



MEETING BOOK

Northern Peninsula Area Regional Council

Ordinary Council Meeting #9

To commence at 8:30am

On

Tuesday 17th December 2024

CAIRNS

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
Ordinary Council Meeting on 26/11/2024
7. Business Arising from Previous Meeting
8. Other Business
 - 8.1 Review of Transport Related Engineering and Project Management Services - Aurecon
 - 8.2 Review of Batching Plant Fees
 - 8.3 Endorsement of Recommendations from Joint Leaders Forum
 - 8.4 In Principle Support of the Regional Autonomy 18 Month Plan
 - 8.5 2025 Community Engagement Strategy
 - 8.6 Review of Council Divestment Policy
 - 8.7 2025 Jardine River Fees – applications to vehicles with multiple crossings
 - 8.8 Presentation of Torres and Cape Indigenous Council Alliance Financials
 - 8.9 Update of Administrative Action Complaints Process Policy
 - 8.10 Airport Power Connection Tender
 - 8.11 2025 Council and Trustee Meeting Dates Amendment
9. Finance Reports
 - 9.1 November 2024 Financial Report
 - 9.2 Update from Financial Controller
10. Mayor Report
11. CEO Report
12. Presentation from Advisor
13. Executive Report
 - 13.1 Executive Manager Operations Report
 - 13.2 Executive Manager Community & Regulatory Services Report
 - 13.3 Executive Manager Building & Infrastructure Report
 - 13.4 Executive Manager Corporate & Finance Services Report
15. General Discussion
16. Close of Meeting



AGENDA ITEM 1- 5
ORDINARY COUNCIL MEETING #9
Tuesday 17th December 2024
CAIRNS

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



UNCONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #8
Tuesday 26th November 2024
Bamaga Boardroom

Northern Peninsula Area Regional Council

Ordinary Council Meeting #8

To commence at 8.30am

On

Tuesday 26th November 2024

Bamaga Boardroom



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Meeting Minutes
ORDINARY COUNCIL MEETING #8
Tuesday 26th November 2024
Bamaga Boardroom

Agenda Item 1. Welcome and Opening of Meeting

Mayor Poipoi welcomed attendees and opened the meeting at 8.31am with a prayer by Yanetta Nadredre.

Agenda Item 2. Acknowledgement of Country

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

One minute silence was observed out of respect to sorry business within the communities.

Agenda Item 3. Present

Mayor & Councillors

Mayor Robert Poi Poi	Mayor
Cr David Byrne	Division 1
Cr Mary Yoelu	Division 2 / Deputy Mayor
Cr Kitty Gebadi	Division 3
Cr Bradford Elu	Division 5

Other Attendees

Kate Gallaway	CEO
Lew Rohjan	Executive Manager Corporate & Finance Services
Yanetta Nadredre	Executive Manager Community & Regulatory Service
Wendy Phineasa	A/ Executive Manager Building & Infrastructure
Brett de Chastel	Advisor
Benjamin Schierhuber	Financial Controller
Sabrina Mudu	Senior Executive Assistant (Minute Taker)

Cr Gebadi has requested to join the meeting by videoconference. A resolution is required.

Resolution

That Council:

Accepts Cr Gebadi to join the meeting by videoconference

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Elu

Resolution: C3-26112024

CARRIED



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Agenda Item 4. Apologies

Resolution

That Council:

Grants a leave of absence for Cr Bond who is away on medical leave.

Moved: Cr Elu

Vote: 4/0

Seconded: Cr Yoelu

Resolution: C4-26112024

CARRIED

Agenda Item 5. Declarations of Conflict of Interest

Nil

Agenda Item 6. Confirmation of Minutes of Previous Meeting

Resolution

That Council:

Notes and confirms the minutes from the Ordinary Council Meeting held Thursday 31st October 2024

Moved: Cr Yoelu

Vote: 4/0

Seconded: Cr Byrne

Resolution: C6.1.-26112024

Agenda Item 7. Business Arising from Previous Meeting

Action items were discussed as per the Action Task List



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ORDINARY COUNCIL MEETING #8

Tuesday 26th November 2024

Bamaga Boardroom

Agenda Item 8. Reports

Agenda Item 8.1. 2025 Council and Trustee Meeting Dates

Resolution

That Council:

notes and accepts the Ordinary Council meeting dates for 2025 commencing at 9am as per scheduled venue:

