



MEETING BOOK

Northern Peninsula Area Regional Council

Ordinary Council Meeting #1

To commence at 9:00am

On

Tuesday 23rd April 2024

Umagico Boardroom

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AGENDA ITEM 1- 5
ORDINARY COUNCIL MEETING #1
Tuesday 23rd April 2024
Umagico 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 #47
Tuesday 12th March 2024
New Mapoon Boardroom

Northern Peninsula Area Regional Council

Ordinary Council Meeting #47

**To commence immediately following March Trustee
Meeting**

On

Tuesday 12th March 2024

New Mapoon Boardroom



UNCONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #47
Tuesday 12th March 2024
New Mapoon Boardroom

Agenda Item 1. Welcome and Opening of Meeting

Cr Gebadi welcomed attendees and opened the meeting at 11.54am.

Agenda Item 2. Acknowledgement of Country

Cr Gebadi 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.

One minute silence was observed out of respect for sorry business within the community

Agenda Item 3. Present

Mayor & Councillors

Cr Kitty Gebadi	Division 3 / Deputy Mayor
Cr Mabelene Whap	Division 5
Cr Gina Nona	Division 1
Cr Dennis Getawan	Division 2
Cr Eric Cottis	Division 4

Other Attendees

Kate Gallaway	CEO
Gus Yates	Executive Manager Operations
Yanetta Nadredre	Executive Manager Community & Regulatory Services
Robert James	Executive Manager Building & Infrastructure
Elimau Blarrey	Senior Executive Assistant (Minute Taker)

Agenda Item 5. Declarations of Conflict of Interest

Nil

Agenda Item 6. Confirmation of Minutes of Previous Meeting

Resolution

That Council:

Notes and confirms the minutes from the Council Meeting held Tuesday 27th February 2024.

Moved: Cr Getawan

Vote: 5/0

Seconded: Cr Whap

Resolution: C6.1-12032024

CARRIED

Agenda Item 7. Business Arising from Previous Meeting

Action items were discussed as per the Action Task List



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Meeting Minutes
ORDINARY COUNCIL MEETING #47
Tuesday 12th March 2024
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Cr Cottis left the room at 12:28pm
Cr Cottis returned into the room at 12:30pm

Council meeting break for lunch at 12.33pm
Moved: Cr Whap
Second: Cr Nona
5/0

Council open for lunch at 1:06pm
Moved: Cr Nona
Seconded: Cr Whap
5/0

Agenda Item 8. Mayor Report

Like the rest of our term, it has been a busy end to the term for Council. I want to thank all the Councillors for their dedication and support over the past 4 years. Reflecting we have been able to achieve a lot, which was only possible by having a strong team working together. While there are some things that will need to be continued by the new council, I feel we have laid a strong foundation for the next council to build on our achievements.

The Youth Forum is tomorrow and should be a good meeting for community. While I know we are at the end of term, I would strongly encourage everyone to attend for a strong community voice into the feedback and issues.

The Health Service Investigation (investigation) for the Torres and Cape Hospital and Health Service (TCHHS) is ongoing. The investigators provided an update last week. The Investigators had planned by this point in the investigation, to have finalised the information and evidence gathering process and be in the position of providing a final report to the Director-General, Queensland Health in respect of the matters detailed in Part A of the Terms of Reference for the investigation. However, given the volume of information and evidence collected to date and the need to collect additional information and evidence, it has been necessary to obtain an extension of time from the Director-General, Queensland Health. While the Investigators are working to complete the investigation as quickly as possible, the Investigators have been guided by the need to ensure that they carefully identify and review all relevant information and evidence and that they allow people who have relevant information and evidence to be heard on these most important and significant matters. The updated timeframes for the delivery of the first report is the end of April 2024 which will deal with Part A of the Terms of Reference with a further report focused on Part B to follow by the end of June 2024.

Lastly, we are having ongoing issues with Education and attracting teachers to the region. The school has advised me that they are working with the teachers and union, but important we stay untied to ensure education for our children.



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Meeting Minutes
ORDINARY COUNCIL MEETING #47
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New Mapoon Boardroom

Resolution

That Council:

Note the Mayor's verbal report from Tuesday 12th March 2024 delivered by Deputy Mayor

Moved: Cr Getawan

Vote: 5/0

Seconded: Cr Cottis

Resolution: C8-12032024

CARRIED

Agenda Item 9.

CEO Report

Resolution

That Council:

- Note the Report

Moved: Cr Cottis

Vote: 5/0

Seconded: Cr Whap

Resolution: C9-12032024

CARRIED

Agenda Item 10.

Executive Reports

Agenda Item 10.1.

Executive Manager Operations Report

Resolution

That Council:

- Note the report

Moved: Cr Nona

Vote: 5/0

Seconded: Cr Cottis

Resolution: C10.1-12032024

CARRIED



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Meeting Minutes
ORDINARY COUNCIL MEETING #47
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New Mapoon Boardroom

Agenda Item 10.2. Executive Manager Community & Regulatory Services Report

Cr Cottis left the room at 2:11pm

Cr Cottis returned into the room at 2:13pm

Resolution

That Council:

- Note the report

Moved: Cr Cottis

Vote: 5/0

Seconded: Cr Getawan

Resolution: C10.2-12032024

CARRIED

Agenda Item 10.3. Executive Manager Building & Infrastructure Report

Resolution

That Council:

Note the report

Moved: Cr Getawan

Vote: 5/0

Seconded: Cr Cottis

Resolution: C10.3-2032024

CARRIED

Agenda Item 10.4. Executive Manager Finance & Corporate Services Report

Resolution

That Council:

Note the report

Moved: Cr Cottis

Vote: 5/0

Seconded: Cr Whap

Resolution: C10.4-2032024

CARRIED



UNCONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #47
Tuesday 12th March 2024
New Mapoon Boardroom

Agenda Item 11. Financial Reports
Agenda Item 11.1. January 2024 Financial Report

Resolution

That Council:

Note and accept the Finance report for the period ending 29 February 2024

Moved: Cr Getawan

Vote: 5/0

Seconded: Cr Nona

Resolution: C11.1-2032024

CARRIED

Agenda Item 12. Reports

Agenda Item 12.1. Report back from NPA Interim LDMB

Resolution

That Council:

- Note and endorse the minutes and all recommendations of the NPA Interim Local Decision Making Board
- Appoint Charlie Bond as Representative for New Mapoon Community

Moved: Cr Whap

Vote: 5/0

Seconded: Cr Cottis

Resolution: C12.1-2032024

CARRIED

Agenda Item 12.2. NPA Drinking Water Treatment Plant Augmentation Strategy

Resolution

That Council resolves to:

1. Provide in principle support for option two (2) of the proposed upgrade to the NPA water treatment system to replace the existing two train system with New XP-E Low pressure PVDF Membranes 3 trains of Membrane Filtration Units with 36 L40N PVDF Membranes

Moved: Cr Cottis

Vote: 5/0

Seconded: Cr Whap

Resolution: C12.2-2032024

CARRIED



UNCONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #47
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New Mapoon Boardroom

Agenda Item 4.

Apologies

Resolution

That Council:

Grants a leave of absence to Mayor Yusia due to Skytrans flight delay.

Moved: Cr Getawan

Vote: 5 /0

Seconded: Cr Cottis

Resolution: C4 – 12032024

CARRIED

Agenda Item 13.

General Discussion

Agenda Item 14.

Close of Meeting

Meeting closed at 3.41pm with a prayer by Cr Cottis.

DRAFT

Council Ordinary Monthly Meeting Action Register

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 18/10/2023 11/11/2023 13.12.2023 16/01/24 20/02/2024 5/02/2024 17/04/2024	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. Quote for electrical works has been requested Floor scrubber to be commissioned for work including safety instructions and training for use. On quote received for floodlights, waiting on second quote from another contractor. As above. No change to update this period. Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority. Floor Scrubber will be transported to Bamaga Hall week Monday 26 th February. Floor scrubber to be commissioned for work including safety instructions and training for use. Floor Scrubber has been delivered to the Bamaga Hall. Planning a day for training and to Commission. Contractor has been engaged to do works New WHS team is sorting out planed manual on the step by step operation of Machine	EMCS EMBI	14.12.2022 25.01.2023
Lui St Park Fence needs to be replaced and toilets are dark in the toilet Individual panel replacement to stop horse access Timeframe for repair	18/01/2023 20/02/2023 16/03/2023 06/04/2023 23/05/2023 14/06/2023	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
	25/07/2023 23/08/2023 20/09/2023 18/10/2023 10/11/2023 13/12/2023 08/01/2024 22/02/2024 07/03/2024 17/04/2024	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 Sebasio street fence Replacement fence Brackets and screws have been ordered; we are awaiting delivery. Still awaiting delivery of brackets and screws Fence Panels have been replaced, awaiting gates to be delivered so that they can be fitted P&G Manager following up with supplier P&G Manager still following up with supplier Gate has been delivered to NPA and will be installed by P&G fencing Crew in March P&G Manager has these works Scheduled to be completed in May		
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 19/12/2023 16/01/24 27/02/2024 12/03/2024	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 Workshop cancelled due to TC Jasper. To be rescheduled Discussions commenced to reschedule. Housing has some staff constraints due to TC Jasper support but setting dates DoH tentatively scheduling for Apr/May Dates confirmed for last week in May	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-EMCRS	25.01.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	24/10/2023 16/11/2023 19/12/2023 15/01/24 27/02/2024 06/03/2024 13/04/2024	Scoping works completed in October to progress Update requested following October visit Preliminary works progressing. CEQ support through give-back CEQ progressing works Meeting held with CEQ on 14/02. Equipment has been dispatched to NPA and quote requested for toilet works Met with CEQ rep and finalised shop fittings and equipment. Equipment ready to be shipped. Dependent on Seaswift capability		
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 15/10/2023 07/11/2023 12/12/2023 10/01/2024 20/01/2024 06/03/2024 13/04/2024	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. Delays – supplier has requested to conduct a beach audit. We have advised signage is required promptly as jellyfish season has already approached. Aerial audit is being conducted on Seisia, Umagico and Injinoo beach to finalise signage. Signage is being reviewed for approval then printing stage will commence. Signs approved for printing to commence. Signs in printing stage. No further updates Delays due to staff on leave.	EMCRS	24.02.2023
Community History Walls in IKCs	23.05.2023 19/07/2023 18/08/2023 20/09/2023 15/10/2023 07/11/2023 12/12/2023 10/01/2024 20/01/2024 06/03/2024	Resources have started arriving to be displayed Last of the resources due to arrive in July Due to staff shortage, this project has not yet been finalised. Email sent to IKC team. Works have progressed on History boards for Injinoo, Umagico, Bamaga and New Mapoon. Seisia is awaiting more information. Information was incorrect, updates being completed on the boards. Still processing, due to late additional information. Updated information not yet received from community members No additional information since December Updated information not yet received from community members. Awaiting additional/correction of information from TO groups	EMCRS	18.04.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	13/04/2024	History banners are schedule to commence printing this week.		
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.	EMCS EMBI	18.04.2023
	14/06/2023	WIP. Update of scope of works to June meeting.		
	25/07/2023	F/up refrigeration of fridges as they are not getting cold Signs have been placed on fridge "Do not turn off". Fridges intermittently work, sometimes the fridges are warm, next day freezing, diagnosis ongoing.		
	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.		
	27/09/2023	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. P&F team has confirmed large industrial exhaust fan built into kitchen is working. Screens still to be fitted on windows and doors in Kitchen, operations to advise on status of works.		
		Council Carpenters have commenced fabricating screens.		
		One fan is working slower than the other. To be discussed with Operations team on advice on repair.		
		Fans were reset to run at the same speed in June.		
		Ops staff will reinspect fans and reset speeds / repair as required.		
		Operations to update on basketball hoops winch works.		
	18/10/2023	Winch mechanisms and cables are serviceable.		
	8/11/2023	A replacement winch handle has been supplied to P&F		
	13.12.2023	Quotes for fridge and freezer has been received, pending approval to purchase. Works are ongoing on the screens. No updates this reporting period		
	16/01/24	Bamaga Hall Kitchen ventilation – Waiting on screens to be made by NPARC Carpenters. Basketball Hoops – Shane Waller to inspect and follow up order. fridge and freezer – Waiting on second quote.		

Action	Updated	Update	Person Responsible	Date of Meeting
	20/02/2024 6/03/2024 17/04/2024	Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority No updates this reporting period, Information hasn't been passed onto P&F Manager Materials have been ordered, waiting on sea swift to delivered, works will be completed ASAP Sea Swift have not delivered, keeps making excuses. Will need to follow up		
NPA Map for Mayor Office	15/06/2023 29/08/2023 16/11/2023 16/01/24 27/02/2024 12/03/2024 17/04/2024	In progress. Suitable map identified. Progressing with DATSIP DATSIP to deliver at Nov TWG DATSIP rep is on extended leave. F/up with remaining staff DATSIP returned to work and preparing for next TWG Map collected on 07/03/2024. Frame to be ordered and installed Waiting on delivery of frame	EAOM	29.05.2023
W4Q Scope at New Mapoon to incl Gazebos if funds allow	14/06/2023 25/07/2023 29/08/2023 20/09/2029 18/10/2023 10/11/2023 08/01/2024 22/02/2024 07/03/2024 17/04/2024	Feedback provided to Project Manager Department did not approve Project Variation. Following up post EOFY Waiting on Department of Local Government to permit variation to be resubmitted Meeting scheduled with Cr Cottis to finalise the scope of this project on Tuesday 26 th September Meeting held with Cr Cottis. To progress within original scopes. Variation request to be submitted to DSDILGP. New Mapoon Laundromat works complete Advice received from DSDSATSIP re variation request Grants / EMO to action in February Variation request has been submitted to DSDATSIP Variation Request has been submitted through the DSDILGP Grants Portal Awaiting approval from DSDILGP	CEO, EMO	29.05.2023
Lights at ANZAC Park Toilets & Shed	14/06/2023 25JUL2023 19/07/2023 29/08/2023	To be initiated, no updates this reporting period P&F Team has had discussion with Building Manager and B&B Electrics on options to supply power to area. Scope of works and costings needs to be developed in collaboration with Building Manager. Quote has been requested for electricity to be connected and lights installed in the Toilets, Rotunda and Ceremony shelter. Building Manager engaged B&B Electrics to provide quote for powered lights at toilets,	EMCS EMBI	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	26/09/2023 18/10/2023 8/11/2023 10/01/2024 20/02/2024 6/03/2024 17/04/2024	rotunda and power point at front shelter with lights. Still awaiting quote Contractor has been committed to Bamaga oval lights No updates this reporting period, contractor still in talks with Ergon for a power pole to be installed Followed up with B&B electrical to provide quote No Update this reporting period Works will start next week 14/03/2024, digging of the trenches to lay pipes and the installation of poles. All works are completed, just waiting on Ergon to connect power		
F/up with Harbour Master regarding management of the Wharf Light by Seaswift Lighting at Wharf Toilets	23/08/2023 20/09/2023 18/10/2023 10/11/2023 13/12/2023 08/01/2024 22/02/2024 07/03/2024 17/04/2024	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. Quote on hold electrician has been busy on oval lights No Action in October Awaiting quote for repairs so that a request can be put into TMR Reconnecting mains power is looking to be challenging and potentially very expensive and having an engineer sign off on the unusual footing has been proving problematic. MSQ & TMR staff are going to provide a detailed scope for Council to quote on TMR are sourcing a suitable solar light for NPARC to install using local electrical contractors TMR have advised that the new solar light has been purchased and is on its way to Cairns for transport to NPA TMR Have advised that the Pole and Light have been delivered o Seaswift. Yet to arrive in the NPA.	CEO, EMO	25.07.2023
Investigate angle parking at Bakery	20/09/2023 18/10/2023 10/11/2023 13/12/2023 08/01/2024 22/02/2024 07/03/2024	Options are being sketched Ongoing Will program to be completed in Early 2024. As above Roads to work with Airport Staff to complete in February Works scheduled to be completed in the last week of February weather permitting Weather did not allow works to be completed in February	EMO	29.08.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	17/04/2024	Works Manager has materials on site and is scheduling works for May to minimise impacts of wet weather.		
F/up anthropologist reports within 2004 Injinoo Council Files	27/09/2023 22/02/2024 7.3.2024 17/04/2024	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. All the rooms have been emptied at Injinoo Hall. We now have access to the attic. PFM is repairing the damage door to secure access to attic. Arrangements will be made to remove files from attic. Records Management team has been tasked to put together small team to relocate the files to Bamaga Archives. Estimate time for completion week ending 17 th March 2024. Materials being sorted by records	EMCFS	29.08.2023
Tourist parking at Bus Lane outside Council Office	18/10/2023 10/11/2023 13/12/2023 08/01/2024 22/02/2024 07/03/2024 17/04/2024	Additional signs to be ordered and installed No action in October Waiting signs to be delivered to the NPA Signs have been dispatched by the supplier in October Signs have been located No update Works manager is scheduling signs to be installed in late April / early May	EMO	27.09.2023
No through traffic sign at road behind CFC church to Ponds	10/11/2023 13/12/2023 08/01/2024 22/02/2024 07/03/2024 17/04/2024	Request for quote Still awaiting quote have followed up with Supplier No Action in December Signs have been ordered awaiting delivery No update Signs have arrived and are scheduled to be installed in late April / early May	EMO	24.10.2023
Follow up compliance notice re scaffolding	07/11/2023 12/12/2023 10/01/2024 20/02/2024 06/03/2024 13/04/2024	Compliance officer has advised, they did not serve the compliance notice as owner agreed to move the items. Will be moved by wet season. Previous compliance officer is assisting with the removal of these items to his yard. RSM contacted owner, he will action removal once back in community. No action in January. No updates Delays in moving equipment due to weather	EMCRS	24.10.2023
Concerns r.e. grading following QRA works along Injinoo	13/12/2023 08/01/2024	Speed bumps / dips to be installed once the wet season starts No action in December	EMO	21.11.2023

Action	Updated	Update	Person Responsible	Date of Meeting
Esplanade. Request to consider speed bumps. Also concerns regarding sand patches	22/02/2024 07/03/2024 17/04/2024	Programmed for the last week of Feb weather permitting Waiting a dry week Works Manager Scheduling works for May when access to gravel pits will be more reliable		
Speed bumps in new Injinoo Subdivision	13/12/2023 08/01/2024 22/02/2024 07/03/2024 17/04/2024	Works Manager & EMO to meet with Cr Nona in the new year to identify where the speed bumps are to be installed Meeting Scheduled for Wednesday 17 th December Meeting Held with Cr Nona. Blade mix has been ordered and speed bumps will be programmed to be installed after it arrives Blade mix has arrived. Will be programmed for late April / May Works manager has works scheduled for May	EMO	21.11.2023
No-drinking sign at new Seisia Gazebo	13/12/2023 08/01/2024 07/03/2024 17/04/2024	A quote has been requested PO raised awaiting delivery Supplier has delivered the signs to Seaswift for delivery to NPA Still awaiting delivery of the signs to NPA Signs have arrived and will be installed in April	EMO	21.11.2023
Return Grandstands from Yusia Ginou oval to Seisia Basketball Court	13/12/2023 08/01/2024 22/02.2024 07/03/2024 17/04/2024	Tasked to Roads. To be actioned when truck is not being used to transport aggregates from Jardine river to Batching plant To be completed in Jan / Feb Return planned for Monday 26 th February Programmed to be moved Friday 08 th Task Complete	EMO	21.11.2023
Request to Biosecurity Qld to report r.e monitoring	16/01/2024 27/02/2024 12/03/2024	Request made to regional manager Deputation at March meeting Meeting moved to May due to unavailability of staff	CEO	19.12.2023
Leaf guard at Somerset toilets	22/02/2024 07/03/2024 17/04/2024	Leaf guard has been ordered and will be installed when it arrives Still awaiting leaf Guard to arrive in the NPA Materials have arrived. Will be installed by Council plumbers once repairs have been completed on the Summerset Campground access road	EMO	16.01.2024
F/up businesses with skip bin to have skip bin cover including NM office	22/02/2024 17/04/2024	Suppliers are being sought A supplier has been identified and a quote requested	EMO	16.01.2024
Clean windows at Jardine Ferry	06/03/2024 13/04/2024	Staff have been tasked to action Task completed.	EMCRS	27.02.2024



AGENDA ITEM 8
ORDINARY COUNCIL MEETING #1
Tuesday 23rd April 2024
Umagico Boardroom

8. Mayor Verbal Report

Title of Report CEO Report

Agenda Item: 9

Classification: For Noting

Author Chief Executive Officer

Attachments Audit Committee Policy
NPA LTC Terms of Reference
HR Manager Report

Officers Recommendation:

That Council:

- Note the Report
- Appoint Cr xx as chair of the Internal Audit Committee, Cr xx as a member to the Internal Audit Committee and Cr xx as a proxy member of the Internal Audit Committee
- Appoint Cr Bond as the NPARC representative under the Western Cape Communities Co-Existence Agreement
- Appoint Mayor Poi Poi and Cr xxx to the NPA Interim Local Decision Making Board
- Delegate to Mayor Poi Poi authority to appoint an Acting Chief Executive Officer where necessary for periods of time less than 7 days

PURPOSE OF REPORT

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

CORPORATE PLANNING & GOVERNANCE

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

Corporate Plan

The Corporate Plan has been finalised and published on the NPARC website. We will have a review of the corporate plan at the corporate and operational plan workshop. I will be circulating a feedback form to all Councillors to obtain aspirations to build into both documents. This to ensure the corporate plan accurately represents the strategic objectives of council to inform operational planning.

Annual Operational Plan and Budget

The Annual Operational Plan and Budget was adopted on 27th June 2023. Planning has commenced with the 2024-2025 operational plan and budget in preparation for councillor workshop in May.

Internal Audit Committee

Although NPARC does not need to have an internal audit committee under the act, NPARC opts to have one for governance purposes. Under the Internal Audit Policy, attached to this report, the Internal Audit Committee includes one to two councillors.

Council Officers are seeking to appoint an Internal Audit Committee Chair, member and proxy to the committee.

Western Cape Communities Trust

New Mapoon under the WCCCA is a signatory community. Under the agreement, NPARC represents the interests of New Mapoon Community. Traditionally this has been the New Mapoon Councillor. The process of appointment is for Council to pass a resolution at the Council Meeting and send a letter to WCCCA. From here, the WCCCA Executive Officer will undertake the necessary registration details with ASIC to undertake the director process.

Local Thriving Communities

Local Thriving Communities (LTC) is a significant, long-term reform that will result in a visibly different way of government working with communities. LTC requires government and community to work together to move decision making closer to Aboriginal and Torres Strait Islander communities, embrace self-determination, and engage in high expectations relationships so that service design and delivery better meet the needs of each community. The terms of reference for NPA Interim Local Decision Making Board was adopted at the January 2023 meeting and have been amended where required. The Terms of Reference are attached to this report.

Under these terms of reference, the committee includes the NPARC Mayor and an appointed NPARC Councillor.

KEY PROJECT UPDATES

Ranger Transition

ALT has appointed someone to oversee the ranger transition. Current timeframe is to have transition plan completed by 30th August 2023. There are some challenges obtaining responses from NIAA to access funds to support the transition. This issue has been escalated to the NIAA CEO.

Use of Sand and Gravel

Negotiations are progressing with GYAC and ALT regarding landowners agreements for use of gravel and sand. Currently we are waiting on a response to finalise the draft Occupation Licence but expect this to be in the coming weeks.

A further update on discussions with IIAC is included later on today's agenda.

HUMAN RESOURCES

HR Manager report is attached to this report.

There is a heavy workload which has been supported by the appointment of a new WHS Manager. There is a current focus on re-establishing the Health and Safety Representative Committee to focus on both physical risks and psychosocial risks to employees as well as implementation of the Drug and Alcohol Policy and Toolbox talks.

The roll out of the new Enterprise Bargaining Agreement is progressing well. Council has developed FAQ Sheets for Staff on key aspects of the agreement. These are being developed and rolled out to



support staff understanding. A trial of RDO Arrangements is being negotiated with staff at the rangers and depot before looking to expand to all offices.

Level 3 Manager Reporting

The reporting cycle of managers have been arranged to start in July 24. This was done to give new Councillors the opportunity to settle into the structure of meetings prior to additional reports being added. Below is the reporting cycle. This may change if necessary depending on staff leave or movements.

