



## **MEETING BOOK**

**Northern Peninsula Area Regional Council**

**Ordinary Council Meeting #5**

**To commence at 8:30am**

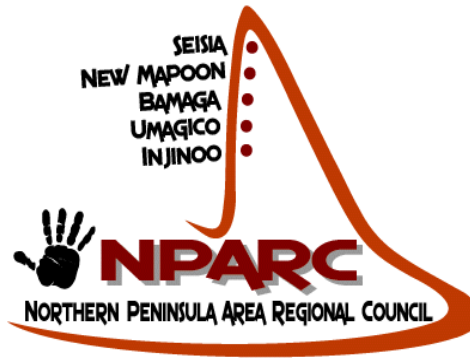
**On**

**Tuesday 27<sup>th</sup> August 2024**

**Umagico Boardroom**

## **AGENDA**

1. Welcome and Opening of Meeting
2. Acknowledgement of Traditional Land Owners
3. Present
4. Apologies
5. Declarations of Conflict of Interest
6. Confirmation of Minutes of Previous Meeting
7. Business Arising from Previous Meeting
8. Manager Reports
  - 8.1 Operational Update on HR
  - 8.2 Operational Update on BAS Maintenance
9. Mayor Report
10. CEO Report
11. Presentation from Advisor
12. Executive Report
  - 12.1 Executive Manager Operations Report
  - 12.2 Executive Manager Community & Regulatory Services Report
  - 12.3 Executive Manager Building & Infrastructure Report
  - 12.4 Executive Manager Corporate & Finance Services Report
13. Finance Reports
  - 13.1 July 2024 Financial Report
  - 13.2 Update from Financial Controller
14. Other Business
  - 14.1 2023-2024 Operational Plan Q4 Update
  - 14.2 2022-2026 Corporate Plan Update
  - 14.3 Tender Assessment Report RFT VP418062
  - 14.4 Point of Sales for Injinoo Service Station, NPA Airport and Jardine Ferry, Budget Amendment / Sole Supplier Report
  - 14.5 Management Arrangements for Rumble in the Jungle
  - 14.6 Adoption of NPARC Standing Orders
  - 14.7 Capital Budget Amendment 122 Williams Crescent
  - 14.8 In Camera – Memorandum of Understanding with Torres Strait Regional Authority
  - 14.9 In Camera – Management Contract for Umagico Supermarket
15. General Discussion
16. Close of Meeting



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**Tuesday 27<sup>th</sup> August 2024**

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**AGENDA ITEM 1- 5**  
**ORDINARY COUNCIL MEETING #5**  
**Tuesday 27<sup>th</sup> August 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 #4**  
**Tuesday 23<sup>rd</sup> July 2024**  
**Injinoo Boardroom**

## **Northern Peninsula Area Regional Council**

### **Ordinary Council Meeting #4**

**To commence at 9.00am**

**On**

**Tuesday 23<sup>rd</sup> July 2024**

**Injinoo Boardroom**



## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #4  
Tuesday 23<sup>rd</sup> July 2024  
Injinoo Boardroom

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

Mayor Poi Poi welcomed attendees and opened the meeting at 9.29am with a prayer by Gina Peter.

### Agenda Item 2. Acknowledgement of Country

Mayor Poi Poi 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.

A minute silence was held out of respect to sorry business within the NPA.

### Agenda Item 3. Present

#### Mayor & Councillors

Mayor Robert Poi Poi	Mayor	
Cr David Byrne	Division 1	
Cr Mary Yoelu	Division 2 / Deputy Mayor	Arrived at 9.40am
Cr Kitty Gebadi	Division 3	
Cr Marlene Bond	Division 4	
Cr Bradford Elu	Division 5	

#### Other Attendees

Kate Gallaway	CEO
Gus Yates	Executive Manager Operations
Gina Peter	Executive Manager Corporate & Finance Services
Leonie Ishmail	A/ Executive Manager Community & Regulatory Services
Robert James	Executive Manager Building & Infrastructure
Elimau Blarrey	Senior Executive Assistant (Minute Taker)

Cr Bond has requested to join the meeting by teleconference. A resolution is required.

#### Resolution

##### That Council:

Accepts Cr Bond to join the meeting by teleconference

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Elu

Resolution: C3-23072024

CARRIED

### Agenda Item 4. Apologies

Nil

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

Mayor Robert Poi Poi advised the meeting that he had a prescribed conflict of interest in the matter to be dealt with in agenda item 13.3 'Tender Assessment Report and Award Tender No. NPARC 06 2024.'



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Tuesday 23<sup>rd</sup> July 2024  
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*Pursuant to section 150EL of the Local Government Act 2009 (LGA), Mayor Poi Poi stated that the award of the tender was a prescribed conflict of interest. He is a director of Rob's Earth Moving, one of the organisations that is subject of this agenda item.*

*Mayor Poi Poi stated that he would handle his prescribed conflict of interest by leaving the meeting room at the time the matter was being discussed and decided upon and would not involve himself in decision-making.*

*Consistently with section 150EL of the LG Act, Mayor Poi Poi stated that he had provided information about his prescribed conflict of interest to Council's CEO via a written notice at the Council Meeting after becoming aware of it.*

Cr Bond joined the meeting via phone at 9.39am  
Cr Gebadi joined the meeting at 9.40am

*Councillor Mary Yoelu advised the meeting that she had a declarable conflict of interest in the matter to be dealt with in agenda item 13.3 'Tender Assessment Report and Award Tender No. NPARC 06 2024.'*

*Councillor Yoelu stated that the award of the tender was a declarable conflict of interest. A close associate is a part-time employee of one of the tenderer's for the work being considered.*

*Councillor Yoelu stated that she would handle her declarable conflict of interest by requesting to remain in the meeting and unconflicted councillors making decision regarding her participation in the matter. Councillor Yoelu noted that her close associate did not stand to gain a benefit as a result of the decision and that it would not impact her decision making process.*

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

Cr Byrne left the room at 9.48am

*The remaining unconflicted councillors discussed the participation of Cr Yoelu in the agenda item.*

*The remaining councillors felt Cr Yoelu could participate in the discussion of the matter but not vote on the matter as her close associate did not stand to obtain any financial benefit from the matter being discussed.*

Moved: Cr Elu  
Second: Cr Bond  
3/0

Cr Byrne returned into the room at 9.50am



## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #4  
Tuesday 23<sup>rd</sup> July 2024  
Injinoo Boardroom

### Agenda Item 6.

### Confirmation of Minutes of Previous Meeting

#### Resolution

##### That Council:

Notes and confirms the minutes from the Council Meeting held Tuesday 18<sup>th</sup> June 2024.

Moved: Cr Byrne

Vote: 6/0

Seconded: Cr Bond

Resolution: C6.1-23072024

CARRIED

#### Resolution

##### That Council:

Notes and confirms the minutes from the Special Council Meeting held Friday 28<sup>th</sup> June 2024.

Moved: Cr Gebadi

Vote: 6/0

Seconded: Cr Elu

Resolution: C6.2-23072024

CARRIED

#### Resolution

##### That Council:

Notes and confirms the minutes from the Special Council Meeting held Monday 15<sup>th</sup> July 2024.

Moved: Cr Byrne

Vote: 6/0

Seconded: Cr Gebadi

Resolution: C6.3-23072024

CARRIED

### Agenda Item 8.

### Manager Reports

#### Agenda Item 8.1

#### Operational Update on Apudthama Rangers

#### Resolution

##### That Council:

- Note the report

Moved: Cr Bond

Vote: 6/0

Seconded: Cr Byrne

Resolution: C8.1-23072024

CARRIED



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Meeting Minutes  
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Injinoo Boardroom

### Agenda Item 8.2 Operational Update on Grants Management

#### Resolution

##### That Council:

- Note the report

Moved: Cr Gebadi

Vote: 6/0

Seconded: Cr Elu

Resolution: C8.2-23072024

CARRIED

### Agenda Item 8.3 Operational Update on Stores

#### Resolution

##### That Council:

- Note the report

Moved: Cr Yoelu

Vote: 6/0

Seconded: Cr Gebadi

Resolution: C8.3-23072024

CARRIED

### Agenda Item 7. Business Arising from Previous Meeting

Action items were discussed as per the Action Task List

### Agenda Item 9. Mayor Report

#### Indigenous Leaders Forum

- Thank you to LGAQ for hosting the Indigenous Leaders Forum and to Yarrabah Council for hosting us for the Monday
- It was interesting to listen to the various presenters on the second day
- I note the CEO has sent out the details re LGAQ conference and encourage everyone to reply promptly to allow bookings to be made

#### QTC Training

- Thank you to the QTC for delivering the initial financial training for councillors
- I note that the QTC has further engagement planned following their initial training and encourage all councillors to participate once scheduled
- In the interim, if anyone has any questions, I would encourage you to reach out to me and we can discuss with the CEO

#### Special Budget Meeting

- Thank you to those councillors that attended the special budget meeting
- The adoption of the 24-25 budget and operational plan is a huge milestone for the council and I want to thank everyone for their engagement and congratulate the council on this achievement
- I look forward to sharing the details of this with community at our community meetings

#### National General Assembly & Deputations in Canberra

- While it was very chilly in Canberra, I think it was a worthwhile trip for our team to the National General Assembly
- Thank you to those ministers who took the opportunity to meet with us and I note that there has already been follow up from those meetings

#### Cultural Festival

- Thank you to Cr Gebadi for giving the opening address at the Cultural Festival in my absence
- It was a shame I missed the event, but I want to pass on my congratulations to the staff for a well run event in difficult times

#### Gravel & Sand ILUA

- I would note the CEO has a further update on this today, but I would like to thank both Council and traditional owners for working collaboratively on this matter
- Access to gravel and sand is critical for community development and it is great we have been able to reach an outcome that is favourable to both parties. This was only possible through genuine teamwork and collaboration

#### LDMG Meeting

- Cr Elu, Cr Gebadi and I attended our first LDMG meeting
- Thank you to our participants who also attended and brief on disaster preparedness works
- We are currently working with QPS Emergency Management Coordinators to visit community and undertake further training

#### QPS First Nation Division

- In Cairns, I had the opportunity to meet with senior members of the QPS First Nations Division
- We shared some challenges we are having in the leadup to the QPS Mayor Summit
- I will attend the QPS Mayor Summit in late August and encourage councillors to email the CEO and myself with any specific QPS feedback

#### SeaSwift

- In Cairns, I had the opportunity to meet with the new Executive Chair of SeaSwift
- We both shared our challenges and frustrations
- As a result of this, SeaSwift have committed to coming to the NPA in the next month to meet with council and small business owners to discuss their frustrations and strategies being put in place

#### QPS Disaster Management

- For those councillors who are not aware, disaster management functions have transitioned from QFES to QPS
- As a result of this QPS undertook some consultation with first nations councils. Whilst the focus was largely on the recent events in Wujal and Cook, there was feedback on using dry season to better undertake disaster preparedness for visitors to region

#### TCICA Meeting

- TCICA held a strategic planning meeting with all members to discuss the strategy moving forward
- Key areas were identified and I will share draft once received from TCICA



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- As TCICA looks to a state focus, I think it signifies the need to work closely with Torres Shire Council and Torres Strait Island Regional Council to ensure regional advocacy continues

### Regional Governance Meeting

- TSRA Chair invited the myself and the mayors of Torres Shire Council and Torres Strait Island Regional Council to attend a Regional Governance Meeting
- We largely discussed the history and past actions but took some key actions moving forward
- TSRA has committed to developing an MOU with NPARC to be adopted at the September TSRA Meeting which also includes discussion regarding the inclusion of Injinoo, Umagico and New Mapoon within the TSRA board structure

#### Resolution

##### That Council:

- Note the Mayor's verbal report from Tuesday 23<sup>rd</sup> July 2024

Moved: Cr Elu

Vote: 6/0

Seconded: Cr Gebadi

Resolution: C9.1-23072024

CARRIED

Council meeting break for lunch at 12:37pm

Moved: Cr Yoelu

Second: Cr Gebadi

6/0

Council meeting open from lunch at 1:21pm

Moved: Cr Bond

Second: Cr Gebadi

6/0

#### Agenda Item 10.

#### CEO Report

#### Resolution

##### That Council:

- Note the Report and proposed changes to community meetings

Moved: Cr Yoelu

Vote: 6/0

Seconded: Cr Bond

Resolution: C10-23072024

CARRIED





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ORDINARY COUNCIL MEETING #4  
Tuesday 23<sup>rd</sup> July 2024  
Injinoo Boardroom

Agenda Item 11.  
Agenda Item 11.1.

Executive Reports  
Executive Manager Operations Report

### Resolution

#### That Council:

- Note the report.

Moved: Cr Byrne  
Vote: 6/0

Seconded: Cr Gebadi  
Resolution: C11.1-23072024

CARRIED

Agenda Item 11.2. Executive Manager Community & Regulatory Services Report

Cr Gebadi left the room at 2.24pm  
Cr Gebadi returned into the room at 2.29pm.  
Cr Byrne left the room at 2.33pm

### Resolution

#### That Council:

- Note the report.

Moved: Cr Elu  
Vote: 5/0

Seconded: Cr Bond  
Resolution: C11.2-23072024

CARRIED

Agenda Item 11.3. Executive Manager Building & Infrastructure Report

Cr Byrne returned into the room at 2.39pm  
Mayor Poipoi left the room at 2.36pm  
Mayor Poipoi returned into the room at 2.37pm

### Resolution

#### That Council:

- Note the report.

Moved: Cr Yoelu  
Vote: 6/0

Seconded: Cr Bond  
Resolution: C11.3-23072024

CARRIED



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Injinoo Boardroom

### Agenda Item 11.4. Executive Manager Finance & Corporate Services Report

Cr Yoelu left the room at 3.02pm

Cr Yoelu returned into the room at 3.06pm.

#### Resolution

##### That Council:

- Note the report.

Moved: Cr Elu

Vote: 6/0

Seconded: Cr Byrne

Resolution: C11.4-23072024

CARRIED

### Agenda Item 12. Financial Reports

#### Agenda Item 12.1. May 2024 Financial Report

Mayor Poipoi left the room at 3.27pm

Mayor Poipoi returned into the room at 3.28pm

Cr Elu left the room at 3.54pm

Cr Elu returned into the room at 4.03pm

#### Resolution

##### That Council:

Note and accept the Finance report for the period ending 30 June 2024

Moved: Cr Byrne

Vote: 6/0

Seconded: Cr Bond

Resolution: C12.1-23072024

CARRIED



## UNCONFIRMED

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Injinoo Boardroom

### Agenda Item 13. Reports

#### Agenda Item 13.1. NPARC Tender Assessment Report Contract BLD S240521C

Mayor Poipoi left the room at 4.04pm

Mayor Poipoi returned in to the room at 4.06pm

##### Resolution

##### That Council:

1. Authorise the Chief Executive Officer and Executive Manager Building and Infrastructure to accept the submitted price \$299,440.26 (inc GST) and to liaise with the successful contractor DBQW Pty Ltd for a program of works 87 Sebasio Street, Bamaga, Poles 1-8.

Conditional on the nominated W4Q 24-27 Project "Sebasio Street Infrastructure Renewals" being approved as an eligible project.

2. Approve an overall construction contingency of 22% be applied to the project

The estimated contingency amount-based on the contract sum is \$85,559.74 (inc GST)

Moved: Cr Elu

Vote: 6/0

Seconded: Cr Gebadi

Resolution: C13.1-23072024

CARRIED

#### Agenda Item 13.2. Review of Local Disaster Management Plan

##### Resolution

##### That Council:

- Adopt the Local Disaster Management Plan
- Delegate to the CEO to make minor amendment as necessary to ensure currency of information

Moved: Cr Gebadi

Vote: 6/0

Seconded: Cr Yoelu

Resolution: C13.2-23072024

CARRIED



## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #4  
Tuesday 23<sup>rd</sup> July 2024  
Injinoo Boardroom

### Agenda Item 13.2. Tender Assessment Report and Award Tender No. NPARC 06 2024

Having declared an interest for this agenda item, Mayor Poi Poi left the room at 4:19pm.

As Deputy Mayor Mary Yoelu also had an interest in this matter, Councillor Gebadi chaired in his absence.

*Councillor Gebadi advised the meeting that she had a declarable conflict of interest in the matter to be dealt with in agenda item 13.3 'Tender Assessment Report and Award Tender No. NPARC 06 2024.'*

*Councillor Gebadi stated that the award of the tender was a declarable conflict of interest, and disclosed that a close associate of Cr Gebadi is a family relative of a director a one of the tenderer's for the work being considered.*

*Councillor Gebadi stated that she would handle her declarable conflict of interest by requesting to remain in the meeting and unconflicted councillors making decision regarding her participation in the matter. Councillor Gebadi noted that due to the cultural background of this relationship, she did not believe that is significantly close to influence her decision making in this matter.*

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

*The remaining unconflicted councillors discussed the participation of Cr Gebadi in the agenda item.*

*The remaining councillors felt Cr Gebadi could participate in the discussion of the matter and vote on the matter as the nature of her relationship with the close associate was not any significantly greater than a member of community and it is not significantly close to influence her decision making in this matter.*

Moved: Cr Bond  
Second: Cr Byrne  
3/0

**Resolution**

**That Council** notes the Tender Assessment Report and

1. authorise the Chief Executive Officer and Executive Manager Operations to accept the submitted prices below and to liaise with the successful contractors for a program of works.

Rob's Earth Moving

- Schedule 1 \$969,584.00
- Schedule 2 \$384,896.00
- Schedule 3 \$266,935.00

NPA Earthmoving Yusia

- Schedule 4 \$315,153.00
- Schedule 5 \$208,876.00
- Schedule 6 \$683,531.00

Approve an overall budget of \$6,000,000 (ex GST) as per the QRA Submission Value

**Moved: Cr Bond**

**Vote: 4/0**

**Seconded: Cr Elu**

**Resolution: C13.3-23072024**

**CARRIED**

**Cr Yoelu – Did not vote**

**Cr Byrne – For**

**Cr Gebadi – For**

**Cr Bond – For**

**Cr Elu - For**

Mayor Poi Poi returned to the meeting at 4:42pm



## UNCONFIRMED

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Injinoo Boardroom

### Agenda Item 13.4. IN CAMERA - NPARC Structure

#### Resolution

##### That Council resolves:

1. Pursuant to section 254J(1) of the Local Government Regulation 2012 ("LG Reg"), to close this part of the meeting to the public;
2. Pursuant to section 254J(5) of the LG Reg:
  - a. The matters to be discussed includes industrial matters affecting employees
  - b. An overview of what is to be discussed while the meeting is closed is the Organisational Structure of Council

Moved: Cr Gebadi

Vote: 6/0

Seconded: Cr Byrne

Resolution: C13.4.1-23072024

CARRIED

#### Resolution

##### That Council resolves:

1. To open the meeting to the public

Moved: Cr Elu

Vote: 6/0

Seconded: Cr Gebadi

Resolution: C13.4.2-23072024

CARRIED

#### Resolution

##### That Council:

- note the report
- endorse the structure for Northern Peninsula Area Regional Council

Moved: Cr Elu

Vote: 6/0

Seconded: Cr Byrne

Resolution: C13.4.3-23072024


CARRIED

### Agenda Item 13. General Discussion

### Agenda Item 14. Close of Meeting

Meeting closed at 5:26pm with a prayer by Gina Peter.

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


Councillor Name	Mayor Robert Poi Poi	
Timing of declaration	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
Meeting type	<input checked="" type="checkbox"/> Council meeting	
Meeting date	23/07/2024	
Description of business matter	Tender Assessment Report and Award Tender No. NPARC 06 2024	
Item number	13.3 Tender Assessment Report and Award Tender No. NPARC 06 2024	
Pursuant to section 150EL of the <i>Local Government Act 2009</i> , I hereby provide notice that I have a prescribed conflict of interest in this matter, the nature and particular of which are as follows:		
General nature of the prescribed conflict of interest.	<ul style="list-style-type: none"> <li>A close associate is involved in the decision being discussed</li> </ul>	
<input type="checkbox"/> The prescribed conflict of interest involves a gift or loan or sponsored travel or accommodation benefit or contract	The value of the gift or loan or benefit or contract	NA
<input type="checkbox"/> The prescribed conflict of interest involves an application for which a submission has been made	The subject of the application	NA
	The nature of the submission on the application	NA
<input checked="" type="checkbox"/> An entity other than myself has an interest in the matter	The name of the entity, that has an interest in the matter	Rob's Earthmoving Pty Ltd
	The nature of my relationship with the entity	Owner
	Details of the entity's interest in the matter	The entity has submitted a tender response being considered in this agenda item
<input checked="" type="checkbox"/> I have an interest in the matter	Owner of Rob's Earthmoving Pty Ltd	The entity has submitted a tender response being considered in this agenda item
<input checked="" type="checkbox"/> As required by legislation, I will not participate in decision-making on the matter.		
Councillor's Signature	23/07/2024	



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


Councillor Name	Councillor Mary Yoelu	
Timing of declaration	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
Meeting type	<input checked="" type="checkbox"/> Council meeting	
Meeting date	23/07/2024	
Description of business matter	Tender Assessment Report and Award Tender No. NPARC 06 2024	
Item number	13.3 Tender Assessment Report and Award Tender No. NPARC 06 2024	
Pursuant to section 150EQ of the <i>Local Government Act 2009</i> , I hereby provide notice that I have a declarable conflict of interest in this matter, the nature and particular of which are as follows:		
General nature of the declarable conflict of interest.	The business before council has the potential to cause one of my related parties, a benefit and this interest is not shared by a significant portion of the community	
<input checked="" type="checkbox"/> The declarable conflict of interest involves a related party as detailed.	Name of related party	Shirley Nawakie
	Relationship to me	Sister
	The nature of the related party's interest in the business matter	Employee of Rob's Earthmoving Pty Ltd
<input type="checkbox"/> The declarable conflict of interest involves a gift or loan or sponsored travel or accommodation benefit	Name of person who provided gift, loan or benefit	NA
	Name of person to whom gift, loan or benefit was provided	NA
	The nature of the relationship between the provider and the recipient.	NA
	The nature of the interest in the business matter of the person who provided the gift, loan or benefit.	NA
	The value of the gift, loan or benefit given and the date provided.	NA
<input type="checkbox"/> I am voluntarily deciding not to participate in decision-making on the business matter.		
<input checked="" type="checkbox"/> I am seeking permission to participate in making a decision about the matter.		
Volunteered information (not required under legislation).	Reasons a reasonable person would believe I could make an unbiased decision on this business matter.	My related party does not stand to gain an additional benefit from the award of this tender and is not within a management or control position



	Reasons my continued involvement in decision-making on this business matter is in the public interest.	NA
Councillor's Signature	23/07/2024	

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

Councillor Name	Councillor Kitty Gebadi	
Timing of declaration	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
Meeting type	<input checked="" type="checkbox"/> Council meeting	
Meeting date	23/07/2024	
Description of business matter	Tender Assessment Report and Award Tender No. NPARC 06 2024	
Item number	13.3 Tender Assessment Report and Award Tender No. NPARC 06 2024	
Pursuant to section 150EQ of the <i>Local Government Act 2009</i> , I hereby provide notice that I have a declarable conflict of interest in this matter, the nature and particular of which are as follows:		
General nature of the declarable conflict of interest.	The business before council has the potential to cause one of my related parties, a benefit and this interest is not shared by a significant portion of the community	
<input checked="" type="checkbox"/> The declarable conflict of interest involves a related party as detailed.	Name of related party	NPA Earthmoving Yusia
	Relationship to me	Cultural connection to fathers family
	The nature of the related party's interest in the business matter	Tenderer
<input type="checkbox"/> The declarable conflict of interest involves a gift or loan or sponsored travel or accommodation benefit	Name of person who provided gift, loan or benefit	NA
	Name of person to whom gift, loan or benefit was provided	NA
	The nature of the relationship between the provider and the recipient.	NA
	The nature of the interest in the business matter of the person who provided the gift, loan or benefit.	NA
	The value of the gift, loan or benefit given and the date provided.	NA
<input type="checkbox"/> I am voluntarily deciding not to participate in decision-making on the business matter.		
<input checked="" type="checkbox"/> I am seeking permission to participate in making a decision about the matter.		
Volunteered information (not required under legislation).	Reasons a reasonable person would believe I could make an unbiased decision on this business matter.	Due to the cultural background of this relationship, I do not believe that is significantly close to influence my decision making in this matter

	Reasons my continued involvement in decision-making on this business matter is in the public interest.	NA
Councillor's Signature	23/07/2024	

## Council Ordinary Monthly Meeting Action Register

Action	Updated	Update	Person Responsible	Date of Meeting
F/up CEQ r.e. Injinoo Shop	17.02.2023	Meeting held with CEQ and visit occurring late Feb from CEQ to progress	<del>CEQ</del> -EMCRS	25.01.2023
	16/03/2023	CEQ has visited the sites to progress		
	18/04/2023	Cost is about \$500-600k. Internal communications at CEQ about how to support		
	23.05.2023	Meeting held with CEQ on 19/05/2023 with various options to assist. To be discussed further and capital funds sourced		
	29.08.2023	Preferred option identified by Cr Nona. Email sent to CEQ to progress.		
	26/09/2023	Fit out works commenced. Waiting on Give Back assistance confirmation from CEQ		
	24/10/2023	Scoping works completed in October to progress		
	16/11/2023	Update requested following October visit		
	19/12/2023	Preliminary works progressing. CEQ support through give-back		
	15/01/24	CEQ progressing works		
	27/02/2024	Meeting held with CEQ on 14/02. Equipment has been dispatched to NPA and quote requested for toilet works		
	06/03/2024	Met with CEQ rep and finalised shop fittings and equipment.		
	13/04/2024	Equipment ready to be shipped. Dependent on Seaswift capability		
	30/05/24	CEQ has organised shipping with SeaSwift.		
	11/06/2024	No further updates		
	16/07/2024	Shelving has arrived, planning is underway with CEQ to put up shelving as per new floor plans.		
	21/8/24	Andrew replied on the 1/08/2024 he won't be available to assist with facilitating the setup of with shelving instalment and layout at the Injinoo Service station, will be up to the NPARC to set up the shelving. Layout plan has been provided to NPARC and requesting new display fridge and freezer at the Service Station. .		
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. Exhaust fan in the kitchen is working. P&F team to engage Building Team to scope works		
	25/08/2023	for security screen mesh on kitchen window and security screen door on single access door		

Action	Updated	Update	Person Responsible	Date of Meeting
	27/09/2023	to kitchen. This will help improve air circulation during kitchen use. Internal req sent to Building and Maintenance Team for screens on the windows and door. Building and Maintenance Team investigate a solution for the missing winch handle to raise and lower the basketball boards. 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 Bamaga Hall Kitchen ventilation – Waiting on screens to be made by NPARC Carpenters. Basketball Hoops – Shane Waller to inspect and follow up order.		
	16/01/24	fridge and freezer – Waiting on second quote. Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority		
	20/02/2024	No updates this reporting period, Information hasn't been passed onto P&F Manager		
	6/03/2024	Materials have been ordered, waiting on sea swift to delivered, works will be completed ASAP		
	17/04/2024	Sea Swift have not delivered, keeps making excuses. Will need to follow up		
	22/05/2024	Fridges are at stores ready to be pick up. Action: will pickup and drop off week of Monday 27 <sup>th</sup> May		
	14/6/2024	Carpenters will be installing security screens next week as well		
	18/07/24	Works have started on Security Screens / Fridges are still at stores, staff was away when		

Action	Updated	Update	Person Responsible	Date of Meeting
	21/8/2024	<p>planed to do works. Will sort out by next reporting</p> <p>Screens are been installed week of August 5<sup>th</sup></p> <p>Fridges delivered 22/8</p>		
<p>F/up with Harbour Master regarding management of the Wharf Light by Seaswift</p> <p><b>Lighting at Wharf Toilets</b></p>	<p>23/08/2023</p> <p>20/09/2023</p> <p>18/10/2023</p> <p>10/11/2023</p> <p>13/12/2023</p> <p>08/01/2024</p> <p>22/02/2024</p> <p>07/03/2024</p> <p>17/04/2024</p> <p>27/05/204</p> <p>14/06/2024</p> <p>14/07/2024</p> <p>12/08/2024</p>	<p>Lights have been inspected.</p> <p>Power cables were removed as part of wharf upgrade works in 2019- 2020</p> <p>A quote to replace small solar lights will be provided to TMR in September</p> <p>Quote is being prepared to be supplied to TMR for consideration.</p> <p>Quote on hold electrician has been busy on oval lights</p> <p>No Action in October</p> <p>Awaiting quote for repairs so that a request can be put into TMR</p> <p>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.</p> <p>MSQ &amp; TMR staff are going to provide a detailed scope for Council to quote on</p> <p>TMR are sourcing a suitable solar light for NPARC to install using local electrical contractors</p> <p>TMR have advised that the new solar light has been purchased and is on its way to Cairns for transport to NPA</p> <p>TMR Have advised that the Pole and Light have been delivered o Seaswift. Yet to arrive in the NPA.</p> <p>Waiting on delivery</p> <p>Pole and light has arrived in Seisia</p> <p>Quote requested for install</p> <p>Still awaiting Quote from Local electricians</p> <p>PO has been raised and works are being programmed</p>	CEO, EMO	25.07.2023
Investigate angle parking at Bakery	<p>20/09/2023</p> <p>18/10/2023</p> <p>10/11/2023</p> <p>13/12/2023</p> <p>08/01/2024</p> <p>22/02/2024</p> <p>07/03/2024</p> <p>17/04/2024</p> <p>24/05/2024</p> <p>14/06/2024</p>	<p>Options are being sketched</p> <p>Ongoing</p> <p>Will program to be completed in Early 2024.</p> <p>As above</p> <p>Roads to work with Airport Staff to complete in February</p> <p>Works scheduled to be completed in the last week of February weather permitting</p> <p>Weather did not allow works to be completed in February</p> <p>Works Manager has materials on site and is scheduling works for May to minimise impacts of wet weather.</p> <p>Still on track to be completed in May</p> <p>Airport manager was unable to complete prior to leaving</p>	EMO	29.08.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	14/07/2024  12/08/2024	Roads and airport staff will schedule the works to be completed after the Lui street drain detour is removed Roads staff have not found time in June due to competing priorities with dry season fire breaks. Works scheduled <a href="#">Works have commenced and are expected to be completed in August</a>		
Follow up compliance notice re scaffolding	07/11/2023  12/12/2023  10/01/2024  20/02/2024 06/03/2024 13/04/2024 22/05/2024 11/06/2024 17/07/2024 21/8/24	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 Still pending weather Still pending weather Delays due to resignation of RSM <a href="#">Provided to a/RSM</a>	EMCRS	24.10.2023
Speed bumps in new Injinoo Subdivision	13/12/2023  08/01/2024  22/02/2024  07/03/2024  17/04/2024 24/05/2024  14/06/2024  14/07/2024 12/08/2024	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 <sup>th</sup> 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  Works Manager has been on leave will seek update Monday 27 <sup>th</sup> May if works are on track Quotes for speed bump signs are being requested. Once signs have arrived in the NPA the speed bumps and signs will be installed. Still awaiting signs <a href="#">Signs are being reordered</a>	EMO	21.11.2023
F/up IEOP Compliance for Lui St development	16/07/2024  21/8/24	RILPO is providing support to resolve this issue with contractor. Visiting prior to TWG to discuss further with council as well <a href="#">Non-compliance escalated with contractor and principal agency</a>	CEO	18.06.2024
Ongoing issues with Drain at Tumena and Danalgub st	14/07/2024  21/8/24	Scoping up drainage to include in R2R 24 – 29 funding <a href="#">Scope has been estimated and will be uploaded into RTR 24-29 program</a>	EMO	18.06.2024



