



MEETING BOOK

Northern Peninsula Area Regional Council

Ordinary Council Meeting #41

To commence at 9.00am

On

Wednesday 27th September 2023

New Mapoon Boardroom

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AGENDA ITEM 1- 5
ORDINARY COUNCIL MEETING #41
Wednesday 27th September 2023
New Mapoon Boardroom

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



UNCONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #40
Tuesday 29th August 2023
Bamaga Boardroom

Northern Peninsula Area Regional Council

Ordinary Council Meeting #40

To commence at 10.30am

On

Tuesday 29th August 2023

Bamaga Boardroom

Agenda Item 1. Welcome and Opening of Meeting

Mayor Yusia welcomed attendees and opened the meeting at 12.10pm.

Agenda Item 2. Acknowledgement of Country

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

Agenda Item 3. Present

Mayor & Councillors

Mayor Patricia Yusia	District Mayor
Cr Kitty Gebadi	Division 3 / Deputy Mayor
Cr Mabelene Whap	Division 5
Cr Gina Nona	Division 1
Cr Eric Cottis	Division 4

Other Attendees

Kate Gallaway	CEO	Via Teams
Gus Yates	Executive Manager Operations	
Ian Favarger	Executive Manager Corporate Services	

Agenda Item 4. Apologies

Cr Tamwoy is absent and has requested not formally requested a Leave of Absence from this meeting.

Resolution

That Council:

Moves to not grant a leave of absence to Cr Tamwoy.

Moved: Cr Gebadi

Vote: 5/0

CARRIED

Seconded: Cr Cottis

Resolution: C4.1 – 29082023

Agenda Item 5. Declarations of Conflict of Interest

Mayor Patricia Yusia advised the meeting that she had a prescribed conflict of interest in the matter to be dealt with in agenda items 13.5 'Tender Award – Plant Machinery Hire (Civil & Building Work)', 13.6 'Tender Award – Supply of Trade Services' & 13.7 'Tender Award – DRFA (0021.2223G)'.

Mayor Yusia stated that the award of Tenders for potential Council Approval was a prescribed conflict of interest. She is a close associate of one of the businesses who submitted a tender for these three agenda items.

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 declarable conflict of interest to Council's CEO at the Council Meeting after becoming aware of it.

Council's CEO, Ms Kate Gallaway confirmed that Mayor Yusia had declared a declarable conflict of interest in relation to agenda items 13.5, 13.6 and 13.7 and tabled the relevant record made on that date for inclusion in meeting minutes.

Cr Nona advised the meeting that she had a declarable conflict of interest in the matter to be dealt with in agenda items 13.5 'Tender Award – Plant Machinery Hire (Civil & Building Work), 13.6 'Tender Award – Supply of Trade Services' & 13.7 'Tender Award – DRFA (0021.2223G)'.

Cr Nona stated that the award of Tenders for potential Council Approval was a declarable conflict of interest. One of her close associates is a current employee of one of the businesses who submitted a tender for these three agenda items.

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

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

Council's CEO, Ms Kate Gallaway confirmed that Cr Nona had declared a declarable conflict of interest in relation to agenda items 13.5, 13.6 and 13.7 and tabled the relevant record made on that date for inclusion in meeting minutes.

Cr Gebadi advised the meeting that she had a declarable conflict of interest in the matter to be dealt with in agenda items 13.5 'Tender Award – Plant Machinery Hire (Civil & Building Work), 13.6 'Tender Award – Supply of Trade Services' & 13.7 'Tender Award – DRFA (0021.2223G)'.

Cr Gebadi stated that the award of Tenders for potential Council Approval was a declarable conflict of interest. She believed she might have a close personal relationship with one of the businesses who submitted a tender for these three agenda items.

Cr Gebadi stated that she would handle her declarable conflict of interest by allowing the unconflicted councillors to decide on her participation in the agenda items.

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

Council's CEO, Ms Kate Gallaway confirmed that Cr Gebadi had declared a declarable conflict of interest in relation to agenda items 13.5, 13.6 and 13.7 and tabled the relevant record made on that date for inclusion in meeting minutes.



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The remaining unconflicted councillors discussed and determined that the nature of Cr Gebadi's relationship with the identified party would not influence her decision making and she could participate in the decision making.

Move: Cr Cottis

Second: Cr Whap

2/0

CARRIED

Resolution: C5.1-29082023

Meeting break for lunch at 12.24pm

Move: Cr Whap

Second: Cr Cottis

5/0

Meeting open from lunch at 1.07pm

Move: Cr Whap

Second: Cr Nona

4/0

Cr Gebadi left the meeting at 1.07pm

Cr Gebadi returned to the meeting at 1.09pm

Agenda Item 6.

Confirmation of Minutes of Previous Meeting

Resolution

That Council:

Notes and confirms the minutes from the Council Meeting held Tuesday 25th July 2023.

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Whap

Resolution: C6.1-29082023

CARRIED

Agenda Item 7.

Business Arising from Previous Meeting

Action items were discussed as per the Action Task List



UNCONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #40
Tuesday 29th August 2023
Bamaga Boardroom

Agenda Item 8. Manager Reports

Agenda Item 8.1. Operational Update on Property & Facilities Team

Cr Cottis left the meeting at 2.54pm

Cr Cottis returned to the meeting at 2.55pm

Resolution

That Council:

Note the report

Moved: Cr Cottis

Vote: 5/0

Seconded: Cr Gebadi

Resolution: C8.1.-29082023

CARRIED

Agenda Item 8.2. Operational Update on HR Team

Cr Whap left the meeting at 2.58pm

Cr Whap returned to the meeting at 3.03pm

Resolution

That Council:

Note the report

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Whap

Resolution: C8.2.-29082023

CARRIED

Cr Cottis left the meeting at 3.30pm

Cr Nona left the meeting at 3.36pm

Cr Nona returned to the meeting at 3.49pm

Cr Cottis returned to the meeting at 4.05pm

Agenda Item 13.4. Parks & Gardens Annual Plan Update

Resolution

That Council:

- Notes the report

Moved: Cr Nona

Vote: 5/0

Seconded: Cr Gebadi

Resolution: 13.4.-29082023

CARRIED

Agenda Item 9. Mayor Report

Boundaries Change

- Nil response from Torres Shire to organise the meeting
- Correspondence sent from Minister Miles that he would not support referring the change to the Change Commission
- To be discussed further with Minister Butcher during his visit

Health

- Minister has progressed the independent inquiry with people selected. Mayor is a member of the taskforce as well
- There was a Combined Engagement Session on TI on 18/08 for TSIRC, TSC TSRA & NPARC. NPARC CEO was the only person to attend (NPARC Mayor and Deputy Mayor gave their prior apologies)
- Board Positions: Targeted recruitment is currently being undertaken for an identified board position. Other positions will be recruited in Mar 24 as per the normal recruitment cycle
- Health Centre Duplication: This remains a large issue. Across NPA & Cape, TCHHS is competing with the ACCHO sector and duplicating the building of new health centres.

Disaster Management Training

- The Meteorology in Disaster Management Training was in Cairns on the 7/8 and Disaster Funding Arrangements on 8/8
- These were very insightful waiting for the department to visit NPARC later in the year

Community Meetings

- Thank you for the councillors who attended the community meetings
- There was positive feedback to the different format
- Look to hold one more round towards the end of year to reflect on all of the accomplishments over the term of the council

Local Decision Making Board

- The first meeting went very well
- Mayor Addo has invited the group to the next Mapoon LTC Meeting on 12 Sep, which planning is underway for
- Robust discussion regarding the AMP and further information later in the report

Upcoming

- Minister Butcher is visiting tomorrow and Thursday. Encourage all Councillors attend with a united front on our key issues
- They have just released the date for the next JCC meeting which will cause a conflict with the September Council Meeting. I would appreciate support from the council to postpone this meeting by a week
- Just a reminder that we are all travelling to the LGAQ Conference in October and Council Meeting in Cairns in December

Resolution

That Council:

Note the Mayor's verbal report from 29th August 2023

Moved: Cr Cottis

Vote: 5/0

Seconded: Cr Gebadi

Resolution: C9.1.-29082023

CARRIED

Agenda Item 10.

CEO Report

Cr Whap left the meeting at 4.51pm

Resolution

That Council:

- Note the Report

Moved: Cr Nona

Vote: 4/0

Seconded: Cr Gebadi

Resolution: C10.1.-29082023

CARRIED

Agenda Item 11.

Executive Reports

Agenda Item 11.1.

Executive Manager Operations Report

Cr Whap returned to the meeting at 4.55pm

Resolution

That Council:

Note the report

Moved: Cr Cottis

Vote: 5/0

Seconded: Cr Whap

Resolution: C11.1.-29082023

CARRIED



UNCONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #40
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Bamaga Boardroom

Agenda Item 11.2. Executive Manager Community & Regulatory Services Report

Resolution

That Council:

Note the report

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Cottis

Resolution: 11.2.-29082023

CARRIED

Agenda Item 11.3. Executive Manager Corporate Services Report

Cr Gebadi left the meeting at 5.33pm

Cr Gebadi returned to the meeting at 5.36pm

Resolution

That Council:

Note the report

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Whap

Resolution: 11.3.-29082023

CARRIED

Agenda Item 12. Financial Reports Agenda Item 12.1. July 2023 Financial Report

Resolution

That Council:

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

Moved: Cr Cottis

Vote: 5/0

Seconded: Cr Whap

Resolution: 12.1.-29082023

CARRIED

Agenda Item 13. Reports

Agenda Item 13.1. Report back from NPA Interim LDMB

Resolution

That Council:

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

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Nona

Resolution: 13.1.1.-29082023

CARRIED

Resolution

That Council:

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

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

Moved: Cr Whap

Vote: 5/0

Seconded: Cr Nona

Resolution: 13.1.2.-29082023

CARRIED

Agenda Item 13.2. Trustee and Council Meeting Dates

Resolution

That Council:

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

- Thursday 16th November

Moved: Cr Cottis

Vote: 5/0

Seconded: Cr Gebadi

Resolution: 13.2.1.-29082023

CARRIED

Resolution

That Council:

notes and reschedule the 2023 NPARC Trustees' commencing at 10am as per scheduled venue:

- Wednesday 15th November

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Nona

Resolution: 13.2.2.-29082023

CARRIED

Agenda Item 13.3. Local Housing Implementation Plan

Resolution

That Council:

notes and adopts the implementation plan for the Local Housing Plan

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Nona

Resolution: 13.3.-29082023

CARRIED

Agenda Item 13.5. Tender Award – Plant Machinery Hire (Civil & Building Work)

Having declared an interest for agenda items 13.5, 13.6 & 13.7, Mayor Yusia and Cr Nona left the meeting at 6.24pm.

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

Resolution

That Council:

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

Moved: Cr Cottis

Vote: 3/0

Seconded: Cr Whap

Resolution: 13.5.-29082023

CARRIED

Cr Gebadi – For

Cr Whap – For

Cr Cottis – For

Agenda Item 13.6. Tender Award – Supply of Trade Services

Resolution

That Council:

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

Moved: Cr Whap
Vote: 3/0

Seconded: Cr Cottis
Resolution: 13.6.-29082023

CARRIED

Cr Gebadi – For
Cr Whap – For
Cr Cottis – For

Agenda Item 13.7. Tender Award – DRFA (0021.2223G)

Resolution

That Council:

- That Council authorise the Chief Executive Officer and Executive Manager Operations to accept the submitted prices as below and to negotiate a contract with the successful contractor NPA Earthmoving Yusia Pty Ltd for Separable Portion 1 being Pajinka Road and Peninsula Development Road
- That Council authorise the Chief Executive Officer and Executive Manager Operations to accept the submitted prices as below and to negotiate a contract with the successful contractor Rob's Earthmoving Hire Pty Ltd for Separable Portion 2 being all other roads
- Approve an overall budget of \$2,552,390.81 (ex GST) as per the DRFA funding agreement

Moved: Cr Cottis
Vote: 3/0

Seconded: Cr Whap
Resolution: 13.7.-29082023

CARRIED / NOT CARRIED

Cr Gebadi – For
Cr Whap – For
Cr Cottis – For

Mayor Yusia and Cr Nona returned to the meeting at 7:39pm

Agenda Item 13.8. Community Grants Policy

Resolution

That Council:

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

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Whap

Resolution: C13.8.-29082023

CARRIED

Agenda Item 13.9. Statement of Intent to establish a Torres and Cape Health Care (TORCH) community-controlled commissioning entity

Resolution

That Council:

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

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Whap

Resolution: 13.9.-29082023

CARRIED

Agenda Item 14. General Discussion

Resolution

That Council:

- Appoints Cr Gebadi to the Internal Audit Committee
- Appoints Cr Whap as a proxy to the Internal Audit Committee

Moved: Cr Cottis

Vote: 5/0

Seconded: Cr Nona


Resolution: 14.-29082023

CARRIED

Agenda Item 15. Close of Meeting


Meeting closed at 8.25pm with a prayer by Cr Whap.

DECLARATION - **PREScribed** CONFLICT OF INTEREST

Councillor Name	Mayor Patricia Yusia	
Timing of declaration	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
Meeting type	<input checked="" type="checkbox"/> Council meeting	
Meeting date	29/08/2023	
Description of business matter	Tender decision on Trade Suppliers and Flood Recovery Works	
Item number	13.5 Tender Award – Plant Machinery Hire (Civil & Building Work) 13.6 Tender Award – Supply of Trade Services 13.7 Tender Award – DRFA (0021.2223G)	
Pursuant to section 150EL of the <i>Local Government Act 2009</i> , I hereby provide notice that I have a prescribed conflict of interest in this matter, the nature and particular of which are as follows:		
General nature of the prescribed conflict of interest.	<ul style="list-style-type: none"> A close associate has made a submission on the business under consideration 	
<input type="checkbox"/> The prescribed conflict of interest involves a gift or loan or sponsored travel or accommodation benefit or contract	The value of the gift or loan or benefit or contract	NA
<input type="checkbox"/> The prescribed conflict of interest involves an application for which a submission has been made	The subject of the application	NA
	The nature of the submission on the application	NA
<input checked="" type="checkbox"/> An entity other than myself has an interest in the matter	The name of the entity, that has an interest in the matter	NPA Earthmoving Yusia
	The nature of my relationship with the entity	Part Owner with my husband Johnathan Yusia, who is also a close associate
	Details of the entity's interest in the matter	NPA Earthmoving Yusia has submitted a tender for matters under discussion
<input checked="" type="checkbox"/> I have an interest in the matter	Owner of NPA Earthmoving Yusia	NPA Earthmoving Yusia has submitted a tender for matters under discussion
<input checked="" type="checkbox"/> As required by legislation, I will not participate in decision-making on the matter.		
Councillor's Signature	29/08/2023	


DECLARATION - **DECLARABLE** CONFLICT OF INTEREST

Councillor Name	Councillor Gina Nona	
Timing of declaration	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
Meeting type	<input checked="" type="checkbox"/> Council meeting	
Meeting date	29/08/2023	
Description of business matter	Tender decision on Trade Suppliers and Flood Recovery Works	
Item number	13.5 Tender Award – Plant Machinery Hire (Civil & Building Work) 13.6 Tender Award – Supply of Trade Services 13.7 Tender Award – DRFA (0021.2223G)	
Pursuant to section 150EQ of the <i>Local Government Act 2009</i> , I hereby provide notice that I have a declarable conflict of interest in this matter, the nature and particular of which are as follows:		
General nature of the declarable conflict of interest.	The business before council has the potential to cause one of my related parties, a benefit and this interest is not shared by a significant portion of the community	
<input checked="" type="checkbox"/> The declarable conflict of interest involves a related party as detailed.	Name of related party	Patricia Yusia & Daniel Nona
	Relationship to me	Sister-in-Law & Son
	The nature of the related party's interest in the business matter	Owner of NPA Earthmoving Yusia & Employee at NPA Earthmoving Yusia
<input type="checkbox"/> The declarable conflict of interest involves a gift or loan or sponsored travel or accommodation benefit	Name of person who provided gift, loan or benefit	NA
	Name of person to whom gift, loan or benefit was provided	NA
	The nature of the relationship between the provider and the recipient.	NA
	The nature of the interest in the business matter of the person who provided the gift, loan or benefit.	NA
	The value of the gift, loan or benefit given and the date provided.	NA
<input checked="" type="checkbox"/> I am voluntarily deciding not to participate in decision-making on the business matter.		
<input type="checkbox"/> I am seeking permission to participate in making a decision about the matter.		

Volunteered information (not required under legislation).	Reasons a reasonable person would believe I could make an unbiased decision on this business matter.	NA
	Reasons my continued involvement in decision-making on this business matter is in the public interest.	NA
Councillor's Signature	29/08/2023	

DECLARATION - **DECLARABLE** CONFLICT OF INTEREST

Councillor Name	Councillor Kitty Gebadi	
Timing of declaration	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
Meeting type	<input checked="" type="checkbox"/> Council meeting	
Meeting date	29/08/2023	
Description of business matter	Tender decision on Trade Suppliers and Flood Recovery Works	
Item number	13.5 Tender Award – Plant Machinery Hire (Civil & Building Work) 13.6 Tender Award – Supply of Trade Services 13.7 Tender Award – DRFA (0021.2223G)	
Pursuant to section 150EQ of the <i>Local Government Act 2009</i> , I hereby provide notice that I have a declarable conflict of interest in this matter, the nature and particular of which are as follows:		
General nature of the declarable conflict of interest.	The business before council has the potential to cause one of my related parties, a benefit and this interest is not shared by a significant portion of the community	
<input checked="" type="checkbox"/> The declarable conflict of interest involves a related party as detailed.	Name of related party	Johnathan Yusia
	Relationship to me	Distant Family Relationship
	The nature of the related party's interest in the business matter	Owner of NPA Earthmoving Yusia
<input type="checkbox"/> The declarable conflict of interest involves a gift or loan or sponsored travel or accommodation benefit	Name of person who provided gift, loan or benefit	NA
	Name of person to whom gift, loan or benefit was provided	NA
	The nature of the relationship between the provider and the recipient.	NA
	The nature of the interest in the business matter of the person who provided the gift, loan or benefit.	NA
	The value of the gift, loan or benefit given and the date provided.	NA
<input type="checkbox"/> I am voluntarily deciding not to participate in decision-making on the business matter.		
<input checked="" type="checkbox"/> I am seeking permission to participate in making a decision about the matter.		

Volunteered information (not required under legislation).	Reasons a reasonable person would believe I could make an unbiased decision on this business matter.	Due to the cultural background of this relationship, I do not believe that is significantly close to influence my decision making in this matter
	Reasons my continued involvement in decision-making on this business matter is in the public interest.	Due to the cultural background of this relationship, I do not believe that is significantly close to influence my decision making in this matter
Councillor's Signature	29/08/2023	

Council Ordinary Monthly Meeting Action Register

Action	Updated	Update	Person Responsible	Date of Meeting
Compliance workshop for Councillors on required policies	08.12.2022	Additional QTC training tentatively scheduled for 2023	CEO	15.06.2022
	18.04.2023	Department of Local Government holding workshop on 18 th May		
	23/05/2023	This was rescheduled due to Mayor and Councillor availability. Progressed to 6 June 2023		
	15/06/2023	Waiting on Department of Local Government to confirm staff availability		
	22/07/2023	Department of Local Government confirmed for following September Council Meeting for 20 th September. Suggest path forward for Councillors to indicate which policies they would be happy to review prior to a workshop to enable progression		
	29/08/2023	Workshop scheduled for 21 st September. Community Grants Policy tabled at this meeting		
	26/09/2023	Policy Workshop was scheduled for 21 st September but cancelled due to unavailability of Councillors. Further discussions in CEO Report tabled today		
Name change of Airport and Acknowledgement of Country by Rex Flights	23.06.2022	Rex confirmed they can add wording for acknowledgement to country as part of the standard script for hostess. Draft wording provided to Cr Nona for comment	CEO	25.05.2022
	17.02.2022	Airport name updated at Cairns Airport. Waiting on PBC for confirmation of wording		
	15/06/2023	PBC Manager progressing		

Action	Updated	Update	Person Responsible	Date of Meeting
	29/08/2023	PBC Manager confirmed this has been endorsed by the board. Waiting for this to be forwarded to send to Rex & Skytrans		
Illegal dumping & Patterson signage	15.07.2022	Details TBC. Illegal Dumping funding submission made	EMCRS-EMO, WM MRS	15.06.2022
	15/08/2022	Awaiting outcome of illegal dumping Grant application		
	20/09/2022	Still awaiting outcome of grant application		
	14/10/2022	As above		
	16/11/2022	Council has been advised that the grant for the Illegal dumping officer has been successful		
	09/12/2022	Awaiting a funding agreement with the state		
	17/01/2023	State have advised that they are drafting the funding agreement and hope to have it to Council in January		
	13/02/2023	PD for Illegal Dumping Compliance officer & Illegal Dumping Reporting officer have been finalised with HR. Positions to be advertised internally & externally.		
	15/03/2023	Recruitment of Illegal Dumping Compliance staff to commence in March		
	06/04/2023	Recruitment of illegal dumping officers closes 17 April 2023. Interviews scheduled to be completed by 26 April 2023.		
	23.05.2023	Positions started and works commenced. C7EVEN visiting first week June to commence promotion work.		
	07.06.2023	Workshop with C7even and team has commenced, C7even will be back in June to start media production.		

Action	Updated	Update	Person Responsible	Date of Meeting
	17/07/2023 18/08/2023 20/09/2023	C7even has commenced recording first stage of illegal dumping media campaign. C7even revisit in August to complete media campaign. Final drafts of signage has been approved, printing of signage to commence. Materials tabled for discussion today		
New Mapoon Subdivision Costs	12.08.2022 20/09/2022 14.10.2022 16/11/2022 17/01/2022 17/02/2023 15/03/2023 18.04.2023 23.05.2023 25/07/2023 29/08/2023	Letter has been sent. Waiting timeframe from DATSIP. Request for item at next TWG DATSIP are assisting Council with preparing planning DA's for subdivisions in each community New Mapoon Subdivision updated. Waiting on DSDSATSIP DSDASTIP has commenced working on Planning DA's, DATSIP only has funding for two DA's this FY Provided to WCCCA Awaiting DATSIP Planning DA's No further action can be taken on this issue Awaiting response from WCCCA to 2 x emails sent regarding this matter Meeting held with WCCCA EO & Board on 12/04. Awaiting project completion to progress Meeting scheduled 27/07 with DSDSATSIP to progress Meeting and community consultation held. Updated Subdivision plan provided. 6-8 week turn around for costings	CEO	15.06.2022

Action	Updated	Update	Person Responsible	Date of Meeting
Develop Burial Policy and register of burials F/up NMAC regarding gravesite identification completed at New Mapoon F/up Woosup family regarding unmarked grave project in Injinoo	22.09.2022 18/04/2023 23.05.2023 07.06.2023 17/07/2023 18/08/2023 20/09/2023	Meeting held with Preston Law and draft policy received. Meeting scheduled for next week to progress process for old and new cemeteries Challenges contacting NMAC. Following up with consultant No response from Dr Sutton. Continuing follow up with identified parties Still progressing with identified parties Policy was updated for this meeting. Deferred to September due to high amount of business. Final stages of completing the burial policy with Preston Law.	EMCRS	20.07.2022
Follow up Torres Shire for helicopter landing within Torres Shire Boundary	14.10.2022 17/02/2023 16/03/2023 18/04/2023 23/05/2023 15/06/2023 25/07/2023 29/08/2023	Response provided from Torres Shire they are awaiting legal advice Preston Law instructed to engage with Torres Shire Lawyers To be progressed as a Joint Local Government Activity with Torres Shire. Initial meeting held and framework being developed Works progressing. Obtaining examples from other shires to use as the basis of developing Nil response or engagement by Torres Shire As above. Nil response to multiple emails Discussions held with Torres Shire re responsibility for enforcement	CEO	29.09.2022

Action	Updated	Update	Person Responsible	Date of Meeting
	26/09/23	No further response from Torres Shire. Looking at options to escalate the issue Preston Law engaged to assist with a solution		
Fencing at Red Point Provide feedback on when work will be programmed	14/10/2022 16/11/2022 09/12/2022 18/01/2023 20/02/2023 06/04/2023 23.05.2023 14/06/2023 19/07/2023 23/08/2023 21/09/2023	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 As Above Works are programmed to commence in Mid May. On track to be completed Equipment has been delivered to site to complete works, awaiting Army exercise to be completed prior to completing works in Late June Works were recommenced in July. TO's have requested that a greater length of the fence be relocated, additional posts are being ordered to accommodate the TO request Fence will be completed in August along with the turtle monitoring Camp Works are continuing through August Works have paused during September due to Turtle monitoring. Works are 60% will be completed in the first half of October	Ranger Coordinator	29.09.2022

Action	Updated	Update	Person Responsible	Date of Meeting
Future upgrades for Bamaga Hall – floor scrubber, flood lights, security Confirm W4Q allocation that occurred with previous EMO	18/01/2023 17.02.2022 15/03/2023 18/04/2023 23.05.2023 14/06/2023 25/07/2023 29/08/2023 27/09/2023	To be scoped to seek future funding Quotes being sought for floor scrubber, flood lights and improvements on security Order in progress for floor scrubber, awaiting delivery from supplier. Awaiting delivery Full scoping ongoing for flood lights and security. Purchase Order to be raised for floor scrubber due to contractor issue Scrubber on order waiting delivery Scrubber arrived and is at Stores. Begin plans for the commissioning of the scrubber for use, as this may involve WHS and training implications. Property and Facilities engage Building Team/B&B Electrics for a solution for security lights. Also engage Grants/Finance Team for funding. Trees have been removed for lights to be installed. Mud map of lights position have been sent to two Electrician requesting quotes. Funding source to be identified.	EMCS	14.12.2022 25.01.2023
Lui St Park Fence needs to be replaced and toilets are dark in the toilet Individual panel replacement to stop horse access Timeframe for repair	18/01/2023 20/02/2023 16/03/2023 06/04/2023 23/05/2023	To be included in a future grant Fence panels that were available have been used on the Lui street fence. The Sebasio street fence is 90% missing No panels in store Quotes being prepared P&G to provide quote to undertake works Replacement panels have been ordered	EMO	14.12.2022 25.01.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	14/06/2023 25/07/2023 23/08/2023 20/09/2023	Awaiting on delivery of fence panels Fence panels have arrived in cairns and are being shipped to the NPA Works will be scheduled for late July / August Fence panels and panel brackets arrived in the NPA in mid August. Awaiting on screws and spare brackets to arrive in Late August. Works have started on the Lui street fence		
Ironbark tree – trimming for it to grow the other way	18/01/2023 15/03/2023 18/04/2023 23/05/2023 14/06/2023 25/07/2023 23/08/2023 20/09/2023	EMO has been advised approval will need to be sought from Bamaga Corporation Approval to remove tree form is being prepared to supply to IIAC & Bamaga Community Group Form has been submitted waiting approval. Approval to remove the tree has been provided by IIAC Still awaiting advice back from BPIC BPIC have advised that they are meeting in Late June and will discuss then Decision delayed due to sorry business Still awaiting a response from BPIC BPIC board have met to discuss the request. They are arranging a meeting with Cr Gebadi and further consultation with Bamaga residents. No update from BPIC	EMO	14.12.2022
Old cars on William Street need to be removed as they are rusting on top of each other	18/01/2023 06/04/2023	No action in December / January Has been delayed due to sorry business.	EMCRS	14.12.2022

Action	Updated	Update	Person Responsible	Date of Meeting
	23/05/2023 14/06/2023 19/07/2023 18/08/2023 20/09/2023	Hope to be able to action during April Majority have been removed. Remainder will be removed before on-site works commence. As Above Regulatory Services staff to contact owner Compliance notice are being issued Bamaga vehicle removal is underway		
Possible grant funding for fans, new doors, and concrete slab at back door for safety purposes to prevent formation of puddles at Seisia Hall	18/01/2023 17.02.2023 16/03/2023 14/06/2023 25/07/2023 29/08/2023 27/09/2023	To be scoped to seek future funding To be part of S&R MIP Infrastructure funding Application made awaiting feedback State advice that all projects were unsuccessful. Awaiting response from Department as all projects in Indigenous Communities were not funded Building Team engaged to inspect and report on condition of roller doors. Roller doors need adjusting, this work is scheduled to be completed by mid-August. Quotes received for ceiling fans to be assessed by P&F team. Funding unsuccessful and added to project list. Property and Facilities to engage Building and Maintenance Team on solution for fans as initial quote that came back may not be appropriate fans for the hall. Grants/Finance team to be engaged to identify funding source. No updates this reporting period	EMCS	14.12.2022

Action	Updated	Update	Person Responsible	Date of Meeting
Follow up IBA regarding support for Aboriginal Communities	17.02.2023 15/03/2023 18/04/2023 23.05.2023 29.08.2023 26/09/2023	Meeting held and new support confirmed. Meeting with IBA on 03.03 to confirm home ownership loan process and schedule workshops for home ownership and business creation Meeting held. Home Ownership being progressed. Waiting on tenure for IBA. Small Business Workshop being scheduled for May Funding received for Small Business Workshop and matter progressed Workshop scheduled for late August TSRA did not confirm attendance so IBA has postponed. DATSIP supporting with organising Workshops rescheduled for December	CEO	25.01.2023
F/up CEQ r.e. Injinoo Shop	17.02.2023 16/03/2023 18/04/2023 23.05.2023 29.08.2023 26/09/2023	Meeting held with CEQ and visit occurring late Feb from CEQ to progress CEQ has visited the sites to progress Cost is about \$500-600k. Internal communications at CEQ about how to support Meeting held with CEQ on 19/05/2023 with various options to assist. To be discussed further and capital funds sourced Preferred option identified by Cr Nona. Email sent to CEQ to progress. Fit out works commenced. Waiting on Give Back assistance confirmation from CEQ	CEO	25.01.2023
Opportunity for Tea Room at Umagico Shop	16/03/2023	Scope being prepared for W4Q funding	EMCRS	24.02.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	18/04/2023 23.05.2023 07.06.2023 19/07/2023 22/08/2023 20/09/2023	Umagico Supermarket Manager to discuss at report today Scoped and on order Progress on track Kitchenette materials have been ordered and are being delivered during July. Kitchenette will be installed on its arrival Kitchenette has been installed, sink is operational, just awaiting cupboard doors. Completed.		20/09/2023
F/up Stingers Program and support from Royal Lifesaving	16/03/2023 18/04/2023 23.05.2023 07.06.2023 17/07/2023 29/08/2023 20/09/2023	Awaiting response Awaiting contact information to progress Contact made and awaiting reply Follow up with an email, awaiting reply Still progressing with https://rlssq.com.au to get stinger signage. Nil response. Progressing internally Awaiting quotes for signage.	EMCRS	24.02.2023
F/up maintenance of Turtle Project	18/04/2023 23.05.2023 15/06/2023 25/07/2023	Request sent to CDP. Awaiting PM to return to leave to follow up CDP having resource challenges. Looking at opportunities under new project for long term solution CDP project being investigated CDP no longer able to assist. Scoping requirements for the variety of community requests	CEO	22.03.2023
Finish Fence at Bamaga Sprinklers	18/04/2023 23/05/2023	P&G Staff currently working on Injinoo Pond Fence. Will continue with Bamaga Fence once completed	EMO	22.03.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	14/06/2023 19/07/2023 23/08/2023 20/09/2023	Reported that this is a large job and may require capital funding. Will inspect with Works Manager during the week of 5 th June. Quotes have been requested and contractors reminded to provide quotes Only one of the four sides of the sprinkler paddock is fenced. The length of fencing required is 730m Works scheduled to be completed once the Council Backhoe is repaired Works yet to commence Clearing of the fence line has occurred in August / September. P&G will install barbwire fence once Lui Street fence is completed		
Check spotlight at Injinoo Hall	18/04/2023 23.05.2023 14/06/2023 25/07/2023 29/08/2023	Not working. Electrician reviewed two weeks ago and has ordered materials to replace Front 3 x (single standalone) spotlight, two working, one not working. Rear – 3 x fixed spotlight working. Western side – single spotlight, not working. Quotes will be invited to repair, 1x standalone spotlight & 1 x fixed spotlight to the western side of building. No updates this reporting period. P&F to follow up with B&B Electrics on schedule of works. Works to be completed by 20OCT2023 for event. Property and Facilities team following up with B&B Electrics for scheduling this work	EMCS	22.03.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	27/09/2023	to be ready for the event on 20 September 2023. All the materials for works have arrived. Electrician has advised works should be completed by week ending 17SEP2023		
F/up CDP re grass at Injinoo Church	18/04/2023 23.05.2023 15/06/2023 25/07/2023	Request sent to CDP. Awaiting PM to return to leave to follow up CDP having resource challenges. Looking at opportunities under new project for long term solution CDP project being prepared CDP no longer able to assist. Scoping requirements for the variety of community requests	CEO	22.03.2023
Vacant houses maintenance has ceased	23.05.2023 25/07/2023 29/08/2023 27/09/2023	Escalated to QBuild & CHDE. Contractor follow up occurring Update provided at JOM & TWG. Being followed up with QBuild regularly Yard has been cleaned up. Grounds and gardens have been cleaned. QBUILD have done inspections on 06SEP2023. Waiting on further report from Department of Housing and QBUILD representatives on scope of works	CEO, EMCS	18.04.2023
Community History Walls in IKCs	23.05.2023 19/07/2023 18/08/2023 20/09/2023	Resources have started arriving to be displayed Last of the resources due to arrive in July Due to staff shortage, this project has not yet been finalised. Email sent to IKC team. Works have progressed on History boards for Injinoo, Umagico, Bamaga and New	EMCRS	18.04.2023

Action	Updated	Update	Person Responsible	Date of Meeting
		Mapoon. Seisia is awaiting more information.		
F/up Bamaga Hall Kitchen & Basketball Hoops incl ventilation in Kitchen, fridge and freezer and possible issue with one of the hall fans.	23.05.2023	Fridges are working. Fire extinguishers has been replaced. WIP. Update of scope of works to June meeting.	EMCS	18.04.2023
	14/06/2023	F/up refrigeration of fridges as they are not getting cold		
	25/07/2023	Signs have been placed on fridge "Do not turn off". Fridges intermittently work, sometimes the fridges are warm, next day freezing, diagnosis ongoing.		
	25/08/2023	Exhaust fan in the kitchen is working. P&F team to engage Building Team to scope works for security screen mesh on kitchen window and security screen door on single access door to kitchen. This will help improve air circulation during kitchen use. Internal req sent to Building and Maintenance Team for screens on the windows and door. Building and Maintenance Team investigate a solution for the missing winch handle to raise and lower the basketball boards.		
	27/09/2023	P&F team has confirmed large industrial exhaust fan built into kitchen is working. Screens still to be fitted on windows and doors in Kitchen, operations to advise on status of works. Council Carpenters have commenced fabricating screens.		

Action	Updated	Update	Person Responsible	Date of Meeting
		<p>One fan is working slower than the other. To be discussed with Operations team on advice on repair.</p> <p>Fans were reset to run at the same speed in June.</p> <p>Ops staff will reinspect fans and reset speeds / repair as required.</p> <p>Operations to update on basketball hoops winch works.</p> <p>Winch mechanisms and cables are serviceable. A replacement winch handle has been supplied to P&F</p> <p>Quotes for fridge and freezer has been received, pending approval to purchase.</p>		
NPA Map for Mayor Office	15/06/2023 29/08/2023	<p>In progress.</p> <p>Suitable map identified. Progressing with DATSIP</p>	EAOM	29.05.2023
F/up meals provision at HACC regarding allergies and diabetic healthy eating guidelines	07/06/2023 19/07/2023 23/08/2023 20/09/2023	<p>In conversations with the Manager to look at new menu options.</p> <p>Survey conducted with clients to improve HACC services</p> <p>Further discussions held with new HACC staff, new letter issued to clients to gather more information.</p> <p>Further discussions with HACC team regarding the dietary concerns for clients. Review is currently being conducted for the Cook position and will be advertised.</p>	EMCRS	29.05.2023
F/up with Biosecurity Queensland & Tropical Public Health regarding potential communication and	07.06.2023 19/07/2023	F/up contact with Biosecurity and TPH to progress conversations regarding signage.	EMCRS	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
signage to prevent the transportation of horses into the region	18/08/2023 20/09/2023	Discussed during TPH visit. Awaiting follow up Additional phone calls made, staff are in training, a meeting will be scheduled upon their return from training in cairns. Meeting set up for October.		
Audit of concrete charges at Batching Plant to review charging	14/06/2023 25/07/2023 29/08/2023 27/09/2023	Directive given to ensure all quotes have a 30-day expiry form the date of issue. Review of Charges to begin with Acting Supervisor Batching Plant once operations have settled with resourcing changes No update this reporting period. No update this reporting period. Resourcing challenges have hindered administration responsibilities. No update this reporting period.	EMCS	29.05.2023
Concrete Waste Strategies to utilise extra concrete incl slab at new dump point	14/06/2023 25/07/2023 29/08/2023 27/09/2027	To be initiated, no updates this reporting period. No update this reporting period. No update this reporting period. Resourcing challenges have hindered administration responsibilities. No update this reporting period.	EMCS	29.05.2023
Scoping for future projects requested to identify potential funding sources incl Seisia Church repairs and Main Esplanade Fencing and Public Toilets	14/06/2023 25/07/2023 29/08/2023	To be commenced Projects added to list for future funding sources. Inspection undertaken at Seisia Church. Asbestos training / contractors needed prior to maintenance works being undertake	EMCS, EMO	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	27/09/2023 20/09/2023	Discussion underway with NPA Earthmoving Yusia to use the chopped down tree to block vehicle to the access beach. Seisia Church has been fenced off due to asbestos in the building. WHS Team to implement safety plans to manage Asbestos before plans can be undertaken to restore or repair the Church. No update this reporting period. Asbestos removal has been identified as an additional budget line item in the 23-24 capital budget. Carpenters have been tasked with installing the additional section of the post and rail fence		
Clean of grass and coconuts at Drains across NPA incl Drain at Fishbowl, Paii & Gowa cl storm drains	14/06/2023 19/07/2023 23/08/2023 20/09/2023	Tasked to P&G As above Ongoing As Above	EMO	29.05.2023
Erosion on road between CYIT and Quarry Heights	14/06/2023 19/07/2023 23/08/2023 20/09/2023	Tasked to Works This scour has been photographed and is being included in a sealed road NDRRA submission being developed Part of DRFA restoration Submission As above	EMO	29.05.2023
Removal of Old Church at New Mapoon	14/06/2023 26/09/2023	Government champion providing support to look at options within Government Asbestos removal and demolition has been identified as an additional budget line item in the 23-24 capital budget.	CEO	29.05.2023
W4Q Scope at New Mapoon to incl Gazebos if funds allow	14/06/2023 25/07/2023	Feedback provided to Project Manager	CEO, EMO	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	29/08/2023 20/09/2029	Department did not approve Project Variation. Following up post EOFY Waiting on Department of Local Government to permit variation to be resubmitted Meeting scheduled with Cr Cottis to finalise the scope of this project on Tuesday 26 th September		
Damage to bus lane in Bamaga outside Council Office	14/06/2023 19/07/23 23/08/2023 20/09/2029	Tasked to Works Repair are scheduled to be completed in August Quotes being sourced Re-tasked to builders Scope confirmed and quotes being requested	EMO	29.05.2023
Adidi St – removal of broken cars on main rd	07/06/2023 19/07/2023 18/08/2023 20/09/2023	F/up with MRS to remove vehicle Scheduled to be removed in July Compliance notice are being issued Delays in servicing compliance notice, task action 20/09/2023.	EMCRS	29.05.2023
Inspection and repair of toilets at Bamaga Courts including removal of rusted mesh	14/06/2023 25/07/2023 29/08/2023	To be initiated, no updates this reporting period Inspection has been conducted and works progressed Engaged Building and Maintenance Team to inspect the rust in the roofing structure of the toilets. Due to rust, parts on the roofing structure will need replacing in 2 years. In the interim, solutions are being investigated to improve the look of the rust such as painting the roof purlins/mesh.	EMCS	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	27/09/2023	Handed over to Operations. Work order sent to re-paint the mesh and repair sections of bad corrosion as a temporary fix until full costing of scope of works comes through.		
Submerged machinery in Mosby Creek	15/06/2023	Verbal catch up to be held with Owner this week	CEO	29.05.2023
	29/08/2023	Owner confirmed the vehicles will be removed. Works Manager working with owner for available plant to relocate		
	26/09/2023	Being removed week commencing 25/09		
Leak at Mudu St Roundabout	15/06/2023	Tasked for plumber to follow up	EMO	29.05.2023
	19/07/2023	This area has been photographed and is being included in a sealed road DRFA submission being developed		
	23/08/2023 20/09/2023	DRFA submission being developed As above		
Lights at ANZAC Park Toilets & Shed	14/06/2023	To be initiated, no updates this reporting period	EMCS	29.05.2023
	25JUL2023	P&F Team has had discussion with Building Manager and B&B Electrics on options to supply power to area. Scope of works and costings needs to be developed in collaboration with Building Manager.		
	19/07/2023	Quote has been requested for electricity to be connected and lights installed in the Toilets, Rotunda and Ceremony shelter.		
	29/08/2023	Building Manager engaged B&B Electrics to provide quote for powered lights at toilets, rotunda and power point at front shelter with lights.		
	26/09/2023	Still awaiting quote		

Action	Updated	Update	Person Responsible	Date of Meeting
Options for lights within trees at ANZAC Park	14/06/2023 25/07/2023 29/08/2023 27/09/2023	To be initiated, no updates this reporting period P&F Team are discussing ideas and sourcing different options. Property and Facilities Team and looking into the best type of lights for the area such as solar fairy lights etc. P&F Team to contact Council for Cairns and Thursday Island.	EMCS	29.05.2023
Timeline for demolition of old Motlop House	14/06/2023 19/07/2023 23/08/2023 20/09/2023	Tasked to Building Manager to request quotes Vegetation has been cleared temporary fencing and signage is scheduled to be installed by the mid July. Council can apply to have the house removed as part of housing project No timeline can be provided structure to be demolished as part of future funded works to construct a new house As Above. Look at opportunities within LHP to include with scope of other asbestos removal	EMO	29.05.2023
Clean and repair of Bamaga Monument	07/06/2023 24/08/2023 27/09/2023	Waiting on weather and will be completed Shortfall on budget additional funding need to be identified, will forward it to the grants to assist. Works tasks to be completed in October	EMCRS	29.05.2023
Blind spot at Post Office Fence	14/06/2023 25/07/2023 29/08/2023	To be initiated, no updates this reporting period Liaising with BEL to find best solution to issue	EMCS, CEO	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	20/09/2023	Blind spot visually inspected. Property and Facilities Team to engage Building and Maintenance Team to resolve the issue. Handed over to Operations to completed with raised priority as requested by Mayor Yusia due to safety concerns. Contractor has been engaged to modify the first section of the fence		
F/up opportunities for additional Sports and Rec funding	07/06/2023 19/07/2023 20/09/2023	MCS seeking funding opportunities As above. Potential to be included as part of advocacy regarding health Discussions with Grants officer are underway.	EMCRS	29.05.2023
Report on progress regarding Umagico Toilet at oval	25/07/2023 29/08/2023 27/09/2023	P&F Team to engage with Building Team to inspect and create scope of works to finish the build. Funding needs to be identified. Project has been scoped. Preparing submission for round 2 of the Minor Infrastructure Funding No update this reporting period. New S&R MIP being progressed	EMCS	20.06.2023
Repair of Lights at Yusia Ginau Field & Basketball Courts	25/07/2023	Issue is beyond the expertise of P&F Team. Operations engaged for their technical expertise and coordination. NPARC does not have the equipment (cherry picker/crane) to support and maintain/repair the types and height of oval lights that were installed. Estimated cost to bring cherry picker from Cairns would be \$10,000 per day to hire plus freight. B&B Electrics are speaking with	EMO	20.06.2023

Action	Updated	Update	Person Responsible	Date of Meeting
		Electrical issues has been identified as an additional budget line item in the 23-24 capital budget.		
Seisia Hall toilet plumbing issues	20.06.2023 25/07/2023	<p>Toilets at Seisia Hall has a history of toilet plumbing issues with the pipes becoming blocked leading to the toilets overflowing causing water to backflow onto the floor. This is a health risk for patrons and events at Seisia Hall.</p> <p>There are multiple contributing factors to the Wastewater/Sewage issues:</p> <ul style="list-style-type: none"> • Sewerage pit requires a complete overhaul as the pump guide rails and pedestals are broken and corroded • The Sewerage Pit has only one pump running with a bypass hose to keep the pump station running, if the pump capacity is reduced in any way i.e., a restriction or blockage this can cause overflow into the creek • Rainwater ingress into this Sewerage system is significant during the wet season, the small pump struggles to keep up • During the last sewerage event where sewerage spilled into the town hall, the Sewer overflow outlet was under water by 300mm forcing the sewerage to push back into the hall 	EMO	20.06.2023

Action	Updated	Update	Person Responsible	Date of Meeting
F/up with Apudthama IIAC regarding caring for country work as part of Dan Ropeyarn Cup	24/08/2023 20/09/2023	Meeting scheduled to discuss further Discussed at meeting with committee. Fortnightly meeting established in lead up to the carnival	EMCRS	25.07.2023
F/up regarding erecting fence for grave beside Injinoo Lookout toilets	23/08/2023 20/09/2023	Tasked to P&G for future works Ordering materials to be done after Lui street.	EMO	25.07.2023
F/up with Harbour Master regarding management of the Wharf Light by Seaswift	23/08/2023 20/09/2023	Lights have been inspected. Power cables were removed as part of wharf upgrade works in 2019- 2020 A quote to replace small solar lights will be provided to TMR in September Quote is being prepared to be supplied to TMR for consideration.	CEO, EMO	25.07.2023
Trim trees outside Dreamtime	23/08/2023 20/09/2023	No action during August Tasked to Building Manager Dead tree has been removed	EMO	25.07.2023
F/up Stores regarding brand of bin that is stocked to work with the Bandit	29/08/2023 27/09/2023	Stores advised to source an appropriate bin that is strong enough to handle the Bandit picking it up. Action completed; Stores are ordering the correct brand of bin (Sulo) as advised by Operations. This action is completed.	EMCS	25.07.2023
Investigate block next to speedbump in Seisia Subdivision to prevent cars	23/08/2023 20/09/2023	Tasked to roads for action when next in Seisia with appropriate machinery Is scheduled to be done in October	EMO	25.07.2023
Install road block in Seisia Church Carpark to prevent cars running through	23/08/2023 20/09/2023	No action during August Tasked to P&G Manager Tasked to Carpenters to install additional section of post & Rail fence	EMO	25.07.2023