Month	Level 3 Manager Reports
July	Rangers Coordinator
	Stores Manager
	Grants Officer
August	HR Manager
	Property and Facilities Manager
September	Finance Manager
	Aged Care and Home Services Manager
October	Fleet & Workshop Manager
	Airport Manager
November	Batching Plant Manager
	Customer Service / Office Manager
January	Manager – Corporate Affairs
	Injinoo Service Station Manager
	Civil Project Manager
February	Project Engineer
	Capital Project Manager
	Regulatory Services Manager
March	Works Manager
	Jardine Ferry Manager
	BAS Manager
April	Parks & Gardens Manager
	Umagico Supermarket Manager
May	Building Manager
	Senior Executive Assistant
June	Commercial Leasing Manager
	Community Services Manager

CEO Leave

Under the Local Government Act, a Chief Executive Officer is appointed by the Council. In a practical sense, for periods of time less than 1 week, it is often delegated to the Mayor to appoint an Acting CEO if necessary to cover periods of CEO Leave due to illness or emergency.

UPCOMING MEETINGS & VISITS

The following upcoming visits and meetings are scheduled.

Date	Time	Purpose	Venue
30/04/24	10am to 12pm	Presentation to Council on NPARC Climate and Economic Development Plan	Bamaga Boardroom
	1pm to 2pm	Griffith University briefing on water project	Bamaga Boardroom
	2pm to 5pm	NPARC Technical Working Group	Bamaga Boardroom
1/5/24 – 2/5/24	Various	One-on-one meeting with Mayor Poi Poi	Mayor Office
6/5/24	All day	Labour Day Holiday	
7/5/24	10am to 2pm	NPA LDMB Meeting	Bamaga Boardroom
8/5/24	11am to 1pm	Mayoral Roundtable with Ministers Fentiman and Butler	Brisbane
8/5/24	12.30pm to 3pm	Containers for Change Official Opening	New Mapoon Depot
9/5/24	All day	IIAC Gravel Mediation	Cairns
15/5/24	10am to 3pm	Corporation & Operational Plan Workshop	Bamaga Boardroom
21/5/24	9am to 12pm	Queensland Disaster Management Arrangements Training	Cairns
22/5/24 – 23/5/24	All day	QPS Mayor Summit	Cairns
28/5/24 – 29/5/24	All Day	TCICA Meeting	Cairns
29/5/24	1pm to 5pm	May Trustee Meeting	TEAMS
30/5/24	All Day	May Council Meeting	TEAMS
31/5/24	All day	FNQ Planning Forum	Cairns
3/6/23	All day	Mabo Day Holiday	

Councillors have been forwarded meeting invites for relevant meetings. The Bamaga Boardroom will be made available for the May Trustee and Council Meeting for people who would like to use it for TEAMS.

Technical Working Group

Technical Working Group Meetings (TWGs) Partnerships based on high expectations relationships have been established and maintained with local Aboriginal and Torres Strait Islander communities through community based TWGs.

TWGs are designed to get the right people at the table to make timely decisions and assist Council to deliver visible outcomes for the community. TWGs result in highly collaborative working relationships, transparency, accountability, and an improvement in the quality of engagement between government and Aboriginal and Torres Strait Islander communities.



They are a good place to gain an appreciation of state works occurring within the region.

Community Meetings

Previously Council was holding quarterly community meetings. It might be a good opportunity (following the planning workshop) to have some more community meetings or town hall meetings. This would allow community to meet the new Councillors as well as understand the strategic direction.

SNAP SEND SOLVE

The roll-out of Snap Send Solve is being driven by the Customer Service / Office Manager. Some complaints are not related to Council (such as social housing fencing), however they have been referred to the appropriate organisation for action and report back. The Customer Service / Office Manager also collects details on feedback and formal complaints.

Over the Jan to Mar 2024 we received 35 complaints via Snap Send Solve which were all resolved and completed. The majority relate to building maintenance and repairs as well as housing issues.

Policy Title	AUDIT COMMITTEE POLICY
Policy Number	FIN-103
Business Unit	FINANCE
Date of Adoption	25/07/2023
Resolution Number	C10.1-25072023
Review Date	25/07/2024
Date Repealed	

1. Policy objectives

The purpose of this policy is to establish and maintain a policy for the creation and operation of an Audit Committee and the ongoing overview and review of Northern Peninsula Area Regional Council's Audit Committee Charter.

2. Policy Scope

This policy applies to Council, its Audit Committee, its Internal Auditor, and staff subject to or responsible for the various function of Council's corporate governance activities.

3. Related legislation

- *Local Government Act 2009.*
- *Local Government Regulation 2012.*

4. Provisions

Council will appoint an independent Audit Committee consisting of three to six members. The members will consist of two qualified independent members and one or two Councillors for a term of up to three years.

The independent members (external and/or non-councillors) may be extended for a further three-year term.

The Councillor members' term will end if the Councillor cease to be a Councillor before the end of the three-year term.

Council may from time to time alter the membership of this committee if required.

The Audit Committee will develop and maintain with the approval of Council, an Audit Committee Charter (attached) setting out how the Audit Committee will operate including how it will fulfil the obligations imposed by the laws, regulations, and standards relating to Audit Committees.

5. Reporting

The Audit Committee will report to Council following each meeting and will provide a report of the annual review outcomes to Council each year.

6. Review mechanism

This Policy and associated Audit Committee Charter will be reviewed as determined by Council and/or the Audit Committee.

7. AMENDMENTS

Document History	Date	Council Resolution Number	Notes (including the prior policy number, details of change/s, etc)
Original	25/07/2023	C10.1-25072023	



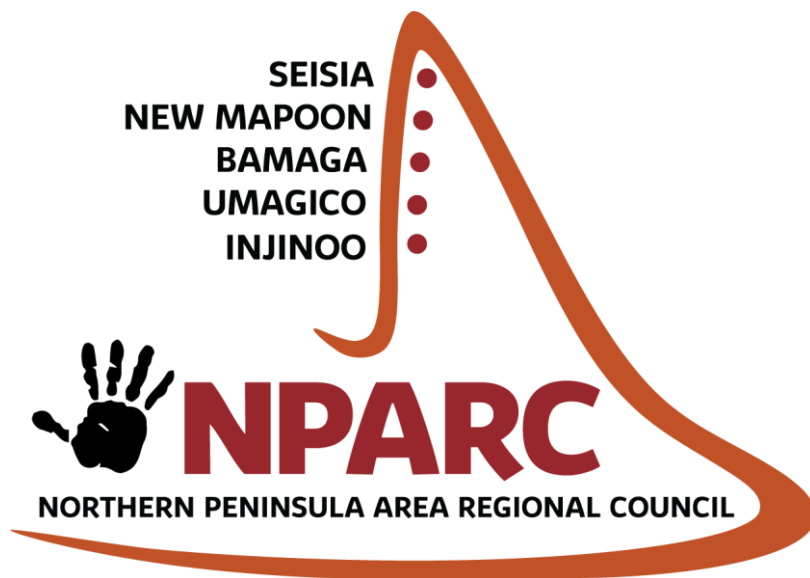
KATE GALLAWAY

CHIEF EXECUTIVE OFFICER

25/07/2023

TERMS OF REFERENCE

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



TERMS OF REFERENCE

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

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

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

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

Membership -The Committee shall be made up of

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

The Committee will be chaired by the NPARC Mayor

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Attendance At LTC Meetings – If three (3) consecutive apologies of non- attendance then committee member(s) will receive a notice of cessation of the LTC committee / membership. Vacancies will be referred back to Council for appointment to the position.



Northern Peninsula Area Regional Council

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HR Monthly Report

Author: Leonie Ishmail - HR Manager

Authorizer: Kate Gallaway – CEO

Attachments:

Purpose of Report: HR Monthly Report – April 2024

Team:

Leonie Ishmail – HR Manager

Joyce Soki - HR Advisor

Seaniqua Unwin – HR Admin Support

Michael Madeley – WHS Coordinator

Dale Salee – WHS Trainee

Human Resources

1. Employment Outlook

Current number of employees -

- Full Time – 130
- Part Time –10
- Causal - 99

Resignation/Terminations

Department	Number of Employees
Illegal Dumping reporting Officer	Margaret Bond – Resigned
Property and Facilities Support Officer	Beau Nawaki – Resigned
Finance Manager	Colin Duffy – Resigned

2. Recruitment

Positions Advertised:

Position	Status
HACC Care Support Worker x1 Activity Officer x1 Cook/Kitchen x1	Successful Applicants Appointed
Finance Department <ul style="list-style-type: none"> - Finance Coordinator - Senior Finance Officer – Debtors - Finance Officer – Debtors - Finance Officer – Payroll - Junior finance Officer 	Successful applicants appointed.
WHS	Successful applicants appointed.
Project Manager – Operations	Successful applicant appointed
Property and Facilities x2	Successful applicants appointed.
Roads Labourer x4	Successful applicants appointed.
Parks and Garden Supervisor	Successful applicants appointed.
Jardine Ferry Supervisor	Successful applicants appointed.
Ranger Administration	Successful application appointed
Sports and Recreation	Readvertise position – 2 x candidates for consideration
Finance Manager	Advertise position – Closing date 19 April 2024
Commercial Leasing Officer	Advertise position – Closing date 19 April 2024
Project Manager – Building and Infrastructure	Advertise position – Closing date 30 April 2024
Mechanical Workshop Administration	Advertise position – Closing date 19 April 2024

New Appointments

New of Employee	Position	Department
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Robert Bottger	Project Manager – Operations	Operations
Michael Madeley	WHS Coordinator	HR Department
Stephine Bond Karen Waina Nora Salee Timika Mudu Charmaine Bond	Finance Coordinator Senior Finance Officer – Debtors Finance Officer – Debtors Finance Officer – Payroll Junior finance Officer	Finance and Corporate Services
Francis Ropeyarn Juliann Sheldon	Property and Facilities Support Officer	Building and Infrastructure
Ecclas Tamwoy Ethel Gessa Stanley Dai Maryann Sebasio	Care Support Worker Male x1 Care Support Worker Female x1 Activity Officer x1 Cook/Kitchen x1	Community and Regulatory Services
Tumema Sagaukaz (Guy) Brett Aniba, Richard Tamwoy, Tayesa Neville	Roads Labourer	Operations Department
Charlie Wasiu	Parks and Gardens Operator	Operations Department
Costo Ober	Jardine Ferry Supervisor	Community and Regulatory Services
Gaidora Williams	Ranger Administration	Operation Department

Absenteeism

Number of hours absenteeism (unauthorized leave):

- No unauthorized absences to report in this report.

Goodnews Story

NPARC welcomes all newly appointed employees and wish them best of luck within their roles.

Work Health & Safety

Incidents

No near miss to report.

Induction

09 inductions were conducted for March.

Toolbox Meeting

Discussions with Managers and supervisors of outdoor work teams to invite WHS team to toolbox meetings to deliver WHS safety talks.

Workcover cases

None to report

Rehabilitation And Return to Work Co-ordinator:

None to report

Site Inspection

Site inspection has been carried out at Jardine Ferry, Batching Plant and HACCC with a few arising issues, report to be provided at next reporting period.

Complaints received:

No complaints received.

Safety Awareness Bulletins sent out:

No safety bulletin sent out in February and March 2024, new appointed WHS coordinator will recommence.

Other Works

WHS team have established a Master Register for the collation of NPARC Skills, Licences, Inductions and Toolbox training that can be viewed at; Y Drive – 1AAA – Registers – Master Register.

WHS team are currently reviewing and updating all WHS files and collating into a manageable system.

Title of Report: April Operations Information Report

Agenda Item: 10.1

Classification: For information

Author Executive Manager, Operations

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

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

BACKGROUND AND CONTEXT

Capital projects update.

Shane Waller (Project Manager)

- Jardine River Ferry
 - Works to fit the new doors capstan wheel and pneumatic gates commenced were commenced on Wednesday the 3rd of April and are scheduled to be completed by the 24th of April.

Robert Bottger (Project Manager - Roads)

- NP1 South of Ferry upgrade to seal
 - Successful and unsuccessful letters have been forwarded to the tenderers.
 - A meeting with the successful tenderer will be scheduled for the latter half of April.
- ATSI TIDS Grant – Injinoo Back Road
 - Detailed design is complete.
 - Tender documents have been produced.
 - Funding opportunities are being sought for future construction.
- DRFA 2022 Flood Recovery Works (3105-4808)
 - All works are complete.
 - Acquittal process is being completed with assistance from finance.
- 2023 DRFA All Other Roads (3105-4809)
 - All works are complete.
 - Acquittal process is being completed with assistance from finance.
- Bamaga to Seisia Cycleway Design (TMR Grant)
 - Design has commenced.



- 30% Design review to be scheduled in May
- Umagico – Bamaga cycleway (TMR Grant)
 - Council Project managers met with TMR in Brisbane to resolve outstanding issues in early April
 - NPARC have been requested to provide TMR with options for this project.

Parks & Gardens

General cleaning and maintenance activities in public areas, Council offices and facilities throughout out the five communities during March.

The two new Kubota out front mowers were shipped from Cairns in late March and arrived in the NPA in early April.

Quotes were requested for Parks and roadside tree trimming works in Bamaga during March with works scheduled to commence in April.

Works

Roads

Continued cleaning drains in Seisia, commenced cleaning drains in New Mapoon. Continued with patching potholes within all communities. Continued to install new guideposts between Injinoo & Seisia finished cleaning sand off the Seisia boat ramp. Assisted the waste team with transferring green waste to the landfill site.

Solid Waste

Normal operational have been completed with minimal disruption. Mechanical faults have occurred with the new garbage truck the old truck is being used whilst parts are sourced and repairs completed.

Two skip bins were placed at the entrance to the transfer station for the Easter Public Holidays.

Wastewater

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

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

A barbwire fence was installed between the Bamaga Lagoon and the sprinkler system.

A missing section of poly line between the Injinoo boat ramp public toilets and the Injinoo pump station has been installed during March. Replacement of electrical components and pumps at the Toilet pit are programmed for April / May when parts arrive.

Contractors were engaged to herbicide and remove vegetation in the sewer ponds and along the fence line.

Inlet screen works at the Bamaga ponds has been identified and is being scoped up for repairs in May, once parts can be sourced and delivered to the NPA.

Water



Throughout March, the Bamaga Water Treatment Plant operated smoothly and consistently. All reservoirs were maintained at acceptable levels, and no issues were observed throughout the month. However, there were notable issues with raw water flow meter readings missing data for several days, as well as incorrectly scaled levels for the New Mapoon and Umagico Reservoirs, which will be addressed and rescaled by Veolia.

Rainfall in Bamaga was recorded at 533mm which was above the average mean rainfall for March of 426 mm.

The total water production (filtrate) volume for Bamaga WTP for the month was 112.248 ML, averaging 3.62 ML/day.

Skytrans flights have been very sporadic which has made getting water samples and critical spares to and from site a challenge. Hopefully this will improve over the coming months.

In March, the PLC and RTU upgrade project began, with implementation dates set, coding commenced, and items ordered, expected to arrive at both the site and SafeGroup's location. Other projects are nearing completion, awaiting cost consolidation and final arrangements for closure by Veolia. A new project was approved to supply and repair/replace the faulty High Lift Pump due to its critical condition. The backfilling of the Mudu street mains break is now finished.

The team has observed a stable reduction in linear degradation of recently replaced membranes through PDT results monitoring. Stakeholders remain committed to avoiding a boiled water notice. Approval for the CMF Membrane Replacement 2024 project (VP0033) was confirmed and originally scheduled for March. However, the team will determine the implementation date based on PDT results to extend membrane life. All significant items are onsite, with personnel and spare tools ready. The current trend suggests that membrane replacement may not be necessary until later this year. Project planning is underway to address a long-term solution, involving the conversion to more robust L40 membranes, as indicated by autopsy findings and water quality issues in the Jardine River, alongside preliminary acceptance from council.

Purchase orders have been raised and a large amount of equipment has been ordered and contractors engaged for project VP006 Air Compressor Replacement works. This Project should be completed within the next few Months.

10 residential leaks were inspected and handed over to NPARC.

0 commercial leaks were inspected and handed over to NPARC.

2 mains leaks were identified and repaired.

There was 1 new service request and no new service installation completed in the period.

There were 0 OHS incidents, 0 environmental incidents.

Workshop

Workshop staff have implemented Mentor APM into the workshop operations. This system is being used to manage maintenance and servicing of Councils fleet items. Service booking have increased to four per day. Staff attendance does impact on the workshop's deliverables. There has been an ongoing change to practices & processes since the New Fleet and workshop manager commenced in December 2023.

Works are progressing on the moving of the air compressor and installing of an oil water separator and the replacing of badly rusted wall sheeting on the office building.

A summary of works carried out during March.

- Manitou – Diagnose and Repair front man cage basket (hasn't work for a couple of years)
- Bandit – NO GEARS
- IVECO Garbage Truck – PTO
- Kubota ZD & FS3690 – Replace 2 x gear box
- Kubota Slashes - Oil Seals (Deck)
- Ranger D/C – Plant number 6293 – Rego 628IP5 - All front end rebuilt/change out
- Komatsu Excavator (main dump) change all tracks broken/missing nut and bolts.
- ALL job trucks were fully/thoroughly inspected as part of the registration compliance.

SUMMARY OF COMPLETED JOBS			
SERVICE – PM	BREAKDOWN	SMALL PLANT	TYRES
20	22	26	13

Rangers

Ranger's jobs tasks for March:

The Rangers have undertaken normal Wet season activities as follows:

- Clearing trees off the road on Somerset/Pajinka road, airport/cairns turn off to Muttee Heads, Muttee Jardine
- Checking the fences if needs replacing and if new fences needed to be put up to block vehicle access.
- Check/clean Toilets at Somerset and Muttee Heads camping area.
- Cleaning of Grave sites and Radar tower at Muttee Heads
- Collecting of firewood for sorry business in Injinoo
- Croc sightings and patrols with Tony Frisby DES Ranger

Training opportunities being sought by Rangers.

- ACDC Training
- Fire Management Training
- Cert III CAESM for rangers that will complete their Cert II
- Administration Training for Ranger Admin

Airport

The NPA airport has remained operational through February and March.

Sales figures for March are as follows:

Sale item	Monthly Totals	Comments
Jet A-1 litres	26510	
Jet A-1 sales	\$71577.00	
Avgas litres	5071	
Avgas sales	\$17494.95	
Landing fees	\$4252.29	
Passenger tax	\$261.82	February
Parking Fees	\$50.72	February

Sale items	Skytrans	Other airlines	Total
Flights in/out	53	70	123
Passengers in/out February	1258	12	1270
Parking Fees February	1 Night	2 Nights	\$50.72

Major Maintenance issues identified/corrected.

Boundary Fencing	Applied for Funding
Runway Repairs	Ongoing. Waiting for rain to ease for major repairs

Airport HR

Skills training – planned	Online Training All Staff. Desktop Emergency Exercise
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Batching Plant

Work is progressing on the infringement notices received from Dept of WH&S. Infringement notices with a date to be completed by Friday the 12th of April, were completed by the date to be completed and evidence provided to the Workplace Health and Safety Queensland Principal Inspector.

Sales– external (value)

CONCRETE PRODUCTION	26.4m3
Cement Bags (20kg)	12
Sand –	m3
Aggregate –	m3
Premix –	1m3
Materials External	\$
Consumables	\$
Repairs	\$
Freight	\$145.44
Contractors	\$7841.25

ACHIEVEMENTS

- Replacement fencing is in progress,

- A Workplace Health and Safety Management Plan and Traffic Management plan for the Batching Plant has been developed.
- Trip Hazards have been removed from around the old shed to reduce risks.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

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

1 Reliable and Affordable essential Services

1.1 Water

1.2 Landfill

1.3 Access

2 Safe, clean and attractive physical environments

2.1 Animal Management

2.2 Clean and tidy public areas in each Community

FINANCIAL AND RESOURCE CONSIDERATIONS

Operational budget expenditure

CONSULTATION

Works Manager

Ranger Coordinator

Workshop Manager

NPARC Project Managers.

Airport Manager

A/ Batching Plant Manager

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

Agenda Item: 10.2

Classification: For noting

Author Executive Manager, Community & Regulatory Services

Attachments Compliance Report

Officers Recommendation:

That Council: Note the content provided in this 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. With staff movements across the department, casual staff from various areas have been affected whereby there is a demand for Expression of Interest to ensure continuous operation of administrative duties. Moreover, with the recent addition to the assistance package, council can now extend more support to the community, including the provision of 160 new chairs and 30 tables for each of the five communities. Consequently, the team is currently in the process of implementing new hiring protocols to accommodate these changes effectively.

Indigenous Knowledge Centres [IKCs]

IKCs in the NPA region are vital for delivering services to communities. Despite facing challenges such as IT issues and limited space, they're making progress with History Banner projects and First 5 Forever and book exchange programs, which have seen increased participation. Ongoing recruitment is planned to address staffing needs. Staff training, particularly in IT and First Aid, is recommended for improvement. Efforts are underway for language workshops and project visits to enhance services further. Meanwhile, support continues with tasks like assisting with ANZAC events.

Events Team

The Events team is actively collaborating with both internal and external stakeholders to increase participation in community events, including the upcoming 2024 Culture Festival, youth activities with NPAWS, and the Rise Programme with QRL. Additionally, the team is working closely with NPARRL to facilitate the local NRL football competition. However, the team is currently struggling to run sporting events due to a vacant sports and recreation position. In response, the team recommends advocating for more positions to assist with running sporting events across the five communities. They also suggest improved communication with local organisations and exploring small business opportunities.

Art Centre

March has been a busy month with funding approvals, and renovations to the art center are nearly complete. Planning for the 2024 Cultural Festival is well underway, although engaging with community members has been challenging due to low meeting attendance. Nonetheless, the team remains committed to its endeavors. Additionally, the art center has been accepted into the Country to Couture fashion show in Darwin, a precursor to the Darwin Aboriginal Art Fair.

Home and Community Care

The Aged Care Compliance Report ensures regulatory compliance. Additionally, a significant number of Aged Care staff were on a casual basis; however, full-time positions have now been filled. The program encompasses various services for 36 clients. In 2023-2024, CHSP targets were adjusted to accommodate changes in the first 8 months, informing future adjustments for 2024-2025. While progress is being made in meeting domestic assistance targets, challenges persist with meal provision, transportation, and social support group attendance due to increasing client numbers. Changes to fees for eHCP are awaited to begin implementing approved HCPs. An updated Client intake form and checklist aim to streamline intake and care planning processes. Achievements include registering all Age Care CHSP clients on My Aged Care and improving data management. Challenges include the rescheduling of a safety committee meeting and addressing facility maintenance issues. Recommendations being undertaken include developing a flow chart for client access to aged care services and addressing facility maintenance concerns promptly.

Regulatory Services

The following report is a summary of current operations within the Regulatory services. It is the monthly update for March 2024. The contents of this report are titled with matters that directly impact the operations of the Animal Welfare. These are updates on Staffing, delivery of service, achievements, challenges, and possible recommendations.

During a week-long visit, veterinary services were provided in NPA, attending to over 100 dogs, with 60+ males and females spayed. As per the AMRIC report of 2023, there were 987 dogs in NPA. According to the council Local Law, each household should have only 2 registered dogs. Additionally, approximately 15 dogs were sent for adoption to Cairns. The team has noticed an increase in calls regarding deceased dogs over weekends and three times during workdays. Furthermore, the team disposed of another 20+ old vehicles at the transfer station. Come the dry season, the team will start sending the vehicles south for recycling in Mareeba.

Summary of Report

- Disposal of 3 dead dogs at the rubbish tip.
- Disposal of 2 dead horses at the rubbish tip.
- Administered 8 worming tablets
- Put down no dogs from the dog pound in this month
- Cleaned dog pound and gave dogs water and food daily.
- Administered 8 Wagg & Purr treatment to 8 dogs.
- Prepared for and assisted with Vets Beyond Borders Clinic and Animal Welfare Team from 11th – 15th March 2024
- Sprayed 6 houses with Bayer Ficam W Insecticide to treat fleas & ticks
- Assisted one dog with Purple Spray for its sore from dog fight
- Assisted Warren with illegal dumping vehicle wrecks, towed to the transfer station from New Mapoon and Seisia



Future Plans

Meeting with Department of housing to implement the NPARC Local Law for

1. dogs per house
2. old Cars in the yards
3. Tenants who dump and park old cars on council lands
4. Fee for service for Pest Control services

The team will begin promoting workshops within communities to educate people about NPARC Local Laws, animal control regulations, and Food . These workshops will cover topics such as the registration process and requirements for animals, with the aim of promoting community awareness and tidiness.

