carrying on the Permitted Use and performing the obligations on the part of the User under this Agreement; and
 - B. the proposed assignee is of sufficiently substantial financial standing, having regard to both its net assets and revenue, that a reasonable person would consider that the proposed assignee is able to meet the User's payment obligations under this Agreement for the entire duration of the unexpired Term.

(c) Council's consent

Any consent by the Council to a proposed assignment given under this clause is conditional upon each of the following occurring before the proposed assignee takes possession of the Use Area:

- (i) the User and the proposed assignee entering into a deed of consent with the Council in the form reasonably required by the Council;
- (ii) the proposed assignee providing the Council with a guarantee and indemnity signed by the proposed guarantor in favour of the Council in the form required by the Council;
- (iii) the User and the proposed assignee complying with the Council's reasonable requirements in relation to the documentation of the intended assignment;
- (iv) any default by the User under this Agreement arising up to the date of completion of the proposed assignment being remedied; and
- (v) the User paying to the Council the Council's reasonable legal costs of the giving of its consent.

(d) Change of Control

If the User is a corporation (which is neither listed nor wholly owned by a corporation whose shares are listed on the official list of the Australian Stock Exchange Limited), a

change in the effective control of the corporation is deemed to be an assignment of this Agreement and the User may not make that change unless it obtains the Council's prior written consent and complies with subclauses (b) and (c) (except for subclause (c)(i)) of this clause.

12.2 Native Title

The Parties acknowledge and agree that nothing contained in this Agreement constitutes a future act for the purposes of the *Native Title Act 1993* (Cth).

12.3 No Security Interest

The Parties agree and acknowledge that no Security Interest is created or contemplated by virtue of this Agreement.

12.4 Goods and Services Tax

(a) In this clause:

"GST" means the same as in the GST Law; and

"GST Law" means the same as "GST law" means in *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

(b) A recipient of a taxable supply made under this Agreement must pay to the supplier, in addition to the consideration for the taxable supply, any GST paid or payable by the supplier in respect of the taxable supply.

(c) The recipient must pay the GST to the supplier:

(i) if there is a due date for the consideration for the taxable supply, either on that date or within fourteen (14) days of receiving a tax invoice for the taxable supply whichever is the later; or

(ii) if there is no due date, within fourteen (14) days of receiving a tax invoice for the taxable supply.

(d) A Party's obligation to reimburse another Party for an amount paid or payable to a third party (for example a Party's obligation to pay another Party's legal costs) includes GST on the amount paid or payable to the third Party except to the extent that the Party being reimbursed is entitled to claim an input tax credit for that GST.

(e) Each Party making a taxable supply under this document must issue a tax invoice to the other Party for each taxable supply within fourteen (14) days after the due date for payment of the consideration of the supply under this Agreement.

(f) Each Party must issue an adjustment note to the other Party as soon as it becomes aware of an adjustment event relating to a taxable supply by it under this document.

12.5 Notices

(a) A notice required to be given by one party to another under this Agreement is effectively served, if it is in writing and:

(i) served personally or left for the User at the Use Area;

(ii) sent by email to the email address of the party in the Reference Schedule;

- (iii) left at or posted by post to the address of the party in the Reference Schedule.
- (b) A notice is taken to be given:
 - (i) if served personally, on the day the notice is delivered if given by 4.00pm on that day, or if given after 4.00pm, the notice will take effect from the next Business Day.
 - (ii) if posted, on the third day after posting.
 - (iii) if sent by email, at the time the email was transmitted by the sender, provided the sender does not immediately indicate a malfunction in the transmission.
- (c) A Party may only change their address for service by no less than 5 business days' notice to the other Party.

12.6 Governing Law

The laws of Queensland (and so far as applicable of the Commonwealth of Australia) shall govern this Agreement and each Party hereby expressly accepts and acknowledges the jurisdiction of the Courts of Queensland and of Australia and all Courts to which appeals from those Courts may be taken.

12.7 Further Instruments

Council and the User shall execute and deliver all such further agreements and other instruments, do all things and take any other action necessary to make this Agreement fully effective, binding and enforceable as between them and as against third Parties.

12.8 Headings

Headings are inserted for convenience only and are not intended to govern the meaning of any of the provisions of this Agreement.

12.9 Waiver

The waiver of any term or condition on any occasion shall not be deemed a waiver of such term or condition on any other occasion.

12.10 Severance

If a provision of this Agreement is void or unenforceable it must be severed from this Agreement and the provisions that are not void or unenforceable are unaffected by the severance.

12.11 Whole Agreement

This Agreement constitutes the whole of the agreement between the Parties relating to the subject matter hereof.

12.12 Amendment

This Agreement can only be amended, supplemented, replaced or novated by another document signed by the Parties.

12.13 Liability for Expenses

- (a) Each Party must pay its own expenses subject to sub-clause (b) of this Clause.