Action	Updated	Update	Person Responsible	Date of Meeting
Road closures for illegal dumping	14/07/2024  12/08/2024	Roads on Road reserve need to go through a more formal process to temporarily or permanently close them.  Roads off road reserve (DOGIT) can be closed more informally by Council. It is recommended that reasons are advertised.  Suggested next steps is for reg services to identify roads that they would like closed and if they are on or off road reserve. And a report be brought to council requesting the temporary closure of the roads off road reserve. <a href="#">Awaiting New Reg services manager to commence and provide list of roads</a>	EMO	18.06.2024
P&G - work with media for schedule for community	14/07/2024 12/08/2024	P&G Manager has been away a lot of June for family reasons. Will action in July <a href="#">Has commenced in late August</a>	EMO	18.06.2024
Fire breaks between budget lodge and Umagico Cemetery + back of daycare	14/07/2024 12/08/2024	Roads crew have been made aware of the areas and commenced fire breaks in Seisia and New Mapon during June prior to being drawn away to assist other sections <a href="#">Fire Breaks have been completed</a>	EMO	18.06.2024
Umagico Cemetery fence broken	14/07/2024 12/08/2024	P&G Manager has been away a lot of June for family reasons. Will action in July <a href="#">Repairs are programmed for early September</a>	EMO	18.06.2024
Drain broken/needs to be cleaned: Langie Draha near Quarry Height Sign; Injinoo Church before PK Creek; Paii st drain; Wasui st drain	14/07/2024 12/08/2024	Contractors were engaged for Langie <a href="#">Scopes to be confirmed in late August with relevant managers</a>	EMO	18.06.2024
Catholic Church access / driveway to be graded	14/07/2024 12/08/2024	Tasked to Roads, grader developed mechanical issues in June. Roads have a plan and will action in the near future when equipment is available. <a href="#">Grader has been busy in early August planned to be completed late August.</a>	EMO	18.06.2024
Small croc signs at all beaches	14/07/2024 12/08/2024	Tasked to Rangers <a href="#">Croc signs have been installed at the community beaches</a>	EMO	18.06.2024
Grass on side of road from New Mapoon to Cape York Ice and Tackle	14/07/2024 12/08/2024	Tasked to P&G <a href="#">As above</a>	EMO	18.06.2024
Lui St - vehicles driving into park. F/up locks	14/07/2024 12/08/2024	Tasked to P&G <a href="#">Lock installed at sebasio street gates in Late August</a>	EMO	18.06.2024
Grass at alleyways in Bamaga	14/07/2024 12/08/2024	Tasked to P&G <a href="#">Task complete</a>	EMO	18.06.2024



Action	Updated	Update	Person Responsible	Date of Meeting
		Three paths have been concreted others have been mowed		
Tree over growing from Anu St onto alley way	14/07/2024 12/08/2024	Trees reported to Qbuild to be trimmed Awaiting QBuild	EMO	18.06.2024
Wash away at Alau beach roundabout towards community side	14/07/2024  12/08/2024	Tasked to Roads, grader developed mechanical issues in June. Roads have a plan and will action in the near future when equipment is available. Grader has been busy in early August planned to be completed late August	EMO	18.06.2024
Line marking at Injinoo Service Station due to driver confusion	12/08/2024	No action in August	EMO	23.07.2024
Query r.e. waterpoint for Caravans refilling	12/08/2024	No action in August	EMO	23.07.2024
Concerns regarding vacant house at Umagico with ALT	5/8/2024	P&L sending letters to tenants who owns cars out front yard to remove	EMBI	23.07.2024
Inclusion of bad debt information & asset depreciation for Community Meetings	21/8/24	Completed. Details within the community meeting report	CEO	23.07.2024
Concerns re timing of Backburns	12/08/2024	Meeting held with QFES & local Rural Fire on 21st August.	EMO, CEO	23.07.2024

## Resolutions

Resolution	Updated	Update	Person Responsible	Date of Meeting
NPARC Tender Assessment Report Contract BLD S240521C	21/8/24	Advice has been provided pending W4Q project announcement	EMBI	23.07.2024
Review of Local Disaster Management Plan	21/8/24	Updated LDM Plan uploaded to website	CEO	23.07.2024
Tender Assessment Report and Award Tender No. NPARC 06 2024	12/08/2024	Successful tenderers have been engaged and Purchase orders created	EMO	23.07.2024
Organisational Structure	21/8/24	New structure sent to staff and necessary amendments commenced	CEO	23.07.2024
Alternative Reporting Structures for Injinoo Community	21/8/24 16/07/2024	Update in CEO report Request has been made to Department of Local Government. Brief discussions held and response expected shortly	CEO	18.06.2024



**Title of Report:** Human Resource Department Update

**Agenda Item:** 8.1

**Classification:** For noting

**Author:** Human Resource Manager

**Attachments:** Monthly HR Report

## Officers Recommendation:

**That Council:**

Note the Report

## PURPOSE OF REPORT

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

## STAFFING

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

## SCOPE OF DELIVERY

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

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

## ACHIEVEMENTS

HR has been working hard over the past 12 months on the finalisation of the New EBA for staff and the rollout including updating forms and processes as necessary. Some key HR actions for this agreement is the casual conversion and reclassification projects which has been commenced. Other achievements include

- Jardine Ferry – New SMS implemented and continually monitored to ensure compliance.
- Batching Plant – Much needed upgrade of SMS, new plant arriving in 24/25.
- Site inspections are continually performed for various work fronts and construction projects.
- HSR training was completed, and monthly meeting have commenced.
- WHS have engaged with all workgroups and are building positive relationships with all managers which has strengthened the focus on NPARC's safety culture.
- Completion of initial training for Dale Salee to obtain his Cert IV in WHS. – Ongoing modules to complete.
- Workgroups are slowly completing the core daily, weekly forms to meet WHS obligations.
- Immunisations are current for Regulatory & Resources.
- Fire Safety compliance is on scheduled monitoring routine with an external contractor.
- Previous safety audit of Workshop has seen a significant improvement in WHS compliance.
- Working on a Training Matrix for all workgroups with assistance from LGAQ

## OUTCOMES

### Data

### Employment Outlook

#### Current number of employees

- Full Time – 137
- Part Time – 10
- Casual – 105
- 33x Vacant positions within NPARC Org structure, six (6) of these positions are being advertised or in interviews.

### Impact

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

Council has been having a focus on training with the following ongoing apprenticeship and traineeship with NPARC

- 2x carpentry apprenticeship
- 1 x WHS traineeship
- 1x project management traineeship,
- 2x workshop apprenticeship- not finalized.

### Gaps

There are a lot of gaps in service delivery, better communication process between all departments need to be established to enable improved service delivery.

Council faces some challenges from an Attraction and Retention Perspective

- Senior level staff positions high turnover:
  - Governance officer
  - Community service manager
  - Regulatory manager
- Stable senior roles:
  - Commercial Leasing,
  - Jardine River Ferry
  - Ranger Coordinator
  - Parks and Gardens
  - Work Manager,
  - Wastewater and Solid Waste
  - BAS Manager.
- Formal or informal strategies around attraction and retention needs further development.  
Current strategies include:
  - Accommodation and private use of company car (depending on position)
  - Generous employment packages

## CHALLENGES

### HR Challenges

- Human Resource to staff ratio, given we have 252 employee, the ideal HR to staff ratio is one (1) HR staff for every fifty (50) employee. Given the current structure of my team and the legacy challenge we have faced we could use additional HR staff to manage workload.
- Working without a HR software has been a challenge, by having a system in place it allows for a single platform for ongoing management of employee to access all information needed in one place such as
  - Policy and procedures
  - Employee history
  - Performance evaluation
  - Attraction and retention
  - Training
  - Leave analysis etc.

Human Resource software is currently being sourced and efforts are in place to obtain and implement once finance system is chosen and finalized.

- Managers reporting Absent without Leave (AWOL) are often reported too late to allow action by the HR Department.
- Managers not taking appropriate notes and not following through with Performance Improvement Plans, has been an ongoing issue with trying to improve performance in the workplace.
- Managers/Supervisors refer queries they can resolve to HR increasing workloads.
- Communication between HR and Payroll needs improving.

### WHS Challenges

- Identifying and structuring training for upskilling workforce.
- Still a reluctance for the need to complete Core Forms and return to WHS.
- Document control across all forms within NPARC.
- The lack of an implemented systematic approach to Work Health & Safety which Managers and Supervisors should be undertaking within the “current” Council WHS Management System.
- The “Safety Culture” will not change unless driven from the hierarchy.

## RECOMMENDATIONS

Recommendations to improve future delivery.

- Additional HR staff to better manage the workload.
- HR Software to help streamline processes and track HR data.
- WHS Software, currently engaged in discussion with Safety Culture (iAuditor) systems to streamline processes and track WHS data.
- The need for a **Training & Development Co-ordinator** to plan, organise, and direct a wide range of training activities. They would also set up leadership or executive development programs for employees who aspire to move up in the NPARC. The role would also develop a traineeship / apprenticeship program in conjunction with the education department.
- **WHSMS** - A review of the Work Health and Safety Management System (SafePlan) has identified that the current WHSMS has still not been implemented fully and is outdated. This includes a lack of understanding on the legal obligations managers and supervisors have and the possible consequences involved with failure to address WHS in all the workgroups within NPARC.
- **IMPROVEMENT** – Update current paper-based system while looking for a cloud-based safety & compliance software system that is compatible with existing NPARC systems.



## Northern Peninsula Area Regional Council

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### HR Monthly Report

**Author: Leonie Ishmail - HR Manager**

**Authorizer: Kate Gallaway – CEO**

**Attachments: None**

**Purpose of Report: HR Monthly Report – August 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 – 137
- Part Time –10
- Casual – 105
- 33x Vacant positions within NPARC Org structure, six (6) of these positions are being advertised or in interviews.

### Training

#### **Resignation/Terminations**

Department	Number of Employees
IT Officer Corporate and Finance Services	Greg Staader
Sewer and Wastewater – Operations	Cameron Wilson

#### **2. Recruitment**

### **Positions Advertised:**

Position	Status
<b>Sports and Recreation</b>	Readvertise position – no suitable applicant
<b>Manager Batching Plant</b>	Readvertise position – no suitable applicant
<b>Administration Officer – Jardine River Ferry</b>	Readvertise position – no suitable applicant
<b>Manager Regulatory Services</b>	Successful applicant appointed
<b>Parks and Gardens Supervisor</b>	Successful applicant appointed
<b>Commercial Leasing Officer</b>	Successful applicant appointed

### **New Appointments**

New of Employee	Position	Department
<b>Roxann Nevill</b>	Commercial Leasing Officer	CEO Executive Services
Alwin Mikelat	Manager Regulatory Services	Community and Regulatory Services
<b>Noel Paii</b>	Parks and Gardens Supervisor	Operations



## **Work Health & Safety**

### **Incidents**

- No incident to report

### **Induction**

- No induction to report

### **Training**

- No training to report.

### **Toolbox Meeting**

Discussion continued with Managers and supervisors of outdoor work teams to invite WHS team to toolbox meetings to deliver WHS safety talks. PPE register has been issued for sign off and return to WHS.

### **Workcover cases**

Two employees under Workcover, one from Workshop – Employee has had steroid injections and is still unfit to return to work. As per Work Capacity Cert and Admin staff has return on light duties.

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

Admin employee returned to work on light duties.

### **Site Inspection**

- Bamaga Oval to prepare for NPA show and rodeo.
- Outdoor courts for the upcoming fitness challenge 2024

### **Complaints received:**

- No complaints received.

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

- Toolbox talk was the Employment Assistant Program (EAP) confidential counselling service for employees, free service and accessible 24/7.

### **Other Works**

- No other works carried out; business as usual.



**Title of Report:** Update on operations of BAS

**Agenda Item:** 8.2

**Classification:** For noting

**Author** BAS Manager

**Attachments** Nil

## Officers Recommendation:

**That Council:**

Note the Report

## PURPOSE OF REPORT

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

## STAFFING

Staff Name	Position Title
Beatrice Nona	BAS Manager
Cathrine Salee	Technical Officer
Salome Nona	Technical Officer
Emily Kepa	Technical Officer

## SCOPE OF DELIVERY

The BAS Team looks after maintenance works for the social housing across the whole cycle from receipt of job cards, to allocating works to contractors, to completing jobs in the system, to invoicing QBuild for works, reconciling contractor invoices and receipting payments from QBuild.

## ACHIEVEMENTS

The team has a very busy workload with constant jobs issued through the portal with varying response timeframes. The team also provides support to finance with payroll or other areas as necessary to support the team.

The team has work very hard to close old outstanding jobs and introduce regular contractors meetings to discuss maintenance works. YTD to 21/08/2024 there were 425 jobs completed for a value of \$437,575.

## OUTCOMES

**Data**

Works are at a manageable level, there were **143** aged job cards in **July**.

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 **544** which includes new jobs that were issued through the portal are shared out to contractors.

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.

Row Labels	Count of Work Order
1. < 30 Days Outstanding	158
2. > 30-60 Days Outstanding	140
3. > 61-90 Days Outstanding	103
4. > 91-120 Days Outstanding	53
5. > 121-180 Days Outstanding	65
6. > 181-365 Days Outstanding	16
7. > 366-730 Days Outstanding	9
<b>Grand Total</b>	<b>544</b>

### Contractor meetings

Next meeting will be held **6<sup>th</sup> September 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.

## CHALLENGES

- Limited resources on availability of trades; builders, electricians and plumbers have impacted on progress of minor works.
- NPARC maintenance team are already exhausted in what works they are capable of doing which too often Works need to be outsourced either via our already exhausted external contractors.

## RECOMMENDATIONS

Recommendations to improve future delivery.

- . Need another staff when absentee is high to help carry load



**AGENDA ITEM 9**  
**ORDINARY COUNCIL MEETING #5**  
**Tuesday 27<sup>th</sup> August 2024**  
**Umagico Boardroom**

**9. Mayor Verbal Report**

**Title of Report** CEO Report

**Agenda Item:** 10

**Classification:** For Noting

**Author** Chief Executive Officer

**Attachments** Correspondence from Department of Local Government

## Officers Recommendation:

### That Council:

- Note the Report

## PURPOSE OF REPORT

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

## CORPORATE PLANNING & GOVERNANCE

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

### *Corporate Plan*

Under the Local Government Act, Council is required to have a 5 year Corporate Plan. Copies of the updated corporate plan were provided to Community Members and Staff at Community Meetings and published on the website. The annual update as required under legislation is included on today's agenda.

### *Annual Operational Plan and Budget*

The 2024-25 annual operational plan and budget was adopted at the special budget meeting. Monthly operational budget reporting at a job cost level was provided to all managers with further training at this month's manager meeting.

The Q4 update of the 2023-24 annual operational plan is included within today's agenda.

### *Alternative governance structures for Injinoo Community*

Department of Local Government provided a response regarding alternative governance structures for Injinoo Community to devolve from NPARC. A copy of this response to tabled with this report. From here, it is proposed council formulates these different options posed by the state for Council consideration, prior to full community consultation in line with the original resolution made.

## KEY PROJECT UPDATES

### *Use of Sand and Gravel*

The Gravel ILUA registration process has commenced and expected to finalise soon. The court proceeding has been discontinued in the interim. Multiple requests have been sent to IIAC regarding organising a meeting between Council and Directors with nil response. There is ongoing following up.

### *Works for Queensland*

There has been no communication from the minister in response to the correspondence sent regarding W4Q allocations. It is proposed to be discussed at this week's meeting with the Government Champion. Department officials discussed at the CEO Forum on 26/6 that the response has been prepared. Projects are expected to be approved by the Department in early September, with a number looking for prompt commencement.

## HUMAN RESOURCES

HR Manager report was provided as part of the Managers Report earlier on the agenda.

## UPCOMING MEETINGS & VISITS

The following upcoming visits and meetings are scheduled.

Date	Time	Purpose	Venue
28/8	10am to 2pm	LTC Meeting	Bamaga Boardroom
29/8	12pm to 3.30pm	Special Council Meeting	Bamaga Boardroom
4/9	All day	TCICA Meeting	Cairns
5, 6 and 7/9	All day	NPA Show and Rodeo	Yusia Ginou Oval
9/9	5pm to 7pm	Seisia Community Meeting	Seisia Hall
11/9	5pm to 7pm	New Mapoon Community Meeting	New Mapoon Hall
12/9	10am to 12pm	Public Health Plan Consultation	Bamaga Hall
17/9	2pm to 3pm	Meeting with SeaSwift Managing Chair	Bamaga Boardroom
23/9	10am to 5pm	Trustee Meeting	Bamaga Boardroom
24/9	All day	Council Meeting	New Mapoon Boardroom

## SNAP SEND SOLVE

There has been a significant increase in the number of Snap Send Solve reports. There were 7 reports in June and 7 in July and 1 to date in August. These related to water leaks, park reports, stray animals and bin reports. We also maintain feedback and complaints registers.

We are also seeking the new LFS staff to provide data on bookings completed.

Our reference: OUT24/2905



16 August 2024

Department of  
**Housing, Local Government,  
Planning and Public Works**

Ms Kate Gallaway  
Chief Executive Officer  
Northern Peninsula Area Council  
Email: [kate.gallaway@nparc.qld.gov.au](mailto:kate.gallaway@nparc.qld.gov.au)

Dear Ms Gallaway

Thank you for your email of 17 June 2024 seeking formal Queensland Government advice regarding alternative governance structures for Injinoo Community to devolve from the Northern Peninsula Area Regional Council (the council), prior to full community consultation.

I note the council report *Alternative Governance Structures for Injinoo Community* (the report), which you attached to your email. The report provides a useful summary of the issues associated with a proposal for de-amalgamation and other initiatives which might be used to promote the self-determination of the Injinoo community. Much of this response expands on material included in the report.

#### Government Policy with Regards De-Amalgamation Proposals

The Queensland Government's policy in relation to any proposal for major boundary changes for local governments, including de-amalgamation has been to require that proponents demonstrate the following as prerequisites for detailed consideration:

- Support for the proposal as demonstrated by resolution of the local government(s) involved.
- Detailed evidence the local government(s) impacted by the proposal will be financially sustainable in the long term, after the change.
- Unambiguous evidence of community support for the proposal across the local government area(s) concerned (ultimately to be confirmed by a referendum of all electors).

#### Other Means by Which the Injinoo Community Could Possibly be Allowed Greater Self-Determination

##### A. Community Forums

The *Local Government Act 2009* (the Act) provides that an Indigenous regional council may establish a community forum for any of its divisions. The Act provides for such a forum to have the opportunity to comment on proposals in relation to trust land.

##### B. Delegation

The Act also provides for the possibility of a local government delegating decisions to standing committees or the chairperson of a standing committee.

It may be that a standing committee could be established for the purpose of making certain classes of decisions in relation to the Injinoo community.

It may also be feasible to establish an advisory committee charged with making recommendations to the council about matters impacting Injinoo.

Should the council decide that it wishes to pursue the matters mentioned above, the Department of Housing, Local Government, Planning and Public Works would be pleased to provide further advice as necessary.

Should you wish to discuss this response or otherwise need further information, please contact Ms Jo Stephenson, Regional Director North, Local Government Division in the department who would be pleased to assist. Ms Stephenson can be contacted on 0417610889 or by email at [Jo.Stephenson@dsdilgp.qld.gov.au](mailto:Jo.Stephenson@dsdilgp.qld.gov.au).

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Joshua Hannan'.

Joshua Hannan

**Deputy Director-General**  
**Local Government Division**





**AGENDA ITEM 11**  
**ORDINARY COUNCIL MEETING #5**  
**Tuesday 27<sup>th</sup> August 2024**  
**Umagico Boardroom**

**11. Presentation from Advisor**

**Title of Report:** August Operations Information Report

**Agenda Item:** 12.1

**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

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

##### 1. Umagico to Bamaga Cycleway

- Aurecon has submitted updated designs for Separable Portion 1 (Umagico township) and 4 (Bamaga township) to Council for review.
- The complete set of design drawings will be issued by 23 August 2024.
- Council has contacted A-WAY for supply and cost of the bridge over Nona Creek.

##### Forecast Activities Next Month

- Designs for Injinoo Road and Nona Creek Bridge sections to be finalised and issued to Council for review and TMR for approval.
- Request for quotes have been called for Nona Creek Bridge to be ordered following approval/endorsement of drawings.

##### 2. Bamaga to Seisia Cycleway

- 80% Design submission issued to TMR on 5 August 2024.
- 80% Review comments have been received from TMR – Comments are minor in nature and 100% design submission will be completed mid-September to close out this project.

##### Forecast Activities Next Month

- 100% design package to be submitted
- Project to be acquitted.

**3. NP1 – Ferry Road Southern Approach**

- Contractor has mobilised to site and set up their camp facilities at the old TMR compound south of the ferry crossing.
- Contractor has commenced gravel extraction activities and earthworks operations.
- Contractor has cleared and stripped topsoil along the road corridor and is currently operating in cut sections near the ferry end of the site.
- Contractor is generally on program.
- Traffic management is in place over the project extents.
- The Contractor is working on a 3:1 roster with the next break scheduled for 2 September. A new Aurecon site inspector is on site, Ben Campbell, replacing Tim Caligaris

**Forecast Activities Next Month**

- The Contractor will continue earthworks operations and commence culvert works over the next month.
- Pavement works will commence in stages as earthworks are completed progressively, with sealing of the road currently forecast to commence in August/September.

**4. NP2**

- NP2 is currently on hold due to funds having been reallocated to NP1.
- Additional betterment funds have been secured through QRA which may be used to help with delivery of NP2 and NP1.

**5. A meeting with TMR has been arranged with TMR to discuss how these additional funds can Pre-Qualified Supplier Register**

- a. Prequalified Suppliers on the existing register have been contacted to provide updated rates for the next financial year
- b. Tender was advertised for new businesses to register their services on Council's prequalified suppliers list. The tender closed on 2 August 2024 and tenders are currently being reviewed and assessed.
- c. A tender evaluation report and updated prequalified suppliers register will be provided over the coming weeks.

**6. Environmental Management Register – Removal of Lot 7**

- a. A Preliminary Site Investigation Report has been prepared
- b. Council has engaged a Contaminated Land Auditor and an initial meeting has been held between Council, Aurecon, and the Auditor
- c. Project is now entering the next phase whereby additional information is being prepared to supply to auditor to make assessment.

**7. Grant Applications**

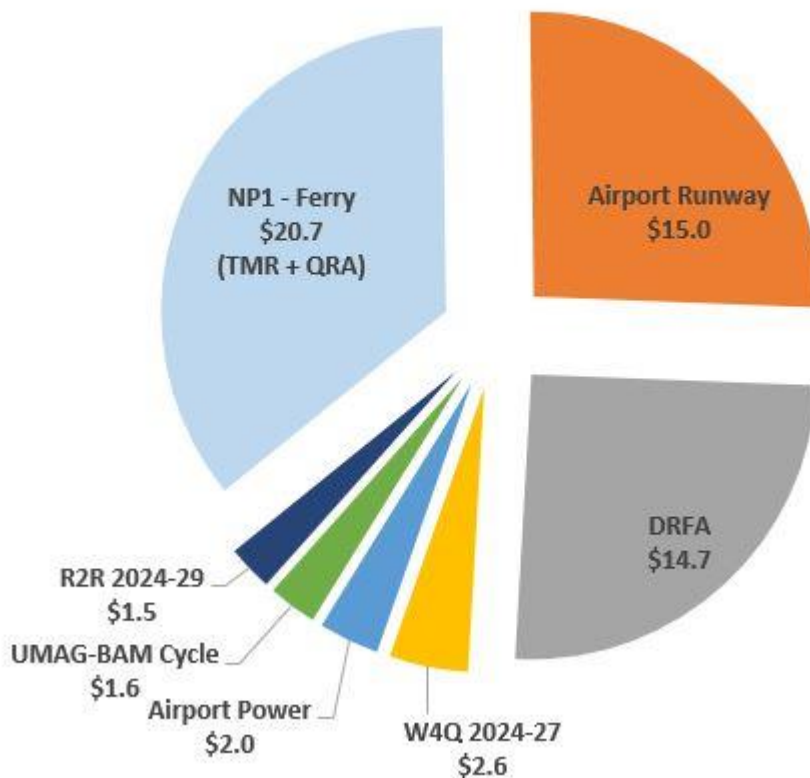
- Council has submitted grant applications (on 16 August) under the Housing Support Program – Community Enabling Infrastructure scheme for the following project:
  - Bamaga 20 Lot Social Housing Development
  - Umagico 9 Lot Social Housing Development, Stage 3 – Mooka St
  - New Mapoon Social Housing Development – Langie Draha St Upgrade
  - Seisia 32 Lot Residential Development
- Council is currently preparing an application under the Safer Local Road Infrastructure Program (SLRIP) for the following project:
  - Injinoo Back Road Section 2 (south of Muttee Heads turn off)

- Design works completed and estimate prepared
- Application will seek funding for construction of this section of road (~4km)
- Application is due 30 September
- Council is currently investigating the feasibility of applying for the following upcoming grants:
  - a. Walking Local Government Grants Program
    - i. Council has an endorsed walking network plan which funds will be applied for to construct preferred sections.
    - ii. The issue with this application is that it must connect to public transport.
    - iii. Due 30th September
  - b. TMR's 2025 Cycle Network Local Government Grants Program
    - i. Due 30th September
    - ii. Council will apply for funding to construct the Bamaga to Seisia Cycleway, currently under design.

The below Pie Chart demonstrates grant funding for 2024-25 financial year.

Note that the NP1 project (Ferry Road South Upgrade) and NPA Airport Runway Upgrade has significantly contributed to an extraordinary grant funding financial year.

### Capital Works 2024-25 Grants (58.1M)



8. 2023 REPA Town Streets (3105-4810)

- 33 sites were approved by QRA within the 5 communities for pavement repairs.
- Currently preparing Tender documents and designs for the first package – Seisia. Aim to call for Tenders by the end of the month. Works will hopefully commence in October.

**Forecast Activities Next Month**

- Call tenders (3 week period)
- Review tenders received and provide recommendation to Council.

9. 2023-24 TC Jasper - Emergency Works (3105-4811)

- Emergency Works ended mid June. Acquittal documents submitted to QRA.
- Awaiting final approval by QRA.

10. 2023-24 TC Jasper – Major Roads (3105-4812)

- The tenders have been awarded to the two local contractors. Both contractors have submitted their SMP's and TMP's. These roads include Ferry, Pajinka, Mutee Heads, Somerset, and PDR.
- Works on Pajinka commenced last week. Work on PDR will commence this week. Council will need to update the relevant MOU's with both Cook SC and Torres SC before next years program.
- Both local Contractors have been registered with Local Buy to assist with performing the repair works in a timely manner.

**Forecast Activities Next Month**

- Delivery of the REPA program

11. 2023-24 TC Jasper – Minor Roads (3105-4813)

- Tenders were called this week. Tenders close Wednesday 04 September 2024.
- It is anticipated these works will commence in late September 2024.

**Forecast Activities Next Month**

- Assess Tender received. Recommendation to Council
- Commencement of delivery

12. 2022-23 QRRRF (QRA) Airport Power Line (3105-4850)

- This project is jointly funded with ATSI TIDS contributing \$439.5K and QRA providing an additional 1.613M. Total project value \$2.0525M.
- Ergon expects to have the design phase completed by 31 August. There is a slight hold up whilst Ergon finalise the Environmental Approval with the State Govt to enable the roadside tree clearing to occur. It is anticipated that construction will be completed by the end of June 2025.

Connection scope from the Ergon Pillar Box to all the current facilities at the airport including the terminal, strip lighting, fuel, house, generator, etc. This was undertaken by qualified electricians last week. Scope to be received for review this week



**Forecast Activities Next Month**

- Develop Tender documents and call for Tenders with this aim of completing some of the scope prior to the wet season.

**13. Roads to Recovery 2024-29**

- Identified projects to be uploading into RTR portal.

**14. Sebasio Street Powerline Upgrade**

- Awaiting confirmation of W4Q projects prior to awarding works.

**Parks & Gardens**

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

Fence repairs were completed at Lui street again in July, and been damaged again, will be repaired again in August.

Parks and Gardens Provided assistance to the following functions:

- Injinoo Wedding
- Umagico Tombstone Unveiling
- Preparing the Bamaga Oval for the AFL

Vehicle gates have been locked at Lui street Park, concrete pathway works in Bamaga have been completed.

**Works**

**Roads**

Graded Ferry Road to allow batching plant materials to be carted in. Carted aggregate and sand into the batching plant. Finished the fire breaks in the five communities. Extended and changed the Bamaga Bakery carpark. Assisted with transferring waste from the transfer station to the landfill. Constructed a pad for a green house at the rangers station.

**Solid Waste**

Normal operational have been completed with minimal disruption. Mechanical faults have occurred with both garbage trucks and the skip bin trucks repairs have been completed.

Contractors and Roads crew were used to transfer waste streams out to the landfill.

The team is preparing to undertake a bin audit in the five communities in the coming months.

**Wastewater**

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

Pump station staff have commenced applying Envirozyme to all Pump Stations Wet-Wells, seeing very good result, hard Fats melting away in wells and from the Pumps.



Two Scada Companies came to check our Council Scada System, they had a look at our Scada System, and insides of all Pump Stations Switchboards.

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

### **Water**

The month of July saw smooth and consistent operations at the Bamaga Water Treatment Plant. All reservoirs were maintained at acceptable levels, and no issues were observed throughout the month.

July saw the reservoir levels becoming erratic due to the 2 major projects of reservoir lining and PLC (Programmable Logic Controller) & RTU (Remote Terminal Units) project commencing. Water to all communities was maintained.

Rainfall in Bamaga was recorded at 8 mm, which was slightly less than the average, recorded for July of 10.4mm.

The total water production (filtrate) volume for Bamaga WTP for the month was 166.27 ML, averaging 5.350 ML/day..

Good progress has been made on projects, with 52% of the work completed. Veolia plans to close out 13% of projects, necessitating further consolidation of costs. A new O&M project, New Injinoo Development, has been initiated, requiring the installation of a new water meter. This install has been completed. Several projects have been closed and assigned to O&M Cost Plus which were completed internally and/or discontinued.

The current membranes for Trains A and B maintain a PDT between 8 and 12. Operators have observed 2-3 membranes creeping up during Sonic testing. All essential items are onsite and ready. Veolia will continue monitoring to determine the replacement date and mobilise additional personnel and spare tools to expedite the replacement process.

Veolia has been in discussions with the State Government along with private consultation companies and providing a lot of information for the proposed Water Treatment Plant upgrade. Further discussions have been had with identified stakeholders with some more information requested.

The state government project for the installation of reservoir liners commenced early July by Raven engineering. Raven started with the Seisia reservoir which has been completed and they then moved on to New Mapoon with completion expected early August.

All bulk flow meters have been mechanically and electrically installed and are reading. The 2 Jardine along with the bypass flow meters are not communicating back to the Supervisory Control and Data Acquisition (SCADA) system which will be addressed during the PLC and RTU upgrade project scheduled to begin during July. The implementation of this project has been pushed back as then were some unforeseen issues raised during the attempted implementation.