Injinoo Service Station

Staffing challenges persist at the service station, with efforts underway to address them through advertising vacant positions and informing staff about the new Enterprise Bargaining Agreement. In March, the service station provided regular services and products, with steady sales, though there is a demand for a larger range of goods. Fuel sales and stock levels have been positive, but no significant achievements were noted beyond regular operations. The service station offers competitive fuel prices and is appreciated by regular customers, but there is potential for growth, especially in offering a larger range of goods. Overall, sales in March remained consistent with the previous month.

Please see snapshot of March financial sales report, generated from Service Station point of sale. Sales are consistent from last month.

February Sales

AMOUNTS TENDERED FOR SALES		
CASH	634	11950.80
ACCOUNT	238	48161.82
EFTPOS	1,959	67753.17
		<u>127865.79</u>

March Sales

AMOUNTS TENDERED FOR SALES		
CASH	778	16963.20
ACCOUNT	249	55914.08
EFTPOS	1,751	55489.18
		<u>128366.46</u>

The Service Station is currently meeting community needs by providing essential goods and fuel. However, there are gaps in service, such as outdated equipment affecting after-hours fuel availability and the need for improved facilities for selling hot and chilled food. Staff training and certification also need attention. Despite maintaining services in March, the station faces various challenges, including storage limitations, staffing issues, and inefficient stock ordering processes. To improve service quality and customer satisfaction, it's recommended to address these challenges systematically.

Umagico Supermarket

Umagico Supermarket continues to operate smoothly. In Manager Andrew's absence, Acting Relief Manager Sineva Ahmat is effectively leading the team. The staff roster includes 2 Supervisors, a Duty Manager, a Fruity and Vegetable assistant, 1 staff on Long Service Leave, 4 Shop Assistants, and 6 Casual Storemen.

Despite challenges such as air conditioning repairs and power overloads, the supermarket maintains strong sales, even during the slower month of March, with sales surpassing budgets. The team is actively working on cost-efficient freight options to manage significant freight costs. Additionally, plans for flooring and awning projects have been postponed until April and May 2024.

Efforts are underway to negotiate with suppliers for better pricing amid rising living costs. Moreover, the supermarket has successfully arranged for Island and Cape trainers to facilitate the enrolment of three new staff members for Cert II and III in Retail.

Jardine Ferry

Due to the wet season, casual workers are currently assisting other departments in town. The ferry maintenance contractor has conducted multiple trips for ferry upkeep. Despite operating with a limited crew, the team has effectively maintained the grounds' appearance.

Training has begun, covering fire safety, coxswain licencing, and road traffic control. However, SMS training has yet to commence. The ferry is currently undergoing major repairs and the installation of new ramps, with plans for completion by the end of the month.

Conversations have initiated to explore the possibility of reactivating the fuel station at the ferry, which has remained unused for over six years. Efforts are underway to scope out the requirements and necessary steps to resume this operation. Additionally, future plans include installing a Navman on the ferry to enhance control of vessel movements.

HOME CARE SERVICES

MONTHLY AGED CARE COMPLIANCE REPORT

REPORT TO	Yanetta Nadredre
REPORT DATE	08/03/2024
REPORT FROM	March 2024

AGED CARE SERVICE DELIVERY

Summary of client status over the past month

Reporting item	Number	Comment
HCP Clients		Level 1: Level 2: Level 3: Level 4:
New HCP Clients	7	Level 1: Level 2: Level 3: Level 4:
HCP Enquires		
Referrals for assessment or reassessment	6	Referral to ACAT for HCP

Summary of CHSP client status and activity

Summary of CHSP client status and activity

Reporting item	Number	Comment	
Number of clients	35		
Number of new clients	7	Assessment on the 26/02/2024	
Clients on waiting list	7		
Number of clients transitioned to HCP	5	Waiting on HCP budget to commence clients	
CHSP Hours	Monthly target	Hours delivered	Comment
Social support group	546	622	Large numbers attending group activity
Domestic assistance	135	58	
Social support individual	78	55.5	
Personal care	25	11.5	
Home maintenance	78	46	
Flexible respite	7	0	
Meals#	223	891	Increased numbers for meals
Transport	63	130	
Home Modifications	\$395	0	

Aged care legislative compliance status report

Compliance requirement	Number of clients	Overdue	Action taken
Charter of aged care rights explained	35		Completed
Signed aged care agreements	35		Completed
Signed current care plans	35		Enquired No clients have had their 715 as yet, short of doctors.
Advanced health directives completed (HCP clients only)			Contemplating

Aged care activity reporting

Agency	Report submitted in the past month	Date due	Date Submitted
Compliance report	Compliance report	07/03/2024	06/03/2024
Operations report	Operations report	07/03/2024	06/03/2024
Dex report	Completed	29/03/2024	29/03/2024

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

Staff	Staff establishment	Current number of staff	Number of resignations	Number of new staff
Total staff		14	0	0
Carers		6	0	0

HR Management

Reporting item	No of staff	Overdue	Action required
Key Personnel suitability checks	1		
Current Police checks	14		
Aged Care Code of conduct	14		
Current Drivers licence	14		
Performance review	14	4	
Annual Flu vax	14	14	
COVID Immunisation	14		All staff up to date

Status of Core training

Mandatory training	No of staff	Overdue	Action Required
Orientation	14		New staff orientation completed
Fire Safety	14		
First Aid	14		
Manual Handling	14		Age Care Manager
Infection control	14		Age Care Manager
Elder Abuse	14		Will be conducted by Co-ordinator
Food Safety	14		Age care Manager
Open disclosure	14		Age care Manager

Training attended over the last month.

- Continuing their online training with IKC and others have purchased their own iPad.
- Mandatory training commences next week, completed power point for manual handling, infection control, food safety, working on elder abuse and Open disclosure.

QUALITY IMPROVEMENT**Progress against Plan for Continuous Improvement**

- 7 new clients approved HCP, waiting on HCP budget to commence client.
- Has recommended someone for WHS rep.
- Survey has been given to clients for comment on Services provided, we are collecting the survey now to analyse results.
- Annual meal survey has been modified and distributed to Clients.

Feedback/complaints management

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

Key issues and action taken.

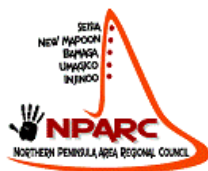
-

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						

Incidents	Total No	Type of Investigation				
		Client	Employee	Equipment	Facility	Medication
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: no incident to report.



Title of Report: March Information Report

Agenda Item: 10.3

Classification: For information

Author Executive Manager, Building & Infrastructure

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

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

BACKGROUND AND CONTEXT

BAS Manager Update

NPARC Job Cards / Minor Works

Works are at a manageable level, there were 57 aged job cards in March.

BAS maintenance Invoicing is still carried out for the aged jobs and including new jobs that has recently been issued and may show on the new aged report.

Portal active jobs are 278 which includes new jobs that were issued through the portal.

Regular follow ups are still continuing, and as mentioned on previous report. Contractors are still waiting on material ordered or maybe busy with other jobs. Still have support from Contractors.

Maintenance Overview

Days Outstanding	Work Order
< 30	187
> 30-60	42
> 61-90	2
> 91-120	1
> 121-180	3
> 181-365	38
> 366-720	0
Grand Total	273

Contractor meetings

Next meeting will be held 15th May 2024 with contractors to discuss process of handling maintenance works and time management, contractors advised to carry out works according to response priority time given on work orders.

Building Manager update

NAHA 5 x Plugins

Successful tender has been awarded to HC Builders; works have come to a standstill due to Designs from standard to Gold plated. This have been rectified now and works are moving forward to ordering of materials. Late May is the new expected start date.

Completion - late August 2024

Current Unscheduled Work / Upgrade Works 23/24

Current works are ongoing, scopes of works include carports, reroofing, bathrooms, and kitchen up grades and DISMODS. 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. Next meeting will be held late April to discuss 24/25 works. Tenders for upcoming works have been coming Quick and fast.

Outstanding Purchase Orders – Carried over from 2023

QBuild PO #	TYPE OF WORK	NPARC PO #
B64835	BATHROOM UPG – 236A SGKZ	5162
B64904	BATHROOM UPG – 101 MIMI	5163
B66826	MINOR RPRS – 12B YOUNG	5210
B67696	GUTTER/DOWNSPIPE – 5 YOUNG	5191
B68033	SHOWER RECESS – 70 BROWN	5202
B69063	PRE-PAINT – 49A SEBASIO	5254
B69063	EXT PAINT – 49A SEBASIO	5254
B69063	PRE-PAINT – 49B SEBASIO	5254
B69063	EXT PAINT – 49B SEBASIO	5254
B69692	INT PAINT – 10A YOUNG	5227
B69692	EXT PAINT – 10A YOUNG	5227
B69911	CARPORT UPG – 427 JAWAI	5533
B73953	VACANT MAINT – 277 YUSIA	5347
B74371	DISMOD – 43 SEBASIO	5340
B74647	CARPORT UPG – 50B SEBASIO	5342
B74949	DRIVEWAY – 7 STEPHEN CL	5350
B74955	DRIVEWAY – 4 STEPHEN CL	5351
B75861	ROOF SCREWS/GUTTER – 270 ORCHID	5469
B77882	BATHROOM UPG – 126 WLMS CR BAMAGA	5389

TENDERS SUBMITTED TO QBUILD AND AWAITING APPROVAL - 2023

REFERENCE NO.:	DESCRIPTION OF WORKS
WS167748	CARRY OUT ROOF UPGRADE – 78 SEBASIO ST BAMAGA
WS167899	CARRY OUT BATHROOM UPGRADE – 7C MARA ST UMAGICO
WS168462	CARRY OUT HOME MODIFICATIONS – 121 WILLIAMS CR BAMAGA
WS168983	CARRY OUT FENCING UPGRADE – 221 ADIDI ST BAMAGA
WS168973	CARRY OUT KITCHEN UPGRADE – 49 WARE ST INJINOO
WS168719	CARRY OUT REFURBISHMENTS – 48 WARE ST INJINOO
WS171394	CARRY OUT KITCHEN UPGRADES – VARIOUS INJINOO RESIDENCES
WS171451	CARRY OUT KITCHEN UPGRADE – VARIOUS UMAGICO RESIDENCES

Current Purchase Orders – Issued since January – April 2024

QBuild PO #	Type of Works	NPARC PO #
B8099	FLOOR/KIT – 7 YOUNG	5503
B81021	DRAINPIPE/CONC PATH – 166 WASIU	5504
B79158	HANDRAIL UPG – INJINOO	5512
B81434	PAINT PKG – SEISIA	92621
B81434	PAINT PKG – SEISIA	92622
B81904	FENCE UPG – 105 MIMI	5519
B82142	VACANT MAINT – 78 SEBASIO	5531
B82485	DISMOD – 19 PABLO	5532
B69911	CARPORT UPG – 427 JAWAI ST BAMAGA	5533
B82569	FLOORING PKG – INJINOO	5538
B82142	VARIATION ELECTRICAL – 78 SEBASIO ST BAMAGA	5570
B83811	KITCHEN UPG – 49 WARE ST INJINOO	5571
B83905	PAINT PKG – UMAGICO	5578
B84158	PAINT WORKS – 130 JACOB ST BAMAGA	5579
B84844	PAINT PKG – UMAGICO	5604
B84901	BATHROOM UPG – 5 WILIMA CL SEISIA	5606
B85312	BATHROOM UPG – 74 LUI ST BAMAGA	5613

TENDERS SUBMITTED TO QBUILD AND AWAITING APPROVAL – 2024

REFERENCE NO.:	DESCRIPTION OF WORKS
WS171456	CARRY OUT BATHROOM UPGRADE – VARIOUS UMAGICO RESIDENCES
WS170981	CARRY OUT HOME MODIFICATIONS – 133 JACOB ST BAMAGA
WS169431	CARRY OUT KIT,FLOOR/LAUNDRY – 269 ORCHID CL BAMAGA
WS170973	CARRY OUT DISMOD – 16 PASCOE ST UMAGICO
MI172210	CARRY OUT PAINT WORKS – VARIOUS UMAGICO RESIDENCES
MI172296	CARRY OUT KITCHEN UPGRADE – 76 LITTLE ROPEYARN HWY INJINOO
MI172280	CARRY OUT BATHROOM UPGRADE – 125 WILLIAMS CR BAMAGA
MI172281	CARRY OUT BATHROOM UPGRADE – VARIOUS INJINOO RESIDENCES

MI172939	CARRY OUT BATHROOM UPG – 270 ORCHID CL BAMAGA
MI172948	CARRY OUT FENCING UPG – 271 YUSIA ST BAMAGAZ

Projects Update – (Project Manager)

Remote Capital Program (Housing Development)

Lackon Pty Ltd have been engaged to Project Manage the Housing Development

Update

- NPARC - Tender for Project Management, council approved Lackon Pty Ltd
- Lackon Tendered for design – Struxi Pty Ltd was approved by Council.
- Housing design was provided to Council – this was approved after various workshops.

Current works

- Struxi is working on detailed design.
- Lackon working with Struxi to expedite detailed design.
- Draft Construction Tender documents just been provided to NPARC for review.

New Mapoon Multi-Purpose Centre

RPS Pty Ltd has been engaged to project manage the design and construct, Project funds are being provided by WCCCA & QRA, NPARC is expecting QRA Funding agreement shortly. WCCCA funds are being used to complete the engineering and go to Construction Tender, RPS are expediting, remaining WCCCA & QRA funds will be used for Construction of the Multi-Purpose Centre

Pajinka Toilet block

Pajinka Toilet block is now at lock up stage, further works will be completed once road repairs have been completed to allow trucks to pass.

Outstanding works

- Sewer works, septic and evaporative trenches.
- Water tank and plumbing
- Internal wall coverings
- Painting

NPARC Project Status

The report below provides the progression of each project that are currently underway, the Percentage completion is combination of all phases of the project that includes Initiation, Planning and Execution.

PROJECT PROGRESS REPORT				
Grant Funding	Projects	Project Managed By	Funding End Date	% Complete
W4Q 21-24	Seisia beach walkway upgrade	NPARC	June 2024	65
DAF 22-23	Seisia Beachfront enhancement	NPARC	Sep-23	100
WCCCA	New Mapoon Multipurpose centre	RPS	Jun-24	30
QRA	New Mapoon Multipurpose centre	RPS	TBA	
NIAA	Ranger shed	NPARC	Jun-23	95
W4Q 21-24	Mutee Heds Toilets and shelters	NPARC	Jun-24	70
W4Q 21-24	Upgrade to Injinoo Community Hall kitchen - McDonnell Street Injinoo	NPARC	Jun-24	65
W4Q 21-24	Beautification of Council sites/buildings	NPARC	Jun-24	65
W4Q 21-24	Playground equipment and cleanup at William Crescent Park, Bamaga	NPARC	Jun-24	65
W4Q 21-24	Upgrade to unused Umagico historical building in the business precinct	NPARC	Jun-24	65
W4Q 21-24	Renovation and upgrade to the vacant New Mapoon laundromat and shop	NPARC	Jun-24	100
REMOTE CAPITAL PROGRAM	Housing Development	LACKON	2027	50
IVAIS - 00772	Art Centre Upgrade	NPARC	Jun-24	95

NPARC Carpenters

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

Property & Facilities

NPA Local Housing Plan update:

There is a delay with the application for Council to become a housing provider due to staff capacity to collate information for application. NPARC has requested an extension until end of 17th May 2024 to complete the application.

March 2024

- NPARC Local Housing Plan Project Officer on board
- Monthly operations meeting held with Department of Housing parties

- Governance structure and terms of reference have been finalised for both Operations and Governance meetings
- NPARC has commenced application to become a state community housing provider

P&F team continue to work with DoH and NPARC's Regulatory team to enforce illegal dumping outside of social houses as part of our community clean up with notices to be issued in the coming weeks. Regulatory team will advise notices to go out to all NPARC managed properties and community members of NPA, to advise of processes around illegal dumping, fines, etc.

Annual Inspections – are scheduled for all Council Staff Accommodation properties for the first week in June 2024 and for all Council Social Properties for the second week in June 2024.

Changes have occurred to the number of Staff Accommodation Properties due to the separation of NPARC staff and approved leasing to some external parties. External Leases are BEL, NPAFACS, and ALT.

NPARC Staff Accommodations	Total Count
Total	28
Tenanted	21
Vacant Tenantable (Available)	3
Vacant Untenantable (Unavailable)	4
Potential Housing Requirements	0

NPARC External Accommodations	Total Count
Total	3
3 Bedroom	2
2 Bedroom	1
1 Bedroom	0
Donga	0

Social Housing	Total Count
Total Social Housing	49
Tenanted	48
Vacant	1
Schedule demolition	2

Social Housing Applications – remains the same 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		

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

FINANCIAL AND RESOURCE CONSIDERATIONS

CONSULTATION

NPARC Project Managers.
Property & Lease Manager
Building Manager
BAS Office Manager

Title of Report: Operational Update on Corporate and Finance Services

Agenda Item: 10.4

Classification: For noting

Author Executive Manager Corporate & Finance Services

Attachments Grant update

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

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

Media / Radio/ Records

- COMMUNITY SERVICE ANNOUNCEMENTS
- NPARC –NPA Cultural Festival Public Meetings, NPA Art Centre, Anzac Day
- BOM Weather – Peninsula District Forecast, Coastal Waters Forecast
- Blackstar Radio 24hrs News and Weather
- GENERAL
- RIBS Genset is in urgent need for Service. Also, Studio B need to be up and running. QRAM need to bring back the Computer for this Studio which they took out in late 2020 and has not been sent back ever since.
- MEDIA
 - C7 engaged to work with NPARC to develop **Media kits (digital) & Posters: New Council 2024-2028**, CIAF, NPA Cultural Festival, Country to Couture/ Darwin, Dan Ropeyarn Cup, etc. Graphic design for periodic products e.g., Newsletters – frequency to be confirmed ie. Quarterly or bimonthly.
- Our Media and Communication departments are continuing to work on the success of our community awareness campaigns and lifting the profile of NPARC in the community and beyond.

Tenant Information Kit

Document has been branded with NPARC colours.

Look to do a word template for other documents in future – branded cover page, sections for text and images.

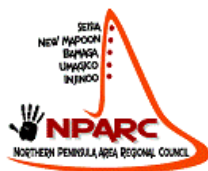
C7EVEN to brand tenant information kit and brief a word template to design.

Newsletter

Kerrie used to use Adobe Spark for newsletters and send out via MailChimp with links to newsletter articles.

Events Calendar

Yanetta to provide event details and dates for events calendar.



ORDINARY COUNCIL MEETING # 1

Agenda Item 10.4

Tuesday, 23rd April 2024

Umagico Boardroom

Online – existing events module on website

Tourism booklet Edition2

Still waiting on last ads artwork also.

Once final images, ad art and logos received, – then can send to key stakeholders for final review.

RECORDS

Sharing Mind in progress.

Sharing Mind working on retention labels for Corporate Services and general disposition review process.

IT Support

- TerreCom Technician to Attend NPA travel to Bamaga on Tuesday 23rd April
- setting up an access point in the boardroom (Council Chambers)
- While on site to take the opportunity to check a few other troublesome items.
- Bamaga Workshop AP – keeps dropping out
- Bamaga Post Office – switch is not remotely accessible.
- Umagico Supermarket – Access point is working by not remotely accessible.
- Injinoo – Check router and switch as the show history of running at high temperatures.

Garry/Airbridge

- Arriving Monday 29th April.

Departing Wednesday 1st May at 11:45am.

- Garry is an automotive installer and will be completing the vehicle Starlink installation, (Ranger) starting Monday morning, and finishing up Tuesday afternoon.
- #789 – IKC LEO & Network Solution
- #790 – CCTV NVR Upgrade
- #791 – Bamaga Core Network Redundancy
- #821 – Staff House Standalone CCTV

Grants Managements

NPARC Funding Opportunities Peak Services to support Council with new applications, variations to agreements and acquittals via Teams with Peak Services

1. QLD remembers – reporting due.
2. Active Kit – reporting due
3. LCRI – reporting due
4. DES illegal dumping – variation required

Stores & Procurement

To provide a summary of current operations within the Stores Department

SALES

Sales – internal (value)

	January 2024	February 2024	March 2024
Internal Sales	\$ 74,671.90	\$ 47,569.14	\$ 74,853.45

Sales – external (value)

Credit Sales	\$ 31,365.65	\$ 28,776.95	\$ 26,987.70
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Eftpos Sales	\$ 14,942.95	\$ 16,495.80	\$ 18,814.00
Direct Debit	\$ 41.60	\$ 0.00	\$ 919.80
Total Sales	\$ 121,022.10	\$ 92,841.89	\$ 121,574.95

Finance

- Finance Manager has now resigned and the position has been advertised. Support for staff has been overseen by E.M.F.C.S

Debtors Report

- Statements are sent to debtors monthly, via posted letter and email if available.
- Warning Letters have been sent in 2023 as an attempt to recover overdue balances.
 - 1 st letter – Payment Reminder overdue balance within 14 days
 - 2nd Letter – Payment Reminder overdue balance withing 7 days
 - 3rd Letter – Final Notice of overdue balance with 7 days. Warning of referral to debt collection agency.
- 1 x employee has been tasked with full duties of debt collection focusing on the next three months. These duties include.
 - Calling/emailing/sending warning letters to all overdue accounts.
 - Sending warning letters to debtors.
 - NPARC has already sent three stages of warning letters to our debtors with overdue accounts.
 - Responsible to source two quotes for debt collection agency.
 - Responsible to collate data on when payment reminder notices have been sent to debtors in preparation to give to debt collection agency.
 - Working in conjunction with external party checking the accuracy of data processing.
- Altius assisting with detailed review of all debtors regarding charges.
- Bank Reconciliation - Additional support has been provided to help process overdue transactions to bring back rec up to date.
 - Delays are due to
 - Grants receipting – lack of RCTI or remittance being received to be able to process receipt of grant payment.
 - Additional support improvements to processes have been put in place to help with this risk.
- 90 Days & 60 Days focused targets;

90 Days Outstanding	Number of debtors
debts owing over 100,000	8 (One has declared bankruptcy)
Debts owing between \$50,000 - \$100,000	12
Debts owing between \$50,000 - \$20,000	20
Debts below \$20,000	262
60 Days Outstanding	Number of debtors



ORDINARY COUNCIL MEETING # 1

Agenda Item 10.4

Tuesday, 23rd April 2024

Umagico Boardroom

debts owing over 100,000	NIL
Debts owing between \$50,000 - \$100,000	NIL
Debts owing between \$50,000 - \$20,000	1
Debts below \$20,000	11

End of Report.

Status	Type	Department	Fund	Grant amount
Approved	Variation	Operations	Department of Regional Development, Manufacturing and Water - Pajinka Toilet Block	
Approved	Variation	Community & regulatory services	Deadly Active - Year 1 reports - Variation has been approved and is in progress to action unspent funds of \$92,093.98 by 30th June 2024.	
In Progress	Variation	Operations	Western Cape Communities Trust - New Mapoon Multipurpose Centre - 12 month extension requested, waiting on board to review.	\$506,000
Not progressed	Variation	Community & regulatory services	Department of Environment, Science and Innovation - Illegal dumping, littering and community engagement grant - All grant funded activities must be completed by end of May 2024 - no further extension is available.	
In Progress	Variation	Community & regulatory services	Illegal dumping – PP2B11 - Funding for compliance officer role/s - variation to extend funding for additional 12months. Pending approval.	
In Progress	Variation	Operations	W4Q - Variation for the Laundromat and town beautification projects. Variation submitted awaiting departmental approval.	
In Progress	Variation	Community & regulatory services	QLD remembers - Funding for heritage specialist to support restoration of the NPA War Memorial honour board plaque. In process of seeking variation as Council is required to deliver an unveiling event and install a plaque that acknowledges QLD state funding.	
In Progress	Variation	Operations	NIAA Indigenous Ranger Program	
Submitted	Report	Operations	Local Roads and Community Infrastructure Program - Phases 1, 2 & 3 overdue.	
Submitted	Report	HR & WHS	NIAA 1000s Job - tranche 2	
In Progress	Report	Community & regulatory services	ActiveKit final report and financial acquittal.	
In Progress	Report	Community & regulatory services	TSRA - Tourism Officer and Events Coordinator funding. Pending completion of financial audit.	
Submitted	Report	HR & WHS	NIAA 1000s Job - tranche 1	
Submitted	Report	Community & regulatory services	First Five Forever program - mid year reports	
In Progress	Report	services	Rio Tinto - Art Centre Fashion Workshops -	
In Progress	Report	Operations	Roads to Recovery circular 2024	
In Progress	Report	Community & regulatory services	First 5 Forever - final acquittal for Unspent funds from 2022-23 financial year.	
In Progress	Report	Community & regulatory services	Creative Australia - funding for the Art Centre to	
In Progress	Grant Writing	Community & regulatory services	Remote Communities Freight Assistance Scheme	
On hold	Grant Writing	Community & regulatory services	Regional Precincts' and Partnership Project - Jardine River and Injinoo Historical Precincts applications. Pending partnership development and consultation.	
In Progress	Grant Writing	Finance & Corporate services	Road Safety Grant - Project identified with C7. Submission due date was extended and currently in the process of reviewing budget and deliverables for this project.	