- (b) The User must pay the total legal costs incurred by Council on a solicitor and own client basis as a result of the negotiation, preparation and execution of this Agreement.

12.14 Counterparts

This Agreement may be executed in any number of counterparts and when executed communication of the fact of execution to the other parties may be made by sending evidence of execution by email.

SCHEDULE 1 PLAN OF USE AREA



EXECUTED AS AN AGREEMENT

SIGNED by the **CHIEF EXECUTIVE OFFICER**
for and on behalf of the **NORTHERN**
PENINSULA AREA REGIONAL COUNCIL in
the presence of:

Signature of Witness

Print Name

Date

Chief Executive Officer

SIGNED by **NPA FAMILY AND COMMUNITY**
SERVICES ABORIGINAL AND TORRES
STRAIT ISLANDER CORPORATION ICN 1933
in accordance with the *Corporations*
(Aboriginal and Torres Strait Islander) Act
2006:

Date

Director

Director/Secretary

Title of Report: Trustee and Council Meeting Dates 2023

Agenda Item: 13.5

Classification: For Decision

Author Acting Chief Executive Officer

Attachments Nil

Officers Recommendation:

That Council:

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

- Thursday 23rd February 2023 - Injinoo
- Tuesday 21st March 2023 - Umagico
- Tuesday 18th April 2023 - New Mapoon
- Tuesday 30th May 2023 - Seisia
- Tuesday 20th June 2023 - Bamaga
- Tuesday 18th July 2023 - Injinoo
- Tuesday 29th August 2023 - Umagico
- Tuesday 19th September 2023 – New Mapoon
- Tuesday 24th October 2023 - Seisia
- Tuesday 14th November 2023 - Bamaga
- Tuesday 19th December 2023 - Cairns

Officers Recommendation:

That Council:

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

- Wednesday 22nd February 2023 - Bamaga
- Monday 20th March 2023 - Bamaga
- Monday 17th April 2023 - Bamaga
- Monday 29th May 2023 - Bamaga
- Monday 19th June 2023 - Bamaga
- Monday 17th July 2023 - Bamaga
- Monday 28th August 2023 - Bamaga
- Monday 18th September 2023 - Bamaga
- Monday 23rd October 2023 - Bamaga
- Monday 13th November 2023 - Bamaga
- Monday 18th December 2023 - Cairns



PURPOSE OF REPORT

To provide a report to update future Council and Trustee meetings for 2023

BACKGROUND AND CONTEXT

Every year Council adopts the meeting dates and venue for the Ordinary Council meeting and the NPARC Trustees' Meetings for the year ahead. These were adopted at the 2022 November Council Meeting. A further report is being provided to council to consider changing these meetings to a Monday & Tuesday to better align with payroll cycles and operational requirements.

The TSRA Regional Health Summit has been planned for Cairns from 14-16 February. The Trustee meeting is proposed for 22nd February at 12pm to cater for the WCCCA Northern Trust Meeting on the 21st February, followed by the Council Meeting on the 23rd February.

In addition, the proposed May and August Council meetings clash with Apunipima Board Meeting. These dates have been postponed by one week.

CRITICAL DATES

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

FINANCIAL AND RESOURCE CONSIDERATIONS

NPARC will need to hire a space in Seisia to hold the meetings for the Trustee and Council Meetings in 2023.

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

Agenda Item: 13.6

Classification: For Decision

Author: Acting Chief Executive Officer

Attachments: RILIPO Advice

Officers Recommendation:

That Council:

1. Note the Report
2. Provide in-principle support for the change subject to public consultation
3. Public consultation to be held at January 2023 Bamaga Community Meeting

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 December 2022 Council Meeting, the trustee resolved

Resolution:

That Council, as Trustees:

1. Note the Report
2. Refuse the EOI from Bamaga Enterprises
3. Delegate to the Chief Executive Officer to provide a response to Bamaga Enterprises regarding the unsuccessful EOI
4. Request the Chief Executive Officer to progress a report to the February 2023 Council Meeting to consider the future purpose of the land under the NPARC Master Plan

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Cottis

Resolution: T8.1-13122022

CARRIED

This report provides advice to the Council on 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. As this is already serviced and cleared land, consideration was given by the trustee to consider repurposing for its original intention to be used for future housing.

Advice was sought from RILIPO to amend the master plan and this is attached. 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.

It would be Council Officer's recommendation to

- note the report and recommendation from RILIPO
- provide in-principle support for the change subject to public consultation
- Public consultation to be held at January 2023 Bamaga Community Meeting

CRITICAL DATES

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

FINANCIAL AND RESOURCE CONSIDERATIONS

NPARC will need to hire a space in Seisia to hold the meetings for the Trustee and Council Meetings in 2023.