Action	Updated	Update	Person Responsible	Date of Meeting
Investigate feasibility of contractors undertaking esplanade clean up at Seisia	23/08/2023 20/09/2023	No action during August Tasked to P&G Manager P&G Manager to request quotes	EMO	25.07.2023
New Injinoo Cemetery Lock	23/08/2023 20/09/2023	No action during August Tasked to P&G Manager May require a pedestrian gate to avoid community complaints	EMO	25.07.2023
Iron being stored near tree at Injinoo Cemetery	23/08/2023 20/09/2023	P&G tasked to remove Has been removed	EMO	25.07.2023
F/up tenant tidiness at Council Social Housing	29/08/2023 27/09/2023	No update this reporting period P&F are currently planning how to approach this action	EMCS	25.07.2023
F/up condition of walls in Change Room at Yusia Ginau Oval	23/08/2023 21/09/2023	Internal order raised with carpentry team to do repairs. Repairs completed	EMCRS	25.07.2023
Communication with families regarding flowers and rubbish being left at Bamaga Cemetery	23/08/2023 20/09/2023	Meeting scheduled with Funeral Assistant team to scope out bins and signage. Meeting rescheduled due to staff absentee	EMCRS, EMCS	25.07.2023
Investigate roots of tree at Bamaga Cemetery causing issues	23/08/2023	No action during August On hold until Cliffy returns as some trees are in grave sites	EMO	25.07.2023
Trim branches on almond tree over road at Seisia	23/08/2023 29/09/2023	No action during August Tasked to Building Manager Branches have been trimmed	EMO	25.07.2023
Injinoo Service Station stock of Pies & Sausage Rolls	18/08/2023 20/09/2023	Working with Manager to schedule an ordering system Pies and sausage rolls are ordered on a fortnightly basis.	EMCRS	25.07.2023
Report of Caravan and Troope at New Mapoon Gravel Pit	20/09/2023	Investigations are underway.	EMCRS	29.08.2023

Action	Updated	Update	Person Responsible	Date of Meeting
Complaints regarding safety of house at Loyalty Beach	26/09/2023	Request made to WHSQ to investigate	CEO	29.08.2023
Rain creating dip around doors and washaway at Seisia Hall – concrete perimeter	20/09/2023	Building team to investigate options	EMO	29.08.2023
Complaints re meal size at HACC	20/09/2023	Review is being conducted.	EMCRS	29.08.2023
Sprinkler issue at Yusia Ginou oval	20/09/2023	Sprinkler is working, P&G team are maintaining the oval for Dan Cup.	EMCRS	29.08.2023
Leaf blower / clean Main Street	20/09/2023	Contractor has been engaged	EMO	29.08.2023
Grass cut at track at Injinoo Activity Centre	20/09/2023	Tasked for action during Injinoo service / drain cleaning	EMO	29.08.2023
Removal of fell tree opposite Bamaga Stores	20/09/2023	Quotes are being requested	EMO	29.08.2023
Speedbump at Elu St	20/09/2023	Has been tasked to complete in October as resources become available	EMO	29.08.2023
Injinoo residence increasing cars after removal	20/09/2023	Investigations are underway.	EMCRS	29.08.2023
Investigate angle parking at Bakery	20/09/2023	Options are being sketched	EMO	29.08.2023
Report on finding from Tangara Blue	20/09/2023	Latest Tangara blue report attached to EMO Report	EMO	29.08.2023
F/up anthropologist reports within 2004 Injinoo Council Files	27/09/2023	Clarification with Cr Nona that files were from pre-amalgamation and locked away in the safe in the Injinoo office. The safe was excluded from the records clean-up. On investigation the reports were not in the safe. Further investigations revealed that the reports may be in the Injinoo Community Hall attic. Waiting for repair works to be completed to access the attic.	EMCS	29.08.2023

Resolutions

Resolution	Updated	Update	Person Responsible	Date of Meeting
Report back from Local Thriving Communities Meeting	20/09/2023	Actions completed. Correspondence provided re AMP review	CEO	29.08.2023
November Meeting Date	20/09/2023	Meeting date changed	CEO	29.08.2023
Housing Implementation Plan	20/09/2023	Plan sent to DoH and meeting held to progress	CEO	29.08.2023
Parks & Gardens Plan Update	20/09/2023	Report at Nov Meeting due to sorry business	EMO	29.08.2023
Tender Award – Plant Machinery Hire (Civil & Building Work)	20/09/2023	Empanelment letters are being prepared pending review of Procurement Policy tabled today	EMO	29.08.2023
Tender Award – Supply of Trade Services	20/09/2023	Empanelment letters are being prepared pending review of Procurement Policy tabled today	EMO	29.08.2023
Tender Award – DRFA (0021.2223G)	20/09/2023	Works are being awarded and prestart meetings scheduled for mid-September	EMO	29.08.2023
Community Grants Policy	20/09/2023	Updated policy published. Provided to Apudthama IISC to provide to teams that contact for support	CEO	29.08.2023
Statement of Intent to establish a Torres and Cape Health Care (TORCH) community-controlled commissioning entity	20/09/2023	Statement of Intent unsigned at TORCH meeting	CEO	29.08.2023
DA2023_010 Development Application at Bamaga Poi Poi St	25/07/2023 26/09/2023	Advice provided to BEL. BEL requested matter be held off until August Matter progressed to September Trustee Meeting	CEO	27.06.2023
Tender Award – NP1	14/06/2023 19/07/2023	Successful & Unsuccessful advised of the delay and cause of delay Letters delivered. State advocating with Federal Government regarding review procedure	EMO	30.05.2023
Compensation Agreement with Ipima Ikaya Aboriginal Corporation RNTBC	15/06/2023 19/07/2023	Further advice provided to Preston Law awaiting feedback Awaiting on IIAC / CYLC	CEO	30.05.2023
Update on NPARC Boiled Water Alert	23/05/23 25/07/2023	State funds have been allocated, state officer are following their procurement process to engage Veolia under a preferred / sole supplier arrangement.	EMO	18.04.2023

		State has raised a PO for VEOLIA to supply and install new Membranes. Delivery of membranes to NPA is expected in September.		
NPARC Policy Compliance Audit	18/04/2023 23.05.2023 25/07/2023	Deferred to May meeting. Department of Local Government availability to conduct workshop is in mid-May Deferred to June due to availability As per earlier update	CEO	22.03.2023
NPARC Report into Operations of the Council Pool	15/03/2023 23/05/2023 07/06/2023 17/07/2023 18/08/2023 20/09/2023	Contract has been drafted. Waiting on maintenance schedule Contract has been finalised. Waiting on qualifications Qualifications are being reviewed Negotiating options with parties Still progressing Sourcing quotes to clean pool while divestment is still progressing. Pool is closed due to no qualified staff to operate.	EMCRS	24.02.2023
Master Plan Adjustment	17.02.2023 15.06.2023 25/07/2023 29/08/2023 26/09/2023	Public notification on hold pending further discussions with BEL Advice provided by RILIPO to progress Public consultation to commence in August Notice drafted to be published Master Plan Adjustment published	CEO	25.01.2023
NPARC Camping Policy	22/09/2022 16/03/2023 23/05/2023 15/06/2023 25/7/2023 29/08/2023 26/09/2023	On hold as per request of council due to boundary with Torres Shire. Options <ul style="list-style-type: none"> - Joint enforcement policy with Torres Shire - Only enforce on part of land within NPARC boundary. This will be tricky given it is not an exact boundary Joint Local Government Activity once framework established for Esplanade Enforcement Nil engagement by Torres Shire Policy being finalised independently of Torres Shire Policy reviewed to be adopted at August Council Meeting Deferred to September due to large amount of business on agenda Report at this meeting	CEO	17.08.2022

Title of Report: Operational Update on Finance Team

Agenda Item: 8.1

Classification: For noting

Author Finance Manager,

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

To provide a summary of current operations within the Finance section of Council.

STAFFING

There are currently ten staff in the Finance team, comprised of the Finance Manager, Supervisor of Creditors and 2 x Creditors Officers, Payroll Officer and Assistant Payroll Officer, Finance Officer who does the Bank Reconciliations and 3 x Debtors Officers. The Management Accountant position is currently vacant, and recent attempts to fill the vacancy have been unsuccessful.

SCOPE OF DELIVERY

The Finance team is responsible for the management of Councils finances, including preparation of Councils annual Budget, preparation of annual Financial Statements, preparation of financial reports for monthly Council meetings, the payment of Councils bills (including employee wages) and collection of monies owed to Council.

ACHIEVEMENTS

In the last 6 months the Finance Team has delivered the 2023/24 annual Budget for Council to adopt and monthly financial reports advising the Councillors of the financial position of Council.

Under the Local Government Regulations 2012, Council is required to have detailed Asset Management Plans for its Infrastructure. The Finance Manager has engaged contractors to prepare detailed Asset Management Plans for the Sewer Network and Buildings Infrastructure, whilst the Executive Manager of Operations has done the same for the Water Supply network.

The Finance Team has improved in the area of paying its suppliers on time, although there are still some suppliers who regularly have to wait more than 30 days for payment.

The Debtors team have been instructed to send Reminder Letters with the monthly Statements of Account to all Debtors, and to encourage those with large debts to contact Council and seek a repayment plan to reduce their debt.

OUTCOMES

Data

With regards to the payment of Councils suppliers/contractors, there has been a reduction in the number of complaints about late payments, however there are still some suppliers/contractors who regularly contact Council in regard to late payment of their invoices

With regards to collecting the unpaid Debtors invoices, the Debtors team are not following instructions to send out Reminder Letters and to engage the community into making arrangements to repay their debts over a period of time.

Impact

The impact of delayed payments to suppliers/contractors means these organisations may become reluctant to provide further goods or services to Council, or may require payment up-front before providing goods or services.

The impact of the Debtors team not pursuing the payment of Debtor invoices means Council is not collecting the money owed to it for the provision of Council services, with the result that Council does not have all the funds it needs to provide those services in the future. As at 31 August 2023, 68.5% of amounts owing to Council were more than 3 months overdue (\$4.4 million out of \$6.4 million), with more than \$3.5 million set aside for possible write off

CHALLENGES

Due to the high cost of Day-Care and an inability to secure the services of babysitters on a regular basis, several of the Finance team are taking significant amounts of time off work to look after children. This has resulted in days when only 2 or 3 staff Finance staff are actually at work, and some days when staff just leave work to take care of matters at home.

RECOMMENDATIONS

- Council engage an external consultant to undertake a staffing review of finance unit to identify areas for efficiency
- Voluntary redundancy be offered to long-term employees
- Restructure the unit



AGENDA ITEM 9
ORDINARY COUNCIL MEETING #41
Wednesday 27th September 2023
New Mapoon Boardroom

9. Mayor Verbal Report

Title of Report CEO Report

Agenda Item: 10

Classification: For Noting

Author Chief Executive Officer

Attachments HR Manager Report
Community Safety Plan Update

Officers Recommendation:

That Council:

- Note the Report
- Appoint x as Sekia Representative on the Interim Local Decision Making Board

PURPOSE OF REPORT

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

CORPORATE PLANNING

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

Corporate Plan

The Corporate Plan has been finalised and published on the NPARC website. An update on progress against the Corporate Plan has been prepared and is on the agenda of today's meeting.

Annual Operational Plan and Budget

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

The Q4 update of the 22-23 Operational Plan has been prepared and is on the agenda of today's meeting. The 23-24 Operational Plan is progressing well.

Asset Management

NPARC has continued input into this project and provided the questionnaire to progress the project. We are waiting on the department to report back. An update of the project was requested at the Department visit on 21 Sep.

KPMG

The KPMG Liquidity Review is delayed by KPMG and Department. They had a meeting with Council Officers on 21 September. A verbal update is provided today with further information at the October Meeting.

Indigenous Sustainability Project

The validation meeting was held on 6 September. There was significant differing views across Councils in the region. A report will be prepared with recommendations for input by councils.

Community Safety Plan

The Community Safety Plan has been finalised and a copy provided to DSDSATSIP. The 2022-23 Community Safety Plan updated is attached to this meeting.

Local Thriving Communities

LTC Members travelled to Mapoon to attend their LTC meeting on 15 September. This was funded out of LTC funding with additional state support provided for the sitting fees. Mapoon LTC will be visiting NPA for our meeting scheduled for 29 November.

A workshop will be held at the next meeting to set priorities for the remainder of the meetings. An amendment to the terms of reference will be progressed to the next LTC meeting to deal with absences.

The appointment to the second Seisia member position was rolled over from the last meeting.

CEO has been working with DATSIP to progress the AMP request.

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

Governance

CEO has been progressing a number of requirements. The Internal Audit Committee meeting was postponed to further postponed to 4th October pending availability of members. The policy workshop was scheduled with the Department for 21st September but postponed due to unavailability of Councillors. The Policy Compliance Report will be represented in October for further discussion.

KEY PROJECT UPDATES

Ranger Transition

Progress has continued on this. Time frames remain with the transition plan planned for October or November Council Meeting.

An application has been made to NIAA to quarantine underspent funding from 22-23 to support this transition. The acquittal has been completed.

Housing Provider Application & Local Housing Plan

The housing provider application has been completed. Waiting for DoH to progress this so NPARC is a registered social housing provider. It may be completed in time for the Umagico New Build to be allocated by Council. CEO met with Housing to discuss the Local Housing Plan Implementation Plan. Clarity is being sought on the announcement by the minister. A LHP Governance Meeting to report on the progress of the Local Housing Plan is scheduled for early November.

2024 Election

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

A reminder that So you want to be a councillor training has been released online. All candidates must complete the training within 6 months of nominating including sitting mayors and councillors who may have completed the training before. This has been published on our social media from 1 September to ensure people are within the 6 month timeframe. Department of Local Government is looking at scheduling face-to-face training in December.

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

Voting details for the referendum have been released. There is early polling happening this week and voting will also occur on the 14 October. A reminder that Councillors will be in Cairns on that date and are encouraged to early vote or vote in Cairns.

Climate and Economic Development Master Plan

SMEC has been engaged by DATSIP to be the consultants for this. They will be visiting the NPA on the week commencing 30 October. This plan will provide the ground work for significant opportunity for the communities and support from Councillors for the community engagement is requested.

2023-2024 Indigenous Councils Funding Program

Thank you to the Councillors that attended the workshop for the 2023-2024 Indigenous Councils Funding Program. The feedback has been collated and disseminated for action.

A number of works have progressed including purchase orders for the chairs, tables, marquees and containers as well as work with CEQ to progress fitout of Injinoo Service Station.

OIA Changes

The Local Government (Councillor Conduct) and Other Legislation Amendment Bill was introduced to parliament for public consultation. We are awaiting details of the public hearing so submissions can be made in person regarding the key issues of

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

Department of Communities

CEO has been successful in negotiating the following contracts as an initial step with Department of Communities

- \$10k for community transport equalling 127 bus trips. Implementing a twice weekly bus service and additional services to support community and cultural events
- Queensland Community Support Services funding of \$76 281 equalling 13.5hrs per week of support for vulnerable people
- \$10k in emergency relief to establish funeral support

Ongoing advocacy is required to request more support. This will allow initial support to be provided as an interim measure while this is continued.

HUMAN RESOURCES

The HR Manager report is attached.

NPARC supported the careers expo. There was good engagement by children at the event and some photos below. There are a number of vacancies advertised at the moment,





UPCOMING MEETINGS & VISITS

The following upcoming visits and meetings are scheduled.

Date	Time	Purpose	Venue
29/09/2023	10am to 3pm	NPA Interim Local Decision Making Board Meeting	Bamaga Boardroom
05/10/2023	10am to 2pm	Internal Audit Committee	Bamaga Boardroom
09/10/2023	1pm to 3pm	Housing Delivery Meeting	Bamaga Boardroom
13/10/2023	9am to 11am	CEQ Meeting re New Mapoon Shop	CEQ Cairns
16/10/2023	All Day	LGAQ Conference	Gladstone
17/10/2023	All Day	LGAQ Conference	Gladstone
18/10/2023	All Day	LGAQ Conference	Gladstone
18/10/2023	4.30pm to 5.30pm	Meeting with Minister Butcher	Gladstone
23/10/2023	10am to 5pm	Trustee Meeting	Bamaga Boardroom
24/10/2023	9am to 5pm	Council Meeting	Umagico Boardroom

Community Meetings

The planned meeting at Umagico has been rescheduled to 3rd October. This was timed to enable questions if any about the Councillor Vacancy.



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HR Monthly Report

Author: Leonie Ishmail - HR Manager

Authorizer: Kate Gallaway – CEO

Attachments: 1

Purpose of Report: HR Monthly Report – September 2023

DISCUSSION

Human Resources

Executive Summary

HR Department is facing few challenges such as resourcing that significantly impacted delivery of services. As you can see recruitment and WHS issues have taken majority of our time therefore leaving us with little to no time for delivering on operational plans, review and updating of HR process and procedure, reviewing outdated HR policies and onboarding process. This has caused frustration amongst other departments and reflect to HR. Support from external stakeholder such as consultants is being sort as an option to encourage continuous improvement in the HR department.

1. Employment Outlook

Current number of employees

- Full Time – 173
- Part Time – 8
- Causal – 91
- Total - 272

Resignation/Terminations

- Resignation – 2 Employee

Department	Number of Employees
Corporate Services	2
Communities & Regulatory Services	0
Executive	0
Ferry	0
Carpentry	0
Umagico Supermarket	0

Workshop manager	0
Engineering Administration Officer	0
Cleaner	0
IKC	0
HACC	0
Tyre fitter	0
Tourism Officer	0
Ranger	0

2. Recruitment

Positions Advertised:

Position	Status
Senior Executive Assistant	Readvertised with external recruitment agency Precruitment, Closing Date: Wednesday 4 th October 2023
Manager Corporate Affairs	Readvertised with external recruitment agency Precruitment, Closing Date: Wednesday 4 th October 2023
Communication Officer	Shortlisted applicants completed, interviews to take place week of 9 th October 2023
Grants Management Officer	No suitable applicants, to be readvertised, currently outsourced to Peak Services
Batching Plant Laborer x2	To be advertised – Review Process EM Corp Services
Airport Reporting Officer	To be re-advertised
Airport Manager	Successful Applicant Appointed Clive Lavrick
Airport Assist Manager	Successful Applicant Appointed Damien Elu
Community Service Manager	Interviews to be conducted
Events Coordinator	Successful Applicant Appointed Natasha Thomas
Sports & Recreation Support Officer	Successful Applicant Appointed Ebony Tamwoy
Regulatory Service Manager	Advertised Closing Date: Wednesday 4 th October 2023

Ferry Administration Officer	Advertised Closing Date: Wednesday 4 th October 2023
Illegal Dumping Compliance Report Officer	Successful Applicant Appointed Margaret Mandie
PT Aged Care workers	Advertised Closing Date: Wednesday 4 th October 2023
PT Station Assistant (Injinoo Service Station)	Advertised Closing Date: Wednesday 4 th October 2023
PT Retail Assistant (Alau Supermarket)	Advertised Closing Date: Wednesday 4 th October 2023

New Appointments

- 5 New 5 Appointments

New of Employee	Position	Department
Margaret Mandie	Illegal Dumping Reporting Officer (Part- Time)	Community and Regulatory Services
Clive Lavarack	Airport Manager	Operations Department
Damian Elu	Airport Assistant Manager	Operations Department
Ebony Tamwoy	Sports & Recreation Officer	Community and Regulatory Services
Natasha Thomas	Events Coordinator	Community and Regulatory Services

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

New of Employee	Position	Department
Shannay Gebadi	Acting Manger – Commercial Leasing Leasing 3 rd July – 10 th November 2023	Executive – NPARC Bamaga
Mary Yoelu	Acting Finance Manager 20 Sep 2023 - 17 Oct 2023	Executive – NPARC Bamaga

PROFESSIONAL DEVELOPMENT & TRAINING

Planned Training

WHS Team in process of arranging the following courses.

- Forklift
- First Aide

Completed Training

- Completion of Alcholizer testing training by WHS trainee

Work Health & Safety

1. Incidents

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

2. WHS Induction/Site Inspection

WHS Trainee Dale Salee is actively completing WHS inductions, 37 employees have been inducted to date.

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

Action	Owner
Coordinate face mask fitting and training with Veolia	Training has been postponed due to travel issues with RTO
Property and fence perimeter clean up	Supervisor Batching Plant – Seaswift backlog on materials – Still in progress
Engage Operations Building Team for fitment of cutter for the hopper	Supervisor Batching Plant – No current update
Engage Operations Building Team for refurbishment of labourers' kitchen	Supervisor Batching Plant – No current update
Working at Heights - Engage Operations Building Team for installation of handrails on hopper stairs and around hopper	Property and Facilities Team – to be completed, waiting on materials.

WHS have also generated templates for site specific inductions start off with the batching plans and rolling out to all NPARC department, WHS will assist with new starters with initial WHS induction, site specific inductions are ongoing.

Batching Plant

Managing Respirable Crystalline Silica (RCS) dust exposure in construction and manufacturing of construction elements.

Symptoms of silicosis and progressive massive fibrosis may not appear for many years after exposure (workers may be diagnosed with these diseases and not present with any symptoms, even at the point of initial diagnosis), which is why health monitoring is critical. Health monitoring for crystalline silica may be required before the worker starts work so that a baseline can be established and any changes to the worker's health after commencing the work can be detected.

Initial discussions about a health monitoring program should include:

- possible health effects from exposure to crystalline silica
- how to recognise and report symptoms, and
- what is involved in the health monitoring program, for example the frequency of testing and the tests that may be needed, and
- recording any previous workplace or non-occupational exposure to silica.

Health monitoring required for crystalline silica under the model WHS Regulations

- Collection of demographics, medical and occupational history
- Records of personal exposure

- Standardised respiratory questionnaire to be completed
- Standardised respiratory function tests, for example, FEV11, FVC2 and FEV1/FVC3
- Chest X-Ray full PA view

3. Other Works

No other works to report this report.

Community Safety Plan Update 2022-23

Priority One: Reduction of Boredom

Action	Update
<p>1.1 Provide more regular sports, competitions & recreation events to all age groups.</p> <p>Create an annual sports plan and distribute to the community at the beginning of each year</p>	<ul style="list-style-type: none"> • NPARRL Competition Started • In-kind Support provided for Futsul activities • In-kind Support provided for Kittyhawk Basketball season and ITC clinic • In-kind Support and Sponsorship provided to Dan Ropeyarn Cup and participating teams • Support provided to Steel Fitness
<p>1.2 Provide more social opportunities and entertainment appropriate for teenagers.</p> <p>Create an annual events plan and distribute to the community at the beginning of each year.</p>	<ul style="list-style-type: none"> • Blue light disco held in April school holidays • Events held: NPA Rodeo, Dan Ropeyarn Cup, Mud Rally & Pig Hunt, ANZAC Day, Mabo Day
<p>1.3 Provide more social opportunities and entertainment for young adults in controlled environments.</p>	<ul style="list-style-type: none"> • Discos restarted • Pool competition started
<p>1.4 Make bike tracks/area for quad bikes, motorbikes and a BMX bike track for children.</p>	<ul style="list-style-type: none"> • Scoping plan received • Funding sources being identified
<p>1.5 Establish a Youth Centre to provide activities and projects of interest to teenagers, inclusive of youth who are disengaged from the education system.</p>	<ul style="list-style-type: none"> • Youth hub open and operational

Priority 2: Reduce Stress

Action	Update
<p>2.1 Reduce noise pollution in the community from parties, cars with music, noisy vehicles/bikes and dogs by taking action against offenders</p>	<ul style="list-style-type: none"> • Fortnightly Noise Meetings held with stakeholders • Noise abatements issued followed with Notice to Appear
<p>2.2 Agencies to follow through on complaints made to them by community members.</p>	<ul style="list-style-type: none"> • To be progressed through Interagency which has been re-established
<p>2.3 Establishment of a central complaints unit to direct and assist community members with their complaints if agencies are not responsive.</p>	<ul style="list-style-type: none"> • PDs have been written • Initial recruitment has been unsuccessful • Further recruitment being undertaken
<p>2.4 Establishment of a funeral assistance service to provide supports for families making funeral arrangements and headstone unveilings.</p>	<ul style="list-style-type: none"> • Funeral Assistance Policy was reviewed • Initial items purchased from separate funds • Scoping further options for Funeral Assistance Service
<p>2.5 Promote positive messages to the community on how to maintain healthy</p>	<ul style="list-style-type: none"> • To be commenced

emotional wellbeing and where to get assistance from. Provide Stress Management workshops and distribute information regularly in all communities. Provide Grief & Loss workshops and distribute information regularly to all NPA communities.	
2.6 Scope having a designated area for parties and consumption of alcohol and loud music – with toilets, rubbish bins, lighting, cameras and security officers	<ul style="list-style-type: none"> To be commenced
2.7 Improve Physical Safety across the community through fixing existing street lights, installation of new street lights and scope possibility of CCTV	<ul style="list-style-type: none"> Advocacy work resulted in Ergon committing to replace existing street lights. Works to commence late 2023

Priority 3: Apply Consequences for Disruptive Negative Behaviour

Action	Update
3.1 Police to respond to complaints/calls concerning parties and noise and take action. Report noise complaints to Housing. Report child protection concerns to Department of Child Safety if children are present	<ul style="list-style-type: none"> Fortnightly Noise Meetings held with stakeholders Noise abatements issued followed with Notice to Appear QPS trial for alternative communication methods to assist reporting
3.2 Enforcement of Local Laws for noise pollution, littering, holding parties outside of homes and designated areas.	<ul style="list-style-type: none"> Positions appointed Illegal dumping campaign being organised
3.3 Social Housing agencies to follow through on complaints made about noisy tenants.	<ul style="list-style-type: none"> Ongoing work. Council tenants issued breach notice where necessary
3.4 Explore the development and implementation of the Community Police Program.	<ul style="list-style-type: none"> To be commenced
3.5 Explore the development and implementation of a Night Patrol Program by Community Volunteers	<ul style="list-style-type: none"> To be commenced

Priority 4: Improved Community Awareness & Involvement in the NPA Alcohol Management Plan

Action	Update
4.1 Develop an annual plan to keep residents informed and involved in the NPA Alcohol Management Plan/ Alcohol Restrictions/ Key Data Indicators.	<ul style="list-style-type: none"> Community update provided at Council Meetings Data to be provided as part of AMP Review
4.2 Promote the Declared “Dry Areas” program to residents who may want to apply to their home under the AMP.	<ul style="list-style-type: none"> Promotion occurred at Community Meetings in response to queries
4.3 Review the NPA Alcohol Management Plan, Current Licence Restrictions and Alcohol Restrictions to see if satisfactory and relevant	<ul style="list-style-type: none"> Community Survey completed Survey results compiled for first LTC meeting

to current trends and data, by conducting a community survey to determine if the community want change, removal of the AMP or suggest other controls.	
4.4 Provide a Report with recommendations to DATSIP/ QLD Government on the Alcohol Restrictions utilising the information obtained from the community survey.	<ul style="list-style-type: none"> To be completed following decision of LTC Meeting
4.5 Provide administrative support to the NPA Liquor Accord and the NPA Interagency Group through the establishment of a new position - Community Development Officer / Secretariat, the position will sit with NPARC. The Secretariat will also work with the interagency group to develop a community services model for the community; collect and analyse agency and community data; identify issues from the data and work with the interagency group to develop realistic solutions within a coordinated approach.	<ul style="list-style-type: none"> Still seeking funding sources to be provided

Priority Area 5: Address Gaps in Alcohol Support Services

Action	Update
5.1 Seek funding opportunities to extend of existing Alcohol, Tobacco & Other Drugs Unit (ATODS) programs through the return of dedicated position, increased health promotion programs and promotion of safe drinking	<ul style="list-style-type: none"> Still seeking funding sources to be provided
5.2 Seek funding opportunities to establish new Foetal Alcohol Spectrum (FAS) assessment and support services	<ul style="list-style-type: none"> Still seeking funding sources to be provided
5.3 Seek funding opportunities to expand existing Youth Intervention program to include additional positions	<ul style="list-style-type: none"> Still seeking funding sources to be provided
5.4 Seek funding opportunities to expand existing Men's Support programs including scoping the possibility of a Men's Shelter	<ul style="list-style-type: none"> Still seeking funding sources to be provided

Title of Report: August Operations Information Report

Agenda Item: 11.1

Classification: For information

Author: Executive Manager, Operations

Attachments: Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

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

BACKGROUND AND CONTEXT

Capital projects update

Shane Waller (Project Manager)

- New Mapoon Multi-Purpose facility
 - o QRA have advised that works cannot commence prior to Federal announcement of projects.
- Rangers' vehicle and vessel shed
 - o Builder has advised that they are overcommitted and cannot complete works
 - o Alternative builder is being engaged
- Fleet
 - o Orders have been placed for all vehicles and buses identified in the 2023-24 capital budget.
- Jacky Jacky Boat ramp car park
 - o Bitumen seal will be undertaken with another project later
- Umagico Park Upgrade
 - o Painting of basketball court to be scheduled with Williams Cres small basketball court painting
- Seisia boat ramp (TMR third Party works)
 - o TMRs contractor completed the works in early September
- Jardine River Ferry
 - o Works are progressing at site
- Seisia esplanade W4Q & DAF
 - o Works will be ongoing through September
 - o Delays experienced with delivery of materials from Cairns
- William Crescent Park upgrade W4Q
 - o Cars have been removed from site

- Concrete works will commence on the contractors return from Cairns
- Pre-qualified suppliers
 - Completed
- Community Housing Project Management Services – RFT
 - Project management engaged in July after the special meeting in June
 - Workshop being scheduled for 26th October
 - Works being progressed for tender to be awarded at Jan 24 Meeting prior to caretaker mode
- Mutee Heads Campgrounds W4Q 21-24
 - Awaiting building kit and toilet system to be fabricated and delivered to site (late 2023)
 - PAN has been issued in early September

Robert Bottger (Project Manager - Roads)

- Jardine Ferry Road (South) NP1
 - Project on hold awaiting outcome of Federal Government review of grant funded projects
- Jardine Ferry Road (North) NP2
 - Project on hold awaiting outcome of Federal Government review of grant funded projects
- ATSI TIDS Grant – Injinoo Back Road
 - Aurecon are continuing with preliminary works in preparation of preparing a design.
- DRFA 2022 Flood Recovery Works
 - Work are in progress
- 2023 DRFA Emergency Works
 - Works complete
- Lui Street Drainage (R2R)
 - Langtree Consulting are preparing detailed designs for these works to be tendered out.
- Seisia – Injinoo Line marking (R2R)
 - Works have been brought forward by Roadtek and will be completed in Mid-September.
- Umagico – Bamaga cycleway
 - Design documentation issued to TMR. Awaiting approval - ongoing
- Seisia boat ramp (TMR third Party works)
 - TMRs contractor completed the works in early September



NPARC Interim Capital Grant

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

NPARC Job Cards / Minor Works

Works are at a manageable level 224 aged job cards > that are presently over 60 days. For the month August NPARC have been receiving 10 Job Cards a day. NPARC currently has 450 active jobs in the portal which have been shared out to Contractors

Current Unscheduled Work / Upgrade Works 22/23

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

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

Ranger Shed

Works have commenced on shed with the slab being poured. There is a curing time now. Construction of Shed will begin October.

Completion – late October 2023

Pajinka Toilets

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

Plumber have started to do rough ins to the building.

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

NPARC Carpenters

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

Water Leaks / Dump Points

For the month of August there has been 20 leaks ranging from burst mains to water meter repair, Fire Hydrants to Failed Ferrule.

Parks & Gardens

During the month of July crews undertook the following tasks. Slashing of roadsides and open spaces, General maintenance activities and clean-ups in Bamaga and New Mapoon. Cleaning up of the New Mapoon historical pergola. Repaired fences at the Bamaga Oval, assisted with preparation of funerals and assisted with the set up for the NPA Rodeo and Races.

Works

Roads

The roads crew is currently down to four staff with recruitment of replacement staff required to commence. Crews extracted and delivered sand from the Umagico sand pit to Batching plant Injinoo, assisted waste with the emptying of all small skip bins, Cleaned the Bamaga ponds fence line in preparation for installing a barbed wire fence, unsealed road repairs to the Bamaga bond Lockerby and Jardine, clean or replace roadside signs and post and Repair pot holes, throughout communities

Solid Waste

Kerbside collection has occurred with minimal disruptions during the Month of August. The transfer station and landfill operations are operating normally.

The small skip bin truck repairs were completed in Early September and transport back to the NPA has been arranged for late September.

The roads crew and Cape & Straits assisted with the collection of skip bin from commercial premises.

The Department of Environmental Science (DES) Visited the NPA to inspect the Operations of the Transfer station, and the Main Landfill dumpsite, they provide recommendations of areas of improvement and suggested funding sources.

Peter Magala was trained to drive and operate the Bandit Garbage Truck during this NPA Rodeo.

Wastewater

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

Portaloo toilets were set up at the at the Bamaga football oval, for the NPA Rodeo and Rugby League grand final.

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

Water

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

During August the dry season was in full swing and with that there has been a significant increase in tourists visiting the area. With this we have seen a significant increase in water consumption. Water conservation practices will need to come into effect so water supply can be maintained. Level 3 Water restrictions were put in place. The boiled water notice is still in effect and will remain so until the membranes are replaced and the requirements set by state are met and approved by state.

Veolia is continually and actively engaging with the state government to work towards the rectification of this. An interim solution was tabled and all parties agreed to this solution and we are working towards the repair work. Approvals for the CWT project and membrane replacement project were issued 30/06/2023. All purchase orders have been raised for this work and we are awaiting delivery of parts with works scheduled to start early September. A number of other smaller projects have also been approved and are underway with completion of some of the smaller projects expected towards the end of August. Installation of the new Bulk flow meters has commenced with 4 having been completed. Replacement of the remaining will continue over the coming months. Materials for the CWT replacement liner have begun arriving onsite.

August also brought a number of power outages due to Ergon works around the communities, this has created some ongoing issues with electronic componentry being older equipment, the powering down and re-energising of this equipment has caused multiple units to fail. Veolia is trying to source some spares while also working on a scope for replacement of this older equipment as it is no longer supported.

Zlatko from Yabbie Ponds was engaged by state Govt and attended site to complete a process audit to look at recommendations for plant improvement Veolia also accompanied Zlatko to ensure all parties are aligned with the issues so a well-informed recommendation can be made.

Minister Glen Butcher and his entourage also visited the WTP and Veolia gave a site tour followed by a lunch, a presentation around the ongoing WTP issues and some initial thoughts with what the future may need to look like to ensure the plant can produce sustainable quality drinking water.

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

Rainfall in Bamaga was recorded at 0 mm which is above average for the August mean rainfall of 6.2 mm.

The total water production (filtrate) volume for Bamaga WTP for the month was 167.8ML, averaging 5.59 ML/day

3 residential leaks were inspected and handed over to NPARC.

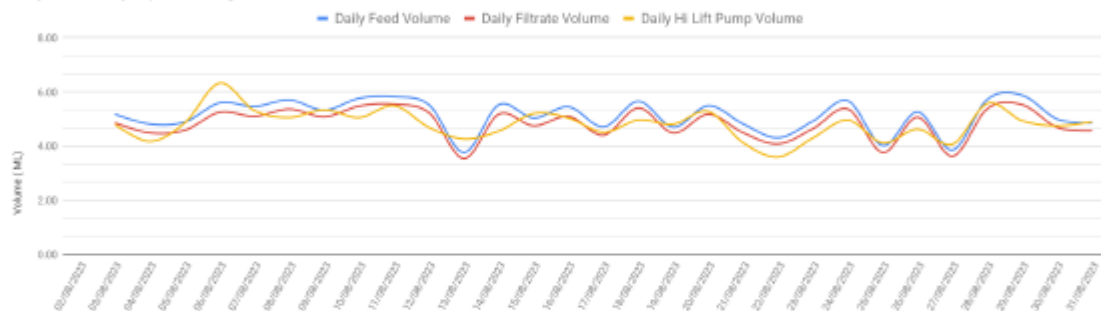
5 commercial leaks were inspected and handed over to NPARC.

There were 1 new service request and 1 new service installation completed in the period. Duplex in Horseman Close Umagico.

2.1 Water Volumes

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

Daily Volumes(ML)Trend August 2023



Year	Month	Raw Water Feed Vol (ML)	Production Filtrate Vol (ML)	Consumption Hi-Lift Vol (ML)	YTD Feed 22	YTD Prod 22	Efficiency
2023	July	144,858.90	136,002.30	135,001.31	1,873,171.85	1,680,060.07	89.10%
2023	August	158,419.00	149,338.80	148,505.70	2,031,590.85	1,829,398.87	88.77%

Boiled Water Alert update.

The CM Filters were installed in early / mid-September onsite monitoring indicates that the new membranes are operating well. Additional water samples as requested by the Drinking Water

Regulator and Queensland Public Health have been sent to Cairns for testing. Once the results of these tests have been received Veolia and Council will discuss the lifting of the boiled water notice, with the Drinking Water Regulator and Queensland Public Health.

Clear Water Tank Liner Repair are programmed to be completed in late September.

Workshop

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

Maintenance and Repairs:

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

Challenges and Areas for Improvement:

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

The monthly mechanical report highlights the department's achievements, challenges, and plans for improvement. By prioritizing maintenance, optimizing efficiency, and ensuring compliance with safety regulations, the mechanical department aims to contribute to the overall success of the organization. Work will continue to minimize breakdowns, enhance productivity, and foster a safe working environment.

Rangers

- on a weekly basis (Wednesday), have RDO on either Thursday or Friday. During turtle camp rangers to conduct the following task:
 - Morning track counts on new nest
 - Turtle track but didn't nest
 - New predation on old nest (by dingo, goanna, or feral pig)
 - Hatched nest dig up & count clutches
 - Monitor hatchlings
 - Croc Survey
 - Ghost net survey
 - Marine debris survey
 - Coastal patrol
- Muttee Heads bins and cleaning of toilets weekly
- Pajinka toilets cleaned weekly
- Due to only one vehicle operational, with staff away sick, on training and planned leave rangers were unable to maintain Somerset Toilets and bins.
- Biosecurity Fee for Service Work – light trap, coastal surveillance, aquatic pest, and vegetation management

- August 4th rangers attended NAIDOC at senior campus and presented an info stall on what rangers do on country.
- Donald and Anzac attended Biosecurity Training in Cairns
- Angelina started her Diploma in Leadership and Management training at Thursday Island 7th-11th August 2023.

Airport

The NPA airport has remained operational through August.

Sales figures for August are as follows:

Sale item	Monthly Totals	Comments
Jet A-1 litres	18,147.72	
Jet A-1 sales	\$48,998.87	
Avgas litres	11,817.25	
Avgas sales	40769.48	
Landing fees	\$13,019.17	July
Passenger tax	\$1,549.10	July ex GST

Sale items	REX	Skytrans	Other airlines	Total
Flights in/out (July)	36	20	96	152
Passengers in/out (July)	941	348	71	1360

Major Maintenance issues identified/corrected

N/A	N/A
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Airport HR

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

Recruitment of the following positions was ongoing through August:

- Airport Manager
 - o Vince left NPA Airport in late August
 - o Clive recommenced on the 6th of September
- Assistant Airport Manager
 - o Was on hold during August. It has since been completed
- Airport Reporting Officer.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

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

1 Reliable and Affordable essential Services

1.1 Water

1.2 Landfill

1.3 Access

2 Safe, clean and attractive physical environments

2.1 Animal Management

2.2 Clean and tidy public areas in each Community

FINANCIAL AND RESOURCE CONSIDERATIONS

Operational budget expenditure

CONSULTATION

Building Construction and Maintenance Manager

A/ Works Manager

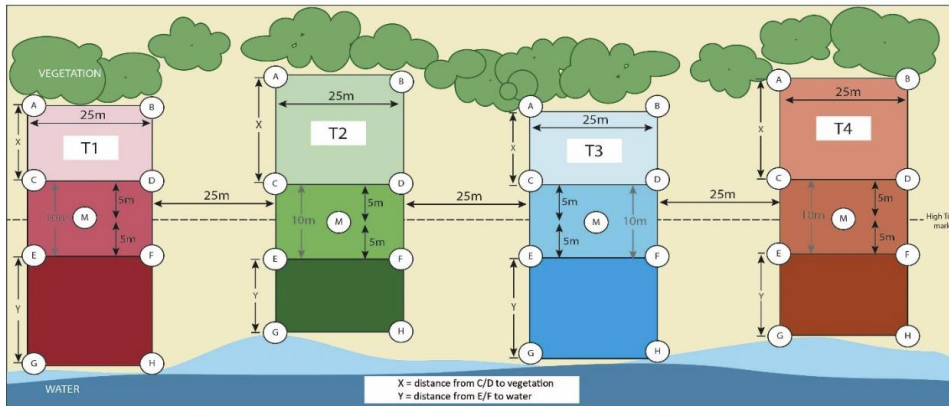
Ranger Coordinator

A/ Workshop Manager

NPARC Project Managers

A/ Airport Manager

Fly Point Monitoring



GPS locations

Above is a diagram of how we set the transect on the beach. M is set along the high tide line

T1 A: -10.75338, 142. 60210

T1 M: -10.75334, 142. 60221

T2 M: -10.75300, 142. 60259

T3 M: -10.75267 142. 60284

T4 M: -10.75233, 142. 60323

T4 B: just to the north of the 4wd track

	Weight	Bags	Notes	Total Items
T1	19.81	3	1442 hard plastic remnants 1003 lids 41 toothbrushes 20 personal care bottles 8 thongs 11 plastic bottles 9 bleach bottles	2732
T2	6.8	2	406 hard plastic remnants 168 lids 1 buoy 7 thongs 10 bottles 5 bleach bottles 10 plastic food packaging (mostly ice block wrappers)	714
T3	7.6	2	148 hard plastic remnants 32 lids 1 large meal bbq lid 9 bleach bottles 5 bottles	251

T4	5.6	1.25	202 hard plastic remnants 103 lids 9 personal care bottles 6 bottles 4 bleach bottles 1 eco brick	278
	Total	Total		Total
	39.81	8.25		3975

This outlines some of larger categories. If you need more in depth data let me know.

Fly Point Monitoring 13.06.2023

T1		T2		T3		T4		General	
Bags	KG	Bags	KG	Bags	KG	Bags	KG	Bags	KG
0.25	3.6	0.5	3.8	0.25	1	0.5	3.6	1	6.1
0.25	3	0.5	3.6	0.75	4.4	0.75	3.7	1	5.1
0.25	1.9	0.5	2.3	0.25	1.7	0.5	3.1	0.5	2.3
0.25	1.9	0.75	5.3					0.25	1.8
0								0.75	4.6
1	10.4	2.25	15	1.25	7.1	1.75	10.4	3.5	19.9
Bags total		9.75							
KG total		62.8							
items:		4,992							

Ranger Participation : 9

Notes: Apudthama rangers and Tangaroa Blue Foundation

Notable Items

Lids	985
Eco brick	1
foreign bottle	25+
rope and net	139

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

Agenda Item: 11.2

Classification: For noting

Author Executive Manager, Community & Regulatory Services

Attachments Attachment A. Aged Care Report
Attachment B. Illegal Dumping Campaign Materials

Officers Recommendation:

That Council:

- Note the Report

PURPOSE OF REPORT

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

Community Services

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

The interview process for the Community Service Manager position is currently in progress. At the same time, efforts are being made to finalise the burial policy. Additionally, we are actively reviewing Community Service Grant applications to ensure compliance with operational provisions, and adjustments are being considered in areas with underspending to optimize productivity and outcomes for the NPA region.

Indigenous Knowledge Centres [IKCs]

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

- Northern Peninsula Area Family and Community Services [NPAFACS]	- Probation and Parole
- Department of Community, Housing and Digital Economy	- NBN Ambassador
- Royal Flying Doctors Services	- Aged Care Services [HACC]

- Youths of Community	- Book Club
- Transition for young leaders to boarding schools	- Queensland Indigenous Family Violence Legal Services
- YES Campaign	-

Following queries at the last Council Meeting, all IKCs have printing services except for New Mapoon. IKC is working with IT to look at opportunities of rolling out.

IKCs challenges:

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

Events Team

The Events team continue to engage with stakeholders internally and externally to maximise participation in activities facilitated by council or other agencies locally.

Staffing

The interview process has begun for the Events Coordinator role. In the interim, the Community Service team is providing assistance to the Acting Events Coordinator until the position is filled. Staffing has been a significant concern and filling this role will be instrumental in addressing this issue and improving our operations.

Following the successful Rodeo event, the Events team has been actively working on post-event tasks. A thank-you BBQ is currently in progress to express appreciation for the contributions of Rosco and his team, as well as to acknowledge their smooth execution of the event. The Events team also extends their gratitude to the entire NPARC team for their collaborative efforts leading up to the rodeo.

Sports and Recreation

The local men's football competition has concluded, with the game being rescheduled due to insurance cut off dates. Alau Eagles emerged as the champions, defeating the New Mapoon Warriors in a highly competitive match.

A heartfelt thank you goes out to the NPARRL committee and the NPARC events team for their efforts in making this football season a success. Debrief sessions and discussions are now in progress to prepare for the 2024 season.

Interviews have been conducted for the Sports and Recreational Support Officer role, which will involve providing support for the Active Kit Futsal program. It is good to see a high number of applicants.

Art Centre

The Art Centre continues to engage community members to create phenomenal artwork illustrating the vast techniques being historical and modernised. With tourist continuing to enter the NPA region, sales are starting to slow down due to the decrease of our tourists.

Two workshops have been conducted at art centre, and the results were highly successful. The outcomes were showcased to Gab Titui, resulting in an increase in sales. These workshops not only taught new skills but also contributed to the overall satisfaction of the art centre.

Achievements include participation through UMI Arts in both the Sydney and Darwin art fairs. However, there have been several challenges encountered, including cultural differences, a payment challenges due to audit requirements and limitations in the art centre's physical space for expansion.

To address some of these challenges, an upgrade of the art centre is in progress, discussions with finance team to look at payment options moving forward.

Starting from October 1st, the Art Centre will have new opening hours and will be open from Monday to Friday. This adjustment is in response to a decrease in tourist activity.



Home and Community Care

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

Staffing

Both the Coordinator and the Manager are still on leave. In the absence of the Coordinator, Aleisha Chapman has continued in the Acting Co-ordinators role and is effectively overseeing operations in alignment with the required responsibilities with the support of a consultant, Barbara Schmidt. The DEX reporting has been completed and up to date.

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

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

- 1 Activity Worker
- 6 Age Care workers

Anticipated Client Numbers

The number of clients in the Age Care program is expected to increase, reaching a total of 36 clients. This growth indicates the need for effective management and resources to meet the expanding demand for services, however we currently do not have the staffing capacity to meet the demand.

The following activities and tasks have either been finished or are presently underway, and feedback from council meetings has been noted:

- Initial surveys with clients, centered on their satisfaction with service delivery, have been conducted. These findings are currently under review through one-on-one consultations.
- Concerns related to meal sizes are being examined and reassessed.
- Dietary surveys have been re-evaluated to place more emphasis on collecting additional information from clients to better address their individual requirements.
- A mandatory staff meeting takes place every Friday before classes commence.
- The role of the cook position is being evaluated with the aim of specialising in catering to the dietary needs of the elderly.