In Progress	Grant Writing	Community & regulatory services	Play our Way - Preparing application for construction of amenities block and upgrades to multipurpose courts at Yusi Oval in Bamaga.	\$750,000
Opportunity	Grant Writing	Operations	EOI Protecting Country Against Invasive Species Program - funding opportunity for Ranger program.	
Opportunity	Grant Writing	Community & regulatory services	Rugby League Infrastructure Fund - exploring opportunities to upgrade toilet facilities at Bamaga and Umagico.	
Opportunity	Grant Writing	HR & WHS	Growing Workforce Participation Fund - HR workforce audit project	
Opportunity	Grant Writing	Community & regulatory services	BEL & TSRA - exploring Festival, Bamaga Cemetery and Anzac Memorial projects opportunities	
Opportunity	Grant Writing	Building & infrastructure	Exploring Social Housing funding opportunities	
Submitted	Grant Writing	Community & regulatory services	CHSP Extension 2024-2025 - application to extend delivery of CHSP in NPA for 12months.	
Submitted	Grant Writing	Community & regulatory services	Seniors social isolation services - exploring opportunity for Council to deliver Senior social isolation services for the period 1 October 2024 to 30 June 2029.	\$750,000
Submitted	Grant Writing	Operations	Disaster Ready Fund (DRF) - Round Two 2024-25 - Airport pavement upgrades	\$13,495,191
Submitted	Grant Writing	Community & regulatory services	TSRA Ad-hoc grants - Submission of funding request to support dance troops from Torres Strait to participate in the NPA Cultural Festival 2024.	\$25,000
In Progress	Funding agreement	Operations	Disaster Ready Funding - New Mapoon Multipurpose centre. Waiting on funding agreement from QRA to commence project.	\$1,887,000

Title of Report: March 2024 Finance Report

Agenda Item: 11.1

Classification: For Noting

Author Manager Finance

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

Officers Recommendation:

That Council:

Note and accept the Manager of Finance Report for the period ending 31 March 2024

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 March 2024 has improved slightly from its February position due to an increase in cash held. There was a \$742.6K increase in Accounts Receivables which indicates Debtor invoices were still outstanding, but a \$374.2K increase in Cash. There was an increase in Accounts Payables by \$735.9K and payments for work on capital projects of \$583.3K, plus increase in stock held of \$67.9K during the month of March.

Current obligations (liabilities) are at \$14.05M compared to a cash position at the end of March being at \$3.55M. Unrestricted cash is estimated to be in the negative, as there is still \$10.3M 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 March include \$10k Employer Incentive grant, \$5K NIAA 1000 Jobs Subsidy, \$39.2K IRADF funding, \$30.2K CHSP funding, Capital Grants for March were \$175K received for the TMR TIDS funding for the Injinoo Ferry backroads.

In March, QBuild was invoiced for \$245.29K for work on upgrades and maintenance to Community housing.



Revenue

Operational Revenue for the period to 31 March 2024 is tracking slightly lower than budgeted, as revenues received are at 71% compared to 75% of the year elapsed. This is mainly due to the late invoicing of service charges, which has been finalised. There is also a number of grant applications due to be submitted.

Expenses

Operational Expenditure is tracking slightly lower than Budget at 67% of Budget compared to 75% of the year elapsed.

Materials and Services comprises half of Councils Operational Expenditure at \$19.7M, and \$6.53M of this is payments to contractors and consultants for the upkeep of Council assets. A further \$1.2M is for the Insurances that Council is required to hold, \$1.11M for administration costs, \$6.06M for the purchase of stock for the various Enterprises and \$2.04M for Repairs & Maintenance of Council assets. \$18.97M (46.4%) of expenditure relates to Council Assets.

Employee benefits are slightly higher compared with previous year, however are lower than Budget expectations for 2023/24.

Cash Position

At end of March 2024, after allowing for the end of month creditors, total staff leave liabilities, grants contracts obligations, Council has a negative cash position due to cash held being \$3.55M whilst current commitments are \$14.05M including \$10.3M of unspent Grant funding.

Enterprises

During March, the Alau Supermarket made a monthly loss of \$105K, the Injinoo Batching Plant made a monthly loss of \$73.5K and the Jardine Ferry & Roadhouse made a monthly loss of \$77.9K. The Injinoo Service Station made a monthly profit of \$101.9K and the NPARC Store made a monthly profit of \$156.8K. For every dollar spent, the combined enterprises are making a loss of \$0.0058. There has been capital costs allocated to operational job costs for enterprises. A current audit of transactions is being undertaken to resolve the allocation of costs.

Audit last financial year ending 30 June 2022

Council and the Queensland Audit Office (QAO) auditors are continuing to work together on progressing the audit whilst the necessary work is completed. Due to several prior year errors which are being rectified this year, the audit is taking a lot longer than anticipated. NPARC has provided QAO with a final set of financial statements and the QAO have agreed to work on a timetable to audit remaining documentation, and NPARC to supply documents not previously supplied.

Latest discussions with QAO are that they will have a team onsite in Bamaga for the period 8th April 2024 to 19th April 2024 with the aim of finalising the audit and signing off the Financial Statements by the end of April 2024.

Budget and Management Reporting



Budget preparation for the 2024/25 financial year has been commenced with the Finance Manger adjusting the Budget template for the new financial year. This template is expected to be sent to all Managers in April 2024

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-March-2024

75%

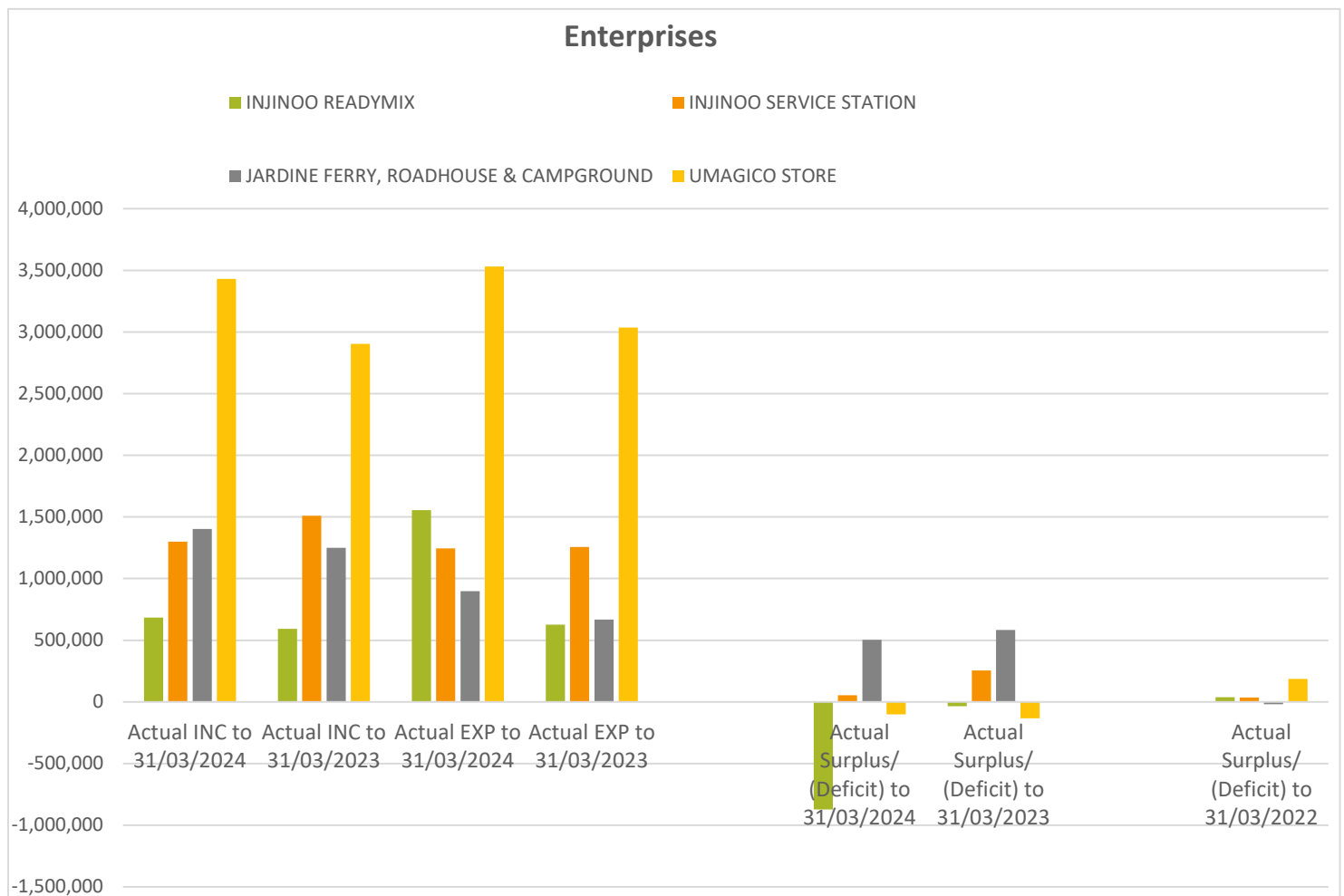
The Statement of Comprehensive Income is often referred to as the Profit and Loss Statement. This statement shows what Council has earned (revenue) and what costs Council has incurred (expenses) for the year to date.

Northern Peninsula Area Regional Council Statement of Comprehensive Income For the period ended 31-March-2024

	<u>Period End</u> <u>31/03/2024</u>	<u>Period End</u> <u>31/03/2023</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	2,929,203	1,883,034	2,814,952	104%
Fees and charges	221,966	478,180	359,950	62%
Rental income	1,001,238	705,511	1,045,587	96%
Interest received	82,966	68,122	90,005	92%
Sales revenue	5,343,345	5,941,189	10,626,214	50%
Enterprise revenue	6,815,806	6,367,310	8,966,614	76%
Other income	470,447	491,074	2,908,076	16%
Grants, subsidies, contributions and donations	11,216,691	12,646,500	12,889,265	87%
Total recurrent revenue	28,081,663	28,580,920	39,700,663	71%
Capital revenue				
Grants, subsidies, contributions and donations	2,985,428	2,573,706	34,323,685	9%
Loss on sale Assets	-	-	-	
Total capital revenue	2,985,428	2,573,706	34,323,685	9%
Total revenue	31,067,091	31,154,626	74,024,348	42%
Expenses				
Recurrent expenses				
Employee benefits	(11,888,612)	(9,970,931)	(16,999,207)	70%
Materials and services	(19,712,231)	(17,865,574)	(32,065,414)	61%
Finance costs	(18,893)	(19,468)	(715,643)	3%
Depreciation and amortisation	(9,237,282)	(9,246,757)	(10,823,000)	85%
Total recurrent expenses	(40,857,019)	(37,102,730)	(60,603,264)	67%
Capital Expenses	-	0	(36,753,538)	0%
Total Capital Expenses	-	0	(36,753,538)	0%
Total expenses	(40,857,019)	(37,102,730)	(97,356,802)	42%
Result from ordinary activities	(9,789,928)	(5,948,104)	(23,332,454)	42%
OPERATING RESULT				
Operating Revenue	28,081,663	28,580,920	39,700,663	71%
Operating Expenses	(40,857,019)	(37,102,730)	(60,603,264)	67%
Operating Surplus/(Deficit)	(12,775,356)	(8,521,810)	(20,902,601)	61%

*Northern Peninsula Area Regional Council
Enterprise Financial Summary
As of 31-March-2024*

ENTERPRISES	Actual INC to 31/03/2024	Actual INC to 31/03/2023	Actual EXP to 31/03/2024	Actual EXP to 31/03/2023	Actual Surplus/ (Deficit) to 31/03/2024	Actual Surplus/ (Deficit) to 31/03/2023	Actual Surplus/ (Deficit) to 31/03/2022
INJINOO READYMIX	682,780	592,290	1,555,131	626,169	(872,351)	(33,878)	37,776
INJINOO SERVICE STATION	1,299,734	1,510,206	1,246,030	1,256,470	53,704	253,736	35,867
JARDINE FERRY, ROADHOUSE & CAMPGROUND	1,403,067	1,249,511	898,483	666,984	504,584	582,526	(18,533)
NPARC STORES	983,323	840,927	614,187	633,078	369,136	207,849	(34,081)
UMAGICO STORE	3,430,224	2,902,929	3,530,863	3,036,503	(100,639)	(133,574)	186,760
Total Enterprises	7,799,129	7,095,863	7,844,695	6,219,204	(45,566)	876,659	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 **\$3.83M** as of **29 February 2024**. Estimated known restrictions at end of Jan 2024 are staff leave liabilities during the next 12 months: \$1.06M, Creditors liabilities at end of month \$406.5K, grants project deliveries \$10.26M.

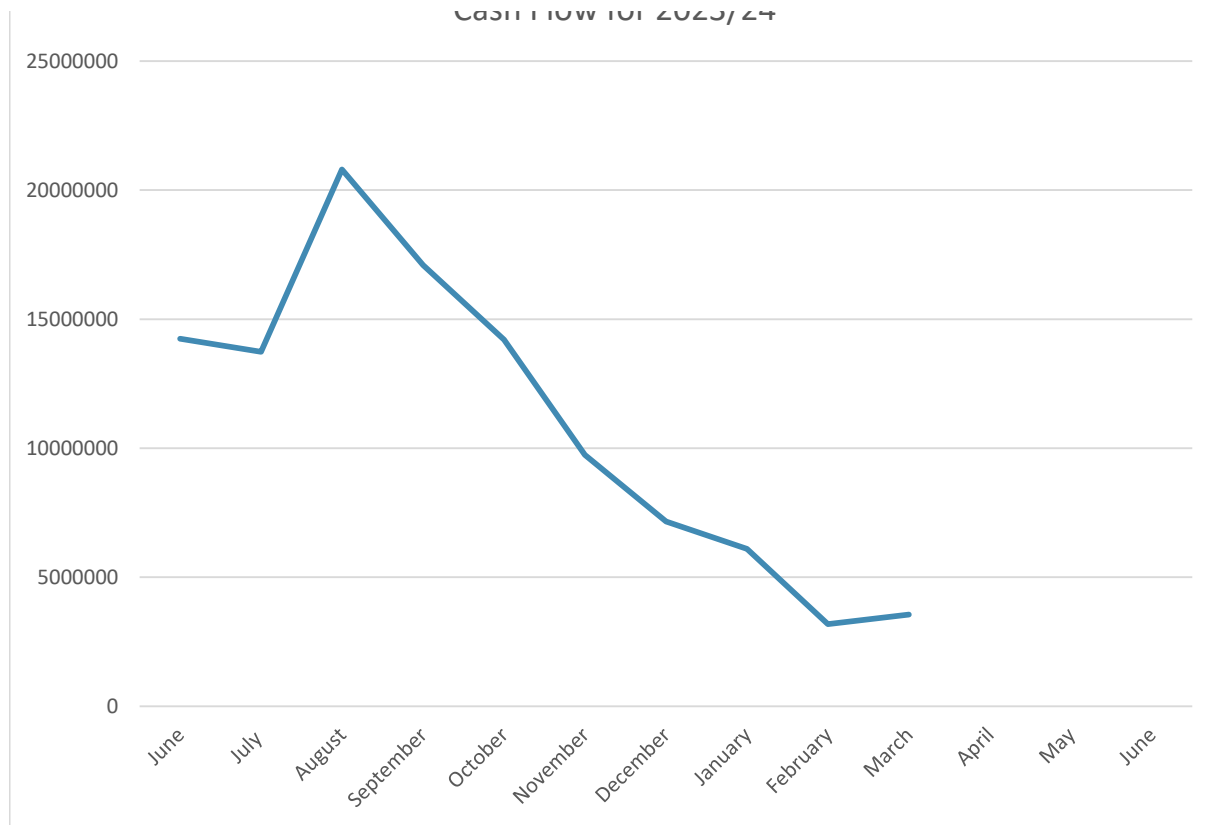
Cash balances total at 31-March-2024 was 6.24M

Of this

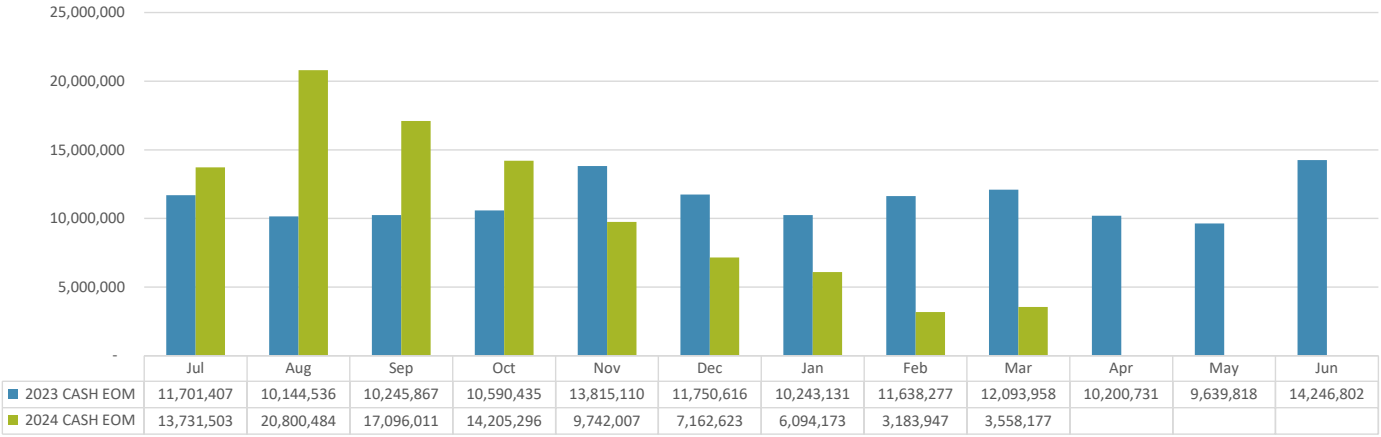
NPARC CBA General Account	\$	4,077,527
NPARC Cash Floats	\$	10,175
NPARC Cash on hand-ATM Umagico Store		\$19,310
DHPW Trust Account	^ 5 new houses	\$ -
NPARC QTC Investment	^ effective rate 1.94%	\$ 2,130,909

Northern Peninsula Area Regional Council Statement of Cash Position As at 31-March-2024

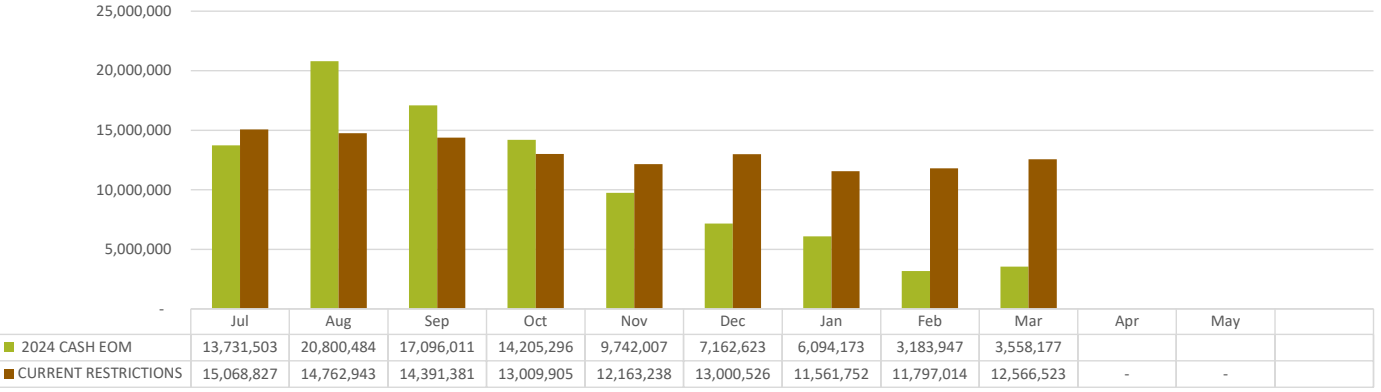
	\$
Cash flows from operating activities:	
Receipts from customers	20,625,593
Payments to suppliers and employees	(30,547,487)
	(9,921,894)
Interest received	82,966
Rental Income	1,001,238
Non-capital grants and contributions	11,216,691
Finance costs	(18,893)
Net cash inflow (outflow) from operating activities	2,360,109
Cash flows from investing activities	
Payments for property, plant and equipment	(4,971,306)
Grants, subsidies, contributions and donations	2,985,428
Net cash inflow (outflow) from investing activities	(1,985,878)
Net increase (decrease) in cash and cash equivalents held 31-March-2024	374,230
Cash and cash equivalents at beginning of reporting period	3,183,947
Cash and cash equivalents at 31-March-2024	3,558,177



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-March-2024

	As at 31-Mar-2024 Actual	As at 31-Mar-2023 Actual
	\$	\$
Current Assets		
Cash and cash equivalents	3,558,177	12,334,686
Trade and other receivables	3,285,584	1,505,016
Inventories	1,015,463	977,826
Other financial assets	206,883	206,883
	<u>8,066,107</u>	<u>15,024,411</u>
Non-current assets classified as held for sale	-	-
Total current assets	<u>8,066,107</u>	<u>15,024,411</u>
Non-current Assets		
Trade and other receivables	-	-
Other financial assets-Leased Assets	17,421,672	17,421,672
Property, plant and equipment	212,561,299	203,300,406
Work in progress	16,893,590	6,501,306
Total Non-current assets	<u>246,876,560</u>	<u>227,223,383</u>
TOTAL ASSETS	<u>254,942,668</u>	<u>242,247,794</u>
Current liabilities		
Trade and other payables	2,334,516	1,875,383
Borrowings	-	-
Provisions	1,074,982	1,138,047
Other	10,641,196	7,862,141
Total Current liabilities	<u>14,050,694</u>	<u>10,875,571</u>
Non-current liabilities		
Provisions	1,828,266	1,828,266
Total Non-current liabilities	<u>1,828,266</u>	<u>1,828,266</u>
TOTAL LIABILITIES	<u>15,878,960</u>	<u>12,703,837</u>
NET COMMUNITY ASSETS	<u>239,063,707</u>	<u>229,543,956</u>
Community Equity		
Asset revaluation reserve	75,076,287	75,076,287
Retained surplus/(deficiency)	163,987,420	154,467,669
Reserves	-	-