With a lot of tourists arriving and being well into the dry season we are seeing a significant rise in water consumption and water conservation practices will need to be implemented in the coming Months.

4 residential leaks were inspected and handed over to NPARC.

3 commercial leaks were inspected and handed over to NPARC.

2 mains leaks were identified and repaired.

There were 1 new service request and 0 new service installations completed in the period.

There were 0 OHS incidents, 0 environmental incidents.

### **Workshop**

Summary of works carried out during July:

- Kubota Excavator – PC200 – Electrical Faults
- 3 X VDJ 79 D/C – Rangers – Suspension and bushes all flogged out, CV got done for the third time this year, leaf spring bent and pushed to one side with broken belt around the leaf spring.
- Bandit – Electrical Faults
- IVECO Garbage Truck – PTO
- CAT Bobcat – Replace windows.
- Kubota Slasher – Replace clutch.
- CAT Grader – Rear Main Seal – Big job, will have to plan this in at the end of the season.

<b>SUMMARY OF COMPLETED JOBS</b>			
<b>SERVICE – PM</b>	<b>BREAKDOWN</b>	<b>SMALL PLANT</b>	<b>TYRES</b>
<b>10</b>	<b>22</b>	<b>14</b>	<b>16</b>

Stocktake:

- Alice have started working out a better inventory system for our stock as it's an integral part of our workshop operations.
- At the EOFY stocktake we identified some parts we had in stock which we were ordering not knowing we had it in stock

Challenges / improvements:

- Staff calling in sick or going home when job gets too hard.
- Tradesman not willing to learn new ideas or ways of doing jobs so we don't have to be always relying on contractors.
- Slowly weeding out the bad habits that has been in the workplace for some time.
- Staff adjusting to new changes.
- Mentor APM asset management system is still work in progress.
- Even though it's a major improvement to our workshop day to day operation, getting the boys to get use to it and making it as their daily task to input their daily job is somewhat have become another major challenge and set back as they are not use to it and not willing to adapt and learn.

Recommendations:

- Recommending that both of our Trade Assistant to be given apprentices as we need to confirm their booking before the end of this month.
- I'm also recommending if they can do their training at Thursday Island through Busy at Work RTO.





## Rangers

Daily operational tasks completed in July

- Vehicle checks
- Safety Toolbox & take 5.
- Road Checks and clear fallen trees to Pajinka
- Check swimming areas if it's clean.
- Tourist management/engagement on Country – making sure they are camping in the right areas and giving directions as needed.
- Back burns completed together with QPWS Archer Point to Jardine Top Crossing
- Biosecurity Fee for Service - marine debris beach cleanup Vyrilia Point, coastal surveillance, plant host mapping, ghost net finds, vegetation management (all biosecurity activity is submitted to biosecurity through their Top Watch app)
- Muttee Head Radar area cleaned, and fence fixed.
- Had RHYCON to refill Somerset Tanks
- Tree loppers had cut trees near buildings around the ranger base.
- Turtle camp pushed back to September – October due to repairs with the inbuilt tank needed to be done on the boat, AMSA will return in the next week to check the job.
- School excursion with Year 8's from Tagai State School at Loyalty Beach – ranger did beach clean-up activities, spear making, weed identification, and croc sighting.
- Helping Warren build the Rangers nursery – The nursery will be used to grow and store revegetation plants on country and get TOs and community involvement in planting and growing plants to plant.

Additional Workplan tasks for August

- Tourist management in our area
- Atambaya camp to do fire break and back burn from the Homestead and grave sites.
- Prep for Turtle monitoring camp in September
- NAIDOC celebration at Injinoo Campus on 22<sup>nd</sup> August ranger to have a display stall to display the work we do on Country.

## Airport

The NPA airport has remained operational through July.

Sales figures for July are as follows:

Sale item	Monthly Totals	Comments
Jet A-1 litres	19,348	
Jet A-1 sales	\$52,239.68	
Avgas litres	11,098	
Avgas sales	\$29,966.27	
Landing fees	\$9,513.54	
Passenger tax	\$2,421.79	June
Parking Fees	\$35.43	June

Sale items	Skytrans	Other airlines	Total
Flights in/out	51	146	197
Passengers in/out	1,804	51	1,855

Major Maintenance issues identified/corrected.

Boundary Fencing	Applied for Funding. Small repairs around Carpark will start in June
Main Generators has faulted	Awaiting for parts to arrive
Fuel Supply	NQ petro engaged to: <ul style="list-style-type: none"> <li>- Supply and install new Jet A1 hose</li> <li>- Replace Avgas sump</li> </ul>

Airport HR

Recruitment has concluded for that Assistant Managers position and Mervyn Bond has been offered the position.

## 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



**ORDINARY COUNCIL MEETING # 5**

**Agenda Item 12.1**

**Tuesday 27<sup>th</sup> August 2024**

**Umagico Boardroom**

Parks and Gardens Supervisor  
Ranger Coordinator  
Workshop Manager  
NPARC Project Managers  
Airport Manager  
Batching Plant Manager

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

**Agenda Item:** 12.2

**Classification:** For noting

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

**Attachments** Aged Care Compliance Report

## Officers Recommendation:

**That Council:** Note the report

## PURPOSE OF REPORT

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

### Community Services

In July, the Community Services team faced significant challenges, operating at minimal capacity across the IKC, Sports and Recreation, and Events departments. The resignation of the Events Coordinator just before the Cultural Festival added to the strain, and the absence of a Sports and Recreation Officer continues as recruitment is ongoing. The sudden loss of a long-standing team member during the Cultural Festival has deeply impacted the team, making it difficult for them to regain focus. As they cope with this loss, the team is finding strength from each other as they come together in preparation for the upcoming Rodeo event from September 3-6.

### Art Centre

Unfortunately, three teams were unable to attend due to various reasons, including cultural obligations, mechanical issues, or sorry business. We would like to express our deepest appreciation to the Community Services team, Parks and Gardens, and many others who worked tirelessly to make the festival possible. We also extend our thanks to Councillor Gebadi for officiating at the event.

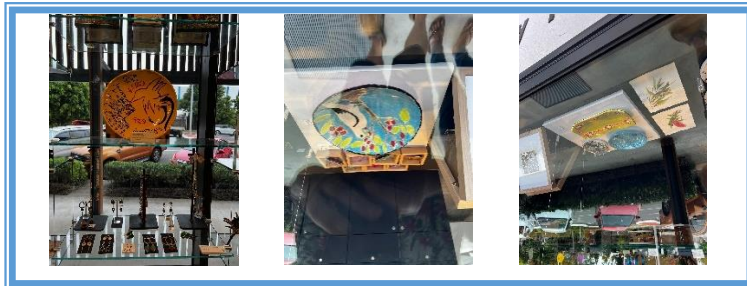
## Reception and Mural

The reception is almost finalised. The final touches such as painting and attaching of Mural pieces are happening this week. The mural is almost completed. Most of the work was done by local artists that have been paid through the IRADF funding. The mural was a great economic stimulator by giving local artists to earn an income provided by the IRADF funding.

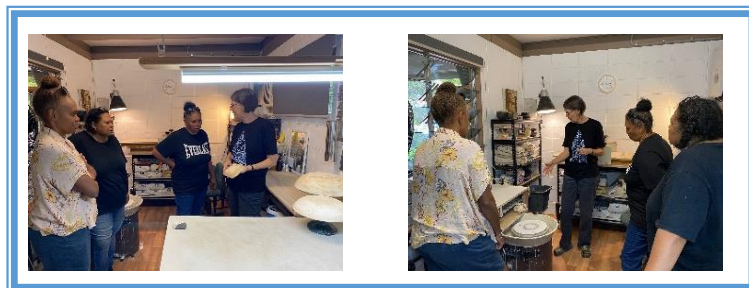


## CIAF

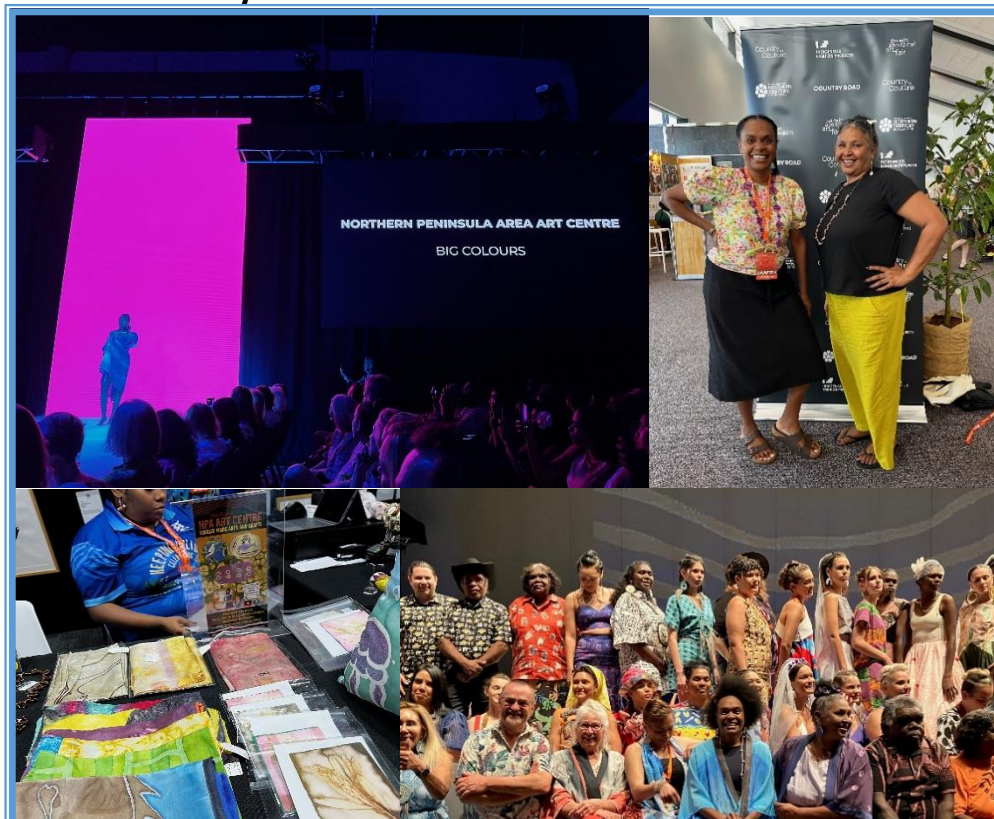
The visit to CIAF was an exploratory visit to understand the Indigenous art market. Local artists' visited a number of exhibitions to explore indigenous art. Joy Tapau, Renae Nona and Colina Wymarra were invited by designer Irene Robinson to help back stage at the fashion fair to get insights for the Darwin fashion Country to Couture. Northside Contemporary has been a great supporter of the art center by including our ceramic pieces. 2 of those pieces have made their way into renown collections by the oldest indigenous art gallery in London.



As part of the visit to Cairns we had a studio visit with ceramicist Marian Wolfs. Marian has been teaching at the art center for some time and explained how she operates as a professional ceramicist in a minimal set up.



## Darwin Country to Couture





Darwin was a success! The artists learned so much and are excited to continue to bring NPA fashion to the world. We attended the opening of the Darwin art fair which was so inspiring that the artist are ready to submit works for next year.

The NPA designs garnered a lot of attention. The clothes were loved by many especially Australia's first indigenous Vogue cover model Elaine George. Elaine choose Joy Tapaus design not only for the cat walk but also for her interview on ABC TV.

### Home and Community Care

The Aged Care Compliance Report ensures regulatory compliance. The program encompasses various services for 36 clients. While progress is being made in meeting domestic assistance targets, changes to fees for electronic Home Care Packages (HCP) have been implemented for approved HCPs. Additionally, an updated client intake form and checklist have been introduced to streamline the intake and care planning processes.

### STAFFING

Current staffing – 15 8 Full time staff 7 Casual staff

- 1 x Manager
- 1 x Coordinator
- 2 x Yardmen 2 x Cooks
- 1 x Transporter
- 1 x Receptionist,
- 6 x support Care workers
- 1 x Activity coordinator
- 1 Floater

Successfully Interviewed 1 male support worker for a casual position. Short staffed due to sorry business, annual leave and illness.

### SCOPE OF DEVILERY

The current team of six support workers each manages five clients, ensuring personalised and attentive care. Services delivered include:

- **Transportation:** Providing group transportation for activities, shopping, medication pickups, and health appointments.
- **Meals:** Offering daily lunches and dinners from Monday to Friday.
- **Domestic Assistance:** Clients are assigned domestic assistance based on their care plans.
- **Personal Assistance:** Provided according to individual care plans.
- **Individual Social Support:** Tailored to each client's care plan.
- **Social Group Activities:** Scheduled for Tuesdays and Thursdays.
- **Home Maintenance:** Scheduled as required.

All services are documented to meet reporting and record-keeping requirements. We ensure that all services provided meet our clients' needs, and we are actively addressing any areas where services may not meet appropriate standards, striving for continual improvement.



## ACHIEVEMENTS

Working through the My Aged care system for better client outcomes.

- Delivery of new zero turn ride on mower.
- Restructure of computer drive.
- Restructure of filing system 3 X prestart meetings per week with good staff attendance and contributions.
- Transported and supported clients to attend Cultural festival. Well received.
- \$1500 raised for the OLD Mapoon trip by selling food.
- Several discussions with GOV agencies regarding HCP client letters.
- A generic email account, [acdss@nparc.qld.gov.au](mailto:acdss@nparc.qld.gov.au), has been set up and provided to MY Aged Care with client permission, to enable notifications when client letters are sent. This email setup allows for timely follow-up on referral codes, ensuring that clients are not withdrawn or placed back on the waitlist.
- Commenced meeting with each client to update service requirements.

## OUTCOMES

- Data is recorded daily and inputted into the compliance spreadsheet regularly.
- Data collected indicates significant over servicing of all service types provided.
- Meal quantities have increased due to an increase in clients.
- A large number of clients are participating in activities.

## Impact

The provision of meals has increased significantly due to a rise in the number of clients. Social support for individuals is also seeing a notable increase and requires close monitoring. Community needs are effectively being addressed.

## Gaps

Gaps have been identified in staffing when absences occur, highlighting the need for additional staff from the casual pool. Additionally, there is a reluctance among current staff to take on other tasks when required. Services delivered;

- Transport - Group activities, shopping, medications, and Health appointments.
- Meals - Weekly Lunch and Dinner Monday to Friday
- Domestic assistance - All clients are rostered appropriate days suited for them.
- Personal assistance – requested from clients.
- Social support individual – rostered days
- Social group activities – Tuesday and Thursday
- Home maintenance - When requested from Clients.

## Achievements

- Have achieved clients on HCP.
- 9 clients waiting on HCP letters of approval to start program.
- Staff Action Rosters

## Regulatory Services

### Environmental Health

The following duties have been undertaken by the Environmental Health Manager:

- All food premises inspected (i.e. temperature of food, out of date stock, overall cleanliness) in conjunction with Tropical Health
- Liaise with QH Tropical Public Health Services during their support visits to NPARC for Cultural Festival.
- Planning for NPARC animal census to be undertaken to determine animal population in each community, will commence next month.
- Attending Supervisor and Managers meetings.
- Receive and address community complaints for Animal and Environmental Health and ensure the concerns are addressed appropriately and in timely manner.
- Report to management on any issues identified by Animal Management teams.
- Ensure Animal Management staff are working appropriate hours and producing high quality outcomes for their work.
- Complete issues identified from Snap, Send, Solve app are being addressed in a timely manner.
- Started an Action register to ensure issues from illegal dumping, animal and health concerns are resolved.

### Animal Management

The following duties were carried out by the Animal Management workers this month:

- 18 community patrols (all 5 communities) undertaken (looking for sick, skinny animals)
- 10 refuse tip patrols undertaken (check for dogs/horses)
- 2 dogs entered into NPARC system (registration)
- 6 dog traps set
- 4 dogs trapped
- 4 dogs impounded
- 1 dogs/0 cats surrendered
- 2 dogs/0 cats/0 horses euthanised
- 2 dead dogs/0 cats/0 horses collected and disposed of.

#### **Extra work completed:**

- 1 x fixed trap
- Daily cleaning of Dog Pound
- Installed an outside dog run

#### **Animal Management issues noted:**

- Medications required for all
- SMS not operational – system required.

#### **Animal Management oversight.**

Monitoring that reporting paperwork is completed appropriately. Ensuring that the trapping program is being adhered to. Ensuring that any impounded dogs are being appropriately cared for and dealt with in timely manner.



## Injinoo Service Station

### STAFFING

According to the plan, the Service Station structure regarding staffing should be as follows:

Full-Time Manager

Full-Time Service Station Attendant 2x

Part-Time Service Station Attendant 2x

We currently have 6 Staff on the roster. This consists of 2x Full Time and 4x Casuals. During July we were able to work closely as a team to achieve goals. The Manager went on a brief leave and other staff were also on leave through parts of the month. Through the month of June, there were no further training or upskilling of staff. In the coming months, it will be ideal to provide opportunities for the Service Station staff to develop more. Overall, the attendance was good, and productivity was great.

### SCOPE OF DELIVERY

In July regular services and products were supplied to the community and customers. The sales of fuel, groceries, and general merchandise were made. The residents of the local community have been the main customers, along with NPARC vehicle fleet, additionally internal requisitions for fuel and goods. Also, fuel was provided to local business through the month as well, in form of purchase orders. The operating times for the Service Station were 8am to 5pm Monday to Friday, and 1pm to 5pm on weekends. We increased our stock levels to ensure that we are constantly able to supply to community with desired goods. This is also important with the increased tourist activity.

### ACHIEVEMENTS

- Regular hours and attendance from all staff
- Positive relationship with Seaswift and Local depot with on-time deliveries and open communication with Seaswift staff regarding orders
- Fuel, powercards and other stocked items readily available to customers

### OUTCOMES

#### IMPACT

At this current point, the Service Station is meeting the needs of the community. It provides essential goods and fuel to customers. However, there is a great opportunity to further grow with additional services and the extension of trading hours moving into the tourist season. This will benefit the tourists and local communities.

### GAPS

The gaps at the Service Station remain the same as previous month. However, positive progress has been made, which is important for the community and tourist season. The main gaps in service at the current time is the after-hours fuel availability. This is due to the current Compact device being outdated and no longer compatible. Therefore, a new device needs to be installed. Also, the sale of hot food and ready to go chilled food. This demands an upgrade to the space in the shop to have a dedicated section.



In addition, we must ensure the supplier is able to supply us with the desired goods and the necessary equipment to start providing the goods and service to customers. Finally, we would need to ensure that the necessary training and certification is done, and a process is implemented to provide quality service.

## Umagico Supermarket

### STAFFING

Umagico Supermarket consists of a total of 13 staff members, including 9 full-time employees and casual staff. We continue to focus on staff development and effective management to ensure the smooth operation of the supermarket.

### ACHIEVEMENTS

#### Training Initiatives:

Island and Cape have conducted training sessions in July 2024, focusing on Cert III and Cert IV in Retail for three staff members, the next training will be in September. These training programs aim to enhance the skills and qualifications of our staff, contributing to overall service improvement.

#### Technological Advancements:

The implementation of the new Smart Retail system is now operational, providing improved reporting capabilities and enhancing our overall retail operations. This system allows for better inventory management, sales tracking, assist with invoicing and customer service.

#### Infrastructure:

The new flooring has been completed and looks great. This upgrade not only improves the look of the supermarket but also ensures a safer and more pleasant shopping environment for our customers.

#### Product Offerings

Prices are being held down by the arrival of new freezer stock. We can now satisfy customer demand for premium goods at affordable costs by stocking fresh meat in-store.

#### Freight Initiatives

The 5% Freight Subsidy Scheme is now applied to customers' everyday shopping, and we will see an additional 15% increase, taking it to a total of 20% in the month of September. This initiative aims to improve the high costs of freight, benefiting both the store and our customers.

### OUTCOMES:

#### Sales Performance:

Sales were down by \$90k in July due to no cash in the ATM, causing customers to shop at Ibis instead. Sales have also been impacted by stop on credit accounts with our suppliers which has had a significant impact in the sales volumes.

### IMPACTS:



## ORDINARY COUNCIL MEETING #05

### Agenda Item 12.2

Tuesday, 27<sup>th</sup> August 2024

Umagico Boardroom

#### Price Increase:

A 6% price increase was applied in June to cover rising operational costs, particularly those associated with freight.

#### Freight Costs:

Freight continues to be a significant issue, with Seaswift proving too costly. To address this, we are exploring alternative options and freight tenders will soon be open for submissions. Additionally, we will discuss and implement any recommendations to improve future delivery processes. We are committed to finding more cost-effective freight solutions to help mitigate these expenses and keep prices as low as possible for our customers.

#### Supermarket Contributions:

The supermarket has been a contributor to all NPARC events, providing support and resources that enhance community engagement and participation.

## HOME CARE SERVICES

### MONTHLY AGED CARE COMPLIANCE REPORT

REPORT TO	Yanetta Nadardre
REPORT DATE	04/08/2024
REPORT FROM	Beth Wright

#### 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	3	Level 1:          Level 2:          3          Level 3:          Level 4:
HCP Enquires		
Referrals for assessment or reassessment	5 11	HCP – 2 Waitlisted HCP – 11 HCP clients withdrawn due to incomplete processes

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

Reporting item	Number	Comment	
Number of clients	32		
Number of new clients	0		
Clients on waiting list	7		
Number of clients transitioned to HCP	3	13 clients ready to be reassessed.	
CHSP Hours	Monthly target	Hours delivered	Comment
Social support group	774	758	
Domestic assistance	33	46	
Social support individual	78	92	
Personal care	17	35.5	
Home/ garden maintenance	63	63.5	
Flexible respite		-	
Meals at centre	129	143	
Meals at home	707	890	Client Increase for meals
Transport	145	161	Client for D3 days a week
Home Modifications	\$395	-	

##### Aged care legislative compliance status report

Compliance requirement	Number of clients	Overdue	Action taken
Charter of aged care rights explained	32		
Signed aged care agreements	32		Review ongoing
Signed current care plans	32		Review ongoing
Advanced health directives completed (HCP clients only)	0	0	Need health appt to conduct this procedure.

**Aged care activity reporting**

Agency	Report submitted in the past month	Date due	Date Submitted
Operational update	04/07/2024	14/07/2024	04/07/2024
Compliance report	04/07/2024	14/07/2024	04/07/2024

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

Staff	Staff establishment	Current number of staff	Number of resignations	Number of new staff
Total staff	15	15	0	1 Activity officer
Carers	6	6	-	

**HR Management**

Reporting item	No of staff	Overdue	Action required
Current Police checks	14		Evidence required
Aged Care Code of conduct	14		
Current Drivers licence	14		
Performance review	14	14	
Annual Flu vax	3	11	Emails and visit to PHC to schedule flu vax to clients. Awaiting response.

**Status of Core training**

Mandatory training	No of staff	Overdue	Action Required
Orientation	15		
Fire Safety	15	15	
First Aid	15		All staff due for CPR refresher in October 2024
Manual Handling	15	15	Staff completed training
Infection control	15	15	
Elder Abuse	15	15	Training being organised through NPAWS
Food Safety	15	2	Health and food safety will deliver training in September
Open disclosure	15	1	

***Review and evidence required for all training that the staff has completed.***

## QUALITY IMPROVEMENT

### Progress against Plan for Continuous Improvement

#### Feedback/complaints management

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

#### Key issues and action taken

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

#### Incident/near miss management

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

#### Key Issues & action taken



**Title of Report: July Information Report**

**Agenda Item: 12.3**

**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

- Manager provided update earlier on today's agenda

### Building Manager update

### NAHA 5 x Plugins

Successful tender has been awarded to HC Builders; works are full steam ahead with some of the Plugins are at lock up stage already. All works that will be done will be from standard to Gold plated.

**Completion - late October 2024**

### Current Unscheduled Work / Upgrade Works 23/24

Current works are ongoing, scopes of works include carports, re-roofing, 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. Next meeting will be held early **September** to discuss 24/25 works. Tenders for upcoming works have been coming Quick and fast.

### Outstanding Purchase Orders – Carried over from 2023/24

TYPE OF WORK
GUTTER/DOWNSPIPE – 5 YOUNG

CARPORT UPG – 427 JAWAI
CARPORT UPG – 50B SEBASIO
DRIVEWAY – 7 STEPHEN CL
DRIVEWAY – 4 STEPHEN CL

**TENDERS SUBMITTED TO QBUILD AND AWAITING APPROVAL – 2024**

DESCRIPTION OF WORKS
CARRY OUT HOME MODIFICATIONS – 129 Moses Cl Injinoo
CARRY OUT HOME MODIFICATION -- 192 Wasiu St, Bamaga
CARRY OUT REFURBISHMENTS – 48 WARE ST INJINOO
CARRY OUT KITCHEN UPGRADES – VARIOUS INJINOO RESIDENCES

**Current Purchase Orders – Issued since July 2024**

Type of Works
DRAINPIPE/CONC PATH – 166 WASIU
PAINT PKG – SEISIA
FENCE UPG – 105 MIMI
DISMOD – 19 PABLO
KITCHEN UPG – 49 WARE ST INJINOO
PAINT WORKS – 130 JACOB ST BAMAGA
PAINT PKG – UMAGICO
BATHROOM UPG – 74 LUI ST BAMAGA

**TENDERS SUBMITTED TO QBUILD AND AWAITING APPROVAL – 2024**

DESCRIPTION OF WORKS
CARRY OUT BATHROOM UPGRADE – VARIOUS UMAGICO RESIDENCES
CARRY OUT HOME MODIFICATIONS – 133 JACOB ST BAMAGA
CARRY OUT KIT,FLOOR/LAUNDRY – 269 ORCHID CL BAMAGA
CARRY OUT DISMOD – 16 PASCOE ST UMAGICO
CARRY OUT PAINT WORKS – VARIOUS UMAGICO RESIDENCES
CARRY OUT KITCHEN UPGRADE – 76 LITTLE ROPEYARN HWY INJINOO

**Projects Update**

**Remote Capital Program (Housing Development)**



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

### Update

- Tender documents approved by NPARC
- Documents uploaded for prospective tenderer's 27/6/24.
- Tendering Evaluation phase – 1<sup>st</sup> Evaluation meeting 07/08/2024

### Current works

- Tendering phase – Closing date 26/7/24 to 26/8/2024
- Site visits with tenderers and Lackon was held 10/7/24
- Compiling quotes for Council built houses
- Land clearing completed on 2 & 3 Kulla Kulla Cl, Umagico and removal of cars (Council built houses)
- Cars/trucks/trailers scheduled to be removed from Poi Poi St in August

### Key Milestones

Key Project Milestone	Original Plan Date	Forecast Date (Change from last report)	Actual Date Completed
Engagement of Design Consultant	12/09/2023	02/10/2023	27/10/2023
Concept Design	11/12/2023	09/01/2023	09/01/2023
Development Applications	20/02/2024	21/03/2024	-
Detail Design	23/01/2024	30/05/2024	04/06/2024
Engagement of Construction Contractor	07/05/2024	26/08/2024	-
Issue Construction Documentation	20/02/2024	17/06/2024	04/06/2024
Contractor Mobilisation	04/06/2024	27/08/2024	-
Practical Completion	08/05/2025	27/10/2025	-
Final Completion	05/06/2025	15/11/2025	-

### Bamaga Electrical Rectification Works

87 Sebasio Street, Bamaga – Privately Owned Powerlines Rectification works.

- Tender documents were uploaded to Vendor Panel, tender closed on Friday 14<sup>th</sup> June 2024
- Works will likely kick start early October to be completed before the wet.

### 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.

### **Update**

- GGI Architects & dbArch were approached by RPS to provide fee proposals for the redesign of the original drawings. GGI were the only ones to respond & were awarded the works.
- RPS are in the process of compiling the tender documents

### **Current works**

- GGI - Architectural drawings are currently being revised & will then be given to the subconsultant team (Engineers / Certifiers) for their work

### **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.

### **Umagico Tavern Refurbishment**

#### **Update**

- Electrical contractor due to commence re-wiring by the end of August (currently has a backlog of work)

#### **Current works**

- Windows have been installed on Southern end of the building
- Works have commenced on the construction of the Internal walls

### **Injinoo Hall kitchen**

Hall kitchen is 95% completed. All internal works are completed and is at lock up stage.

External electrical works need to be carried out, upgrade to the main switchboard. Works will be completed..

### **Mutee Head Toilets**

#### **Update**

Toilet pack have been transported out to Mutee Heads. There were some building materials missing, have contacted supplier to fast track it to Bamaga. This has put a delay in works as the materials missing are the structural post for the toilet block. Gear will arrive late **August** with completion middle **September** now.

### NPARC Carpenters

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

### Batching Plant Manager update

#### Update

- Keas Blarrey – Acting Supervisor Batching Plant
- Graham Wasiu – Truck Driver
- Denson Missi – Truck Driver/labour
- Mickey Pablo – Casual Truck Driver/Labour
- Jeffrey Neliman – Casual Labour
- i. **Sebastian Kiwat – (Plumber)** – Driver when staff away/leave/sick

Training undertaken – TBA	Truck licence – HR Silo and Iso and bin training First aid training Spill kit training Test cylinder training ETS Mask face fitting
Skills training – TBA	
Staff Attendance – expected hrs vs actual hrs	

### STOCKTAKES

- Monthly Stock take completed 31/06/2024.

#### Stock – slow movement (> 12 months – carrying stock)

Number of products	Value
Write off – 6m3.	
<b>Totals</b>	<b>\$9030.00</b>

### SALES

#### Sales – internal (value)

Internal Sales	Fuel – Diesel - \$4169.57 Internal hire – \$ External hire – \$ Internal sale – Bamaga Stores, Umagico Supermarket \$3592.00 Wages \$22732.59
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#### Sales – external (value)

CONCRETE PRODUCTION Cement Bags (20kg)	197.9m3 No sale/no stock on site
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<b>Sand –</b>	<b>25m3</b>
<b>Aggregate –</b>	<b>3m3</b>
<b>Premix –</b>	<b>m3</b>
<b>Materials External</b>	<b>\$</b>
<b>Consumables</b>	<b>\$180855.31</b>
<b>Repairs</b>	<b>\$</b>
<b>Freight</b>	<b>\$31398.19</b>
<b>Contractors</b>	<b>\$31933.49</b>

## **ACHIEVEMENTS**

- Upgrade hopper/silo and movement around the batching plant – Rob Davi project with Control room.
- Upgrading/make safe – handrails hopper – make safe on hold – waiting on new plant (Aug 2<sup>nd</sup> week)
- New fencing in progress, waiting on few more items from cairns fencing then should be completed by July 2<sup>nd</sup> week 2024 – Clifford crew fencing.
- Install/useable of Silo, ISO, and Bin to make Batching Plant safety compliant (July 2<sup>nd</sup> week)
- WHS review for the batching plant – safety compliant – upgrade on safety – temp fencing hopper, uneven concrete walkway, fencing around the ready-mix plant. (Completed) Brendon will be onsite mid-Aug 2024.

## **Property & Facilities**

NPARC's Property and Facilities team manages the Umagico Contractor's Camp, maintaining council buildings, staff housing, hall hire, meeting room bookings, and some tenancy management aspects of the NPARC social housing stock. Under the new September 2023 endorsed structure, the P&F team reports to the Building and Infrastructure Executive Manager.

The team has also been working on implementing the NPA Local Housing Plan in partnership with the Queensland government to improve the community's housing outcomes.

### **NPA Local Housing Plan update:**

An application and asset management plan for community housing has been lodged for the council to become a housing provider.