Kate Gallaway

From: Alex Bowen <Alex.Bowen@dsdsatsip.qld.gov.au>
Sent: Monday, 19 December 2022 2:36 PM
To: Kate Gallaway; Gerhard Visser
Subject: RE: Area 5 within Lot 404 on SP273361
Attachments: RE: Part Lease for Area 5 within Lot 404 on SP273361; NPARC Planning Scheme- Environment Management and Conservation Zone.PNG; NPARC Planning Scheme- Zone Map Bamaga.PNG

Good afternoon Kate,

Reference is made to the Town Planning advice provided on 28th October 2022 (email attached). It is understood that Bamaga Enterprises Limited had lodged an EOI for the expansion of the existing resort and that Council were considering the proposal.

With respect to your enquiry, it is noted that a Master Plan is a policy document which has been endorsed by Council to assist identifying the development expansion of the community based on community & stakeholder aspirations. In this circumstance if Council chose to amend one part of the Master Plan, rather than reviewing the entire document, Council could make a standalone amendment to the existing policy which would be reflected as a resolution, with the change being reflected in the Master Plan at the point in time when the entire document is reviewed.

Council can make amendments to their policy document with grounds for the amendment being provided by way of a report which outlines the 'policy change' and the proposed amendments with supporting information and necessary reports being provided for the basis of the proposed change. As the Master Plan is based on the aspirations of the community, the amendment should go through a period of Public Consultation which would invite submissions from the community for consideration of the amendment and decision making process.

In consideration of this, please note the following:

- The Master Plan is an aspirational policy document which identifies the communities aspirations and it intended to guide the future development expansion within the community. The use of this document is not legislative however weight and consideration of the outcomes of the document should be given with respect to decision making, normally with development applications submitted under the Planning Scheme.
 - An idea or area of interest nominated in the Master Plan does not grant that land use to occur, it provides acknowledgement of support for the development to occur. Formal development approval is still required to permit the land use in accordance with the *Planning Act 2016*. This is completed under applications made under the planning scheme.
- Any future development of the site must be completed in accordance with the Northern Peninsula Area Regional Council Planning Scheme and the *Planning Act 2016*. This is a legislative requirement which must be followed for any development within the community.
 - Lot 404 on SP273361 is zoned as 'Environmental Management and Conservation', the purposes of which is to protect and maintain the 'biological integrity, ecological integrity and naturally occurring landforms'.
 - In accordance with the Planning Scheme and relevant environmental values, the suitability of this location for development should be considered noting the environmental values of the site. Consideration should also be given to other sites within the community which are less constrained and more suitable for development.
 - A development application for the site for residential use triggers a Material Change of Use (Dwelling House) and is likely to also trigger a Reconfiguration of a Lot and Operational Works. This combined application may also trigger State Referral for the environmental values of the site including vegetation and water ways, each of which would require technical reports to support the development.

- If Council has made a decision on the EOI provided by Bamaga Enterprises, care should be given to the rational and grounds of that decision as this decision should also reflect any other use or development of the same site.

Should you require any further detail or clarification on the above please feel free to get in touch.

Kind Regards,

Alex Bowen | Principal Project Officer- Built Environment

Remote Indigenous Land and Infrastructure Program Office

Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships

T: 07 4252 5119 | M: 0477 301 195 | E: Alex.Bowen@dssatsip.qld.gov.au

Level 9, 15 Lake Street, Cairns QLD 4870



I acknowledge Aboriginal and Torres Strait Islander people as the Traditional Custodians of Australia, and their connection to land, water and community and pay respect to Elders past and present.

From: Kate Gallaway <kate.gallaway@nparc.qld.gov.au>

Sent: Monday, 19 December 2022 10:01 AM

To: Alex Bowen <Alex.Bowen@dssatsip.qld.gov.au>; Gerhard Visser <Gerhard.Visser@dssatsip.qld.gov.au>

Subject: Area 5 within Lot 404 on SP273361

Hi Alex and Gerhard

We would like to investigate changing the purpose of this land from expansion for the resort to social housing under the master plan. What would be the process for that?

Thanks Kate

Kate Gallaway

Acting CEO

NPARC - Northern Peninsula Area Regional Council | BAMAGA

p: (07) 4090 4103 | m: 0437 030 980 |

a: 180 Adidi Street, BAMAGA, QLD, 4876

e: kate.gallaway@nparc.qld.gov.au

w: www.nparc.qld.gov.au



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AGENDA ITEM 13.7
ORDINARY COUNCIL MEETING #33
Wednesday 25th January 2023
Bamaga Boardroom

13.7 In Camera – NPARC Structure

This matter is considered to be confidential under s.254J(3)(b) 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 the industrial matters affecting employees which a public discussion would be likely to prejudice the interests of the Local Government.



AGENDA ITEM 14
ORDINARY COUNCIL MEETING #33
Wednesday 25th January 2023
Bamaga Boardroom

14. General Discussion

15. Close of Meeting