Impact Factors

Three significant challenges that have had an impact on our operations are power outages, staff absenteeism and no eftpos machine.

Challenges

The team encountered challenges regarding the maintenance of clients' yards, primarily due to lawnmower breakdowns. To rectify this issue, we have engaged a contractor to cut the grass for our elderly clients until the equipment can be fixed.

To ensure more effective yard maintenance for our clients, we have initiated the development of a new action register specifically designed to address clients' yard maintenance needs efficiently.

This new action register has been designed with a clear focus on ensuring that tasks are tracked effectively and timeframes are consistently met.

There have been a number of break-ins causing disruption to services.

Regulatory Services

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

Staffing

The position of Manager for Regulatory Services has been vacant for an extended period, and we have recently initiated the recruitment process by advertising the position. The absence of a manager has

presented numerous challenges and impacted our operations. We are actively working towards filling this crucial role to address these challenges effectively.

Food Licencing

In September, a follow up on the food vendors inspections was conducted. Compliance notices were severed and timeframes provided for vendors to take action on recommendations to meet the required standards.

During the rodeo event, stallholders were required to provide a statement of attainment indicating that they had completed a food handling course. This measure was implemented to ensure the safety and hygiene of food handling at the event and to comply with food safety regulations.

Animal Management

AMMERIC (Animal Management in Rural and Remote Indigenous Communities) has collaborated with our team to conduct an animal census across all five communities in the NPA region. The results of this census have been integrated into a new app system that NPARC (Northern Peninsula Area Regional Council) can download and utilize for various animal management purposes. This technological advancement will greatly assist in the efficient management of animals in the region. We can confirm that there were over 1,000 dogs and 49 cats that was accounted for during this census.

The current dog pound facilities are inadequate for sheltering dogs, and there is an urgent requirement to construct a new, suitable dog pound. We are actively seeking funding to support the construction of this new facility, which will provide a safe and appropriate environment for housing dogs in need.

Animal welfare organisations are collaborating with the team to facilitate the rehoming of dogs by arranging flights for their transfer and providing financial support for dog food. Discussions will be held to further explore and coordinate these efforts.

We are currently exploring veterinary services to aid in the care of animals within our community. The staff has already received training and are committed to following up on this training to ensure our capability in effectively managing the animals.

Horse Management

Funds have been allocated for the horse paddock project, and we are currently in discussions to outline the scope of the upcoming work. This has been placed on hold due to concerns raised by the Council to the CEO.

Illegal vehicles

External contractors have now been sought to start the removal of vehicles in the Bamaga community.

Illegal Dumping

The Illegal Dumping Reporting Officer has commenced work, this officer is a significant step forward in addressing the persistent issue of illegal dumping in our community. The officer will be responsible for overseeing all reporting of illegal dumping prevention and enforcement as well some Regulatory administration work.

Efforts are underway to improve awareness and deterrence of illegal dumping activities in our area. Signage campaigns have been initiated to inform the public about the consequences of illegal dumping and to encourage responsible waste disposal practices. The signage design and placement plan are currently in progress and will be finalized in the coming weeks.

Investigations into reported instances of illegal dumping are actively ongoing. Our team is working diligently to identify and apprehend those responsible for these unlawful activities. We encourage residents to continue reporting any suspicious or observed incidents of illegal dumping to our Illegal Dumping team. All information provided will be treated confidentially, and your assistance is essential in curbing this issue.

In addition to enforcement measures, community engagement and education programs are being developed to raise awareness about the environmental and legal implications of illegal dumping. We believe that educating the community on proper waste disposal methods and the impact of illegal dumping is a crucial step in preventing future incidents. Copies of the flyers and video are tabled here for information of the Council.

Injinoo Service Station

During the month of September, tourist activity has seen a decrease as the season winds down. Nevertheless, preparations are underway to accommodate an expected surge in customers who will be in town for the upcoming Dan Ropeyarn Carnival in October. The team is focusing on ensuring a smooth and satisfying business experience for both tourists and local residents during this busy event.

Staffing

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

Full-Time Manager

Full-Time Service Station Attendant 2x

Part-Time Service Station Attendant 2x

The Service Station remains with a Manager, 1 Full-Time attendant, 1x Part-Time attendant and 1x Casual attendant. Recruitment has started with the release of job postings for available positions, and we are currently in the process of identifying qualified candidates.

Achievements

In September, we have experienced constant sales and movement of stock items. There has been little changes and outstanding achievement through the month, besides the regular operation and determination of current employees to uphold the service to the community. The Service Station has provided an essential service to the community through the entire month.

Challenges

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

- Storage
- Staff
- Working Space
- Building/Property
- Delivery of stock (late)
- Supplier putting NPARC on credit hold
- Limited sales due to power outages in the community
- Damage to equipment (bowser), service expected next month

As previously mentioned, the most significant challenge we are currently facing pertains to staffing.

The high cost of living has affected our services, particularly due to elevated freight expenses. We have had to shop locally to ensure produce is available for public. However, it's worth noting that our local supermarkets do not have the necessary storage capacity to accommodate our needs. Another significant obstacle we have faced is unexpected power outages.

The power outages have had a significant impact on operations and sales. As a result, customers may have experienced inconveniences and dissatisfaction, leading to a decrease in sales.

<u>SALES CATEGORIES</u>	
FUEL	110917.50
SHOP SALES	32110.90
MISCELLANEOUS	16127.00
	<u>159155.40</u>
Total FUEL	110917.50
Total SHOP	32110.90

Umagico Supermarket

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

Staffing

Staffing concerns continue to be an ongoing challenge; however, there is some positive news as four new team members have recently joined our workforce.

Achievements

Several updates and achievements in our operations:

The construction of a new staff kitchen has been successfully completed, and staff are already enjoying the upgraded facilities. In addition, the team is proud to announce sponsorship of the rodeo event, which includes prizes such as a 60-inch flat-screen TV and an Oppo mobile phone. These initiatives have contributed to its reputation as the preferred supermarket in the area. Furthermore, the process of assessing the costs for upcoming upgrades, including new flooring, and also scoping out the works for installing shade cloth on the exterior of the building are underway.

Challenges

- Freight has continued to be a challenge with late deliveries on a Friday afternoon when staff are usually gone for the day. This loss has led to financial implications and potential disruptions in the supply chain.
- Staffing continues to be a persistent challenge for the supermarket. Unfortunately, there have been instances where we've had to temporarily close the shop due to a lack of available staff. The Human Resources (HR) team is actively engaged in addressing this issue through ongoing recruitment processes.
- Planned and unplanned power outages.
- Payroll and Fingerprinting: To improve the efficiency and accuracy of employee attendance tracking, it is necessary to implement a system that uses fingerprints for payroll purposes.
- Improvement of Freight Costs: Freight costs make up a significant portion of our expenses. It is essential to investigate strategies and initiatives to reduce these costs, particularly during dry periods for truck deliveries.
- Storage space remains a persistent challenge, and this may pose difficulties in adequately stocking up for the Dan Ropyarn Cup event.
- Our power supply situation continues to be a concern as we are currently operating at maximum capacity. It is evident that an upgrade to the power board will be necessary to address this issue.

Despite the staff shortages and power outage challenges faced in September, the supermarket managed to achieve good consistency in sales.

Jardine Ferry

Staffing

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

Achievements

Our current staffing situation involves a substantial group of casual employees who were recruited to meet the surging demands from both visitors and local businesses. Despite the increase in the number

of staff, staffing remains a persistent challenge. The Ferry Manager is still on leave, and we want to acknowledge Marjorie Sagigi for her exceptional work at the Jardine Roadhouse and Ferry. Marjorie has stepped up to fill the acting managerial role, effectively overseeing the ferry's operations during its busiest season. We extend our commendation to Marj and the entire Jardine River Ferry team for their dedication and hard work.

The team's efforts have resulted in consistency in sales figures, reflecting the dedication and hard work of our team. This success has allowed us to reinvest in our operations and better serve our customers.

To meet the growing demand of our customers, proactive steps have been taken by ordering new merchandise to replenish our inventory. This ensures that we continue to offer a diverse and well-stocked selection to our patrons.

The staff members have demonstrated increased confidence in handling the transit of 40-tonne semi-trailers across the ferry. This confidence is a testament to the skills and training provided, as well as the teamwork and dedication of our team.

Impact

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

Challenges

We have faced several challenges recently:

- An inspection by the Australian Maritime Safety Authority (AMSA) took place, but our staff worked collaboratively with the inspectors to ensure compliance and safety. This required additional time and effort from our team.
- Staff absenteeism has emerged as a significant issue. The unpredictable nature of employee availability has affected our operations and placed additional pressure on our workforce.
- Our vehicles have been experiencing frequent breakdowns, which have led to operational disruptions. This has caused fatigue among our team members, particularly when they are required to make multiple trips in a single day to get staff home.
- Another challenge faced is the receiving of stock and the lack of adequate storage space within the town to store the goods until delivered. The absence of suitable transportation to transport the stock out to the ferry is also a significant challenge.
- Our operating hours, spanning from 7:00 AM to 6:00 PM, have raised concerns about fatigue among our staff. The long hours can be physically and mentally demanding, impacting their well-being and performance.
- Late-night call-outs for local residents have been occurring without the payment of the agreed-upon fee of \$500. Investigations are now underway to ensure that these fees are properly collected, as it is essential for maintaining the sustainability of our services.

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

HOME CARE SERVICES

COMMUNITY AGED CARE MONTHLY COMPLIANCE REPORT

REPORT TO	Northern Peninsula Regional Council
REPORT DATE	11/08/2023
REPORT FROM	Patricia Nona – Age Care and Disability Support Service (Manager)

AGED CARE SERVICE DELIVERY

Summary of client status over the past month

Reporting item	Number	Comment
HCP Clients	0	Level 1: Level 2: Level 3: Level 4:
New HCP Clients		Level 1: Level 2: Level 3: Level 4:
HCP Enquires	8	
Referrals for assessment or reassessment	8	

Summary of CHSP client status and activity

Summary of CHSP client status and activity

Reporting item	Number	Comment	
Number of clients	38		
Number of new clients	6		
Clients on waiting list	6		
Number of clients transitioned to HCP			
CHSP Hours	Monthly target	Hours delivered	Comment
Social support group	546	544	One social support day was cancelled due to break into Centre
Domestic assistance	136	83.15	
Social support individual	78	138	
Personal care	25	3.45	There has been limited demand for this service
Home maintenance	78	22.5	
Flexible respite	7	0	
Meals#	223	1062	There is a very high demand for this service, but no clients are contributing so all costs for food are being met by Council
Transport	63	185	More elders are coming to the centre which is increasing the number of transports
Home Modifications	395		

Aged care legislative compliance status report

Compliance requirement	Number of clients	Overdue	Action taken
Charter of aged care rights explained	38		Intake process needs to be action
Signed aged care agreements	38		Intake process needs to be action
Signed current care plans	38		Intake process needs to be action

Advanced health directives completed (HCP clients only)	0		
	0		

Aged care activity reporting

Agency	Report submitted in the past month	Date due	Date Submitted
Services Australia	CHP DEX	14/09/23	11/08/23

STAFF MANAGEMENT

Staff changes over the past month

Staff	Staff establishment	Current number of staff	Number of resignations	Number of new staff
Total staff		13	1(cook)	0
Carers		5	1	0

+

HR Management

Reporting item	No of staff	Overdue	Action required
Key Personnel suitability Check			Status of this compliance requirement unknown – system need to be developed with council executive
Current Police checks	13		
Aged Care Code of conduct	13		
Current Drivers licence	13		Learner driver engaging with Indigenous licence to complete his provisional licence
Performance review	8		4 to complete
Annual Flu vax	13	13	
COVID Immunisation	13	-	All boosters completed

Status of Core training

Mandatory training	No of staff	Overdue	Action Required
Orientation	13		Orientations completed
Fire Safety	13		
First Aid	13		Organised for 20 th October 23
Manual Handling	13		All I Pads stolen, unable to complete Mandatory Training and Cert 3 age Care.
Infection control	13		“
Elder Abuse	13		“
Food Safety	13		“
Open disclosure	13		“

Activity recording and reporting			
----------------------------------	--	--	--

Training attended over the last month

- Nil

QUALITY IMPROVEMENT

Progress against Plan for Continuous Improvement

- Completed analysis of surveys
- Prepare Feed back to Elders and Organisation

Feedback/complaints management

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

Key issues and action taken

-

Incident/near miss management

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

Key Issues & action taken

- Smashing of large window to breaking into building
- Need a cook who can provide appropriate dietary meals
- Need Activity Officer, able to address Dementia clients' needs as well as others

RECOMMENDATIONS

- An Activity Officer needed and 2 more Age Care workers to provide quality Service.
- Maintenance problem needs urgent attention, if able to provide meals.
- Kitchen Equipment needed urgently flagged by inspectors, to prevent lock down.
- Has had 4 break-ins' have requested security screens.
- Need for a cook with qualification to provide appropriate dietary meals

Title of Report: NPARC Corporate Services Monthly Update

Agenda Item: 11.3

Classification: For Noting

Author Executive Manager Corporate Services

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

This report provides the Councillors with an update of NPARC Corporate Services portfolio for the Ordinary Council Meeting #41.

EXECUTIVE SUMMARY

Consistent with previous reporting periods, resourcing, medical leave, and absenteeism significantly impacted delivery of services. Of key significant in this report relates to the challenges of operating a Batching Plant in compliance with current legislation and WHS Codes of Practice that became enforced as of 01MAY2023.

ACHIEVEMENTS

- Completion of Diploma of Local Government (Corporate Services)
- Onboarding of Grants Management consultants from Peak Services (LGAQ)

RESOURCING PROFILE

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

Department	No. of Positions	Positions Filled	Positions Vacant	Comments
Batching Plant	5	4	1	• Vacant Supervisor Batching Plant
Corporate Affairs	6	4	2	• Vacant Manager Corporate Affairs • Vacant Communications Officer • Governance Officer currently occupied with part time IT resource
Grants Management	2	1	1	• Grants Officer service contracted to Peak Services Grants Assistant - 1000 Jobs Initiative placement
Information Technology	1	0	1	• IT Assistant - 1000 Jobs Initiative placement

Property and Facilities	6	5	1 • Vacant - 1000 Jobs Initiative
RIBS (Radio Station)	1	1	0
Stores	4	5	0 • Vacant - 1000 Jobs Initiative
Total	25	20	6

EMPLOYEE MOVEMENTS

Executive Manager Corporate Services is out of office from 27SEP2023 to 03OCT2023, returning to the office on Wed 04OCT2023.

Resignation of:

1. Zjahndalee Nona – IT Assistant – 1000 Jobs Initiative
2. Matilda Elu – Grants Management Assistant – 1000 Jobs Initiative

CS DEPARTMENTS

BATCHING PLANT

- Office of Industrial Relations (OIR) Workplace Health and Safety Queensland (WHSQ) inspection scheduled for 25-27OCT2023.
 - For Corporate Services, the focus is on Managing Respirable Crystalline Silica (RCS) dust exposure in construction and manufacturing and Respiratory Protective Equipment (RPE) Code of Practice enforced 01MAY2023
- The visit clashes with Dan Ropeyarn Cup but due to WHSQ scheduling and availability of flights was the only option available
- There is a likelihood the new WHSQ RCS Code of Practice will require Council to introduce:
 - Dust suppression and ventilation systems
 - Ensuring RCS/dust does not travel in the direction of other workers or other premises
 - Air quality monitoring
 - Employee health monitoring with minimum requirements for crystalline silica
 - Demographic, medical, and occupational history
 - Records of personal exposure
 - Standardised respiratory questionnaire
 - Standardised respiratory lung function testing (e.g., FEV1, FVC and FEV1/FVC)
 - Chest X-ray full size PA view
 - Lung function testing should be performed according to the Thoracic Society of Australia and New Zealand (TSANZ).
 - Other employee health monitoring may include high-resolution computed tomography (HRCT) for early detection of dust lung disease
- There is a risk to the future of Batching Plant Operations because of the RCS Code of Practice and the risks to public health and the due to the Batching Plant's proximity to neighbouring residential houses and public facilities
 - NPARC WHS Team has been requested to compile a report on Batching Plant Operations
 - Key strategic decisions will be required to mitigate corporate risk to Council around Batching Plant Operations and capabilities covering topics such as:
 - Significant capital investment into dust suppression systems

- Relocation to an identified area set aside for industry/NPA Industrial Park away from residential houses and public facilities
- Contamination to the creek/springs adjacent to the Batching Plant
- Sourcing of sand and type of sand (fine and coarse)
- Ability to deliver future customer orders with current Plant Assets, especially large orders; e.g., the batching hopper requires two loads to fill concrete agitator truck causing delays in delivery of batches which incurs:
 - Significant costs to the contractor and their workers on standby
 - Working with curing concrete and cold joins between batches
 - Risk of reputational damage to Council

Lung Function Testing:

FEV = Forced Expiratory Volume

FVC = Forced Vital Capacity

Stock Report

STOCK DESCRIPTION	QUANTITY COUNTED	TOTAL UNIT COST	TOTAL COST (\$) (Stock on hand)
Cement Bags (20 kg)	3270	\$9.00	\$29,430.00
Aggregate 20mm	126	\$125	\$15,750.00
Sand (m3)	117	\$132.50	\$15,502.50
Daratard (205 ltr)	300 L	\$3.28 per litre	\$984.00
		In Stock Cost	\$61,666.50

Commodity Movement for July 2023

	Cement Powder Bags	Sand m3	Aggregate m3	Daratard Ltrs
Opening Stock	1215	80	55.81	350
Purchase	3440	48	64	NIL
Consumed	358	178.95	178.95	50
Sold	13	18.3	0.8	NIL
Remain	3270	117	126	300 litres

Concrete Production

357.9m3

CORPORATE AFFAIRS

- Vacant position Manager Corporate Affairs is with the HR Department being prepared to be advertised

COMMUNICATIONS & MEDIA

- Vacant position Communications & Media Coordinator is with the HR Department be processed after advertising was closed

GOVERNANCE

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

RECORDS MANAGEMENT

- Records Management this month focused on Electronic Document and Records Management System (eDRMS) implementation project to replace TRIM.

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

RIBS

- Broadcasting
 - 11 Community Service Announcements
 - 5 Live radio interviews
- New Service Level Agreement executed between QRAM and Council
- Genset service is long overdue, the last service was due in AUG2022
- Meeting with 4MW TSIMA for live coverage of Dan Ropeyarn Cup 2023
- Community feedback is that they want to hear from their leaders

GRANTS MANAGEMENT

- Grants Management consultants onboarding and handover completed
- Grants Management Officer recruitment ongoing

ACTIVE GRANTS

Funding Program name	Component	Update
TSRA	In progress	Cultural Art and Heritage Programme is in establishment phase
QLD Remembers	In progress	Restoration of NPA War Memorial honour board plaque project is in establishment phase, to be completed before 24/05/2024. Additional funding required to fund HONOUR ROLL QUOTE Cairns Monumental.
NPA - Get Ready Queensland	In progress	QRA disaster ready minor project. New project commenced and in establishment phase
RIO-Tinto	In progress	Multi-purpose Hall Tables and Chairs Property and Facilities managing this project, updates once payment conformation received
Grant Pajinka Toilet Block DRDMW	In progress	Milestone 1 and 2 reporting complete
Department of Environment	In progress	Reporting up to date Outstanding milestones:

and Science - Local Government Illegal Dumping Partnerships		Reporting Officer 0.5 FTE recruitment Vehicle quote/purchase
Coastal Clean-up project Grants Round 1	In progress	Project commenced and in establishment phase
NIAA Rangers Program	NPA Rangers	22/23 acquittal due 29 September Some outstanding items from previous reports require action, project lead working with NIAA to bring up to date
Dept. of Health and Aged Care, Grant Funding - P4272 - G3YWDN6 - DOV	In progress	Aged and Home Care Deed of variation of funding – completed
NIAA 1000 Jobs	In progress	Current activity ends 31/10/23. Project lead (HR), finance and grants team working with NIAA to ensure payment claims are processed correctly. New activity has commenced and will end on 31/10/2025. 7 new positions are currently being filled and all are required to be filled by 13/10/2023
Department of Health and Aged Care – NAPS ID 3212	In progress	Project leads and finance team working with department to ensure reporting is up to date. My gov access has been an issue.
QLD State Library RE: 2022-23 Annual Report	In Progress	Annual report due 14/09/2023, 75% completed pending expenditure reporting and provision of supporting documentation.
First 5 Forever (QLD State Library)	In Progress	Annual report and forward plan completed, request for unspent fund to be rolled over to this financial year
DAF Fishing Grant	Variation required	Seisia Beachfront Upgrades (amenities) project: Variation to extend time frame required due to material and freight delays
Growing Regions Program – Round 1	Application Submitted	EOI submitted for the reconstruction and strengthening of the existing Airport runway pavement. Pending notification of successful/unsuccessful outcome to progress to detailed application phase anticipated October 2023. Detailed planning required to be completed for application phase.
NIAA Junior Rangers	Application Submitted	Application for Apudthama Junior Rangers program submitted August 2023. Pending notification of successful/unsuccessful outcome, anticipated announcement September-October 2023

Commonwealth Regional Connectivity Program	Application Submitted	Application for improved digital connectivity project pending notification of successful/unsuccessful outcome, anticipated announcement September-October 2023
Ely Trust	Application Submitted	Application for Arts Exhibition trip to Cairns applied for grants through Ely Trust to support local artists to go to Cairns for an Art exhibition Application submitted waiting outcome
Regional Precincts Partnership Program – Planning Steam	Progress to application	Jardine River Precinct
Regional Precincts Partnership Program – Delivery stream	Progress to application	Injinoo Historical Village Precinct
Festivals Australia funding	Potential project for funding	Art Centre Manager scoping NPA cultural festival 2024
Dept. Sport and Rec Minor Infrastructure Program Grant	Application unsuccessful	<ol style="list-style-type: none"> 1. Bamaga Courts & Oval Project – lights, resurfacing, refurbishment & replacement of grandstands 2. Umagico Oval Lights replacement & toilets 3. Refurbishment of change rooms and commentator room at NM Oval, replacement of main switchboard & lights replacement 4. Injinoo Oval lights replacement, Basketball Court replacements & PK Bridge 5. Further extension of Seisia Esplanade, playground and hall works <p>Potential to resubmit in the current round of Minor Infrastructure and Inclusive Facilities Fund</p>

INFORMATION TECHNOLOGY

BUSINESS TECHNOLOGY SOLUTIONS

Electronic Document Records Management System (eDRMS):

- The new eDRMS will be a significant change to employees, introducing new ways of working that will be unfamiliar
- Scope/Statement of Work does not include:
 - Change Management requirements
 - Communication needs
 - Training needs
- Change Management requirements need to be assessed and planned for

- Initial discussion has occurred with the vendor on Change Management requirements, however this will be at additional cost
- More information is being gathered on what options are available to Council for Change Management and will be brought to the Executive Leadership Team (ELT)/MANEX

Financial Management System (FMS)

- No progress has occurred in the FMS implementation due to resourcing challenges and employee absenteeism challenges
- The next step is to document:
 - Functional Requirements describing the business capability and functions that a solution must have in terms of the behaviour and information the solution will manage.
 - Non-Functional Requirements describing the performance or quality attributes a solution must meet, usually measurable.

PROPERTY & FACILITIES

- Resourcing challenges has led to a decline in delivery of services
- Council Action Register contributes to workload
- Resources for delivering cleaning services a constant challenge
- Very limited to no progress on strategic planning

STAFF ACCOMODATION

- No changes this reporting period

Staff Housing	Total Count
Total Staff Housing	26
Tenanted	20
Vacant Available	3
Vacant Unavailable	3
Potential Housing Requirements	6

SOCIAL/COMMUNITY HOUSING

- No changes this reporting period

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

SOCIAL/COMMUNITY HOUSING APPLICATIONS WAITLIST

- No changes this reporting period

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

STORES

- Meeting with Finance Department to resolve issues with stock receivals processing error
- Creation of Purchase Order training, Stores are now creating their own Purchase Orders

Sales Summary:

Item	Previous Reporting Period	Current Reporting Period	Variance	YTD
Internal				
Sales	\$64,291.74	\$72,788.99	\$8,497.25	\$217,149.83
Credit Sales	\$24,693.50	\$23,453.55	-\$1,239.95	\$63,331.02
EFTPOS Sales	\$17,510.74	\$22,939.62	\$5,428.88	\$59,643.11
Direct Debit	\$311.65	\$1,084.65	\$773.00	\$4,693.10
Total	\$106,807.63	\$120,266.81	\$13,459.18	\$344,817.06

Stocktake Count(s):

Date	Stock Type	Variance	Value
24Jul2023	Monthly	Deficit	-\$833.83
09Aug2023	Monthly	Deficit	-\$845.87
YTD Total			-\$1,679.70

Stock Slow Movement and Write-offs:

- Improvement of slow stock, reduced by ca. \$3k

In stock > 12months:

Stock Item	Value
5 x Ratchet Strap 25mtr (rated 10t)	\$3,122.75
Old Stock	\$4,496.22
Old Stock	\$908.60
Sub-Total	\$8,527.57
Write-offs	\$7,139.96
Write-offs	\$550.15
Sub-Total	\$7,690.11
Total	\$16,217.68

PROFESSIONAL DEVELOPMENT & TRAINING

Training Required

- Property and Facilities
 - Aboriginal Cultural Heritage Act 2003
 - Torres Strait Islander Cultural Heritage Act 2003
- Records Management:
 - Public Records Act 2002 (QLD)
 - Records Governance and Guidelines
 - MS-SharePoint (backbone of eDRMS)

Planned Training

- No planned training during the next reporting period

Completed Training

- Diploma of Local Government (Corporate Services)

CONSULTATION

1. Acting Batching Plant Supervisor
2. Consultant Grants Manager
3. Property and Facilities Manager
4. RIBS Officer
5. Stores Supervisor
6. WHS Coordinator

End of Corporate Services Report

Title of Report: August 2023 Finance Report

Agenda Item: 12.1

Classification: For Noting

Author Manager Finance

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

Officers Recommendation:

That Council:

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

PURPOSE OF REPORT

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

BACKGROUND AND CONTEXT

Overall position

Financials current year

The Council's financial position as at the end of August 2023 has seen an improvement, mainly due to the receipt of the \$9.67M ICFP Grant. There was a \$1.6M increase in Accounts Receivables, but almost half of this was for TMR funding for the Jardine Ferry Road and almost half for QBuild invoices. Accounts Payables have increased by almost \$900K during the month of August

Current obligations (liabilities) are at \$10.7M compared to a cash position at the end of August being at \$20.8M. Unrestricted cash is estimated at \$6M, as there is still \$12.58M of unspent Grant funding on various operational and Capital projects in addition to unpaid suppliers and employee entitlements.

Operating grants received for the month of August were \$9.67M for the new Indigenous Councils Funding Program (ICFP) Grant, \$2K for NAIDOC Week, \$1.3K towards MABO Day, \$60K Aged Care CHSP Grant, \$50K towards Local Decision-Making Board funding, \$80K IVAIS New Mapoon Arts Centre Grant and 2 grants funding received July but not processed in PCS until August were \$135K ATSI Public Health Grant and \$230K NJCP Aged Care Grant; Capital Grants--Department of Transport & Main Roads were invoiced \$734K for roadworks on Jardine Ferry Road in August.

In August, QBuild was invoiced for \$785.8K for work on upgrades and maintenance to Community housing.

Revenue

Operational Revenue for the period to 31 August 2023 is tracking significantly high than budgeted, as revenues received are at 37% compared to 17% of the year elapsed. This is due to increase in Sales Revenue (BAS Works), Enterprise Revenue and Grants. It should be noted that Service Charges have yet to be issued

Expenses

Operational Expenditure is tracking slightly lower than Budget at 16% of Budget compared to 17% of the year elapsed.

Materials and Services comprises half of Councils Operational Expenditure at \$5.4M, and \$1.8M of this is payments to contractors and consultants for the upkeep of Council assets. A further \$1.1M is for the Insurances that Council is required to hold, \$13M for the purchase of stock for the various Enterprises and \$479K for Repairs & Maintenance of Council assets.

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

Cash Position

The Council has a good cash position due to receipt of the \$9.6M ICFP Grant, although there is still \$12.58M of unspent Grant funding and little expenditure against the funded projects.

At end of August 2023, after allowing for the end of month creditors, total staff leave liabilities, grants contracts obligations, Councils available unrestricted cash is at approximately \$6.0M. Current restrictions on cash total \$14.76M, however there is \$20.8M in Councils bank accounts.

Enterprises

This August, the business enterprises Injinoo Service Station, Alau Supermarket and the Jardine River Ferry & Roadhouse were profitable, but the Injinoo Batching Plant and the NPARC Stores made a loss. The Injinoo Service Station made a monthly profit of \$5.7K, the Alau Supermarket made a monthly profit of \$172.6K, the Jardine Ferry & Roadhouse made a \$328K profit. The NPARC Store made a loss for the month of \$22.7K and the Injinoo Batching Plant made a monthly loss of \$159.7K (increase in sales only \$3K, but increase in wages \$33.6K, materials \$55.2K, freight \$32.5K and stock purchases \$39.6K). For every dollar spent, the combined enterprises brought in \$0.29 of surplus.

Audit last financial year ending 30 June 2022

Council and the Queensland Audit Office (QAO) auditors are continuing to work together on progressing the audit whilst the necessary work is completed. Due to several prior year errors which are being rectified this year, the audit is taking a lot longer than anticipated. NPARC Finance Manager has had to go back to 2019/20 records in some cases in order to be able to reconcile some of the work that has been needed to satisfy audit queries. The QAO have advised that they will be onsite at Bamaga in September 2023.

Budget and Management Reporting

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

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Operational Plan – 2. FISCAL MANAGEMENT

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

CONSULTATION

N/A.

Statement of Comprehensive Income

Percentage of year elapsed as at 31-August-2023

17%

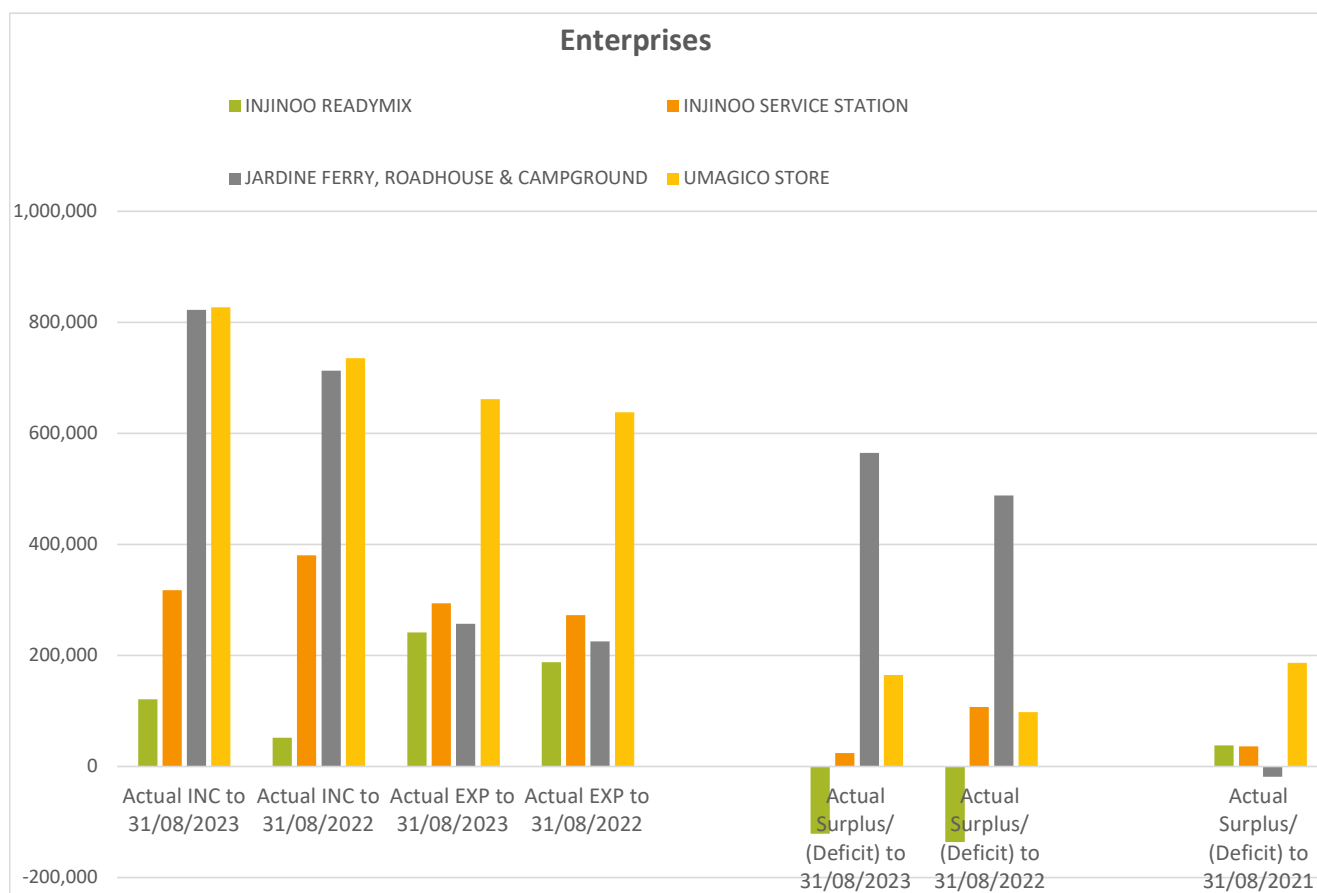
The Statement of Comprehensive Income is often referred to as the Profit and Loss Statement. This statement shows what Council has earned (revenue) and what costs Council has incurred (expenses) for the year to date.

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

	<u>Period End</u> <u>31/08/2023</u>	<u>Period End</u> <u>31/08/2022</u>	<u>Annual</u> <u>Budget</u> <u>2023-24</u>	<u>% Actual vs</u> <u>Budget</u>
Income				
Recurrent Revenue				
Rates, levies and charges	(1,700)	419,204	2,814,952	0%
Fees and charges	39,356	125,565	359,950	11%
Rental income	140,356	115,383	1,045,587	13%
Interest received	29,993	6,949	90,005	33%
Sales revenue	1,802,995	1,124,741	10,626,214	17%
Enterprise revenue	2,086,684	1,938,216	8,966,614	23%
Other income	110,994	92,715	2,908,076	4%
Grants, subsidies, contributions and donations	10,293,988	2,631,799	12,889,265	80%
Total recurrent revenue	14,502,665	6,454,572	39,700,663	37%
Capital revenue				
Grants, subsidies, contributions and donations	734,554	224,878	34,323,685	2%
Loss on sale Assets	-	-	-	
Total capital revenue	734,554	224,878	34,323,685	2%
Total revenue	15,237,219	6,679,450	74,024,348	21%
Expenses				
Recurrent expenses				
Employee benefits	(2,695,042)	(2,687,843)	(16,999,207)	16%
Materials and services	(5,421,833)	(3,234,538)	(32,065,414)	17%
Finance costs	(2,745)	(5,715)	(715,643)	0%
Depreciation and amortisation	(1,803,833)	(2,062,204)	(10,823,000)	17%
Total recurrent expenses	(9,923,453)	(7,990,300)	(60,603,264)	16%
Capital Expenses	-	0	(36,753,538)	0%
Total Capital Expenses	-	0	(36,753,538)	0%
Total expenses	(9,923,453)	(7,990,300)	(97,356,802)	10%
Result from ordinary activities	5,313,766	(1,310,850)	(23,332,454)	-23%
OPERATING RESULT				
Operating Revenue	14,502,665	6,454,572	39,700,663	37%
Operating Expenses	(9,923,453)	(7,990,300)	(60,603,264)	16%
Operating Surplus/(Deficit)	4,579,212	(1,535,728)	(20,902,601)	-22%

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

ENTERPRISES	Actual INC to 31/08/2023	Actual INC to 31/08/2022	Actual EXP to 31/08/2023	Actual EXP to 31/08/2022	Actual Surplus/ (Deficit) to 31/08/2023	Actual Surplus/ (Deficit) to 31/08/2022	Actual Surplus/ (Deficit) to 31/08/2021
INJINOO READYMIX	120,534	51,914	241,365	187,801	(120,831)	(135,887)	37,776
INJINOO SERVICE STATION	317,474	380,176	293,638	272,866	23,835	107,310	35,867
JARDINE FERRY, ROADHOUSE & CAMPGROUND	821,994	712,999	257,253	224,812	564,741	488,187	(18,533)
NPARC STORES	149,289	164,304	143,266	139,331	6,023	24,973	(34,081)
UMAGICO STORE	826,682	735,504	661,897	638,088	164,785	97,416	186,760
Total Enterprises	2,235,973	2,044,897	1,597,419	1,462,897	638,554	582,000	207,788



Cash Position Summary

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

The estimated net cash position is **\$20.8M** as of **31 August 2023**. Estimated known restrictions at end of July 2023 are staff leave liabilities during the next 12 months: \$1.05M, Creditors liabilities at end of month \$1.13M, grants project deliveries \$12.58M.

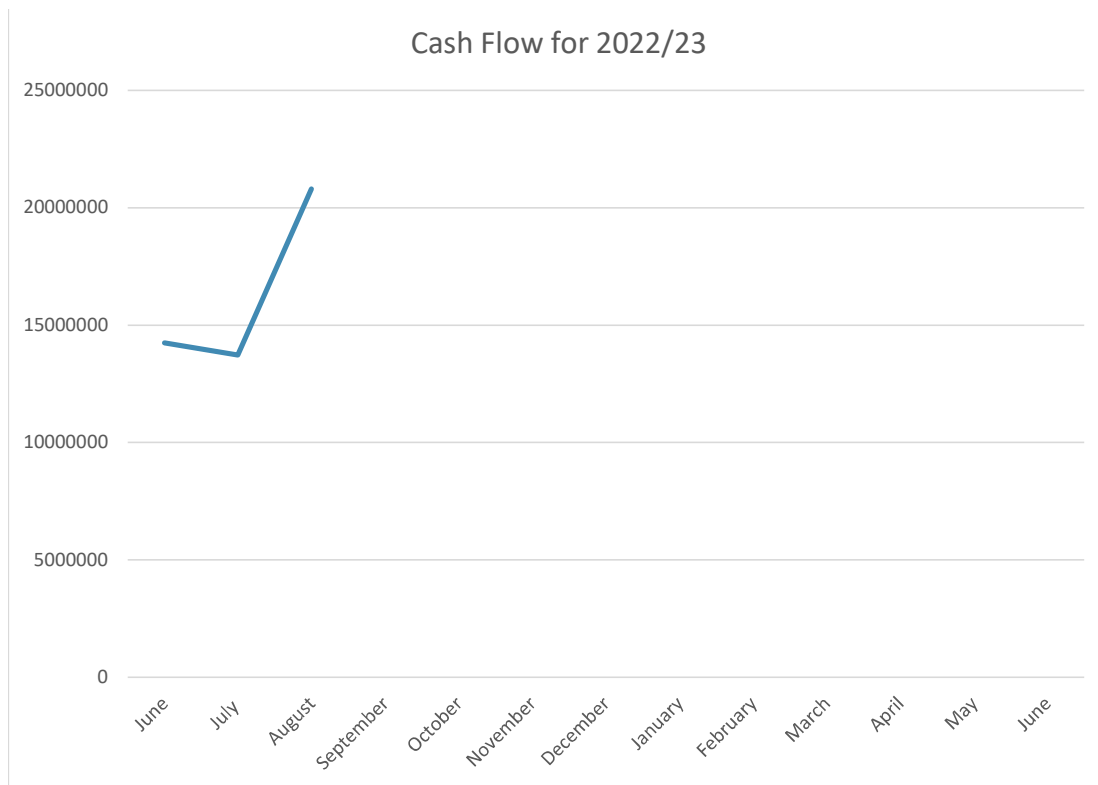
Cash balances total at 31-August-2023 was 20.80M

Of this

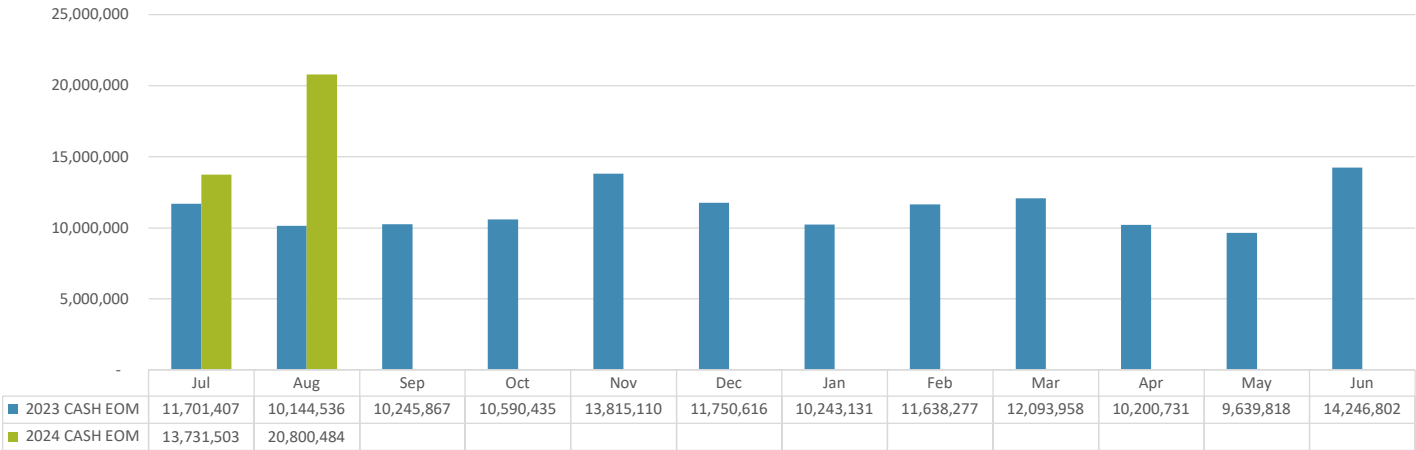
NPARC CBA General Account		\$ 16,504,047
NPARC Cash Floats		\$ 11,515
NPARC Cash on hand-ATM Umagico Store		\$129,349
DHPW Trust Account	^ 5 new houses	\$ 557,284
NPARC QTC Investment	^ effective rate 1.94%	\$ 3,598,289

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

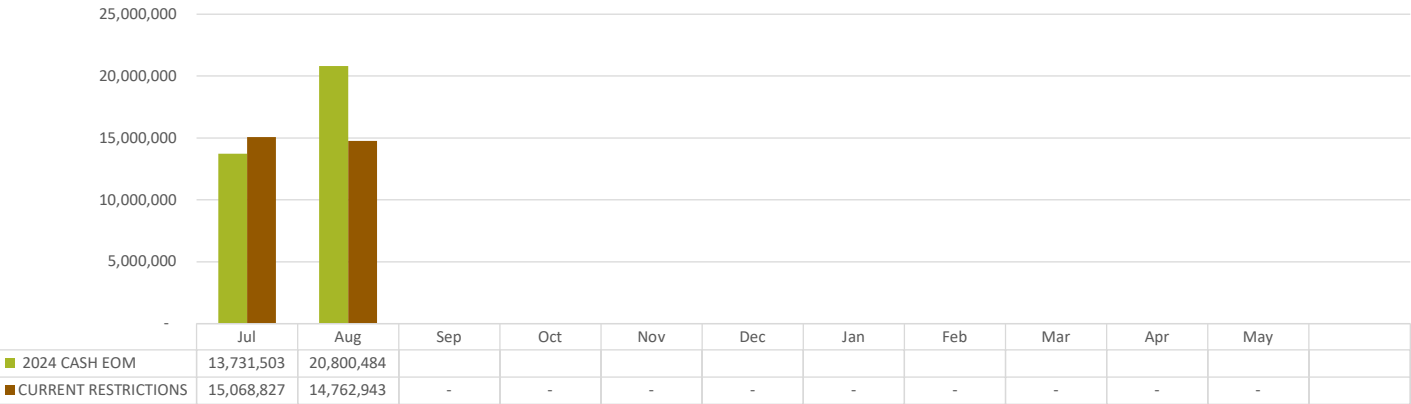
	\$
Cash flows from operating activities:	
Receipts from customers	3,190,229
Payments to suppliers and employees	(6,836,774)
	<u>(3,646,545)</u>
Interest received	29,993
Rental Income	140,356
Non-capital grants and contributions	10,293,988
Finance costs	(2,745)
Net cash inflow (outflow) from operating activities	<u>6,815,048</u>
Cash flows from investing activities	
Payments for property, plant and equipment	(480,620)
Grants, subsidies, contributions and donations	734,554
Net cash inflow (outflow) from investing activities	<u>253,934</u>
Net increase (decrease) in cash and cash equivalents held 31-August-2023	7,068,981
Cash and cash equivalents at beginning of reporting period	<u>13,731,503</u>
Cash and cash equivalents at 31-August-2023	<u>20,800,483</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-August-2023

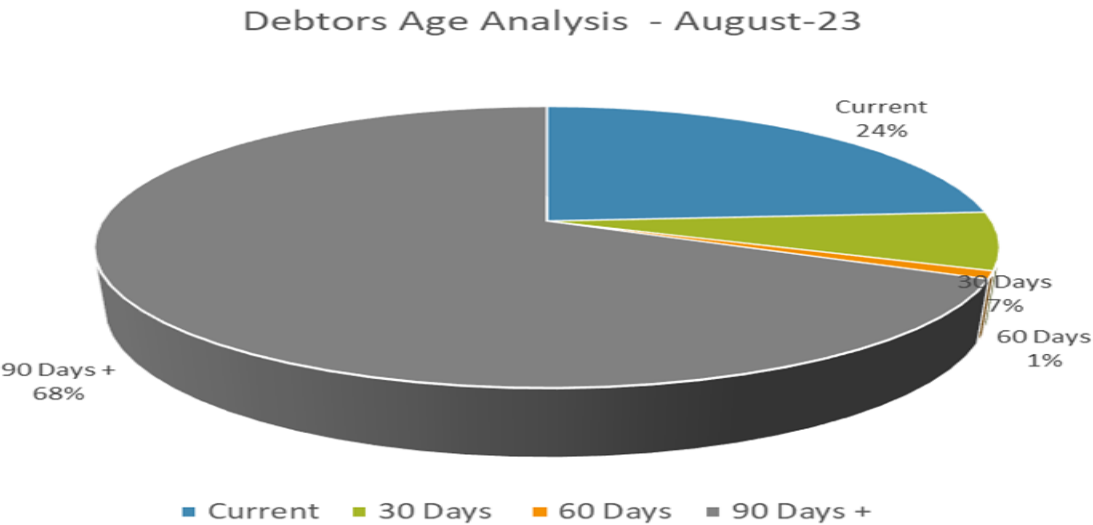
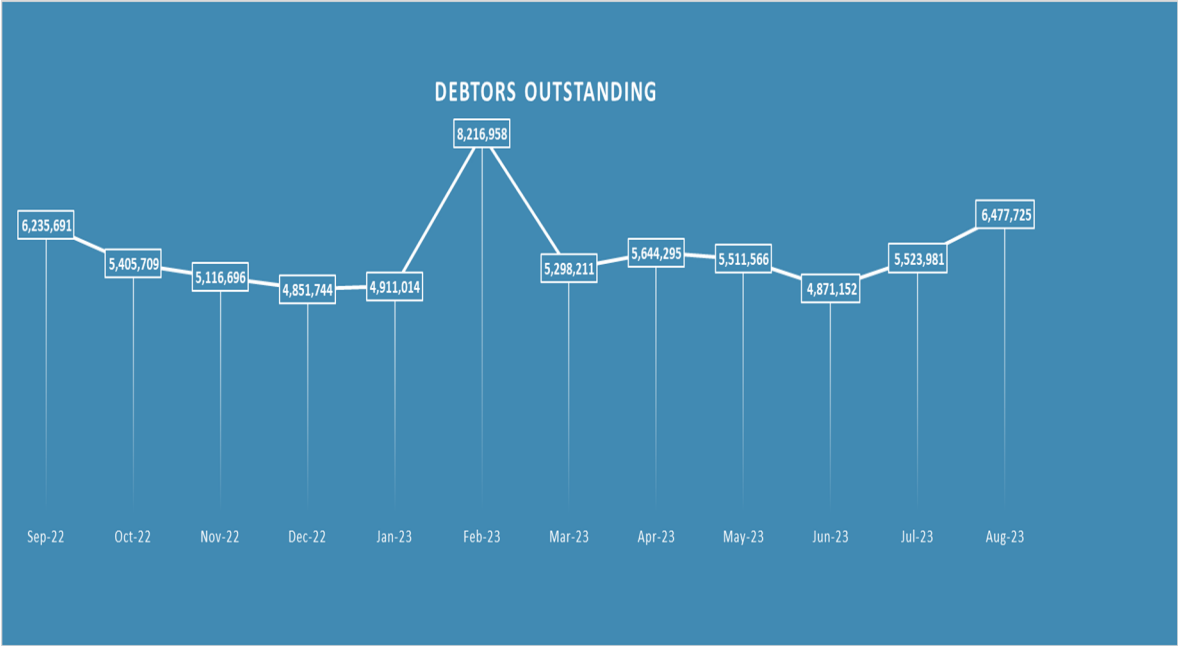
	As at 31-July-2023 Actual	As at 31-August-2022 Actual
	\$	\$
Current Assets		
Cash and cash equivalents	20,800,484	10,146,536
Trade and other receivables	4,038,216	2,249,075
Inventories	922,889	967,339
Other financial assets	676,600	839,600
	26,438,189	14,202,549
Non-current assets classified as held for sale	-	-
Total current assets	26,438,189	14,202,549
Non-current Assets		
Trade and other receivables	-	-
Other financial assets-Leased Assets	17,421,672	17,421,672
Property, plant and equipment	200,239,825	210,027,497
Work in progress	11,516,403	3,278,714
Total Non-current assets	229,177,900	230,727,883
TOTAL ASSETS	255,616,089	244,930,432
Current liabilities		
Trade and other payables	2,978,774	1,772,368
Borrowings	-	-
Provisions	1,138,047	1,230,256
Other	6,641,093	6,041,723
Total Current liabilities	10,757,914	9,044,347
Non-current liabilities		
Provisions	1,828,266	1,828,266
Total Non-current liabilities	1,828,266	1,828,266
TOTAL LIABILITIES	12,586,180	10,872,613
NET COMMUNITY ASSETS	243,029,909	234,057,819
Community Equity		
Asset revaluation reserve	84,172,001	84,172,001
Retained surplus/(deficiency)	158,857,907	149,885,817
Reserves	-	-
TOTAL COMMUNITY EQUITY	243,029,909	234,057,819

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

Debtors Outstanding and Recovery

Total debtors outstanding as of 31 August 2023 was \$6.47M of which 68.51% is outstanding over 90 days.