TOTAL COMMUNITY EQUITY

239,063,707

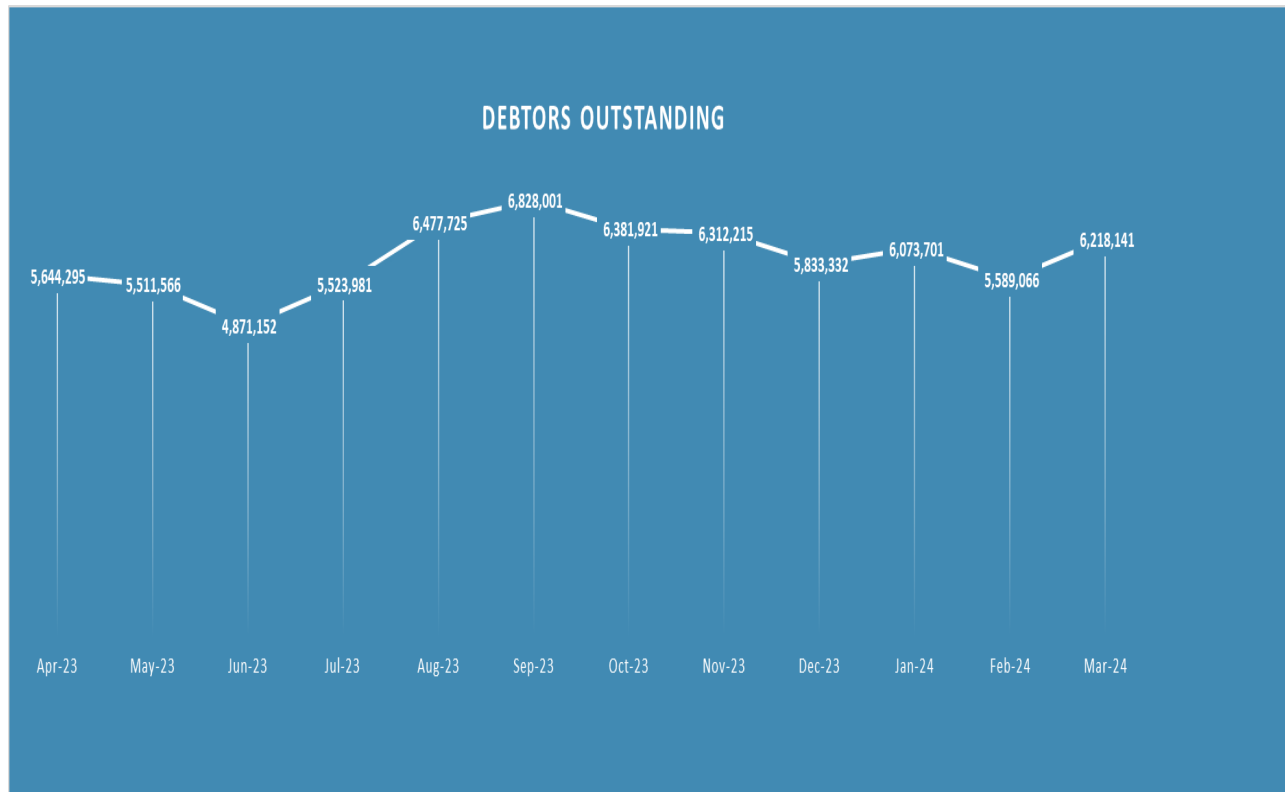
229,543,956

***Northern Peninsula Area Regional Council
Analysis of Debtors and Creditors Outstanding
As of 31-March-2024***

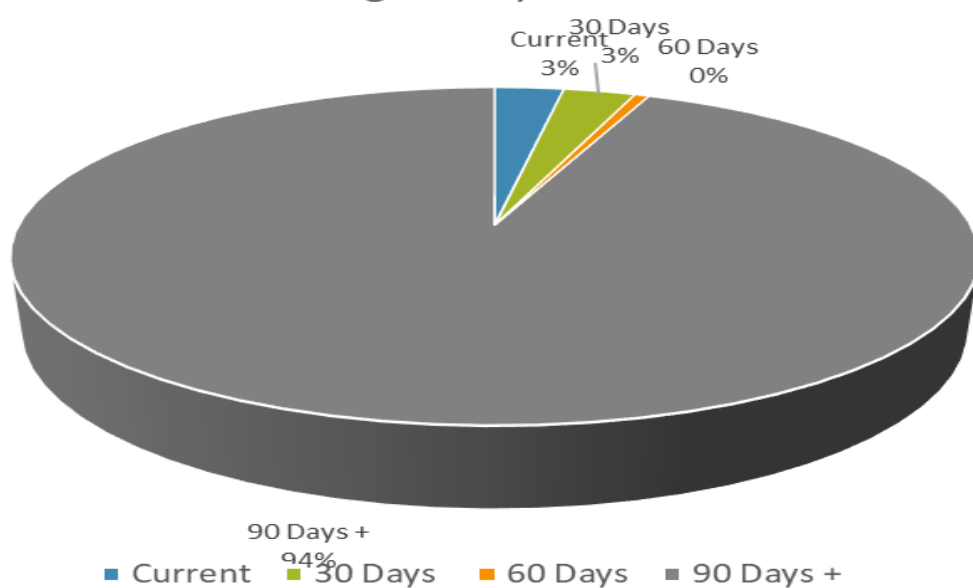
Debtors Outstanding and Recovery

Total debtors outstanding as of 31 March 2024 was \$6.21M of which 93.81% 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 60.77% of outstanding 90 Day Debtors and 57.01% of total Debtors at 29 February 2024



Debtors Age Analysis - March-24



Creditors Outstanding

The total Creditors outstanding as at 31 March 2024 was \$1,114,032.57 The age analysis of the Creditors is as follows.

Description	Current	30 Days	60 Days	90 Days +	Total
March 2024					
Creditors outstanding	\$139,920	\$964,082	-\$4,417	\$14,448	\$1,114,033
Number of Creditors					76

The negative figure in the 60 days outstanding column is due to a \$17,717 Credit from the Arnhem Land Progress Aboriginal Corporation

Council Controlled Revenue Ratio

Council controlled Revenue is an indicator of Councils financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks
A higher Council controlled revenue ratio indicates a stronger ability to generate operating revenue without relying on external sources. A lower ratio indicates that Council has limited capacity to influence its operating revenue and is more reliant on external funding sources such as operational grant funding and recoverable works contracts.

Calculation is as below

$$\frac{\text{Net Services Charges + Fees \& Charges + Rental Income + Enterprises Income}}{\text{Total Operating Revenue}}$$

For 29 Feb 2024, calculation is

$$\frac{10,968,213}{28,081,663}$$

Ratio is 39.06%

Operating Surplus Ratio

The Operating Surplus Ratio gives an indication of whether Council is generating sufficient operating revenues to cover the operating expenditure. A surplus would indicate that Council is managing its finances within its funding envelope and has funds which could be made available for capital works projects or placing in reserve for future initiatives. A deficit indicates that Council is not generating sufficient revenues to cover its expenditure, and whilst this is not necessarily a problem in the short-term, over a long period it means Council has limited (or no) ability to fund capital projects without the assistance of external funding being provided

Calculation is as below

$$\frac{\text{Operating Result}}{\text{Total Operating Revenue}}$$

For 29 Feb 2024, calculation is

$$\frac{-12,775,356}{28,081,663}$$

Ratio is -45.49%

Operating Cash Ratio

The Operating Cash Ratio indicates whether a council is generating sufficient cash to cover its operating expenditure less the non-cash based expenditure such as Depreciation and amortisation. A positive cash ratio indicates that Council is generating surplus cash from its operations which could be used for capital works requirements. A negative cash ratio indicates that Council may face future potential liquidity issues as insufficient cash is being generated to pay for expenditure

Calculation is as below

$$\frac{\text{Operating Result + Depreciation + Finance Costs}}{\text{Total Operating Revenue}}$$

For 29 Feb 2024, calculation is

$$\frac{-3,519,181}{28,081,663}$$

Ratio is -12.53%

Unrestricted Cash Expense Cover Ratio

This Ratio indicates the proportion of Councils cash held which is not constrained by internal policies or external party obligations and can be used to meet ongoing expenses and emergent financial demands. It is an indicator of solvency/potential for insolvency. It represents the number of months Council could continue to operate at current monthly expenditure levels. A higher Ratio indicates Council has the ability to contribute to future planned/unplanned expenditures, whereas a lower Ratio indicates Council would have limited ability to meet any unexpected financial shocks.

Calculation is as below

$$\frac{\text{Total Cash \& Equivalents + Investments less Externally restricted cash}}{\text{Total Operating Expenditure less Depreciation less Finance Costs}}$$

For 29 Feb 2024, calculation is

$$\frac{-6,750,044}{31,600,844}$$

Ratio is **-21.36%**

Asset Sustainability Ratio

This Ratio gives an approximate indication of the extent to which Council is replacing its infrastructure assets as those assets near the end of their useful lives. The closer the Ratio is to 100%, the more indicative it is that Council is spending close to what is required on the renewal of its asset base to compensate for the deterioration over time of those assets. A lower Ratio could indicate an underspend on the renewal/replacement of infrastructure assets.

Calculation is as below

$$\frac{\text{Capital Expenditure on Replacement/Renewal of Infrastructure assets}}{\text{Depreciation Expense}}$$

For 29 Feb 2024, calculation is

$$\frac{4,971,306}{9,237,282}$$

Ratio is **53.82%**

Asset Consumption Ratio

The Asset Consumption Ratio gives an approximate indication of the extent to which Councils infrastructure assets are being consumed compared to what they would cost to be replaced with a new asset that gives the same benefit to the community. The target Ratio of 60% indicates that Councils assets are being broadly consumed in line with their estimated useful lives. A ratio lower than the target may indicate a need to invest more in either maintenance or replacement of assets, whereas a significantly higher ratio may indicate a need to re-assess the estimated useful lives or the service levels of the assets.

Calculation is as below

$$\frac{\text{Written Down Value of Depreciable Infrastructure Assets}}{\text{Current Replacement Cost of Depreciable Infrastructure Assets}}$$

For 29 Feb 2024, calculation is

$$\frac{0}{0}$$

Ratio is **#DIV/0!**

Asset Renewal Funding Ratio

This Ratio is designed to measure Councils ability to fund its projected future asset renewal/replacement program as outlined in its asset management plans, and should be as close to 100% as possible. A ratio which is significantly higher than 100% could indicate that Council is overspending on its renewals/replacements, whereas a lower ratio could indicate underfunding of asset renewals/replacements with subsequent risks of asset failures and additional unplanned expenditure, and a backlog of assets in need of higher maintenance or replacement

Calculation is as below

$$\frac{\text{Total Planned Capital Expenditure on Infrastructure Asset Renewals over 10 years}}{\text{Total Required Capital Expenditure on Infrastructure Asset Renewals over 10 years}}$$

For 29 Feb 2024, calculation is

$$\frac{0}{0}$$

Ratio is #DIV/0!

Leverage Ratio

This Ratio is an indicator of Councils ability to repay its existing debt. A higher ratio indicates that Council may have limited ability to support an increase in its borrowings, whereas a lower ratio may be useful in assisting Council to obtain an initial loan or to support an increase in the borrowings it already has

It should be noted that all QLD Local Government borrowings must go through the QLD Department of Local Government and the Queensland Treasury Corporation for assessment and approval

Calculation is as below

$$\frac{\text{Book Value of Debt}}{\text{Total Operating Revenue less (Total Operating Expenditure + Depreciation)}}$$

For 29 Feb 2024, calculation is

$$\frac{0}{-12,775,356}$$

Ratio is 0.00%

Title of Report: 2023-24 Operational Plan Update

Agenda Item: 12.1

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 Q3 is attached.

A total of 211 / 232 (90.9%) of action are completed or on track and progressing well. 18 / 232 (7.8%) are on track with minor challenges to implementation and 3 / 232 (1.3%) are on track with major challenges to implementation. The previous quarters amounts are included for reference.

Status	Number (percentage)
Completed	Q3 52 (22.4%) [Q2 32 (14.7%)] [Q1 10 (4.6%)]
On track and progressing well	Q3 159 (68.5%) [Q2 164 (75.5%)] [Q1 179 (82.4%)]
On track with minor challenges to implementation	Q3 18 (7.8%) [Q2 17 (7.8%)] [Q1 22 (10.1%)]
On track with major challenges to implementation	Q3 3 (1.3%) [Q2 4 (1.8%)] [Q1 6 (2.8%)]

On track with minor challenges to implementation

13 of these actions relate to the late filling of a vacant position

3 of these actions relate to a dependent action

5 of these actions relates to a delay caused by a party external to Council outside of our control

On track with major challenges to implementation

1 of these actions relate to the vacancy within positions to deliver the work.

2 of these actions relate to delay caused by a party external to Council outside of our control



ORDINARY COUNCIL MEETING # 1

Agenda Item 12.1

Tuesday 23rd April 2024

Umagico Board Room

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

2023-24 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	Receive and review asset management plans	31/01/2024	CEO, EMO, EMBI, FM	Asset Management plans finalised	OPEX	Consultants engaged and progress has continued FM has had recent discussions with consultants and initial draft AMP's promised for late Jan/early Feb 2024 Draft AMPs have been received and being formatted for implementation
	Develop implementation plan for asset management plans	30/06/2024	CEO, EMO, EMBI, FM	Implementation plan agreed / adopted	Assistance from Dept of LGA	Depended on above This has commenced
	Rollout of Mentor APM Software	30/06/2024	CEO, EMO, EMBI, FM	Software implemented	Grant Funded	Depended on above Progressing well
Improve repairs, maintenance and renewal against all aged asset classes	Review asset management plans for accounting impact	31/03/2024	FM	Accounting Review	OPEX	Depended on above To be included in 24-25 budget
	Scope whole life of cost of assets for potential divestment	30/06/2024	CEO, FM	Council report	OPEX	Depended on above
Increase available own-source revenue streams	Adoption of NPA Climate and Economic Development Master Plan	31/12/2023	CEO	Council report	Already funded	Community and stakeholder consultation w/c 30 October

2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Consultation held. Draft report expected in January 24 To be adopted at May Council Meeting
	Scoping of opportunities identified in NPA Climate and Economic Development Master Plan	31/03/2024	CEO	Council report	OPEX	Reliant on above On track as above
	Undertake NPA Carbon Foot printing	31/12/2023	CEO	Council report	Grant funded	Part of NPA Climate and Economic Development Master Plan Project On track as above
	Roll-out of Green Path project with Veolia	31/03/2024	CEO, EMO	Council report	In-kind support	Initial meeting has been held with VEOLIA and requested information supplied VEOLIA progressing awaiting update Draft report expected in the next few weeks
	Implementation of new finance software inclusive of fees and charges software	30/06/2024	EMCFS, FM	New software adopted	\$500k	Scoping has continued ready for tender before end of year Potential finance software identified. Testing for suitability is in progress. Software provider did not have capacity for transition this financial year as they

2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						are trialling a new version. To be included in upgrade list for next financial year
	Implementation of excess Commercial Water Charges	31/03/2024	FM	Updated Service Notices	OPEX	Reading have continued Readings have continued to finalise preparations Commercial and residential water meters need to be replaced. Council is partnering with Dept of Housing, Local Government, Planning and Public Works to secure funding to progress
	Adoption of excess residential water charges	30/06/2024	FM	2024-25 Fees and Charges Schedule	OPEX	Preparations have commenced Form part of 24-25 budget process
	Review of sewerage charges	30/06/2024	EMO, FM	2024-25 Fees and Charges Schedule	OPEX	Preparations have commenced Form part of 24-25 budget process
Improve Project Delivery Capability	Investigate vehicle supply options to Council	31/12/2023	EMO, FWC	Proposal is presented to MANEX for consideration	OPEX	2021 Toyota Fleet Management located for future discussion. Matter deferred to Jan. Proposal presented to MANEX to remain with Council owned option for the short to medium Term

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Develop and Implement a Fleet Management Strategy	31/12/2023 31/12/2023	EMO, FWC	New Fleet Strategy	OPEX	10 year fleet replacement program developed as part of 23-24 budget build 2021 Toyota Fleet Management located for future discussion. 10 year fleet replacement program is being implemented with Capital fleet replacement budget allocation in the 23-24 FY
	Finalisation of a fleet management strategy	31/06/2024	EMO, MF&W	Strategy adopted by Council	OPEX	Yet to commence Dependant on Above
	Development of a Project Management Reporting Framework inclusive of Process & Workflow on project sizes	31/06/2024	EMO, PM's	Framework Adopted	\$50k	Yet to commence
Improve procurement processes for compliance & efficient purchasing of goods and services	Efficiency review as part of the new finance software for scope to include opportunities to create electronic POs	30/06/2024	EMCFS, Stores Manager	New finance software	Already captured	In progress. Currently awaiting further information on new FMS. As above
	Creation of work instructions for procurement	31/12/2023	EMCFS, Stores Manager		OPEX	EMCFS and SM are discussing and planning improvements to centralize procurement and development of work instructions. This will include

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						review of current and new PD's. . Currently awaiting further information on new FMS.
Increase revenue through government funding	Training of Level 3 Managers to build capacity in grant management	31/08/2023	CEO	Completed Training	OPEX	Peak Services working collaboratively with Level 3 Managers until grants position filled Peak services engaged and providing support and capacity building Progressing well. Managers received training as part of Diploma
	Implementation of the KPMG Liquidity Review Findings	31/12/2023	CEO	Council Report	OPEX	Meeting held 21/09/2023. Templates requested for consideration Draft templates being utilised for presentation at internal audit committee Waiting on DoLG
	Project level analysis of government funding	31/12/2023	EMCFS	Council Report	OPEX	Yet to commence. As above. Completed. Now being compared to other councils

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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	Scoped implementation plan for Business System Review	31/12/2023	EMCFS, MCA	Completed implementation plan	OPEX	Newly appointed strategic marketing commences on 18/10/2023. EMCFS to review with new MCA. Recent exit of MCA, currently waiting recruitment of new MCA New MCA is progressing with RMT
	Implement the Business System Review	30/06/2024	EMCFS, MCA	Completed business system review	OPEX	Newly appointed MCA commences on 18/10/2023. EMCFS to review with new MCA. Recent exit of MCA, currently waiting recruitment of new MCA New MCA is progressing with RMT
	Implement the Cyber Security Review findings	31/12/2024	EMCFS, MCA	Completed review	OPEX	Newly appointed MCA commences on 18/10/2023. EMCFS to review with new MCA. Recent exit of MCA, currently waiting recruitment of new MCA New MCA is progressing with RMT

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Review of Cyber Security test	30/06/2024	EMCFS, MCA	Council Report	\$15k	Newly appointed MCA commences on 18/10/2023. EMCFS to review with new MCA. Recent exit of MCA, currently waiting recruitment of new MCA New MCA is progressing with RMT
Develop an engagement strategy to incorporate preferred communication pathways	Implementation of Strategic Marketing Plan	31/12/2023	EMCFS, MCA	Milestone report	Already committed	To be reviewed when MCA late October after MCA commence. Recent exit of MCA, currently waiting recruitment of new MCA New MCA has completed this with C7Even and on track
	Secure funding for Information Signs	31/10/2023	EMCFS	Secured funding	OPEX	Grants Management team to be engaged by end of week 20.10.2023 Funding source to be identified. Funding application made to GBF
	Installation of our Information Signs	30/06/2024	EMCFS	Installed signs	\$60k	To be reviewed when MCA late October after MCA commence.

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Funding source to be identified.
	Development of Tourism Disaster Communication Platform	30/09/2023	CEO	Workshop attendance	OPEX	Workshop conflicted with Aug Council Meeting. NPARC remains a key stakeholder Rolled out with NPARC access
	Implementation of Tourism Disaster Communication Platform	31/12/2023	CEO	Available dashboard	OPEX	Rolled out with NPARC access

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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 workshop with Council to workshop mandatory policies	30/09/2023	CEO	Workshop held	OPEX	Workshop was scheduled for 21/9 but cancelled due to non-availability. Awaiting availability to reschedule Completed and also included as part of Councillor Orientation
	Identify key HR policies to prioritise implementation	31/08/2023	HRM	Review Schedule	OPEX	HR polices review process underway, upon completion Key HR polices will be prioritised and implemented. Currently working with Metter Consultants to update HR polices with relevant procedures, hoping to be finalised in the next 3-6 months Completed and drafted for next JCC meeting. Will be adopted over a 12 month period
	Delivery of HR Workshops to explain policy to staff	30/11/2023	HRM	Workshops held	OPEX	HR Polices are identified and liaising with Mette Consulting to review and update. Upon completion, workshop will be planned to delivery and explain polices to staff.

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						Still in progress. Target completion within 3-6 months. Progress to review and approval process. As above
	Review of all operational policies in line with Document Register	31/12/2023	CEO	Reviewed policies	OPEX	Progressing well Statutory policies completed. Organisational policies being worked through Governance Officer has resigned. Being progressed in the interim
	Development of orientation package for staff and councillors	28/02/2024	HRM	Orientation Package	OPEX	Discussions within the HR/WHS team to workshop ideas of the development of orientation package for staff and councillors. Initial discussions with the HR/WHS team on ideas to develop orientation packages, planning and collating of information in 2-3 months to establish draft for approval. Checklist developed and WHS induction finalised. Being brought together following new EBA
Develop robust internal audit processes	Review quality management structure	31/12/2023	CEO	Council Report	1 FTE	In progress Governance Officer appointed to for requirements. Training

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						to be organised following probation period Governance officer resigned. Position to be reappointed
	Delivery of internal audit training to staff	31/03/2024	CEO	Completed Training	OPEX	Awaiting on appointment to Governance Officer Position Training to be organised following probation period Governance officer resigned. Position to be reappointed
	Restart and implementation of internal audit framework and plan	30/09/2023	CEO, SEA	Internal Audit Meetings held	OPEX	Internal Audit meeting rescheduled to 5 Oct due to availability of members On track and progressing well As above

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	Template for quarterly community update on the corporate plan	31/07/2023	CEO, MCA	Community Update	OPEX	Developed. Waiting on C7EVEN to finalise

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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 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	31/10/2023	HRM	Key content identified	OPEX	Discussions within the HR/WHS team to workshop ideas of the development of cultural protocols policy, for staff and councillors. Plans to liaise with Internal and external stake holders to determine policy objectives and content. Initial discussions with the HR/WHS team on ideas to develop cultural protocols, planning and collating of information in 2-5 months to establish draft for approval. – tasks delegated to HR Advisor to commence consultation process with internal/external stakeholders.
	Draft policy	31/10/2023	HRM	Policy submitted for approval	OPEX	To be developed after planning stage. Drafting of policy has commenced

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	Review NPARC policies and procedures and incorporate cultural protocols	31/12/2023	HRM	Policies reviewed and updated	OPEX	HR Policies are identified and liaising with Mette Consulting to review and update. Progressing well, 3-6 months target to finalise. - 80% completed
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Key Objective Two: We are a unified community

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Promote NPARC as one	Refurbishment of the waiting rooms of Injinoo, Umagico and New Mapoon Council Offices	31/10/2023	SEA	Updated waiting rooms	OPEX	EAOM has undertaking this work to progress while recruitment for CSOM continues Works finalised at Injinoo. Progressing other offices Completed at Injinoo. Budget to be allocated for Umagico and New Mapoon Offices
	Installation of honour boards at Injinoo, Umagico and New Mapoon Council Offices	31/10/2023	SEA	Updated council chambers	OPEX	EAOM has undertaking this work to progress while recruitment for CSOM continues Ordered and waiting delivery NPARC honour boards have been installed. Working with state archives for old community councils
	Scope for the building of chambers within Seisia Community	31/12/2023	CEO	Completed scope	\$20k	To commence In progress. Awaiting funds for upgrade to Seisia Hall Needs budget allocation for works

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	Roll-out of strategic marketing plan	31/12/2023	MCA	Completed plan	OPEX	Newly appointed MCA commences on 18/10/2023. EMCFS to review with new MCA. With MCA position being filled only for a short time, this has delayed the rollout of the marketing plan. Discussions are planned for mid Jan to recommence. Roll out has recommenced and progressing well
Recognise and celebrate the cultural differences of each community	Document history of each community to update website	31/10/2023	MCA, CSM	Council Report	OPEX	Newly appointed MCA commences on 18/10/2023. EMCFS to review with new MCA. Media & Communications Coordinator currently working in progress. History Banners for each community are in printing stages.