Since March 2024, we have seen the following actions:

- The NPARC Local Housing Plan Project Officer was onboarded.
- Regular bi-monthly operations meetings are held with Department of Housing parties.

The team continues to work on maintenance requests and tenancy agreements, update keys for our council buildings, and publish its new Tenant Information Kit for tenants. It is designed as a practical, easy-to-read guide covering maintenance, cleaning, and moving in and out. Based in the Injinoo Council office, the team is available to discuss property and facility tenancy, hire, housing applications, and maintenance issues.

The team also continues working with the Department of Housing (DoH) and NPARC's Regulatory team to enforce illegal dumping outside social houses as part of our ongoing community clean-up.

The number of staff accommodation properties continues to change due to the separation of NPARC staff and the approval of leasing to some external parties. External Leases are BEL, NPAFACS, and ALT.

NPARC Staff Accommodations	Total Count
Total	29
Tenanted	19
Vacant Tenantable (Available)	2
Vacant Untenantable (Unavailable)	3
Potential Housing Requirements	0

Social Housing	Total Count
Total Social Housing	51
Tenanted	49
Vacant	1
Schedule demolition	1

remains the same this reporting period.

NPARC External Accommodations	Total Count
Total	5
3 Bedroom	3
2 Bedroom	2
1 Bedroom	0
Donga	0

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.



**ORDINARY COUNCIL MEETING # 5**

**Agenda Item 12.3**

**Tuesday 27<sup>th</sup> August 2024**

**Umagico Boardroom**

## **CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS**

## **FINANCIAL AND RESOURCE CONSIDERATIONS**

## **CONSULTATION**

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

Title of Report: Operational Update on Corporate and Finance Services

Agenda Item: 11.4

Classification: For noting

Author: Executive Manager Corporate & Finance Services

Attachments: Grants Update

Officers Recommendation:

That Council:

Note the Report

## Summary

The purpose of this report is to provide a summary of current operations within the Corporate and Financial Services Department.

## Staffing

Firstly Council Officers would recognise the dedication and hard work of Ms Gina Peter who was filling the position from October 2023, and the achievements she led during this time, which is a testament to her leadership. While Gina has taken on another position due to personal reasons we wish to pass on our heartfelt congratulations. Recruitment of this position has commenced with the position closing in later August with the view to interview in September.

## Corporate Services

Below are the highlight achievements for the month of July 2024:

- The NPARC Corporate Plan 2022 – 2026 has been updated and printed.
- A flyer has been produced and in use to educate residents about illegal dumping on footpaths.
- Widespread event promotion for the NPA Cultural Festival. Posts reached over 16,000 people.

For the month of July, Corporate Services delivered the following services:



Communications and Media (external and internal delivery):

In Progress	Completed
Media Kit	Updated Corporate Plan
Newsletter	Footpath Flyer
Strategic Marketing Strategy	Briefing Document for clear task requests
	Community Meeting Flyers
	Event promotion: Event promotion: NPA Cultural Festival Qld Ambulance Service and NPARC Award Ceremony Naidoc
	21 posts on Facebook relating to operational matters.

Information and Communications Technology (externally delivered):

In Progress	Completed
6 Requests for RMT ICT support	105 Requests for RMT ICT support
2 x Staff House CCTV install	1 x Staff House CCTV
	Wireless hardware replaced at Bamaga Oval, Stores and Workshop
	New cloud voice solution installed to replace Telstra 3G network at Jardine Ferry and Bamaga Pool
	New wireless hardware installed at Umagico Environmental Health Office

Radio Indigenous Broadcast

In Progress	Completed
NPA RADIO 91.9FM AIRTIME: 10:03am -12pm Mon – Fri Staff: Amy McKeown	<u>Pre-recorded Interviews to Air:</u> <ul style="list-style-type: none"> <li>NPA State College Teachers- Jacinta Webb who is Acting principal of Ama Mary Eseli Injinoo Campus, Beck who is a Support teacher working across the two Campuses in the area of reading and implementing English languages, Katherine is Deputy Principal working across the Campuses, Lara and Georgie from Bamaga Jr Campus. All Teachers introduced and talked a bit about themselves.</li> <li>NPARC NPA Art Centre Manager &amp; 2024 Festival Coordinator Dev Lengjel on Darwin NT Art Fair</li> </ul>
	<u>Community Service Announcements</u> <ul style="list-style-type: none"> <li>NPARC Vacant Positions</li> <li>Indigenous Drivers Licensing Unit next Community visit to Bamaga.</li> </ul>



	<ul style="list-style-type: none"> <li>• BOM weather – Peninsula District Forecast &amp; Coastal Waters Forecast Torres Strait to St Lawrence.</li> <li>• NPARC &amp; BEL NPA BAMAGA Enterprise Red Dust Rodeo &amp; Show</li> <li>• NPAWS – Dr's visits, Podiatrist clinic, Australian Hearing clinic, NPAFRC – positions vacant</li> </ul>
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## Grants

Grants Manager continue to implement the Grants Control Model and following up on reporting requirements for funding bodies to submit performance reports. Meeting with funding bodies to discuss grant fundings and follow up on administration of grant funds with project leads of operational grants that are due for acquittals.

Grants Advisor working closely with Project leads and Executive Managers to follow up/complete applications for capital and operational grant funding and finalise submissions of acquittals that are due.

Grants Administration Officer position yet to be advertised and filled. Grants Manager currently covering the Administration Officer's tasks.

### Weekly meetings with Grants Advisor and Executive Manager Finance & Corporate Services:

These meetings were to provide feedback and keep the Executive Manager up to date with the Works in Progress Grant Register, also so the Grants Advisor and Grants Manager are not duplicating any works and to ensure action tasks are being completed in a timely manner.

### Monthly Grant Control Groups meetings:

Aged Care: Discuss the GFR report and brainstorm the implementation of new processes for the new Aged Care Facility Manager. GFR report was reported as nil. Provide ongoing support in understanding and monitoring the CHSP agreement and the ...

-Art Centre: Ongoing support to the Art Centre Manager to monitor the progress and expenditure of all the grant funding particularly the NPA Cultural Festival that took place 11-13<sup>th</sup> July 2024.

### Monthly Grants Steering Committee meetings:

We had one meeting with the Executive Managers – Building and Infrastructure, Gus Yates, Operations, Rob James and Finance and Corporate Services Gina Peter; together with the Finance coordinator and Finance Manager to review the Grants by Projects Finance Register. From this meeting, we were able to identify outstanding tasks, completed tasks and establish an action plan to ensure organised grants management operations in all departments.

### Quarterly Funding Body Representatives 'meetings:

Was able to meet with Department of Social Services to discuss our Aged Care service.

Had to interact with Department of Environment & Science, Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts, LGAQ, National Indigenous Australian Agency, Department of Tourism and Sport, Department of Employment, Small Business and Training

and Department of State Development, Infrastructure, Local Government and Planning and Creative Australia.

Other:

- Ongoing collaborations with Unganco Pty Ltd, Aurecon Group, and Aecom; with reporting, consultation and planning of Council's grant funded projects in Operations, Building and Infrastructure and Community Services.
- Grants and sponsors for the NPA Cultural Festival July 2024, from Bamaga Enterprise Limited, Rio Tinto Alcan Weipa, Community Enterprises Queensland, Peak Services, Veolia, Metro Mining, and Cairns Hardware.

Grant Applications

- Submitted: two (2x) **Local Government Grants and Subsidy Program (LGGSP)** submitted for NPA Sewer Network renewal and full asset audit of NPA Sewer network. (Requested \$9,019,704)
- Submitted: **Cyber Security Awareness Grant** – funding for cyber security training program (requested \$35,000)
- Submitted: **LRCI Phase 4** - Project Nominations including part of the Cycleway Project (Nona Creek Bridge and Approaches Portion) and road sealing projects (1. Sebasio St, Bamaga; 2. Atambaya, Injinoo.) Total \$279,794.
- Awarded: **Senior Isolation Service** - awarded Council requested \$150,000 per year but was only successful funding of **\$75,000** (excluding GST) **per annum (total \$375,000) over five years** from 1 October 2024 to 30 June 2029 to deliver seniors social isolation services with the following proposed activities have been identified through consultation to deliver meaningful opportunities for social connection.
- Successful EOI: Moving to second round for full application to the **Play Our Way** – Upgrades to amenities and facilities at Bamaga Sporting Precinct (requesting \$1,294,072).
- In progress: **rPPP x2 applications – Injinoo Historical Village Precinct Plan and Jardine River Precinct Plan** – both projects are maturing and require additional information for cost estimate and governance/partnership structure to progress to formal submission.
- Opportunities: QLD Remembers – Anzac memorial upgrades; POW stage 2 (full application);
- Pending outcome: Expansion of Indigenous Rangers Program; Growing Workforce Participation Fund; Works for QLD; Road Safety Grant.

The Grants Update is attached to this report.

## Stores

The Stores Manager was on leave for the entirety of August, with indications of returning during September. During this time there has been support provided by finance staff as well as the stores staff to ensure ongoing service delivery. Unfortunately the remaining staff do not have the training on the development of the monthly report. However, regular ordering and stocktake has continued.

July YTD		
Stores SALES	\$11 646	
Stores Internal Sales	\$49 720	
Expenses		\$29 671



**ORDINARY COUNCIL MEETING # 5**  
**Agenda Item 12.4**  
**Tuesday, 27<sup>th</sup> August 2024**  
**Umagico Boardroom**

Total	\$61 366	\$29 671
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This equals a positive variance of \$31 695 for the month of July.

**FINANCE**

Finance has been very busy with the appointment of the Financial Controller and provision of required information. There has been staff shortages as a result of illness, planned leave and providing support to stores during this period. Support is being provided to the Finance Manager for relevant HR actions with staff to address ongoing absenteeism creating undue pressure on other staff.

Extension of contractual casual remote work for Management Accountant has been granted from August -November 2024. A second accountant is crucial to Council during this important reporting period. Recruitment of permanent position continues. Precruitment has been engaged to recruit for this position for some time now, unfortunately we have been unsuccessful in attracting an application. Ongoing recruitment is being undertaken for both positions.

The draft audit plan has been received from Grant Thornton with details provided in response.

Status	Type	Department	Fund	Amount
Completed	Acquittal	Community & regulatory services	Creative Australia - Council is reviewing financial system to finalising this final acquittal.	
Completed	Acquittal	Community & regulatory services	QLD remembers (Heritage Specialist Consultant for NPA War Memorial honour board plaque) - Final Report completed.	
Completed	Acquittal	Community & regulatory services	Torres Strait Regional Authority - ED21_22/02 - Tourism Officer and Events Coordinator grant agreement- Final reports and variations completed. Project being closed off with TSRA .	
In Progress	Acquittal	Building & infrastructure	Department of Regional Development, Manufacturing and Water - Pajinka Toilet Block - variation was approved for the delivery of this project.	
In Progress	Acquittal	Building & infrastructure	Interim and Forward Programs - Housing funding agreements - Council working with department to resolve overdue quarterly reports.	
In Progress	Acquittal	Community & regulatory services	KC and F5F 12month reports are in progress.	
In Progress	Acquittal	Community & regulatory services	Indigenous Employment Initiative - quarterly reporting coordinated between Aged Care and grant teams. Next Report due in 3rd August	
In Progress	Acquittal	Community & regulatory services	DES Illegal dumping and litter grant - Council has completed Activity 3 (C7EVEN campaign) and variation to extend the funding agreement delivery timeframe was approved with the department to November 2024; Metal recycling and clean up activities of this grant has been identified as high risk for delivery.	
In Progress	Acquittal	Community & regulatory services	Remote Communities Freight Assistance Scheme - successfully applied subsidy for two locations, monthly reporting to be actioned.	
In Progress	Acquittal	Community & regulatory services	GCBF - Successful outcome for purchase of stage and equipment for community and cultural events.	
In Progress	Acquittal	Community & regulatory services	Active Women and Girls program - successful outcome for Promoting Sports for Women & Girls of the NPARC	
In Progress	Acquittal	Community & regulatory services	TSRA Ad Hoc Grant - Successful application to support Torres Strait Islander dance groups to attend cultural festival.	
In Progress	Acquittal	Community & regulatory services	DES Partnership funding for compliance officer - extension for another 12months of funding but the position remains vacant.	
In Progress	Acquittal	Finance & Corporate services	LEO Rapid Deployment Program	
In Progress	Acquittal	Finance & Corporate services	LDMB Reporting underway.	
In Progress	Acquittal	Finance & Corporate services	QCoast SEMP - Qcoast -Grant completed and finalising final report.	
In Progress	Acquittal	Operations	Roads to recovery circular 2024 - Operations teams in process of preparing a Work schedule to be submitted to the department.	
In Progress	Acquittal	Operations	TMR CNLGG Umg-Bam - Cycleway project - Council and TMR have now identified actions required to progress this project, construction extended until December 2024	
In Progress	Acquittal	Operations	Ranger Program - Council working with NIAA to resolve overdue annual and IAS performance reports - ongoing	
In Progress	Acquittal	Operations	Western Cape Communities Trust - Extension of funding agreement approved with WCCCA board for their contribution towards the New Mapoon Multipurpose Centre and opening ceremony funding agreements.	
In Progress	Acquittal	Operations	Queensland Resilience and Risk Reduction Fund 2023-24 funding - Council is progressing with Back-up generator project.	
In Progress	Acquittal	Operations	SES Support Grant Round 2024-25 - Funding for new vehicle for SES.	

In Progress	Acquittal	Operations	DAFF Biosecurity Capability Building Initiative for Rangers Groups - funding for equipment for ranger program
Overdue	Acquittal	Operations	Local Roads and Community Infrastructure Program (Phases 1,2 &3) - Council was successful in request for extension of the Phase 2 and 3 funding agreements due to exceptional circumstances. Council is actively working to resolve overdue Annual reports.
Overdue	Acquittal	Community & regulatory services	ActiveKit - request for grant agreement extension declined. Council to return unspent funds.
Overdue	Acquittal	Community & regulatory services	Deadly Active Year 2 Expenditure report in progress.
Overdue	Acquittal	Community & regulatory services	Aged Care reporting under review due to identified overdue reporting.
Overdue	Acquittal	Community & regulatory services	NIAA 1000s Job - Council working with NIAA to resolve overdue reporting.
Overdue	Acquittal	Operations	W4Q 21-24 (projects multiple) - Council is finalising works on all projects. Variation for a change of scope was approved and council currently in the process of requesting a variation to support delivery of the upgrades to the Umagico pub.
In Progress	Grant Writing	Community & regulatory services	Regional Precincts' and Partnership Project -Planning Stream - Jardine River - pending further scope clarifications and cost estimate to progress to submission.
In Progress	Grant Writing	Community & regulatory services	QLD Remembers funding opportunity applying for funding to complete Anzac memorial upgrades.
In Progress	Grant Writing	Finance & Corporate services	Regional Precincts' and Partnership Project -Delivery Stream - Injinoo Historical village - waiting on updated cost estimate and governance/partnership structure to progress to submission.
Pending Agreement	Successful Grant Submission	Operations	Disaster Ready Funding - Place of Refuge 23/24 (DRF30301) - Waiting on provision of a funding agreement.
Pending Agreement	Successful Grant Submission	Operations	Growing Regions - Round 1 - Airport Runway Upgrade - \$ 13,495,190.00 Approved for full amount. Pending Agreement to be issued by funder.
Successful	Grant Writing	Community & regulatory services	Senior Isolation Services grant - Application successful for social activity funding for Aged Care program across 5 years at \$75,000 per year. \$ 375,000.00
Successful	Grant Writing	Community & regulatory services	Play Our Way - Expression of interest successful for upgrades to Bamaga Sporting Precinct and full application underway
No response received	Grant Writing	Community & regulatory services	BEL - Sponsorship for welcoming dinner for the visitors of the NPA Cultural Festival
No response received	Grant Writing	Community & regulatory services	Sky trans - Sponsorship for flights and freight to support cultural festival
No response received	Grant Writing	Community & regulatory services	Ely Trust - New Mapoon dance group and art workshop for Cultural festival
No response received	Grant Writing	Community & regulatory services	WCCCA - Napranum and Mapoon dance groups to perform at the Cultural Festival.
Pending outcome	Grant Writing	Human Resources	Growing Workforce Participation Fund - Council has applied for staffing and expert support to deliver a Skills Audit and targeted training program for council staff. Requested \$200,000
Pending outcome	Grant Writing	Operations	Work for Queensland, nomination of new projects for 2024-27.
Pending outcome	Grant Writing	Operations	Expansion of Indigenous Rangers Program - Funding application to support more women ranger positions.
Pending outcome	Grant Writing	Finance & Corporate services	Road Safety Grants - Project prepared with C7EVEN requesting funding for a road safety campaign and educational workshops.
Submitted	Grant Writing	Human Resources	Cyber Security Awareness Grant - funding for cyber security training program \$ 35,000.00

Submitted	Grant Writing	Operations	Local Government Grants and Subsidy Program (LGGSP) - submitted for NPA Sewer Network renewal and full asset audit of NPA Sewer network	\$ 9,019,704.00
Submitted	Grant Writing	Operations	Housing Support Program - council submitted 4 applications.	\$ 19,038,431.00
Submitted	Grant Writing	Operations	Project Nominations including part of the Cycleway Project (Nona Creek Bridge and Approaches Portion ) and road sealing projects (1.Sebasio St, Bamaga;2.Atambya, Injinoo.)	\$ 279,794.00
In Progress	Quality assurance	Community & regulatory services	Debt Recovery -CHSP 2021-22 - Council working with department to review grant acquittals submitted and PCS data.	

**Title of Report:** July 2024 Finance Report

**Agenda Item:** 11.1

**Classification:** For Noting

**Author** Manager Finance

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

## Officers Recommendation:

### That Council:

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

In the month of July, the bank recorded \$8.470M of income. The two main contributors are the FAGS PROGRAM \$4.931 and TMR \$656K.

### Revenue

Operational Revenue for the period to 31 July 2024 is tracking higher than budgeted for the year, as revenues received are at 13%% compared to 8% of the year this is due to the \$4.9M FAG's grant paid to council in advance The enterprises also did especially well with revenue I would contribute this to tourist season and the culture festival.

### Expenses

Operational Expenditure is tracking lower than Budget for the month of July council has only spent 77% of its monthly allocation for councils yearly allocation this is 6% of Budget compared to 100% of the YTD.

Materials and Services comprises half of Councils Operational Expenditure at \$2.m, and approximal a third of this is payments to contractors and consultants for the upkeep of Council assets.



The other two thirds of the material and service charges can be contributed the Insurances that Council is required to hold, administration costs, the purchase of stock for the various Enterprises and for Repairs & Maintenance of Council assets.

Employee benefits are slightly lower than compared budget expectations for 2023/24.

Depreciation and finance cost will exceed budget this will be due to a few ongoing factors.

Overall, I expect the operational expenses for 24/25 fiscal year to be as per budgeted forecast.

As of the year to date the enterprises made a combined profit of \$684K, a breakdown is as follows:

The Alau Supermarket made a \$60K profit for the month.

The Injinoos Batching Plant made a profit of \$408K for the month.

The Injinoos Service Station made a YTD profit of \$45k.

The Jardine Ferry & Roadhouse made a YTD profit \$176K.

### **Budget and Management Reporting**

Budget for the 2024/25 fiscal year has been loaded into PCS, this gives us more control of our actuals. It is my intentions that we have a budget review later in the year.

### **CRITICAL DATES**

The external auditors will be here in October dates to be confirmed, they will be completing the 22/23 financial year audit.

### **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.





**ORDINARY COUNCIL MEETING # 5**

**Agenda Item 13.1**

**Tuesday 27<sup>th</sup> August 2024**

**August Boardroom**

**CONSULTATION**

N/A.

Department	(All)
ENTERPRISES	(All)

Sum of Actual					
Accnt Type	P&L Summary	Total	Mth Bud	Var	Full yr Budget
Revenue	Rates, levies and charges	-	346,598	-346,598	4,159,177
	Grants, subsidies, contributions and donations	5,556,016	1,816,950	3,739,066	21,803,396
	Fees and charges	24,941	19,723	5,219	236,670
	Sales revenue	492,085	1,344,746	-852,661	16,136,948
	Rental income	77,627	129,711	-52,083	1,556,526
	Interest received	-	7,500	-7,500	90,000
	Other income	14,269	10,292	3,978	123,500
	Enterprise revenue	1,376,857	963,396	413,461	11,560,746
Revenue Total		7,541,795	4,638,914	2,902,882	55,666,963
Expense	Employee benefits	- 1,290,114	-1,662,800	372,686 -	19,953,602
	Materials and services	- 2,054,333	-2,389,728	335,396 -	28,676,739
	Finance costs	- 139		-139	
	Depreciation	- 1,051,511	-1,051,511	- -	12,618,129
Expense Total		- 4,396,096	- 5,104,039	707,943 -	61,248,470
Grand Total		3,145,699	- 465,126	3,610,825 -	5,581,507

Department	CORPORATE SERVICES
ENTERPRISES	(All)

Sum of Actual					
Accnt Type	P&L Summary	Total	Mth Bud	Var	Full yr Budget
Revenue	Grants, subsidies, contributions and donations	4,930,448	1,474,186	-3,456,262	17,690,229
	Fees and charges	-	83	83	1,000
	Sales revenue	61,366	0	-61,366	0
	Interest received	-	7,500	7,500	90,000
	Other income	643	17,534	16,891	210,410
<b>Revenue Total</b>		<b>4,992,457</b>	<b>1,499,303</b>	<b>- 3,493,154</b>	<b>17,991,639</b>
Expense	Employee benefits	- 264,700	-349,563	-84,863	-4,194,755
	Materials and services	- 373,140	-202,440	170,700	-2,429,283
	Finance costs	- 139	157,970	158,108	1,895,635
<b>Expense Total</b>		<b>- 637,978</b>	<b>- 394,033</b>	<b>243,945</b>	<b>- 4,728,402</b>
<b>Grand Total</b>		<b>4,354,479</b>	<b>1,105,270</b>	<b>- 3,249,209</b>	<b>13,263,237</b>

Department	OPERATIONS
ENTERPRISES	(All)

Sum of Actual					
Accnt Type	P&L Summary	Total	Mth Bud	Var	Full yr Budget
Revenue	Rates, levies and charges	-	0	0	0
	Grants, subsidies, contributions and donations	624,818	654	-624,164	7,848
	Fees and charges	23,275	16,598	-6,677	199,170
	Sales revenue	430,719	50,008	-380,711	600,100
	Rental income	8,864	0	-8,864	0
	Other income	-	3,446	3,446	41,350
<b>Revenue Total</b>		<b>1,087,676</b>	<b>70,706</b>	<b>- 1,016,970</b>	<b>848,468</b>
Expense	Employee benefits	- 528,878	-206,491	322,387	-2,477,892
	Materials and services	- 952,023	-3,799	948,223	-45,592
	Finance costs	-	0	0	0
	Depreciation	- 1,051,511	-545,210	506,301	-6,542,515
<b>Expense Total</b>		<b>- 2,532,412</b>	<b>- 755,500</b>	<b>1,776,912</b>	<b>- 9,065,999</b>
<b>Grand Total</b>		<b>- 1,444,736</b>	<b>- 684,794</b>	<b>759,942</b>	<b>- 8,217,531</b>

Department	Community Services
ENTERPRISES (All)	

Sum of Actual					
Accnt Type	P&L Summary	Total	Mth Bud	Var	Full yr Budget
Revenue	Grants, subsidies, contributions and donations	750	275,006	274,256	3,300,077
	Fees and charges	1,666	7,917	6,250	95,000
	Sales revenue	-	1,449	1,449	17,382
	Rental income	68,763	- -	68,763	-
	Other income	13,626	14,890	1,264	178,684
Revenue Total		84,806	299,262	214,456	3,591,143
Expense	Employee benefits	- 319,883 -	685,418 -	365,535 -	8,225,021
	Materials and services	- 212,980 -	941,044 -	728,063 -	11,292,522
	Finance costs	-	-	-	-
Expense Total		- 532,864 -	1,626,462 -	1,093,598 -	19,517,543
Grand Total		- 448,058 -	1,327,200 -	879,142 -	15,926,400

Department	ENTERPRISES
ENTERPRISES	(All)

Sum of Actual					
Accnt Type	P&L Summary	Total	Mth Bud	Var	Full yr Budget
Revenue	Grants, subsidies, contributions and donations	-	-	-	-
	Sales revenue	-	-	-	
	Enterprise revenue	1,376,857	963,396	- 413,461	11,560,746
Revenue Total		1,376,857	963,396	- 413,461	11,560,746
Expense	Employee benefits	- 176,653	- 173,153	3,499	- 2,077,840
	Materials and services	- 516,190	- 700,192	- 184,002	- 8,402,298
	Finance costs	-	- 1,428	- 1,428	- 17,130
Expense Total		- 692,843	- 874,772	- 181,930	- 10,497,268
Grand Total		684,014	88,623	- 595,391	1,063,478

Department	ENTERPRISES
ENTERPRISES	JARDINE FERRY

Sum of Actual						
Accnt Type	P&L Summary	Total	Mth Bud	Var	Full yr Budget	
Revenue	Enterprise revenue	309,762	155,960	- 153,801	1,871,523	
Revenue Total		309,762	155,960	- 153,801	1,871,523	
Expense	Employee benefits	- 54,890	- 68,348	- 13,458	-	820,174
	Materials and services	- 78,442	- 71,943	6,499	-	863,310
	Finance costs	-	- 450	- 450	-	5,400
Expense Total		- 133,331	- 140,740	- 7,409	-	1,688,884
Grand Total		176,430	15,220	- 161,210	182,639	

Department	ENTERPRISES
ENTERPRISES	INJINOO READYMIX

Sum of Actual					
Accnt Type	P&L Summary	Total	Mth Bud	Var	Full yr Budget
Revenue	Grants, subsidies, contributions and donations	-	-	-	-
	Enterprise revenue	621,191	104,669	- 516,523	1,256,025
Revenue Total		621,191	104,669	- 516,523	1,256,025
Expense	Employee benefits	- 35,199	- 28,158	7,040	- 337,898
	Materials and services	- 178,376	- 66,995	111,381	- 803,942
Expense Total		- 213,575	- 95,153	118,422	- 1,141,840
Grand Total		407,616	9,515	- 398,101	114,185



Department	ENTERPRISES
ENTERPRISES	UMAGICO GENERAL STORE

Sum of Actual					
Accnt Type	P&L Summary	Total	Mth Bud	Var	Full yr Budget
Revenue	Enterprise revenue	315,171	540,500	225,329	6,485,999
Revenue Total		315,171	540,500	225,329	6,485,999
Expense	Employee benefits	- 59,461	- 56,588	2,873	- 679,057
	Materials and services	- 195,375	- 434,048	- 238,673	- 5,208,576
	Finance costs	-	- 728	- 728	- 8,730
Expense Total		- 254,837	- 491,364	- 236,527	- 5,896,363
Grand Total		60,334	49,136	- 11,198	589,636

Department	ENTERPRISES
ENTERPRISES	INJINOO SERVICE STATION

Sum of Actual					
Accnt Type	P&L Summary	Total	Mth Bud	Var	Full yr Budget
Revenue	Enterprise revenue	130,733	162,267	31,533	1,947,199
Revenue Total		130,733	162,267	31,533	1,947,199
Expense	Employee benefits	- 27,103	- 20,059	7,044	- 240,710
	Materials and services	- 58,911	- 127,206	- 68,295	- 1,526,470
	Finance costs	-	- 250	- 250	- 3,000
Expense Total		- 86,014	- 147,515	- 61,501	- 1,770,180
Grand Total		44,719	14,752	- 29,968	177,019

**Northern Peninsula Area Regional Council**  
**Statement of Cash Flows**  
**For the period 1 July 2024 to 31 July 2024**

	<b>2024 Actual</b>
<b>Cash flows from operating activities:</b>	
Receipts from customers	1,799,205
Payments to suppliers and employees	- 4,935,956
	<u>- 3,136,751</u>
Interest received	8,144.65
Rental income	77,627
Non-capital grants and contributions	6,273,266
Finance costs	- 3,431
<b>Net cash inflow (outflow) from operating activities</b>	<u><u>3,218,855</u></u>
<b>Cash flows from investing activities:</b>	
Payments for property, plant and equipment	- 1,121,495
Finance lease receipts	
Grants, subsidies, contributions and donations	213,510
<b>Net cash inflow (outflow) from investing activities</b>	<u><u>- 907,985</u></u>
Cash flows from financing activities	
<b>Net cash inflow (outflow) from financing activities</b>	<u><u></u></u>
<b>Net increase (decrease) in cash and cash equivalents held</b>	
Cash and cash equivalents at beginning of reporting period	3,708,925
<b>Cash and cash equivalents at end of reporting period</b>	<u><u>2,310,870</u></u>
<b>Cash and cash equivalents at 31-July-2024</b>	<u><u><u>6,019,796</u></u></u>

	OPENING BALANCE	Movement Jul-24	Closing BALANCE
<b>CURRENT ASSETS</b>			
CASH AND CASH EQUIVALENTS	1,830,727.06	-4,750,279.96	-2,919,552.90
DEBTORS	3,385,447.54	1,118,850.17	4,504,297.71
STOCK ON HAND	968,161.30	-24,830.40	943,330.90
ACCRUALS AND PREPAYMENTS	-324,967.39	0.00	-324,967.39
OTHER CURRENT ASSETS	206,883.02	0.00	206,883.02
<b>CURRENT ASSETS TOTAL</b>	<b>6,066,251.53</b>	<b>-3,656,260.19</b>	<b>2,409,991.34</b>
<b>NON CURRENT ASSETS</b>			
AIRPORT ASSETS	11,850,800.13	0.00	11,850,800.13
BUILDING ASSETS	44,527,193.32	2,637.50	44,529,830.82
ROAD & DRAIN ASSETS	68,007,409.85	688,929.85	68,696,339.70
WATER ASSETS	47,776,184.69	0.00	47,776,184.69
SEWER ASSETS	11,840,457.29	0.00	11,840,457.29
PLANT & EQUIPMENT ASSETS	7,438,795.76	202,178.80	7,640,974.56
INFRASTRUCTURE ASSETS	15,634,597.73	31,022.14	15,665,619.87
COMMUNITY HOUSING ASSETS	16,182,155.06	16,200.00	16,198,355.06
NDFA WIP	5,991,817.66	129,411.52	6,121,229.18
LEASED ASSETS NON CURRENT	17,421,671.56	0.00	17,421,671.56
ROADWORKS	96,936.78	32,230.39	129,167.17
WATER OPERATIONS	310,400.00	0.00	310,400.00
PUBLIC TOILETS	13,352.53	0.00	13,352.53
Dept Local Govt-CNLGG	48,042.65	0.00	48,042.65
Local Thriving Communities funding W4Q 2021-24	139,975.73	0.00	139,975.73
	1,111,171.53	25,644.13	1,136,815.66
15 x 3 bed Social Houses	500,685.00	119,288.50	619,973.50
COMMUNITY SERVICES	262,212.01	0.00	262,212.01
<b>NON-CURRENT ASSETS TOTAL</b>	<b>249,153,859.28</b>	<b>1,247,542.83</b>	<b>250,401,402.11</b>
<b>TOTAL ASSETS</b>	<b>255,220,110.81</b>	<b>-2,408,717.36</b>	<b>252,811,393.45</b>
<b>CURRENT LIABILITIES</b>			
PAYABLES	3,357,782.96	-1,675,121.39	1,682,661.57
EMPLOYEE ENTITLEMENTS	1,077,713.89	-25,357.76	1,052,356.13
OTHER LIABILITIES	6,155,046.57	0.00	6,155,046.57
GRANTS	4,549,212.49	0.00	4,549,212.49
<b>CURRENT LIABILITIES TOTAL</b>	<b>15,139,755.91</b>	<b>-1,700,479.15</b>	<b>13,439,276.76</b>
<b>NON-CURRENT LIABILITIES</b>			
LSL Payable Non Current	198,365	198,365	198,365
Provision Tip Rehabilitation	1,629,901	1,629,901	1,629,901
<b>NON CURRENT LIABILITIES TOTAL</b>	<b>1,828,266.36</b>	<b>0.00</b>	<b>1,828,266.36</b>
<b>TOTAL LIABILITIES</b>	<b>16,968,022.27</b>	<b>-1,700,479.15</b>	<b>15,267,543.12</b>
<b>NETT ASSETS/(LIABILITIES)</b>	<b>238,252,088.54</b>	<b>-708,238.21</b>	<b>237,543,850.33</b>
<b>EQUITY TOTAL</b>	<b>238,252,088.54</b>	<b>-708,238.21</b>	<b>237,543,850.33</b>