Total bad debt provision as at 30 June 2023 is \$3.545M, after analysis and further discussions with QAO. This represents 79.88% of outstanding 90 Day Debtors and 54.73% of total Debtors at 31 August 2023



Creditors Outstanding

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

Description	Current	30 Days	60 Days	90 Days +	Total
August 2023					
Creditors outstanding	\$994,031	\$64,377	\$68,583	\$8,166	\$1,135,157
Number of Creditors					67

Title of Report: Procurement Policy

Agenda Item: 13.1

Classification: For Decision

Author Chief Executive Officer

Attachments Draft Procurement Policy

Officers Recommendation:

That Council:

- **Adopt the Procurement Policy**

PURPOSE OF REPORT

To enable review of the Procurement Policy following consideration of the Preferred Suppliers Tender.

BACKGROUND AND CONTEXT

At the August Council meeting, the Preferred Supplier Tender award for the Plant Machinery Hire (Civil & Building Work) and Supply of Trade Services were considered. The empanelling of contracts was subject to review of the NPARC Procurement Policy.

This was due to the concerns raised regarding the number of external companies that had tendered for the Preferred Supplier Tender and wanting assurances that this would not be at the detriment of local contractors.

A desktop review of neighbouring council procurement policies was undertaken and the draft policy is tabled. There are significant amendments to the Value for Money and Enhancement of the Capabilities of Local Business and Industry sections.

Due to the significance of the changes, Preston Law were also consulted to ensure there would be no issues in relation to State Procurement Policy.

CRITICAL DATES

The empanelling of preferred suppliers tenders is contingent on the review of the policy

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

Nil



POLICY CONSIDERATIONS

NA

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Focus Area Three: Strong Economy - an Economically Vibrant and Growing Community

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

FINANCIAL AND RESOURCE CONSIDERATIONS

NA

CONSULTATION

Preston Law



**NORTHERN PENINSULA AREA REGIONAL COUNCIL
PROCUREMENT POLICY NUMBER P2022-004**

Policy Title	PROCUREMENT POLICY
Policy Number	FIN-004
Business Unit	CORPORATE SERVICES / FINANCE
Date of Adoption	27/06/2023
Resolution Number	C6-3-8-27062023
Review Date	27/06/2024
Date Repealed	

1. PURPOSE

The Northern Peninsula Area Regional Council (NPARC) seeks to use its purchasing activities to advance Council priorities, as detailed in the Corporate Plan, while observing the principles governing the making of contracts required under the *Local Government Act 2009*.

In doing so, the Council will use its best endeavours to achieve value for money with probity and accountability whilst ensuring that competitive local businesses that comply with relevant legislation are given a full, fair and reasonable opportunity to supply the Council.

This policy is required under section 198 of the *Local Government Regulation 2012* and sets out NPARC policy for purchasing throughout the organisation. The principles and procedures outlined in this policy comply with Sec.104 of the *Local Government Act 2009*.

The purpose of this policy is to:

- Facilitate the procurement of goods and services for Council in the most timely and cost effective manner;
- Ensure that all procurement activities are within Council's legal and statutory obligations;
- Ensure all procurement activities are carried out in a professional manner and all Council officers have a clear understanding of their responsibilities and authority.
- Have regard for the fact that NPARC is a major employer and generator of economic activity in a remote community.
- Assist in the building of the capacity of the local indigenous community to supply goods and services to the Council.

2. BACKGROUND

In accordance with Section 104 of the *Local Government Act 2009*, the Northern Peninsula Area Regional Council is required to have regard to the following principles when entering into contracts for the carrying out of work, or the supply of goods or services:

2.1. Open and Effective Competition

Council will foster open and effective competition by:

- ensuring the availability of information to suppliers and the public about the Council's purchasing policy and procurement processes;
- ensuring that the format, timing and distribution of invitations to suppliers maximises the prospect of obtaining the most cost-effective outcome; and



NORTHERN PENINSULA AREA REGIONAL COUNCIL PROCUREMENT POLICY NUMBER P2022-004

- providing suppliers with a reasonable opportunity to do business with the Council.

2.2. Value for Money

~~Council will obtain value for money in its assessment of offers and purchasing of goods and services by giving consideration to:~~

- ~~• The advancement of Council priorities;~~
- ~~• Non-price factors such as experience and past performance, local benefits, fitness for purpose, quality, service and support; and~~
- ~~• cost related factors including whole of life costs and transaction costs associated with acquisition, use, holding, maintenance and disposal.~~

~~The objective of the value for money principle is to ensure that all procurement represents the best return and performance for money spent from a whole-of-life cost perspective to assist Council to use public money effectively and efficiently.~~

~~Value for money should not be limited to price alone. In assessing value for money, officers must consider:~~

- ~~• The contribution to the advancement of Council priorities and vision, including the Local Benefits Test defined in this Policy, buying from local, Aboriginal and Torres Strait Island businesses and organisations as first preference, community and social benefits, and suitability considerations consistent with and supporting the strategic direction of the Corporate Plan and within allocated Council budget;~~
- ~~• Factors such as fit for purpose, innovation, maintenance and support, relevant experience and performance, availability and suitability of staff, plant and equipment, application of relevant and sound systems of operational management, risk, legal and reputation exposure and business continuity; and~~
- ~~• Cost related factors including whole-of-life costs, transactional costs and risk exposure associated with the acquisition, use, administration, holding, maintenance and disposal of the goods and/or services.~~

~~As the application of the value for money principle may not necessarily favour the lowest price, procurement decisions must substantiate how application of the principles ensures Council is receiving the most advantageous outcome for Council's LGA and Northern Peninsula Area region.~~

2.3. Enhancement of the Capabilities of Local Business and Industry

~~Council will proactively support local, Aboriginal and Torres Strait Islander owned businesses, organisations and industry to provide jobs within Council's LGA and the greater Northern Peninsula Area region, in recognition of the economic and social benefits that this brings.~~

Council will enhance the capabilities of local business and industry by:

- Buy from local Aboriginal and Torres Strait Islander businesses and organisations as preference; subject to allocated Council budget;



**NORTHERN PENINSULA AREA REGIONAL COUNCIL
PROCUREMENT POLICY NUMBER P2022-004**

- Reserve the right to invite only local, Aboriginal and Torres Strait Islander owned businesses, organisations and industry to quote for appropriate contracts;
- Engage with suppliers to foster opportunities to develop local, Aboriginal/Torres Strait Islander economic opportunities, talents and skills via training, internships, work experience, apprenticeships and jobs.
- Actively seeking out potential local supplies and suppliers and maximising the opportunity for suppliers of goods and services to be considered for Council business on the basis of merit and value for money;
- encouraging and assisting local suppliers of goods and services to enter wider markets on the basis of competitiveness, quality, performance and long-term viability;
- encouraging prime contractors from outside the local the local government area to give local suppliers every opportunity, as partners or subcontractors, to participate in major projects;
- ensuring that the principles of open and effective competition are applied and equal treatment is given to local offers, when being compared with other offers, on the basis of fair and equitable behaviour; and
- acknowledging that the local market is limited with respect to size, diversity and location when considering quotations, tenders and expressions of interest from local suppliers of goods and services.

2.4. Environment Protection

Council will protect the environment by:

- promoting purchasing practices which conserve resources, save energy, minimise waste, protect human health and maintain environmental quality and safety; and
- being consistent with Federal and State Government policies and practices regarding sustainable development.

2.5. Ethical Behaviour and Fair Dealing

Council will encourage ethical behaviour and fair dealing by:

- establishing and observing accountable and transparent purchasing and procurement processes;
- ensuring that Council officers with purchasing and procurement responsibilities behave with impartiality, fairness, independence, openness, integrity and professionalism in their dealings with suppliers and their representatives;
- advancing the interests and priorities of Council and earning the professional respect of suppliers in all dealings and transactions; and
- reviewing relationships with suppliers who are found to be conducting themselves unethically.

Council officers responsible for purchasing goods and services are to comply with these instructions. It is the responsibility of each Council employee involved in the procurement process to understand this policy as well as its meaning and intent. Should an employee have any

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NORTHERN PENINSULA AREA REGIONAL COUNCIL PROCUREMENT POLICY NUMBER P2022-004

questions, they are to be raised with their respective supervisor or manager. It is the responsibility of Council officers to report any actual, potential or perceived conflict of interest to their manager, prior to and during any business dealings

2.6. Goods and Services Tax (GST)

All prices for the purpose of this Procurement Policy are to be exclusive of GST where applicable.

3. FINANCIAL DELEGATION

The Council delegates the Chief Executive Officer as the authority to incur financial expenditure on behalf of Council under the following provisions:-

- Where expenditure has been provided for in Council's Budget; or
- In the opinion of the Chief Executive Officer such expenditure is required because of genuine emergency or hardship

Other officers may only incur expenditure on behalf of the Council if:-

- The officer has been granted a financial delegation within their specific area of responsibility by the Chief Executive Officer and such delegation is recorded in the Register of Delegations and
- Expenditure is provided for in Council's Budget; or
- In the case of genuine emergency or hardship and the power to incur expenditure in these circumstances has also been delegated.

The Chief Executive Officer must approve financial delegations in writing by recording them in the Register of Delegations.

Any officer incurring expenditure may only do so in accordance with any constraints imposed by the Council or the Chief Executive Officer in respect to a financial delegation.

The Chief Executive Officer may at their discretion re-delegate responsibilities and record such re-delegation in the Register of Delegations.

4. PROCUREMENT DELEGATION

The Chief Executive Officer is authorised to enter into contracts on behalf of Council with the expenditure delegation provided for in this Policy on Financial Delegation.

Other Officers can only enter into contracts on behalf of Council (including placing purchase orders) in accordance with a delegation granted by the Chief Executive Officer and recorded in the Register of Delegations.

No officer may have a procurement delegation exceeding \$200,000, unless the purchase or procurement of the goods and/or services have been approved by Council and supported by a Council Minute.

4.1 Goods and Services involving a cost of up to \$15,000

All purchases regardless of value are to be made by placing a written purchase order, unless authorized by the CEO or exempted under exemptions below.



NORTHERN PENINSULA AREA REGIONAL COUNCIL PROCUREMENT POLICY NUMBER P2022-004

Purchases up to the value, exclusive of GST, of \$5,000.00 may be approved without seeking written or verbal quotations provided sound contracting principles and Local Government principles (including reasonableness, transparency and governance) are maintained.

Purchases of greater than \$5,000.00 (exclusive of GST) but under \$15,000.00 (exclusive of GST) are to be undertaken by:

- a) Entering into a purchasing arrangement where practicable with a supplier:
 - From an Approved Contractor List (ACL)
 - From a Register of Pre-qualified Suppliers
 - Under a Preferred Supplier Arrangement
 - Under a LGA Arrangement

- b) Obtaining at least two (2) verbal or written quotes

Records of offers received must be kept on file.

The authority to order goods and services involving a cost of up to \$15,000 is delegated to officers as per the Financial Delegations Policy.

4.2 Goods and Services involving a cost of between \$15,000 and \$200,000

Council must invite written quotations before making a contract for the carrying out of work, or the supply of goods or services, involving a cost of between \$15,000 and \$200,000 (medium sized contractual arrangement). The invitation must be given to at least three persons who the Council considers can meet the Council's requirements, at competitive prices. Ideally a minimum of 2 written quotes must be received to allow an assessment and subsequent approval to proceed.

The Council may decide not to accept any of the quotes it receives.

However, if the Council does decide to accept a quote, the Council must accept the quote most advantageous to it having regard to the sound contracting principles.

Records of offers received must be kept on file.

The authority to order goods and services involving a cost of between \$15,000 and \$200,000 is delegated to the CEO, and other officers as per Financial Delegations Register.

4.3 Goods and Services involving a cost of more than \$200,000

In accordance with section 228 of the *Local Government Regulation 2012*. Council must invite tenders before making a contract for the carrying out of work, or the supply of goods or services, involving a cost of more than \$200,000 (GST exc) in a financial year (large sized contractual arrangement).

The invitation must:

- be by an advertisement in a newspaper circulating generally in Council's area; and
- allow at least 21 days from the day of the advertisement for the submission of tenders.



NORTHERN PENINSULA AREA REGIONAL COUNCIL PROCUREMENT POLICY NUMBER P2022-004

- Council retains the authority to order goods and services involving a cost of more than \$200,000, but may delegate this authority to the Chief Executive Officer once the expenditure has been approved by Council.

4.4 Valuable Non-Current Assets

Council cannot enter into a valuable non-current asset contract unless it first –

- invites written tenders for the contract; or
- offers the non-current asset for sale by auction.

5. TENDERS

All Tender invitations must be advertised to the extent required to reach a competitive market but as a minimum tender invitations must include an advertisement in a newspaper circulating generally in Council's area and allow at least 21 days from the day of the advertisement for the submission of tenders.

Every advertisement containing an invitation to tender should state that Council might later invite all tenders to change their tenders in accordance with the provision of the *Local Government Regulation 2012*. The inclusion of a statement to this effect in the advertisement gives Council the right, before making a decision on the tender, to invite all persons who have submitted a tender to change their tender to take account of a change in the tender specifications.

5.1 Evaluation of Tenders

Submissions for Tenders, Expressions of Interest and Requests for Quote may need to meet certain criteria to be eligible for evaluation. If submissions do not meet these threshold criteria, they may be disqualified from consideration.

The assessment criteria will be derived from the Sound Contracting Principles and will be applied consistently throughout the evaluation process.

The purchasing process in addition to the purchasing decision must be fully documented, including the reason for disqualifying any bids.

Post-offer feedback must be provided to unsuccessful suppliers upon request. The extent of the feedback provided will not necessarily be limited to, but should include the following information:

- The name of the successful tenderer; and
- The total price accepted.

5.2 Release of Information

Officers must not release information, including names of tenderers to other tenderers, prior to the opening of tenders.

5.3 Acceptance of Tender or Quotation

If Council decides to accept a tender or quotation, it must accept the tender or quotation most advantageous to it.



NORTHERN PENINSULA AREA REGIONAL COUNCIL PROCUREMENT POLICY NUMBER P2022-004

In deciding the tender or quotation most advantageous to it, Council must have regard to the principles identified in this policy.

However, Council may decide not to accept any tender or quotation available to it.

5.4 Calling for Expressions of Interest

Council may invite expressions of interest before inviting tenders if it resolves that it is satisfied that it would be in the public interest.

Council must record its reasons for making the resolution.

Expressions of interest must be invited by invitation. The invitation must:-

- Be by an advertisement in a newspaper circulating generally in Council's area; and
- Allow at least 21 days from the day of the advertisement for the submission of expressions of interest.

Council may prepare a short list from the persons who responded to the invitation and invite tenders from the persons on the short list.

5.5 Exceptions to Seeking Tenders or Quotations

Council may enter into contracts without calling for tenders or quotations if:

- It resolves that it is satisfied that there is only one (1) supplier reasonably available to it;
- It resolves that a genuine emergency exists;
- It resolves to obtain second-hand goods;
- It resolves to purchase goods at an auction;
- The contract is made with a person on an Approved Contractor List for service providers; or
- The contract is made with a supplier from a Register of Pre-qualified Suppliers;
- The contract is made under a Preferred Supplier Arrangement;
- The contract is made under a Local Government Area arrangement;
- The contract is made with, or under an arrangement with or made by an
 - Australian State or local government entity;
 - The contract is made under a Local Buy arrangement;
 - It resolves that it is satisfied that the services to be supplied are of such a specialized or confidential nature that it would be impractical or disadvantageous to the Council to invite tenders or quotations.

6. APPROVED CONTRACTOR LIST

An "Approved Contractor List" is suitable in instances where it is often impossible in relation to the provision of services (including professionals) to determine the exact scope of a particular job



NORTHERN PENINSULA AREA REGIONAL COUNCIL PROCUREMENT POLICY NUMBER P2022-004

and/or provide a binding tender price or quotation (e.g. engineering or legal consultancies where the exact cost of the service is often not known until the work is in the process of being carried out).

Council may compile a list of names of persons suitably qualified to provide a service. This section does not apply to the provisions of goods.

The Approved Contractor List must be compiled by inviting expressions of interest from persons to be included on the list by way of a public advertisement in a newspaper circulating generally in the Council area.

At least 21 days must be allowed from the day of the advertisement for the submission of expressions of interest.

Selection of the persons on the panel must be on the basis of the principles identified in this policy.

7. REGISTER OF PRE-QUALIFIED SUPPLIERS

A "Register of Pre-Qualified Suppliers" is suitable in instances where Council knows the standards it requires of a supplier for particular goods or services and a tender price or quotation is possible, but would be pointless or possibly prejudicial to Council's interests to go out to the market each time (e.g. the purchase of aggregate, tyres and plant parts or the supply of plant for hire).

Council may compile a list of names of suitably qualified suppliers of goods and services if:

- The preparation and evaluation of invitations each time the goods or services are needed would be costly; or
- The capability or financial capacity of the supplier is critical; or
- The goods or services supplied involve significant security considerations; or
- A precondition of an offer to contract is compliance with defined standards; or
- The ability of local business to supply the goods or services needed by the Council needs to be ascertained or encouraged.

The Register must be compiled by inviting expressions of interest from persons to be included on it by way of a public advertisement in a newspaper circulating generally in the Council area.

At least 21 days must be allowed from the day of the advertisement for the submission of expressions of interest.

Selection of the suppliers to be included on the Register must be on the basis of the principles identified in this policy.

Council is not required to seek tenders or quotations from Suppliers listed on a Register of Pre-Qualified Suppliers of Goods and Services.

Inclusion on the Register does not bind the Council to an offer of work or the supply of goods or materials.

8. PREFERRED SUPPLIER ARRANGEMENTS



NORTHERN PENINSULA AREA REGIONAL COUNCIL PROCUREMENT POLICY NUMBER P2022-004

A “Preferred Supplier” arrangement may be suitable in instances where suppliers are prepared to fix pricing conditions of formulae for a specified period.

Council may establish a preferred supplier arrangement only if:

- the supply of goods or services is needed in large volumes or frequently; and
- Council is able to obtain better value for money by aggregating demand for the goods or services needed; and
- The goods or services needed can be stated in terms that would be well understood in the industry concerned.

If Council proposes to establish a purchasing arrangement, it must invite persons to tender in the same way as detailed above and the invitation must state the purchasing arrangement for which the person is tendering.

Selection of suppliers to enter a purchasing arrangement must be on the basis of the principles identified in this policy.

Council must ensure there is provision for the evaluation of a purchasing arrangement including, for example, removal of a person from an arrangement because of the person’s poor performance in a contract entered into under the arrangement.

A Council may enter a purchasing arrangement for longer than 2 years only if it is satisfied that better value will be achieved by entering into a longer arrangement.

9. WAYS OF ENTERING INTO A CONTRACT

Council may only make, vary or discharge a contract for the carrying out of work or the supply of goods or services:

- by resolution of the Council; or
- By a delegate in accordance with Sec.257 of the *Local Government Act 2009*.

10. PUBLISHING DETAILS OF CONTRACTS WORTH \$200,000 OR MORE

Council will publish details of any contract worth \$200,000 or more that it enters into by having a register available for inspection at the Principal Council Office and on the Council’s website.

The details of a contract will include the following—

- the person with whom the Council has entered into the contract;
- the worth of the contract;
- The purpose of the contract.

11. RELATED LEGISLATION

Local Government Act 2009 Section 198

Local Government Regulation 2012

12. RELATED DOCUMENTS



NORTHERN PENINSULA AREA REGIONAL COUNCIL PROCUREMENT POLICY NUMBER P2022-004

FIN-001 DEBT POLICY

FIN-002 FINANCIAL DELEGATIONS POLICY

FIN-003 INVESTMENT POLICY

FIN-005 REVENUE POLICY

NPARC Annual Revenue Statement 2023/2024

13. DEFINITIONS

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

A **medium-sized contract** is a contract worth \$15,000 or more but less than \$200,000.

A **large-sized contract** is a contract worth \$200,000 or more.

A **valuable non-current asset contract** is a contract for the disposal of a valuable non-current asset.

A **valuable non-current asset** is—

- Land; or
- Another non-current asset that has an apparent value that is equal to or more than the limit set by the Council.

The limit set by the Council cannot be more than the following amount—

- For land—\$1;
- For plant or equipment—\$5,000;
- For another type of non-current asset—\$10,000.

14. REVIEW MECHANISM

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

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Annually as part of the Statutory Annual Budget Preparation.

15. AMENDMENTS

Document History	Date	Council Resolution Number	Notes (including the prior Policy number, details of change/s, etc)
Original	25/06/2013	4.1 250613	
Amendment 1	26/02/2019	7.1 260219	
Amendment 2	29/07/2020	2.1 290720	
Amendment 3	22/07/2021	EO6.6 – 22072021	Updated Item 1 Purpose
Amendment 4	27/07/2022	C8.7-27072022	
Amendment 5	27/06/2023	C6.3.8.-27062023	Update 2.2 Value for Money

10

Document ID #: D22/03109

Version: 4

Version Date: 27/06/2023



NORTHERN PENINSULA AREA REGIONAL COUNCIL
PROCUREMENT POLICY NUMBER P2022-004

Amendment 6	20/09/2023		
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KATE GALLAWAY
CHIEF EXECUTIVE OFFICER
27/06/2023

Title of Report: NPARC Camping Policy

Agenda Item: 13.2

Classification: For Decision

Author: CEO

Attachments: Draft Camping Policy
Draft Camping Process
Draft Camping Application Form

Officers Recommendation:

That Council

- 1. note the report**

PURPOSE OF REPORT

To provide an update to Council on the development of an NPARC Camping Policy and Application Process.

BACKGROUND AND CONTEXT

The regulation of local camping sites has been a previous issue for NPARC. The draft policy, process and application form was originally presented to Council at the August 2022 Meeting where it was requested to pause until issues with Torres Shire Boundary were resolved. As there has been no meaningful movement on this matter despite consistent follow-up, the draft policy, process and application form is presented again.

To enable finalisation of the draft policy, process and application form the following is required

- Designation of the area of land for the purposes of camping through resolution
- Setting of a fee (if applicable)
 - Currently \$65 under the fees and charges

It would be proposed the areas of the New Mapoon, Injinoo and Umagico foreshore where campsites are currently located be designated. Alternatively, the whole of the NPA could be designated as the approval process has specific locations and also requires PBC consent.

Once the land is designated, the policy can be finalised for approval by Council.

Following this, all campers will be invited to submit an application form and undertake the process.

OPTIONS CONSIDERED

It would be in the interests of Council to formalise and document the camping process under our Local Laws to prevent future disputes.



CRITICAL DATES

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

NA

POLICY CONSIDERATIONS

NA

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

NA

FINANCIAL AND RESOURCE CONSIDERATIONS

NA

CONSULTATION

Preston Law



NORTHERN PENINSULA AREA REGIONAL COUNCIL

CAMPING POLICY

Purpose and Scope of Policy

1. The purpose of this Policy is to ensure that any persons wishing to camp in areas within the Northern Peninsula Area Regional Council ("**Council**") local government area that are controlled by Council do so in a manner that is consistent with relevant laws, including Council's Local Laws.
2. This Policy applies to all persons seeking to camp on local government-controlled areas.

Legal Position

3. For areas that fall within the Council Deed of Grant in Trust ("**DOGIT**"), Council has an obligation, in its capacity as Trustee, to hold the said land in trust for the benefit of indigenous inhabitants and for no other purpose whatsoever.
4. As a matter of general law, that obligation on Council as Trustee involves managing the land effectively, including for third party uses such as camping.
5. Council's Local Laws are relevant to campers seeking to camp on local government-controlled areas in the Northern Peninsula Area ("**NPA**") and may regulate camping and aspects of camping more effectively. For example, Council's Local Laws currently state that:

(a) Council can designate, by resolution, a part of the trust area for the purposes of camping (section 8 of Local Law No. 7 (Indigenous Community Land Management) 2021);

(b) A person must obtain an approval to camp within a camping site in a trust area (Schedule 33, Subordinate Local Law No. 1 (Administration) 2021 ("**SLL1**"));

(c) A person must obtain an approval to make an alteration or improvement to a local government-controlled area (Schedule 7, **SLL1**);

A person is prohibited from sleeping or inhabiting a public place (Schedule 1, Item 6, Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2010). However, a person with an approval to camp may do so consistently with that approval.

6. An approval to camp within a camping site must be applied for under Local Law No. 1 (Administration) 2011 ("**LL1**"). Under section 9(2) of LL1, Council may:

- (a) grant the approval unconditionally;
- (b) grant the approval subject to conditions;

Commented [JB1]: This was the basis upon which Council sought to regulate the activities at New Mapoon – ie, an unauthorised structure in a Council controlled area. However, most instances of camping will not give rise to this issue as well.



(c) refuse to grant the approval.

7. Council may prescribe a fee for making applications under LL1.

8. Section 6(2) of LL1 provides that it is an offence to carry out a prescribed activity – including camping within a camping site or making an alteration or improvement to a local government-controlled area – without an approval. If Council identifies that the activity is being carried out without approval, Council can prosecute offenders in the Magistrates Court, issue a Penalty Infringement Notice (ie, an “on the spot fine”), or issue a Compliance Notice directing the person to cease the activity.

9. Council only permits camping at designated camping sites in the NPA DOGIT. Those camping sites are:

(a) [Council to advise]

Commented [JB2]: We recommend a resolution is adopted designating camping sites (as outlined in 5(a) above.

Camping in the NPA

10. Consistently with Council’s general law rights as the Trustee of the NPA DOGIT, and Council’s enforcement rights under its Local Laws, Council:

- (a) requires any persons camping at a camping site to obtain an approval under LL1 before camping;
- (b) prohibits camping on any local government-controlled areas in the NPA that are not designated camping sites.

11. Schedule 33 of SLL1 provides that:

Commented [JB3]: Each of these subparagraphs reflect the Local Laws.

(a) A person seeking to apply for an approval to camp at a camping site must provide the following information with their application for approval:

(i) the prescribed fee;

~~(i)(ii)~~ details about whether the applicant is a resident of the local government area;

~~(ii)(iii)~~ the period of time for which the approval is sought;

~~(iii)(iv)~~ details about any vehicles associated with the approval, such as registration number, vehicle make and type; and

~~(iv)(v)~~ any other documentation or materials requested by the local government in writing.

(b) The criteria that Council must consider under LL1 when deciding whether to grant an approval are whether:

- (i) if the activity requires a separate approval under an Act, a law of the Commonwealth or the local government’s planning scheme—the separate approval has been granted;

- (ii) the proposed operation and management of the activity is adequate to protect public health, safety and amenity and prevent environmental harm;
- (iii) the grant of the approval would be consistent with the purpose of any relevant local law;
- ~~(iii)~~(iv) the proposed operation and management of the prescribed activity would be consistent with any additional criteria prescribed for the activity under a subordinate local law;
- ~~(iv)~~(v) if the application relates to trust land – the grant of the approval would be consistent with the terms and conditions of the trust; the grant of the approval would be consistent with the terms and conditions of the DOGIT; and
- (vi) if the application relates to a prescribed activity mentioned in section 5(b) – the grant of the approval would be consistent with any requirements or criteria specified in the relevant Local Government Act in relation to the approval.
- (c) the additional criteria that Council must consider are whether –
 - (i) the approval would not cause nuisance, inconvenience or annoyance to the residents of the trust area;
 - ~~(v)~~(ii) the approval would not adversely affect the amenity of the surrounding area;
 - ~~(vi)~~(iii) there will be enough toilets and sanitary conveniences, complying with standards and requirements imposed by the local government, for the use by approval holders;
 - ~~(vii)~~(iv) adequate provision will exist for the disposal of refuse by approval holders.
- (d) The conditions Council will ordinarily impose on an approval to camp at a camping site, including those specified in section 7 of Subordinate Local Law No. 7 (Indigenous Community Land Management) 2021 are that the approval holder must:
 - ~~(viii)~~(i) ensure all rubbish must be removed by the camper or placed in receptacles provided;
 - ~~(ix)~~(ii) ensure camping sites must be kept in a clean and tidy state;
 - ~~(x)~~(iii) ensure fires must not be lit other than in the fireplaces provided and in accordance with Local Law No. 3 (Community and Environmental Management) 2021;
 - ~~(xi)~~(iv) ensure compliance with total fire bans imposed by authorised persons;
 - ~~(xii)~~(v) ensure plants, animals and natural and cultural resources must not be disturbed or damaged;

- ~~(xiii)~~(vi) ensure wildlife is not fed, and food must not be left in a place where it can be scavenged;
- ~~(xiv)~~(vii) ensure watercourses are not be polluted with shampoos, soaps, detergents, sunscreens or other harmful substances;
- ~~(xv)~~(viii) comply with any lawful directions given by an authorised person;
- (ix) ensure noise is not made as to disturb other visitors, particularly between 10pm and 7am;
- ~~(xvi)~~(x) camping permit holders must not disturb, remove or damage any natural or cultural resources;
- ~~(xvii)~~(xi) ensure electric generating equipment and compressors must not be used without approval; ~~and~~
- (xii) if camping in an area without toilet facilities, all human waste, organic waste, including waste water, generated as a result of the undertaking, must be buried at least 45cm deep, at least 50 metres from any lakes, watercourses, walking tracks, campsites or public facilities;
- (xiii) adhere with principles of Ailan Kastom and Ailan Lore or Aboriginal Tradition; and
- ~~(xviii)~~(xiv) where Native Title exists over the camping site, consent must be obtained from a duly authorised officer of the Native Title Prescribed Body Corporate for the island area upon which the camping site traverses is located.

Procedure

12. This Policy has been prepared by reference to, and should be read along with:
 - (a) The *Local Government Act 2009* and *Local Government Regulation 2012*;
 - (b) Council's Local Laws;
 - (c) Any specific forms, including application forms, prepared by Council which persons must use to obtain approvals.

Authorisation

13. This Policy is duly authorised by Council as the Northern Peninsula Area Regional Council Camping Policy on [Insert date], and shall hereby supersede any previous policies of the same intent.

NORTHERN PENINSULA AREA REGIONAL COUNCIL

CAMPING APPLICATION PROCESS

Purpose

1. Under Council's Local Laws, a person may apply to Council for approval to camp at a camping site within a trust area.
2. The purpose of this process is to assist Council Officers responsible for assessing applications for camping and providing conditions of approval.

Application Process

3. An application must be submitted to Council in writing by the applicant and the prescribed fee paid (if any).
4. When the application is received, the application should be reviewed to check that all of the information is completed.
5. If further information is required, a written notice should be sent to the applicant asking them to provide further reasonable information or clarification of information, documents or materials included in the application.
6. The application should be considered against all the criteria listed in Council's Camping Policy under clause 11 and with reference to Council's *Local Law No. 1 (Administration) 2021 ("LL1")*, *Subordinate Local Law No. 1 (Administration) 2021 ("SLL1")*, *Local Law No. 7 (Indigenous Community Land Management) 2021 ("LL7")*, and *Subordinate Local Law No. 7 (Indigenous Community Land Management) 2021 ("SLL7")*.
7. The proposed location of the camping activity listed on the application should be checked to confirm that it is within a part of the trust area that has been designated by Council for the purposes of camping. If not, the applicant should be advised of the permitted areas and advise if they want to amend the location of the activity.
8. If the area is subject to Native Title, the Applicant needs to provide consent of the Prescribed Body Corporate ("**the PBC**") on the application form. However, if there are any doubts about this consent or the PBC's consideration of any potential conditions are necessary, Council should consult with the PBC first.

Approval

9. After assessing the application, if satisfied it meets the criteria listed in LL1 and SLL1, a permit can be issued to the applicant that outlines all of the conditions Council intends to impose.
10. The permit should be in writing and signed by Council's delegated officer and a copy retained on Council's records for future reference.

11. An expiry date should be noted on the permit. SLL1 allows the Term of the approval to be what is stated on the permit. Therefore, the term should end following the end of the 'duration of stay' indicated on the application form.

Refusal

12. If, after assessing the application, Council is not satisfied that the permit should be issued, a written notice should be sent to the applicant advising of Council's refusal of the application.
13. An "Information Notice" will also need to be given to the applicant, and this can form part of the written notice in clause 12. It needs to provide the decision, the reasons for the decision and advise that the applicant may apply for review of Council's decision within 14 days after the notice is given and provide information on how to apply for a review.

Authorisation

1. This Policy is duly authorised by Council as the Northern Peninsula Area Regional Council Camping Application Process on [Insert date], and shall hereby supersede any previous processes of the same intent.



APPLICATION FOR PRESCRIBED ACTIVITY CAMPING

Local Law No. 1 (Administration) 2019

Please note prior to lodgement:

1. The lodgement of this form and payment of the application fee does not guarantee an approval.
2. Application fees (if applicable) must be paid prior to this application being assessed.
3. Assessment of this application is made pursuant to *Local Law No. 1 (Administration) 2021, Subordinate Local Law No. 1 (Administration) 2021, Local Law No. 7 (Indigenous Community Land Management) 2021 and Subordinate Local Law No. 7 (Indigenous Community Land Management) 2021*.

Application Type	<input type="checkbox"/> New application <input type="checkbox"/> Renewal application <input type="checkbox"/> Change of information <input type="checkbox"/> Other	
Applicant Details	Full Name(s):	
	Company/Business Name(s):	
	Residential address:	
	Postal address:	
	Telephone:	
	Email:	
Site/ Campground Details	Location:	
	Description (Lot/Plan):	
	Area / No. of Sites:	
	* Provide additional information separately where necessary	
Duration of Stay	Date/s:	
	Nights per Visit:	
Prescribed Body Corporate's Consent (if Native Title exists)	I,, consent to the undertaking of the Prescribed activity being undertaken on the land mentioned above. Duly Authorised Officer's Signature: Date:	
Applicant Declaration	I declare that: 1. I am applying for a Permit under <i>Local Law No. 1 (Administration) 2021, Subordinate Local Law No. 1 (Administration) 2021, Local Law No. 7 (Indigenous Community Land Management) 2021 and Subordinate Local Law No. 7 (Indigenous Community Land Management) 2021</i> , which I have read and understood in full; 2. The information provided in this application is true and correct; and 3. I consent to the making of enquiries and exchange of information with the Prescribed Body Corporate for the land and authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application; 4. I understand that the application assessment and conditions attached to any Permit are borne from the Local Laws listed above. Applicant(s) SignatureDate.....	

If Council wants to charge a fee for the assessment of the application and to allow people to camp, it will need to resolve the amount by Council resolution, if it hasn't already done so.

Phone: 07 4090 4100
Location: 181 Adidi Street, Bamaga Qld 4876
Postal Address: PO Box 200, Bamaga, Qld 4876

The information collected on this form will be used by the Northern Peninsula Area Regional Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Right to Information Act 2009 and Information Privacy Act 2009). This information will be stored on Council's database. The information collected will be retained as required by the Public Records Act 2002.

Title of Report: Tender Award – Council Housing Extensions 23-08-01

Agenda Item: 13.3

Classification: For Decision

Author Executive Manager, Operations

Attachments A - NPARC 2023-08-01 Housing Extension Tender Evaluation Report (tabled)

Officers Recommendation:

That Council:

- **That Council authorise the Chief Executive Officer and Executive Manager Operations to accept the tender submitted by HCCM PTY LTD T/A H.C BUILDING & CONSTRUCTION Total Package \$874,328.40 and enter into a contract with HCCM to undertake these works.**

PURPOSE OF REPORT

To award house extensions (Plug ins) in accordance with the documents provided by the Department of Energy and Public Works Tender Evaluation Report

BACKGROUND AND CONTEXT

The Department of Energy and Public Works approached Council to undertake five (5) plugs in with the NPA communities utilising residual funds from previous plug ins works. The Works are located at the following locations:

- Schedule 1 – 138 Williams Street, Bamaga
- Schedule 2 – 1 Charlie Street, Umagico
- Schedule 3 – 93 Luff Street, New Mapoon
- Schedule 4 – 122 Moses Street, Injinoo
- Schedule 5 – 13 Tumema Street, Seisia

Stuart Head from SLH Projects has been engaged to project manage the tender and construction delivery phase of these works, under local buy arrangements.

A Request for Tender was advertised to the Open Market via VendorPanel on Wednesday 14th August 2023.

Closing date of the request for Tender with Northern Peninsula Area Regional Council was 5pm, Wednesday 06th September 2023. Tenders were accepted through submission in Vendor Panel VP374616. Tenders were received from the following firms (in alphabetical order):

- HCCM T/A HC Builders
- James Construction Qld
- NQ Builders
- Robert Clarke Builders
- TI Concrete Works

Post tender correspondence was made with HCCM T/A HC Building to clarify their inclusion of GST in the quoted price. The price was not adjusted as a result of this clarification. Apart from that contact there was no other post tender correspondence with any of the Tenderers.

All five (5) tenders have been assessed to confirm they meet the minimum requirements for a conforming tender.

Prices received for this Request for Quote were evaluated in accordance with Council's Purchasing Policy and the Conditions given in the Request for Quote documents.

The following key selection criteria will be considered with the corresponding weightings:

1. Price	50%
2. Proposed methodology / Program	20%
3. Relevant experience	20%
4. Local supplier	10%

Each schedule was assessed individually with the above criteria. Scoring is out of 10 (with 10 being the best score), with the relevant weighting applied to the score. Tables listing the scoring received by each Contractor in regards to each selection criteria can be found on Pages 5 – 11 of the Tabled Tender Assessment report:

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

- Robert James, Building & Manager, NPARC
- Gus Yates, Executive Manager, Operations, NPARC
- Stuart Head, Principal Engineer, SLH Projects P/L

HCCM scored highest in the combined price and non price criteria, the Tender evaluation panel recommends awarding the total package to HCCM PTY LTD T/A H.C BUILDING & CONSTRUCTION for the total Package of \$874,328.40 (incGST). For the following reasons:

- Council will be able to manage one Contractor for the project which will help to reduce management resources required on the project.
- Contractors will be well established locally due to other works in the Community and will be well resourced to complete works before 30 June 2024.
- Continue to support local companies and local employment.

CRITICAL DATES

30 June 2024

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

Nil

POLICY CONSIDERATIONS

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

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

FINANCIAL AND RESOURCE CONSIDERATIONS

These works are fully claimable against the Department of Energy and Public Works project.

CONSULTATION

Councils Contract Engineers
NPARC project delivery staff

Title of Report: Draft Capital Investment Strategy

Agenda Item: 13.4

Classification: For decision

Author Executive Manager, Operations

Attachments A - Draft Capital Investment Strategy

Officers Recommendation:

That Council:

1. Endorses the draft short, medium, and long-term Capital Investment Strategy based upon identified community need,
2. Requests that the CEO / EMO attach the endorsed as addendum to Local housing Plan.

PURPOSE OF REPORT

To seek Council endorsement on the short, medium, and long-term Capital Investment Strategy based upon identified community need

BACKGROUND AND CONTEXT

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

Through engagement sessions with the NPA Council, Community, and stakeholders the department identified the themes, priorities, and 'key deliverables' for inclusion in draft LHPs provided to Councils on 31 May 2022.

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

Council endorsed the Implementation Plan in its Ordinary Council meeting in August 2023.

Priority 3 of the endorsed Implementation Plan, covers Increase housing supply, reduce overcrowding and increase housing diversity to meet the housing need. (3.1 of Priority 3 is "Secure capital investment funds to reduce overcrowding".)

In response to Item 3.1.1 Develop draft short, medium, and long-term Capital Investment Strategy based upon identified community need, attach as addendum to Local housing Plan. Council staff have

worked with officers of the DoH to develop the attached draft Capital Investment Strategy using data currently available:

- NPARC Overcrowding reports
- NPARC Waitlist
- Forward Capital Works program
- Subdivision development applications
- Land development needs

This draft Capital Investment Strategy has been developed as a point in time plan with the info available at that point in time

The draft capital plan is set out as a ten-year forecast with quantities spread through the ten years. Delivery against this program will depend on receipt of suitable funds and changes to the community requirements.

Additional items that can be easily added to the attached program at any time are as follows:

- Seniors' units / supported accommodation
- Transitional Housing
- Emergency accommodation
- Multi-Unit dwellings
- Demolition site
- Infill sites

CRITICAL DATES

Draft Capital Investment Strategy endorsed by ends September

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A?

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Corporate Plan

4.2.11 Increase the number of social houses available for allocation in the NPA

Operational Plan

Focus area four, Key objective two, Deliverable ten, activity two

4.2.10 Increase the number of social houses available for allocation in the NPA



4.2.10.2 Finalise Capital Housing Strategy.

FINANCIAL AND RESOURCE CONSIDERATIONS

Delivery of the Capital Investment Strategy will be reliant on State and Federal grant funding allocations.

CONSULTATION

Dept of Housing staff.