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	Continue monthly operational meetings with Ipima Ikaya Aboriginal Corporation RNTBC	Ongoing	CEO, EMO	Meetings Held	OPEX	Meeting continue to be held Meeting continued to be held Meetings continue to be held

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constructive dialogue to facilitate growth of the NPA whilst recognizing and respecting cultural values	Continue quarterly meetings between Council and Ipima Ikaya Aboriginal Corporation RNTBC	Ongoing	CEO	Meetings Held	\$5k	Meeting continue to be held Meeting continued to be held Meetings continue to be held
	Transition of Ranger Contract	31/12/2023	CEO, EMO, FM	Transition Plan	NIAA	Ongoing support being provided Accommodation support provided to facilitate Council is supportive and ready to progress transition when ALT are suitably placed to progress
Scope DOGIT transfer with the PBC, key community stakeholders and Government	Lessons learned exercise from previous DOGIT transfer	31/12/2023	CEO	Council report	OPEX	Impacted councils have been identified to commence progress Little published information; requires face-to-face consultation TSIRC undertaking Judicial Review. Awaiting outcome to inform
	Report on Legislative & Governance implications of DOGIT Transfer	30/06/2024	CEO	Council report	\$20k	Dependent on above
Renegotiate the current ILUA with the PBC	Workshop held with Ipima Ikaya Aboriginal Corporation RNTBC	31/10/2023	CEO	Workshop held	\$50k	Waiting on IIAC to confirm availability Meeting scheduled for early Feb 24

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						Meeting was organised but IIAC declined to participate. Waiting on IIAC to progress
	Draft ILUA changes for Council and Ipima Ikaya Aboriginal Corporation RNTBC Review	31/01/2024	CEO	Council Report	OPEX	Dependent on above
	Adopted ILUA Changes	31/03/2024	CEO	ILUA	OPEX	Dependent on above

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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
Continue cultural festivals every 2 years in the NPA	Seek funding for the NPA Cultural Festival	31/12/2023	CSM	Secured funds	OPEX	A number of grants have been applied for. Successful in \$80k, seeking more funds Coordinator and grant teams still in pursuit of additional funding
	Establishment of Cultural Festival Reference Group	30/09/2023	CSM	Terms of Reference	OPEX	Established – Group to meet every ftn to continue planning The team has experienced difficulty in forming a committee due to a lack of community participation. The team will persist in planning the festival.
	Documented overview for the Cultural Festival	31/12/2023	CSM	Council Report	OPEX	Established to report at Dec Council Meeting. Festival scope presented at Dec Council Meeting Update on the festival program at May Council meeting.
	Detailed host plan for NPA Cultural Festival	30/06/2023	CSM	Council report	OPEX	In progress - Festival draft plan presented at Dec Council Meeting Update on the festival program at May Council meeting.

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Support to open and operate a Cultural Centre	Required capital works at Art Centre	31/12/2023	CSM, EMO EMBI	Completed Works	\$100k (GF)	Arts Centre manager discussing delivery options with Building team. Project Management team is seeking quotes First stage is completed, (insulation), seeking other quotes for Extensions.
	NPA Art Exhibition	30/06/2024	CSM	Exhibition held	\$50k (GF)	Planning has commenced. A number of exhibitions have occurred. Several exhibitions are still underway, the team is preparing to appear in a fashion exhibition in Darwin this year.
	Scope outreach to all communities with art rooms	31/12/2023	CSM	Completed report	OPEX	Planning has commenced – artwork have been on display in IKC's Local artists are preparing additional artwork for display.
Develop a historical village and esplanade development (Injinoo)	Seek funds for project delivery	31/12/2023	CEO	Grant Funding	OPEX	Grant funding identified and application made Awaiting outcome of funding Waiting on funding – will be a process with RDTNQ

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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
Investigate opportunities for profitable new Council Enterprise Investment	Desktop audit of enterprises operated by other councils in Queensland	31/03/2024	CEO	Completed audit	OPEX	Yet to commence Commenced Completed with a few options identified
	Scoping report of potential new enterprises	30/06/2024	CEO	Council report	OPEX	Yet to commence Dependent on above Has commenced
Build capacity of new and existing local Indigenous Businesses by supporting business entrepreneurship workshops	Establishment of NPA Small Business Group	31/07/2023	EMCRS	Terms of reference	OPEX	Has been commenced in partnership with DATSIP Established & Completed
	Quarterly Small Business Workshops	30/09/2023	EMCRS	Workshops	\$10k	Held in partnership with DATSIP 3 x U sabe workshops with TSRA have occurred IBA and TSRA have agreed to provide ongoing workshops and continuous support for Indigenous businesses at the local level.
Review and enhance our Local Indigenous Procurement Policy & Procedure	Comparative Policy Review undertaken with neighbouring councils	31/10/2023	FM	Council Report	OPEX	This has been completed
	Procurement Workshop with local Indigenous Businesses including state providers	31/12/2023	FM	Workshop Held	\$3k	Tentative date set Workshop was held in Oct. Another scheduled for Feb 24

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Further workshops held. Regular contractor workshops held
Form and maintain partnerships with tourism peak bodies (TTNQ / Tourism Qld / Chamber of Commerce)	Re-establishment of NPA Tourism Officer Position	30/09/2023	EMCRS	1FTE	Grant Funded	Waiting on response from TSRA to application Grants team yet to finalise previous grant
	Attend CCC, TEQ, TTNQ, QTIC stakeholder meetings online or face to face relevant to Indigenous Tourism	30/06/2024	CSM	Council Report	\$10k	Ongoing Still ongoing –networking with Stef Toy 2024 NPA Tourism Exchange held 10 April @ Resort Bamaga.
Leverage national partnerships on geopolitical issues to address emerging risks impacting on local business development	Scope community risk assessment	31/12/2023	CEO	Completed Scope	OPEX	This has been commenced A final draft prepared for progression to LTC LTC focused on the Youth Issues originally. Being progressed with DTATSIPCA
	Community risk assessment to document emerging risks	30/06/2024	CEO	Completed assessment	TBC	Dependent on above
Community infrastructure is maintained and	Maintain essential services such as NPA water supply, wastewater treatment, waste management.	Ongoing	EMO	Improved service reliability.	OPEX	Planned and reactive maintenance undertaken as required

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
developed to support business development	Develop and adopt a project prioritisation tool to ensure infrastructure reliability.	30/09/2023	EMO, EMBI	Project Prioritisation Tool submitted and adopted by Council.	OPEX	Ongoing DRAFT PPT spreadsheet ready for review by MANEX Will be presented at May Council Meeting
	Workshop with elected officials to confirm priorities	30/06/2024	EMO, EMBI	Workshop	OPEX	Yet to commence Waiting on Council Election. Current priorities documented
Scope Jardine Ferry to be a roadhouse (with accommodation) and services to community	Adopted Precinct Plan in collaboration with Apudthama Land Trust	31/12/2023	CEO	Council Report	OPEX	Grant funding identified and application made to develop precinct plan Waiting on funding outcome Waiting on funding – will be a process with RDTNQ
	Secured funding for Precinct Plan	30/06/2024	CEO	Secured Funds	OPEX	Same fund can potentially be used to apply once precinct plan is finalized

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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	30/09/2023	CEO	Council Report	\$15k (GF)	Funding secured for Community transport (127 trips pa). Commencing service to collate data for further advocacy Funding delayed by DCHDE to 1 Apr 24 Funding offered would have been at a poor service standard and loss for community. Working with Government Champion for adequate funding offer
	Contact State to ascertain funding options for Bus service	31/12/2023	CEO	Grant Funding	OPEX	Funding has been secured to commence service. Requires further advocacy to expand Funding delayed by DCHDE to 1 Apr 24
	Plan to implement Public Bus Program written & published for Community Consultation	30/06/2024	CEO	Completed Plan	OPEX	Dependent on above
Improve access to goods, materials and services	Review current Seaswift Agreement: negotiate new agreement as necessary	31/12/2023	CEO	Seaswift Agreement	OPEX	Awaiting Leasing Arrangements to be finalised

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Leasing arrangements progressed. Awaiting business review due in Mar 24 SeaSwift have delayed until mid May
	Discuss Road Freight options with supply companies	30/09/2023	EMCRS	Completed Report	OPEX	Initial engagement commenced. Tender to be run for specific services Ongoing conversation, road closure due to wet season. conversations continue to be held
Actively seek funds for necessary upgrades to NPA Airport to ensure operability	Develop advocacy strategy with State and Federal government to secure funding	31/08/2023	CEO	Completed Strategy	\$5k	Support from State to enable at Stage 1 application under Building Regions. Awaiting feedback for stag 2 application Stage two application made. DRF application also to be made State contribution has been confirmed through funding agreement
	Meeting with State and Federal partners to find funding	30/09/2024	CEO	Meeting held	\$5k	Meetings have been held

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Secure feedback on DRF application and prepare secondary application	31/03/2024	CEO	Funding application	OPEX	Feedback sought DRF application also to be made in Feb 24
Advocate for the implementation of the NPA Marine Hub Master Plan	Review plan to confirm suitability	31/10/2023	Council, CEO, EMO	Council Report	OPEX	TMR / MSQ have been requested to revisit plan to ensure location of relevant ramp and wharf infrastructure is suitably placed with regards to tides and sand movements Staff appointed to commence process Has been identified as a priority through this funding
	Proposal to TMR to replace Seisia Boat Ramp	31/12/2023	CEO, EMO	Completed Proposal	OPEX	TMR has made a short-term replacement of boat ramp. Waiting for rollout of \$80m commitment for next stage Staff appointed to commence process Has been identified as a priority through this funding
	Resolve tenure issues at current Seisia Wharf	31/12/2023	CEO	Leases signed	OPEX	Position is almost agreed

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Leasing arrangements progressed. Awaiting business review due in Mar 24 SeaSwift has delayed. TMR appointed as harbour master
	Secured Funds for NPA Marine Hub Master Plan	30/06/2024	CEO	Secured Funds	OPEX	Waiting for rollout of \$80mil commitment to progress Staff appointed to commence process Has been identified as a priority through this funding
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	30/09/2023	Council, CEO	Meeting Held	\$8k	Initial meeting held with Torres Shire Meeting held with TSC. No resolved position from TSC. Options being discussed with State To be followed up with new TSC Mayor
	Submission to Boundaries Commission	30/06/2024	CEO	Submission completed	OPEX	Dependent on receiving resolution of TSC Meeting held with TSC. No resolved position from TSC. Options being discussed with State

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						To be followed up with new TSC Mayor
	Establishment of Joint Local Government Activities for improved regulation	30/09/2023	CEO	Council Report	\$10k	Lack of engagement to progress. May be more after TSC Meeting Meeting held with TSC. No resolved position from TSC. Options being discussed with State To be followed up with new TSC Mayor
	Establishment of boundaries working group	30/06/2024	CEO	Terms of Reference	\$5k	Lack of engagement to progress. May be more after TSC Meeting Meeting held with TSC. No resolved position from TSC. Options being discussed with State To be followed up with new TSC Mayor
Secure investment to seal road from Jardine River to Injinoo	Meeting with TMR to scope future investment of Cape York Roads Package	31/12/2023	CEO	Meeting held	OPEX	Meeting has been requested NP1 and NP2 review successful. Awaiting completion of projects to secure additional funds Expected as a budget commitment

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Investigate the registering of access roads with TMR	31/10/2023	CEO, EMO	Council Report	OPEX	TMR are not interested in taking on ownership of the NPA access road RPS have been engaged to have a road reserve applied to those sections of Ferry road that are not currently covered by road reserve
	Delivery of NP1 and NP2 Projects	30/06/2024	EMO	Finalised project	OPEX	Project Stalled whilst Fed Government undertakes a review of all grant projects Fed Review has identified that NP1 & NP2 are still funded projects. Council has requested transferring of funds from NP2 to NP1 so that the tendered project can be commenced. We are awaiting advice back from TMR Successful tenderer has been awarded the works and works are scheduled to occur during the 2024 dry season.
	Delivery of ATSI-TIDs Design Project	30/06/2024	EMO	Finalised project	OPEX	Works have commenced and on track to be finalized within Grant guidelines Design is progressing well with an 80% design review

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						<p>completed prior to Christmas</p> <p>Project is on track to be completed on time.</p> <p>Design is complete Tender Documents are finalised.</p>
	Application for further projects under ATSI-TIDs	31/03/2024	EMO, EMCFS	Finalised Project	OPEX	<p>Grant will open in early 2024</p> <p>Aurecon has been engaged to assist with drafting and submitting two applications</p> <p>ATSI TID's application for the 10% contribution to the airport project has been successful</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	Further community workshops to communicate process	31/08/2023	Commercial Leasing Manager	Consultation held	OPEX	Meetings are scheduled for December Meeting were delayed due to TC until late May
	Establishment of KPIs for DoH Processing	30/09/2023	CEO	Local Housing Plan	OPEX	This has been completed within the Local Housing Plan Implementation Plan
	Support establishment of Insurance Working Group	30/09/2023	CEO	Terms of Reference	OPEX	This has commenced Insurance issue resolved to support potential home owners
Advocate for homeownership and social housing needs.	Finalisation of Local Housing Implementation Plan	31/08/2023	CEO, EMBI	Local Housing Plan	OPEX	This has been completed.
	Implementation of quarterly governance framework	30/09/2023	CEO, EMBI	Meetings Held	OPEX	This has been completed and placeholders set DoH cancelled meetings. Correspondence sent to Minister & DG
	Review of implementation and provide feedback to Minister	31/12/2023	CEO	Correspondence	OPEX	To be sent following first LHP Governance Meeting

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						Correspondence sent to Minister & DG This has been completed
	Scoping of future subdivisions for Bamaga, Seisia and Umagico	30/06/2024	CEO, EMBI	Completed Review	Already Committed	DATSIP have been engaged to assist with Development applications and planning of future subdivisions This is progressing well

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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	31/08/2023	HRM	Consultation held	OPEX	<p>HR team to discuss with newly appointed MCA too formalise strategies to consult with staff to identify existing barriers and how to improve internal communication processes.</p> <p>Initial discussion has taken place with newly appointed MCA to implement consultation process with staff on ways to improve internal communication. 3 months.</p> <p>In progress and draft almost finalised</p>
	Develop internal communication protocols based on the corporate structure	30/02/2024	MCA, HRM	Completed Protocol	OPEX	<p>Newly appointed MCA commences on 18/10/2023. EMCFS to review with new MCA and HRM.</p> <p>Initial discussion has taken place with newly</p>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						appointed MCA, seeking assistance form Mette Consultation to help draft internal communication protocol. 3-6months. In progress and draft almost finalised
Improve external communications with our community and stakeholders	Implementation of customer service framework	30/09/2023	CSOM	Completed Framework	OPEX	Delays due to vacant position Position filled and back on track This has been completed
	Implement issues register to capture and feedback on reported issues	31/12/2023	CSOM	Issue Register	OPEX	Dependent on above This has been completed
	Rollout of Snap Send Solve	31/10/2023	CSOM, MCA	Software implemented	Already committed	Dependent on appointment of CSOM Plans to re-launch in January 2024. This has been completed
Regular Divisional / Mayoral community meetings	Quarterly schedule developed	31/07/2023	CSOM. SEA	Meetings Held	OPEX	Meeting have been held To be confirmed by new council
Improve inter-agency collaboration and engagement	Advocate with DSDSATSIP to develop interagency Terms of Reference	31/08/2023	CEO	Council Report	OPEX	This has been completed
	Commencement of Bi-monthly Interagency Meetings	31/10/2023	CEO	Meetings held	OPEX	This has been completed. Meetings have commenced

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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	31/12/2023	CEO	Service Map	\$25k (GF)	This has been requested Waiting on DTATSIPCA Escalated to DG for action
	Service provision review and feedback provided by council	31/03/2024	CEO	Meetings held	OPEX	Dependent on above
Our leaders undertake regular advocacy with all levels of Government	Monthly meetings with government champion	Ongoing	CEO	Meetings held	\$5k	Meetings have been held Meetings have been held Meetings have been held
	Bi-monthly meetings with ministerial champion	Ongoing	CEO	Meetings held	\$5k	Meetings have been held Meetings have been held Meetings have been held
	Establishment of TSNPAROC Framework & strategic Plan	31/12/2023	CEO	Adopted Charter	\$10k	Request made to set meeting date Nil response from partner councils. To be progressed again Meeting between Mayors to be held as an initial meeting before joint meeting in Cairns

2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Deputation for council with Federal ministers	30/06/2024	CEO	Meetings held	\$15k	Deputation to be scheduled following election Tentative dates identified To be held in June
	Deputation for council with state ministers	31/03/2024	CEO	Meetings held	\$15k	Deputation to be scheduled following election Tentative dates identified This was completed and further deputations to be aligned with community cabinet
	Development of State Election Commitment Brief	31/12/2023	CEO	Council Report	OPEX	This has commenced This has progressed. Waiting on new EO for TCICA Expected at May TCICA meeting
Advocate for increase services for vulnerable groups	Support local needs analysis for NPA	31/12/2023	CEO	Completed LANA	OPEX	This has been requested Waiting on DTATSIPCA Escalated to DG
	Identify gaps in service provision and send correspondence to relevant minister	30/06/2024	CEO	Gap Report	OPEX	Dependent on above
	Advocacy for ongoing Youth Centre Staff	30/06/2024	CEO	Funded positions	OPEX	Advocacy has continued

2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Support to open and operate a Youth Centre						Funds secured to roll over positions
	Secure funding to build a shed	31/12/2023	EMBI	Secured funds	OPEX	Funds secured within additional Indigenous Sustainability Funding Confirm with CEO funding availability. Quote has been sourced for 9x6 Colour Bond shed, expected delivery late May
Support to operate an Elders Centre and HACC	Self audit against Aged Care standards	31/12/2023	ACM	Council Report	OPEX	This has commenced This has been completed
Advocating for specially targeted programs	Identify gaps in service provision and send correspondence to relevant minister	31/12/2023	CEO	Gap Report	OPEX	This has been requested Waiting on DTATSIPCA Escalated to DG
	Support service providers with advocacy and funding applications where necessary	Ongoing	CEO	Correspondence	OPEX	This has commenced through NPA LTC As above. In progress
Ensure activities for all segments of the Community including youth and elderly	Review strategic and service plans of relevant stakeholders for gaps	30/06/2024	CEO	Council Report	OPEX	This has commenced through NPA LTC As above. In progress
	Implement Community Safety Plan	Ongoing	CEO	Council Report	OPEX	This has progressed well As above. In progress with regular reports Progressing well. New Community Safety Plan funding to be confirmed

2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Assert Council as the lead change-facilitator in NPA	Support DSDSATSIP with Establishment of NPA Interagency Meeting	31/10/2023	CEO	Interagency	OPEX	Meetings have recommenced
	Document process to review and document permission requests for visitors	31/12/2023	CEO, CSOM	Council Report	OPEX	Dependent on appointment of CSOM. Legal advice obtained Position filled and legal advice provided Legal advice received. To be decided by new council
	Document and follow up on commitments from external agencies to the NPA	31/12/2023	CEO, CSOM	Register	OPEX	This has commenced Register created to track agency requests Progressing well
Our elected leaders embrace their role as Civic Leaders supported by Management	Establishment of orientation package for new councillors	31/12/2023	CEO, HRM	Pack completed	OPEX	This has commenced Preparations well in progress for Apr 24. Tentative dates set Completed
	Training provided to all councillors by Department of Local Government	31/05/2024	CEO	Completed training	OPEX	Following election Preparations well in progress for Apr 24. Tentative dates set Completed
	Establishment of Administrative Support Guidelines	30/09/2023	CEO, SEA	Endorsed Guidelines	OPEX	Delayed due to challenges with Workshop Completed

2023-24 NPARC Operational Plan

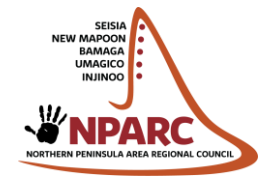
Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Advocate for Implementation of OIA Review	31/12/2023	CEO	LGAQ Motion	OPEX	Bill admitted to parliament Completed
Increase the number of social houses available for allocation in the NPA	Application for Social Housing Provider	31/10/2023	EMBI	Council Report	OPEX	Completed.
	Finalise Capital Housing Strategy	31/12/2023	CEO, EMBI	Registered Leases	OPEX	Completed
	Scoping report into transition of social housing	31/12/2023	EMBI	Council Report	OPEX	Yet to commence. Workshop to understand way forward. Position appointed and progressing this

2023-24 NPARC Operational Plan

Key Objective Three: We empower our people and invest in their futures

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Establish a Succession Plan and Skills Transfer Program	Completing training matrix for all staff	31/12/2023	HRM	Training Matrix	\$5k	HR to engage external stakeholder to assist with developing a training matrix for all staff. Works have commenced, HR and WHS teams are in discussions to review current training matrix, succession and skill transfer program. 12 months. Being completed by new WHS Manager
	Finalised EBA to support succession planning	31/12/2023	CEO	EBA	\$50k	Negotiations have progressed well Completed. EBA has been certified and can be used to support succession planning. 12 months
	Development of a succession planning policy & framework	30/06/2024	HRM	Completed policy	OPEX	HR to engage external stakeholder to assist with developing a succession planning policy & framework

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Works have commenced – Progressing 20%

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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	Continue EBA negotiations	30/09/2023	CEO	Draft EBA	Already identified	Negotiations have progressed well Completed. EBA has been certified
	Support the communication of EBA to staff	30/11/2023	CEO	Consultation Workshops	\$10k	To be presented to staff in November Completed. EBA certified 2023 and has commencement of EBA communication d information has been circulated to staff. Also have been working with AWU in communicating information to outdoor staff – 12 months.
	Adoption of new EBA	31/12/2023	CEO	New EBA	Already identified	Dependent on above EBA certified EBA Certified in Feb 24
	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	Dependent on above Commenced and schedule with deadlines set. Progressing well and some FAQs have been sent
Improve the quality and quantity of staff	Forward plan positions within NPARC that potentially require	31/8/2023	PFM, HRM	Draft allocation	OPEX	Scope of identified position within the

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
housing to attract and retain staff	housing within current structure to provisionally allocate					current org structure completed. Future planning in progress. Works still in progress. This is completed. There will be a staff housing gap shortly
	Consult with other remote Councils regarding standard of staff housing	30/9/2023	CEO, EMBI	Consultation complete	OPEX	Yet to commence. Discussions are on going with EMBI team to bring stand up, have been small steps in improving
	Develop/review Housing strategy including number and standard of dwellings required	28/02/2024	EMBI, PFM	Completed strategy	OPEX	Ongoing planning. Discussion with team are on going
	TCICA / LGAQ presentation for Staff Housing Advocacy	31/12/2023	CEO	Completed Presentation	OPEX	No interest within TCICA. Pursuing pilot through GEH Little interest. Ongoing advocacy Little interest by other councils. To be discussed at Indigenous CEO meeting
Development of talent attraction and retention measures	Desktop audit of talent attraction and retention measures available	31/10/2023	HRM	Council Report	OPEX	Desktop audit has commenced, updating spreadsheet from past HR team, need to be finalised.

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Review of desktop audit to be carried out, would be ideal to have a HR system to assist the process. Target review 2-3 months. – WHS has commence desktop audit and will assist HR to carry out.
	Budget review of implications of measures	31/12/2023	HRM, FM	Council Report	OPEX	Dependent on above
	Staff & Union consultation on preferred options	31/03/2024	HRM	Completed consultation	OPEX	Dependent on above
	Implementation plan developed in collaboration with the JCC	30/06/2024	HRM	Completed plan	OPEX	Dependent on above
Increased attendance rate in the work place	Consult with staff and supervisors to determine barriers for attendance	30/9/2023	HRM	Barriers identified	OPEX	To be Completed. Level 3 meetings being held to capture this information
	Develop strategies and mechanisms to improve and monitor attendance	31/3/2024	HRM	Attendance improved by measurable rate (10%)	OPEX	To be Completed.
	Development of attendance KPIs and associated reward structure	30/06/2024	HRM	Council report	OPEX	To be Completed.

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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	31/10/2023	HRM	Council report	\$30k	Currently engaged in discussion ASSA compliance regarding WHS system. WHS policies needs reviewing and updating. In progress. WHS coordinator has been appointed and has been delegated this tasks to action/.
	Implementation of WHS program online	31/03/2024	HRM	Implementation completed	OPEX	Currently in discussions In progress – As above
Tool Box talks implemented at each workplace	Training in WHS system to be completed with Supervisors/managers are trained in responsibilities re: WHS requirements	31/1/2024	HRM	Completed training	\$15k	WHS trainee currently undertaking WHS training and is implementing toolbox in operations department, still requiring toolbox talks in other department. In progress - WHS coordinator has been appointed and has been delegated this tasks to action.