AGED CREDITOR'S REPORT

Report Conditions: Excluding Nil Balances

Financial Year Ending 2025

ACCOUNT	CREDITOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
AAAFNQ	AAA FNQ Battery Wholesalers	3,008.56	0.00	0.00	0.00	3,008.56
AIRBR	AirBridge Networks Pty Ltd	0.00	0.00	0.00	45,092.74	45,092.74
ANLD	ANNE LEON DESIGNS	0.00	0.00	3,390.50	0.00	3,390.50
ARTCRAFT	ARTCRAFT PTY LTD	0.00	0.00	1,926.65	0.00	1,926.65
AURE	AURECON AUSTRALIA PTY LTD	0.00	0.00	46,227.86	0.00	46,227.86
B&BELE	B&B ELECTRICAL	0.00	0.00	3,421.00	11,835.01	15,256.01
BAMAUTO	BAMAGA AUTO MARINE PTY LTD	1,607.43	0.00	-1,062.34	1,653.60	2,198.69
BATTWO	BATTERY WORLD CAIRNS	0.00	0.00	6,370.00	0.00	6,370.00
BEL	BAMAGA ENTERPRISES LTD	0.00	0.00	3,525.00	0.00	3,525.00
BOWGR	BOWYER GROUP MINING & CIVIL	0.00	0.00	44,477.41	0.00	44,477.41
BPBAM	BP BAMAGA	0.00	0.00	1,937.47	0.00	1,937.47
C7EVEN	C7EVEN	0.00	0.00	3,296.70	0.00	3,296.70
CAIHAR2	CAIRNS HARDWARE	0.00	0.00	1,063.66	0.00	1,063.66
CAMBELLS	CAMBELLS CASH AND CARRY	0.00	9,299.17	0.00	0.00	9,299.17
CAPISTO	CAIRNS PIT STOP	0.00	0.00	4,851.00	0.00	4,851.00
CHUBFIRE	CHUBB FIRE & SECURITY Pty Ltd	0.00	2,695.12	0.00	833.50	3,528.62
CINDME	CINDY MEISSNER	0.00	0.00	0.00	5,115.00	5,115.00
COMPAC	COMPAC SALES PTY LTD	0.00	159.50	0.00	0.00	159.50
CREEPY	CREEPY CRITTERS PEST CONTROL	0.00	0.00	720.50	0.00	720.50
CYBUILD	CAPE YORK BUILDING & MAINTENANCE PTY L	0.00	0.00	4,790.50	46,493.70	51,284.20
CYICE	CAPE YORK ICE & TACKLE	117.00	0.00	328.00	0.00	445.00
CYTRAD	CAPE YORK TRADERS	0.00	0.00	623.50	0.00	623.50
ERGENE	ERGON ENERGY	0.00	5,972.93	47,520.65	0.00	53,493.58
ERGMAC	ERGON ENERGY - MARYBOROUGH	9,425.00	0.00	0.00	0.00	9,425.00
ETSGEO	ETS GEO PTY LTD	0.00	0.00	357.00	225.00	582.00
EVOLVE	EVOLVE EQUIPMENT MANAGEMENT	0.00	93.96	2,829.10	0.00	2,923.06
FARNP	FAR NORTH PLUMBING CONTRACTORS P/L	0.00	0.00	43,530.30	39,726.50	83,256.80
GR8N	GR8 NORTHERN AG	0.00	0.00	1,728.53	1,424.64	3,153.17
HAS	HASTINGS DEERING (AUSTRALIA) LTD	-1,545.09	0.00	6,912.80	0.00	5,367.71
I&CRENT	ISLAND & CAPE RETAIL ENTERPRISES TRUST	0.00	0.00	0.00	57,158.43	57,158.43
INJSER	INJINOO SERVICE STATION	0.00	0.00	196.00	0.00	196.00
IOR	IOR AVIATION PTY LTD	0.00	0.00	93,672.60	0.00	93,672.60
JAAIR	JASKO AIRPORT SEVICES	0.00	0.00	450.00	0.00	450.00
JOMAR	JOHN MARK	0.00	105.00	0.00	0.00	105.00
KEIPAB	KEITH W PABAI	0.00	0.00	2,100.00	0.00	2,100.00
KOMA	KOMATSU AUSTRALIA	0.00	0.00	2,715.13	0.00	2,715.13
LACK	LACKON PTY LTD	0.00	0.00	24,828.09	0.00	24,828.09
LOTSP	LOTSA PRINT & SIGNAGE	0.00	0.00	330.00	0.00	330.00
MARENT	MARANO ENTERPRISES PTY LTD	0.00	0.00	43,723.72	0.00	43,723.72
MATCH	MATCHPORT MATERIALS HANDLING	0.00	0.00	23.60	0.00	23.60
NECF	NEWART COMMERCIAL FURNITURE	0.00	0.00	4,209.59	0.00	4,209.59
NPA	NPA ELECTRICS	0.00	0.00	0.00	6,142.40	6,142.40
NPACON	NPA CONSTRUCTION	0.00	0.00	0.00	4,912.88	4,912.88
NQB	NQ BUILDERS (S.DAGIS & N.GOTTANI)	0.00	5,436.75	0.00	1,677.50	7,114.25
NQPET	NQPETRO PTY LTD	0.00	0.00	27,886.36	0.00	27,886.36
PACTOY	PACIFIC TOYOTA & PACIFIC DAIHA	0.00	1,162.96	0.00	2,882.43	4,045.39

AGED CREDITOR'S REPORT

Report Conditions: Excluding Nil Balances

Financial Year Ending 2025

ACCOUNT	CREDITOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
PIV	PIVOTEL SATELITE PTY LTD	0.00	0.00	0.00	1,303.00	1,303.00
POSCON	POSITIVE CONCRETE & CONSTRUCTION PTY I	0.00	0.00	4,774.00	0.00	4,774.00
POT TSA	PORTSART	0.00	0.00	4,796.00	0.00	4,796.00
PRESTON	PRESTON LAW	0.00	0.00	2,128.67	22,281.06	24,409.73
REECE	REECE PTY LTD	0.00	0.00	6,562.24	0.00	6,562.24
REGRO	REGION GROUP PTY LTD	0.00	0.00	390.00	0.00	390.00
REPCO	REPCO A DIVISION OF GPC ASIA PACIFIC PTY	0.00	474.60	0.00	0.00	474.60
RMT	Roberts & Morrow Technology	0.00	0.00	3,597.00	0.00	3,597.00
ROBDAVI	ROBERT & CECELIA DAVI FAMILY TRUST	0.00	0.00	0.00	9,609.07	9,609.07
RPS AAP	RPS AAP CONSULTING PTY LTD	0.00	0.00	4,071.20	0.00	4,071.20
SAFEGR	SAFEGROUP AUTOMATION PTY LTD	0.00	0.00	0.00	28,778.20	28,778.20
SEA	SEASWIFT PTY LTD	0.00	0.00	87,252.05	19,186.97	106,439.02
SEIK	SEISIA KIOSK	0.00	0.00	143.89	0.00	143.89
SLHPRO	SLH PROJECTS P/L	0.00	0.00	2,310.00	9,108.00	11,418.00
SOCRSAFW	SOUTHERN CROSS SAFETY & WORKWEAR	0.00	0.00	832.51	0.00	832.51
STAR2	BUNZL OUTSOURCING SERVICES	0.00	0.00	11,413.88	0.00	11,413.88
STEPMCCO	STEPHEN McCONNELL PAINTING	0.00	0.00	2,040.13	0.00	2,040.13
TEP	TOP END PLUMBING PTY LTD	0.00	0.00	610.50	0.00	610.50
TGEX	TEAM GLOBAL EXPRESS	0.00	0.00	4,521.90	0.00	4,521.90
TIBUL	T.I BULK MEATS	0.00	0.00	2,015.97	0.00	2,015.97
TOCIVL	TORRES CIVIL	0.00	10,868.00	4,400.00	0.00	15,268.00
TRU&EQUI	TRUCK & EQUIPMENT PARTS PTY LTD	0.00	0.00	594.40	0.00	594.40
TSTM	TORRES STRAIT TREE MANAGEMENT	0.00	0.00	0.00	9,174.00	9,174.00
VEOWA	VEOLIA WATER AUSTRALIA PTY LTD	0.00	0.00	166,379.92	0.00	166,379.92
WAGN	WAGNERS CEMENT PTY LTD	0.00	0.00	33,036.52	0.00	33,036.52
WCPLUM	WESTERN CAPE PLUMBING	0.00	0.00	414.30	3,286.26	3,700.56
WEICO	WEIPA CONCRETE	0.00	0.00	17,551.05	0.00	17,551.05
XYLEM	XYLEM WATER SOLUTIONS AUSTRALIA	0.00	0.00	0.00	18,659.96	18,659.96
YORKCON	YORKSTON CONSTRUCTIONS PTY LTD	3,199.00	0.00	0.00	0.00	3,199.00
YUSPL	NPA EARTHMOVING YUSIA PTY LTD	3,850.00	8,261.00	0.00	3,350.00	15,461.00
TOTALS:		19,661.90	44,528.99	788,737.01	349,909.85	1,202,837.75

## AGED Debtors

ACCOUNT	DEBTOR	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
ADI255	REGINA J	11 965.71	240.00	600.00		12 805.71
ADICAS	CASSANDR	4 511.98				4 511.98
AKITEA	TEANNA AKI	- 188.80				- 188.80
AMAGAV	GAVIN	- 646.52				- 646.52
AOG	ASSEMBLY	6 063.12		505.26		6 568.38
APUISIC	APUDTHAM	6 168.80				6 168.80
APULAN	APUDTHAM	1 187.60				1 187.60
ARMY	DEPARTME	- 711.13				- 711.13
ATACORP	ANGKAMUT	634.70				634.70
AUSPOST	AUSTRALIA	1 999.86				1 999.86
AUSWASTE	AUSWASTE		961.24	999.69		1 960.93
BALKANU	BALKANU	252.00				252.00
BAMHOS	BAMAGA	90 217.75				90 217.75
BAMKAZIL	BAMAGAU	132 438.02	693.60	6 704.67		139 836.29
BASCON	QBUILD -				113 058.28	113 058.28
BASMAINT	DEPT OF	23 931.18	422.40	41 577.91	71 124.86	137 056.35
BASSMOKE	QBuild, Dept	0.01				0.01
BASUPG	DEPT OF	120 159.21	39 426.34	53 004.82	99 033.00	311 623.37
BBELEC	B & B	800.00		800.00		1 600.00
BEL	BAMAGA	-24 535.55				-24 535.55
BEL1	BAMAGA	-64 254.65	-1 851.79	9 891.32	63 407.64	7 192.52
BEL2	BEL PTY	-11 169.68				-11 169.68
BEL3	BAMAGA	14 040.54	12 486.18	6 492.94	128.70	33 148.36
BELBP	BAMAGA BP	14 516.60				14 516.60
BELCYPL	CAPE YORK	56 516.90				56 516.90
BELTAV	BAMAGA	19 853.00				19 853.00
BERNIE	BERNIE'S	550.00				550.00
BLAELI	ELIMAU	-1 017.08	- 428.55	- 410.12	- 446.98	-2 302.73
BLAKEA	Keas Blarrey	- 5.51				- 5.51
BLAKEN	KEN	1 285.72				1 285.72
BLUDOG	BLUE DOG	- 150.15				- 150.15
BONMER	MERVYN	-1 045.90				-1 045.90
BRO63	ERIC		31.43	600.00		631.43
BRO68	MERVYN	6 388.57	- 680.00	- 200.00	- 500.00	5 008.57
BRO72B	JANELLE	11 340.86	- 240.00	120.00	- 240.00	10 980.86
BRO76	LESTER	40 923.93	240.00	600.00		41 763.93
BUNGIE	BUNGIE		9 572.44	11 063.46		20 635.90
C3CHURCH	C3 CHURCH	300.00				300.00
CAPCON	CAPITAL	-6 499.12				-6 499.12
CAPSTRA	CAPE 'N'	688.00				688.00
CAPSTRA2	CAPE 'N'		14 325.76			14 325.76
CARMODY	ROB	53 918.87	12 736.99	9 866.18		76 522.04
CARRON	RON	-1 101.91				-1 101.91
CBM	COYS	94 987.75		500.00		95 487.75
CHC	CAMERON		64.22	16 143.71		16 207.93
CLISMA	CLIMATE	-1 200.53				-1 200.53
CNSHWARE	CAIRNS	11 000.00				11 000.00
CYBT	CAPE YORK	825.00		825.00		1 650.00
CYBUILD	CAPE YORK		2 823.40	5 325.25	390.75	8 539.40
CYLC	CAPE YORK	1 026.26				1 026.26
CYSR2	CAPE YORK	101 260.55				101 260.55
CYT2	CAPE YORK	-1 110.27		913.73		- 196.54
CYTET	CAPE YORK	1 300.00				1 300.00
DAFF	DEPT OF	17 486.00		1 235.00		18 721.00
DAGF	DEPT OF	478.95				478.95
DASERV	DAINTREE			9 657.40		9 657.40
DATSIP	DEPT OF	294.00				294.00
DAWR	DEPT OF	6 170.00				6 170.00
DEIS	DEPT	-10 109.96				-10 109.96
DEPTPC	DEPT OF			11 037.00		11 037.00
DHS	DEPARTME	13 692.75		675.63		14 368.38
DREAM	BAMAGA	150.00		431.16		581.16
DSDSATSI	Dept of	1 356.00				1 356.00
EASTAIR	EAST AIR	940.50				940.50
ELUDEV	DEVONA	- 866.66				- 866.66
EMERDON1	KAIWAI	18 135.31	240.00	600.00		18 975.31
ERGON	ERGON	100.00				100.00

## AGED Debtors

ACCOUNT	DEBTOR	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
FIRNAT	FIRST	13 407.98				13 407.98
FIXMBUI	FIX-M	13 651.64				13 651.64
FLE180	MARJORIE	- 255.96	- 200.00	- 450.00		- 905.96
FNPLUMB1	FAR NORTH	-8 154.00				-8 154.00
FRASBUIL	A.D.FRASE	1 200.00				1 200.00
GBRHEL	GREAT	1 034.34				1 034.34
GREWILL	GREG	27 982.10				27 982.10
GTSCARP	GTS	489.33				489.33
HCBUILD	H C		15 570.53	533 844.05	38.20	549 452.78
HIGGINS	R HIGGINS	71 048.88				71 048.88
HINT	HINTERLAN	8 012.16				8 012.16
HOPE	HOPE	19 500.00				19 500.00
HRBILJER	JEREMIAH		- 144.12	- 150.00		- 294.12
HRMAIER	ERICA	7 062.86				7 062.86
HRNONA	TOLOWA	- 406.97	110.00	275.00		- 21.97
HRPETTER	TERRY	- 445.72	- 340.00	110.00	- 320.00	- 995.72
HRSAMO	DALE &	36 784.31	- 600.00	- 300.00	- 400.00	35 484.31
IBIS	IBIS -	- 304.00				- 304.00
IBUMCF	McFARLANE	60.00				60.00
IIACORP	IPIMA IKAYA	5 108.57		1 922.10		7 030.67
INGW	WILLIAM	- 500.00				- 500.00
JJPLANT	J & J PLANT	3 785.58				3 785.58
KSSONS	KEVIN	48 700.00	- 100.00	- 100.00	- 50.00	48 450.00
LAN81A	YOSHABELL	14 148.57	210.00	525.00		14 883.57
LAN81B	TALITA	100.00	210.00	525.00		835.00
LDMC	L & D	-1 517.50	2 915.45	1 032.85		2 430.80
LFLE77	NORMAN	30 126.43	240.00	600.00		30 966.43
LFLE78	BILLY &	21 382.24	240.00	600.00		22 222.24
LGAQ	LOCAL			10 670.00		10 670.00
LLVEND	L&L		27 830.23	6 038.65		33 868.88
LOYALTY	LOYALTY	109 118.25	356.42	2 007.12		111 481.79
LUI045	DWAYNE	6 265.71	240.00	600.00		7 105.71
LUI061	ALLISON	14 052.14		360.00	- 120.00	14 292.14
LUI064	JENNIFER	5 685.43	- 240.00	120.00	- 240.00	5 325.43
LUI070	REGINALD	6 012.86	200.00	500.00		6 712.86
LUI071	LYELL	- 548.57	- 400.00	120.00		- 828.57
LUI073	KENNY	-2 082.43	- 30.00		- 30.00	-2 142.43
LUI076B	ESME	- 788.07	- 280.00	80.00	- 260.00	-1 248.07
MANJY	JEFFERSON	2 944.90				2 944.90
MARA	MARA	216 972.08				216 972.08
MARA2	MARA	21 000.00				21 000.00
MARNEST	MARTHALIT	1 700.00				1 700.00
MCDR	ROY	298.45				298.45
METMIN	METRO	- 849.00				- 849.00
MIDHEL	MIDCOAST	5 988.65				5 988.65
MOTALI	ALICKSON	124.45				124.45
MOTNED	NED	124.45				124.45
MOTSTA	STANLEY	58.65				58.65
MUD262	TIANA SAM	5 500.68	240.00	600.00		6 340.68
MUTTRU	MUTUAL	-1 535.54				-1 535.54
NAI	NAI-	-82 884.51	110.23	1 050.70		-81 723.58
NAKTET	TETSUO	- 19.00				- 19.00
NAWSHI	SHIRLEY	452.00	- 200.00	- 100.00	- 100.00	52.00
NEWL	Leandra	- 250.00				- 250.00
NIAAGE	NATIONAL	8.77				8.77
NMAC	NEW	59 325.79				59 325.79
NOMD	DAVE	0.20				0.20
NONBEA	BEATRICE	0.02				0.02
NPA JUST	NPA	1 191.61				1 191.61
NPABE	NPA	2 291.43	1 236.01			3 527.44
NPACON	NPA	73 677.46				73 677.46
NPAEM	NPA	3 155.02	12 896.59	15 847.68		31 899.29
NPAFACS	NPA FAMILY	58 427.92	7 581.55	13 737.92	598.80	80 346.19
NPAFACS2	NPA FAMILY	3 652.30		6 402.83		10 055.13
NPAHCS	NPA		730.15	902.70		1 632.85
NPASC	NPA STATE	42 937.00	184.73	1 713.43		44 835.16
NQBUILD	NQ			2 296.34		2 296.34



## AGED Debtors

ACCOUNT	DEBTOR	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
NQFP	NQ FIRE	540.00				540.00
OPTUS	OPTUS	- 671.78				- 671.78
ORC269	THOMAS	- 568.57		160.00		- 408.57
OUILOR	LORRAE	- 226.20				- 226.20
PABLAW	LAWRENCE	400.04				400.04
PCC	POSITIVE	586.30	24.00	1 255.45		1 865.75
PETMAR	MARGRET	199.71				199.71
PORG	GAVIN	247.14				247.14
PRSCAFF	P & R	15 364.35				15 364.35
PUNBAYAV	PUNSAND		4 464.92	9 262.56		13 727.48
QBILD	QBUILD,	7 626.40				7 626.40
QCS	QLD	426.00		79.00		505.00
QG DISAB	DEPT OF	0.93				0.93
QGDES	QLD GOVT			33 825.00		33 825.00
QGHOSIN	DEPT OF	132 744.92				132 744.92
QIFVLS	QLD	- 224.99				- 224.99
QLDED	EDUCATION	-83 495.00				-83 495.00
RACE	REMOTE	5 092.00				5 092.00
RANA	RANA	7 229.20				7 229.20
RBSERV	RICHARDSO	44 954.49				44 954.49
REM	ROB'S		1 269.68	3 383.13	96.55	4 749.36
REX	REGIONAL	-5 196.40				-5 196.40
RKOR01	SHANNAY	3 930.00	- 210.00	105.00	- 210.00	3 615.00
RKOR71A	ARTHUR	7 956.43				7 956.43
RNCARP	RONALD	4 525.40				4 525.40
RTWEIPA	RIO TINTO	-2 605.00				-2 605.00
SAIRAY	RAY SAILOR		- 44.85	- 89.70	- 44.85	- 179.40
SEASWIFT	SEASWIFT			431.16		431.16
SEB033	MRS	9 588.07	180.00	450.00		10 218.07
SEB041	ALBERT	10 362.85		360.00	- 120.00	10 602.85
SEB042	VANESSA	14 123.31	240.00	600.00		14 963.31
SEB044	RONALD	79.50	106.00	265.00		450.50
SEB048	LAVINIA	15 189.86	240.00	600.00		16 029.86
SEB049A	CHARLEE	1 195.00	210.00	525.00		1 930.00
SEB049B	JEAN	8 515.00	210.00	525.00		9 250.00
SEB050A	EDITH	14 746.50	- 250.00	65.00	- 230.00	14 331.50
SEB050B	JUANITA	3 135.00	210.00	525.00		3 870.00
SEB051	KENNY	- 111.43	- 180.00	90.00	- 180.00	- 381.43
SEB052	MICHAEL	17 301.71	240.00	600.00		18 141.71
SEB053	DANNY &	19 131.43	240.00	600.00		19 971.43
SEB066/1	HASSIM	3 430.00	- 100.00	- 59.46		3 270.54
SEB066/2	SARAH LUI	2 970.00	210.00	525.00		3 705.00
SEB077	GORDON &	- 382.43	180.00	450.00		247.57
SEB078	MYLEE	641.02				641.02
SEB079	BEVERLEY	- 101.44	- 240.00	120.00	- 240.00	- 461.44
SEB080	MERSANE	1 920.43	240.00	600.00		2 760.43
SEB252	MONICA	4 877.14				4 877.14
SEB254	RODNEY &	295.70	240.00	600.00		1 135.70
SEB43	SYLVIA	10 702.44	180.00	450.00		11 332.44
SEBENICO	SEBENICO	- 0.06				- 0.06
SEIFIS	SEISIA	47 030.00				47 030.00
SEISEN	SEISIA	1287 496.21				1287 496.21
SGA	ST	11 423.70				11 423.70
SHAC	SHELTER	809.27				809.27
SHBOTROB	ROBERT	8 348.57	240.00	280.00	- 160.00	8 708.57
SHDAVA	ADAM	740.00	210.00	525.00		1 475.00
SHDAVROB	ROBERT &	8 571.43	240.00	600.00		9 411.43
SHDOUBRU	BRUCE		192.86	150.00	- 300.00	42.86
SHHALKER	KERRIE	325.70	- 240.00	120.00	- 240.00	- 34.30
SHHERGAV	GAVIN			585.68	- 200.00	385.68
SHISHLEO	LEONIE	235.71	- 300.00	150.00	- 300.00	- 214.29
SHJAMROB	ROBERT	310.00	- 340.00	110.00	- 320.00	- 240.00
SHLENDEV	DEV	- 340.01	- 280.00	80.00	- 260.00	- 800.01
SHMADMIC	MICHAEL	300.00	- 300.00	150.00	- 300.00	- 150.00
SHNADYAN	YANETTA	- 978.57	- 400.00	50.00	- 350.00	-1 678.57
SHNAKMAR	MARLON	- 770.00	- 520.00	- 20.96		-1 310.96
SHSENAMB	AMBER	308.56	- 240.00	120.00	- 240.00	- 51.44

## AGED Debtors

ACCOUNT	DEBTOR	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
SHSHESCO	SCOTT	205.70	- 240.00	120.00	- 240.00	- 154.30
SHTAMROB	ROBERT	1 710.01				1 710.01
SHVOLSIR	SIRELLI	600.00	- 300.00	150.00	- 300.00	150.00
SHWALSHA	SHANE &	- 400.00				- 400.00
SHYATAUG	AUGUSTUS	-1 560.02	- 480.00	- 480.00	- 240.00	-2 760.02
SHYOEM	MYIESHA	4 409.21				4 409.21
SKREMOTE	S KIWAT	7 347.06		1 049.58		8 396.64
SKY2	SKYTRANS	15 841.43	8 653.50	32 154.30		56 649.23
SMA	ST	4 448.00				4 448.00
SOLLIO	LIONEL	1 036.83				1 036.83
SOLLOR	LORRAINE	- 0.20				- 0.20
SSMC	SERVICE	0.19				0.19
STC	ST	24 748.00				24 748.00
TABJK	KITTY	5 291.12				5 291.12
TABK	KITTY	976.15				976.15
TAFE	TAFE	398.95				398.95
TCHHS	TORRES	74 028.39	-1 736.17			72 292.22
TELSTRA	TELSTRA	23 761.94				23 761.94
TEM	TOP END	30 357.00				30 357.00
THUCOFF	THUPMUL	1 080.00				1 080.00
TICON	T.I.			68 191.53		68 191.53
TIDS-ATS	TIDS-ATSI	10 370.00				10 370.00
TMR	DEPT OF			623 492.60		623 492.60
TOLLMAR	TOLL	125.00				125.00
TORCIVIL	TORRES	14 296.10				14 296.10
TORNEWS	TORRES	- 396.00				- 396.00
TRILITY	TRILITY PTY	-1 581.52				-1 581.52
TSHCOUN	TORRES	11 035.00				11 035.00
TSRAMIP	TSRA MIP	- 0.20				- 0.20
VALBOX	VAL	267.66				267.66
WAPL	LINDA	511.10				511.10
WAPWAS	WASADA	- 195.47				- 195.47
WBRUSH	WASHING	-18 119.75	-1 497.00	-1 497.00	-1 497.00	-22 610.75
WCCCA	WESTERN	943.50				943.50
WHAMAB	MABELINE	410.00				410.00
WILANG	ANGELINA	1 000.00	- 150.00	- 300.00	- 150.00	400.00
WILL122	PASTOR	142.86	- 200.00	100.00	- 200.00	- 157.14
WILREG	REGINALD	51 257.94		1 008.33		52 266.27
WISAT	ALLAN &	27 135.50				27 135.50
XAD1258	THOMAS	- 324.00				- 324.00
XADI157	TALISHA	202.86				202.86
XADI158	JARDINE	1 090.00				1 090.00
XADI159	GRETA SAM	5 126.93				5 126.93
XADI255	REGINA J	9 176.49				9 176.49
XANU196	CHRISTINA	485.26				485.26
XANU197	JOHN ADIDI	1 326.29				1 326.29
XBON16	PAUL	2 300.00				2 300.00
XBON22	JOHN MARK	-3 697.25				-3 697.25
XBON29	MARGO	2 029.67				2 029.67
XBON7A	YANCY	7 320.00				7 320.00
XBON8	FANNY	5 945.61				5 945.61
XBRO60	EDNA MARK	20 376.03				20 376.03
XBRO64	COLIN	- 150.00				- 150.00
XBRO70	ALBERT	9 237.14				9 237.14
XBRO71D	ROBERT	-1 220.00				-1 220.00
XBRO71X	MICHAEL	2 260.00				2 260.00
XCOLL001	JANET	2 748.94				2 748.94
XCOLL004	CONWAY	8 851.35				8 851.35
XCOLL11	DORIS ATU	2 299.05				2 299.05
XCOLL12	TYRONE	1 480.92				1 480.92
XCOLL14	BEL -	-20 879.17				-20 879.17
XCOTS84	ALENKA	- 41.43				- 41.43
XCOTTS82	JEFFREY	9 700.00				9 700.00
XCOTTS84	Charlene Lifu	6 300.00				6 300.00
XDONGA01	BEL - STAFF	340.00				340.00
XDONGA02	BEL - STAFF	340.00				340.00
XDONGA03	BEL - STAFF	470.00				470.00

## AGED Debtors

ACCOUNT	DEBTOR	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
XDONGA04	BEL - STAFF	470.00				470.00
XDONGA05	BEL - STAFF	470.00				470.00
XDONGA06	BEL - STAFF	305.00				305.00
XDONGA07	BEL - STAFF	305.00				305.00
XDONGA08	BEL - STAFF	400.00				400.00
XDONGA09	BEL - STAFF	305.00				305.00
XDONGA10	BEL - STAFF	400.00				400.00
XDONGA11	BEL - STAFF	295.00				295.00
XEMEJOHL	LISA	735.00				735.00
XEMERLD	LINDSEY	90.00				90.00
XFLE67A	MARIO	6 350.00				6 350.00
XFLE67B	IAN BOND &	110.00	- 100.00	- 100.00	- 50.00	- 140.00
XHRATED	ARTHUR	4 087.48				4 087.48
XHRBLBES	BESSIE	10 305.00				10 305.00
XHRBOKE	GABRIEL	15 439.21				15 439.21
XHRESEM	ERRIS	9 744.00				9 744.00
XHRHSJM	H STEPHEN	-1 338.08				-1 338.08
XHRINGB	BERZIE	2 944.29				2 944.29
XHRJETRE	JEANETTE	8 390.72				8 390.72
XHRLIFM	MEUN LIFU	- 825.00				- 825.00
XHRLUIP	PETER LUI	1 865.00				1 865.00
XHRMACDB	BETHINA	-2 889.40				-2 889.40
XHRMAGM	MARIE	- 810.00				- 810.00
XHRMAIRO	ROSELYN	837.06				837.06
XHRMCRO	ROY	12 081.10				12 081.10
XHRMOKFR	FRED		- 55.00	- 55.00		- 110.00
XHRMOOP	POLLY	13 127.50				13 127.50
XHRMOOR	OREPA	114.97				114.97
XHRMOR	RAYMOND	3 995.00				3 995.00
XHRNAMJ	JESSICA	3 800.00				3 800.00
XHRNSLP	NELSON	1 450.50				1 450.50
XHRPAAS	ASAI PABLO	5 680.14				5 680.14
XHRPABA	ASAI V	12 790.89				12 790.89
XHRPABG	GORDON	4 570.19	- 100.00	- 100.00	- 50.00	4 320.19
XHRPABJ	JEFFREY	6 237.25				6 237.25
XHRPABL	LAWRENCE	9 545.53				9 545.53
XHRPABM	MICHAEL	2 021.97				2 021.97
XHRPABR	ROBIN	2 890.00				2 890.00
XHRPABS	STANLEY	- 393.59				- 393.59
XHRPASJ	JOSEPH	10 412.67				10 412.67
XHRPETA	ANDREW	- 739.73				- 739.73
XHRPETBE	BEATRICE	23 475.09				23 475.09
XHRPETT	TESSIE	1 654.80				1 654.80
XHRREPD	DAVID	500.00				500.00
XHRROPL	LUCY	- 932.50				- 932.50
XHRROPP	PATRICK	10 196.96				10 196.96
XHRROPS	STEVEN &	10 283.43				10 283.43
XHRSALA	AKITAU	6 676.82				6 676.82
XHRSALD	DANIEL T	4 402.28	- 50.00	- 50.00	- 25.00	4 277.28
XHRSALR	ROBINSON	17 150.12				17 150.12
XHRSEBG	GABRIEL &	11 092.00				11 092.00
XHRSEBH	KEVIN &	1 000.00				1 000.00
XHRSEBM	Maryann	950.00	- 100.00	- 100.00	- 50.00	700.00
XHRSEBT	TITOM	8 860.00				8 860.00
XHRSOGO	GORDON M	2 797.57				2 797.57
XHRSOLPH	PHILIMON	3 040.00				3 040.00
XHRSOLR	ROY R	6 056.96				6 056.96
XHRTAMA	ANNA	61.96				61.96
XHRTAMJ	JOHN	3 195.00				3 195.00
XHRTAMM	MARY	429.80				429.80
XHRTUGJ	JEFFREY	5 652.00				5 652.00
XHRWALM	AMY	1 768.55				1 768.55
XHRWIGG	GEIZA	-1 335.71				-1 335.71
XHRWILJ	JENNIFER	3 121.13				3 121.13
XHRWOOS	SANTINO	3 660.00	- 100.00	- 50.00		3 510.00
XHRWOSO	SOLOMON	7 819.49				7 819.49
XHRYOUEL	ELIZABETH	- 255.00				- 255.00