DSDSATSIP Staff

Operations Building Staff

Endorsed - YES/NO

DATE:

REF NO

EXT

Extensions																							Overcrowding				
		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33		Community	Overcrowding Moderate (one bedroom)	Overcrowding Major (two or more bedrooms)	Total Existing	Total after capital program									
		Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete							
TOTAL		0	4	4	7	4	9	4	0	9	0	0	0	0	0	0	0	0	0	0							
BAMAGA	2 BEDROOM	0	0	0	2	0	0	2	0	2	0	0	0	0	0	0	0	0	0	0							
INJINOO	2 BEDROOM	0	1	1	3	0	3	3	1	3	4	1	0	0	0	0	0	0	0	0							
NEW MAPOON	2 BEDROOM	0	1	1	0	1	0	1	0	1	0	1	0	0	0	0	0	0	0	0							
SEISIA	2 BEDROOM	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
UMAGICO	2 BEDROOM	0	1	1	1	0	0	1	1	0	2	1	0	0	0	0	0	0	0	0							
Estimated Budget		\$	1,400,000	\$	2,535,750	\$	1,124,786	\$	1,552,205	\$	3,614,697	\$	-	\$	-	\$	-	\$	-	\$	-						
TOTAL EXTENSIONS																	27		95	56	151	124					
TOTAL ESTIMATED BUDGET																	\$	10,227,438.73									

HOUSE

		New Dwellings																									Total		Waitlist		
		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33		Level of Need Bedroom	Total Applications	Total After Capital Program															
BEDROOMS		Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete																			
TOTAL		11	20	11	20	18	20	21	10	17	21	19			156	8															
Total estimate budget (ALL COMMUNITIES)		0	\$ 8,294,233.74	\$ 15,437,041.02	\$ 17,178,723.58	\$ 17,082,287.16	\$ 20,580,833.94	\$ 16,563,566.72	\$ 19,365,988.78	\$ 17,071,413.56	\$ 20,634,709.47	\$ -																			
Subtotal		0	0	0	5	5	6	5	8	6	8	7	52		54	2.0															
BAMAGA	1 BEDROOM	0	0	0	0	0	0	0	0	0	0	0		BAMAGA	1	8	8.0														
	2 BEDROOM	0	0	0	3	3	3	5	3	4	5	6			2	29	-7														
	3 BEDROOM	0	0	0	1	1	1	1	1	1	1	1			3	12	4														
	4 BEDROOM	0	0	0	1	1	2	1	2	0	2	0			4	0	-4														
	5 BEDROOM	0	0	0	0	0	0	0	0	0	0	0			5	0	0														
	6 BEDROOM	0	0	0	0	0	0	0	0	0	0	0			6	1	1														
Estimated Budget		\$ -	\$ 3,922,278	\$ 4,329,461	\$ 5,946,550	\$ 7,908,360	\$ 5,988,408	\$ 6,784,176	\$ 6,987,702	\$ 8,550,943	\$ -																				
Subtotal		0	3	0	4	4	4	4	4	2	2	2	27		23	-4															
INJINOO	1 BEDROOM	0	0	0	0	0	0	0	0	0	0	0		INJINOO	1	2	2.0														
	2 BEDROOM	0	0	0	2	2	2	2	2	2	1	2			2	9	-4														
	3 BEDROOM	0	3	0	1	3	1	1	1	0	1	0			3	8	0														
	4 BEDROOM	0	0	0	1	1	1	1	1	0	1	1			4	4	-2														
	5 BEDROOM	0	0	0	0	0	0	0	0	0	0	0			5	0	0														
	6 BEDROOM	0	0	0	0	0	0	0	0	0	0	0			6	0	0														
Estimated Budget		\$ 2,262,064	\$ 3,211,729	\$ 3,545,148	\$ 3,913,180	\$ 4,030,575	\$ 1,836,916	\$ 1,892,023	\$ 2,288,576	\$ 2,529,200	\$ -																				
Subtotal		0	2	0	3	2	3	2	2	1	3	1	19		18	-1															
NEW MAPOON	1 BEDROOM	0	0	0	0	0	0	0	0	0	0	0		NEW MAPOON	1	4	4.0														
	2 BEDROOM	0	0	0	2	2	2	2	1	2	1	1			2	9	-2														
	3 BEDROOM	0	2	0	1	2	1	0	1	1	0	0			3	7	-3														
	4 BEDROOM	0	0	0	0	0	0	0	0	0	0	0			4	1	1														
	5 BEDROOM	0	0	0	0	0	0	0	0	0	0	0			5	0	0														
	6 BEDROOM	0	0	0	0	0	0	0	0	0	1	0			6	0	-1														
Estimated Budget		\$ 1,508,042	\$ 2,253,396	\$ 2,487,327	\$ 1,731,469	\$ 1,936,204	\$ 1,994,290	\$ 3,905,613	\$ 974,392	\$ 1,003,624	\$ -																				
Subtotal		0	3	0	4	3	4	4	5	4	5	4	37		34	-3															
SEISIA	1 BEDROOM	0	0	0	0	0	0	0	0	0	0	0		SEISIA	1	3	3.0														
	2 BEDROOM	0	3	0	3	3	3	3	4	3	4	4			2	21	-6														
	3 BEDROOM	0	3	0	1	1	1	1	1	0	2	0			3	6	-3														
	4 BEDROOM	0	0	0	0	0	0	0	1	0	0	0			4	4	3														
	5 BEDROOM	0	0	0	0	0	0	0	0	0	0	0			5	0	0														
	6 BEDROOM	0	0	0	0	0	0	0	0	0	0	0			6	0	0														
Estimated Budget		\$ 2,262,064	\$ 2,963,945	\$ 3,271,640	\$ 3,611,279	\$ 4,922,282	\$ 4,907,037	\$ 3,784,046	\$ 3,897,568	\$ 4,014,495	\$ -																				
Subtotal		0	3	2	4	3	4	2	4	2	3	3	27		27	-2															
UMAGICO	1 BEDROOM	0	0	0	0	0	0	0	0	0	0	0		UMAGICO	1	2	2.0														
	2 BEDROOM	0	0	0	2	2	1	2	2	2	3	2			2	15	-1														
	3 BEDROOM	0	3	2	2	3	1	2	1	0	1	0			3	8	-3														
	4 BEDROOM	0	0	0	0	1	0	0	0	0	0	0			4	2	0														
	5 BEDROOM	0	0	0	0	0	0	0	0	0	0	0			5	0	0														
	6 BEDROOM	0	0	0	0	0	0	0	0	0	0	0			6	0	0														
Estimated Budget		\$ 2,262,064	\$ 3,085,694	\$ 3,545,148	\$ 1,879,809	\$ 1,783,413	\$ 1,836,916	\$ 3,000,130	\$ 2,923,176	\$ 4,536,448	\$ -																				
TOTAL DWELLINGS																156	8														
TOTAL ESTIMATED BUDGET																															

LOTS

Land Development																								Land availability						
		2022/23	2023/24		2024/25		2025/26		2026/27		2027/28		2028/29		2029/30		2030/31		2031/32		2032/33				Total land lots available	Total Land Lot DA	Total	total required	Total lots not available or under DA	
TOTAL		Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete		TOTAL LOTS	11	58	66	159	110	
Total estimate budget (ALL COMMUNITIES)			\$	15,125,000.00		\$	14,162,500.00		\$	0	-	20	\$	0	-	0	\$	0	-	0	\$	0	-		TOTAL ESTIMATED BUDGET	\$	5,665,000.00			
BAMAGA	Subtotal	0	0	0	20	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	49	49	
	DA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	49	49	
	Under Construction	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	
	PROPOSED FOR DA	0	0	0	20	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	
	Available	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	
Estimated Budget			\$	-		\$	5,665,000		\$	0	-	0	\$	0	-	0	\$	0	-	0	\$	0	-		\$	5,665,000.00				
INIINOO	Subtotal	0	23	0	0	23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			3	20	23	25	2	
	DA	0	20	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			20	23	25	2	2	
	Under Construction	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	
	PROPOSED FOR DA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	
	Available	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			3	0	0	0	0	
Estimated Budget			\$	5,500,000		\$	-		\$	0	-	0	\$	0	-	0	\$	0	-	0	\$	0	-		\$	5,500,000.00				
NEW MAPOON	Subtotal	0	37	0	0	37	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			2	35	37	20	0	
	DA	0	35	0	0	35	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			35	37	20	0	0	
	Under Construction	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	
	PROPOSED FOR DA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	
	Available	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			2	0	0	0	0	
Estimated Budget			\$	9,625,000		\$	-		\$	0	-	0	\$	0	-	0	\$	0	-	0	\$	0	-		\$	9,625,000.00				
SEISIA	Subtotal	0	3	0	20	3	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0			3	0	3	36	33	
	DA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	3	36	36	33	
	Under Construction	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	
	PROPOSED FOR DA	0	0	0	20	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	
	Available	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			3	0	0	0	0	
Estimated Budget			\$	-		\$	5,665,000		\$	0	-	0	\$	0	-	0	\$	0	-	0	\$	0	-		\$	5,665,000.00				
UMAGICO	Subtotal	0	3	2	10	3	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0			3	0	3	29	26	
	DA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	3	29	29	26	
	Under Construction	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	
	PROPOSED FOR DA	0	0	0	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	
	Available	0	3	2	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			3	0	0	0	0	
Estimated Budget			\$	-		\$	2,832,500		\$	0	-	0	\$	0	-	0	\$	0	-	0	\$	0	-		\$	2,832,500.00				

Title of Report: Renaming of Snake Gully Road within Injinoo & No Named Road in Bamaga

Agenda Item: 13.5

Classification: For decision

Author Executive Manager, Operations

Attachments Nil

Officers Recommendation:

That Council:

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

PURPOSE OF REPORT

Is to officially rename the road commonly known as Snake Gully Road Injinoo to Harrikie Village Road, and to Name the unnamed road off Lui street beside the Bamaga workshop to a name to be determined by Council.

BACKGROUND AND CONTEXT

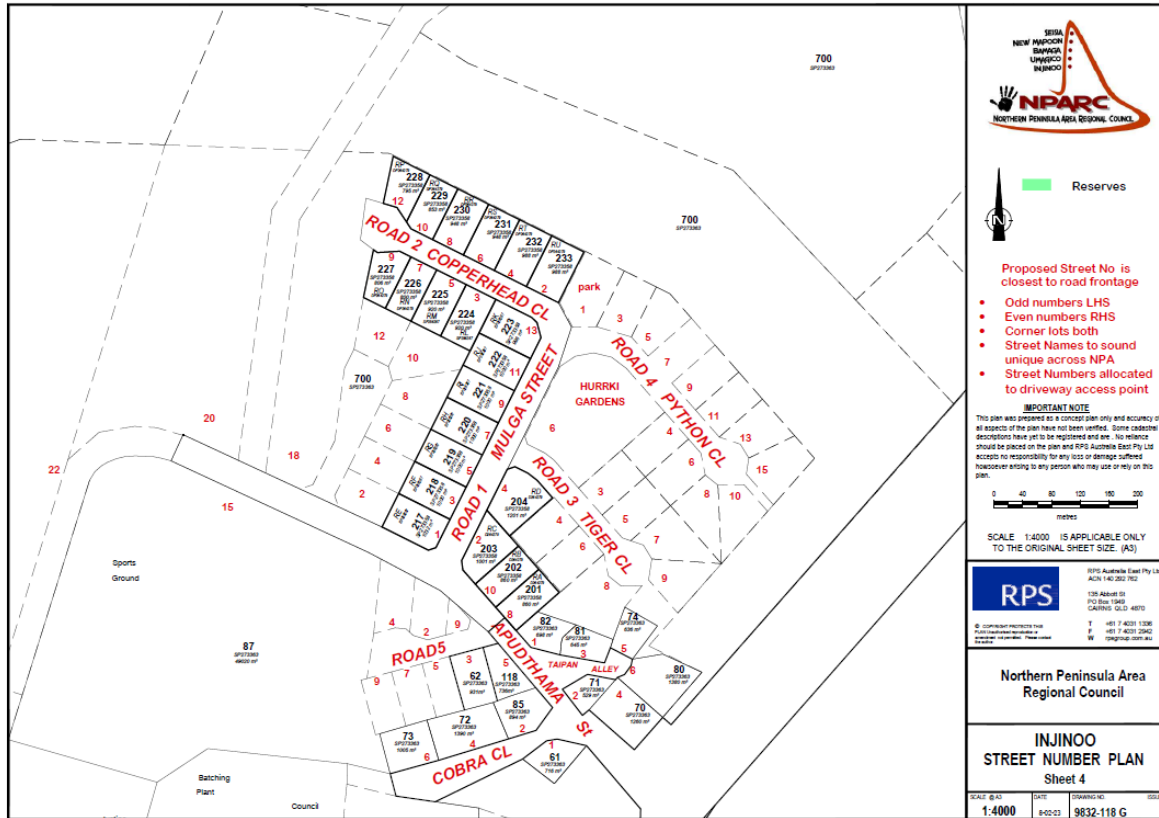
Councils are the only authority authorised to Name streets within the NPA Council Area.

The Street in Injinoo has been named previously In August 2016 when Council adopted the street names for all communities. It has since been identified that this area and street had been previously named Harrikie Village Road by elders within the Injinoo Community. The naming of the road commonly known as Snake Gully Road as Apudthama Street was in error with insufficient consultation with the Injinoo Community. (Map below)

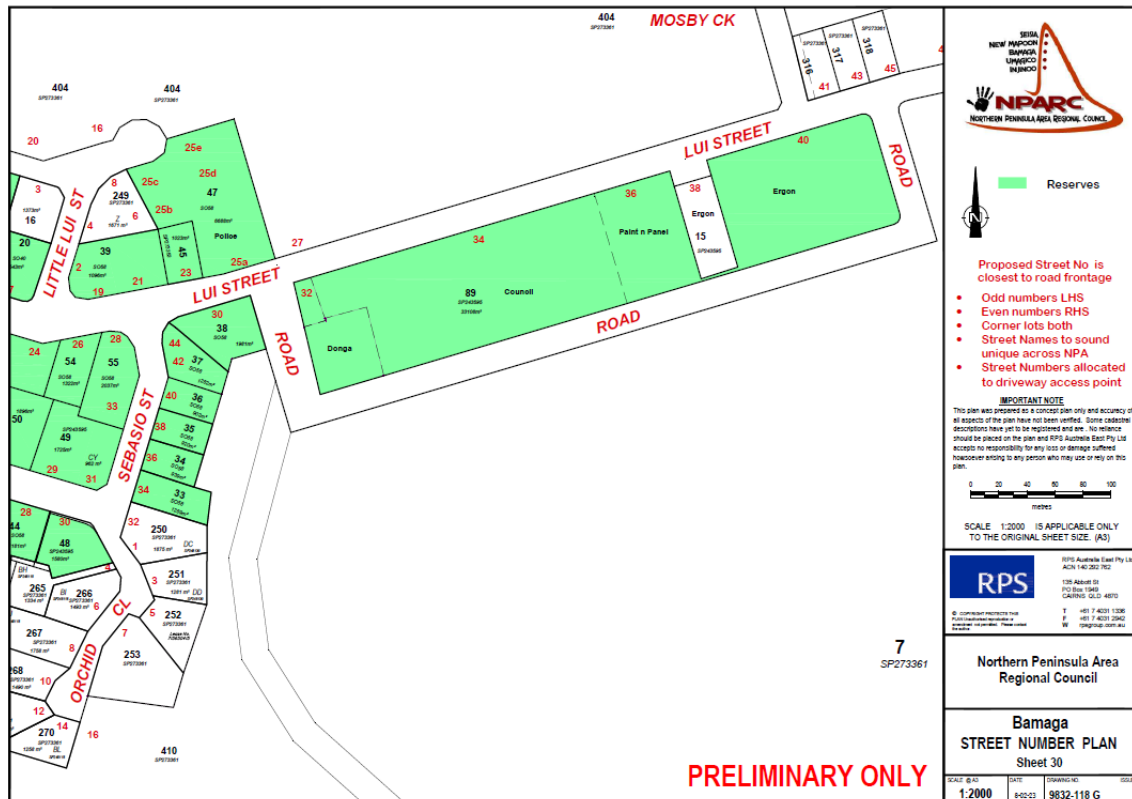
During a community consultation meeting held on Monday the 31st of July on the development of future subdivisions, Council received a request from the Injinoo Community to rename Snake Gully Road to Harrikie Village Road as originally named by the Injinoo elders when the subdivision was developed.

The Street in Bamaga has not previously been named additional development of houses by the State for Government Employees on lots bounding this no named road off Lui Street has prompted this report to Council to consider and adopt a name for this street.

Hurriki Road Injinoo



No Named Road Bamaga



CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Focus Area 5.1.4 Improve community signage / directions



FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

CONSULTATION

Gina Nona – Councillor NPARC (Division 1)
Kate Gallaway – Chief Executive Officer NPARC
Ian Doust – RPS

.

Title of Report: Planning Application BMM Group Pty Ltd on behalf of Telstra

Agenda Item: 13.4

Classification: For decision

Author: Executive Manager, Operations

Attachments: Attach A – Planning assessment report (DSDSATSIP)

Attach B – Draft decision Notice

Officers Recommendation:

That Council approve:

- i) Material Change of Use for a Telecommunication Facility located at Seisia over part of Lot 220 SP273365.
- ii) Telecommunication Facility Access via Lot 220 on SP273365 and Lot 111 on SO76 (Licence agreement).
- iii) Telecommunication Facility Infrastructure provision via Lot 220 on SP273365 and Lot 111 on SO76 (Licence agreement).

Subject to the below conditions:

CONDITIONS OF APPROVAL				TIMING																				
(1) Administration a. The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with: i. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports; ii. The development must, unless stated, be designed, constructed and maintained in accordance with relevant Council policies, guidelines and standards and with the relevant design guidelines in the Far North Queensland Regional Organisation of Councils (FNQROC) Development Manual. iii. The conditions of approval, the requirements of Council’s Planning Scheme and best practice engineering.				At all times																				
(2) Currency Period a. The applicable currency periods are: i. Material Change of Use - 6 Years				As per condition																				
(3) Approved Site Drawings/Plans a. The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval:				At all times																				
<table><tr><th>Plan / Document Name</th><th>Drawing Number</th><th>Sheet No / Ref.</th><th>Date/DWG</th></tr><tr><td>Drawing Index and Document Control</td><td>QLD100154</td><td>DC</td><td>24/04/2023</td></tr><tr><td>Site Layout and access</td><td>QLD100154</td><td>S1</td><td>24/04/2023</td></tr><tr><td>North Elevation</td><td>QLD100154</td><td>S3</td><td>24/04/2023</td></tr><tr><td>Aerial Photo Locality Plan</td><td>QLD100154</td><td>S7</td><td>24/03/2023</td></tr></table>				Plan / Document Name	Drawing Number	Sheet No / Ref.	Date/DWG	Drawing Index and Document Control	QLD100154	DC	24/04/2023	Site Layout and access	QLD100154	S1	24/04/2023	North Elevation	QLD100154	S3	24/04/2023	Aerial Photo Locality Plan	QLD100154	S7	24/03/2023	
Plan / Document Name	Drawing Number	Sheet No / Ref.	Date/DWG																					
Drawing Index and Document Control	QLD100154	DC	24/04/2023																					
Site Layout and access	QLD100154	S1	24/04/2023																					
North Elevation	QLD100154	S3	24/04/2023																					
Aerial Photo Locality Plan	QLD100154	S7	24/03/2023																					

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<ul style="list-style-type: none"> b. Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail. c. Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council. 	
<p>(4) Construction</p> <ul style="list-style-type: none"> a. Any construction work associated with this development shall be carried out in accordance with sound engineering practice. b. No nuisance is to be caused to adjoining properties by way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours. c. Where material is to be carted to or from the site, loads are to be covered to prevent dust or spillage. d. Where material is spilled or carried on to existing roads or shared paths, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety. e. Stormwater will be managed during construction in accordance with FNQROC Development Manual standards and a Soil and Erosion Management Plan. f. A Traffic Management Plan is to be completed prior to commencement of construction and in accordance with FNQROC Development Manual standards and to the satisfaction of the Chief Executive Officer. 	<p>At all times</p> <p>Prior to commencement of construction.</p>
<p>(5) Damage to Infrastructure</p> <ul style="list-style-type: none"> a. In the event that any part of Council's infrastructure is damaged as a result of work associated with the development, Council must be notified immediately of the affected infrastructure and have it repaired or replaced, at no cost to Council. b. All works must be completed prior to the issue of a Compliance Certificate, Building Act. 	<p>At all times</p>
<p>(6) Drainage</p> <ul style="list-style-type: none"> a. The surface drainage must be catered for in a manner that lessens possible impacts in receiving areas. b. Any works as a result of the development must not interfere with natural stormwater flow over or through the land. c. A Drainage Management Plan must be provided, compliant with FNQROC Development Manual standards, Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer. d. An appropriate Stormwater Quality Management Plan (SQMP) must be developed for the site that provides for achievable stormwater quality treatment measures in accordance with FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer. 	<p>At all times</p> <p>Prior to the start of any works on the site. Prior to the commencement of the use.</p>
<p>(7) Access/Parking</p> <ul style="list-style-type: none"> a. Access provision to the development must be provided/constructed in accordance with FNQROC specifications and to the satisfaction of the Chief Executive Officer. b. A Licence Agreement to be drafted by the applicant for an access arrangement to the facility via Lot 220 on SP273365 and Lot 111 on SO76 and submitted to Northern Peninsula Area Regional Council for execution. 	<p>Prior to the commencement of the use.</p>

<p>(8) Infrastructure Services</p> <ul style="list-style-type: none"> a. Electricity provision certificate must be provided to the Local Authority. b. Lighting is to be provided in accordance with sound engineering practice and to the satisfaction of the Chief Executive Officer. c. A Licence Agreement to be drafted by the applicant for an infrastructure arrangement to the facility via Lot 220 on SP273365 and Lot 111 on SO76 and submitted to Northern Peninsula Area Regional Council for execution. 	<p>Prior to the commencement of the use.</p>
<p>(9) Acid Sulfate Soils</p> <ul style="list-style-type: none"> a. Due care must be taken to ensure that the development will manage to not disturb or minimise the release of acid or metal contaminants. b. Dispose of acid or metal contaminants compliant to legislation and provide relevant disposal documentation to Council. 	<p>At all times.</p>
<p>(10) Fencing</p> <ul style="list-style-type: none"> a. The fencing must be maintained to an appropriate standard ensuring safety of the site. 	<p>At all times</p>

PURPOSE OF REPORT

To consider and decide on the Planning Application, as submitted by BMM Group Pty Ltd on behalf of Telstra seeking approval for

- i) Material Change of Use for a Telecommunication Facility (tower) over part of Lot 220 on SP273665.
- ii) Access via Lot 111 on SO76 and Lot 220 on SP273365.

(refer Attachment B & C of the Attached Planning Assessment Report for Qld Globe Map and Site Plan of premises)

The proposed development is zoned Environmental Management and Conservation within the Northern Peninsula Area Regional Council Planning Scheme Amendment Alignment adopted 2018. The Material Change of Use is subject to Impact Assessment in accordance with the provisions of the planning scheme and the *Planning Act 2016*.

Remote Indigenous Land and Infrastructure Program Office of Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships has provided planning advice on behalf of Northern Peninsula Area Regional Council (NPARC).

BACKGROUND AND CONTEXT

TELSTRA have committed to improving Mobile phone coverage in the Seisia and New Mapoon Communities by installing an additional Tower in a suitable location. The Seisia Water Reservoir site has been identified as a suitable site for installing a new tower to improve mobile phone connectivity.

Public Notification

BMM Group Pty undertook publicly notification from 17th August 2023 to 09 September 2023.

Planning Act 2016 – Decision Making Period Concludes on the 27th October 2023

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

Planning Act 2016

Planning Regulations 2017

Northern Peninsula Area Regional Council Planning Scheme 2018

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A

FINANCIAL AND RESOURCE CONSIDERATIONS

Nil

CONSULTATION

Remote Indigenous Land and Infrastructure Program Office (RILIPO) of Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (DSDSATSIP)

REPORT TO COUNCIL

DEVELOPMENT APPLICATION (SECTION 51 OF THE PLANNING ACT 2016) FOR PROPOSED TELECOMMUNICATION FACILITY DEVELOPMENT LOCATED AT SEISIA (SEISIA WATER RESERVOIR) OVER PART OF LOT 220 ON SP273365

SECTION 63 OF THE PLANNING ACT 2016, DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE FOR PROPOSED TELECOMMUNICATION FACILITY IN SEISIA (SEISIA WATER RESERVOIR) OVER PART OF LOT 220 SP273365

Strategic Considerations

Northern Peninsula Area Regional Council Corporate Plan	Northern Peninsula Area Regional Council Operational Plan
corporate-plan-2022-2026 (nparc.qld.gov.au)	operational-plan-2023-2024 (nparc.qld.gov.au)

Budget, Financial and Resource Implications

The application does not trigger infrastructure charges under Council's Local Government Infrastructure Plan (LGIP).

Asset Management

Not Applicable

Executive Summary

Council is in receipt of a development application for:

- Material Change of Use for a Telecommunication Facility (tower) over part of Lot 220 on SP273365.
- Access via Lot 111 on SO76 and Lot 220 on SP273365.

(refer Attachment B & C for Qld Globe Map and Site Plan of premises)

The proposed development is zoned Environmental Management and Conservation within the Northern Peninsula Area Regional Council Planning Scheme Amendment Alignment adopted 2018. The Material Change of Use is subject to Impact Assessment in accordance with the provisions of the planning scheme and the *Planning Act 2016*.

Application & Site Details Summary	
Applicant:	BMM Group Pty Ltd
Proposed Development:	Telecommunication Facility
Type of Approval sought:	Material Change of Use for a proposed Telecommunications Facility located at Pajinka Back Road, Seisia (Seisia Water Reserve), Lot 220 on SP273365 (access and supporting infrastructure via Lot 111 on SO76 and Lot 220 on SP273365)
Street Address:	Access is from Pajinka Back Road, Seisia, with access via Lot 111 on SO76 and Lot 220 on SP273365
RP Description:	Lot 220 on SP273365 Access via Lot 111 on SO76 and Lot 220 on SP273365
Land Area:	Survey Plan- Lot 220 on SP273365: 4145m ²
Existing Use of Land:	Seisia Water Reservoir

Local Plan Summary	
Local Plan:	Northern Peninsula Area Regional Council Planning Scheme 2018
Zoning:	Environmental Management and Conservation Zone over Lot 220 on SP273365 and Township Zone over Lot 111 on SO76.

Local Plan Summary	
Codes	Environmental Management and Conservation Zone Biodiversity Overlay Code Natural Hazards- Bushfire Overlay Code
Level of Assessment:	Impact Assessment
Consultation:	17 August 2023- 09 September 2023


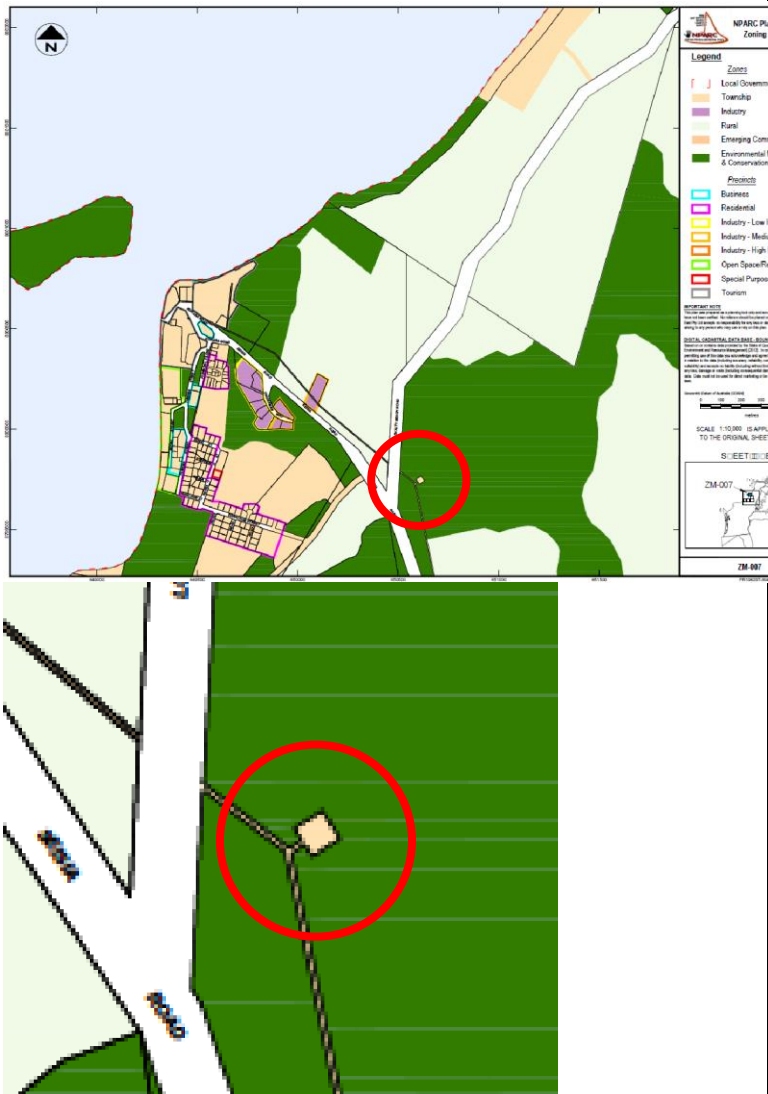
Master Plan Summary	
Master Plan:	Northern Peninsula Area Regional Council Master Plan 2020
Land Use:	Lot not specified for future development
Assessment:	The proposed development is not in conflict with Master Plan.

State Requirements Summary	
DA Mapping:	Water Resources - Great artesian water resource plan area Native Vegetation Clearing - Regulated vegetation management map (Category A and B extract)
Pre-lodgement:	Nil.
Referral:	Nil.
State Development Assessment Codes	Nil.



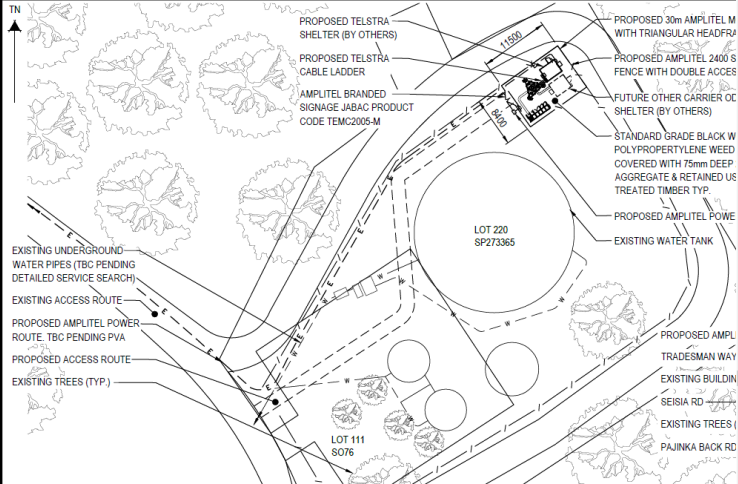
IMPACT ASSESSMENT CONSULTATION	
Consultation Period:	17 August 2023- 09 September 2023
Submissions:	Nil
Assessment:	Nil

The proposal seeks to enable construction of a telecommunications facility to deliver improved network coverages and capacity to the Northern Peninsula Area and is inclusive of the following:

Description of Subject Site	Proposal	Comments
Material Change of Use		
Lot 220 SP2733665 (access via Lot 220 on SP273365 and Lot 111 on SO76).	<p>The proposed development seeks to:</p> <ul style="list-style-type: none"> Establishment of a 97m2 lease area surrounded by a 2.4m high security fence on Lot 220 on SP273365; Installation of one (1) 30 metre monopole. Mounting of a headframe at the top of the pole; Installation of up to nine (9) Telstra panel antennas mounted on the headframe with a maximum overall height of 31.3m; Installation of one (1) Telstra standard equipment shelter; Installation of one (1) GPS antenna on the equipment shelter; Installation of ancillary equipment including transceivers, remote radio units, cable trays, feeders, cabling, electrical equipment, signage, and other associated equipment. Access to the facility via an existing driveway (unmade road) off Seisia Road via Lot 220 on SP273365 and Lot 111 on SO76 <p>It is noted that the proposed lease area does not intend to exceed a term of 10 years and as such does not trigger the requirement of a Reconfiguration of a Lot development application.</p>	<p>The proposed development is located within Lot 220 on SP273365 which is included within the Environmental Management and Conservation Zone. A Telecommunications Facility is not a listed use and therefore an Impact Assessable development is required.</p> <p>The telecommunication tower (monopole) will be delivering better connectivity for the community and opening up such as better resources connections to enhance education, business opportunities and general knowledge.</p>

Description of Subject Site	Proposal	Comments
Locality Plan		<p>The proposed facility is located adjacent to the Seisia Water Reservoir on the outskirts of the Seisia township.</p>
NPARC Planning Scheme- Seisia Zone Map		<p>The mapping of the NPARC Planning Scheme Zone, predates the creation of Lot 220 on SP273365 and therefore it is not shown within the zone map.</p> <p>In this instance, Lot 220 on SP273365 is within the Environmental Management Zone (Green).</p> <p>The adjoining Lot 111 on SO76 is zoned within the Township Zone.</p>

Description of Subject Site	Proposal	Comments
Visualisation	<div data-bbox="331 315 1023 745"></div> <div data-bbox="331 831 1023 1294"></div> <div data-bbox="331 1350 1023 1861"></div>	

Description of Subject Site	Proposal	Comments
	<div data-bbox="331 297 1037 779"></div> <div data-bbox="323 786 912 815">Figure: View looking west towards the facility location</div> <div data-bbox="331 822 1046 1373"></div> <div data-bbox="323 1377 983 1406">Figure: View looking south-west towards the facility location</div>	
Site Access	<div data-bbox="331 1429 1072 1910"></div> <div data-bbox="323 1915 1058 1944">Figure: Proposed access route via Lot 111 on SO76 & 220 SP273365</div>	<p>Access for construction and ongoing maintenance to the facility is proposed via Lot 111 on SO76 and Lot 220 on SP273365.</p> <p>It is noted that Lot 220 on SP273365 does not have dedicated road access and that access is via Lot 111 on SO76 & lot 220 SP273365.</p> <p>The developer intends to maintain this route of access for the telecommunication facility.</p>

Description of Subject Site	Proposal	Comments
		Infrastructure to the telecommunications facility is proposed over lots 111 & 220.

The proposal can be considered to be consistent with the following relevant overall outcomes of the Northern Peninsula Area Regional Council Planning Scheme 2018, in particular the proposed development:

- The telecommunications tower and facility will enhance connectivity within the community supporting families, education and businesses
- Is connected to existing urban infrastructure, thus allowing development to proceed in an efficient, sustainable and cost-effective manner.
- Will provide enhanced social and economic benefit, and improved safety and accessibility to the community without compromising the amenity, function and ongoing use and enjoyment of the surrounding land uses.
- Is designed as a monopole that will lessen the visual impact.
- Connected to existing urban infrastructure, thus allowing development to proceed in an efficient, sustainable and cost-effective manner.

For Council Decision – Recommendation

That Council approve:

- Material Change of Use for a Telecommunication Facility located at Seisia over part of Lot 220 SP273365.
- Telecommunication Facility Access via Lot 220 on SP273365 and Lot 111 on SO76 (Licence agreement).
- Telecommunication Facility Infrastructure provision via Lot 220 on SP273365 and Lot 111 on SO76 (Licence agreement).

Subject to the below conditions:

CONDITIONS OF APPROVAL	TIMING
1. Administration 1.1. The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with: 1.1.1. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports; 1.1.2. The development must, unless stated, be designed, constructed and maintained in accordance with relevant Council policies, guidelines and standards and with the relevant design guidelines in the Far North Queensland Regional Organisation of Councils (FNQROC) Development Manual. 1.1.3. The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering.	At all times
2. Currency Period 2.1. The applicable currency periods are: 2.1.1. Material Change of Use - 6 Years	As per condition
3. Approved Site Drawings/Plans 3.1. The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval:	At all times

CONDITIONS OF APPROVAL				TIMING
Plan / Document Name	Drawing Number	Sheet No / Ref.	Date/DWG	
Drawing Index and Document Control	QLD100154	DC	24/04/2023	
Site Layout and access	QLD100154	S1	24/04/2023	
North Elevation	QLD100154	S3	24/04/2023	
Aerial Photo Locality Plan	QLD100154	S7	24/03/2023	
<p>3.2. Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.</p> <p>3.3. Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.</p>				
<p>4. Construction</p> <p>4.1. Any construction work associated with this development shall be carried out in accordance with sound engineering practice.</p> <p>4.2. No nuisance is to be caused to adjoining properties by way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours.</p> <p>4.3. Where material is to be carted to or from the site, loads are to be covered to prevent dust or spillage.</p> <p>4.4. Where material is spilled or carried on to existing roads or shared paths, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety.</p> <p>4.5. Stormwater will be managed during construction in accordance with FNQROC Development Manual standards and a Soil and Erosion Management Plan.</p> <p>4.6. A Traffic Management Plan is to be completed prior to commencement of construction and in accordance with FNQROC Development Manual standards and to the satisfaction of the Chief Executive Officer.</p>				<p>At all times</p> <p>Prior to commencement of construction.</p>
<p>5. Damage to Infrastructure</p> <p>5.1. In the event that any part of Council's infrastructure is damaged as a result of work associated with the development, Council must be notified immediately of the affected infrastructure and have it repaired or replaced, at no cost to Council.</p> <p>5.2. All works must be completed prior to the issue of a Compliance Certificate, Building Act.</p>				At all times
<p>6. Drainage</p> <p>6.1. The surface drainage must be catered for in a manner that lessens possible impacts in receiving areas.</p> <p>6.2. Any works as a result of the development must not interfere with natural stormwater flow over or through the land.</p> <p>6.3. A Drainage Management Plan must be provided, compliant with FNQROC Development Manual standards, Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.</p> <p>6.4. An appropriate Stormwater Quality Management Plan (SQMP) must be developed for the site that provides for achievable stormwater quality treatment measures in accordance with FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.</p>				<p>At all times</p> <p>Prior to the start of any works on the site.</p> <p>Prior to the commencement of the use.</p>
<p>7. Access/Parking</p> <p>7.1. Access provision to the development must be provided/constructed in accordance with FNQROC specifications and to the satisfaction of the Chief Executive Officer.</p> <p>7.2. A Licence Agreement to be drafted by the applicant for an access arrangement to the facility via Lot 220 on SP273365 and Lot 111 on SO76 and submitted to Northern Peninsula Area Regional Council for execution.</p>				Prior to the commencement of the use.

CONDITIONS OF APPROVAL	TIMING
8. Infrastructure Services 8.1. Electricity provision certificate must be provided to the Local Authority. 8.2. Lighting is to be provided in accordance with sound engineering practice and to the satisfaction of the Chief Executive Officer. 8.3. A Licence Agreement to be drafted by the applicant for an infrastructure arrangement to the facility via Lot 220 on SP273365 and Lot 111 on SO76 and submitted to Northern Peninsula Area Regional Council for execution.	Prior to the commencement of the use.
9. Acid Sulfate Soils 9.1. Due care must be taken to ensure that the development will manage to not disturb or minimise the release of acid or metal contaminants. 9.2. Dispose of acid or metal contaminants compliant to legislation and provide relevant disposal documentation to Council.	At all times.
10. Fencing 10.1. The fencing must be maintained to an appropriate standard ensuring safety of the site.	At all times

Reasons for Decision:

The proposal is generally in accordance with the following relevant overall outcomes of the Northern Peninsula Area Regional Council Planning Scheme 2013, in particular the proposed development:

- the telecommunications tower and facility will enhance connectivity within the community supporting families, education and businesses
- is connected to existing urban infrastructure, thus allowing development to proceed in an efficient, sustainable and cost-effective manner.
- will be complementary to the existing and future uses within the township zone.
- will provide enhanced social and economic benefit, and improved safety and accessibility to the community without compromising the amenity, function and ongoing use and enjoyment of the surrounding land uses.
- is designed as a monopole that will lessen the visual impact.

Historical Information

Nil.

Policy Implications

Nil

Risk Management Implications

Nil.

Statutory Environment

Planning Act 2016

Planning Regulation 2017

Development Assessment Rules – version 1.3 published 02 September 2020 and commenced 11 September 2020

State Planning Policy – July 2017

Northern Peninsula Area Regional Council Planning Scheme 2018

Northern Peninsula Area Regional Council Master Plan Revision 2020

Consultation

- Chief Executive Officer, Northern Peninsula Area Regional Council

Attachments	
Attachment A:	Development Application Assessment
Attachment B	Qld Globe Map, Smart Map and Survey Plan
Attachment C:	Site Drawings

Attachment A - Development Application Assessment

Decision Making Period

Assessing and deciding on applications period as set in the *Planning Act 2016* and *Development Assessment Rules* (s.60 & 61(3));

- 10 Business Days for a Confirmation Notice from date after receiving an application; and
- 40 Business Days for a Referral Response from date after referral of an application; and
- 35 Business Days from date of Referral Response received or impact consultation completed the application must be assessed and a decision made.
- 5 Business Days from date of a decision made the Decision Notice must be mailed out.

Note: Public Holidays and close down periods are excluded from Business Days.

PLEASE NOTE

If no decision has been made within the relevant Decision-Making period the application is Deemed Approved with Ministers Conditions applicable.

IDAS item	Date
Application lodged with Council	14 July 2023
Action Notice Issued	N/A
Confirmation Notice Issued	17 July 2023
Referrals Information Received	N/A
Impact Consultation period	18 August 2023- 9 September 2023
<i>Planning Act 2016</i> - Decision Making Period Concludes	27 October 2023
Applicant agreed Decision Making Period Extension Concludes	n/a
Council Meeting	18/19 th September 2023
Decision Notice preparation and mail-out Period Concludes	26 September 2023

Assessment against Northern Peninsula Area Regional Council Planning Scheme 2018

The development proposal is assessable under the Northern Peninsula Area Regional Council Planning Scheme 2018 in accordance with Section 43(1) of the *Planning Act 2016*.

The Assessment Manager is the Northern Peninsula Area Regional Council as determined by Schedule 8 of the *Planning Regulation 2017*. Under the *Planning Act 2016*, the Material Change of Use, for a Telecommunication Facility in the Township Zone is determined to be Impact and does require Public Notification.

The application was reviewed against the Development Assessment Rules to assess whether the application triggered referral agency assessment. There are nil referrals to the State Assessment and Referral Agency (SARA) however Water Resources and Native Vegetation Clearing is mapped on the DAMS Website for the subject site.

Council as the Assessment Manager will undertake assessment of the application against the relevant codes making the decision pursuant to section 60 of the *Planning Act 2016*, are outlined in 45(3) and s26 to 28 of the *Planning Regulations 2017*.

Proposed Use	Zoning	Zone Codes	Overlay Maps
Telecommunication Tower	Environmental Management and Conservation Zone	The Planning Scheme	Biodiversity Bushfire Hazard

An assessment against the applicable provisions of the xxx Aboriginal Shire Council Planning Scheme has been undertaken as reflected hereunder:

Northern Peninsula Area Regional Council Planning Scheme Amendment Alignment 2 August 2021		
Code	Purpose	Assessment
Environmental Management and Conservation Zone Code	1) The purpose of the environmental management and conservation zone is to provide for the protection and maintenance of areas that support 1 or more of the following:	The proposed Telecommunication Facility will be placed within an existing lot which has been developed as a water reservoir and cleared for use. The proposed use will

Attachment A - Development Application Assessment

Northern Peninsula Area Regional Council Planning Scheme Amendment Alignment 2 August 2021		
Code	Purpose	Assessment
	<ul style="list-style-type: none"> a) biological diversity b) ecological integrity c) naturally occurring landforms coastal processes. <p>2) The local government purpose of the code is to ensure that all areas contained within the environmental management and conservation zone are primarily protected from development, to ensure that ecological values of these areas are maintained in perpetuity. Where development occurs, such development recognises the importance and value of the ecosystems and firstly avoids any impacts, or where impacts cannot be avoided, impacts are appropriately mitigated.</p> <p>3) The purpose of the Environmental Management and Conservation Zone will be achieved through the following overall outcomes:</p> <ul style="list-style-type: none"> a) areas identified as having significant values for biological diversity, water catchment, ecological functioning, beach protection or coastal management and historical or cultural values are protected from development; b) All natural assets are protected and enhanced through sustainable management which incorporates both traditional and best practice nature conservation techniques where appropriate. c) low-intensity development, of semi-permanent nature, based on appreciation of the significant values of the area, may be facilitated where a demonstrated community need exists; d) adverse environmental impacts on a site or adjoining sites are avoided or minimised through the location, design and management of development and activities; e) development respects and is responsive to the environmental values of the area; f) development that is not coastal dependent development maintains and/or enhances important natural landscapes, views and vistas along the coast; g) buffers are established between any development and natural features, such as gullies, waterways, wetlands, 	<p>therefore not have an increased impact on the existing site or natural environment.</p> <p>The telecommunications facility will provide enhanced social and economic benefits, and improved safety and accessibility to the community without compromising the amenity, function and ongoing use and enjoyment of the surrounding land uses.</p> <p>The proposed telecommunications facility will deliver modern and efficient network coverage and capacity to the township.</p>

Attachment A - Development Application Assessment

Northern Peninsula Area Regional Council Planning Scheme Amendment Alignment 2 August 2021		
Code	Purpose	Assessment
	<p>vegetation to ensure adverse impacts on ecological functions of these features is minimised;</p> <p>h) Development recognises and considers the interrelationship of the riverine and wetland systems and associated water quality impacts where located adjacent to waterways and within catchment areas</p>	
Biodiversity Overlay Code	<p>1) The purpose of the biodiversity code is to ensure that matters of state environmental significance are identified and protected.</p> <p>2) The purpose of the code will be achieved through the following overall outcomes:</p> <ul style="list-style-type: none"> a) development protects matters of state environmental significance to maintain ecological integrity b) development manages impacts on matters of state environmental significance to avoid impacts on environmental values c) development enhances the and resilience of ecological systems and supports ecological connectivity. 	<p>The proposed telecommunications facility is intended to occupy an area of approximately 97m² within the existing compound of the Seisia Water Reservoir. The subject location is already cleared and does not require removal of any vegetation for establishment of the facility, access or the supply of power. The facility location provides a setback of approximately 25m to the nearest vegetation on the adjoining allotment. The proposed facility will not alter natural landforms, hydrology and drainage patterns and any potential off site impacts during construction and operation of the facility can be managed through appropriate design controls and construction methods.</p>
Natural Hazards Overlay Code - Bushfire	<p>1) The purpose of the Natural Hazards Overlay Code – Bushfire is to ensure that risk to life, property, and the environment as a result of bushfire is mitigated to an acceptable or tolerable level.</p> <p>2) The purpose of the code will be achieved through the following overall outcomes:</p> <ul style="list-style-type: none"> a) development avoids the establishment or intensification of vulnerable uses within or near areas that are subject to bushfire hazard; b) development is designed and located to minimise risks to people and property from bushfires; c) bushfire risk mitigation treatments are accommodated in a manner that avoids or minimizes impacts on the natural environment and ecological processes; d) development involving the manufacture or storage of hazardous materials does not increase the risk to public safety or the environment in a bushfire event; e) development contributes to effective and efficient disaster management response and recovery capabilities. 	<p>The proposed use is unlikely to increase the level of risk associated with a bushfire hazard.</p> <p>The subject allotment is cleared of all vegetation and appropriate setbacks of approximately 25m exist to surrounding vegetation. The facility is at low risk of being impacted by a fire event and has been designed so that it is adequately protected from the effects of fire on any adjoining land.</p> <p>The proposed telecommunication facility largely operates independently of any human presence and will not increase a risk to community safety.</p>

Attachment A - Development Application Assessment

Assessment of application against NPARC Master Plan 2018

The proposed development is not reflected in the Master Plan

State Planning Policy Assessment

An assessment against the 'applicable' provisions of the relevant State Interests has been undertaken as reflected hereunder.

The *State Planning Policy (SPP)* is a key component of Queensland's planning system. The SPP (July 2017) expresses the state's interests in land use planning and development. The SPP has effect throughout Queensland and sits above regional plans and planning schemes in the hierarchy of planning instruments under the Act.

The SPP focusses on delivery of outcomes and applies to:

- i. a local government in assessing a development application
- ii. an assessment manager or referral agency in assessing a development application

STATE PLANNING POLICY, JULY 2017					
	Livable Communities & Housing	Economic Growth &	Environment Heritage	& Safety Resilience Hazards	& to Infrastructure
1	Housing supply & diversity	Agriculture	Biodiversity	Emissions & hazardous activities	Energy & water supply
2	Liveable communities	Development & construction	Coastal environment	Natural hazards, risk & resilience	Infrastructure integration
3		Mining & extractive resources	Cultural heritage		Transport infrastructure
4		Tourism	Water quality		Strategic airports & aviation facilities
5					Strategic ports

Assessment:

Natura hazards, risk resilience

The development of a telecommunications tower will provide better communication in the community advancing connectivity and response during an hazard event advancing the risk resilience of the community.