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	Training in WHS system to be completed with all staff	30/04/2024	HRM	Completed training	OPEX	Training will be implemented once WHS system is procured. Desktop master file/spreadsheet developed to track training. WHS /HR system to assist with accurate in monitoring all training completed and planned. WHS coordinator has been appointed and has been delegated this tasks to action/.
	WHS Compliance Register developed	31/12/2023	HRM	Compliance register	OPEX	WHS Compliance register is in development by WHS team. WHS coordinator has been appointed and has been delegated this tasks to action and has commenced.
	WHS requirements included as part of manager reporting	31/12/2023	HRM	Reporting Framework	OPEX	In progression, received reports from WHS team monthly. In progress, reports are provided to HR Manager by WHS team

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

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Develop a formal community beautification program and checklist	Refine the parks and open spaces annual works program and associated worksheets.	31/08/2023	EMO, P&GM	Council Report	OPEX	Presented to Council in June and August Council Meetings Presented to November Council meeting P&G Manager will implement with assistance from PM
	Street and Roadside tree management plan	31/08/2023	EMO, WM, P&GM	Council Report	OPEX \$75K/annum	Yet to commence Example Policies have been downloaded from other Councils to assist in informing the drafting of this policy / plan Preston law is being engaged to provide assistance with developing a Management plan covering this and the next three items.
	Parks and Open Spaces Strategy	30/06/2024	EMO	Council Report	1FTE	Yet to commence Example strategies have been downloaded from

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						<p>other Councils to assist in informing the drafting of this strategy</p> <p>Preston law is being engaged to provide assistance with developing a Management plan covering this</p>
	Desktop audit of Verge Guidelines & Policy	30/09/2023	EMO	Completed audit	OPEX	<p>Yet to commence</p> <p>Example Policies have been downloaded from other Councils to assist in informing the drafting of this policy</p> <p>Preston law is being engaged to provide assistance with developing a Management plan</p>
	NPA Specific Verge Guidelines & Policy	30/11/2023	EMO	Council report	OPEX	<p>Yet to commence</p> <p>Dependant on above tasks</p>
	Community consultation regarding adopted policy	31/12/2023	CEO, EMO	Completed Consultation	\$5k	<p>Yet to commence</p> <p>Dependant on above tasks</p>
	Implemented Policy with community	31/03/2024	CEO, EMCRS	Start date of policy	OPEX	<p>Yet to commence</p> <p>Dependant on above tasks</p>

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Provide education and awareness program regarding community contribution to community amenity (community pride campaign)	Delivery of illegal dumping education program.	30/06/2024	MRS	Social and media campaign implemented.	\$15k	Campaign to rollout in October Campaign has had positive response Campaigning has been nominated for the 2024 National Awards for Local Government
	Tidy Town Competition	31/12/2023	CSM	Event Held	\$5k	Planning has commenced Event held, winners from each community. (Lights competition)
Support Master Planning –Jardine River/ Spatial Plans	Adoption of Precinct Plans from DATSIP	31/12/2023	CEO	Precinct Plans	OPEX	DATSIP cant support. Funding being sought As above. Funding source identified and project progressed
	Secured funds for Precinct Plans	30/06/2024	CEO	Secured Funds	OPEX	As above
Improve community signage / directions	Review existing road safety audit.	31/12/2023	EMO, WM	Road safety audit recommendations implemented.	OPEX	Civil Project Manager has reviewed the existing Road safety Audit and identified that there are still some outstanding tasks to be completed Signs to be listed and quotes requested for the supply for NPARC Roads crew to install

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						Some recommendations still to be actioned
	Procure and install new signs.	30/06/2024	EMO, WM	Road safety audit recommendations implemented.	\$15K	regulatory signs have been progressively audited and replaced as required ongoing with more signs being ordered and installed Ongoing
	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 and regulatory signs have been progressively audited and replaced as required Ongoing Progressing well
Ensure community policy and infrastructure support families during sorry business	Adoption of burial policy	31/08/2023	EMCRS	Adopted policy	OPEX	Presented at October Council Meeting completed
	Documented process for funeral support	31/08/2023	EMCRS, CSOM	Completed process	OPEX	To be commenced completed
	Scope for future cemetery development incl of columbarium	30/06/2024	EMO, EMCRS	Scoping report	OPEX	Initial discussion held with DATSIP Ongoing Ongoing

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Improve organizational energy efficiency and workforce awareness	Promote energy efficient use of electricity within various Council offices.	Ongoing	MANEX	Reduced power consumption.	OPEX	This has continued
	Scope fleet support for the adoption of climate friendly vehicles	31/12/2023	F&WM	Completed report	OPEX	Hybrid vehicle purchased Five hybrid vehicles in use within Councils Fleet two more on order and expected to arrive in the NPA by easter 2024
Implement a waste strategy incl Recycling	Scope NPA waste strategy	31/12/2023	EMO, MRS	Council Report	OPEX	Sourcing Regional and NPA waste strategies developed by Shane Anderson Respecting Country Waste Strategy located Progressing well with DES. Waiting for them to hold consultation sessions
	Develop a NPA waste strategy	30/06/2024	EMO, MRS	NPA waste strategy developed.	OPEX	Previous prepared draft is being located Waste strategy report and work up table located

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Improve waste management practices / strategy	Review waste management structure	31/12/2023	EMO, MRS, HR	Structure review	OPEX	Report expected at November Council Meeting Report taken to November meeting re the opening hours of the NPA transfer station
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 Ongoing meetings with state and federal dept as opportunities arise Progressing well with DES. Waiting for them to hold consultation sessions

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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	31/08/2023	SEA	Meeting scheduled	OPEX	Meetings have been held As above. Meetings held. Meetings held. Waiting on QDMA training for new chair
	Participation in Regional DDMG Disaster Planning	31/03/2024	CEO, EMO	Meetings held	OPEX	Participating as required Completed.
	Training scheduled to support LDMG Members	30/09/2023	CEO	Completed Training	OPEX	Training opportunities provided to all members Completed.
	LDMG Exercises held	31/12/2023	CEO, EMO	Completed Exercises	OPEX	Scheduled for early November Completed.
Development and regular updates of Disaster Management Policies and Procedures	Review disaster management policies and procedures annually.	31/08/2023	CEO, EMO	Disaster management policies are kept up to date.	OPEX	This has been completed
Advocating for improved SES / Rural Fire response	NPA Fire Station works commenced	30/09/2023	CEO	Works commencement	OPEX	This has commenced Works progressing and on track. Waiting on QFES. Staff have been onsite

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	Secure accommodation for new service delivery	31/12/2023	CEO	Secured Accommodation	OPEX	They have engaged with GEH As above. Interim accommodation options also provided. QFES is organising this
	Opening on NPA Fire Station	31/03/2024	CEO	Opened station	OPEX	Dependent on above
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.	31/01/2024	EMO	Completed Plan	OPEX	Delays were experienced however works will commence in the second Quarter Leak detection was undertaken during the last qtr of 2023 and the planning project report was received in late December 2023 Unganco have supplied the final draft of the water demand situational report Veolia and DHLGPPW are preparing grant applications to modernise and future proof the existing water treatment system.

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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	Meeting with Government and Ministerial Champion to discuss review	31/12/2023	CEO	Meeting	\$5k (GF)	Meeting has been held Completed.
	Completed Application	31/12/2023	CEO	Council Report	OPEX	Application has been made Completed.
Community Safety Plan to be developed and actions implemented	Implementation of governance framework	Ongoing	CEO, EAOM	Meetings held	OPEX	Completed
	Actions implemented within Community Safety Plan	Ongoing	CEO	Action Items	\$240k (GF)	Completed
	Secure ongoing funding for Community Safety Plan	31/12/2023	CEO	Secured funding	OPEX	In progress As above. In progress
Improved street lighting	Ergon repair existing street lights	31/12/2023	EMO, WM	Street lighting is improved for community safety.	Committed Funds	Ergon to Commence street light replacement in October Complete
	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	Maintenance agreement raised with Ergon Ongoing Ongoing
Improved Sport and Recreational Programs and Infrastructure including playgrounds	Source additional funding to improve the sports and recreation facilities.	31/12/2024	CSM	Secured funds	OPEX	Applications have been made. Application denied In the process of reapplying

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Ongoing establishment of a Sports Reference Group to ensure community input and consultation.	Ongoing	CSM	Quarterly Reports	\$10k (GF)	This has continued Ongoing On hold until new S&R position is filled.
	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)	ActiveKit funding is being sourced Challenges with S&R staff to run program On hold until new S&R position is filled.
Implement Animal Management Strategy for dogs, horses and crocodiles	Ongoing implementation of local law no. 2 for the management of dogs and horses.	Ongoing	EMCRS, MRS	Reduced number of wandering dogs and horses within community.	OPEX	Ongoing with challenges in vacancy of MRS Management plan implemented with new RSM Ongoing rollout of management plan
	Capital works for Horse Paddock	Ongoing	EMCRS, EMO	Completed Paddock	\$300k	PAN to be prepared and submitted to IIAC Preston Law have been engaged in October to prepare and submit the PAN To the PBC on Councils behalf The PAN was not supported by the PBC
	Implementation of Horse Management Strategy.	30/06/2024	EMCRS, MRS	Completed consultation	\$40k	Dependent on above Dependent on above

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	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	Ongoing New signs installed on request Ongoing Rangers working collaboratively with National Parks with regards to crocodile management
Work with stakeholders to improve community security	Establishment of NPA Interagency Group	30/09/2023	CEO	Terms of Reference	\$20k (GF)	This has been completed
	Stakeholder reporting framework against action items	31/12/2023	CEO	Reporting Framework	OPEX	This has commenced In progress. Progressing well
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	Ongoing. Meetings are continuing to be held fortnightly. High staff turnover in QPS & DoH has slowed progress of joint tenant visits. To recommence on 23.10.23 Meetings are ongoing. Meeting have been held
	Community campaign to increase awareness of how to report noise complaints	31/12/2023	PFM, MCA	Campaign	OPEX	Ongoing. Discussions to be held with onboarding new MCA. Ongoing.

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Progressing well . QPS planning additional sessions

Title of Report: Development Application – Reconfiguring a Lot – (1 Lot into 5 Lots and creation of lease exceeding 10 years), over Lot 30 no SP318400, Loyalty Beach Road, New Mapoon QLD 4876

Agenda Item: 12.2

Classification: For Decision

Author Executive Manager Operations

Attachments

1. Approved Plan – Proposed Lot 301 Cancelling Lot 30 on SP318400
2. Approved Plan – Proposed Lots 301, 302, 304, 305 & 306 cancelling Lot 30 on SP318400, New Mapoon
3. Approved Plan – Proposed Lots 301 – 306 Existing Zoning
4. Appeal Rights Planning Act 2016
5. Draft Decision Notice

Officers Recommendation:

That Council resolves to approve (with conditions)

1. The Development Application Located on Lot 30 on SP318400, Loyalty Beach Road, New Mapoon, lodged with Council for:
 - i. Reconfiguring a Lot (1 Lot into 5 Lots and creation of a lease exceeding 10 years)
2. That Council issue a Development Permit for 'Reconfiguring a Lot' with the inclusion of the conditions set out in the Agenda Report for Reconfiguring a Lot (1 Lot into 5 Lots – Proposed Lots 301, 302, 304, 305 and 306) and creation of a lease exceeding 10 years), over lot 30 on SP318400, Loyalty Beach Road, New Mapoon QLD 4876.

PURPOSE OF REPORT

To consider the Development Application lodged with Council by RPS AAP Consulting Pty Ltd on behalf of Northern Peninsula Area regional Council for:

- Development Permit for:
 - Reconfiguring a Lot (1 Lot into 5 Lots (Proposed Lots 301, 302, 304, 305 and 306) and Creation of a Lease exceeding 10 years)

BACKGROUND AND CONTEXT

Background

Northern Peninsula Area Regional Council seeks development approval to subdivide Lot 30 on SP318500 for ease of future management and for the creation of a lease over proposed Lot 301 to a third party for a period exceeding 10 years.

The site located at Loyalty Beach Road, New Mapoon, is contained within Lot 30 on SP318400 held by Northern Peninsula Area Regional Council Deed of Grant in Trust (New Mapoon DOGIT). The site has frontage to gazetted roads and it is noted that the parent DOGIT title is comprised of a number of physically separated part lots and given the significant size of Lot 30 on SP318400, NPARC seeks to reconfigure the subject site to create five (5) separate lots, including a lease over proposed Lot 301 for grazing purposes.

Proposal

NPARC seeks to provide for the separate occupation of Proposed Lot 301 for grazing purposes, via creation of a lease, which would exceed 10 years.

As the proposed lease area will exceed 10 years, the proposed lease constitutes Reconfiguring a Lot development.

The proposed lease has an area of 85.4 hectares and is shown as Lot 301.

The proposed lease boundary is located wholly within the Rural Zone setback from mapped Regulated 'Of concern' vegetation, which would be retained within Proposed Lot 306.

The four (4) remaining proposed lots (Proposed Lots 302, 304 – 306) would remain vacant and under the trusteeship of NPARC.

The proposed development is shown on Attachment 1 – Approved Plans,



Figure 1 Site Location – Lot 30 on SP318400



Figure 2 Proposed Lot 301 and Mapped Regulated Vegetation

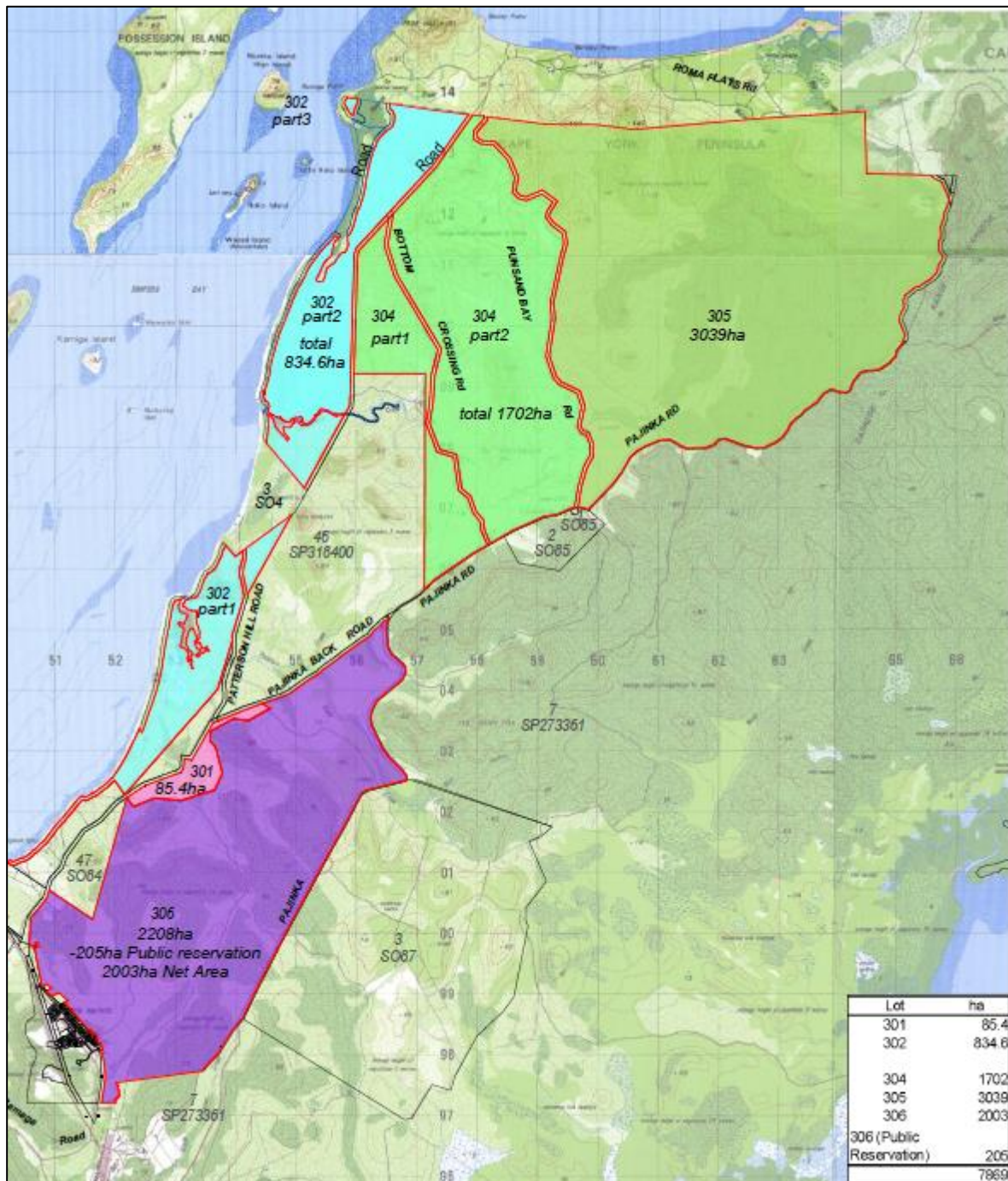


Figure 3 Proposal Plan – Proposed Lots 301, 302, 304, 305 & 306

Planning Assessment

The relevant mapping and overlays are reflected below:

Map or Overlay	Mapped Designation	Applicable (yes/no)
Strategic Mapping	Environmental Management & Conservation and Rural	
Zoning	Environmental Management & Conservation and Rural Zone	Zone
Biodiversity	MSES – High Ecological Significance	No
	Wildlife Habitat	Yes
	Regulated Vegetation	Yes

Bushfire	Very High Potential Intensity	No
	High Potential Intensity	Yes
	Medium Potential Intensity	Yes
	Potential Bushfire Impact Buffer	Yes
Coastal Hazards Overlay	High Coastal hazard zone	No
	Medium Coastal hazard zone	No
	Erosion Prone Area	No
Natural Hazard (Flood)	Flood Hazard Area	No
	Interim Floodplain Assessment	Yes
Landslide Hazard	Slope greater than 15%	No
Airport Overlay	3klm wildlife buffer	No
	8klm wildlife buffer	No
	13klm wildlife buffer	Yes
	6klm lighting buffer	No

Within the NPARC Planning Scheme, the proposed development is located partly within the Environmental Management & Conservation Zone and partly within the Rural Zone and is subject to Code Assessment.

The proposed development has been assessed against the applicable Codes:

- Environmental Management & Conservation Zone Code
- Rural Zone Code
- Applicable Overlay Codes
- Reconfiguration of a Lot Code
- Operational Works Code

NPARC Scheme	Code Applicability	Compliance
Environmental Management & Conservation Zone Code	✓	Complies
Rural Zone Code	✓	Complies
Biodiversity Overlay Code	✓	Complies
Natural Hazards Overlay Code	✓	Complies
NPA Airport Overlay Code	✓	Complies
Reconfiguring a Lot Code	✓	Complies
Operational Works Code	✓	Complies

Public Notifications & Submissions

Public Notification was not required for the code assessable application.

ENGINEERING

The subject site is not located within an area serviced by reticulated supply.

Proposed Decision Recommendations

Based on the above, the recommendation is as follows:

That Council issue a Development Permit for with the inclusion of the following conditions:

SCHEDULE OF CONDITIONS

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

- Development Permit for:
 - Reconfiguring a Lot (1 Lot into 5 Lots and Creation of Lease Exceeding 10 years)

CONDITIONS OF APPROVAL		TIMING												
(1)	Administration <ol style="list-style-type: none"> 1.1 The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with: 1.2 The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports; 1.3 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; 1.4 The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering; 	At all times												
(2)	Currency Period <ol style="list-style-type: none"> 2.1 The currency period applicable to Reconfiguring a Lot is six (6) years. 	As per condition												
(3)	Approved Site Drawings/Plans <ol style="list-style-type: none"> 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: <table border="1"> <thead> <tr> <th>Plan</th><th>Drawing Number</th><th>Date</th></tr> </thead> <tbody> <tr> <td>Proposed Lot 301 cancelling Lot 30 SP318400</td><td>AU013650-1</td><td>9/01/2024</td></tr> <tr> <td>Proposed Lots 301, 302, 304, 305 and 306 cancelling Lot 3 SP318400, New Mapoon</td><td>AU013650-2A</td><td>16/02/2024</td></tr> <tr> <td>Proposed Lots 301-306 Existing Zoning</td><td>AU013650-3</td><td>9/1/2024</td></tr> </tbody> </table> <ol style="list-style-type: none"> 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. 3.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council. 	Plan	Drawing Number	Date	Proposed Lot 301 cancelling Lot 30 SP318400	AU013650-1	9/01/2024	Proposed Lots 301, 302, 304, 305 and 306 cancelling Lot 3 SP318400, New Mapoon	AU013650-2A	16/02/2024	Proposed Lots 301-306 Existing Zoning	AU013650-3	9/1/2024	At all times
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CONDITIONS OF APPROVAL

TIMING

4 Drainage

At all times

4.1 The proposed development must not create ponding nuisances and/or a concentration of stormwater flows to adjoining properties.

4.2 All stormwater from the property must be directed to a lawful point of discharge such that it does not adversely affect surrounding properties or properties downstream.

CRITICAL DATES

DECISION MAKING PERIOD

Planning Act Item	Date
Application lodged with Council	22 March 2024
Confirmation Notice Issued	25 March 2024
Referrals Information Received	Not applicable
Impact Consultation Period	Not applicable
Planning Act 2016 – Decision Making Period Concludes	16 May 2024
Council Meeting	
Decision Notice Issued	

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

Planning Act 2016

Planning Regulation 2017

Development Assessment Rules – version 1.3

State Planning Policy – July 2017

Northern Peninsula Area Regional Council Planning Scheme, July 2018 (Alignment Amendment adopted 2 August 2021)

Northern Peninsula Area Master Plan Revision 1, dated 11 May 2020

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A

FINANCIAL AND RESOURCE CONSIDERATIONS

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

CONSULTATION

Chief Executive Officer, Northern Peninsula Area Regional Shire Council

STATEMENT OF REASONS

The following information is provided in accordance with Section 63 of the *Planning Act 2016*.

Development application:	DA2024_001
Property Address:	Loyalty Beach Road, New Mapoon
Property Description:	Lot 30 on SP318400
Application proposal:	Reconfiguring a Lot (1 Lot into 5 Lots including Creation of a Lease Exceeding 10 Years)
Approved:	Council meeting
Approved on:	
Planning Scheme:	Northern Peninsula Area Regional Council Planning Scheme 2018

REASONS FOR DECISION

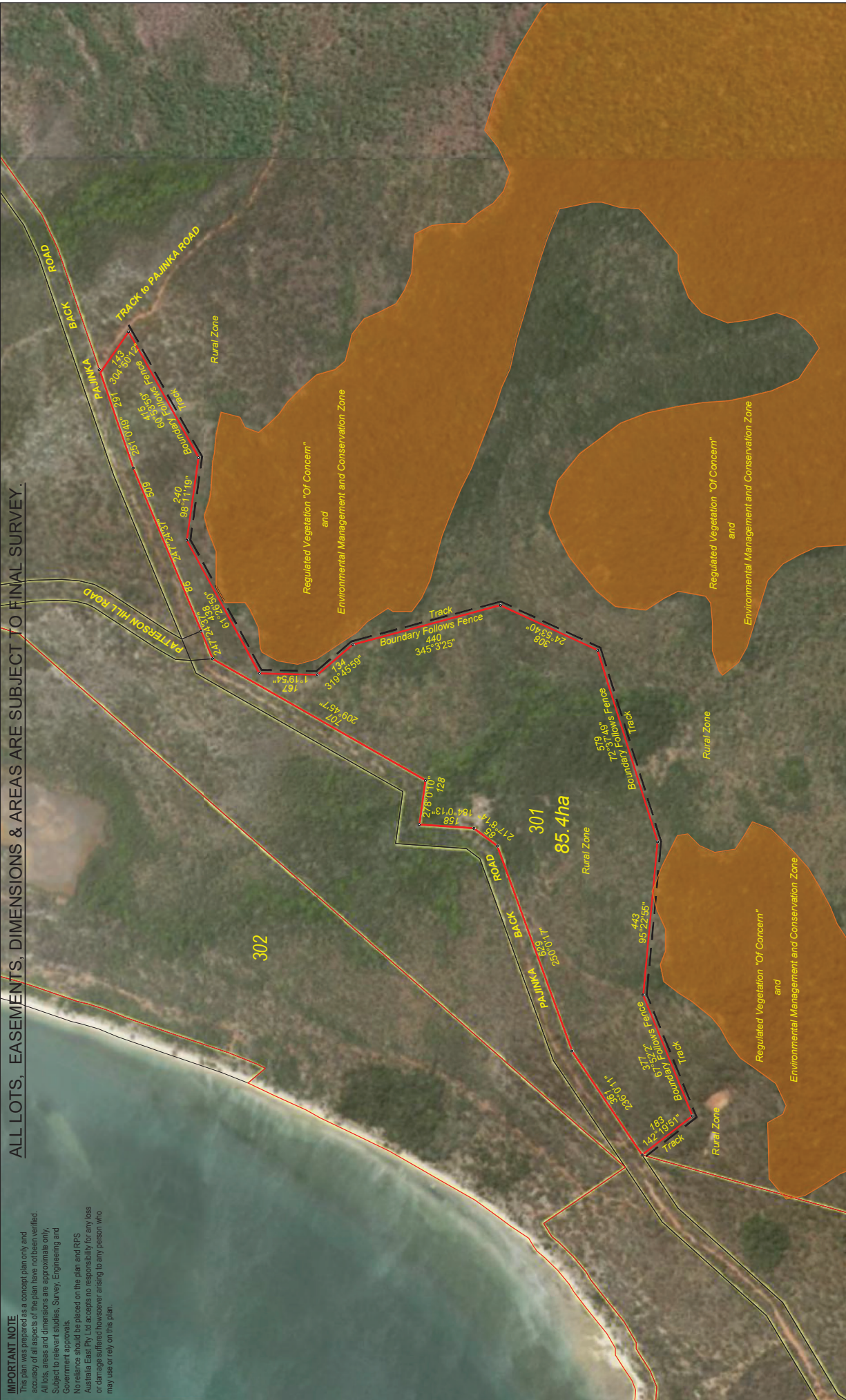
The reasons for this decision are:

- The proposal is consistent with the Northern Peninsula Area Regional Council Planning Scheme 27 August, 2018.
- Council has agreed to lease Proposed Lot 301.
- The proposed lease is located entirely within the Rural Zone and does not contain any mapped Regulated 'Of concern' vegetation and is adequately setback from regulated vegetation.
- The site subject to the proposed lease has already been used for agricultural (grazing) purposes for several decades and is improved with established fencing.
- The boundary of Proposed Lot 301 would follow the existing fenceline.
- The proposed subdivision lease area has access to an existing sealed road.
- The proposed lots (302, 304 – 306) would remain vacant and within the trusteeship of the DOGIT and facilitate ease of future management.
- The proposed development is consistent with strategic outcomes sought in respect of 'Natural environment, resources and landscape'.