## AGED Debtors

ACCOUNT	DEBTOR	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
XHTAMT	TITOM	7 870.00				7 870.00
XJAC132	WAYNE	630.47				630.47
XJAC154	BRADLEY	8 852.33				8 852.33
XLAN34	PAUL COOK	8 800.00				8 800.00
XLAN35	KATE E	8 720.00				8 720.00
XLAN39	MICHAEL	6 814.30				6 814.30
XLAN40	AARON	-47 229.90				-47 229.90
XLAN41	BARRY	1 570.00				1 570.00
XLAN43	GERTRUDE	9 750.00				9 750.00
XLAN81	IVY	420.00				420.00
XLFLE79	HELEN	9 991.62				9 991.62
XLUFF1	JOSEPHINE	1 300.00				1 300.00
XLUFF2	LOYLA	5 530.71				5 530.71
XLUFF91A	TELEAI	- 440.00				- 440.00
XLUFF91B	BILLY JACK	7 130.00				7 130.00
XLUFF92A	LESLIE	2 172.14				2 172.14
XLUFF92B	MERVYN T	1 060.00				1 060.00
XLUI063	MELINE	- 387.37				- 387.37
XMUD142	DICK JOEL	4 335.98				4 335.98
XMUDJP	JANET	10 355.70				10 355.70
XPAR54	ETHEL REID	1 817.78				1 817.78
XPAR56	SANDRA	2 750.00				2 750.00
XPAR57A	TYRONE	3 070.00				3 070.00
XPAR57B	ROMA	2 712.14				2 712.14
XPOI120A	PAMELA	2 468.00				2 468.00
XPOI137A	TINA KEPA	650.00				650.00
XPOI213	JOE	8 141.17				8 141.17
XPOI225	DRUSCILLA	1 304.00				1 304.00
XPOI226	JOYCE SOKI	2 061.89				2 061.89
XPOI229	REX ADIDI	5 182.80				5 182.80
XR DAN601	JOHN	700.00				700.00
XR KOR70	FAYE	5 906.03				5 906.03
XR NAW90	SONIA	9 600.90				9 600.90
XR STE19	COLEENA	6 544.22				6 544.22
XR STE22	JEFFERY	2 225.00				2 225.00
XR STE24	DARYL	263.40	- 100.00	- 100.00	- 50.00	13.40
XR SUN15	ZABIRA	800.00				800.00
XR SUN75	The Estate of	- 498.61				- 498.61
XR SUN751	JOHN TED	875.00				875.00
XR SUN75B	STEPHEN	- 450.00				- 450.00
XR WIL29	SANDRA	745.53				745.53
XSEB041	ALBERT	6 556.50	- 240.00	- 240.00	- 120.00	5 956.50
XSEB043	AARON &	419.87				419.87
XSEB049A	ANGELA	6 268.00				6 268.00
XSEB050B	GULIGAR	1 350.00				1 350.00
XSEB0587	GAVIN	119.99				119.99
XSEB0661	NEVILLE &	16 169.88				16 169.88
XSEB078	KATHY	11 977.50				11 977.50
XSEB254	ROY &	9 982.88				9 982.88
XSEB8705	EDWARD	2 055.01				2 055.01
XSEB8708	SHANE &	- 42.80				- 42.80
XSHCARR	RONALD	- 28.57				- 28.57
XSHCHAMA	MARIE	- 21.43				- 21.43
XSHDAVRO	ROBERT &	3 120.00				3 120.00
XSHDODSA	ANDREW	2 120.00				2 120.00
XSHHORL	LAILA	1 212.25				1 212.25
XSHLUIP	PETER LUI	9 800.00				9 800.00
XSHMAMI	MICHAEL	18 254.25	- 100.00	- 100.00	- 50.00	18 004.25
XSHMOSR	ROSE	- 557.10				- 557.10
XSHPAL	LESLEY	102.85				102.85
XSHTOYST	STEPHANIE	- 394.30				- 394.30
XSHTRER	ROSS	258.93				258.93
XSHTYSAN	ANDREW	- 880.00				- 880.00
XSHWILRO	RONALD	- 150.00				- 150.00
XSHWISEL	LIEN WISE	28.63				28.63
XSHWURE	EVELYN	1 439.95				1 439.95
XSHYORJA	JAHMAL	120.00				120.00

### AGED Debtors

ACCOUNT	DEBTOR	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
XSHYORK	KEITH	82.85				82.85
XWAS145	TIMACOY	9 035.00				9 035.00
XWAS167	VERONICA	950.00				950.00
XWAS169	GAIL WASIU	80.00				80.00
XWAS194	STEVEN	2 270.00				2 270.00
XWIL124	ROBERT	1 250.00				1 250.00
XWIL1272	REBECCA	610.00				610.00
XWIL142	TIMENA	10 800.00				10 800.00
XWIL143	GORDON	6 800.00				6 800.00
XWILLIAM	ROGER	- 500.00				- 500.00
XWYAKYL	KYLIE	- 26.00				- 26.00
XXPOI137	JOHNATHA	0.83				0.83
XYORK	YORKSTON	124 631.13				124 631.13
XYUS10B	RON GOWA	4 834.00				4 834.00
XYUS277	GAGRIE	10 699.29				10 699.29
YOEMAR	MARY	- 157.03				- 157.03
YUSCL	JOHNATHA	-1 868.01				-1 868.01
<b>Total</b>		<b>4,273,864.23</b>	<b>168,659.37</b>	<b>1,573,237.58</b>	<b>338,452.95</b>	<b>6,354,214.13</b>



**AGENDA ITEM 13.2**  
**ORDINARY COUNCIL MEETING #5**  
**Tuesday 27<sup>th</sup> August 2024**  
**Umagico Boardroom**

**13.2      Update from Financial Controller**

**Title of Report:** 2023-24 Operational Plan Update

**Agenda Item:** 14.1

**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 Q4 is attached.

A total of 198 / 218 (90.8%) of action are completed or on track and progressing well. 17 / 218 (7.8%) are on track with minor challenges to implementation and 3 / 548 (1.3%) are on track with major challenges to implementation. The previous quarters amounts are included for reference.

Status	Number (percentage)
Completed	Q4 76 (34.8%) ([Q3 52 (22.4%)] [Q2 32 (14.7%)] [Q1 10 (4.6%)])
On track and progressing well	Q4 122 (55.9%) [Q3 159 (68.5%)] [Q2 164 (75.5%)] [Q1 179 (82.4%)]
On track with minor challenges to implementation	Q4 17 (7.8%) [Q3 18 (7.8%)] [Q2 17 (7.8%)] [Q1 22 (10.1%)]
On track with major challenges to implementation	Q4 3 (1.3%) [Q3 3 (1.3%)] [Q2 4 (1.8%)] [Q1 6 (2.8%)]

### *On track with minor challenges to implementation*

12 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 # 5

Agenda Item 14.1

Tuesday 27<sup>th</sup> August 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 <b>FM has had recent discussions with consultants and initial draft AMP's promised for late Jan/early Feb 2024</b> 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 Seeking funding for future years. Circa \$300k pa
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 Included as planning project from W4Q
	Scope whole life of cost of assets for potential divestment	30/06/2024	CEO, FM	Council report	OPEX	Depended on above

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
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 <b>Consultation held. Draft report expected in January 24</b> To be adopted at May Council Meeting Adopted
	Scoping of opportunities identified in NPA Climate and Economic Development Master Plan	31/03/2024	CEO	Council report	OPEX	Reliant on above <b>On track as above</b> NPARC and DATSIP working on scope now plan has been adopted
	Undertake NPA Carbon Foot printing	31/12/2023	CEO	Council report	Grant funded	Part of NPA Climate and Economic Development Master Plan Project <b>On track as above</b> Completed
	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 <b>VEOLIA progressing awaiting update</b> Draft report expected in the next few weeks Veolia are ready to present a proposed project to Council
	Implementation of new finance software	30/06/2024	EMCFS, FM	New software adopted	\$500k	Scoping has continued ready for tender before end of year

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	inclusive of fees and charges software					Potential finance software identified. Testing for suitability is in progress. Software provider did not have capacity for transition this financial year as they are trialling a new version. To be included in upgrade list for next financial year Proposal has been received 25.06.24 from Ready Tech. Short Demo of software presented by Ready Tech to Operation staff on 11.07.2024. FM to progress procurement process by end of week 19.07.2024
	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

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						WIP. In progress for implementation from 24-25 notices
	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 Postpone until commercial is finalised
	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 Completed as part of 24-25 Budget Build
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
	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.

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						10 year fleet replacement program is being implemented with Capital fleet replacement budget allocation in the 23-24 FY Plant and fleet replacements are being budgeted with consideration of available funds
	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 To be carried over into 24-25
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 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 review of current and new PD's.

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						. Currently awaiting further information on new FMS. Quote has been received
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 Completed initial training. Remaining will be ongoing capacity building
	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 As above
	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

# 2023-24 NPARC Operational Plan



Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Discussions with grants management team. Progressing slow.

# 2023-24 NPARC Operational Plan

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Undertake a business system review	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. <b>Recent exit of MCA, currently waiting recruitment of new MCA</b> <b>New MCA is progressing with RMT</b> <b>On Track. Actions being created by MCA and Consultants.</b>
	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. <b>Recent exit of MCA, currently waiting recruitment of new MCA</b> <b>New MCA is progressing with RMT</b> <b>On Track. Discussions with consultants to generate actions.</b>
	Implement the Cyber Security Review findings	31/12/2024	EMCFS, MCA	Completed review	OPEX	Newly appointed MCA



# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						<p>commences on 18/10/2023. EMCFS to review with new MCA.</p> <p>Recent exit of MCA, currently waiting recruitment of new MCA</p> <p>New MCA is progressing with RMT</p> <p>On Track. Preparations of grant submissions for cyber security workshops progressing.</p>
	Review of Cyber Security test	30/06/2024	EMCFS, MCA	Council Report	\$15k	<p>Newly appointed MCA commences on 18/10/2023. EMCFS to review with new MCA.</p> <p>Recent exit of MCA, currently waiting recruitment of new MCA</p> <p>New MCA is progressing with RMT</p> <p>Completed. IT Consultants working with MCA to implement actions from report.</p>
Develop an engagement strategy to incorporate preferred	Implementation of Strategic Marketing Plan	31/12/2023	EMCFS, MCA	Milestone report	Already committed	<p>Newly appointed MCA commences on 18/10/2023. EMCFS to review with new MCA.</p>

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
communication pathways						Recent exit of MCA, currently waiting recruitment of new MCA New MCA has completed this with C7Even and on track. On Track. Media Kit being developed. Newsletter is being developed and plans for regular publications. Webpage and social media platforms have regular updates. Internal communications policies are being drafted. Progressing well.
	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. Waiting confirmation from grants.
	Installation of our Information Signs	30/06/2024	EMCFS	Installed signs	\$60k	To be reviewed when MCA late October after MCA commence. Funding source to be identified.

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						As above.
	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

# 2023-24 NPARC Operational Plan

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Develop a fit for purpose policy and procedure framework	Compliance 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 <b>Completed and also included as part of Councillor Orientation</b>
	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. <b>Currently working with Metter Consultants to update HR polices with relevant procedures, hoping to be finalised in the next 3-6 months</b> <b>Completed and drafted for next JCC meeting. Will be adopted over a 12 month period</b> In progress, the following policies once reviewed by CEO will be presented in September JCC Meeting. <ul style="list-style-type: none"> <li>- Fit for Work Policy and Procedure</li> <li>- Grievance Policy and procedure</li> </ul>

# 2023-24 NPARC Operational Plan

						- Anti – Discrimination Policy and Procedure.
	Delivery of HR Workshops to explain policy to staff	30/11/2023	HRM	Workshops held	OPEX	<p>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.</p> <p>Still in progress. Target completion within 3-6 months. Progress to review ad approval process.</p> <p>As above</p> <p>HR Polices are identified and still in consultation and liaising with Mette Consulting to review and update. Once all draft HR polices are finalised, reviewed and approved by CEO and JCC, HR team will plan and deliver workshop and explain polices to staff.</p>
	Review of all operational policies in line with Document Register	31/12/2023	CEO	Reviewed policies	OPEX	<p>Progressing well</p> <p>Statutory policies completed. Organisational policies being worked through</p>

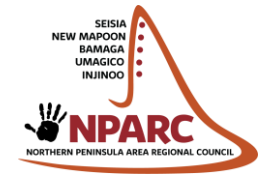
# 2023-24 NPARC Operational Plan

						<p>Governance Officer has resigned. Being progressed in the interim</p> <p>Document Register has been completed. This action has been replaced largely with HR Policy action as little policies outside of this</p>
	Development of orientation package for staff and councillors	28/02/2024	HRM	Orientation Package	OPEX	<p>Discussions within the HR/WHS team to workshop ideas of the development of orientation package for staff and councillors.</p> <p>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.</p> <p>Checklist developed and WHS induction finalised. Being brought together following new EBA</p> <p>In Progress however slight delay in reaching a draft origination package. HR and WHS onboarding processes are currently in place.</p>
Develop robust internal audit processes	Review quality management structure	31/12/2023	CEO	Council Report	1 FTE	<p>In progress</p> <p>Governance Officer appointed to for requirements. Training</p>

## 2023-24 NPARC Operational Plan

						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 Funding allocated in 24-25 budget
	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

# 2023-24 NPARC Operational Plan



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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Implement corporate planning processes to ensure delivery of corporate plan deliverables	Template for quarterly community update on the corporate plan	31/07/2023	CEO, MCA	Community Update	OPEX	Developed. Waiting on C7EVEN to finalise



# 2023-24 NPARC Operational Plan



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

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Develop 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	<p>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.</p> <p>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.</p> <p>Delayed in consultation with key stakeholders, however efforts are being made. May not have a draft within the expected time frame of 2-5months.</p>

# 2023-24 NPARC Operational Plan

						Key stake holders identified. <ul style="list-style-type: none"> <li>- Traditional Owners</li> <li>- Ipima Ikaya</li> <li>- NPAFacs</li> <li>- Divisional Councillors?</li> </ul>
	Draft policy	31/10/2023	HRM	Policy submitted for approval	OPEX	To be developed after planning stage.  Drafting of policy has commenced Initially to commenced planning stage and consultation phase, however drafting of policy has commenced – In progress
	Review NPARC policies and procedures and incorporate cultural protocols	31/12/2023	HRM	Policies reviewed and updated	OPEX	HR Polices are identified and liaising with Mette Consulting to review and update.  Progressing well, 3-6 months target to finalise. - 80% completed 85% completed, have received drafts from Mette Consultants, reviewing stage.

Key Objective Two: We are a unified community

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
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# 2023-24 NPARC Operational Plan

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 <b>Works finalised at Injinoo.</b> <b>Progressing other offices</b> Completed at Injinoo. Budget to be allocated for Umagico and New Mapoon Offices Budget allocated in 24-25 budget
	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 <b>Ordered and waiting delivery</b> NPARC honour boards have been installed. Working with state archives for old community councils As above. BIC Board replaced; working with state archives on remainder
	Scope for the building of chambers within Seisia Community	31/12/2023	CEO	Completed scope	\$20k	To commence <b>In progress. Awaiting funds for upgrade to Seisia Hall</b> Needs budget allocation for works As above
	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. <b>With MCA position being filled only for a short time, this has delayed the rollout of the marketing plan. Discussions</b>

## 2023-24 NPARC Operational Plan

						<p>are planned for mid Jan to recommence.</p> <p>Roll out has recommenced and progressing well.</p> <p>On Track.</p>
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	<p>Newly appointed MCA commences on 18/10/2023. EMCFS to review with new MCA.</p> <p>Media &amp; Communications Coordinator currently working in progress.</p> <p>History Banners for each community are in printing stages.</p> <p>Printed and in the IKCs</p>

# 2023-24 NPARC Operational Plan

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Build strong relationships with Traditional Owners and representative bodies based on mutual trust and constructive dialogue to facilitate growth of the NPA whilst recognizing and respecting cultural values	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 Meeting held due to court action. Restart in August
	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 Meeting held due to court action. Restart in August
	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 Further progress is dependent on an approved transition plan

# 2023-24 NPARC Operational Plan

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 As above
	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 Meeting was organised but IIAC declined to participate. Waiting on IIAC to progress Identified as Joint Commitment within Gravel ILUA – both parties to now negotiate at quarterly meetings on process
	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

# 2023-24 NPARC Operational Plan



# 2023-24 NPARC Operational Plan

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
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 Festival event completed
	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. Due to lack of interest in festival, CSM team coordinated and successfully delivered the event.
	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.



# 2023-24 NPARC Operational Plan

						Program update presented at the June 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. Final Project plan presented at the June Council meeting.
Support to open and operate a Cultural Centre	Required capital works at Art Centre	31/12/2023	CSM, <del>EMO</del> 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. Final stages of front entrance of the Art centre now near completion
	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. Artists and their artworks are on display at CAIF end of July in Cairns.

# 2023-24 NPARC Operational Plan

	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. Artists and their artworks are on display at CAIF end of July in Cairns.
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 Aecom engaged to update quote and scope for funding

# 2023-24 NPARC Operational Plan

## 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 <b>Commenced</b> Completed with a few options identified
	Scoping report of potential new enterprises	30/06/2024	CEO	Council report	OPEX	Yet to commence <b>Dependent on above</b> Has commenced Part of CEMP stage 2
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 <b>Established &amp; Completed</b>
	Quarterly Small Business Workshops	30/09/2023	EMCRS	Workshops	\$10k	Held in partnership with DATSIP <b>3 x U save workshops with TSRA have occurred</b> 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

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Further workshops held. Regular contractor workshops held <a href="#">On Track.</a>
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 <b>Grants team yet to finalise previous grant</b> <b>Submission made. No response</b>
	Attend CCC, TEQ, TTNQ, QTIC stakeholder meetings online or face to face relevant to Indigenous Tourism	30/06/2024	CSM	Council Report	\$10k	Ongoing <b>Still ongoing –networking with Stef Toy</b> <b>2024 NPA Tourism Exchange held 10 April @ Resort Bamaga.</b> <b>No further meetings held</b>
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 <b>A final draft prepared for progression to LTC</b> <b>LTC focused on the Youth Issues originally.</b> <b>Being progressed with DTATSIPCA</b> <b>Awaiting response from DTATSIPCA</b>

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Community risk assessment to document emerging risks	30/06/2024	CEO	Completed assessment	TBC	Dependent on above
Community infrastructure is maintained and developed to support business development	Maintain essential services such as NPA water supply, wastewater treatment, waste management.	Ongoing	EMO	Improved service reliability.	OPEX	Planned and reactive maintenance undertaken as required Ongoing
	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 Ongoing
	Workshop with elected officials to confirm priorities	30/06/2024	EMO, EMBI	Workshop	OPEX	Yet to commence Waiting on Council Election. Current priorities documented Completed
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 Aecom engaged to complete scope – progressing separately to larger project to ensure movement

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	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

# 2023-24 NPARC Operational Plan

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)	<p>Funding secured for Community transport (127 trips pa). Commencing service to collate data for further advocacy</p> <p>Funding delayed by DCHDE to 1 Apr 24</p> <p>Funding offered would have been at a poor service standard and loss for community. Working with Government Champion for adequate funding offer</p> <p>This matter is progressing. Scoping budget for full implementation including capital costs</p>
	Contact State to ascertain funding options for Bus service	31/12/2023	CEO	Grant Funding	OPEX	<p>Funding has been secured to commence service. Requires further advocacy to expand</p> <p>Funding delayed by DCHDE to 1 Apr 24</p>

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	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 Leasing arrangements progressed. Awaiting business review due in Mar 24 SeaSwift have delayed until mid May Terms have been agreed
	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 Tender has been prepared
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



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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Stage two application made. DRF application also to be made State contribution has been confirmed through funding agreement Federal funds secured
	Meeting with State and Federal partners to find funding	30/09/2024	CEO	Meeting held	\$5k	Meetings have been held
	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 Not required. Funds secured
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 As above

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	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 As above
	Resolve tenure issues at current Seisia Wharf	31/12/2023	CEO	Leases signed	OPEX	Position is almost agreed 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

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Waiting on current MSQ Project
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 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

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						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 Consultant appointed to commence process
	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 Survey plans have been received from RPS

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Delivery of NP1 and NP2 Projects	30/06/2024	EMO	Finalised project	OPEX	<p>Project Stalled whilst Fed Government undertakes a review of all grant projects</p> <p>Fed Review has identified that NP1 &amp; NP2 are still funded projects.</p> <p>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</p> <p>Successful tenderer has been awarded the works and works are scheduled to occur during the 2024 dry season.</p> <p>Works have commenced on NP1</p> <p>Additional QRA betterment funds have been applied for</p>
	Delivery of ATSI-TIDs Design Project	30/06/2024	EMO	Finalised project	OPEX	<p>Works have commenced and on track to be finalized within Grant guidelines</p> <p>Design is progressing well with an 80% design review completed prior to Christmas</p> <p>Project is on track to be completed on time.</p>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Design is complete Tender Documents are finalised.
	Application for further projects under ATSI-TIDs	31/03/2024	EMO, EMCFS	Finalised Project	OPEX	Grant will open in early 2024 Aurecon has been engaged to assist with drafting and submitting two applications ATSI TID's application for the 10% contribution to the airport project has been successful

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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 <b>Meeting were delayed due to TC until late May Completed</b>
	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 <b>Insurance issue resolved to support potential home owners</b>
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 <b>DoH cancelled meetings. Correspondence sent to Minister &amp; DG</b>
	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 Completed



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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> <p>In progress, Mette consultants in discussions with communication officer to have input.</p>
	Develop internal communication protocols	30/02/2024	MCA, HRM	Completed Protocol	OPEX	Newly appointed MCA commences on 18/10/2023. EMCFS to

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	based on the corporate structure					review with new MCA and HRM. Initial discussion has taken place with newly appointed MCA, seeking assistance from Mette Consultation to help draft internal communication protocol. 3-6months. In progress and draft almost finalised. <a href="#">As above.</a> <a href="#">In progress</a>
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 <a href="#">Position filled and back on track</a> <a href="#">This has been completed</a>
	Implement issues register to capture and feedback on reported issues	31/12/2023	CSOM	Issue Register	OPEX	Dependent on above <a href="#">This has been completed</a>
	Rollout of Snap Send Solve	31/10/2023	CSOM, MCA	Software implemented	Already committed	Dependent on appointment of CSOM <a href="#">Plans to re-launch in January 2024.</a> <a href="#">This has been completed</a>
Regular Divisional / Mayoral community meetings	Quarterly schedule developed	31/07/2023	CSOM. SEA	Meetings Held	OPEX	Meeting have been held <a href="#">To be confirmed by new council</a>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Confirmed and ongoing
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 This has been received
	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 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 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

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Meeting between Mayors to be held as an initial meeting before joint meeting in Cairns Meeting held in July 24. To be progressed in new year
	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 Completed
	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 TCICA has completed

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
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 This has been received
	Identify gaps in service provision and send correspondence to relevant minister	30/06/2024	CEO	Gap Report	OPEX	Dependent on above LTC to prioritise areas and work through. Commencing with Youth
Support to open and operate a Youth Centre	Advocacy for ongoing Youth Centre Staff	30/06/2024	CEO	Funded positions	OPEX	Advocacy has continued 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 Arrived on site. Contractor does not have capacity to complete so being delegated to council carpenters
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

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
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 This has been completed
	Support service providers with advocacy and funding applications where necessary	Ongoing	CEO	Correspondence	OPEX	This has commenced through NPA LTC As above. In progress LTC has prioritised areas and working through them
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 LTC has prioritised areas and working through them
	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 Funds confirmed
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

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						Position filled and legal advice provided Legal advice received. To be decided by new council Waiting for opportunity with new council to work through
	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 As above
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
	Advocate for Implementation of OIA Review	31/12/2023	CEO	LGAQ Motion	OPEX	Bill admitted to parliament Completed



# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
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. Team are working with DoH to reconcile housing stock, management and maintenance registers.

# 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	<p>HR to engage external stakeholder to assist with developing a training matrix for all staff.</p> <p>Works have commenced, HR and WHS teams are in discussions to review current training matrix, succession and skill transfer program. 12 months.</p> <p>Being completed by new WHS Manager</p> <p>Work in progress, draft matrix established, in discussion with department managers to update information.</p>
	Finalised EBA to support succession planning	31/12/2023	CEO	EBA	\$50k	<p>Negotiations have progressed well</p> <p>Completed. EBA has been certified and can be used to support succession planning. 12 months</p>

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	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 Works have commenced – Progressing 20% progress currently delayed and is still a priority for completion.

# 2023-24 NPARC Operational Plan

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 <b>Completed. EBA has been certified</b>
	Support the communication of EBA to staff	30/11/2023	CEO	Consultation Workshops	\$10k	To be presented to staff in November <b>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.</b>
	Adoption of new EBA	31/12/2023	CEO	New EBA	Already identified	Dependent on above <b>EBA certified</b> <b>EBA Certified in Feb 24</b>
	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 <b>Commenced and schedule with deadlines set.</b> <b>Progressing well and some FAQs have been sent</b> <b>In progress</b>

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Improve the quality and quantity of staff housing to attract and retain staff	Forward plan positions within NPARC that potentially require housing within current structure to provisionally allocate	31/8/2023	PFM, HRM	Draft allocation	OPEX	Scope of identified position within the current org structure completed. Future planning in progress. <b>Works still in progress.</b> This is completed. There will be a staff housing gap shortly. PFM & HRM have completed this and each staff accommodation has been earmarked for allocation to their identified employment position.
	Consult with other remote Councils regarding standard of staff housing	30/9/2023	CEO, EMBI	Consultation complete	OPEX	<b>Yet to commence.</b> Discussions are ongoing with EMBI team to bring stand up, have been small steps in improving Ongoing Discussions.
	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. Ongoing planning and discussions.
	TCICA / LGAQ presentation for Staff Housing Advocacy	31/12/2023	CEO	Completed Presentation	OPEX	No interest within TCICA. Pursuing pilot through GEH

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						<p>Little interest. Ongoing advocacy</p> <p>Little interest by other councils. To be discussed at Indigenous CEO meeting</p> <p>Has been identified as an issue by other Councils. Roll into Ind Sustain project</p>
Development of talent attraction and retention measures	Desktop audit of talent attraction and retention measures available	31/10/2023	HRM	Council Report	OPEX	<p>Desktop audit has commenced, updating spreadsheet from past HR team, need to be finalised.</p> <p>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.</p> <p>In progress</p>
	Budget review of implications of measures	31/12/2023	HRM, FM	Council Report	OPEX	<p>Dependent on above</p> <p>Depended on above, HR and FM need to start the conversation.</p>

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Staff & Union consultation on preferred options	31/03/2024	HRM	Completed consultation	OPEX	Dependent on above Yet to commence
	Implementation plan developed in collaboration with the JCC	30/06/2024	HRM	Completed plan	OPEX	Dependent on above Yet to commence
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. Delayed, is a priority to be completed.
	Develop strategies and mechanisms to improve and monitor attendance	31/3/2024	HRM	Attendance improved by measurable rate (10%)	OPEX	To be Completed. Delayed, is a priority to be completed.
	Development of attendance KPIs and associated reward structure	30/06/2024	HRM	Council report	OPEX	To be Completed. Delayed, is a priority to be completed.

# 2023-24 NPARC Operational Plan

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.  <b>In progress.</b> WHS coordinator has been appointed and has been delegated this tasks to action.  In progress - WHS coordinator has been in discussions with numerus WHS systems providers however no decisions have been made until new financial system is in place.
	Implementation of WHS program online	31/03/2024	HRM	Implementation completed	OPEX	Currently in discussions <b>In progress – As above</b> Delayed
	Training in WHS system to be completed with	31/1/2024	HRM	Completed training	\$15k	WHS trainee currently undertaking WHS



# 2023-24 NPARC Operational Plan

Tool Box talks implemented at each workplace	Supervisors/managers are trained in responsibilities re: WHS requirements					training and is implementing toolbox in operations department, still requiring toolbox talks in other department. <b>In progress - WHS coordinator has been appointed and has been delegated this tasks to action.</b> Toolbox talks has been delivered to various outdoor department Jardine River Ferry, Roads Crew, Parks and Gardens, Batching plant and Regulatory Crew. Yet to be delivered with the indoor staff.
	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.