Infrastructure Integration

The development of a telecommunications tower at the telecommunication facility is making provision of integration and use of existing infrastructure.

Queensland Globe Map

Lot 220 on SP273365

10°51'13"S 142°22'34"E

10°51'13"S 142°22'44"E



10°51'22"S 142°22'34"E

10°51'22"S 142°22'44"E



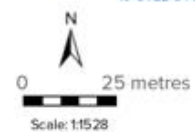
A product of

Legend located on next page



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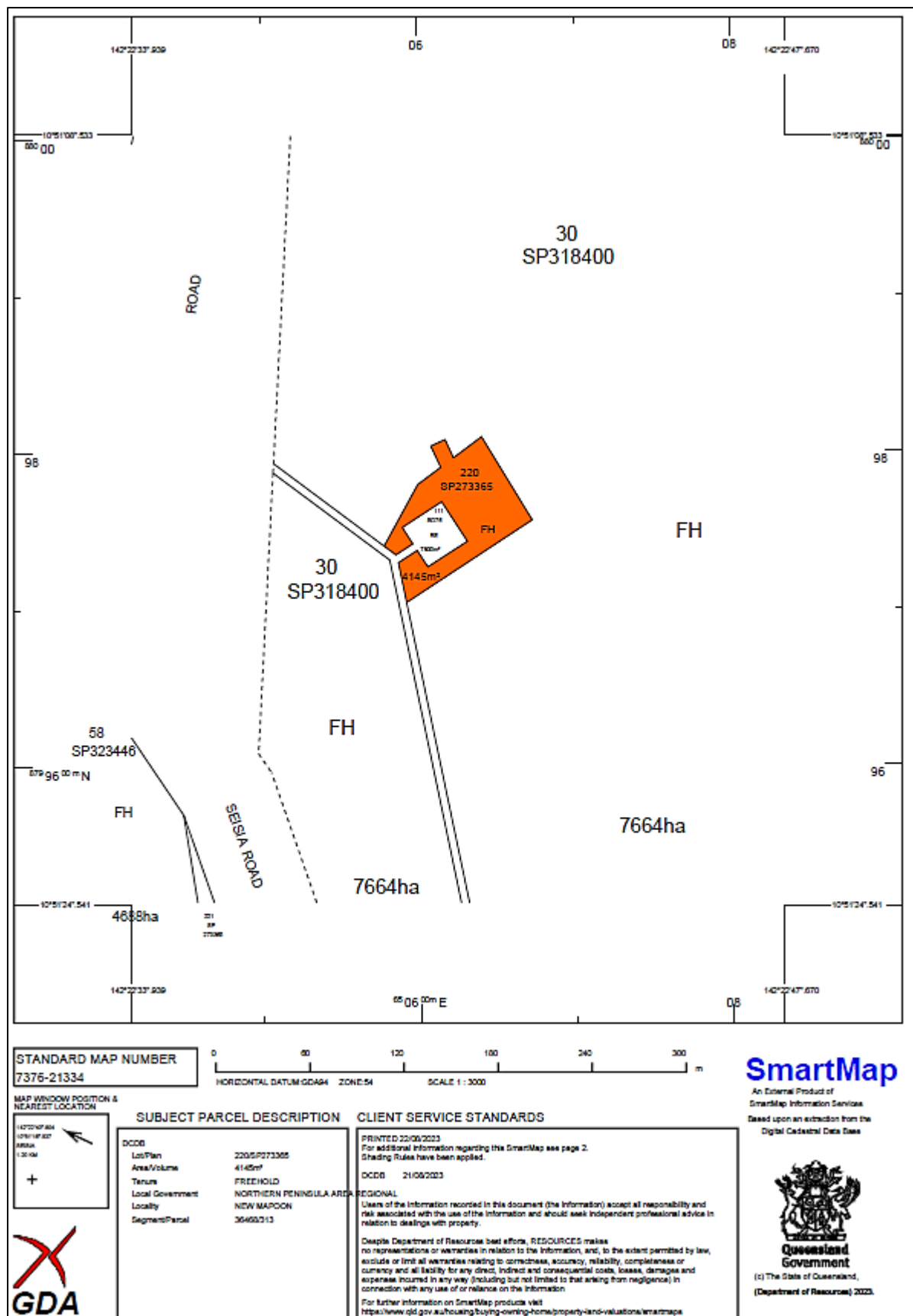
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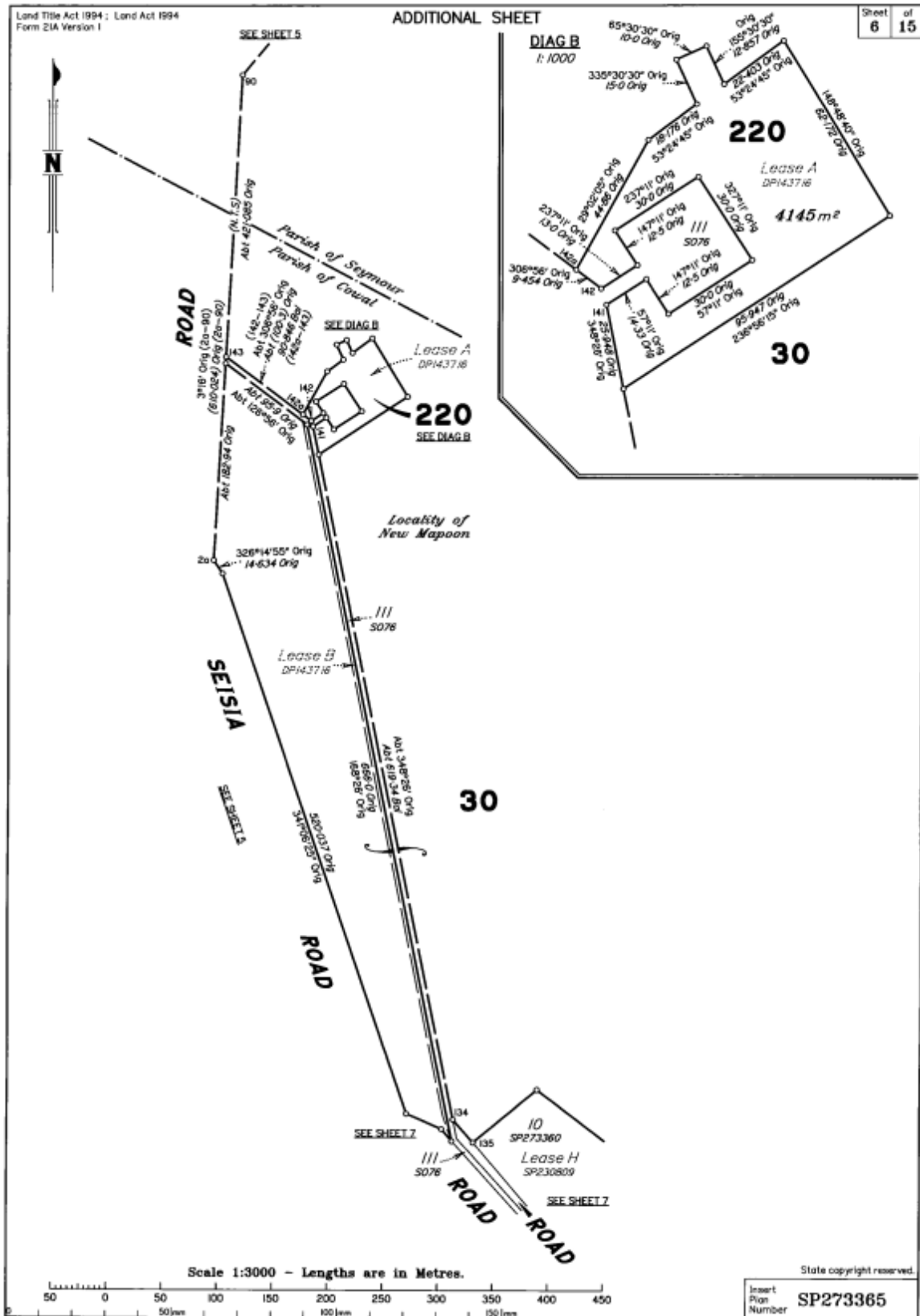
Print date: 22/8/2023

Not suitable for accurate measurement.
Projection: Web Mercator EPSG 102100 (3857)

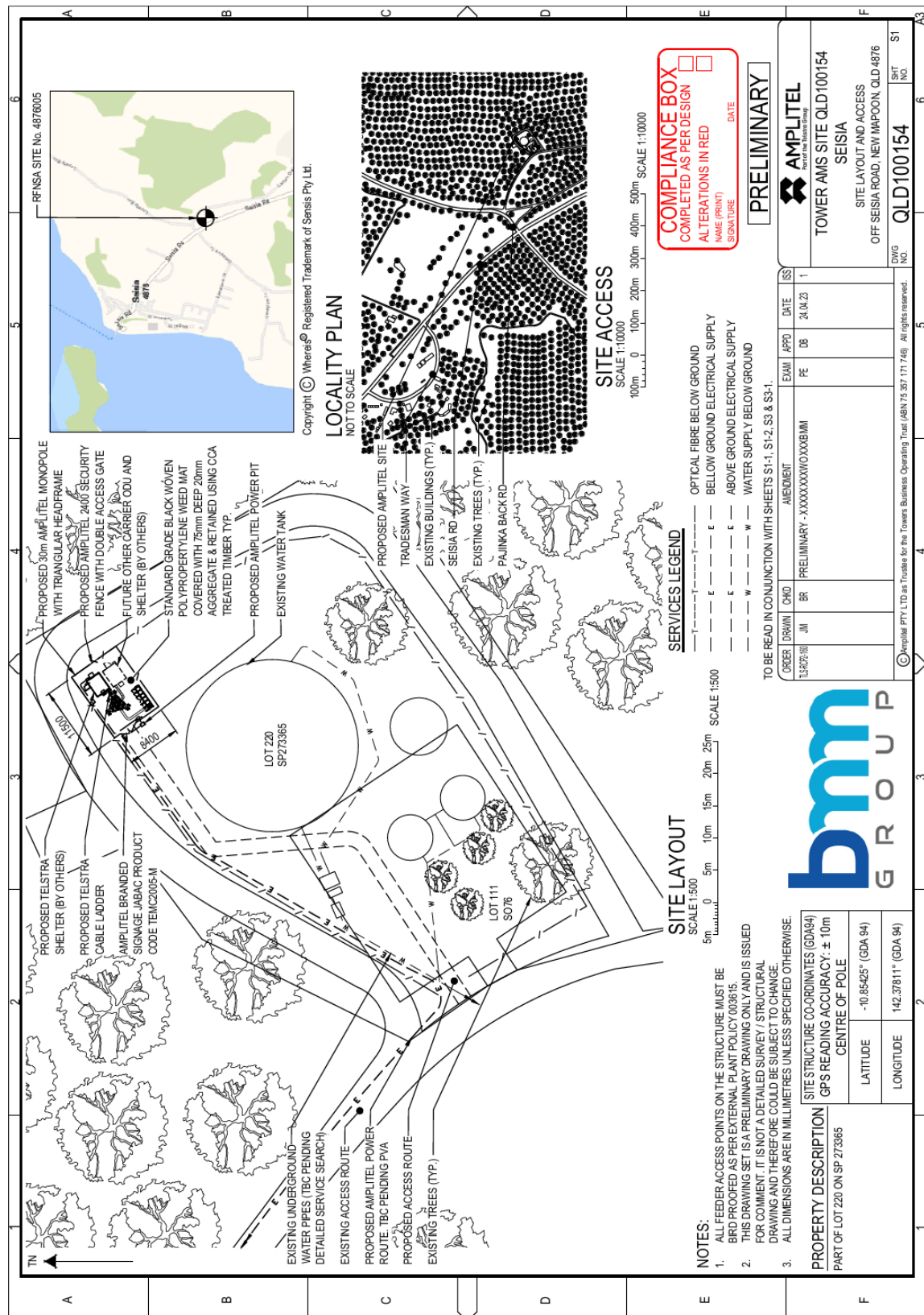
For more information, visit
<https://qldglobe.information.qld.gov.au/help-info/Contact-us.html>

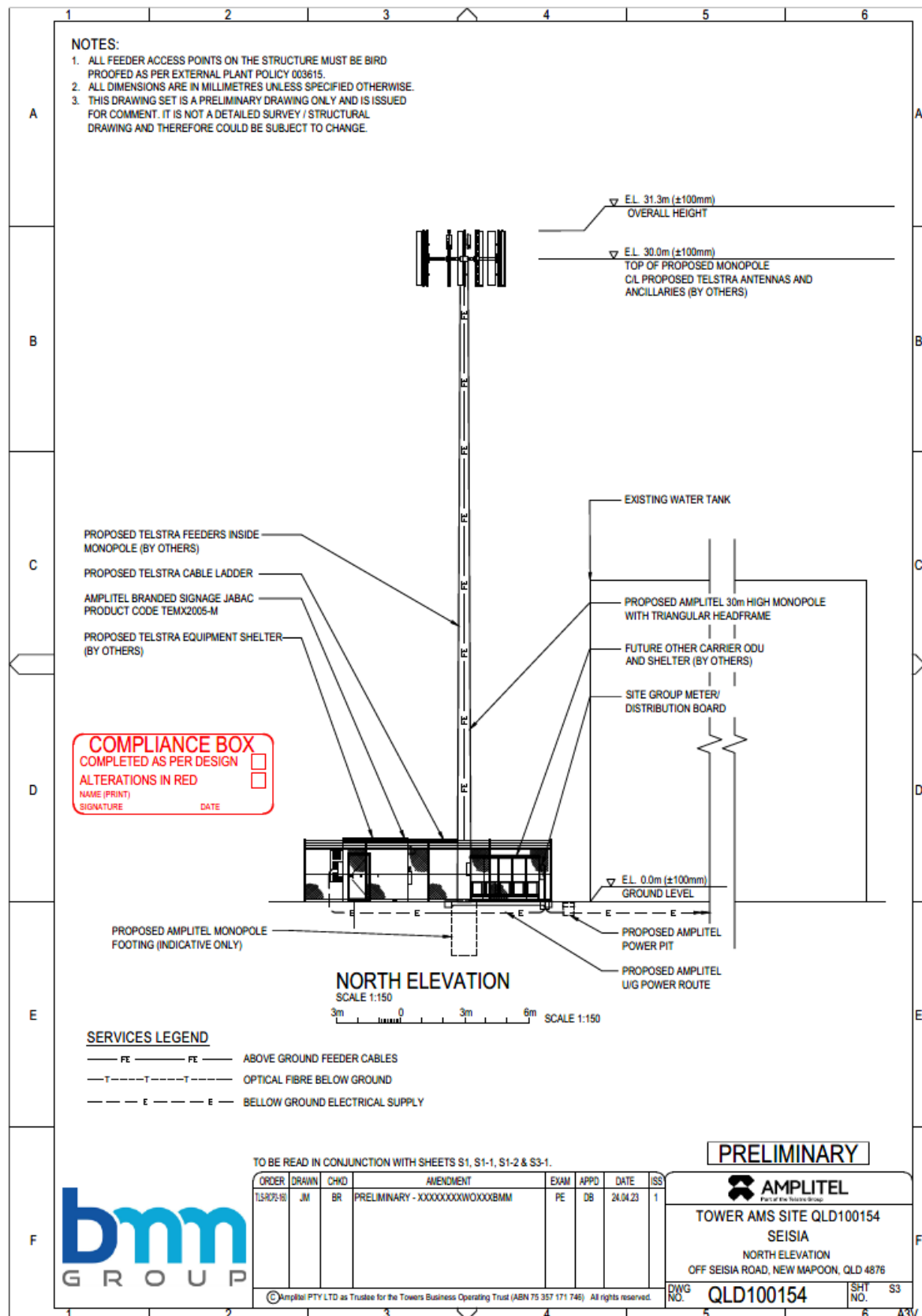


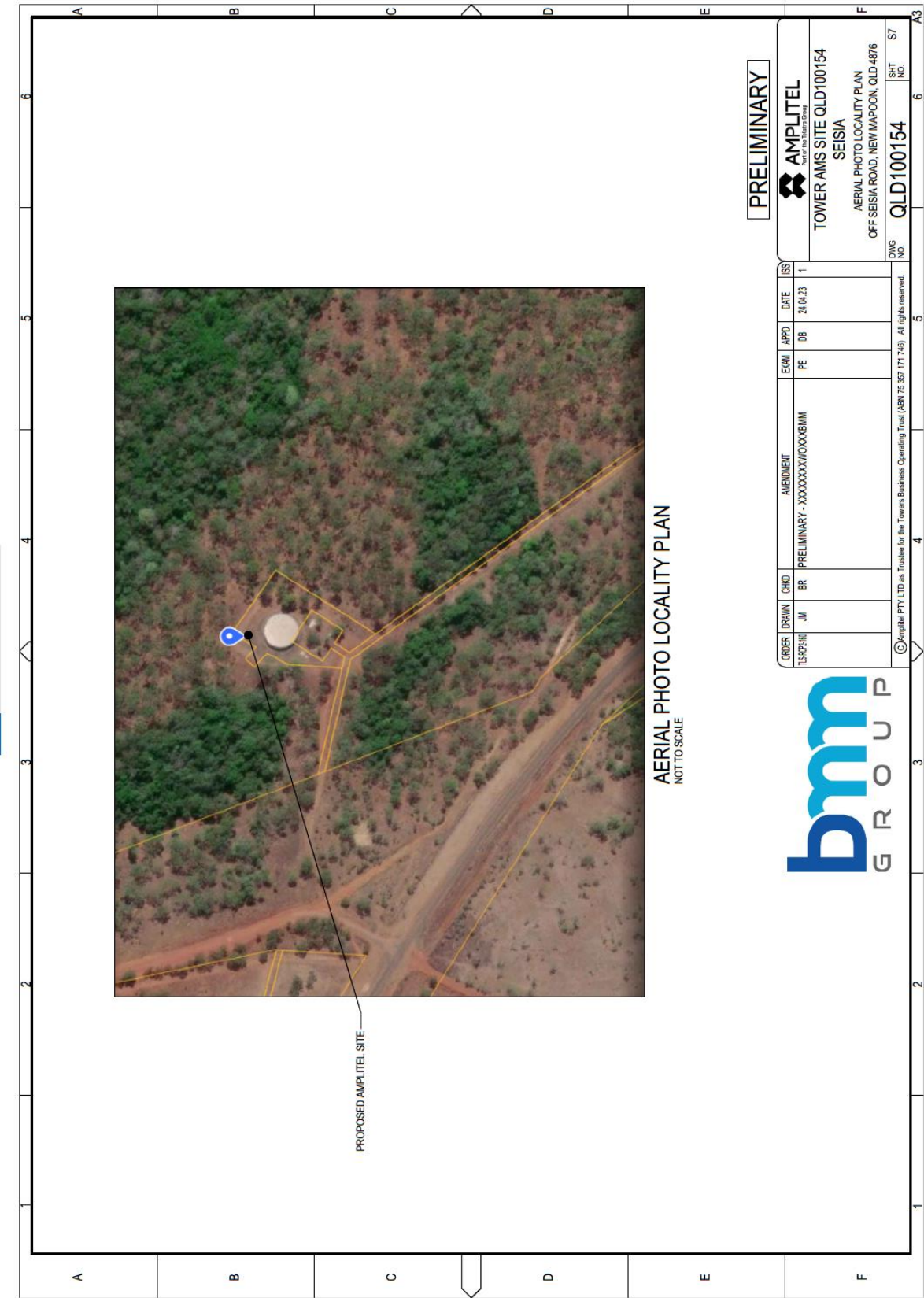




Page 17 of 20









Our Ref: DA2023_022
Your Ref:

25 September 2023

BMM Group
C: Ben McDonnell
2/4 Briggs Street
Taringa QLD 4068

Delivery via email: ben.mcdonnell@bmmgroup.com.au; Gerhard.visser@dsdsatsip.qld.gov.au

DECISION NOTICE
Planning Act 2016

Section 63 of the Planning Act 2016, Development Permit for: Material Change of Use for a Telecommunications Facility located at Lot 220 SP273365

The application dated 14 July 2023 seeking approval for the following is noted:

- Material Change of Use for a Telecommunication Facility over part of Lot 220 on SP273665;
- Telecommunication Facility Access via Lot 220 on SP273365 and Lot 111 on SO76 (Licence agreement).
- Telecommunication Facility Infrastructure provision via Lot 220 on SP273365 and Lot 111 on SO76 (Licence agreement).

Please be advised that your application was assessed and considered at Council's scheduled meetings held on **(19 September 2023)**.

Council resolved to:

- Approve (subject to conditions) the Development Application lodged with Council for:
 - i. Material Change of Use for a Telecommunications Facility located over part of Lot 220 on SP273665;
 - ii. Telecommunication Facility Access via Lot 220 on SP273365 and Lot 111 on SO76 (Licence agreement).
 - iii. Telecommunication Facility Infrastructure provision via Lot 220 on SP273365 and Lot 111 on SO76 (Licence agreement).

This notice outlines aspects of the development, conditions of the approval, currency period, approved plans and includes extracts from the *Planning Act 2016* with respect to making representations about conditions, negotiated decisions, suspension of the appeal period and lodging an Appeal.

Should you require any further information or clarification concerning this matter, please contact Council for the necessary assistance.

Yours sincerely

Kate Gallaway
CHIEF EXECUTIVE OFFICER
Northern Peninsula Area Regional Council

Encl - Decision Notice
Appeal Rights

APPLICATIONS DETAILS

Aspects of the development proposal are listed below:

Application Number	DA2023_022
Applicant Details	BMM Group Pty Ltd
Property Description	Lot 220 on SP273665
Proposal	<ul style="list-style-type: none"> Material Change of Use for a Telecommunications Facility located over part of Lot 220 on SP273665; Telecommunication Facility Access via Lot 220 on SP273665 and Lot 111 on SO76 (Licence agreement). Telecommunication Facility Infrastructure provision via Lot 220 on SP273665 and Lot 111 on SO76 (Licence agreement).
Level of Assessment	Impact Assessable Development

DECISION

Development assessment, as per the provisions of the *Planning Act 2016*, has been undertaken. The information below outlines the specifics of any approval or refusal issued by the Assessment Manager:

Deemed Approval	The application has been deemed to be approved under s64 of the <i>Planning Act 2016</i> .
Decision	The application was approved subject to reasonable and relevant conditions which reflect and accord generally with the application as made.
Decision Date	19 September 2023
Decision Type	Development Permit
Planning Instrument	Northern Peninsula Area Regional Council Planning Scheme 2018
Submissions	Nil
CONDITIONS OF APPROVAL	
The conditions of this approval are set out in the Schedule of Conditions. The conditions are identified to indicate whether the Assessment Manager or a referral agency (if any) imposed them.	
REFERRAL AGENCIES	
N/A	
PROPERTY NOTES	
Not Applicable	
FURTHER DEVELOPMENT PERMITS REQUIRED	
Building Act 1975	
RIGHTS OF APPEAL	
<p>The rights of an applicant to appeal to a tribunal or the Planning and Environment Court against a decision about a development application are set out in chapter 6, part 1 of the <i>Planning Act 2016</i>. There may also be a right to make an application for a declaration by a tribunal (see chapter 6, part 2 of the <i>Planning Act 2016</i>).</p> <p><u>Appeal by an applicant</u></p> <p>An applicant for a development application may appeal to the Planning and Environment Court against the following:</p> <ul style="list-style-type: none"> The refusal of all or part of the development application; A provision of the development approval; The decision to give a preliminary approval when a development permit was applied for; and A deemed refusal of the development application. <p>An applicant may also have a right to appeal to the Development tribunal. For more information, see schedule 1 of the <i>Planning Act 2016</i>.</p>	

<p><u>Appeal by an eligible submitter</u></p> <p>An eligible submitter for a development application may appeal to the Planning and Environment Court against the decision to approve the application, to the extent the decision relates to:</p> <ul style="list-style-type: none"> Any part of the development application that required impact assessment; and A variation request. <p>The timeframes for starting an appeal in the Planning and Environment Court are set out in section 229 of the <i>Planning Act 2016</i>.</p>
<p>APPROVAL CURRENCY PERIOD</p> <p>Pursuant to s46(8) of the <i>Planning Act 2016</i>, the development approval is in accordance with the conditions of approval, <i>section 2</i>.</p>
<p>APPROVED PLANS & SPECIFICATIONS</p> <p>Copies of the approved plans, specifications and/or drawings are attached.</p>
<p>FURTHER INFORMATION</p> <p>The development must be carried out in accordance with the approved plans, specifications and/or drawings, along with the requirements of all relevant laws. Any deviation must have prior approval from the Chief Executive Officer.</p>
<p>NOTICE ABOUT DECISION – STATEMENT OF REASONS</p> <p>This Notice is prepared in accordance with s63 (5) and s83 (7) of the <i>Planning Act 2016</i> to inform the public about a decision that has been made in relation to a development application. The purpose of the Notice is to enable a public understanding of the reasons for the planning decision specifically having regard to:</p> <ul style="list-style-type: none"> The relevant parts of the Planning Scheme and Assessment Benchmarks against which the application was assessed; and Any other information, documents or other material Council was either required to, or able to, consider in its assessment. <p>All terms used in this Notice have the meaning given then in the Planning Act 2016.</p>

REASONS FOR THE DECISION

The proposal; is generally in accordance with the following relevant overall outcomes of the Northern Peninsula Area Regional Council Planning Scheme 2013, in particular the proposed development:

- the telecommunications tower and facility will enhance connectivity within the community supporting families, education and businesses
- is connected to existing urban infrastructure, thus allowing development to proceed in an efficient, sustainable and cost-effective manner.
- will be complementary to the existing and future uses within the township zone.
- will provide enhanced social and economic benefit, and improved safety and accessibility to the community without compromising the amenity, function and ongoing use and enjoyment of the surrounding land uses.
- is designed as a monopole that will lessen the visual impact.

SCHEDULE OF CONDITIONS

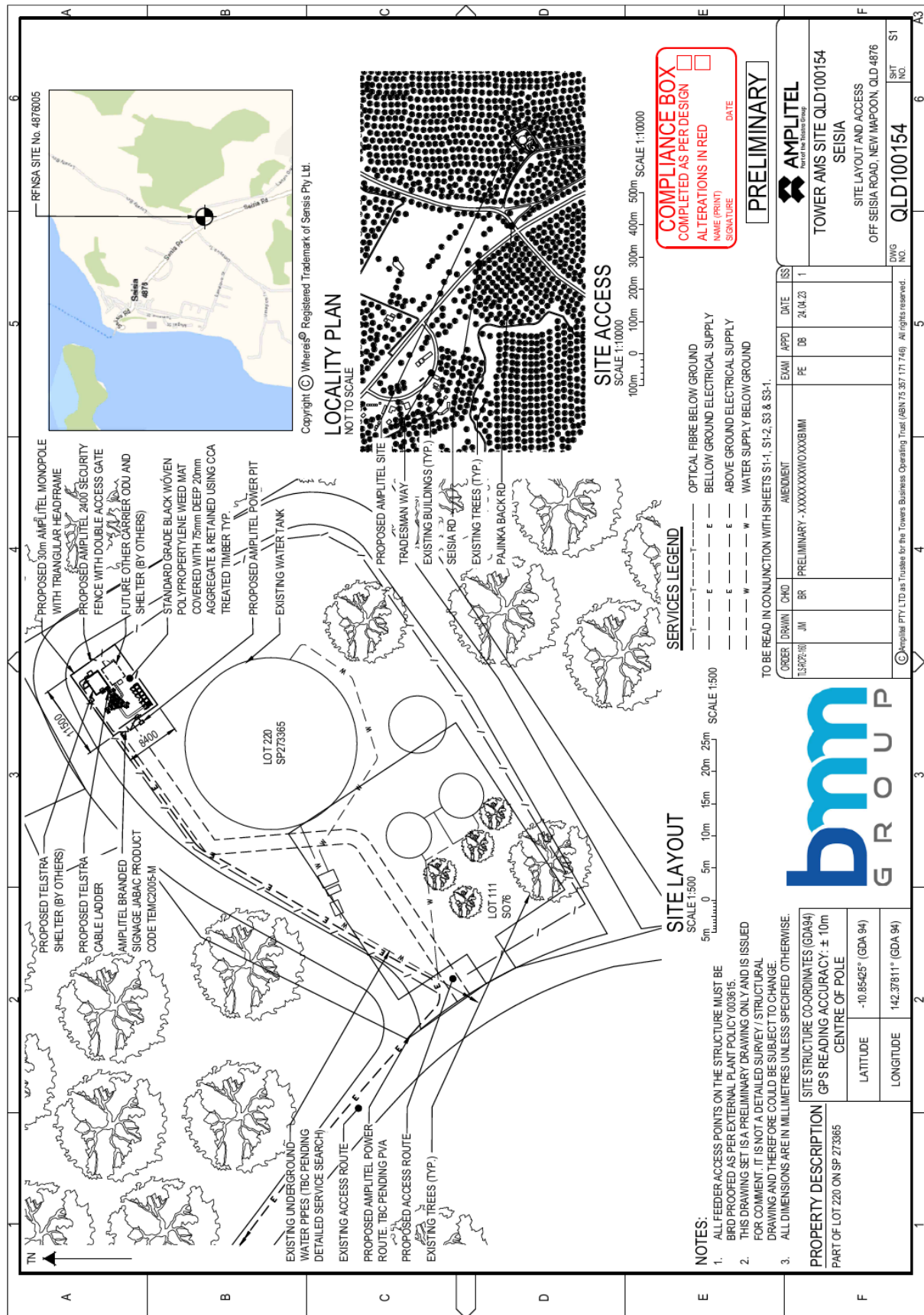
Applicable to the following Section 63 of the *Planning Act 2016*, approvals:

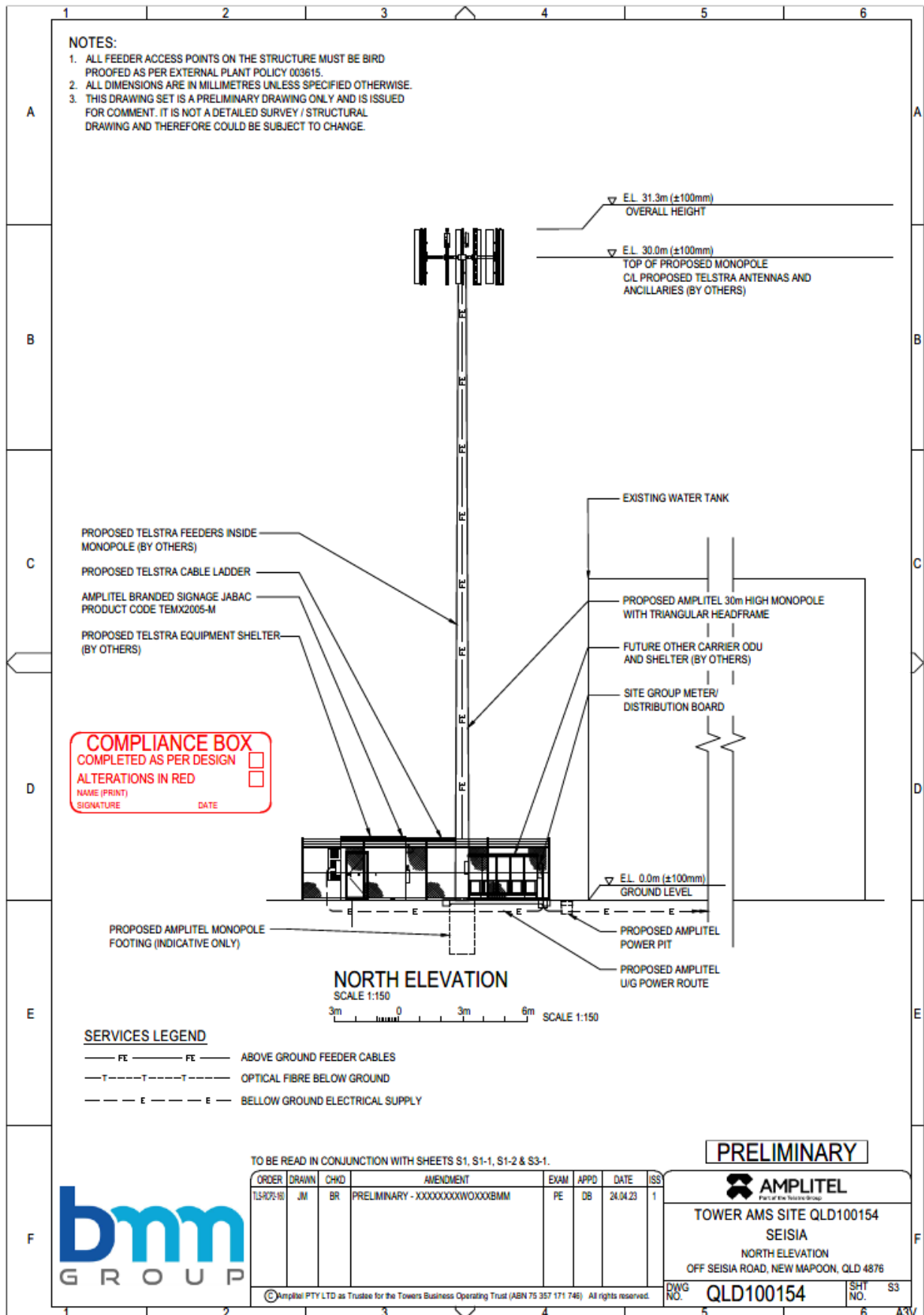
- Material Change of Use for a Telecoms Tower at Lot 220 SP273365

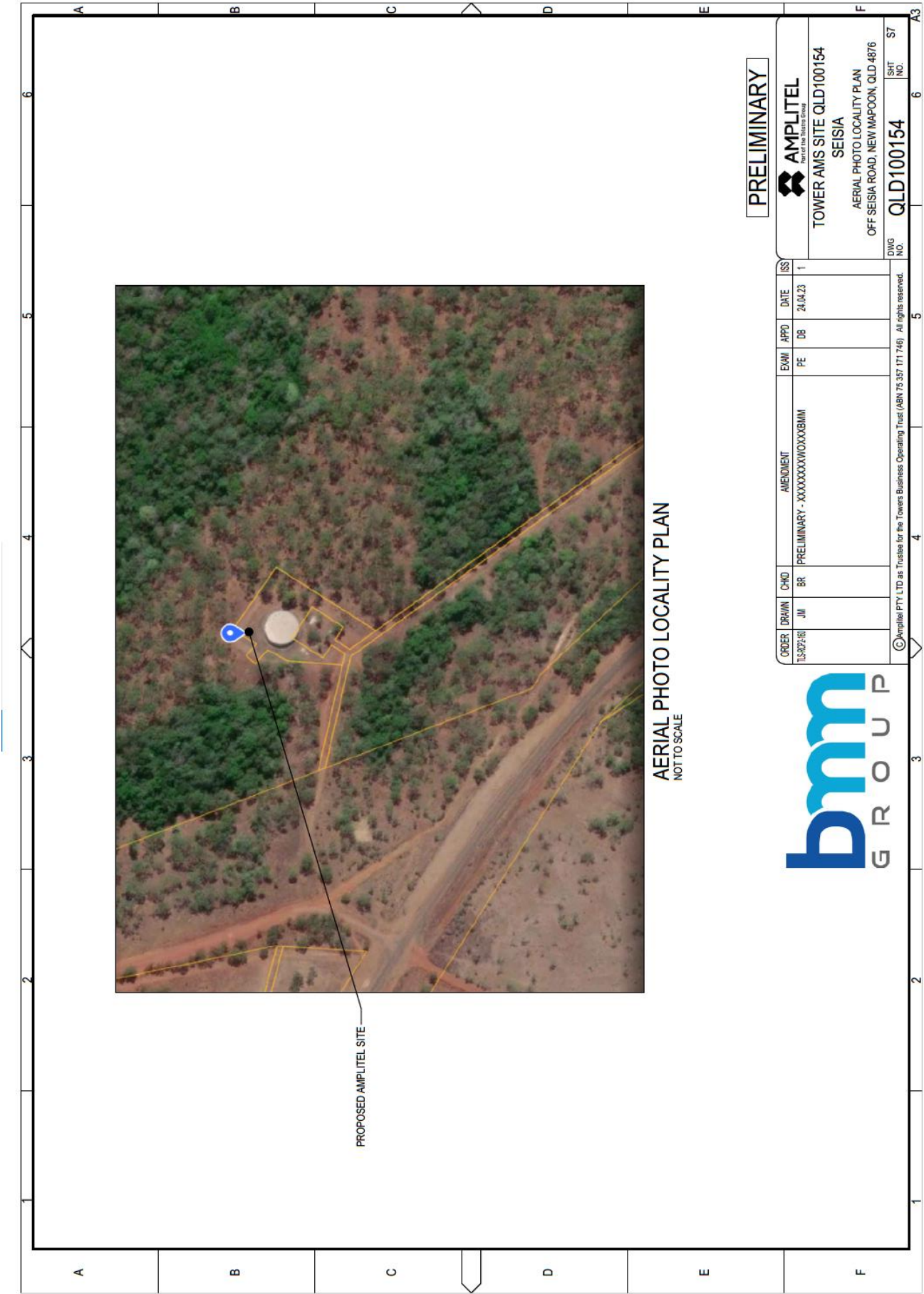
CONDITIONS OF APPROVAL	TIMING
<p>1. Administration</p> <p>1.1. The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:</p> <p>1.1.1. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports;</p>	At all times

CONDITIONS OF APPROVAL	TIMING
6. Drainage 6.1. The surface drainage must be catered for in a manner that lessens possible impacts in receiving areas. 6.2. Any works as a result of the development must not interfere with natural stormwater flow over or through the land. 6.3. A Drainage Management Plan must be provided, compliant with FNQROC Development Manual standards, Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer. 6.4. An appropriate Stormwater Quality Management Plan (SQMP) must be developed for the site that provides for achievable stormwater quality treatment measures in accordance with FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.	At all times Prior to the start of any works on the site. Prior to the commencement of the use.
7. Access/Parking 7.1. Access provision to the development must be provided/constructed in accordance with FNQROC specifications and to the satisfaction of the Chief Executive Officer. 7.2. A Licence Agreement to be drafted by the applicant for an access arrangement to the facility via Lot 220 on SP273365 and Lot 111 on SO76 and submitted to Northern Peninsula Area Regional Council for execution.	Prior to the commencement of the use.
8. Infrastructure Services 8.1. Electricity provision certificate must be provided to the Local Authority. 8.2. Lighting is to be provided in accordance with sound engineering practice and to the satisfaction of the Chief Executive Officer. 8.3. A Licence Agreement to be drafted by the applicant for an infrastructure arrangement to the facility via Lot 220 on SP273365 and Lot 111 on SO76 and submitted to Northern Peninsula Area Regional Council for execution.	Prior to the commencement of the use.
9. Acid Sulfate Soils 9.1. Due care must be taken to ensure that the development will manage to not disturb or minimise the release of acid or metal contaminants. 9.2. Dispose of acid or metal contaminants compliant to legislation and provide relevant disposal documentation to Council.	At all times.
10. Fencing 10.1. The fencing must be maintained to an appropriate standard ensuring safety of the site.	At all times

[illegible]







Title of Report: Application for Concession – Nai Beguta Agama Aboriginal Corporation

Agenda Item: 13.7

Classification: For decision

Author: Chief Executive Officer

Attachments: Application Letter - Nai Beguta Agama Aboriginal Corporation
Historical Service Charges (tabled)

Officers Recommendation:

That Council approve a concession of 50% rebate on historical service charges from the years 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 to Nai Beguta Agama Aboriginal Corporation

PURPOSE OF REPORT

To provide Councillors with details relating to application for concession from Nai Beguta Agama Aboriginal Corporation.

BACKGROUND AND CONTEXT

At the July Council Meeting, when discussing Concession Policies, the issue of historical Service Charges was discussed. For the benefit of Council, this information is reproduced below from the original report.

Granting of Previous Concessions

In 2017-18, NPARC raised 3 years of service charges to local businesses and organisations. Prior to this date these had been minimal service charges raised. This was a huge cost imposition on organisations, which has led to the high debts with council including organisations which were eligible under the Concessions policy adopted in December 2021 and the current policy. The affected organisations are

Corporation	Amount Charged
Assembly of God	\$24661
Bamagau Kazil	\$51195
Christian Fellowship Centre	*
Nai Beguta Agama Corporation	\$187553.5
NPA Family and Community Services	\$258344.5
St George Anglican Church	\$8578*
St Michaels Anglican Church	\$4448*
St Stephens Catholic Church	\$24748

For these three churches highlighted with an asterisk * we have the original rates notices, but still trying to locate where the corresponding charge in the financial system.

Under the act, Council can resolve, pursuant to section 122(1)(b) of the LG Reg, to grant a concession to rebate all or part of the charges to a defined class of ratepayer – in this case, to religious organisations (class H), facilities either owned, controlled or operated by community organisations and used primarily for social/community service purposes (class B) and the newly proposed staff accommodation occupied by staff for community organisations and work primarily for social/community service purposes (Class J).

Following this meeting, Council Officers approach these organisation and invited them to make an application for concession.

As the original policy granted a concession of a 50% rebate to Class B organisations, being facilities either owned, controlled or operated by community organisations and used primarily for social/community service purposes, it is proposed a 50% rebate is provided to Nai Beguta Agama Aboriginal Corporation for historical service charges. The attached table details the service charges that have been levied, including the multiple years levied in 2017.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Focus Area Three: Strong Economy - an Economically Vibrant and Growing Community

FINANCIAL AND RESOURCE CONSIDERATIONS

Ongoing Service Charges income

CONSULTATION

Preston Law



NAI-BEGUTA AGAMA ABORIGINAL CORPORATION

To improve the quality of life for the women, their children and their families...

ABN: 27 806 721 682 | ICN: 1624

Email: reception@nbaac.org.au

Phone: (07) 4069 3408

Street Address: 42 Langie-Draha Street, NEW MAPOON, QLD 4876

Postal Address: P.O Box 23, BAMAGA, QLD 4876

22nd August, 2023

Northern Peninsula Area Regional Council
Chief Executive Officer
Kate Gallaway
180 Adidi Street, Bamaga
Qld, 4876

Dear Kate,

Re: Concession on Council Rates

I am writing to you in regards to previous service charges being made out to Nai-Beguta Agama Aboriginal Corporation, I am also applying for a concession for these rates from the previous years, current and ongoing charges.

Nai-Beguta couldn't meet these demands to pay these substantial service amount charges due to funding obligation requirements, please accept this letter as a reduction for Nai-Beguta service rate charges.

For further information please don't hesitate to contact our Administrator/Finance Officer - Lystelle Bond on 0740 693408 / or email directly to servicecoord@nbaac.org.au

Yours faithfully,

Raniet Atu
Service Coordinator
Nai-Beguta Agama Aboriginal Corporation

From: Registration <registration@acnc.gov.au>
Sent: Wednesday, 16 August 2023 4:23 PM
To: Elizabeth Bond
Cc: AFS Email - NAI-BEGUTA AGAMA ABORIGINAL CORPORATION
Subject: Application for charity registration [SEC=OFFICIAL] CRM:001260594452



Australian Government



Application for charity registration

Organisation name: NAI-BEGUTA AGAMA ABORIGINAL CORPORATION

Organisation ABN: 27806721682

Application reference number: CAS-1218471-H0K0W1

Thank you for your registration application.

We have received a large number of applications recently, and assessing your application may be delayed by eight weeks. We assess applications in the order in which we receive them, and we will assess yours as soon as we can. We apologise for the delay.

You will receive an email when your application has been allocated to a Law Interpretation Analyst. They may also contact you to ask for more information if they need it to help make a decision. You will be able to discuss the timeframes for a decision with them.

We look forward to assessing your application soon.

If you have any queries, please contact us at registration@acnc.gov.au.

Thank you.

ACNC

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Agenda item 3: Minutes of previous meeting and matters arising

3.1 Confirmation of minutes

Proposed resolution: That the Minutes of the Annual General Meeting held on 14/12/2021 be accepted.

Moved by: Michelle Ahmat

Seconded by: Jasmine bond

Decision: Resolution carried

3.2 Matters arising from the previous minutes

No other matters arising from the previous minutes.

3.3 Action items

Item number	Action item title	Responsible person	Proposed (or actual) date of completion	Status and resolutions (update on progress and any further resolutions on the item)
4.2	Correction to minutes – document tabled AFR was 2020/2021 and not 2019/2020	E.Bond	ASAP	

Agenda item 4: Corporation reports

4.1 Directors' Annual report

Document/s tabled: Verbal report given by Elizabeth Bond/Chairperson

Moved/presented by: Elizabeth Bond

Seconded by: Maria Mark

- **Key points:**

- No new re-current funding obtained for services/or projects in the last financial year.
- Due to cut back on funding resulted reviewing the Finance Manager position and scrapping it.
- Contracted Simon Smyth/Tropic Books bookkeeper – worked out cheaper and productive.
- Admin. Officer position now becomes Admin/Financial Officer as one position with less financial responsibilities.
- Continue with recurrent funding and operations of the Child Care and OSHC services.
- Child Care subsidy scheme – although we have had increase in attendance at both centre's . We are still struggling with getting parents to pay for their child care fees and enrolment process for the families is still difficult and not going through. Extra admin support and parent/family engagements need to happen
- Progressed with Smart fees (child care fee program) Extra Admin and staff training has been identified.
- High Staff change overs and Casual staff backfilling numbers was very high – now been addressed.

Seconded by: Margaret Mark

Decision: It is recommended that a letter of engagement is written to the appointed auditor and to state that we require the audited financial statements to be finalised by October 2023. AGM set for November 2023.

To review contract at next AGM. carried

Agenda item 7: Election of directors

Expiring directorships

The 2 years terms of appointment for the following people expired: who retire and is eligible for re-election at this annual general meeting.

- Elizabeth Bond
Michelle Ahmat
- Maria Mark

Nominations

The chair called for nominations for three (3) Director places at this AGM, The following people were nominated:

- 1. Elizabeth Bond nominated Maria Mark- Accepted
- 2. Jasmine Bond nominated Michelle Ahmat – Accepted
- 3. Michelle Ahmat nominated Elizabeth Bond - Accepted
- 4.

Result

The following people were elected as directors to serve two year term:

- Maria Mark
- Michelle Ahmat
- Elizabeth Bond

Moved by: Margaret Mark

Seconded by: Enid Bond

Agenda item 8: Remuneration

Document/s tabled: Directors current meeting sitting fee is set at \$170.