- Tuesday 21st January 2025 - Bamaga
- Tuesday 25th February 2025 - Injinoo
- Monday 24th March 2025 - Umagico
- Tuesday 29th April 2025 – New Mapoon
- Tuesday 27th May 2025 - Seisia
- Tuesday 17th June 2025 - Bamaga
- Tuesday 29th July 2025 - Injinoo
- Tuesday 26th August 2025 - Umagico
- Tuesday 23rd September 2025 – New Mapoon
- Tuesday 28th October 2025 - Seisia
- Tuesday 25th November 2025 - Bamaga
- Tuesday 16th December 2025 – Cairns

Moved: Cr Yoelu

Vote: 4/0

Seconded: Cr Byrne

Resolution: C8.1.1-26112024

CARRIED

Resolution

That Council:

accepts the dates for the 2025 NPARC Trustees' meeting commencing at 10am as per scheduled venue:

- Wednesday 22nd January 2025 - Bamaga
- Wednesday 26th February 2025 - Bamaga
- Tuesday 25th March 2025 - Bamaga
- Wednesday 30th April 2025 – Bamaga
- Wednesday 28th May 2025 - Bamaga
- Wednesday 18th June 2025 - Bamaga
- Wednesday 30th July 2025 - Bamaga
- Wednesday 27th August 2025 - Bamaga
- Wednesday 24th September 2025 – Bamaga
- Wednesday 29th October 2025 - Bamaga
- Wednesday 26th November 2025 - Bamaga
- Wednesday 17th December 2025 – Cairns

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Elu

Resolution: C8.1.2-26112024

CARRIED

Agenda Item 8.2. Report into the Jardine River Ferry Business & ticket prices review

Resolution

That Council:

1. Note the report; and
2. adopt the new fees as detailed below for the Jardine Ferry with these fees to commence from 1 January 2025 and cover the calendar year to 31 December 2025

Type		Fee (incl GST)
Pedestrians	Entry	FREE
Bicycles	Entry	\$ 40
Motor bikes	Entry	\$ 80
Single Vehicles - cars	Entry	\$ 160
Vehicles with Trailer/Van	Entry	\$ 250
O'size Vehicle with Van	Entry	\$ 275
Tour Bus 10 tonne or less	Entry	\$ 300
Tour Bus > 10 tonne	Entry	\$ 400
Other vehicles 10 tonne or less	Entry	\$ 300
Other vehicles > 10 tonne	Entry	\$ 400
NPA residents – Car only	Entry	\$ 10
NPA Residents Motor Bikes	Entry	\$ 5

Moved: Cr Byrne
Vote: 4/0

Seconded: Cr Elu
Resolution: C8.2-26112024

CARRIED

Agenda Item 8.3. Appointment of Independent Members of the Audit and Risk Committee

Resolution

That Council:

Note the Report and

- A. appoint Mr Ross Higgins as the independent chairperson of the NPARC Audit and Risk Committee for a term of 3 years; and
- B. appoint Ms Joanne Gowans as an Independent member of the NPARC Audit and Risk Committee for a term of 3 years.

Moved: Cr Elu
Vote: 4/0

Seconded: Cr Yoelu
Resolution: C8.3-26112024

CARRIED



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ORDINARY COUNCIL MEETING #8
Tuesday 26th November 2024
Bamaga Boardroom

Council break for morning tea at 9.58am
Cr Yoelu left the meeting at 9.59am
Council resumed after morning tea at 10.19am

Agenda Item 10. Manager Reports
Agenda Item 10.1 Operational Update on Customer Service

Resolution

That Council:

- Note the report

Moved: Cr Elu

Vote: 2/1

Seconded: Mayor Poipoi

Resolution: C10.1-26112024

CARRIED

Agenda Item 14. Executive Reports
Agenda Item 14.1. Executive Manager Operations Report

Resolution

That Council:

- Note the report.

Moved: Cr Byrne

Vote: 3/0

Seconded: Cr Elu

Resolution: C14.1-26112024

CARRIED

Agenda Item 14.2. Executive Manager Community & Regulatory Services Report

Resolution

That Council:

- Note the report.

Moved: Cr Byrne

Vote: 3/0

Seconded: Cr Elu

Resolution: C14.2-26112024

CARRIED



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Agenda Item 14.3.

Executive Manager Building & Infrastructure Report

Resolution

That Council:

- Note the report.