Attachments

1. Approved Plan – proposed Lot 301 Cancelling Lot 30 on SP318400
2. Approved Plan – Proposed Lots 301, 302, 304, 305 & 306 cancelling Lot 30 on SP318400, New Mapoon
3. Approved Plan – Proposed Lots 301 – 306 Existing Zoning
4. Appeal Rights Planning Act 2016
5. Draft Decision Notice

ALL LOTS, EASEMENTS, DIMENSIONS & AREAS ARE SUBJECT TO FINAL SURVEY.



IMPORTANT NOTE
This plan was prepared as a concept plan only and accuracy of all aspects of the plan have not been verified. All lots, areas and dimensions are approximate only. Subject to relevant studies, Survey, Engineering and Government approvals. No reliance should be placed on the plan and RPS Australia East Pty Ltd accepts no responsibility for any loss or damage suffered howsoever arising to any person who may use or rely on this plan.



Proposed Lot 301 cancelling Lot 30 SP318400 New Mapoon



RPS AAP Consulting Pty Ltd
100/101 Pacific Hwy
135 Abbott St
PO Box 1849
CAIRNS QLD 4870
T +61 7 4031 1336
F +61 7 4031 2942
W rpsgroup.com



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Lot	ha
301	85.4
302	337.6
303	497
304	1702
305	3039
306	2003
306 (Public Reservation)	205
	7869

Lots 302-306 to be compiled from SP318400



Proposed Lots 302-306 cancelling lot 30 SP318400 New Mapoon

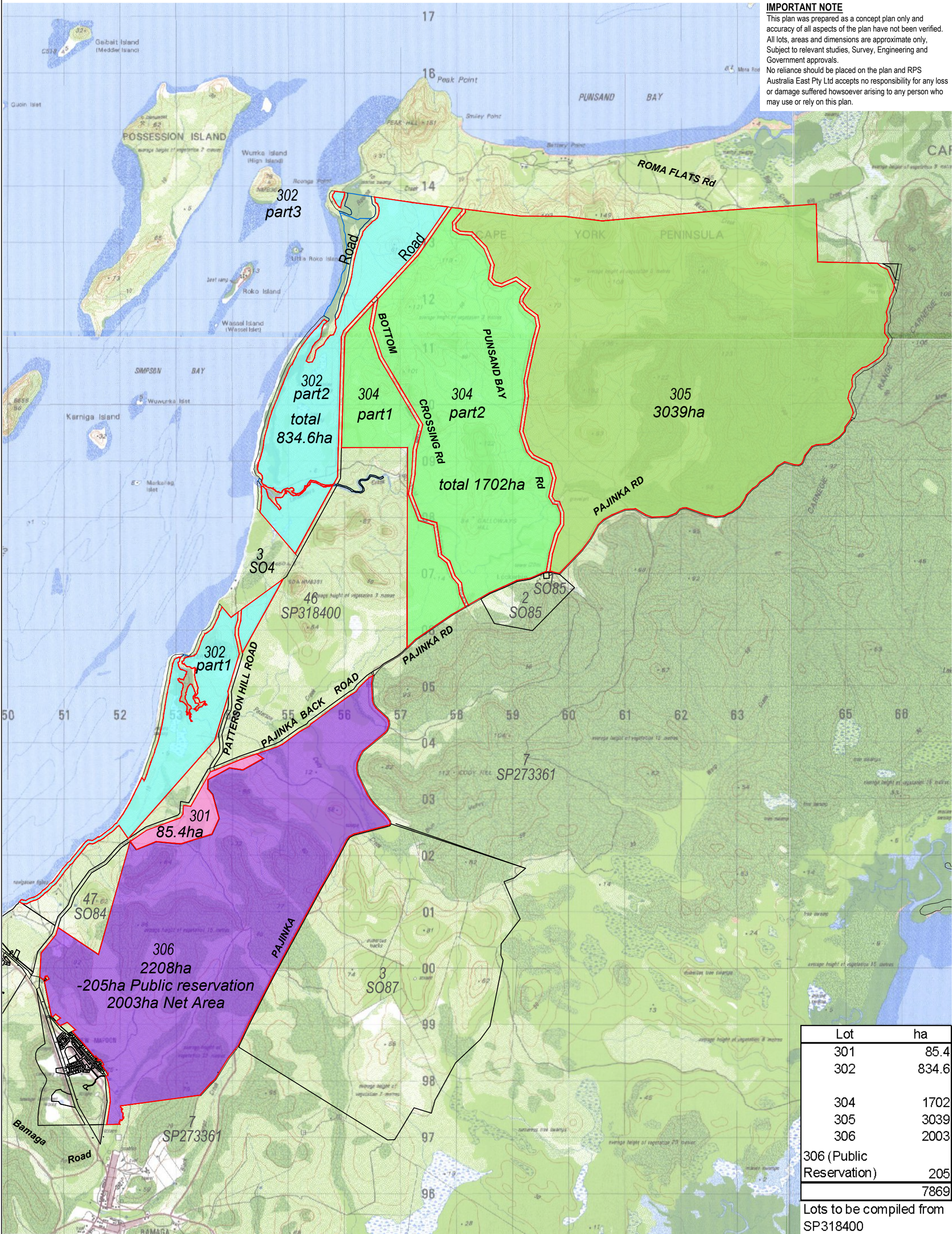


Datum: MGA2020 Z54 | Scale: 1:60,000 @ A3 | Date: 9-1-2024 | Drawing: Au013650-2

RPS AAP Consulting Pty Ltd
 ACN 117 883 173
 135 Abbott St
 PO Box 1949
 CAIRNS QLD 4870
 T +61 7 4031 1336
 F +61 7 4031 2942
 W rpsgroup.com



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**Proposed Lots 301, 302, and 304, 305, 306
cancelling lot 30 SP318400 New Mapoon**



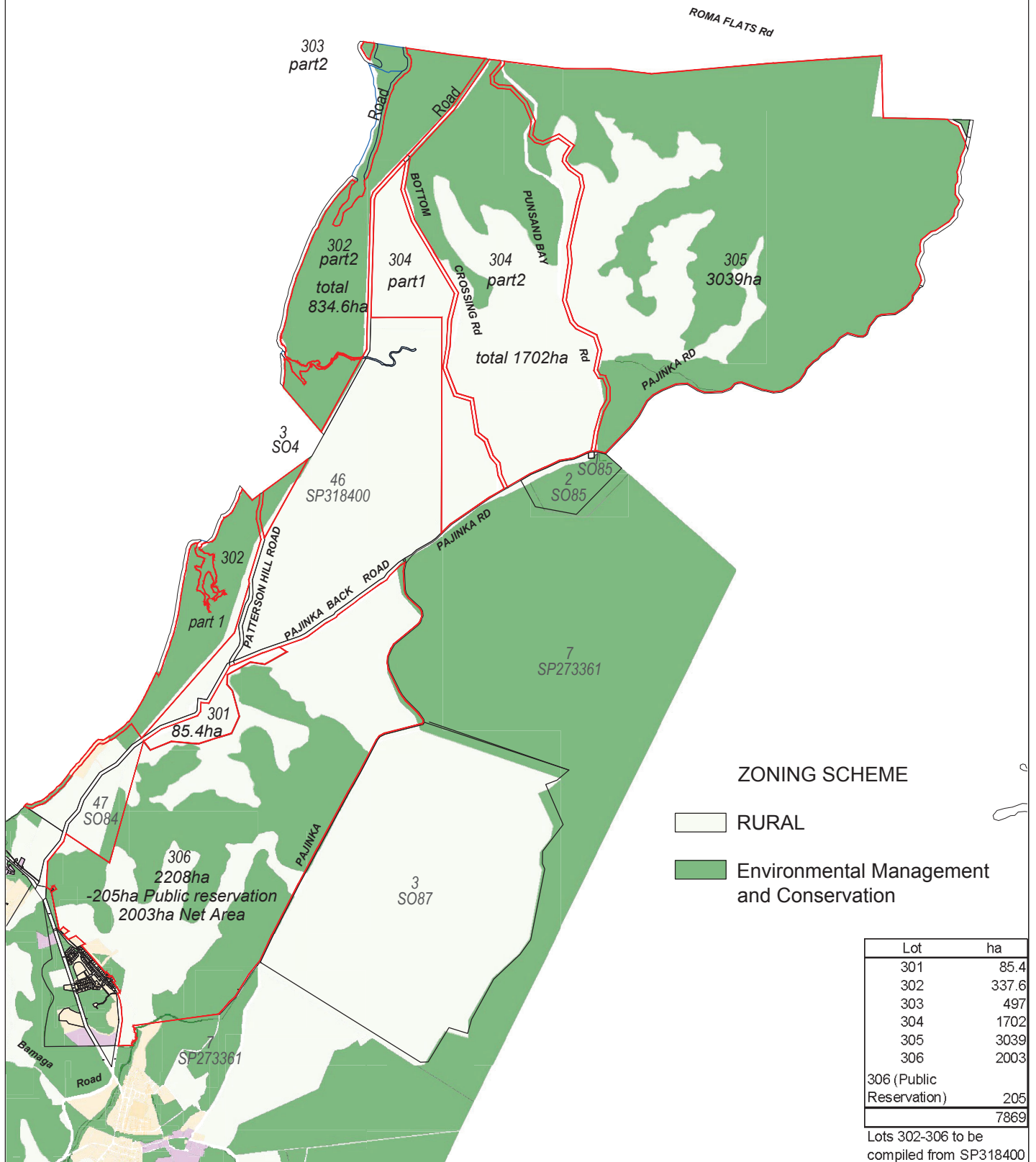
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- (2) The person is taken to have engaged in the representative's conduct, unless the person proves the person could not have prevented the conduct by exercising reasonable diligence.

- (3) In this section—

conduct means an act or omission.

representative means—

- (a) of a corporation—an executive officer, employee or agent of the corporation; or
- (b) of an individual—an employee or agent of the individual.

state of mind, of a person, includes the person's—

- (a) knowledge, intention, opinion, belief or purpose; and
- (b) reasons for the intention, opinion, belief or purpose.

Chapter 6 Dispute resolution

Part 1 Appeal rights

229 Appeals to tribunal or P&E Court

- (1) Schedule 1 states—
- (a) matters that may be appealed to—
 - (i) either a tribunal or the P&E Court; or
 - (ii) only a tribunal; or
 - (iii) only the P&E Court; and
 - (b) the person—
 - (i) who may appeal a matter (the ***appellant***); and
 - (ii) who is a respondent in an appeal of the matter; and

- (iii) who is a co-respondent in an appeal of the matter;
and
 - (iv) who may elect to be a co-respondent in an appeal of the matter.
- (2) An appellant may start an appeal within the appeal period.
- (3) The *appeal period* is—
 - (a) for an appeal by a building advisory agency—10 business days after a decision notice for the decision is given to the agency; or
 - (b) for an appeal against a deemed refusal—at any time after the deemed refusal happens; or
 - (c) for an appeal against a decision of the Minister, under chapter 7, part 4, to register premises or to renew the registration of premises—20 business days after a notice is published under section 269(3)(a) or (4); or
 - (d) for an appeal against an infrastructure charges notice—20 business days after the infrastructure charges notice is given to the person; or
 - (e) for an appeal about a deemed approval of a development application for which a decision notice has not been given—30 business days after the applicant gives the deemed approval notice to the assessment manager; or
 - (f) for any other appeal—20 business days after a notice of the decision for the matter, including an enforcement notice, is given to the person.

Note—

See the P&E Court Act for the court's power to extend the appeal period.

- (4) Each respondent and co-respondent for an appeal may be heard in the appeal.
- (5) If an appeal is only about a referral agency's response, the assessment manager may apply to the tribunal or P&E Court to withdraw from the appeal.

- (6) To remove any doubt, it is declared that an appeal against an infrastructure charges notice must not be about—
 - (a) the adopted charge itself; or
 - (b) for a decision about an offset or refund—
 - (i) the establishment cost of trunk infrastructure identified in a LGIP; or
 - (ii) the cost of infrastructure decided using the method included in the local government's charges resolution.

230 Notice of appeal

- (1) An appellant starts an appeal by lodging, with the registrar of the tribunal or P&E Court, a notice of appeal that—
 - (a) is in the approved form; and
 - (b) succinctly states the grounds of the appeal.
- (2) The notice of appeal must be accompanied by the required fee.
- (3) The appellant or, for an appeal to a tribunal, the registrar, must, within the service period, give a copy of the notice of appeal to—
 - (a) the respondent for the appeal; and
 - (b) each co-respondent for the appeal; and
 - (c) for an appeal about a development application under schedule 1, table 1, item 1—each principal submitter for the development application; and
 - (d) for an appeal about a change application under schedule 1, table 1, item 2—each principal submitter for the change application; and
 - (e) each person who may elect to become a co-respondent for the appeal, other than an eligible submitter who is not a principal submitter in an appeal under paragraph (c) or (d); and

- (f) for an appeal to the P&E Court—the chief executive; and
 - (g) for an appeal to a tribunal under another Act—any other person who the registrar considers appropriate.
- (4) The *service period* is—
 - (a) if a submitter or advice agency started the appeal in the P&E Court—2 business days after the appeal is started; or
 - (b) otherwise—10 business days after the appeal is started.
- (5) A notice of appeal given to a person who may elect to be a co-respondent must state the effect of subsection (6).
- (6) A person elects to be a co-respondent by filing a notice of election, in the approved form, within 10 business days after the notice of appeal is given to the person.
- (7) Despite any other Act or rules of court to the contrary, a copy of a notice of appeal may be given to the chief executive by emailing the copy to the chief executive at the email address stated on the department’s website for this purpose.

231 Other appeals

- (1) Subject to this chapter, schedule 1 and the P&E Court Act, unless the Supreme Court decides a decision or other matter under this Act is affected by jurisdictional error, the decision or matter is non-appealable.
- (2) The *Judicial Review Act 1991*, part 5 applies to the decision or matter to the extent it is affected by jurisdictional error.
- (3) A person who, but for subsection (1) could have made an application under the *Judicial Review Act 1991* in relation to the decision or matter, may apply under part 4 of that Act for a statement of reasons in relation to the decision or matter.
- (4) In this section—
decision includes—

File Reference: DA2024_001
Contact: Kate Galloway
Your Ref: 9832

DATE 2024

Northern Peninsula Area Regional Council
C/- RPS AAP Consulting Pty Ltd
PO Box 1949
Cairns QLD 4870

Delivery via email: stacey.devaney@rpsgroup.com.au & Gerhard.visser@dsdsatsip.qld.gov.au

DECISION NOTICE
Planning Act 2016

Section 63 of the Planning Act 2016, Development Permit for: Reconfiguring a Lot (1 Lot into 5 Lots including creation of a Lease exceeding 10 years) over Lot 30 on SP318400, Loyalty Beach Road, New Mapoon,

The application dated 24 March 2024 seeking approval for the following is noted:

- Development Permit for Reconfiguring a Lot (1 Lot into 5 Lots – proposed Lots 301, 302, 304 305 & 306) and creation of 1 lease exceeding 10 years).

Please be advised that your application was assessed and considered at Council's schedule meetings held on **(Date 2024)**.

Council resolved to:

Approve (subject to conditions):

- a. The Development Application lodged with Council for:
 - i. Reconfiguring a Lot (1 Lot into 5 Lots – (proposed lots 301, 302, 304 , 305 & 306) and creation of 1 lease exceeding 10 years)

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 Galloway
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	DA2024_001
Applicant Details	Northern Peninsula Area Regional Council
Property Description	Lot 30 on SP318400
Proposal	Development Permit for Reconfiguring a Lot (1 lot into 5 Lots (Proposed Lots 301, 302, 304, 305 & 306) and creation of 1 lease exceeding 10 years)
Level of Assessment	Code Assessment

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 s63 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	DATE 2024
Decision Type	Development Permit
Planning Instrument	Northern Peninsula Area Regional Council Planning Scheme (Alignment Amendment 2021)
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	
Nil	
PROPERTY NOTES	
Not Applicable	
FURTHER DEVELOPMENT PERMITS REQUIRED	
Nil	
RIGHTS OF APPEAL	
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>).	
<u>Appeal by an applicant</u>	
An applicant for a development application may appeal to the Planning and Environment Court against the following:	
<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.	
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> .	
<u>Appeal by an eligible submitter</u>	
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:	
<ul style="list-style-type: none">• Any part of the development application that required impact assessment; and• A variation request.	
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> .	

APPROVAL CURRENCY PERIOD
Pursuant to s46(8) of the <i>Planning Act 2016</i> , the development approval will lapse within six (6) years after the date of approval.
APPROVED PLANS & SPECIFICATIONS
Copies of the approved plans, specifications and/or drawings are attached.
FURTHER INFORMATION
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.
NOTICE ABOUT DECISION – STATEMENT OF REASONS
<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 consistent with the NPARC_Planning_Scheme_2018.
- Council has agreed to lease Proposed Lot 301.
- The proposed lease area is located entirely within the Rural Zone and does not contain any mapped Regulated 'Of concern' vegetation and is adequately setback from regulated vegetation.
- The site subject to the proposed lease has already been used for agricultural (grazing) purposes for several decades and is improved with established fencing.
- The boundary of Proposed Lot 301 would follow the existing fenceline.
- The proposed subdivision lease area has access to an existing sealed road.
- The proposed lots (302, 304 – 306) would remain vacant and within the trusteeship of the DOGIT and facilitate ease of future management.
- The proposed development is consistent with strategic outcomes sought in respect of 'Natural environment, resources and landscape'.

SCHEDULE OF CONDITIONS

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

- Development Permit for Reconfiguring a Lot (1 Lot into 5 Lots and creation of 1 lease exceeding 10 years)

CONDITIONS OF APPROVAL		TIMING												
Administration		At all times												
1.1 The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:														
1.2 The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports;														
1.3 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;														
1.4 The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering.														
Currency Period														
2.1 The currency period applicable to the Reconfiguring a Lot is six (6) years.		As per condition												
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												
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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.		At all times												
3.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for		At all times												

endorsement by Council.

Drainage

- | | | |
|-----|--|--------------|
| 4.1 | The proposed development must not create ponding nuisances and/or a concentration of stormwater flows to adjoining properties. | At all times |
| 4.2 | All stormwater from the property must be directed to a lawful point of discharge such that it does not adversely affect surrounding properties or properties downstream. | |



ORDINARY COUNCIL MEETING # 1

Agenda Item 12.3

Tuesday 23rd April 2024

Umagico Boardroom

12.4 In Camera – Gravel Pits

This matter is considered to be confidential under s.254J(3)(e) and (g) of the *Local Government Regulations 2012*, and the Council is satisfied that the discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with legal advice obtained by the local government, including legal proceedings that may be taken by or against the local government, and negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

An overview of what is to be discussed while the meeting is closed is the ongoing utilisation of gravel pits in the Northern Peninsula Area, including the validation of Native Title associated with such uses.

Title of Report: Tender Award – Building Supervision Services

Agenda Item: 12.4

Classification: For Decision

Author Executive Manager, Building & Infrastructure

Attachments Building Supervision Services Tender Evaluation Report (tabled)

Officers Recommendation:

That Council authorise the Chief Executive Officer and Executive Manager Building & Infrastructure to:

1. Finalise negotiations of Contract terms with the preferred Tenderer, R&C Davi Pty Ltd.
2. Enter into a contract with R&C Davi Pty Ltd if negotiations result in an acceptable contract position, for an initial term of 1 year with two optional extensions of 12 months each.

PURPOSE OF REPORT

To award the Supply of Building Supervision Services, as tendered in Tender Number: BLDS231211C

BACKGROUND AND CONTEXT

In 2019, the previous Executive Manager Operations undertook a RFQ for the Supply of Building Supervision Services. Due to the intended procurement value of the contract, the previous Executive Manager Operations felt it was within delegation and not subject to Council Resolution. Technically, the value of this contract has an expected worth of greater than \$200,000 and is defined as a large-sized contractual arrangement. While a RFQ was undertaken at the time, a tender should have been completed for the agreement. Under the relevant section of the regulations, the invitation for tenders must be made by an advertisement in a newspaper that circulates generally in the local government area; and allow written tenders to be given to the local government for at least 21 days after the advertisement is published.

While the preferred suppliers tender could be relied on, at the Ordinary Council Meeting held on 16th November 2023 a resolution was passed authorising Chief Executive Officer and Executive Manager Building and Infrastructure to undertake a tender for the Supply of Building Supervision Services.

A Request for Tender was advertised to the Open Market via VendorPanel on Thursday 14 December 2023.

During the Tender Period, no notice to tenderers or addenda were issued:

Tenders closed on VendorPanel at 5pm on Friday 5th January 2024. Tenders were received from the following firms (in alphabetical order):

- R&C Davi Pty Ltd

Vender Panel statistics provides the following detail regarding this tender:

- 47 Suppliers read the tender.
- 2 tenderers identified that they intended to respond.
- 2 tender responses were drafted.
- 1 tender response was submitted.

The tender received has assessed to confirm that it meets the minimum requirements for a conforming tender.

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

- i) Price.
- ii) Experience and capability.
- iii) Business Profile.
- iv) Management Systems.

Weighted Assessment Criteria

Assessment Criteria	Weighting (%)
Price	40
Experience and Capability	30
Business Profile	20
Management Systems	10

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

- Shane Waller – NPARC Project Manager
- Robert James – NPARC A/ Executive Manager Building and Infrastructure
- Gus Yates – NPARC Executive Manager Operations

On completion of the assessment of tenders received R&C Davi Pty Ltd scored highest in the assessment Criteria. R&C Davi Pty Ltd was identified as the highest scoring tenderer for these works.

CRITICAL DATES

N/A

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

Costs associated with this service will be costed to approved capital and operational projects as per Council budget(s).

CONSULTATION

Vendor Panel

NPARC A/ Executive Manager Building Infrastructure

NPARC Project Manager

NPARC Executive Manager Operations



AGENDA ITEM 13-14
ORDINARY COUNCIL MEETING #1
Tuesday 23rd April 2024
Umagico Boardroom

13. General Discussion

14. Close of Meeting