# 2023-24 NPARC Operational Plan

						<p>WHS coordinator has been appointed and has been delegated this tasks to action.</p> <p>WHS system yet to be sourced for training to occur.</p>
	WHS Compliance Register developed	31/12/2023	HRM	Compliance register	OPEX	<p>WHS Compliance register is in development by WHS team.</p> <p>WHS coordinator has been appointed and has been delegated this tasks to action and has commenced.</p> <p>In Progress</p>
	WHS requirements included as part of manager reporting	31/12/2023	HRM	Reporting Framework	OPEX	<p>In progression, received reports from WHS team monthly.</p> <p>In progress, reports are provided to HR Manager by WHS team</p> <p>Completed – reports are provided monthly to HR Manager</p>

# 2023-24 NPARC Operational Plan

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

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

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

# 2023-24 NPARC Operational Plan

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

# 2023-24 NPARC Operational Plan

	Implemented Policy with community	31/03/2024	CEO, EMCRS	Start date of policy	OPEX	Yet to commence Dependant on above tasks
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 As per Jardine project. Other planning projects being rolled into W4Q
	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

# 2023-24 NPARC Operational Plan

						some outstanding tasks to be completed Signs to be listed and quotes requested for the supply for NPARC Roads crew to install Some recommendations still to be actioned As above
	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 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 ongoing
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

## 2023-24 NPARC Operational Plan

	Scope for future cemetery development incl of columbarium	30/06/2024	EMO, EMCRS	Scoping report	OPEX	Initial discussion held with DATSIP Ongoing Ongoing Scoping up as a planning Project under W4Q 24- 27
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# 2023-24 NPARC Operational Plan

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Improve organizational energy efficiency and workforce awareness	Promote energy efficient use of electricity within various Council offices.	Ongoing	MANEX	Reduced power consumption.	OPEX	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 ongoing
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 As above
	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



# 2023-24 NPARC Operational Plan

						As above
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 ongoing

# 2023-24 NPARC Operational Plan

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 <b>As above. Meetings held.</b> Meetings held. Waiting on QDMA training for new chair Training for new chair and deputy chair. Progressing well
	Participation in Regional DDMG Disaster Planning	31/03/2024	CEO, EMO	Meetings held	OPEX	Participating as required <b>Completed.</b>
	Training scheduled to support LDMG Members	30/09/2023	CEO	Completed Training	OPEX	Training opportunities provided to all members <b>Completed.</b>
	LDMG Exercises held	31/12/2023	CEO, EMO	Completed Exercises	OPEX	Scheduled for early November <b>Completed.</b>
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 <b>Works progressing and on track.</b>

# 2023-24 NPARC Operational Plan

						Waiting on QFES. Staff have been onsite QFES have selected a contractor and are working through an ERGON access issue
	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 House allocated in Seisia Greenfield Site
	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

# 2023-24 NPARC Operational Plan



						modernise and future proof the existing water treatment system.
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# 2023-24 NPARC Operational Plan

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Alcohol Management Plan to be reviewed	Meeting with Government and Ministerial Champion to discuss review	31/12/2023	CEO	Meeting	\$5k (GF)	Meeting has been held <b>Completed.</b>
	Completed Application	31/12/2023	CEO	Council Report	OPEX	Application has been made <b>Completed.</b>
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 <b>As above.</b> <b>In progress</b> <b>Secured</b>
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 <b>Complete</b>
	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 <b>Ongoing</b> <b>Ongoing</b> <b>Ongoing</b>
Improved Sport and Recreational Programs and	Source additional funding to improve the sports and recreation facilities.	31/12/2024	CSM	Secured funds	OPEX	Applications have been made. <b>Application denied</b>

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Infrastructure including playgrounds						In the process of reapplying Stage 1 application submitted, waiting response
	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. Nil applicants for position. Readvertised
	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. Nil applicants for position. Readvertised
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 On hold until RSM position is filled

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	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 Project cancelled due to PAN not supported by PBC
	Implementation of Horse Management Strategy.	30/06/2024	EMCRS, MRS	Completed consultation	\$40k	Dependent on above Dependent on above
	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 Ongoing
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 As above

# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
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	<p>Ongoing. Meetings are continuing to be held fortnightly. High staff turnover in QPS &amp; DoH has slowed progress of joint tenant visits. To recommence on 23.10.23</p> <p>Meetings are ongoing. Meetings have been held.</p> <p>Meetings have been delayed due to unavailability of both Police and DoH. This is due to high staff turnovers in both QPS and DoH which has slowed the progress of joint tenant visits. NPARC and QPS have held two meetings where QPS have reported a huge decrease in Noise Complaints including noisy parties. Aiming to recommence meetings in Sept 2024 and change meeting days</p>



# 2023-24 NPARC Operational Plan

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
						from Monday to Tuesday to enable DoH FIFO to attend.
	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. Progressing well. QPS planning additional sessions Ongoing community awareness

**Title of Report** 2022-26 Corporate Plan Update

**Agenda Item:** 14.2

**Classification:** For Noting

**Author** Chief Executive Officer

**Attachments** Attachment A. Corporate Plan Update  
Attachment B. 2022-26 Corporate Plan

## Officers Recommendation:

### That Council:

- Note the Report

## PURPOSE OF REPORT

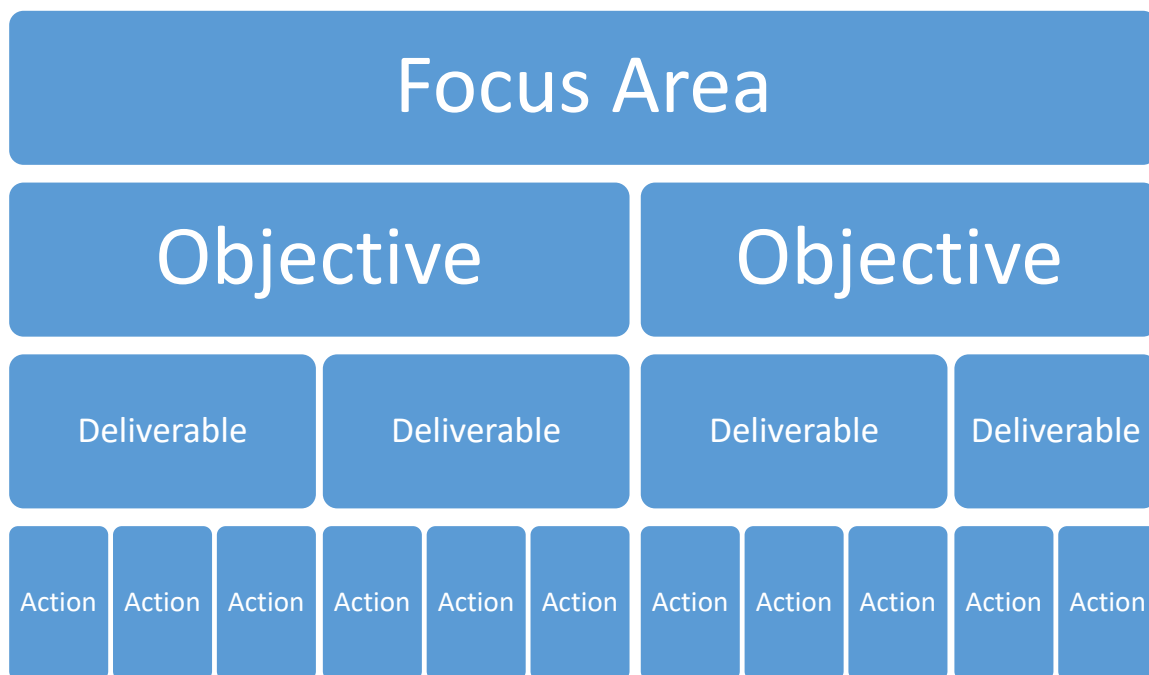
To provide a status update for Council on the progress of the Corporate Plan

## BACKGROUND AND CONTEXT

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

Under the Local Government Act, Council Officers report back to Council on the progress of the Corporate Plan annually. Significant work was done in the 2023-24 financial year to improve the transparency of the operations of council to align with the strategic objectives of the community. This was done by breaking down each Focus Area into a number of deliverables and objectives within the Corporate Plan. Each objective was allocated towards a target financial year over the 5 years of the Corporate Plan.

This was then used as the basis of developing actions within the operational plan. All objectives identified for the 2023-24 Financial Year were broken down into actions and allocated a budget to feed into the Annual Budget. The progress of these actions have been reported through to Council each quarter as part of operational plan updates. This is illustrated in the below diagram.



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

Due to this structure, it means Council can report significant progress against the Corporate Plan. The Q4 Operational Plan has the detailed progress of each action. The attached Corporate Plan update summarises progress.

## CRITICAL DATES

NA

## OTHER OPTIONS CONSIDERED

NA

## LEGAL AND LEGISLATION CONSIDERATIONS

Local Government Act

## POLICY CONSIDERATIONS

Nil

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

NA



## **ORDINARY COUNCIL MEETING # 5**

**Agenda Item 14.2**

**Tuesday 27<sup>th</sup> August 2024**

**Umagico Boardroom**

## **FINANCIALS AND RESOURCE CONSIDERATIONS**

Nil

## **CONSULTATION**

All staff

# 2022-23 NPARC Corporate Plan

## 2023-2024 Annual Update

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

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

- Improve Asset Management Capability
  - NPA Water Supply Asset Management Plan Completed
  - Asset Management Plans for sewer completed
  - Asset Management Plans has been commissioned for Roads
  - Roll-out has continued for the MentorAPM system in partnership with Unganco
- Improve repairs, maintenance and renewal against all aged asset classes
  - Framework established to plan proactive maintenance budget each year
  - Asset revaluation process commenced
- Increase available own-source revenue streams
  - Partnership with DATSIP to finalise a Climate Change Master Plan to inform Carbon Crediting and other Economic Development opportunities
  - NPA Carbon Footprint has been determined
  - Implementation of new financial software has commenced
  - Implementation of excess Commercial Water Charges
  - Extensive review of current service charges and concession policy
- Improve Project Delivery Capability
  - Review completed of existing Project Management Delivery contract arrangements
  - 10 year Fleet Replacement Program continued as part of the 2024-25 Budget Works
- Improve procurement processes for compliance & efficient purchasing of goods and services
  - Implementation of new financial software has commenced
- Increase revenue through government funding
  - Training of Level 3 Managers to build capacity in grant management
  - Project level analysis of government funding completed for key grants and feedback provided to Government

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

- Undertake a business system review
  - Scoped implementation plan for Business System Review on traction with actions being implemented
  - Implementation the Cyber Security Review findings and seeking funding to support cyber security workshops
- Develop an engagement strategy to incorporate preferred communication pathways & Increase social media presence
  - Continued implementation of Strategic Marketing Plan with a standard media kit and newsletter
  - Regular updates provided on website and social media platforms
  - Tourism Disaster Communication Platform has been developed and implemented

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

- Develop a fit for purpose policy and procedure framework

# 2022-23 NPARC Corporate Plan

- Compliance workshop with Council to workshop mandatory policies and included as part of orientation processes
- Key HR policies being developed and implemented in partnership with staff through Joint Consultative Committee Framework
- Robust orientation package developed for new councillors
- Development of HR & WHS onboarding processes in place
- Develop robust internal audit processes
  - Review of quality management structure with Governance Officer appointed
  - Restart and implementation of internal audit framework and plan progressing well

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

- Implement corporate planning processes to ensure delivery of corporate plan deliverables
  - Template for quarterly community update on the corporate plan developed and published

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

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

- Develop Cultural Protocols policy to ensure Aboriginal and Torres Strait Islander culture is embedded into operations
  - Consultation has commenced with appropriate internal and external stakeholders to determine objectives and content

Key Objective Two: We are a unified community

- Promote NPARC as one
  - Refurbishment of the waiting rooms of Injinoo, Umagico and New Mapoon Council Offices completed
  - Installation of honour boards at Injinoo, Umagico and New Mapoon Council Offices completed
  - New BIC board installed and working with state archives to create remainder
  - Roll-out of strategic marketing plan progressing well
- Recognise and celebrate the cultural differences of each community
  - Document history of each community printed and at each IKC

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

- Build strong relationships with Traditional Owners and representative bodies based on mutual trust and constructive dialogue to facilitate growth of the NPA whilst recognizing and respecting cultural values
  - Continued monthly operational meetings with Ipima Ikaya Aboriginal Corporation RNTBC
  - Continued quarterly meetings between Council and Ipima Ikaya Aboriginal Corporation RNTBC
  - Progress the transition of Ranger Contract
- Scope DOGIT transfer with the PBC, key community stakeholders and Government
  - Commence lessons learned exercise from previous DOGIT transfer
- Renegotiate the current ILUA with the PBC

# 2022-23 NPARC Corporate Plan

- Commitment by both parties to reviewed and discuss the current ILUA

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

- Continue cultural festivals every 2 years in the NPA
  - NPA Cultural Festival held through consultation with community and council
- Support to open and operate a Cultural Centre
  - Required capital works at Art Centre completed to improve amenity
  - NPA Art Exhibition held with artists and their artwork also on display at CAIF
  - Scope outreach to all communities with art rooms
- Develop a historical village and esplanade development (Injinoo)
  - Consultant engaged to update quote and scope to secure funding

## 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

- Investigate opportunities for profitable new Council Enterprise Investment
  - Desktop audit of enterprises operated by other councils in Queensland completed
  - Scoping report of potential new enterprises as part of the Climate and Economic Development Master Plan
- Build capacity of new and existing local Indigenous Businesses by supporting business entrepreneurship workshops
  - Establishment of NPA Small Business Group
  - Quarterly Small Business Workshops held in partnership with IBA and TSRA
- Review and enhance our Local Indigenous Procurement Policy & Procedure
  - Comparative Policy Review undertaken with neighbouring councils and policy updated
  - Procurement Workshop held with local Indigenous Businesses including state providers
- Form and maintain partnerships with tourism peak bodies (TTNQ / Tourism Qld / Chamber of Commerce)
  - NPARC attends CCC, TEQ, TTNQ, QTIC stakeholder meetings online or face to face relevant to Indigenous Tourism
- Leverage national partnerships on geopolitical issues to address emerging risks impacting on local business development
  - Collaboration with DTASTIPCA to undertake community risk assessment to document emerging risks
- Community infrastructure is maintained and developed to support business development
  - Maintain ongoing essential services such as NPA water supply, wastewater treatment, waste management.
  - Develop and adopt a project prioritisation tool to ensure infrastructure reliability.
  - Priorities identified with new elected officials following election
- Scope Jardine Ferry to be a roadhouse (with accommodation) and services to community
  - Scope of a precinct plan in collaboration with Apudthama Land Trust to obtain funding

# 2022-23 NPARC Corporate Plan

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

- Scope and develop public transport options for community
  - Scoping budget for full implementation including capital costs to obtain state and federal commitment
- Improve access to goods, materials and services
  - Finalisation of tenancy arrangements with SeaSwift
  - Road Freight tender prepared for publishing in FY2025
  - Advocacy resulting in announcement of increased Freight Subsidy
- Actively seek funds for necessary upgrades to NPA Airport to ensure operability
  - Funds secured for the NPA Airport Pavement Strength Project
- Advocate for the implementation of the NPA Marine Hub Master Plan
  - Advocacy resulting in announcement of funds to support freight planning and solutions at Cost of Living Summit
  - TMR commitment towards short term and long term solutions at Seisia Boat Ramp. Marine Infrastructure funding committed by state and federal government
- Resolve irregularities in land tenure and local government boundaries for the Airport, Pajinka, Punsand Bay and Jacky Jacky
  - Support for Boundary change from Cook Shire
  - Ongoing advocacy with Torres Shire through new Mayor to obtain support
- Secure investment to seal road from Jardine River to Injinoo
  - NP1 works commencing
  - Design works on remainder of road have commenced

Key Objective Three: We facilitate homeownership opportunities in our community

- Promote and process 99 years leases and engagement with the PBC regarding Native Title
  - Additional home ownership workshops held
  - Insurance issues addressed to support potential homeowners
- Advocate for homeownership and social housing needs
  - Finalisation of Local Housing Plan
  - Subdivision project finalised with DATSIP to plan future subdivisions

## Focus Area Four: Strong People - an Empowering and Engaging Council

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

- Improve internal communications with staff
  - Internal communication policy drafted for consultation with staff
- Improve external communications with our community and stakeholders
  - New Customer Service Framework
  - Rollout of Snap Send Solve
- Regular Divisional / Mayoral community meetings
  - Meeting schedule developed and regular meetings held
- Improve inter-agency collaboration and engagement
  - Finalisation of community safety plan
  - Re-establishment of interagency meetings



# 2022-23 NPARC Corporate Plan

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

- Review of delivery mechanisms and models for service delivery to community
  - NPA Service Mapping documented
- Our leaders undertake regular advocacy with all levels of Government
  - Regular meetings with government and ministerial champions
  - Federal and State Deputations for Council with Ministers
  - Establishment of TSNPAROC Framework and strategic plan
- Advocate for increase services for vulnerable groups
  - NPA Service Mapping documented to allow advocacy on any gaps in service provision
- Support to open and operate a Youth Centre
  - Extension of Youth Centre services
  - Secured funding to build a large shed
- Support to operate an Elders Centre and HACC
  - Self audit against Aged Care Standards
- Advocating for specially targeted programs
  - NPA Service Mapping documented to allow advocacy to support service providers
- Ensure activities for all segments of the Community including youth and elderly
  - NPA Service Mapping documented to allow advocacy on any gaps in service provision
  - Funds secured for ongoing implementation of Community Safety Plan
- Assert Council as the lead change-facilitator in NPA
  - Re-establishment of NPA Interagency Meeting
  - Process document to review and document permission requests for visitors
- Our elected leaders embrace their role as Civic Leaders supported by Management
  - Training provided to all councillors by Department of Local Government
  - Establishment of orientation package for new councillors
  - Review of OIA provisions of the Act

Key Objective Three: Our social housing stock is managed effectively

- Increase the number of social houses available for allocation in the NPA
  - Application for Social Housing Provider completed
  - Capital Housing Strategy finalised
  - Reconciliation of housing stock, management and maintenance registers to support transition of social housing

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

- Establish a Succession Plan and Skills Transfer Program
  - Training matrix for all staff
  - Finalized EBA to support succession planning
- Review working conditions to better suit the EBA
  - EBA finalised and adopted
  - Explanatory guide in progress for new agreement for staff and supervisors
- Improve the quality and quantity of staff housing to attract and retain staff

# 2022-23 NPARC Corporate Plan

- Forward planning of staff accommodation needs
  - Advocacy for alternative solutions for staff housing
- Development of talent attraction and retention measures
  - Desktop audit of talent attraction and retention measures available has commenced
- Increased attendance rate in the work place
  - Training provided to support managers to address issue
  - Legacy HR issues resolved

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

- Workplace Health and Safety Policies are complete, effective and implemented
  - Rollout of HRS Committee and associated processes
  - Implementation of a new WHS system being scoped
- Tool Box talks implemented at each workplace
  - Re-establishment of Formal Toolbox Processes
  - Monthly reports provided on WHS requirements

# 2022-23 NPARC Corporate Plan

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

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

- Develop a formal community beautification program and checklist
  - Develop a parks and open spaces annual works program and associated worksheets
  - Street and Roadside tree management plan
  - Parks and Open Spaces Strategy
  - Desktop audit of Verge Guidelines and Policy
- Provide education and awareness program regarding community contribution to community amenity (community pride campaign)
  - Delivery of illegal dumping education program and tidy town competition
- Support Master Planning –Jardine River/ Spatial Plans
  - Precinct Plan project funding identified within W4Q funding
- Improve community signage / directions
  - Existing road safety audit reviewed and action plan developed
  - New Street Signs installed
- Ensure community policy and infrastructure support families during sorry business
  - Adoption of burial policy and documentation of process for funeral support for family
  - Obtaining of funding through W4Q to support scope for future cemetery development including a columbarium

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

- Improve organizational energy efficiency and workforce awareness
  - Power used decreased across the council
  - Hybrid cars purchased to replace small fleet with 7 total
- Implement a waste strategy incl Recycling
  - Containers for Change supported to establish a permanent presence
  - Review of regional waste strategy
- Improve waste management practices / strategy
  - Review of waste management structure
- Review opportunities regarding regional waste strategy
  - Maintain existing and future relationships with the regional waste stakeholders

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

- Lead the regular engaging of LDMG
  - Meetings held as per legislative requirements
  - Participation in Regional DDMG Disaster Planning
  - Local LDMG Exercises held
- Development and regular updates of Disaster Management Policies and Procedures
  - Review disaster management policies and procedures annually.
- Advocating for improved SES / Rural Fire response
  - Planning approval for new NPA Fire Station

# 2022-23 NPARC Corporate Plan

- Accommodation secured for new service delivery
- Leak detection project for water supply
  - Planning project completed and leaks repaired
  - Seeking funding to modernise and future proof the existing water treatment system

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

- Alcohol Management Plan to be reviewed
  - Submission to Government to change carriage limits and document path to removal of restrictions
- Community Safety Plan to be developed and actions implemented
  - Endorsement of Community Safety Plan
  - Actions implemented within Community Safety Plan
  - Ongoing funding secured
- Improved street lighting
  - Existing street lights replaced
  - Annual budget commitment to support the ongoing maintenance cost of street lighting
- Improved Sport and Recreational Programs and Infrastructure including playgrounds
  - Additional funding applications made to improve facilities
  - Establishment of a Sports Reference Group to ensure community input and consultation.
- Implement Animal Management Strategy for dogs, horses and crocodiles
  - Horse management strategy developed
  - Maintenance of existing crocodile warning signs
- Work with stakeholders to improve community security
  - Re-establishment of NPA Interagency Group
- Work with stakeholders to address noise and antisocial behaviour within community
  - Fortnightly meetings with QPS and Housing to review noise complaints and follow up
  - Development of a community campaign to increase awareness of how to report noise complaints

**Title of Report: Tender Assessment Report RFT VP418062**

**Agenda Item: 14.3**

**Classification: For Decision**

**Author Executive Manager, Building & Infrastructure**

**Attachments Tabled – Tender Assessment Report**

## Officers Recommendation:

**That Council notes this report and the tender assessment report and**

1. Authorise the Chief Executive Officer and Executive Manager Building and Infrastructure to award the 9 x 3 Bedroom Dwellings contract under the NPARC Community Housing Project to Beep Beep Pty Ltd for a value of \$8,133,587 incl GST

## PURPOSE OF REPORT

To award RFT VP418062 for the awarding of 9 x 3 Bedroom Dwellings under the NPARC Community Housing Project.

## BACKGROUND AND CONTEXT

Council Project Manager for this project undertook a tender for the construction of 9 x 3 Bedroom Houses under the NPARC Community Housing Project. The tender was undertaken through Public Request via VendorPanel with the tender released on Friday 28 June 2024 and closing Friday 26 July 2024 at 2pm.

Three tenders were received in VendorPanel by the nominated closing date and time, with one tender received subsequently via email on 29 July 2024 at 7.21am.

Tenders were assessed against

- Price Criteria – 40%
- Local Content Criteria – 35%
- Understanding of Works – 25%

A tender assessment report was prepared and is tabled at this meeting.

It should be noted there are an additional 6 properties under this project including

- 2 x major refurbishments to be tendered
- 1 x 3 bdm house to be tendered
- 3 x 3 bdm house to be built by council

Below table summarised the Group Evaluation Outcome by the Tender Evaluation Panel

	H.C. Building & Construction	Barto's Construction Pty Ltd	Beep Beep Pty Ltd	Cape York Building & Maintenance Pty Ltd
	77.33%	61.83%	77.17%	56.50%
Price Criteria	\$11,676,510 7	\$8,012,862 10	\$8,133,587 10	\$9,945,650 8
Local Content Criteria	8	3	6	5
Understanding of Works	9	5	6	2

There can be a range of circumstances in which is justified for Council to accept an offer that might not be the highest scoring offer after the evaluation criteria is applied. Clause 2.1 of the Conditions of Tender give Council scope to decline an offer that has not necessarily achieved the highest overall score when the evaluation criteria are applied. Council in its reliance on the sound contracting principles and the local government principles generally, is entitled to inform itself if it is aware of contractor's past performance of similar contracts which is not apparent from the tenderer's tender response.

Council Officers have raised concerns regarding the past performance of the highest scoring contract on current GEH development at 19 Lui St and compliance with the agreed IEOP. At 6/6/24, apprentices progressive achievement against target employment hours was 8.4% and for tradespersons/non-tradespersons progressive achievement against target employment hours was 11.6%. Considering the actual project commencement date was 18/10/23, Council has raised concerns that there are not more employment hours. Given the current lack of commitment to achievement of the IEOP, Council Officers would like to raise concerns as to whether this contractor would deliver on the local content criteria included as part of the tender response.

## CRITICAL DATES

It is critical Council delivers these works as soon as possible to allow some commencement prior to 2024/25 wet season.

## OTHER OPTIONS CONSIDERED

- Council can chose not accept any of the tenders
- Council could select an alternative tenderer
- Council could resolve a different delivery strategy

## LEGAL AND LEGISLATION CONSIDERATIONS

N/A.

## POLICY CONSIDERATIONS

Council Procurement Policy, as the value of the works exceeds \$200,000; a tender was required



## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

## FINANCIAL AND RESOURCE CONSIDERATIONS

- This project is fully funded by Department of Housing under the \$40mil capital housing program

## CONSULTATION

Council Project Managers

Lackon

Preston Law

**Title of Report:** Point of Sales for Injinoo Service Station, NPA Airport and Jardine Ferry,  
Budget Amendment / Sole Supplier Report

**Agenda Item:** 14.4

**Classification:** For Decision

**Author** Executive Manager, Operations

**Attachments** Tabled – Quotes from NQ Petro

## Officers Recommendation:

**That Council:**

1. **Note the Report**
2. **Amend the 2024 – 2025 budget by \$110,000.00 (ex GST) to include the renewal of Outdoor Payment Terminal equipment at the NPA Airport, Injinoo Service Station and Jardine Ferry**
3. **Is satisfied that there is only one (1) supplier, NQ Petro who is reasonably available to Supply and Install the Outdoor Payment Terminal equipment in the NPA**
4. **Authorise the Executive Manager of Operations to finalise negotiations for the installation the Outdoor Payment Terminal equipment at the NPA Airport, Injinoo Service Station and Jardine Ferry**

## PURPOSE OF REPORT

To request approval to amend the adopted 2024 – 2025 capital budget by \$110,000.00. To install new Outdoor Payment Terminal (OPT) equipment at the NPA Airport, Injinoo Service Station and Jardine Ferry.

## BACKGROUND AND CONTEXT

Due to changes within banks security settings around credit card sales the current Outdoor Payment Terminal (OPT) equipment at NPA airport will not be able to accept credit card payments in the near future. This will result in more sales having to be made on account or through the Bamaga office prior to sales.

The OPT equipment at the Injinoo Service Station has been unserviceable since prior to October 2022. Not having the OPT equipment working at the Injinoo service station reduces the opportunity for sales outside of the service stations operating hours.

The Jardine River ferry has not sold fuel for a number of years, as Seaswift and others will not travel over unsealed roads to deliver fuel. NQ Petro have recently cleaned the Jardine River ferry storage tanks and repaired the Point of Sales system, and Marano's has agreed to supply from Musgrave. Due to fluctuating staff levels at the Ferry, Fuel sales are not planned to recommence until the OPT system is installed.



Council, Bamaga Enterprises and Seisia Enterprises have been utilising NQ Petro to undertake servicing of fuel bowser and sales equipment since 2020. NQ Petro is the Service Agents for Compac's Point of Sales (POS) and Outdoor Payment Terminals (OPT).

Currently the cost of NQ Petro mobilising and demobilising to the NPA for equipment services is spread between the three retail fuel suppliers in the NPA. If Council was to source an alternative supplier to NQ Petro, Council would be liable for the full mobilisation & demobilisation costs when that supplier visited the NPA to undertake works.

Before entering any contract, Council must adhere to the sound contracting provisions in the *Local Government Regulation 2012* (LG Reg), which require Council to:

- invite at least 3 written quotes in accordance with the LG Reg for medium-sized contractual arrangements, which are arrangements that have, or are expected to have, a total value of \$15,000 or more, but less than \$200,000 (excluding GST);
- invite tenders in accordance with the LG Reg for large-sized contractual arrangements, which are arrangements that have, or are expected to have, a total value of \$200,000 or more (excluding GST).

The proposed contracting arrangement with NQ Petro will be a medium-sized contractual arrangement.

The default contracting procedures above are subject to exemptions that are set out in the LG Reg – Council can apply one of these exemptions to avoid the quote/tender requirements. A number of these exemptions relate to the contractor being a member of a pre-approved panel – eg, a register of pre-qualified suppliers, an approved contractor list, a preferred supplier arrangement or appointment to the Local Buy panel, which do not apply in this situation.

Section 235 of the LG Reg sets out a cluster of “miscellaneous” exemptions as follows:

*A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if—*

*(a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or*

*(b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or*

*(c) a genuine emergency exists; or*

*(d) the contract is for the purchase of goods and is made by auction; or*

*(e) the contract is for the purchase of second-hand goods; or*

*(f) the contract is made with, or under an arrangement with, a government agency.*

It is the opinion of Council Officers, that Council can apply the exemption under section 235(a) apply.

Council needs to pass a resolution to apply the exemptions in (a). Council should satisfy itself that the proposed arrangement is justifiable when considered against the sound contracting principles in section 104(3) of the *Local Government Act 2009*. While this is not a requirement when applying a section 235 exemption, it is a further transparency and probity measure when applying the exemption. The sound contracting principles are:

*(a) value for money; and*

*(b) open and effective competition; and*

*(c) the development of competitive local business and industry; and*

*(d) environmental protection; and*

*(e) ethical behaviour and fair dealing.*

Realistically, due to NQ Petro being Compac Service Agents in the NPA area NQ Petro is the only provider that can complete these works.

## CRITICAL DATES

December 2024

Compac is moving to a new Compac Online platform in late 2023 that does not support C4000 equipment. The current Compac Online will be phased out in 2024 all equipment will need to be C5000 platform.

## OTHER OPTIONS CONSIDERED

Request quotes from other point of sales suppliers and enter into a service arrangement with an alternative supplier to the other two fuel suppliers in the NPA.

## LEGAL AND LEGISLATION CONSIDERATIONS

N/A.

## POLICY CONSIDERATIONS

N/A.

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

## FINANCIAL AND RESOURCE CONSIDERATIONS

Financial benefits to Council for each site are as follows:

NPA Airport



## ORDINARY COUNCIL MEETING # 5

### Agenda Item 14.4

Tuesday 27<sup>th</sup> August 2024

Umagico Boardroom

- Maintains the sales income without introducing additional administration burden on Council staff and customers.

#### Injinoo services station

- Increased sales income opportunity by providing a 24 hour supply to customers

#### Jardine Ferry

- Reintroduces a sales income to the Ferry that was lost previously
- Removes the need for additional staff to be rostered on as fuel sales will be solely by the OPT system.
- Removes the need for Ferry staff to travel back into Injinoo to purchase fuel for the ferry, generators and small plant utilised at the Jardine River Ferry.

## CONSULTATION

Yanetta Nadredre – Executive Manager Community and Regulatory Services.

Gina Peter – Previous Exec Manager Corporate Services

Damien Elu – Current Airport Manager

Clive Lavrick – Previous Airport Manager

**Title of Report: Management Arrangements for Rumble in the Jungle**

**Agenda Item: 14.6**

**Classification: For decision**

**Author Chief Executive Officer**

**Attachments Current Site Photos**

## Officers Recommendation:

### That Council:

1. Undertake a public EOI to appoint caretakers for the area known as Rumble in the Jungle through a Management Agreement

## PURPOSE OF REPORT

To progress management arrangements for the area known as Rumble in the Jungle.

## BACKGROUND AND CONTEXT

There is an extended history with the site known as 'Rumble in the Jungle' due to the multiple party issues and the lack of building certificated. A solution to resolve the issue at Rumble in the Jungle was first provided to WCCCA in July 2022.

In February 2023, the Ely Bauxite Mine Beneficiaries Corporation Pty Ltd (Ely Trust) submitted an EOI for the area known at Rumble in the Jungle. At the time, there were buildings constructed on this site by a community organisation for community use that never undertook building certification. At the time, the Ely Trust was intending to use the site to complete these necessary building works. At the time, the Trustee requested that engagement was undertaken with Ely Trust to undertake public consultation with beneficiaries. Following this, the matter was reconsidered at the September Trustee meeting as there was no engagement from the Ely Trust.

At this meeting, the Trustee resolved to undertake a public EOI to appoint caretakers for the area known as Rumble in the Jungle through a Management Agreement. To facilitate this

- A notice was provided to all interested parties that NPARC will be taking control of assets unless a valid objection can be raised
- \$62k W4Q funding was allocated to undertake necessary works to certify the buildings

These works are almost at a conclusion, meaning Council is now in a position to run a public EOI to seek interested parties to enter into a Management Agreement to caretake the premise moving forward.