Special resolution proposed: **It is resolved that the sitting fee is increased to \$180**

Moved by: Margaret Mark

Seconded by: Enid Bond

Discussion: Reviewed the Directors meeting sitting fees

Decision: Special resolution carried

Title of Report: Application for Concession – Bamagau Kazil TSI Corporation

Agenda Item: 13.8

Classification: For decision

Author Chief Executive Officer

**Attachments Application Letter - Bamagau Kazil TSI Corporation
Historical Service Charges (tabled)**

Officers Recommendation:

That Council approve a concession of 50% rebate on historical service charges from the years 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 to Bamagau Kazil TSI Corporation

PURPOSE OF REPORT

To provide Councillors with details relating to application for concession from Bamagau Kazil TSI Corporation.

BACKGROUND AND CONTEXT

At the July Council Meeting, when discussing Concession Policies, the issue of historical Service Charges was discussed. For the benefit of Council, this information is reproduced below from the original report.

Granting of Previous Concessions

In 2017-18, NPARC raised 3 years of service charges to local businesses and organisations. Prior to this date these had been minimal service charges raised. This was a huge cost imposition on organisations, which has led to the high debts with council including organisations which were eligible under the Concessions policy adopted in December 2021 and the current policy. The affected organisations are

Corporation	Amount Charged
Assembly of God	\$24661
Bamagau Kazil	\$51195
Christian Fellowship Centre	*
Nai Beguta Agama Corporation	\$187553.5
NPA Family and Community Services	\$258344.5
St George Anglican Church	\$8578*
St Michaels Anglican Church	\$4448*
St Stephens Catholic Church	\$24748

For these three churches highlighted with an asterisk * we have the original rates notices, but still trying to locate where the corresponding charge in the financial system.

Under the act, Council can resolve, pursuant to section 122(1)(b) of the LG Reg, to grant a concession to rebate all or part of the charges to a defined class of ratepayer – in this case, to religious organisations (class H), facilities either owned, controlled or operated by community organisations and used primarily for social/community service purposes (class B) and the newly proposed staff accommodation occupied by staff for community organisations and work primarily for social/community service purposes (Class J).

Following this meeting, Council Officers approach these organisation and invited them to make an application for concession.

As the original policy granted a concession of a 50% rebate to Class B organisations, being facilities either owned, controlled or operated by community organisations and used primarily for social/community service purposes, it is proposed a 50% rebate is provided to Bamagau Kazil TSI Corporation for historical service charges. The attached table details the service charges that have been levied, including the multiple years levied in 2017.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Focus Area Three: Strong Economy - an Economically Vibrant and Growing Community

FINANCIAL AND RESOURCE CONSIDERATIONS

Ongoing Service Charges income

CONSULTATION

Preston Law



BAMAGAU KAZIL TORRES STRAIT ISLANDERS CORPORATION

245 Jacob Street, BAMAGA QLD 4876
PO BOX 80, BAMAGA QLD 4876
Phone: 0492 491 544

Thursday 21st September 2023

Dear Kate,

On behalf of Bamagau Kazil TSI Corporation we are seeking support from NPA Regional Council to grant a concession for rates payable for land on Bamaga.

In Bamaga, the Bamagau Kazil TSI Corporation is a non-for-profit organisation which has been providing quality, culturally appropriate high standard of childcare services and after school care services for the children and families of NPA in a safe, relaxed and friendly environment.

We also meet the social, educational, and emotional needs of children using a developmentally appropriate program to ensure children are happy and confident within themselves and are comfortable in their environment. Children are also treated equally despite gender, culture, and ability.

Other range of essential social, children and health services to the families of the NPA for over 30 years have also been:

- Liaise with and make referrals to other agencies such as NPA Family & Community Services and Nai Beguta Agama Aboriginal Corporation who also manage the same services in the
- Provide awareness in early childhood education services, health education, food nutrition and happy families program.
- Continue quality improvement within the organisation.
- The organisation is a charitable institution and members are not eligible to the profit and surplus of the organisation.

We are an incorporated organisation under the Corporations (Aboriginal and Torres Strait Islander) Act and are registered as a charity with the Australian Charities and Non-For-Profit Commission.



BAMAGAU KAZIL TORRES STRAIT ISLANDERS CORPORATION

245 Jacob Street, BAMAGA QLD 4876
PO BOX 80, BAMAGA QLD 4876
Phone: 0492 491 544

Property: Description:

Lot 245 Jacob Street, Bamaga (one set of rate for this address) - Ama Lala Daycare Centre.

Lot 7 Jacob Street, Bamaga (6 sets of rates for this address)

- Ama Aukia Activity Centre
- Staff Accommodation 3x 2bdrm Dongas, 1x 1bdrm Donga.
- Ama Maizie Youth Centre

Bamagau Kazil TSI Corporation maintains these properties to provide staff accommodation to our centre staff or as an emergency accommodation to assist our sister organisation NPA Family & Community Services. Without these accommodations, we would not be able to provide our essential services.

The additional expenses from receiving these rates, when previously had not, will cause financial difficulty to the organisation as rates payments are not funded and costs will need to be recovered from funds used for service delivery.

As a non-for-profit organisation providing essential community and educational services to the residents of the NPA, under Section 122(3) of the Local Government Act 2009, we would like to make an application for the NPA Regional Council to make a resolution to grant a rates concession to Bamagau Kazil TSI Corporation. We kindly request that NPA Regional Council consider this request and the impact on the community if the concession is not granted.

If you require any further information, please do not hesitate to contact me on 0491210033 or by email at servicecoordinator@bamkaz.org.au

Regards,

Wendy Phineasa
Service Coordinator
Bamagau Kazil Coordinator

Title of Report: Application for Concession – NPA Family and Community Services

Agenda Item: 13.9

Classification: For decision

Author Chief Executive Officer

Attachments Application Letter - NPA Family and Community Service

Historical Service Charges (tabled)

Historical Application (tabled)

Officers Recommendation:

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

PURPOSE OF REPORT

To provide Councillors with details relating to application for concession from NPA Family and Community Services Aboriginal and Torres Strait Islander Corporation

BACKGROUND AND CONTEXT

At the July Council Meeting, when discussing Concession Policies, the issue of historical Service Charges was discussed. For the benefit of Council, this information is reproduced below from the original report.

Granting of Previous Concessions

In 2017-18, NPARC raised 3 years of service charges to local businesses and organisations. Prior to this date these had been minimal service charges raised. This was a huge cost imposition on organisations, which has led to the high debts with council including organisations which were eligible under the Concessions policy adopted in December 2021 and the current policy. The affected organisations are

Corporation	Amount Charged
Assembly of God	\$24661
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For these three churches highlighted with an asterisk * we have the original rates notices, but still trying to locate where the corresponding charge in the financial system.

Under the act, Council can resolve, pursuant to section 122(1)(b) of the LG Reg, to grant a concession to rebate all or part of the charges to a defined class of ratepayer – in this case, to religious organisations (class H), facilities either owned, controlled or operated by community organisations and used primarily for social/community service purposes (class B) and the newly proposed staff accommodation occupied by staff for community organisations and work primarily for social/community service purposes (Class J).

Following this meeting, Council Officers approach these organisation and invited them to make an application for concession.

As the original policy granted a concession of a 50% rebate to Class B organisations, being facilities either owned, controlled or operated by community organisations and used primarily for social/community service purposes, it is proposed a 50% rebate is provided to NPA Family and Community Services Aboriginal and Torres Strait Islander Corporation for historical service charges. The attached table details the service charges that have been levied, including the multiple years levied in 2017.

It should also be noted that NPAFACS made historical applications for concession. This was considered at the 2018 January Council Meeting, where the council resolved

Resolution :

That NPA Family and Community Services be advised that if they can show a commitment to a payment plan, council may consider a future application for concession .

Moved Cr Adidi

Seconded : Cr Getawan

Vote : 4/0

Resolution Number : 7.1 – 300118

Following this a repayment agreement was entered into and has been met by NPAFACS.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.



CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Focus Area Three: Strong Economy - an Economically Vibrant and Growing Community

FINANCIAL AND RESOURCE CONSIDERATIONS

Ongoing Service Charges income

CONSULTATION

Preston Law

NPA Regional Council
 PO Box 200
 Bamaga, QLD, 4876
 ATT: Kate Galloway

Wednesday 20 Sep. 23

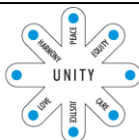
Dear Kate,

On behalf of NPA Family & Community Services we are seeking support from NPA Regional Council to grant a concession for rates payable for land.

NPA Family & Community Services is a non-for-profit organisation which has been providing a range of essential social, children and health services to the residents of the NPA for over 20 years. As per our organisational constitution, our aims are to:

- Provide accommodation for NPA women who are in crisis;
- Develop and run domestic violence awareness programs;
- Liaise with and make referrals to other agencies;
- To operate and maintain a gift fund to be known as, “The NPA Family & Community Services Gift Fund”;
- Provide awareness in health education, promotion, screening and prevention;
- Develop and implement early intervention programmes;
- Provide residential care for children under the care of the development;
- Provide early childhood education services;
- Continue quality improvement within the organisation;
- Capacity to build workforce management;
- Provide services to men, women, children and families of the NPA and other associated communities;
- Provide culturally capable counselling;
- Provide community development, capacity building social capital and social infrastructure;
- The organisation is a charitable institution and members are not eligible to the profit and surplus of the organisation;
- The delivery of primary health care; and
- The delivery of palliative care.

We are an incorporated organisation under the Corporations (Aboriginal and Torres Strait Islander) Act and are registered as a charity with the Australian Charities and Not-For-Profit Commission.

**NPA FAMILY & COMMUNITY SERVICES***Aboriginal and Torres Strait Islander Corporation**PO Box 84, BAMAGA QLD 4876**ABN: 71 688 394 380**ICN: 1933*

Property:	Description:
Lot 249 Little Lui Street, Bamaga (two sets of rates for this address)	Staff accommodation – 6 x 2-bedroom units
Lot 256a Poi Poi Street, Bamaga	Staff accommodation – 3-bedroom house
Lot 256b Poi Poi Street, Bamaga	Staff accommodation – 3-bedroom house
Lot 317 Poi Poi Street, Bamaga	Staff accommodation – 2-bedroom duplex
Lot 317/1 Poi Poi Street, Bamaga	Staff accommodation – 2-bedroom duplex
Lot 241 Little Lui Street, Bamaga	Women's Shelter & Residential SAFE House
Lot 54a Peter Street & Lot 54b Peter Street, Injinoo	Staff accommodation – 2-bedroom duplex

NPA Family & Community Services maintains these properties to provide crisis accommodation to women, children and families at risk or suffering from domestic violence or child protection concerns, as well as housing suitable for well skilled staff who are employed from outside of the NPA region. Without this accommodation, we would not be able to provide our essential services.

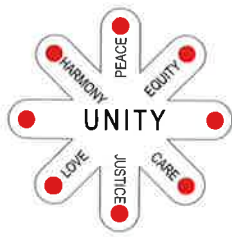
The additional expenses from receiving these rates, when previously had not, will cause financial difficulty to the organisation as rates payments are not funded and costs will need to be recovered from funds used for service delivery.

As a not-for-profit organisation providing essential community and welfare services to the residents of the NPA, under Section 122(3) of the *Local Government Act 2009*, we would like to make an application for the NPA Regional Council to make a resolution to grant a rates concession to NPA Family & Community Services. We kindly request that NPA Regional Council consider this request and the impact on the community if the concession is not granted.

If you require any further information please do not hesitate to contact me on (07) 4212 2000 or by email at ceo@npaws.com.au.

Kind regards,

Tailisa Yusia - BCW/BBus MSW
Chief Executive Officer



NPA FAMILY & COMMUNITY SERVICES *Aboriginal and Torres Strait Islander Corporation*

A.B.N. 71 688 394 380
ICN 1933

FAMILY RESOURCE CENTRE
10 ADIDI STREET
P.O. BOX 84, BAMAGA, QLD. 4876
Phone 07 4212 2000
Fax 07 4069 3548

Mayor Eddie Newman
NPA Regional Council
PO Box 200
Bamaga, QLD 4876

Dear Mayor Newman,

On behalf of NPA Family and Community Services, we are seeking support from NPA Regional Council to grant a concession for rates payable for land.

NPA Family and Community Services is a non-for-profit organisation which has been providing a range of essential social, children and health services to the residents of the NPA region for over 20 years. As per our organisational constitution, our aims are to:

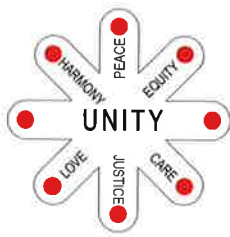
- provide accommodation for NPA women who are in crisis;
- develop and run domestic violence awareness programs;
- provide culturally appropriate counselling;
- liaise with and make referrals to other relevant agencies;
- to operate and maintain a gift fund to be known as "The NPA Family and Community Services Gift Fund";
- provide awareness in health education, health promotion, screening and prevention;
- develop and implement early intervention programmes;
- provide residential care for children under the care of the development
- provide early childhood education services;
- continue quality improvement within the organisation;
- capacity build workforce management;
- provide services to men, women, children and families of NPA and other associated communities;
- respond to child protection issues and address the needs;
- provide culturally capable counselling;
- provide community development, capacity building social capital and social infrastructure;
- the organisation is a charitable institution and members are not eligible to the profit and surplus of the organisation;
- the delivery of primary health care;
- the delivery of palliative care.

We are an incorporated organisation under the Corporations (Aboriginal and Torres Strait Islander) Act and are registered as a charity with the Australian Charities and Non-for-profits Commission.

In the 2016-17 Financial year, we received Rates Notices for the 2015/16 and 2016-17 financial years which we had never received rates notices for. In addition, in August 2017, we received additional rates notices for the 2017-18 Financial Year, which included rates for an additional two properties that had not been received before.

Property	Description
Lot 249 Little Lui St Bamaga (there are two sets of rates for this address)	Staff accommodation – 6 x 2 bedroom units
Lot 256a Poi Poi St Bamaga	Staff Accommodation – 3 bedroom house
Lot 256b Poi Poi St Bamaga	Staff Accommodation – 3 bedroom house
Lot 317 Poi Poi St Bamaga	Staff Accommodation – 2 bedroom duplex
Lot 317-1 Poi Poi St Bamaga	Staff Accommodation – 2 bedroom duplex
Lot 241 Little Lui St Bamaga	Women's Shelter + Residential SAFE House
Lot 54a Peter St + Lot 54b Peter St Injinoo	Staff Accommodation – 2 bedroom duplex
Lot 54b Peter St Injinoo	Staff Accommodation – 2 bedroom duplex
Lot 244 Jacob St Bamaga	Staff Accommodation – 2 bedroom duplex (land owned by Bamagau Kazil)
Lot 243 Jacob St Bamaga	Staff Accommodation – 2 bedroom duplex (land owned by Bamagau Kazil)

NPA Family and Community Services maintains these properties to provide crisis accommodation to women, children and families at risk of or suffering from Domestic Violence or Child Protection concerns as well as



NPA FAMILY & COMMUNITY SERVICES

Aboriginal and Torres Strait Islander Corporation

A.B.N. 71 688 394 380
ICN 1933

FAMILY RESOURCE CENTRE
10 ADIDI STREET
P.O. BOX 84, BAMAGA, QLD. 4876
Phone 07 4212 2000
Fax 07 4069 3548

housing for suitable and well skill staff employed from outside the NPA Region. Without this accommodation we would not be able to provide our essential services.

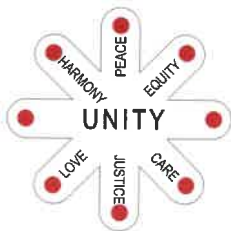
The additional expense occurred from not previously receiving the rates notices will cause financial difficulty to the organisation as rates payments are not funded and costs will need to be recovered from funds used for service delivery.

As a non-for-profit organisation providing essential community and welfare services to the residents of the NPA, under Section 122(3) of the *Local Government Act 2009*, we would like to make an application for NPA Regional Council to make a resolution to grant a rates concession to NPA Family and Community Services. We kindly request that NPA Regional Council consider this request and the impact on the community if the concession is not granted.

If you require any further information please do not hesitate to contact me on (07) 4212 2000 or by email at ceo@npaws.com.au.

Yours Sincerely,

Kate Gallaway
Acting CEO
NPA Family and Community Services



NPA FAMILY & COMMUNITY SERVICES

Aboriginal and Torres Strait Islander Corporation

A.B.N. 71 688 394 380
ICN 1933

FAMILY RESOURCE CENTRE
10 ADIDI STREET
P.O. BOX 84, BAMAGA, QLD. 4876
Phone 07 4212 2000
Fax 07 4069 3548

Mayor Eddie Newman
NPA Regional Council
PO Box 200
Bamaga, QLD 4876

05 September 2018

Dear Mayor Newman,

On behalf of NPA Family and Community Services, we are seeking support from NPA Regional Council to grant a concession for rates and services payable for land at Lot 241 Little Lui Street, Bamaga; which is where the NPA Women's Shelter and SAFE House is located.

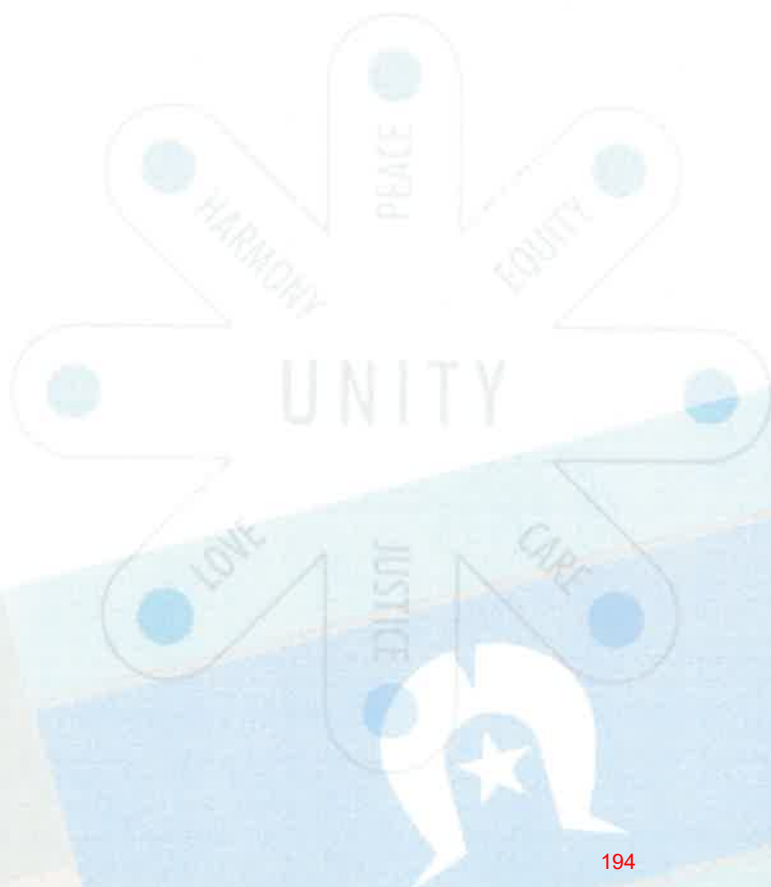
NPA Family and Community Services maintains these properties to provide crisis accommodation to women, children and families at risk of or suffering from Domestic Violence or Child Protection concerns. Both of these are a community services that are vital to the communities of the NPA and offer immense value to the communities.

We would like to make an application for NPA Regional Council to make a resolution to grant a rates concession for service charges to NPA Family and Community Services for the Women's Shelter and SAFE House at Lot 241 Little Lui St, Bamaga. We would ask for a resolution for the existing service charges and future service charges to the property.

If you require any further information please do not hesitate to contact me on (07) 4212 2000 or by email at ceo@npaws.com.au.

Yours Sincerely,

Kate Gallaway
Acting CEO
NPA Family and Community Services



Title of Report 2022-26 Corporate Plan Update

Agenda Item: 13.10

Classification: For Noting

Author Acting Chief Executive Officer

Attachments Attachment A. Corporate Plan Update

Attachment B. 2022-26 Corporate Plan

Officers Recommendation:

That Council:

- Note the Report

PURPOSE OF REPORT

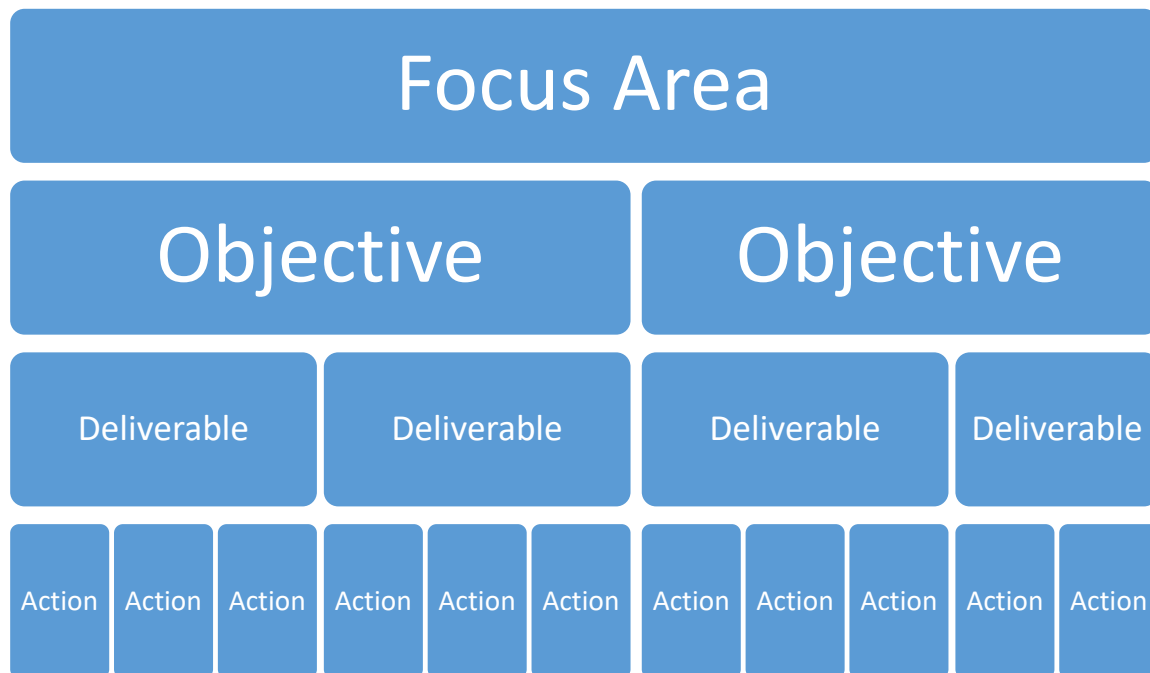
To provide a status update for Council on the progress of the Corporate Plan

BACKGROUND AND CONTEXT

It is a requirement under the Local Government Act 2009 (Qld), that NPARC have a system of financial management which includes a 5-year Corporate Plan. A Corporate Plan must be prepared by each Council for each period of five (5) financial years and it must be adopted in sufficient time to allow a budget and Annual Operational Plan, consistent with the Corporate Plan, to be adopted for the first financial year that is covered by the plan.

Under the Local Government Act, Council Officers report back to Council on the progress of the Corporate Plan annually. Significant work was done in the 2022-23 financial year to improve the transparency of the operations of council to align with the strategic objectives of the community. This was done by breaking down each Focus Area into a number of deliverables and objectives within the Corporate Plan. Each objective was allocated towards a target financial year over the 5 years of the Corporate Plan.

This was then used as the basis of developing actions within the operational plan. All objectives identified for the 2022-23 Financial Year were broken down into actions and allocated a budget to feed into the Annual Budget. The progress of these actions have been reported through to Council each quarter as part of operational plan updates. This is illustrated in the below diagram.



The corporate governance framework provides accountability and transparency between the focus areas and strategic objectives of the corporate plan to the actions being taken by Council Officers on a daily basis.

Due to this structure, it means Council can report significant progress against the Corporate Plan. The Q4 Operational Plan has the detailed progress of each action. The attached Corporate Plan update summarises progress. C7even is providing support to produce a one-page flyer to update community on progress.

CRITICAL DATES

NA

OTHER OPTIONS CONSIDERED

NA

LEGAL AND LEGISLATION CONSIDERATIONS

Local Government Act

POLICY CONSIDERATIONS

Nil

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

NA



ORDINARY COUNCIL MEETING # 41

Agenda Item 13.10

Wednesday 27th September 2023

New Mapoon Boardroom

FINANCIALS AND RESOURCE CONSIDERATIONS

Nil

CONSULTATION

All staff

2022-23 NPARC Corporate Plan

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

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

- Improve Asset Management Capability
 - NPA Water Supply Asset Management Plan Completed
 - Asset Management Plans for sewer and buildings commissioned and purchase orders provided
 - Roll-out has commenced for the MentorAPM system in partnership with Unganco
- Improve repairs, maintenance and renewal against all aged asset classes
 - Framework established to plan proactive maintenance budget each year
 - Asset revaluation process commenced
- Increase available own-source revenue streams
 - Partnership with DATSIP to develop a Climate Change Master Plan to inform Carbon Crediting opportunities
 - Fees and Charges Schedule updated to capture all costs
- Improve Project Delivery Capability
 - Standard templates created and running of Preferred Suppliers Tender
 - Review completed of existing Project Management Delivery contract arrangements
 - 10 year Fleet Replacement Program included as part of the 2023-24 Budget Works
- Improve procurement processes for compliance & efficient purchasing of goods and services
 - Staff completed recognised Level One and Two Procurement Training
- Increase revenue through government funding
 - Grant Control Model Developed and implemented
 - Historical Grant Management issues resolved
 - Increased grants revenue

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

- Undertake a business system review
 - Business System Review completed with current and future system requirements
- Develop an engagement strategy to incorporate preferred communication pathways & Increase social media presence
 - Development of a Strategic Marketing Plan
 - Consistent branding developed
 - New Website launched

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

- Effectively process leasing and licensing
 - Historical leasing matters resolved
 - Public EOI process developed and undertaken to provide local opportunity

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

- Develop a fit for purpose policy and procedure framework
 - All statutory policies audited, reviewed and updated
 - Development of Document Register to support ongoing review
 - Development of Policy Review Framework

2022-23 NPARC Corporate Plan

- Develop robust internal audit processes
 - Internal audit charter review and appointment of new members

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

- Implement corporate planning processes to ensure delivery of corporate plan deliverables
 - Development and implementation of new Corporate Governance framework to improve transparency
 - Staff training in reporting
 - Annual cycle of unit reporting from Level 3 Managers to Council

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

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

- Develop a Cultural Awareness Training Package for Council and stakeholders
 - Partnership with local organisation to deliver cultural awareness training for NPARC staff
- Develop Cultural Protocols policy to ensure Aboriginal and Torres Strait Islander culture is embedded into operations
 - Embedding Cultural Protocols into new NPARC EBA

Key Objective Two: We are a unified community

- Promote NPARC as one
 - New signs installed at all NPARC offices
 - NPA Tourism Story Board project working to improve marketing with TEQ
- Recognise and celebrate the cultural differences of each community
 - Event calendar published with events across all Communities
 - Gazetted special holidays for each Division
 - Works commenced to acknowledge historical Island and Shire Council in each chambers
- Advocate for a review of the impacts and model of amalgamation
 - State Government review into impacts of amalgamation commenced
 - Review of methodologies impacting NPA

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

- 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
 - Regular meetings held with Ipima Ikaya Aboriginal Corporation RNTBC operations and Board
 - ALT Ranger Transition commenced
- Renegotiate the current ILUA with the PBC
 - Commitment by both parties to reviewed and discuss the current ILUA

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

- Support to open and operate a Cultural Centre
 - Art Centre reopened and delivering services for community

2022-23 NPARC Corporate Plan

- NPA Art Exhibition Held
- Develop a historical village and esplanade development (Injinoo)
 - Scope for historical village and esplanade developed
 - Project delivery funds identified for future application

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

- Complete existing Council Enterprise Divestment
 - All Council Enterprises reviewed and divested where possible
- Review and improve profitability of existing Council Enterprises
 - Performance improved at existing Council Enterprises
- Build capacity of new and existing local Indigenous Businesses by supporting business entrepreneurship workshops
 - Small Business Workshop held
 - TSRA engaged to deliver You Sabe workshop
 - Business register created
- Review and enhance our Local Indigenous Procurement Policy & Procedure
 - Procurement Policy reviewed to look at opportunities for improvement
 - Procurement workshop held for local Indigenous Businesses
- Mandate Indigenous Employment Opportunities Plans on all capital works projects
 - Clause included in all tender documents
- Form and maintain partnerships with tourism peak bodies (TTNQ / Tourism Qld / Chamber of Commerce)
 - Delivery of Northern Peninsula Area Tourism Story
 - Quarterly Tourism Networking Nights before ceasing of funding
- Leverage national partnerships on geopolitical issues to address emerging risks impacting on local business development
 - Establishment of TS&NPA ROC to have partnership approach to key issues affecting the region
 - NPARC representation on key representative bodies
- Community infrastructure is maintained and developed to support business development
 - Short term and long term planning to resolve issues at new Water Treatment Plant
 - Engagement of new operators at Water Treatment Plant
 - Project prioritisation tool to ensure infrastructure reliability

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

- Scope and develop public transport options for community
 - Advocacy with TMR & Department of Communities to introduce public transport
 - Seeking funding to upgrade bus stops
- Improve access to goods, materials and services
 - Advocacy resulting in announcement of Freight Subsidy
 - Leasing arrangements progressed with SeaSwift
- Actively seek funds for necessary upgrades to NPA Airport to ensure operability

2022-23 NPARC Corporate Plan

- Strong advocacy and regular meetings with State and Federal partners to secure funding
- Advocate for the implementation of the NPA Marine Hub Master Plan
 - Advocacy resulting in announcement of funds to support freight planning and solutions at Cost of Living Summit
 - TMR commitment towards short term and long term solutions at Seisia Boat Ramp. Marine Infrastructure funding committed by state and federal government
- Resolve irregularities in land tenure and local government boundaries for the Airport, Pajinka, Punsand Bay and Jacky Jacky
 - Support for Boundary change from Cook Shire
 - Ongoing advocacy with Torres Shire
- Secure investment to seal road from Jardine River to Injinoo
 - NP1 & NP2 works tendered
 - Funding obtained to begin design works on remainder of road

Key Objective Three: We facilitate homeownership opportunities in our community

- Promote and process 99 years leases and engagement with the PBC regarding Native Title
 - Home ownership process documented
 - Workshops held in community
 - Home ownership applications received
- Advocate for homeownership and social housing needs
 - Finalisation of Local Housing Plan and commitment of funds to support
 - Subdivision project with DATSIP to start planning future subdivisions

Focus Area Four: Strong People - an Empowering and Engaging Council

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

- Improve internal communications with staff
 - Launch of new intranet
- Improve external communications with our community and stakeholders
 - New Customer Service Framework
 - Commenced rollout of Snap Send Solve
- Work collaboratively with State Government and community to explore opportunities for community input into decision making
 - Local Thriving Communities model established & members appointed
 - Increase NPA Representation on Key Representative Bodies
- Regular Divisional / Mayoral community meetings
 - Meeting schedule developed and regular meetings held
- Improve inter-agency collaboration and engagement
 - Finalisation of community safety plan
 - Re-establishment of interagency meetings

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

- Review of delivery mechanisms and models for service delivery to community
 - Local Thriving Communities model established & members appointed

2022-23 NPARC Corporate Plan

- Our leaders undertake regular advocacy with all levels of Government
 - Regular meetings with government and ministerial champions
 - Federal and State Deputations for Council with Ministers
- Advocate for increase services for vulnerable groups
 - Local Thriving Communities model established & members appointed
- Support to open and operate a Youth Centre
 - Refurbishment of old HACC Building into Youth Centre
 - Establishment of Youth Centre services
- Support to operate an Elders Centre and HACC
 - Implementation of Aged Care Recommendations
 - Sourcing of ACAT assessor to support clients to be registered
- Advocating for specially targeted programs
 - Local Thriving Communities model established & members appointed
- Ensure activities for all segments of the Community including youth and elderly
 - Finalisation and implementation of Community Safety Plan
- Assert Council as the lead change-facilitator in NPA
 - Re-establishment of NPA Interagency Meeting
- Our elected leaders embrace their role as Civic Leaders supported by Management
 - Training provided to all councillors by Department of Local Government
 - Financial management training delivered for Councillors
 - Advocate for OIA Review

Key Objective Three: Our social housing stock is managed effectively

- Increase the number of social houses available for allocation in the NPA
 - Application for Social Housing Provider
 - Finalisation of Local Housing Plan and funding commitment

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

- Review working conditions to better suit the EBA
 - Negotiations commenced for a new EBA and administrative increase granted
- Improve the quality and quantity of staff housing to attract and retain staff
 - Forward planning of staff accommodation needs
 - Advocacy for alternative solutions for staff housing
- Increased attendance rate in the work place
 - Training provided to support managers to address issue
 - Legacy HR issues resolved

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

- Workplace Health and Safety Policies are complete, effective and implemented
 - Rollout of HRS Committee and associated processes
- Tool Box talks implemented at each workplace
 - Re-establishment of Formal Toolbox Processes

2022-23 NPARC Corporate Plan

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

- Develop a formal community beautification program and checklist
 - Develop a parks and open spaces annual works program and associated worksheets
 - Street and Roadside tree management plan
- Provide education and awareness program regarding community contribution to community amenity (community pride campaign)
 - Planning for illegal dumping process
 - Tidy Town Competition
- Support Master Planning –Jardine River/ Spatial Plans
 - Precinct Plan project requested from DATSIP
- Improve community signage / directions
 - Existing road safety audit reviewed and action plan developed
 - New Street Signs installed

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

- Improve organizational energy efficiency and workforce awareness
 - Power used decreased across the council
 - Hybrid car purchased
- Implement a waste strategy incl Recycling
 - Containers for Change supported to establish a permanent presence
 - Review of regional waste strategy
- Improve waste management practices / strategy
 - Review of waste management structure
- Increase the number of public bins with surrounds
 - Additional bins installed and continued to be increased
 - Bins surrounds purchased as part of park upgrades
- Provide a reliable rubbish collection service and community awareness
 - New Kerbside Waste Collection Vehicle purchased
- Review opportunities regarding regional waste strategy
 - Maintain existing and future relationships with the regional waste stakeholders

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

- Lead the regular engaging of LDMG
 - Meetings held as per legislative requirements
 - Participation in Regional DDMG Disaster Planning
 - Local LDMG Exercises held
- Development and regular updates of Disaster Management Policies and Procedures
 - Review disaster management policies and procedures annually.
- Advocating for improved SES / Rural Fire response
 - Planning approval for new NPA Fire Station
- Leak detection project for water supply

2022-23 NPARC Corporate Plan

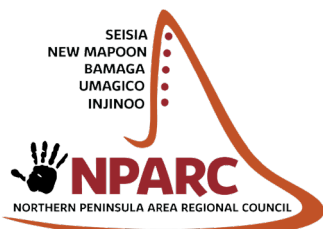
- Commissioned planning project
- New bulk flow meters purchased and installed

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

- Alcohol Management Plan to be reviewed
 - Community survey for AMP Review
 - Report prepared for first LTC Meeting
- Community Safety Plan to be developed and actions implemented
 - Endorsement of Community Safety Plan
 - Actions implemented within Community Safety Plan
- Improved street lighting
 - Street light audit completed
 - Funding committed to Ergon to replace all street lights
- Improved Sport and Recreational Programs and Infrastructure including playgrounds
 - Additional funding obtained to further expand Futsul Program
 - Establishment of a Sports Reference Group to ensure community input and consultation.
- Implement Animal Management Strategy for dogs, horses and crocodiles
 - Horse management strategy developed
 - Maintenance of existing crocodile warning signs
- Work with stakeholders to improve community security
 - Re-establishment of NPA Interagency Group
- Work with stakeholders to address noise and antisocial behaviour within community
 - Fortnightly meetings with QPS and Housing to review noise complaints and follow up

Northern Peninsula Area Regional Council

CORPORATE PLAN
2022-2026



ACKNOWLEDGEMENTS

We wish to acknowledge the Traditional Owners of the lands and waters of the Northern Peninsula Area Regional Council Local Government Area and pay our respect to the Elders past and present.

We also wish to acknowledge you, our valued constituents and stakeholders of the NPA, for your engagement in our Corporate Plan 2022-2026 development and in its implementation over the coming years.

Esso.

FORWARD

Our Corporate Plan guides Council's service delivery and activities over the next five years through a number of objectives under five key areas of focus. These objectives directly address the feedback and biggest Regional issues identified by our community, in developing this plan.

Council is committed to addressing and delivering what's important to our community, including animal control, community safety, community housing management, youth activities, better community amenities, road signage and improved communication from Council.

Our vision for the Northern Peninsula Area is to work together to build a connected community. To achieve this, we must grow opportunities for our Indigenous community and enrich the lives of our people while preserving and protecting the rich culture of our Region.

Strengthening our economy is a key priority for Council to address the challenges we face as a remote community. Council will actively advocate for greater services and improved connection in our community to provide more opportunity for our people.

I thank you for your involvement and feedback in the development of this plan, which will help guide our journey over the next five years and provide a strong foundation for Northern Peninsula Area Regional Council and our community.

Mayor Patricia Yusia



MESSAGE FROM THE CEO

Council's Corporate Plan year outlines the way Council will budget for programs and services for the next five years, as we work toward a vision of building a strong and vibrant community in the Northern Peninsula Area.

The plan ensures we continue to deliver the programs and services most needed in our community. We will do this by advocating on behalf of our community, to gain access to, and funding for, services needed most, support and facilitate Indigenous and local employment and business opportunities.

Council's communication with the community was identified as an area requiring improvement, as part of our consultation on the Corporate Plan. We will work to achieve more regular and consistent communication and engagement with our community and within Council, providing more opportunities for open communication. This is vital to our ability to work together as a community and a key priority for Council.

Within Council, we will focus on recruiting, developing and retaining Council's team members, so that we can provide a high quality and consistent level of service to our community.

This plan is a commitment to our community to focus on the areas that matter most to you, and we look forward to updating you on our progress.

Kate Gallaway

Acting CEO



EXECUTIVE SUMMARY

Our Five (5) Year Corporate Plan 2022 – 2026 outlines our proposed strategic direction (Vision) for the Region over the next five (5) years and states the performance indicators for measuring our progress. In developing our Corporate Plan, we have engaged with you (our valued constituents), our stakeholders and funders.

You have told us that *Regionally*, the following are the biggest issues requiring our attention over the coming five (5) years (presented in no particular order):



OPERATIONAL

- Improved Public and Environmental Health
- Local Laws Enforcement
- Community Housing Advocacy
- Economic Development
- Support Local Indigenous Employment
- Community Amenity/ Community Pride Projects/ Beautification
- Council Communication
- Community Safety, comprising:
 - Security
 - Noise
 - Antisocial behavior
- Youth Advocacy
- Community Bus Service
- Staff Development, Retention, and Support



CAPITAL

1. Community Housing and Housing Maintenance
2. Road Signage
3. Airport
4. Jardine River Bridge
5. Community and Access Roads
6. Wharf and Boat Ramps
7. Staff Accommodation
8. Youth Activities, including:
 - a. Playgrounds (Shaded)
 - b. Waterparks

STRENGTHS

By harnessing our many strengths as a Region and organisation, we can overcome many of our challenges and realise these new and existing exciting opportunities. Our combined Regional and organisational strengths include:

- Our united and motivated team
- Our capacity for increased community engagement, advocacy and partnerships
- The physical beauty of the Region
- The rich culture of the Region
- Our clear Vision and Mission
- Our awareness of what is working, and what is not working for us, as informed by community
- Our staff engagement
- Our appetite for change

This is by no means an exhaustive list.

OPPORTUNITIES

Many new and existing exciting opportunities exist for us, some of which are presently underutilised/ unharnessed, including but not limited to:

- Economic development and jobs
- Tourism
- Community engagement, advocacy and partnerships
- Building capacity in community
- The physical beauty of the Region
- The rich culture of the Region

CHALLENGES

Being a remote Indigenous Regional Council, we face many unique challenges in realising our regional objectives, not least of which include:

- Difficulty accessing community
- Cost of living
- Harsh environmental conditions
- Lack of freight options
- Impacts of climate change
- Financial sustainability due to reliance on Government funding and a lack of own-source revenue opportunities
- Indigenous land management complexity
- Legacy issues in Asset Management including aging infrastructure and no longer fit for purpose
- Communication and Technology including telecommunications and connectivity
- High prevalence of chronic disease
- Legacy issues arising from history of amalgamation and transition to the *Local Government Act*
- Housing
- Limited economic development opportunities
- Lack of public transport

It is acknowledged that many of these challenges equally serve as opportunities and strengths for Council. Accordingly, our Corporate Plan 2022-2026 seeks to embrace these challenges as a reality and innovatively seek improvement through a strengths-based approach.

OUR APPROACH

To harness our strengths to overcome our challenges and realise these new and existing opportunities for our Region, we need a strategic plan; a Corporate Plan.

What is a Corporate Plan?

It is a requirement under the Local Government Act 2009 (Qld), that we (as your Local Government) have a system of financial management which includes a 5-year Corporate Plan. A Corporate Plan must be prepared by each Council for each period of five (5) financial years and it must be adopted in sufficient time to allow a budget and Annual Operational Plan, consistent with the Corporate Plan, to be adopted for the first financial year that is covered by the plan.

A 5-year Corporate Plan may be amended at any time by us, but must:

- Contain an outline of the strategic direction of our Council; and
- State the performance indicators for measuring our progress against achieving our Vision for the future of our Region.

Our Corporate Plan 2022-2026 will identify **what** we want to achieve over the next five (5) years, and **how** we intend to get there and how we will measure our success.

CORPORATE GOVERNANCE FRAMEWORK



Figure 1: Corporate Governance Framework¹

¹ Acknowledgements to the Cook Shire Council for use of this *Corporate Governance Framework* cited from its *Corporate Plan 2017-2022* and adapted to suit.

COMMUNITY ENGAGEMENT

For full details on the community engagement process in developing this 5-year Corporate Plan, please see Schedule 3 – Community Engagement.

OUR VISION/ MISSION/ VALUES

During Stage 1 (Councillor and Executive Workshop) we developed a proposed new Vision/ Mission/ Values Statement consistent with Councillor/ Mayoral quadrennial election campaigns, testing against the Vision/ Mission/ Values Statement of the former Council.

Our proposed new Vision/ Mission/ Values Statement was then presented to you during Stage 2 (Community Engagement) for your comments. Your comments were considered carefully by us and the following has now been endorsed and forms the basis of our Corporate Plan 2022-2026.



OUR VISION

Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community.



OUR MISSION

How will we achieve our Vision?

By growing Indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.



OUR VALUES

What do we believe in?

1. Community focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with stakeholders to plan and actively share responsibility for improving sustainable, service provision for community
5. Providing a safe and healthy working environment

OUR STRATEGIC PRIORITIES

Council's priorities over the next five (5) years have been placed into five (5) overarching Focus Areas:



Each Focus Area has multiple key objectives attached to it. Each key objective then has one or more actions/measures attached to it, along with an expected completion year to guide programming.

The Corporate Plan 2022-2026 **Table 1 - Strategic Priorities** is set at a Regional (rather than Divisional level), consistent with Council's budget and provides an overarching strategic plan consistent with the Vision and Mission. However, it is expected that each Annual Operational Plan and Budget will provide for individual Divisional priorities, each of which link to the overarching whole of Council Strategic Priorities.