This EOI has been drafted to maximise the use of the Facility as a campground. The purpose of the EOI at a minimum is for the facility to:

- operate as a campground for the public and camping fees to be paid;

- have clean and tidy recreational areas;
- have well maintained and working facilities.

While there are fees set under the Council Fees and Charges, the EOI would allow an interested party to set their own fees.

The purpose of this report is to confirm Council intent to undertake the public EOI. Alternatively Council could retain the facility, but careful planning would need to be undertaken to ensure the facility does not enter into disrepair. It would be the opinion of Council Officers that Council does not have the capacity to maintain and manage the facility at this time.

## **CRITICAL DATES**

NA

## **OTHER OPTIONS CONSIDERED**

NA

## **LEGAL AND LEGISLATION CONSIDERATIONS**

NA

## **POLICY CONSIDERATIONS**

NA

## **CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS**

N/A

## **FINANCIAL AND RESOURCE CONSIDERATIONS**

NA

## **CONSULTATION**

Preston Law



















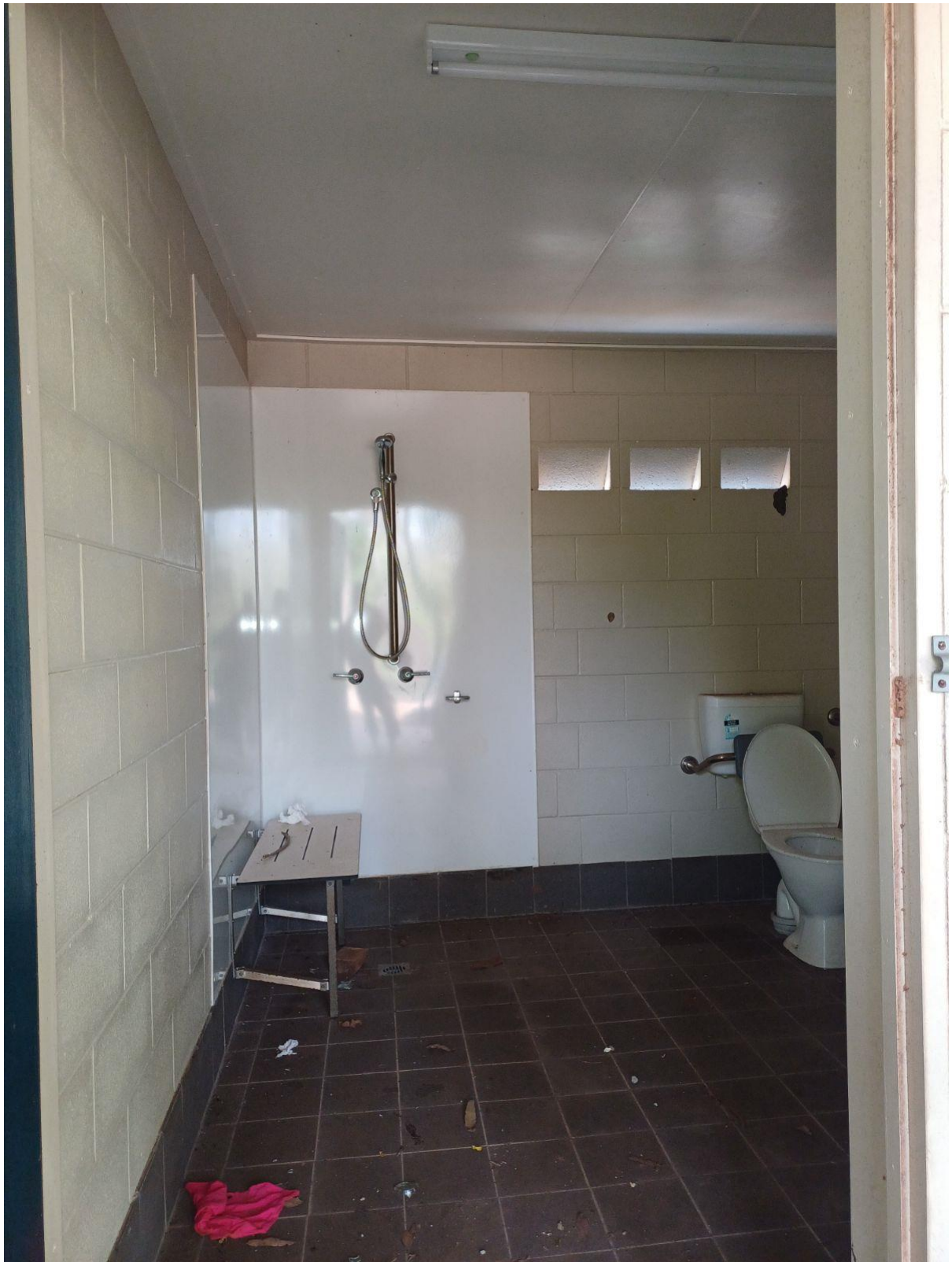






















**Title of Report:** Adoption of Standing Orders

**Agenda Item:** 14.6

**Classification:** For decision

**Author** Chief Executive Officer

**Attachments** Northern Peninsula Area Regional Council standing orders for local government and standing committee meetings

## Officers Recommendation:

### That Council:

- Adopt the Northern Peninsula Area Regional Council standing orders for local government and standing committee meetings

## PURPOSE OF REPORT

To adopt the Northern Peninsula Area Regional Council standing orders for local government and standing committee meetings.

## BACKGROUND AND CONTEXT

At the May Council Meeting, Mayor Poi Poi indicated his aspirations to ensure we have a strong council moving forward with an agreed set of statement and values as Council will be working together for the next 4 years. A key component for this was to ensure Council was agreed on how to conduct business and work together. As part of this, it was agreed to hold a series of workshops to review and adapt the Best practice example standing orders for local government and standing committee meetings.

Two workshops were held on 10<sup>th</sup> June and 25<sup>th</sup> July where the document was reviewed in full. These best practice standing orders incorporate the meeting procedures that deal with matters during local government meetings that must be adhered to under the Local Government Act 2009 and meeting provisions in the Local Government Regulation 2012.

The point of difference between the Best practice example standing orders for local government and standing committee meetings and Northern Peninsula Area Regional Council standing orders for local government and standing committee meetings is the removal of reference to the City of Brisbane Act and Regulation to assist with comprehension.

## CRITICAL DATES

NA



## ORDINARY COUNCIL MEETING # 5

Agenda Item 14.6

Tuesday 27<sup>th</sup> August 2024

Umagico Boardroom

### OTHER OPTIONS CONSIDERED

NA

### LEGAL AND LEGISLATION CONSIDERATIONS

Local Government Act

Local Government Regulations

### POLICY CONSIDERATIONS

Model Meeting Procedures

### CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A

### FINANCIAL AND RESOURCE CONSIDERATIONS

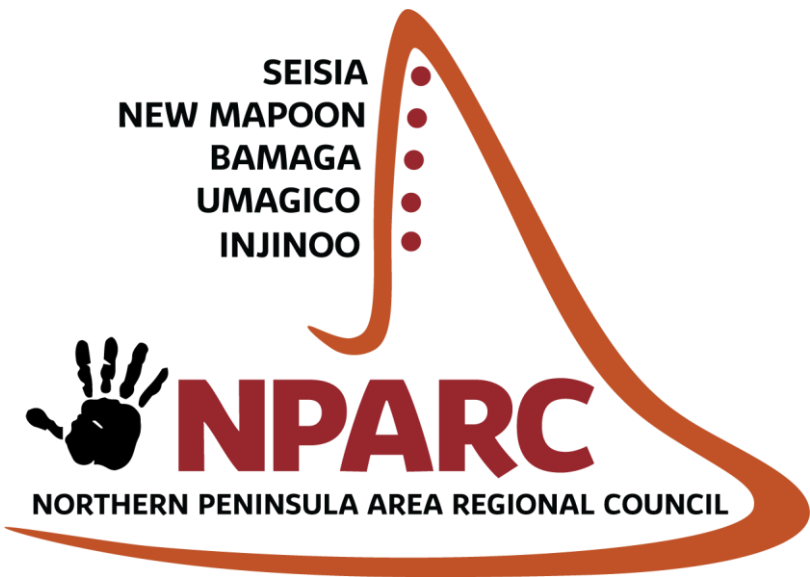
NA

### CONSULTATION

Department of Local Government  
Council

# Northern Peninsula Area Regional Council standing orders for local government and standing committee meetings

June 2024



Last updated: August 2024

Date	Version number	Officer's Name	Approved
27/08/2024	V1		

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## Intent

### 1. Standing orders

- 1.1. These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2. A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3. Where a matter arises at the local government meeting that is not provided for in these standing orders, the matter will be determined by resolution of the local government upon a motion which may be put without notice, but otherwise conforming with these standing orders.

## Procedures for meetings of local government

### 2. Presiding officer

- 2.1. The mayor will preside at a meeting of a local government.
- 2.2. If the mayor is absent or unavailable to preside, the deputy mayor will preside.
- 2.3. If both the mayor and the deputy mayor, or the mayor's delegate, are absent or unavailable to preside, another councillor chosen by the councillors present at the meeting will preside at the meeting.
- 2.4. The local government will choose the chairperson for a committee meeting. This chairperson will preside over meetings of the committee.
- 2.5. If the chairperson of a committee is absent or unavailable to preside, another councillor chosen by the councillors present will preside over the committee meeting.
- 2.6. Before proceeding with the business of the local government meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

### 3. Order of business

- 3.1. The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2. Unless otherwise altered, the order of business will be as follows:
  - attendance
  - apologies and granting of leaves of absence
  - confirmation of previous minutes
  - business arising out of previous meetings
  - officers' reports.

Note: The minutes of a previous meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of

the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed. If the local government needs to make a correction to the confirmed minutes, that can be done by passing a rescinding motion or a new motion that states what the correction is, but the original minutes remain as they are recorded.

## 4. Agendas

### 4.1. The agenda may contain:

- notice of meeting
- amendments correcting the minutes of the previous meeting
- adoption of the minutes of the previous meeting
- business which the mayor wishes to have considered at that meeting without notice
- matters of which notice has been given
- committees' reports referred to the meeting by the chief executive officer (CEO)
- officers' reports referred to the meeting by the CEO
- councillor conduct breach investigation reports provided by the investigator
- deputations and delegations from the community that are approved to attend
- any other business the local government determines by resolution be included in the agenda.

### 4.2. Business not on the agenda, or not fairly arising from the agenda, will not be considered at any local government meeting unless permission for that purpose is given by the local government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.

### 4.3. The notice of the meeting and the agenda must be given to each councillor at least two days before the meeting and in the case of Indigenous regional councillors, being Torres Strait Regional Council and Northern Peninsula Area Regional Council, at least four days prior to the meeting, unless it is impracticable to give the notice before that time.

### 4.4. The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports, including any summary investigation report for a conduct breach matter, for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the councillors or committee members.

### 4.5. Matters on the agenda that may require the meeting to be in a closed session consistent with the provisions under section 254J LGR, can be identified on the agenda as 'may be closed by resolution of the meeting for the matter to be debated'.

## 5. Quorum

### 5.1. A quorum at a local government meeting is a majority of its councillors. If the number of councillors is even, then one half of the number is a quorum.

### 5.2. If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the CEO.

## 6. Petitions

- 6.1. Any petition presented to a meeting of the local government will:
- be in legible writing or typewritten and contain a minimum of 10 signatures
  - include the name and contact details of the principal petitioner (i.e., the key contact)
  - include the postcode of all petitioners, and
  - have the details of the specific request/matter appear on each page of the petition.
- 6.2. Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
- that the petition be received
  - received and referred to a committee or officer for consideration and a report to the local government, or
  - not be received because it is deemed invalid.
- 6.3. The local government will respond to the principal petitioner in relation to all petitions deemed valid.

## 7. Deputations

- 7.1. A deputation wishing to attend and address a meeting of the local government shall apply in writing to the CEO not less than seven business days before the meeting.
- 7.2. The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- 7.3. For deputations comprising three or more persons, only three persons shall be at liberty to address the local government meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 7.4. If a member of the deputation other than the appointed speakers interjects or attempts to address the local government meeting, the chairperson may terminate the deputation.
- 7.5. The chairperson may terminate an address by a person in a deputation at any time where:
- the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
  - the time period allowed for a deputation has expired, or
  - the person uses insulting or offensive language or is derogatory towards councillors or others.
- 7.6. The CEO is responsible for the deputation, including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

## 8. Public participation at meetings

- 8.1. A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 8.2. In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate time period will be allowed (e.g. 15 minutes) and no more than three speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the local government chairperson.

- 8.3. If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- 8.4. For any matter arising from such an address, the local government may take the following actions:
- refer the matter to a committee
  - deal with the matter immediately
  - place the matter on notice for discussion at a future meeting
  - note the matter and take no further action.
- 8.5. Any person addressing the local government shall stand, act, and speak with decorum and frame any remarks in respectful and courteous language.
- 8.6. Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

## 9. Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government or committee meeting (other than ordinary business matters as prescribed under section 150EF of the LGA). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 9.1. A councillor who has notified the CEO in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 9.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest and the particulars.
- 9.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:
- for a gift, loan, or contract—the value of the gift, loan, or contract
  - for an application for which a submission has been made—the matters the subject of the application and submission:
    - the name of the entity, other than the councillor, that has an interest in the matter
    - the nature of the councillor's relationship with the entity
    - details of the councillor's, and any other entity's, interest in the matter.
- 9.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister for Local Government (the Minister) to participate in deciding the matter in a meeting including participating in the discussion and the vote.

Note: Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a prescribed conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.

- 9.5. Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the local government can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If more than one councillor is reported by another councillor to have a suspected prescribed conflict of interest in a matter, the meeting must deal with each councillor individually. If the councillor with the



suspected declarable conflict of interest considers there is no conflict of interest, then the eligible councillors (those who do not have a conflict of interest in the matter) must make a decision about whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA.

## 10. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA and ordinary business matters prescribed under section 150EF of the LGA).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If more than one councillor is reported by another councillor to have a suspected declarable conflict of interest in a matter, the meeting must deal with each councillor individually. The eligible councillors must then make a decision under section 150EX(2) of the LGA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 10.1. A councillor who has notified the CEO of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 10.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 10.3. When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
  - the nature of the declarable conflict of interest
  - if it arises because of the councillor's relationship with a related party:
    - the name of the related party to the councillor; and
    - the nature of the relationship of the related party to the councillor; and
    - the nature of the related party's interest in the matter
  - if it arises because of a gift or loan from another person to the councillor or a related party:
    - the name of the other person; and
    - the nature of the relationship of the other person to the councillor or related party and
    - the nature of the other person's interest in the matter; and
    - the value of the gift or loan and the date the gift or loan was made.
- 10.4. 10.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
- 10.5. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only eligible councillors (those who do not have a prescribed or declarable conflict of interest in the matter) can participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority, or does not form a quorum for the meeting, or is a single eligible councillor, consistent with section 150ET of the LGA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.

Note: The ability to make a resolution without a seconder applies when making a resolution under section 150ES of the LGA.

- 10.6. The eligible councillor/s at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor to either participate or leave the meeting e.g. they may stay for the debate but must leave for the vote. The councillor must comply with any decision and any condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the Minister for Local Government under section 150EV.
- 10.7. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring about their ability to participate and can answer questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 10.8. When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to:
  - how does the inclusion of the councillor in the deliberation affect the public trust
  - how close or remote is the councillor's relationship to the related party
  - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
  - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have a major or minor impact on them
  - how the benefit or detriment the subject councillor stands to receive compares to others in the community
  - how this compares with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting
  - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.9. If the eligible councillors cannot decide about the councillor's participation in the meeting with a declarable conflict of interest, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in section 150ET(3) of the LGA.
- 10.10. A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in section 150ET(4) of the LGA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g. workshops.
- 10.11. In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.12. A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA.

## 11. Reporting a suspected conflict of interest

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion. If more than one councillor is reported by another councillor to have a suspected personal interest in a matter, the meeting must deal with each councillor individually.

- 11.1. The chairperson then should ask the councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.
- 11.2. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 11.3. The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 11.4. If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under section 150ER of the LGA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under section 150ES of the LGA or section 177P of the COBA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g. workshops.
- 11.5. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details.

Note: The minutes must include details of how the conflict of interest was dealt with, being (section 150FA of the LGA):

- the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest
  - the particulars of the prescribed or declarable conflict of interest provided by the councillor
  - the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest
  - any decision then made by the eligible councillors
  - whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
  - the local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision.
- 11.6. The minutes of the meeting must record the name of each eligible councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

Note: The eligible councillors include a councillor who has either been granted approval by the Minister or their fellow councillors to participate and vote on a matter (e.g. the eligible councillors in this subsection means all councillors who were entitled to vote on the matter).

If the councillor has a declarable conflict of interest, the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor.

11.7. Where a decision has been made under section 150ES of the LGA, the minutes must include the:

- decision and reasons for the decision
- name of each eligible councillor who voted, and how each eligible councillor voted.

## 12. Loss of quorum

- 12.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the local government must resolve to:
- delegate the consideration and decision on the matter, as described in section 257 of the LGA, unless the matter cannot be delegated under subsection three of both sections, because an Act says it must be decided by resolution of the local government
  - decide by resolution to defer the matter to a later meeting
  - decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 12.2. The local government may by resolution delegate a power under section 257 of the LGA to:
- the mayor or CEO
  - a standing committee, or joint committee of the local government
  - the chairperson of a standing committee or joint standing committee of the local government
  - another local government for a joint government activity
- 12.3. The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 12.4. The local government may only delegate a power to make a decision about a councillor's conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:
- the mayor
  - a standing committee
- 12.5. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

## Motions

### 13. Motion to be moved

- 13.1. A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion. When a motion has been moved and seconded, it will become subject to the control of the local government and cannot be withdrawn without the consent of the local government meeting.

- 13.2. Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:
- a motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
  - the chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
  - the chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.

13.3. The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.

13.4. No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

#### 14. Absence of mover of motion

- 14.1. Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:
- moved by another councillor at the meeting
  - deferred to the next meeting.

#### 15. Motion to be seconded

- 15.1. A motion or an amendment to a motion will not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.
- 15.2. Procedural motions are an exception to this rule and do not need to be seconded.

#### 16. Amendment of motion

- 16.1. An amendment to a motion should maintain or further clarify the intent of the original motion and not contradict the motion.
- 16.2. Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 16.3. Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

#### 17. Speaking to motions and amendments

- 17.1. The mover of a motion or amendment will read it and state that it is moved but will not speak to it until it is seconded.
- 17.2. The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 17.3. A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.

- 17.4. The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 17.5. Each speaker will be restricted to not more than five minutes unless the chairperson rules otherwise.
- 17.6. Where two or more councillors indicate, they may wish to speak at the same time, the chairperson will determine who is entitled to priority.
- 17.7. In accordance with section 254H of the LGR, if a decision made at the local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Note: If a report contains distinct recommendations, the decision of the local government may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.

## 18. Method of taking vote

- 18.1. The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- 18.2. A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 18.3. Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.4. Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

## 19. Withdrawing a motion

- 19.1. A motion or amendment may be withdrawn by the mover with the consent of the local government, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the local government meeting for its withdrawal.

## 20. Repealing or amending resolutions

- 20.1. A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation (five business days).
- 20.2. Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three months.

## 21. Procedural motions

- 21.1. A councillor at a meeting of the local government may during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
- that the question/motion be now put before the meeting
  - that the motion or amendment now before the meeting be adjourned
  - that the meeting proceeds to the next item of business
  - that the question lie on the table
  - a point of order

- a motion of dissent against the chairperson's decision
  - that this report/document be tabled
  - to suspend the rule requiring that [insert requirement]
  - that the meeting stands adjourned.
- 21.2. A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 21.3. A procedural motion that 'the motion or amendment now before the meeting be adjourned', may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
- a further motion may be moved to specify a time or date; or
  - the matter about which the debate is to be adjourned, will be included in the agenda for the next meeting.
- 21.4. Where a procedural motion that 'the meeting proceed to the next item' is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.
- 21.5. A procedural motion that 'the question lie on the table' will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the local government or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the local government will proceed with the next matter on the agenda.
- 21.6. A motion that 'the matter be taken from the table', may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 21.7. Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
- has failed to comply with proper procedures
  - is in contravention of the legislation; or
  - is beyond the jurisdiction of the local government meeting.
- Note: Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.
- 21.8. Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.
- 21.9. A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example, where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.
- 21.10. The motion that 'a report/document be tabled' may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

- 21.11. A procedural motion ‘to suspend the rule requiring that’ may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 21.12. A procedural motion that ‘the meeting stands adjourned’, may be moved by a councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a councillor’s time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the local government meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.
22. Questions
- 22.1. At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.
- 22.2. Questions will be asked categorically and without argument and no discussion will be permitted at the local government meeting in relation to a reply or a refusal to reply to the question.
- 22.3. A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 22.4. A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 22.5. The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson’s ruling be disagreed with, and if carried the chairperson will allow the question.

## Meeting Conduct

### 23. Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the Code of Conduct for Councillors. When dealing with an instance of unsuitable meeting conduct by a councillor in a meeting, the following procedures must be followed:

- 23.1. When an instance of unsuitable meeting conduct has been engaged in by a councillor at a meeting the following process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor must occur.
- 23.2. The chairperson must reasonably believe that unsuitable meeting conduct has been engaged in by a councillor during a meeting. The chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under section 23.7 below.
- 23.3. If the chairperson decides unsuitable meeting conduct has occurred, but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
- ceasing and refraining from exhibiting the conduct
  - apologising for their conduct
  - withdrawing their comments.
- 23.4. If the councillor complies with the chairperson’s request for remedial action, no further action is required.



- 23.5. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order of unsuitable meeting conduct being issued.
- 23.6. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 23.7. If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decides a warning was not appropriate under 23.2, the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct
  - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 23.8. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 23.9. Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note below).

Note: Details of any order issued must be recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next local government meeting as a suspected conduct breach. The local government's CEO is advised to ensure details of any order made is updated in the local government's councillor conduct register.

- 23.10. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

## 24. [Process for dealing with Unsuitable Meeting Conduct by a Chairperson](#)

- 24.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor may raise the matter in the meeting by point of order.
- 24.2. The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). The councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 24.3. The chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out above for declarable conflict of interest.
- 24.4. For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 24.5. If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the chairperson from the eligible councillors.
- 24.6. The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).

- 24.7. If it is decided that the chairperson has engaged in unsuitable meeting conduct, the councillors can decide to make an order reprimanding the chairperson for the conduct.
- 24.8. Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 24.9. The chairperson then resumes the role of chairperson, and the meeting continues.

Note: Details of any reprimand order must be recorded in the minutes of the meeting. The local government's CEO is advised to ensure details of any order made is updated in the local government's councillor conduct register.

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to orders for unsuitable meeting conduct being made against the chairperson, on three occasions within a 12-month period, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach (in accordance with section 150J of the LGA and is a conduct breach under section 150K of the LGA), the local government is not required to notify the Independent Assessor (the Assessor) about the conduct and may deal with the conduct under section 150AG of the LGA as if an investigation had been conducted. It may be dealt with at the next local government meeting.

## 25. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the Assessor must make a preliminary assessment and dismiss a complaint, notice or information if satisfied that particular circumstances apply – see section 150SD of the LGA. If the Assessor finds that a matter is a suspected conduct breach it must refer the matter to the local government. The Assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice.

Note: A conduct breach is conduct that:

- contravenes a behavioural standard of the Code of Conduct for Councillors, or a policy, procedure, or resolution of the local government; or
- the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or
- an instance of a suspected conduct breach that may arise from circumstances of three instances of unsuitable meeting conduct orders within a 12-month period.

- 25.1. In relation to matters referred by the Assessor to the local government, the local government may decide not to start or discontinue an investigation if:
- the complainant withdraws the complaint
  - the complainant consents to the investigation not starting or discontinuing
  - the complainant does not provide extra information when requested
  - there is insufficient information to investigate the complaint
  - the councillor vacates or has vacated their office as a councillor.

Note: The local government investigation must be conducted in a way that is consistent with the local government's Investigation Policy. An investigation report must be prepared to assist the councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation.

- 25.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach, unless the decision has been delegated to the mayor under section 257(2)(a) of the LGA, or

to a standing committee section 257(2)(b) of the LGA. Under the LGA, decisions about a conduct breach can only be delegated to the mayor or a standing committee

- 25.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the Assessor:
- the local government must act in a manner consistent with the local government principle of transparent and accountable decision making in the public interest, by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under section 254J of the LGR
  - no resolution for a decision can be made in the closed session including a decision about a conflict of interest matter. All matters must be decided in an open session of the meeting or at a later meeting.
  - where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under section 254H of the LGR.
  - the subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless the eligible councillors decide otherwise) during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission about the conduct breach provided by the councillor to the local government.
  - the subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
  - if the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the eligible councillors (who do not have a conflict of interest in the matter) must decide how to deal with the conflict of interest. The complainant councillor can be required to leave the meeting place, or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied under section 150AH of the LGA.

Note: After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses, but including the name of a councillor or the CEO of the local government if they were the complainant/s, or any councillor who declared a conflict of interest in the matter.

- 25.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
- delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, , whichever is the most appropriate in the circumstances, or
  - decide, by resolution, to defer the matter to a later meeting, or
  - decide, by resolution, not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

Note: A local government cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be delegated to the mayor or a standing committee, or the matter can be deferred to a later meeting when a quorum can be maintained.

If the conduct breach referral notice is about the suspected conduct breach by the mayor, then the matter will need to be delegated to a standing committee for a decision.

The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters. The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct because of a conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.

- 25.5. If a decision is reached that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in 150AH of the LGA, if any, to impose on the councillor. In deciding what penalty to impose, the local government may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.
- 25.6. The local government may order that no action be taken against the councillor or make one or more of the following:
- an order that the councillor make a public apology, in the way decided by the local government, for the conduct
  - an order reprimanding the councillor for the conduct
  - an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
  - an order that the councillor be excluded from a stated local government meeting
  - an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor
  - an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
  - an order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.
- 25.7. A local government may not make an order in relation to a person who has vacated their office as a councillor.
- 25.8. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.

Note: The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the Assessor as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

## 26. General conduct during meetings

- 26.1. After a meeting of the local government has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.
- 26.2. Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers, will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.
- 26.3. No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.
- 26.4. When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

## 27. Disorder

- 27.1. The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.
- 27.2. On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters will be deferred to a future meeting.

## Attendance and non-attendance

### 28. Attendance of public and the media at a local government meeting

- 28.1. An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 28.2. When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

### 29. Closed session

- 29.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR:
- appointment, dismissal, or discipline of the CEO
  - industrial matters affecting employees
  - the local government's budget (which does not include the monthly financial statements)
  - rating concessions
  - legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government
  - matters that may directly affect the health and safety of an individual or a group of individuals
  - 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
  - negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967
  - a matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
  - a matter relating to the consideration of an investigation report for a conduct breach matter given to the local government by the Assessor under the LGA chapter 5A, part 3, division 5.
- 29.2. A local government or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.
- 29.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting. The local government must instead:
- delegate consideration and decision on the matter, under section 257 of the LGA, unless the matter cannot be delegated
  - decide by resolution to defer the matter to a later meeting when a quorum may be available
  - decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 29.4. None of the above will be considered, discussed, voted on or made during a closed session.

- 29.5. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA).
- 29.6. To take a matter into a closed session the local government must abide by the following process:
- pass a resolution to close the meeting
  - the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
  - if it is known in advance, the agenda should clearly identify that the matter may be considered in closed session, and an explanation of why the councillors at the meeting may consider it necessary to take the issue into closed session must be stated
  - no resolution can be made while in a closed meeting (other than a procedural resolution).

### 30. Teleconferencing of meetings

- 30.1. If a councillor wishes to be absent from a local government meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a local government or committee meeting by teleconference.

Note: There is no legislative requirement for a resolution by a local government to allow a councillor to participate by audio link or audio-visual link. This means the local government may delegate the matter. For example, the local government may delegate to the chairperson of the local government or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.

- 30.2. The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

**Title of Report: Capital Budget Amendment 122 Williams Crescent**

**Agenda Item: 14.7**

**Classification: For Decision**

**Author Executive Manager, Building and Infrastructure**

**Attachments Attachment A – Example Floorplan**

## Officers Recommendation:

### That Council:

1. Amend the 2024 – 2025 budget by \$300,000.00 (ex GST) to include the construction of the proposed disability modification to 122 Williams Crescent.
2. Request that the Chief Executive Officer and Executive Manager of Building and Infrastructure, engage a suitably qualified contractor to deliver the works in accordance with Council Procurement Policy.

## PURPOSE OF REPORT

To consider an increase in the 24-25 Capital budget to allow for a Disability Modification / Building a plug-In below the existing building at 122 Williams Crescent, Bamaga.

## BACKGROUND AND CONTEXT

The tenant at 122 Williams Cr Bamaga has been diagnosed with a medical condition, left basal ganglia plus intraventricular haemorrhage.

Tenant currently requires the use of a wheelchair for mobility due to significant lower and upper body weakness. Whilst functional and mobility gains, given the type and severity of the medical condition it will be extremely challenging to negotiate steps. Tenant current housing requires the negotiation of 15 x steps for access and a large hob for showering.

The occupational therapist treatment team from Qld Health kindly request that the council (NPARC) make appropriate renovations / modifications to enable tenant to return home. Tenant will therefore require a full re-build of the down stairs area of the home to include the following:

- Wheelchair accessible home entry (flat access/ wider doors)
- Level access internally with adequate circulation space for wheelchair access and wider doorways
- 2x bedroom, 1 for carer and the 2<sup>nd</sup> for tenant that requires adequate circulation space to facilitate a hospital bed and a hoist for transfers
- Full disability wet room bathroom set up (close to what would be tenants bedroom)
- Lino or tiled flooring no carpet



Whilst no quotes have been requested for these works. A budget estimate of \$300,000.00 (ex GST) has been calculated using the quoted prices for similar current disability modification projects in the Northern Peninsula Area. An example of a floorplan (Attachment A) has been included for information.

## CRITICAL DATES

In order for tenant to return home, a re-build is required.

## OTHER OPTIONS CONSIDERED

Enquiries were made with Department of Housing if they would be willing to undertake the works. Response was that it is no longer under Social Housing, Government Security on Title Removed and advised that they were not able to assist Council with these works.

If Council does not approve the works, the tenant will require to become a tenant with another family member eligible under the Department of Housing social housing policy.

## LEGAL AND LEGISLATION CONSIDERATIONS

N/A.

## POLICY CONSIDERATIONS

N/A

## N/ACORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A

## FINANCIAL AND RESOURCE CONSIDERATIONS

This works has not been identified for Funding or budgeted for by Council. An Indicative cost for works will be budget of \$300,000.00 excluding GST.

## CONSULTATION

NPARC Executive Officers  
Relevant NPARC Officers  
Dept of Housing  
Dept or Health



**14.8 In Camera – Memorandum of Understanding with Torres Strait Regional Authority**

This matter is considered to be confidential under s.254J(3) 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 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 proposed Memorandum of Understanding with Torres Strait Regional Authority.

**14.9 In Camera – Management Contract for Umagico Supermarket**

This matter is considered to be confidential under s.254J(3) 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 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 Agreement for the operation of the Umagico Supermarket.



**AGENDA ITEM 15-16**  
**ORDINARY COUNCIL MEETING #5**  
**Tuesday 27<sup>th</sup> August 2024**  
**Umagico Boardroom**

**15. General Discussion**

**16. Close of Meeting**