TABLE 1 – STRATEGIC PRIORITIES

FOCUS AREA ONE:

STRONG GOVERNANCE – INNOVATIVE, EFFICIENT AND SUSTAINABLE



Key objectives	Key deliverables	2022/23	2023/24	2024/25	2025/26	2026/27
We can demonstrate a pathway to financial sustainability	Improve Asset Management Capability	x	x	x		
	Improve repairs, maintenance and renewal against all aged asset classes	x	x	x	x	x
	Increase available own-source revenue streams	x	x	x	x	x
	Improve Project Delivery Capability	x	x			
	Improve procurement processes for compliance & efficient purchasing of goods and services	x	x			
	Increase revenue through government funding	x	x	x	x	x
We embrace technology and strive to reach our constituents, stakeholders, partners and funders through all leading mediums	Undertake a business system review	x	x			
	Develop an engagement strategy to incorporate preferred communication pathways	x	x			
	Increase social media presence	x				
We effectively fulfil our responsibilities as DOGIT Trustee	Investigate the Freehold Option			x	x	
	Effectively process leasing and licensing	x				
We have a comprehensive and compliant governance framework	Develop a fit for purpose policy and procedure framework	x	x			
	Develop robust internal audit processes	x	x	x		
We have a clear vision, identity and set of values	Develop a Corporate Plan					x
	Implement corporate planning processes to ensure delivery of corporate plan deliverables	x	x			

FOCUS AREA TWO:

STRONG CULTURE – CULTURE IS RESPECTED AND CELEBRATED



Key objective	Key deliverables	2022/23	2023/24	2024/25	2025/26	2026/27
We are a culturally-inclusive and equal opportunity employer	Develop a Cultural Awareness Training Package for Council and stakeholders	x				
	Develop Cultural Protocols policy to ensure Aboriginal and Torres Strait Islander culture is embedded into operations	x				
We are a unified community	Promote NPARC as one	x	x	x	x	x
	Recognise and celebrate the cultural differences of each community	x	x	x	x	x
	Advocate for a review of the impacts and model of amalgamation	x				
We respect Native Title and Cultural Heritage rights and interests	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	x	x	x	x	x
	Scope DOGIT transfer with the PBC, key community stakeholders and Government		x	x		
	Renegotiate the current ILUA with the PBC	x	x			
We aid in the preservation and protection of our cultural heritage and history	Continue cultural festivals every 2 years in the NPA		x		x	
	Support to open and operate a Cultural Centre	x	x			
	Develop a historical village and esplanade development (Injinoo)	x	x	x		

FOCUS AREA THREE:

STRONG ECONOMY - AN ECONOMICALLY VIBRANT AND GROWING COMMUNITY



Key objectives	Key deliverables	2022/23	2023/24	2024/25	2025/26	2026/27
We support and facilitate Indigenous and local employment and business opportunities	Complete existing Council Enterprise Divestment	x				
	Investigate opportunities for profitable new Council Enterprise Investment		x			
	Review and improve profitability of existing Council Enterprises	x				
	Support new and existing local Indigenous Business to capitalize on business development opportunities	x	x	x	x	x
	Build capacity of new and existing local Indigenous Businesses by supporting business entrepreneurship workshops	x	x	x	x	x
	Review and enhance our Local Indigenous Procurement Policy & Procedure	x	x	x	x	x
	Mandate Indigenous Employment Opportunities Plans on all capital works projects	x				
	Form and maintain partnerships with tourism peak bodies (TTNQ / Tourism Qld / Chamber of Commerce)	x	x	x	x	x
	Leverage national partnerships on geopolitical issues to address emerging risks impacting on local business development	x	x	x	x	x
	Community infrastructure is maintained and developed to support business development	x	x	x	x	x
	Scope Jardine Ferry to be a roadhouse (with accommodation) and services to community		x			
We have a full-enabled freight and transport infrastructure	Scope and develop public transport options for community	x	x			
	Improve access to goods, materials and services	x	x	x	x	x
	Actively seek funds for necessary upgrades to NPA Airport to ensure operability	x	x	x	x	x
	Advocate for the implementation of the NPA Marine Hub Master Plan	x	x			
	Resolve irregularities in land tenure and local government boundaries for the Airport, Pajinka, Punsand Bay and Jacky Jacky	x		x		
	Secure investment to seal road from Jardine River to Injinoo	x	x	x	x	x
We facilitate homeownership opportunities in our community	Promote and process 99 years leases and engagement with the PBC regarding Native Title	x	x			
	Advocate for homeownership and social housing needs.	x	x	x	x	x

FOCUS AREA FOUR:

STRONG PEOPLE - AN EMPOWERING AND ENGAGING COUNCIL



Key objectives	Key deliverables	2022/23	2023/24	2024/25	2025/26	2026/27
We engage regularly and effectively with our People	Improve internal communications with staff	x	x	x	x	x
	Improve external communications with our community and stakeholders	x	x	x	x	x
	Work collaboratively with State Government and community to explore opportunities for community input into decision making	x				
	Regular Divisional / Mayoral community meetings	x	x	x	x	x
	Improve inter-agency collaboration and engagement	x	x	x	x	x
We proactively manage community expectations and advocate effectively on its behalf	Review of delivery mechanisms and models for service delivery to community	x	x	x	x	x
	Our leaders undertake regular advocacy with all levels of Government	x	x	x	x	x
	Advocate for the continuation of the Local Fare Scheme			x		
	Advocate for increase services for vulnerable groups	x	x	x	x	x
	Support to open and operate a Youth Centre	x	x			
	Support to operate an Elders Centre and HACC	x	x	x	x	x
	Advocating for specially targeted programs	x	x	x	x	x
	Ensure activities for all segments of the Community including youth and elderly	x	x	x	x	x
	Assert Council as the lead change-facilitator in NPA	x	x	x	x	x
	Our elected leaders embrace their role as Civic Leaders supported by Management	x	x	x	x	x
	Increase the number of social houses available for allocation in the NPA	x	x	x	x	x
We empower our people and invest in their futures	Establish a Succession Plan and Skills Transfer Program		x	x		
	Provide tailored training opportunities for career progression			x	x	x
We pride ourselves in being an Employer of Choice. Our people have pride in their workplace and enjoy working with us	Review working conditions to better suit the EBA	x			x	
	Improve the quality and quantity of staff housing to attract and retain staff	x	x	x	x	x
	Development of talent attraction and retention measures		x	x		
	Increased attendance rate in the workplace	x	x	x	x	x
We prioritise the Health, Wellbeing and Safety of our people	Workplace Health and Safety Policies are complete, effective and implemented	x	x	x	x	x
	Toolbox talks implemented at each workplace	x				

FOCUS AREA FIVE:

HEALTHY ENVIRONMENT – A PRISTINE AND SAFE PHYSICAL ENVIRONMENT



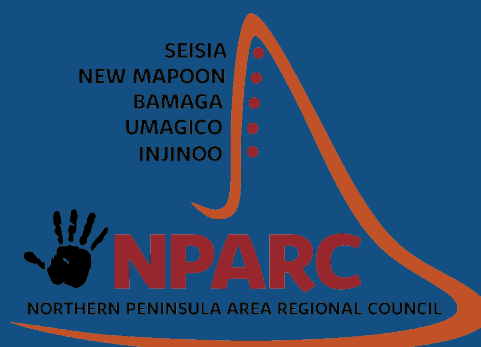
Key objectives	Key deliverables	2022/23	2023/24	2024/25	2025/26	2026/27
We take pride in our community's amenity, natural beauty and functionality	Develop a formal community beautification program and checklist	x				
	Provide education and awareness program regarding community contribution to community amenity (community pride campaign)	x	x	x	x	X
	Support Master Planning – Jardine River/ Spatial Plans	x	x			
	Improve community signage / directions	x	x			
We operate an environmentally sustainable business – we are leaders in the conservation of the unique wild flora and fauna of the NPA	Improve organisational energy efficiency and workforce awareness	x	x	x	x	x
	Invest in renewable energy			x	x	x
	Implement a waste strategy incl Recycling	x	x	x	x	x
	Compactor to be introduced to the transfer station			x	x	x
	Improve waste management practices / strategy	x	x	x	x	x
	Increase the number of public bins with surrounds	x				
	Provide a reliable rubbish collection service and community awareness	x	x			
We are prepared for Disaster Management – we are a resilient Community, competently led by Council in the event of disaster	Review opportunities regarding regional waste strategy	x	x	x	x	x
	Lead the regular engaging of LDMG	x	x	x	x	x
	Development and regular updates of Disaster Management Policies and Procedures	x	x	x	x	x
	Advocating for improved SES / Rural Fire response	x	x	x	x	x
We have a safe community able to be enjoyed by all	Leak detection project for water supply	x				
	Alcohol Management Plan to be reviewed	x				
	Community Safety Plan to be developed and actions implemented	x	x	x	x	x
	Improved street lighting	x	x			
	Improved Sport and Recreational Programs and Infrastructure including playgrounds	x	x	x	x	x
	Implement Animal Management Strategy for dogs, horses and crocodiles	x	x	x	x	x
	Work with stakeholders to improve community security	x	x	x	x	x
	Work with stakeholders to address noise and antisocial behaviour within community	x	x	x	x	x
	Support development of Community Gardens			x	x	x

Northern Peninsula Area Regional Council

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Title of Report 2022-23 Operational Plan Update

Agenda Item: 13.11

Classification: For Noting

Author 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 Q4 is attached. There have been some delays due to staff shortages, but these are being managed so work can still be delivered. This report was delayed from the July & August meetings due to the high number of reports for consideration.

A traffic light system was introduced to the report. A total of 187 / 224 (83.5%) of action are completed or on track and progressing well. 30 / 224 (13%) are on track with minor challenges to implementation and 7 / 224 (3%) are on track with major challenges to implementation.

Status	Number (percentage)
Completed	96 (43%) <i>increased from 74 in Q3</i>
On track and progressing well	91 (41%) <i>increase from 88 in Q3</i>
On track with minor challenges to implementation	30 (13%) <i>decrease from 49 in Q3</i>
On track with major challenges to implementation	7 (3%) <i>decrease from 13 in Q3</i>

On track with minor challenges to implementation

12 of these actions relate to the late filling of a vacant position

11 of these actions relates to a delay caused by a party external to Council outside of our control

7 of these actions relate to the delay with formalising and progressing LTC

On track with major challenges to implementation

5 of these actions relate to the vacancy within positions to deliver the work. The recent adjustments in structure and recruitment activity will address these but most likely they will carry over to next year

2 of these actions relate to the lack of support and progress by TCICA in terms of a resolution made regarding staff housing last year

It should be noted that there has been considerable progress on these actions as part of the 2023-24 Operational Plan, with the Q1 update due to be at the October Council Meeting.

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

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 Completed (22-23)
	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 FM held preliminary discussions with Unganco and FM to write scope of work for AMP and seek quote from Unganco. Unganco visit w/c 24/4 FM went onto Localbuy and did RFQ's for Buildings and for Sewer AMP's. After evaluating responses Insight

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Asset Services appointed to do Buildings AMP and Unganco appointed to do Sewer AMP. Purchase Orders sent to winning bidders
	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 Council has completed required work. Unangco visit w/c2 4/4 Project on track and progressing well
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

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						<p>Local Buy Tender ran to source Asset Management Accountants</p> <p>No further progress on this, although FM held preliminary discussions with Unganco re their ability to draft specific AMP's for individual asset classes. FM to write scope for AMP's and seek quote from Unganco</p> <p>Insight Asset Services appointed to provide Buildings AMP and Unganco appointed to do Sewer AMP. Once AMP's provided, yearly maintenance Budgets easier to predict</p>
	Undertake comprehensive asset valuation process	30/06/2023	FM	Comprehensive Valuation completed	\$200k	<p>EOI to go out to interested valuers via local buy Nov-22</p> <p>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</p>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						<p>2022/23, 2023/24 and 2024/25. RFQ's close 26 Jan 2023</p> <p>Insight Asset Services were selected to carry out the 3 year Asset Revaluations and were onsite in February 2023 to conduct inspections for the preparation of initial asset revaluations. Draft revaluation report due by 30 April and Final report due by 31 May 2023</p> <p>Insight Asset Services still to provide 2022/23 Valuation Report, but are onsite from 21 Aug 2023 to 7 Sept 2023 to do comprehensive revaluation/condition assessment of NPARC road network</p>
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. This project has been added to the RILIPO work plan,

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						<p>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 This has been tendered. Awaiting feedback from DSDSATSIP Consultant appointed and initial meetings held</p>
	Scope carbon credit opportunities for NPARC	31/12/2022	CEO	Scope Plan	TBC	<p>On track. Awaiting outcome of Climate Master Plan Carbon Credit opportunities expected to be within LGA but on traditional owner land. Collaborative project with ALT as part of the Climate Plan As Above. Master Plan to include Carbon Footprint work to prepare for future opportunities Consultant appointed and initial meetings held</p>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	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> <p>FM has completed template for the Budget and is ready to hold Budget discussions with management and relevant staff</p> <p>2023/24 Budget completed and adopted at 27 June 2023 Special Council Meeting</p>
Improve Project Delivery Capability	Develop suite of tenders and contracts for the engagement of contractors and occasional plant hire.	31/12/2022	EMO	Annual tenders awarded.	\$50K (GF)	<p>Oricon engaged to review existing tender documents and run tenders prior to the end of the 2022 calendar year</p> <p>Tenders paused to not run over Christmas break, Oricon to recommence advertising tender</p> <p>This has been Tendered with a close date of Tuesday 11th April</p>

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Ongoing issues with local suppliers submitting tender docs
	Review existing Project Management Delivery contract arrangements.	28/02/2023	EMO, PM	Tender process undertaken and appropriate contracts awarded.	\$25K (GF)	Review commenced Completed Orion 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 Second PM has been engaged on a short term contract long term proposal to be developed during short term engagement Completed
	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 Positions being recruited Completed

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Investigate vehicle supply options to Council	31/12/2023	EMO, FWC	Proposal is presented to MANEX for consideration	OPEX	Yet to commence Yet commence
	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 MEX asset management system has been purchased and partially set up. Finalisation will rely on the next appointment on the next Workshop Manager AS ABOVE A 10 year fleet replacement plan was prepared as part of the 23 – 24 budget build
Improve procurement processes for compliance & efficient purchasing of goods and services	Review Policies and procedures re: procurement – implement appropriate procedures	31/12/2022	EMCS, 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

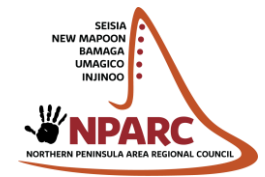
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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						<p>Meetings have not yet occurred, and discussion with Acting Exec Mgr Enterprises was to wait until new Corp/Fin Exec appointment</p> <p>FM and Stores Manager attended Localbuy Procurement workshop in March 2023, and Staff has undertaken procurement level one and two training</p> <p>PCS Purchase Order training to be undertaken, and discussions around Stores procedures will be undertaken as part of needs for new FMS system implementation</p>
	Review effectiveness of procedures implemented	31/05/2023	EMCS, Stores Manager, FM	Review of effectiveness undertaken	OPEX	<p>In progress Ongoing/review under new structure</p> <p>Review not yet commenced—to be done in Jan to March quarter</p> <p>Positive staff reaction to training and improving processes</p>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Positive staff reaction to receive upcoming training. Finance Team are planning for the PCS to be provided.
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 Resolved
	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 PD Schedule created. A number of critical priorities, but to be completed before EOFY Rolled over to 2023-24 Financial Year due to time constraints on managers
	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.

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						As above. Progressing well and increased revenue received

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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. Business System Review with CEO for approval. BSR complete for cyber security, data privacy, connectivity, records management, website and communications, Telephones. Further investigation of systems for financial, payroll, HR, asset management and WHS. Completed
	Scope current and future system requirements	31/12/2022	MCA	Scoping Document	\$20k (GF)	As above As above

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Completed
	Review effectiveness of current systems	30/06/2023	MCA	Completed review	\$20k (GF)	As above As above Completed
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 Completed. Data is being collated by C7EVEN Draft Strategic Marketing Plan with CEO and A/EMCS Consultants are finalising the Strategy.
	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. On further investigation, is complicated and don't feel it will give us the coverage we want. Investigating an information screen outside the gym instead. Funding application made for alternative system
	Develop strategic marketing plan	31/12/2022	MCA	Completed Plan	\$25k (GF)	Engaged C7EVEN In draft form

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Draft Strategic Marketing Plan with CEO and A/EMCS Consultants are finalising the Strategic Marketing Plan.
	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 As above Draft Strategic Marketing Plan with CEO and A/EMCS Consultants are finalising 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. Staffing issues remain. Draft Strategic Marketing Plan with CEO and A/EMCS Consultants are finalising the Strategic Marketing Plan.
	Staff training in social media	31/12/2022	MCA	Training	\$5k (LGAQ)	Will be part of the strategic marketing plan. Issues with staffing. As above

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						<p>Draft Strategic Marketing Plan with CEO and A/EMCS</p> <p>Consultants are finalising the Strategic Marketing Plan.</p>
	Development of an implementation plan for the rollout of engagement activities	31/03/2023	MCA	Alignment with Implementation Plan	OPEX	<p>Will be part of the strategic marketing plan. Issues with staffing.</p> <p>As above</p> <p>Draft Strategic Marketing Plan with CEO and A/EMCS</p> <p>Consultants are finalising the Strategic Marketing Plan.</p>

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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 As above. Timeframes have been met for past Qtr As above. Timeframes have been met for the 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 As above. Matters scheduled for April Trustee meeting All matters progressed for trustee resolutions. Some matters deferred by the trustee

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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	<p>In progress, but with staffing challenges slow progress</p> <p>Audit Complete. New policies in draft form.</p> <p>Policies were progressed to the March Council Meeting. Further workshop scheduled for May</p> <p>Policies were progressed and adopted in the July Council meeting and published on the internet.</p>
	Compliance workshop with Council to workshop mandatory policies	30/09/2022	CEO	Workshop held	OPEX	<p>Waiting on Department of State Development, Infrastructure, Local Government and Planning</p> <p>Professional Development held for Councillors. Further PD organised with QTC for Jun 2023</p> <p>New Code of conduct based on existing Code has been developed in preparation for discussion at MANEX on 18 January 2023 prior to review</p>

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						<p>by JCC. Other policies to be reviewed to ensure compatibility with Code of Conduct</p> <p>Mandatory policies were presented at the March Council Meeting. Awaiting on Department of Local Government to confirm availability for workshop</p> <p>Nil response from Department of Local Government. To be rolled over to 23-24 pending availability</p>
	Identify key HR policies to prioritise implementation	31/08/2022	HRM	Review Schedule	OPEX	<p>All HR policies overdue for review. Schedule of policies with priorities has been developed</p> <p>Currently in the process of reviewing HR Policies and will seek assistance from Preston HR to update. Delayed by turnover in position, Policies have been located and complied for review process.</p>
	Delivery of HR Workshops to explain policy to staff	30/11/2022	HRM	Workshops held	OPEX	<p>Policy to be developed and then workshops planned</p> <p>Policies to be developed</p> <p>As above, policies to be reviewed, will work on draft plan to deliver HR policy workshop to staff. Currently in</p>

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						the process of establishing timelines for delivery of policies.
	Develop policy review framework	30/09/2022	CEO, MCA	Completed Framework	OPEX	In progress, but with staffing challenges slowing progress Completed and endorsed by Council Nov 2022
	Complete Document Register of all current policies	31/12/2022	MCA	Document Register	OPEX	In progress, but with staffing challenges slowing progress Complete. Only latest copy saved to the website and content manager has a folder of current policies.
	Review Document Register to prioritise review and development of new policy	31/03/2023	CEO	Document Register	OPEX	Waiting on complete document register In progress. To be completed by EOFY Completed. Policy review has been progressed
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

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						<p>Governance Officer will manage the ongoing maintenance of the compliance register</p> <p>This is impacted by the vacant position. Scoping alternative options</p> <p>Further review pending structure update to September 23 Council Meeting</p>
	Delivery of internal audit training to staff	30/06/2023	CEO	Completed Training	OPEX	<p>Yet to commence</p> <p>Scheduled once Governance Officer RTW</p> <p>Ongoing vacancy in the Governance Officer position. To be rolled over to 23-24 pending position being filled</p>

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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

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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 Currently engaging NPAFACS to deliver cultural awareness training to staff. Planning stages to engage NPAFACS to assist with advice on developing NPARC cultural awareness training.
	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 Delivery has commenced with a number of employees engaged in training and traineeships, HR to further

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						develop on training packages to suit.
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 Identify/review existing Cultural protocol policy and consult and liaise with internal and external stakeholders to update. Delayed by lack of HRM. Current HRM to review the current cultural protocol policy and liaise with internal and external stakeholders to ensure that Aboriginal and Torres Strait Islander culture is embedded in operations
	Draft policy	31/10/2022	HRM	Policy submitted to Council for approval	OPEX	Policy still to be developed 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 Policy still to be developed

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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	<p>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.</p> <p>Signs have been ordered. Waiting on delivery to be installed.</p> <p>Signs have arrived and now installed at all 5x offices. Request a disposal plan of old signage from New Mapoon, Umagico and Injinoo offices.</p>
	Ensure Government and Media refer to the region as NPA, not a singular community	31/12/2022	CSM	Correspondence	OPEX	<p>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.</p> <p>Transitioned to DTIS</p>

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	Marketing Campaign to promote NPARC & Region	31/12/2022	CSM, MCA	Campaign	\$10k (GF)	<p>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 the reprint in preparation for the 2023 tourist season. Will be part of the strategic marketing plan</p> <p>Transitioned to C7EVEN Draft Strategic Marketing Plan with CEO and A/EMCS</p> <p>Consultants are finalising the Strategic Marketing Plan.</p>
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	<p>Report submitted. Waiting on Department Response</p> <p>Supported by Department and Gazetted</p>
	Document history of each community to update website	31/10/2022	CSM	Council Report	OPEX	<p>In progress. Waiting on replacement Community Services Manager</p> <p>IIAC engaged to provide support in this area</p>

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	Acknowledgement of Island and Shire Council in each chambers	31/03/2023	EAOM	Completed Works	OPEX	<p>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.</p> <p>Work in progress</p> <p>Bamaga Names have arrived. Will be updating in the month of April.</p> <p>Budget allocated with Finance to purchase boards and names for 3x other offices.</p>
Advocate for a review of the impacts and model of amalgamation	Facilitate meeting with amalgamated councils	30/09/2022	CEO, EAOM	Meeting Held	OPEX	<p>Assist as advised by CEO. Organise online & in person meetings, including travel where needed for elected members and executives. Prepare & collate meeting documentations where required.</p> <p>Meeting held with TRC Mayor Antonio</p> <p>Amalgamation review has commenced pending visit by</p>

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						KPMG for discussion at May Regional Parliament Excepted presentation to July Council Meeting by KPMG
	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 Review has commenced. Excepted presentation to July Council Meeting by KPMG
	Correspondence to Minister Miles to formally request review	31/12/2022	CEO, EAOM	Correspondence	OPEX	Completed

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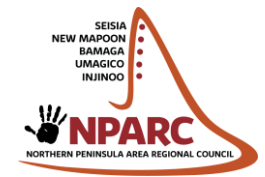
Key Objective Three: We respect Native Title and Cultural Heritage rights and interests

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 Meeting schedule re-established
	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 Meeting schedule re-established Meeting held in March & May. Awaiting coordinator to propose dates for follow up meetings
	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

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						<p>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.</p> <p>Meeting held with ALT & NIAA. Waiting on ALT to provide quote to commence actions</p> <p>Quote provided and meeting held with ALT Board to progress. Request made to NIAA to rollover funding to support transition</p>
Renegotiate the current ILUA with the PBC	Workshop held with Ipima Ikaya Aboriginal Corporation RNTBC	31/10/2022	CEO	Workshop held	OPEX	<p>Still to be progressed. Needs to be discussed with new board</p> <p>To be discussed at next quarterly workshop. Moray & Agnew confirmed availability to assist</p> <p>Discussed April to schedule for May</p> <p>In-principle support provided for independent facilitator. Awaiting response from IIAC</p>
	Draft ILUA changes for Council and Ipima Ikaya	31/01/2023	CEO	Council Report	OPEX	Waiting on Workshop

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	Aboriginal Corporation RNTBC Review					
	Adopted ILUA Changes	31/03/2023	CEO	ILUA	OPEX	Waiting on draft ILUA

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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 Grant Application submitted April 23
	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 Completed - Workshops held in March 2023

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						Natural Workshop conducted in June Fashion Worksho scheduled for August
	NPA Art Exhibition	30/06/2023	CSM	Exhibition held	\$50k (GF)	Exhibition is schedule for Feb, however will revisit to build more structure around it. Exhibition was held in Feb 2023
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 Potential funding sources identified. Awaiting funding rounds to open

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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 Pool divestment delayed by Contractor Qualifications
Review and improve profitability of existing Council Enterprises	For enterprises the Council wish to continue, establish Business plans to improve	31/03/2023	EMCS, 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 Progressing well. Good turn around in all enterprises

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Review of Batching Plant business model to commence after the busy period (dry season)
Build capacity of new and existing local Indigenous Businesses by supporting business entrepreneurship workshops	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 Workshops scheduled for May You sabe workshop commenced in July. Workshop held in May
	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 15 new businesses have sign up.
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 Work has commenced as part of 23-24 Budget Review Completed
	Procurement Workshop with local Indigenous Businesses	31/12/2022	FM	Workshop Held	OPEX	Not yet started Not yet commenced Scheduled for May 23 Completed
Mandate Indigenous Employment Opportunities Plans	Include suitable clause in the suite of tenders and contracts being developed for the	31/12/2022	EMO, FM	Tenders are and contracts are	\$5K (GF)	Oricon engaged to review existing tender documents and run

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
on all capital works projects	engagement of project managers, occasional hire.			developed with clause included.		tenders prior to the end of the 2022 calendar year As above Oricon have included clauses in Tenders Completed but an ongoing activity
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 shortlisting have been completed. Scoping meeting held with Shane Waller. Project on track. Additional funds

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						<p>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> <p>Capacity Deed & Replacement of Toilets Deed have been entered into</p> <p>NPARC has withdrawn from this deed and GYAC progressing alternative arrangements</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	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
	or face to face relevant to Indigenous Tourism					
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 Climate Change Working Group & ROC opportunity to progress Support for ROC provided and progressing action plan
	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 NPARC 15 Point Plan developed. This may need to be a dedicated project Nil update this quarter. Waiting on consultant
	Community risk assessment to document emerging risks	30/06/2023	CEO	Completed assessment	TBC	Waiting on scope

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
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 Current Boil water Notice on Water Supply Working with regulator, Veolia and state funders (ICCIP) on short and long term solutions to Boil water issue VEOLIA has been engaged to replace CMF Membranes (ext SEPT)
	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 PPT to be modified, trail of PPT from MSC identifies it need to be significantly simplified

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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 Meeting held with TMR who advised limited capacity to support. Meeting scheduled with DCHDE to progress Meeting held with DCHDE. Awaiting feedback. Follow up provided
	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 Meeting held with TMR who advised limited capacity to support. Meeting scheduled with DCHDE to progress Meeting held with DCHDE. Awaiting feedback. Follow up provided
	Plan to implement Public Bus Program written & published for Community Consultation	30/06/2023	CEO	Completed Plan	OPEX	Not yet Started Waiting on DCHDE response

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						As above
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)	<p>Cost of Living Summit in Nov 22 will support further advocacy for options. Support provided to Lamont Transport</p> <p>Funding allocated as part of Cost of Living Summit</p> <p>Options for freight service providers are limited to the NPA, further advocacy options need to be investigated.</p>
	Review current Seaswift Agreement: negotiate new agreement as necessary	31/12/2022	CEO, EMCS	Seaswift Agreement	OPEX	<p>UPDATE: opening dialogue has occurred – further discussion on options required</p> <p>Meeting held with SeaSwift in Dec 22. Waiting on proposed agreement</p> <p>Meeting between CEO and Seaswift being planned</p>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Follow up meetings held and leasing arrangements progressed. Once these have finalised look at agreement Advice provided to SeaSwift that agreement will not be considered until tenure finalised
	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 Road supply companies were invited to Cost of Living Summit. Infrastructure announce to support

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Options for freight service providers are limited to the NPA, further advocacy options need to be investigated.
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 Application was made under DRF. Awaiting response DRF not successful. Pursuing application under Building Regions
	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 Application was made under DRF. Awaiting response

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						DRF not successful. Pursuing application under Building Region
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	<p>Completed</p> <p>Current Marine Hub plan is being reviewed by TMR as there are 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> <p>Infrastructure announcement at Cost of Living Summit to include Master Plan</p> <p>Priority identified within funding announcement and MSQ progressing</p>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						MSQ engineering staff will be visiting the NPA in the later half of 2023
	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> <p>Infrastructure announcement at Cost of Living Summit to include Boat Ramp</p> <p>Priority identified within funding announcement and MSQ progressing</p> <p>MSQ will replace the existing matt ramp with a new Matt ramp in the last qtr of 2023 as an interim solution utilising Maintenance funds</p>
	Resolve tenure issues at current Seisia Wharf	31/12/2022	CEO	Leases signed	OPEX	In progress. Waiting on SeaSwift

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Verbal agreement given. Agreements provided to SeaSwift Being negotiated with priority to resolve SeaSwift did not wish to progress. Escalated with CEO
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 Formal correspondence provided to Minister Miles. Department of Local Government providing advice on next steps Awaiting TSC CEO to confirm meeting. Proposed for late July
	Submission to Boundaries Commission	30/06/2023	CEO	Submission completed	OPEX	Progressing options without other council support

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Opportunity to rely on previous agreement pending outcome of Minister Miles letter As above
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 As above Nil funding announcement by federal government. Continuing advocacy
	Resolve gravel issues to prevent further delay	31/08/2022	CEO	Gravel Agreement	OPEX	Resolved
	Investigate the registering of access roads with TMR	31/10/2022	CEO	Council Report	OPEX	Raised with Minister and DG. F/up in Nov Ongoing advocacy. Little appetite for support with TMR – escalate for response from TCICA

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						<p>Nil response from TCICA</p> <p>Nil response from TCICA. Other opportunities being pursued</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	<p>Waiting on PBC agreement. Tentatively scheduled for Oct</p> <p>Workshops held and applications received. Will be held periodically across the year</p> <p>Applications received and progressing. Meetings held with IBA. Still waiting on IIAC</p> <p>Tentative position agreed with IIAC. Waiting on agreement to proposed compensation</p>

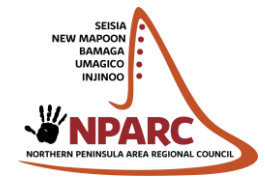
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Advocate for homeownership and social housing needs.	Finalisation of Local Housing Plan	31/08/2022	CEO	Local Housing Plan	OPEX	Completed. Waiting on DCHDE Completed. Action plan to be developed
	QBuild workshop to determine works	31/08/2022	CEO, EMO, Building Manager	Workshop Held	OPEX	Completed Workshop held with QBuild to plan 2022-2023 upgrades program of works 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 Policy received and had issues. Further correspondence sent

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						to Minister Enoch and DG Feedback provided to minister. Implementation plan drafted for August Council Meeting
	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 consider funding to support DA applications. Breakdown provided to WCCCA for New Mapoon. DATSIP have advised that they can assist with some this financial year and the

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						<p>remainder next financial year</p> <p>With DATSIP</p> <p>DATSIP Meeting with Council on Wednesday 26th July to discuss.</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 Will reengage discussions C7EVEN Communication on status of Staff survey. Impacted by lack of HRM
	Develop and maintain intranet	30/12/2022	MCA	Intranet complete	OPEX	First stage rolled out to staff. Issue with statistics that Im working on. Improving uptake by staff. A number of people have directed other staff to the intranet to get the latest versions of documents. Continuing and progressing well Intranet pages maintained as needed.

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Develop internal communication protocols based on the corporate structure	30/02/2023	MCA, HRM	Completed Protocol	OPEX	<p>A draft procedure in development.</p> <p>No progress</p> <p>No progress to date, however, will review any existing internal protocols and develop plan to progress</p> <p>On hold until the vacant Comms and Media Coordinator to be recruited to.</p>
Improve external communications with our community and stakeholders	Develop customer service framework	30/09/2022	EAOM	Completed Framework	OPEX	<p>Upskills out Council office admin staff to rotate and be multiskilled around the other offices.</p> <p>Ensure outcome from MANEX Meetings are followed though to Managers & Media where applicable.</p> <p>Follow through with tasks given by CEO from Council Meetings.</p> <p>Implemented into Senior Admin Officer PD</p>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Reception staff have been rotating between offices to upskill. New position created to focus
	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 New position created to focus
	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 Marketing materials have been purchased. Waiting for distribution to community Snap Send Solve records have been submitted

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						and process by Council staff.
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 workshoped Workshop held and report to January Council Meeting Members to be appointed at April Meeting and initial meeting scheduled Delay due to securing resources. Being progressed for a meeting to be held in Q1 2023-24
	Increase NPA Representation on Key Representative Bodies	30/06/2023	CEO	Representation	OPEX	In progress Ongoing as opportunities arise As above, Representation has increased
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.

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						As above. Meeting held for Q2. Tentatively scheduled for 2023 Meetings held as per schedule
	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 DSDSATSIP progressing This matter has been transferred to DSDSATSIP. Waiting on them to progress; Council meeting monthly
	Commencement of Bi-monthly Interagency Meetings	31/10/2022	CEO	Meetings held	OPEX	In progress As above. Delayed to align with LTC DSDSATSIP progressing As above

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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 LTC Establishment delayed. First meeting scheduled for May 23 As above
	Service provision review and feedback provided by council	30/06/2023	CEO	Meetings held	OPEX	In progress Ongoing. LTC to support LTC Establishment delayed. First meeting scheduled for May 23 As above
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 Held – and on track Meeting held and on track
	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

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
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 LTC Establishment delayed. First meeting scheduled for May 23 As above
	Identify gaps in service provision and send correspondence to relevant minister	30/06/2023	CEO	Gap Report	OPEX	In progress Ongoing. LTC to support LTC Establishment delayed. First meeting scheduled for May 23 As above
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 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

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Contract entered into. Awaiting on Furniture delivery Completed
	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 Completed
	Support clients to become registered	31/12/2022	ACM	Increased clients	OPEX	In progress. ACAT and HCP assessor scheduled and commenced One round of assessments held. Further assessments being scheduled
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 LTC Establishment delayed. First meeting scheduled for May 23 As above
	Support service providers with advocacy and funding applications where necessary	Ongoing	CEO	Correspondence	OPEX	In progress Ongoing. LTC to support LTC Establishment delayed. First meeting scheduled for May 23

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						As above
Ensure activities for all segments of the Community including youth and elderly	Review strategic and service plans of relevant stakeholders for gaps	30/06/2023	CEO	Council Report	OPEX	Yet to commence Ongoing. LTC to support LTC Establishment delayed. First meeting scheduled for May 23 As above
	Implement Community Safety Plan	31/12/2022	CEO	Council Report	OPEX	Safety Plan has been adopted Ongoing. Meetings scheduled for 2023 & secretariat appointed As above Resources now in place to support this however activities continuing to be implemented
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 DSDSATSIP to progress. Awaiting update As above
	Document process to review and document permission requests for visitors	31/12/2022	CEO, EAOM	Council Report	OPEX	Yet to commence

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	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 Was deferred by Council Awaiting workshop as delayed by Council
	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 In progress. Application expected in 2-3 weeks Delayed by Housing, but noted and progressed as part of Implementation Plan
	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 In progress. Application expected in 2-3 weeks Delayed by Housing, but noted and progressed as part of Implementation Plan

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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 Negotiations have commenced and administrative increase granted
	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 Negotiations have commenced and

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						administrative increase granted
	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 Negotiations have commenced and administrative increase granted
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 Completed and updated when necessary. Ongoing discussions and planning with PFM Team on current housing and improvements to housing.
	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

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Nil response from Qbuild. No action on TCICA resolution. GEH did not want to enter a trial Still progressing opportunities for project
	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 Commenced and on track As above. On track
	TCICA / LGAQ presentation for Staff Housing Advocacy	31/12/2022	CEO	Completed Presentation	OPEX	Support has been requested Resolution made. Update to be requested for March TCICA meeting No progress by TCICA Nil progress. Discuss with LGMA / LGAQ
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

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						<p>and administrative action is occurring where warranted on a case by case basis</p> <p>Regular informal discussions held with supervisors and administrative action being taken to address absences including termination of employment</p> <p>In the process of working with payroll to remove employees that have abandon employment and remove of system, Letters to fulltime/casuals have been drafted and will be sent once approved by CEO. Will recommence Regular formal discussions with supervisors and develop an administrative action plan to address absences including termination of employment.</p>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Performance Management rolled out
	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 EBA negotiations commenced and Performance Management commenced

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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 outer NPARC IT systems Impacted by vacant positions. Positions filled and being prioritised
	Implementation of WHS program online	30/04/2023	WHS Manager	Implementation completed	OPEX	Waiting on above Waiting on above Impacted by vacant positions. Positions filled and being prioritised

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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 Impacted by vacant positions. Positions filled and being prioritised
	Training in WHS system to be completed with all staff	30/04/2023	WHS Manager	Completed training	OPEX	Scheduled Short term occupant is progressing Impacted by vacant positions. Positions filled and being prioritised
	WHS Compliance Register developed	31/12/2022	WHS Manager	Compliance register	OPEX	Commenced. Short term occupant is progressing Short term occupant is progressing Impacted by vacant positions. Positions filled and being prioritised
	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

2022-23 NPARC Operational Plan



						Impacted by vacant positions. Positions filled and being prioritised
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2022-23 NPARC Operational Plan

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 Fixed term PM Works manager and Parks and Gardens Manager have commenced on this task Draft program was presented to Council meeting in June feedback was received and modifications will be presented to a future Council meeting
	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 Fixed term PM Works manager and Parks and Gardens Manager have commenced on this task

2022-23 NPARC Operational Plan

	Parks and Open Spaces Strategy	31/12/2022	EMO	Council Report	1FTE	<p>To date unable to engage a second PM to undertake these works</p> <p>In the process of engaging a consulting engineer to assist. Completion date at risk OPS will still work towards this date</p> <p>Fixed term Project manager engaged to commence this task</p> <p>This is a significant sized project that will require workshopping with Councillors, community engagement, condition assessment identifying strategic priority areas and development of an action plan</p>
Provide education and awareness program regarding community contribution to community amenity (community pride campaign)	Work with partners to develop a social and media campaign to engage community.	30/06/2023	MCA	Social and media campaign implemented.	\$15k	<p>Will be part of the strategic marketing plan. Website needs to be updated.</p> <p>Have begun a project to update the look, content and organisation of our website. Hope to</p>

2022-23 NPARC Operational Plan

						engage a new Communication officer in the New year who will lead the campaign with C7EVEN. Draft SMP with CEO and A/EMCS Consultants are finalising the Strategic Marketing Plan.
	Tidy Town Competition	31/12/2022	CSM	Event Held	\$5k	All completed
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 Initial desk top review undertaken, identifies that there are still outstanding activities to be completed

2022-23 NPARC Operational Plan

						Fixed Term PM to commence once P&G annual program is finalised
	Procure and install new signs.	30/06/2023	EMO, WM	Road safety audit recommendations implemented.	\$15K	Yet to commence Dependant on above As 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 Street name signs for Seisia have been ordered. Signs are being repaired as necessary Seisia street signs have been installed, Injinoo street signs have been requested

2022-23 NPARC Operational Plan

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 Completed
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 Yet to commence Previous Waste strategy / reports being located and collated.
	Develop a NPA waste strategy	30/06/2026	EMO, MRS	NPA waste strategy developed.	OPEX	Yet to commence Yet to comence
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

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						<p>Bins and stands to be installed in second qtr of 2023</p> <p>Roll over into 23 - 24</p>
	Procure additional and / or replacements and surrounds within budgetary constraints.	Ongoing	EMO, MRS, WM	Improved access to parks and public bins.	\$30K/annum	<p>30 Red wheelie bins purchased</p> <p>Bin surrounds to be purchased as part of funded park upgrades</p> <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	<p>Completed</p> <p>Dept Environment and Science have reimbursed Council for the purchase cost through waste grant funding</p>
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 Planning Report for DA2022_14 being

2022-23 NPARC Operational Plan

						brought to April Council meeting Project is on track to be completed Feb 24
Leak detection project for water supply	Undertake a planning project to review the current and future water demands to identify opportunities to ensure a sustainable water supply e.g. water meters, leak detection and public education.	30/06/2023	EMO	Completed Plan	OPEX	Commenced by Veolia - Calibrating and repairing meters Unganco to be engaged to undertake planning project demand analysis leak detection Project has been stalled due to AARB needing to revisit site to complete Meter inspection, calibrations and repair. These are essential for UNANCO to commence New bulk flow meters are being purchased and installed

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 Awaiting more responses to survey to finalise
	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 Report completed for first LTC Meeting
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

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Completed
	Actions implemented within Community Safety Plan	30/06/2023	CEO	Action Items	\$240k (GF)	<p>Safety plan has been endorsed</p> <p>Waiting response r.e. Street Lights</p> <p>A number of actions completed and funding provided to prioritise others</p> <p>As above, tracking well</p>
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	<p>Audit completed by Tommy Sebasio from Ergon</p> <p>Completed</p>
	Ergon is engaged to repair street lights.	Annually	EMO, WM	Street lighting is improved for community safety.	\$500K initial \$100-150K/annum	<p>Ergon have provided a quote to repair</p> <p>Updated quote has been requested</p> <ul style="list-style-type: none"> still to be received <p>Community safety funds have been identified to undertake repairs</p> <p>Quote for repairs received from Ergon</p> <p>Date to accept has been extended</p>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						<p>CEO and Councillors lobbying to have ERGON repair at no cost to NPARC</p> <p>State have advised at the cost of living Summit on Thursday Island that they will be changing all street lights in the NPA to LED at the states cost</p> <p>As above</p>
	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	<p>Community safety funds have been identified to undertake repairs</p> <p>Ongoing repair costs to be allowed for in future operational budgets</p> <p>A budget allocation will need to be included in future Capital budgets to undertake necessary repairs Suggest starting with \$100K and monitoring cost against budget in future years</p>

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Works to commence Nov 23. Ergon will assist with developing maintenance plan
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. Funding application made to DTIS for 5 communities
	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. SGM has occurred new NPARL committee has been established.
	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. Holiday programs have occurred April 2023. Futsals are ongoing with Eugene. Recruiting a casual position to assist in delivering programs.

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
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 Wandering and stray dog continue to be impounded and euthanised where necessary. As above
	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 Completed an area has been identified and agreed to by Council
	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 Plan adopted by Council in November
	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

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Spare signs are on hand for when signs are damaged or stolen. Completed for 2022 – 23 task is ongoing
Work with stakeholders to improve community security	Governance framework for implementation of community safety plan	31/10/2022	CEO	Completed Framework	OPEX	Completed
	Establishment of NPA Interagency Group	30/09/2022	CEO	Terms of Reference	\$20k (GF)	In progress As per earlier update As above
	Stakeholder reporting framework against action items	31/12/2022	CEO	Reporting Framework	OPEX	Completed. Meetings tentatively scheduled for 2023 On track As above
Work with stakeholders to address noise and antisocial behaviour within community	Fortnightly meetings with QPS and DCHDE to review noise complaints and follow up actions	Ongoing	PFM	Meetings held	OPEX	Completed. Meetings are occurring
	Community campaign to increase awareness of how to report noise complaints	31/12/2022	PFM, MCA	Campaign	OPEX	Will be completed collaboratively with QPS and DCHDE Media Campaign being organised. Waiting on

2022-23 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						<p>DCHDE to confirm support</p> <p>Included as part of the Housing Workshops 26-28 April. DCHDE has new support staff, meeting regularly with NPARC and QLD Police. Discussions on media campaign to commence this month.</p>

Title of Report Umagico Councillor Vacancy

Agenda Item: 13.12

Classification: For Noting

Author Chief Executive Officer

Attachments Councillor Vacancy Notice
Nomination Form

Officers Recommendation:

That Council:

- Endorse the Councillor Appointment process as detailed in this report
- Resolve to hold a special council meeting on 30 October 2023 at Umagico Chambers for the appointment to the Umagico Councillor Vacancy

PURPOSE OF REPORT

To provide a status update for Council on the Umagico Councillor Vacancy

BACKGROUND AND CONTEXT

Under the Local Government Act, the Umagico Councillor position was vacated as two council meetings were not attended in a row and no leave of absence was granted.

Where the office has become vacant during the "final part" of the local government's term (ie, after the third anniversary of the last election, which was 28 March 2020), the vacancy is filled pursuant to section 166 and 166B of the LG Act.

This process requires Council, by resolution, to appoint a qualified person to be a Councillor.

A notice will be published by the CEO in accordance with the act in the following method

- published on Council's website;
- published in other ways the CEO considers appropriate;
- given to each person who was a candidate for Division 2 at the last election.

A nomination form has been created to assist with this process. All nominees will need to re-do the So You Want to be a Councillor training.

Council must fill the position by appointing one of the people who respond to a call for nominations.

Councils do this in a range of different ways, and the legislation is not prescriptive in this regard (provided that the person appointed is a qualified person).

In case of multiple nominations, Council Officers propose Council adopt a resolution that clarifies the process and procedures Council will apply to appoint the new Councillor once nominations are received.

A proposed method is suggested:

- The Mayor will chair the meeting,
- The report before the meeting will identify the names of all nominees qualified to be a Councillor,
- If there are multiple nominees, in the interests of 'transparent and effective processes and decision making in the public interest', the Chair will conduct a random draw in the presence of Councillors and the public to determine the order for nominees to present to Council and for the nominees to be considered and voted on by Council,
- In the order determined by the random draw, each nominee will be given two minutes to address Council and put their case as to why they should be appointed,
- The Chair then calls for a mover and a seconder for the appointment of the first nominee as Councillor,
- If there is a mover and a seconder, the matter is then put to a vote in the ordinary (and open) manner, as prescribed by section 254 of the Local Government Regulation 2012 (the Regulation). If a majority of Councillors vote to appoint the first nominee as Councillor, that is the end of the Councillor appointment process,
- If, however, the first nominee does not secure the majority support of Councillors, the motion to appoint the first nominee fails and the Chair then calls for a mover and seconder for the appointment of the second nominee as Councillor. If there is a mover and seconder, the matter is then put to a vote. The process will, if necessary, repeat itself again and again if the second and subsequent nominees do not secure the majority support of Councillors,
- Once a majority of Councillors vote to appoint a Councillor, that is the end of the Councillor appointment process.

As the meeting is open to the public (and will be livestreamed), it is not necessary to record how each Councillor voted in relation to each nominee.

Like other Council resolutions, the names of all persons voting on a question and how they voted only needs to be recorded in the meeting minutes if a division is called (in accordance section 254F(b) of the Regulation) or a Councillor has specifically requested that their name and how they voted be recorded in the minutes.

Following their appointment by Council, the CEO will then swear in a new Councillor.

CRITICAL DATES

NA

OTHER OPTIONS CONSIDERED

NA

LEGAL AND LEGISLATION CONSIDERATIONS

Local Government Act



ORDINARY COUNCIL MEETING # 41
Agenda Item 13.12
Wednesday 27th September 2023
Bamaga Board Room

POLICY CONSIDERATIONS

Nil

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

NA

FINANCIALS AND RESOURCE CONSIDERATIONS

Nil

CONSULTATION

All staff



Public Notice Councillor Vacancy

DIVISION 2 UMAGICO COUNCILLOR

The Umagico Councillor position has become vacant in accordance with Section 162 of the Local Government Act 2009 (Qld). In accordance with Section 166B of the Local Government Act 2009 (Qld), the Chief Executive Officer of Northern Peninsula Area Regional Council, Ms Kate Gallaway, invites nominations from any person who is qualified to be a Councillor for the vacant office, being Division 2 Umagico. The position is intended to fill the vacancy until the next election which is to be held in March 2024.

Nominations must be received by 5pm, 25 October 2023 and be addressed to:

Chief Executive Officer

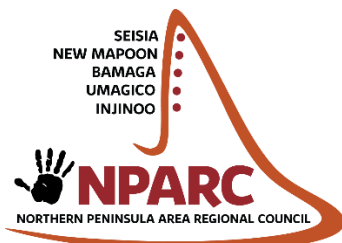
Northern Peninsula Area Regional Council

Email: ceo@nparc.qld.gov.au

Nomination forms are available from the NPARC Website or contacting NPARC CEO. The successful person will be appointed by resolution of the Council as required by the Local Government Act 2009 (Qld) after the closure of the above nomination period. For more information, please contact Ms Kate Gallaway, Chief Executive Officer on 0437 030 980 or by email at ceo@nparc.qld.gov.au

Kate Gallaway

Chief Executive Officer



Nomination Form: Vacancy – Councillor

See Local Government Act 2009 Chapter 6, Part 2, Division 1 s152 to 158A for qualifications of Councillors

This form is to be completed in BLOCK LETTERS and forwarded to the Chief Executive Officer. Applicants are advised that this is a casual vacancy only, to be filled by appointment by resolution of the Council in accordance with section 166(5) of the Local Government Act 2009 until the next quadrennial local government elections in 2024.

Section 1 – Nominee			
Family Name			
Given Name(s)			
Postal Address			
Phone Number			
Email			
Section 2 – Property at which nominee is enrolled as an elector			
Street Name			
Suburb			
Section 3 – Declaration			
I declare that:	<ul style="list-style-type: none"> I am at least 18 years of age I am an elector of the Northern Peninsula Area local government area I am not disqualified from being a councillor I have completed 'So you want to be a councillor' training in the past 3 years I am eligible to nominate as a councillor; and All of the details set out above are true and correct I agree that some of my personal information may be made publicly available to ensure transparency and openness in the appointment process 		
Candidate Signature		Date	
Witness Full Name		Signature	

Section 4 – Nomination Receipt (Office Use Only)			
I acknowledge receipt of the nomination form			
Candidate's Name			
CEO Signature		Date	

This completed form must be received by Northern Peninsula Area Regional Council by 5pm on Wednesday 25th October 2023.



AGENDA ITEM 13.9
ORDINARY COUNCIL MEETING #37
Tuesday 30th May 2023
Bamaga Boardroom

13.13 In Camera – NPARC Organisational 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 industrial matters affecting employees involving the local government for which a public discussion would be likely to prejudice the interests of the local government.



AGENDA ITEM 14
ORDINARY COUNCIL MEETING #41
Wednesday 27th September 2023
New Mapoon Boardroom

14. General Discussion

15. Close of Meeting