Moved: Cr Byrne

Vote: 3/0

Seconded: Cr Elu

Resolution: C14.3-26112024

CARRIED

Agenda Item 14.4.

Executive Manager Finance & Corporate Services Report

Resolution

That Council:

- Note the report.

Moved: Cr Byrne

Vote: 3/0

Seconded: Cr Elu

Resolution: C14.4-26112024

CARRIED

Resolution

That Council:

Grants a leave of absence for Cr Gebadi who is away on medical leave.

Moved: Cr Byrne

Vote: 3/0

Seconded: Cr Elu

Resolution: C4.1-26112024

CARRIED

Council meeting break for lunch at 12:12pm

Moved: Cr Elu

Second: Cr Byrne

3/0

Council meeting open from lunch at 12:49pm

Moved: Cr Elu

Second: Cr Byrne

3/0

Agenda Item 8.4. Aged Care and Disability Support program Meal service

Resolution

That Council:

- Endorses the proposed changes to the meal delivery schedule and client contribution model to commence 01 February 2025.
- Request a report back following client and family feedback at the June 2025 Council Meeting on the changes

Moved: Cr Byrne

Vote: 3/0

Seconded: Cr Elu

Resolution: C8.4-26112024

CARRIED

Agenda Item 8.5. Report back from NPA Interim LDMB

Resolution

That Council:

- Note and endorse the minutes and all recommendations of the NPA Interim Local Decision Making Board
- Undertake an EOI for further representatives following confirmation of State Government ongoing support for the LTC program

Moved: Cr Byrne

Vote: 3/0

Seconded: Cr Elu

Resolution: C8.5-26112024

CARRIED

Agenda Item 8.6. Update of Existing Council Policies

Cr Byrne left the room at 1.13pm. Meeting was paused due to lack of quorum

Cr Byrne returned to the meeting at 1.14pm and meeting resumed.

Resolution

That Council:

Note the Report and

- A. Adopt the updated Community Grants Policy as attached to the report;
- B. Adopt the updated Councillor Investigation Policy as attached to the report; and
- C. Request the CEO to make both of these updated Policies available to the public via Council's website.

Moved: Cr Elu

Vote: 3/0

Seconded: Cr Byrne

Resolution: C8.6-26112024

CARRIED

Agenda Item 8.7. Grant of Concession to Skytrans

Resolution

That Council:

1. Grant a concession on the 2024-25 Fees and Charges to Skytrans of waiving of landing fees & aircraft parking fee and reduction of the Passenger surcharge to \$10.00 until 30 June 2025.
2. Delegate to the CEO to notify Skytrans and advise that this concession will be in place until June 30 2025 at which point all relevant fees will be charged in line with the Council Fees and Charges that will be adopted as part of the 2025-26 budget process
3. Invite Skytrans to meet with the Mayor and CEO to discuss potential service implications as a result of the removal of concessions.

Moved: Cr Byrne

Vote: 3/0

Seconded: Cr Elu

Resolution: C8.7-26112024

CARRIED

Agenda Item 9. Financial Reports

Agenda Item 9.1. October 2024 Financial Report

Resolution

That Council:

Note and accept the Finance report for the period ending 31 October 2024

Moved: Cr Byrne

Vote: 3/0

Seconded: Cr Elu

Resolution: C9.1-26112024

CARRIED

Mayor Poipoi left the room at 2.11pm and the meeting was paused due to loss of quorum
Mayor Poipoi return to the room at 2.12pm and the meeting was resumed

Agenda Item 9.2. Update from Financial Controller

Resolution

That Council:

- Note the verbal update from the financial controller from Tuesday 26th November 2024

Moved: Cr Elu

Vote: 3/0

Seconded: Cr Byrne

Resolution: C9.2-26112024

CARRIED



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Agenda Item 11.

Mayor Report

Firstly I would like to congratulate all the Northern Peninsula Area Year 12 students who graduated this year from both NPA State College and schools across the state. This is a significant milestone of the completion of your 13 years of schooling and marks your transition into the next stage of your life and your future careers. I would like to extend this congratulations to the families and teachers of these students for their support and guidance to ensure the students could graduate.

I would also like to reiterate my gratitude that I expressed at the TSRA End of Term function last week. I would like to acknowledge our local members from the NPA, member for Bamaga Tailisa Yusia and member for Seisia Karyn Watson for the leadership you have shown to your communities in these positions over the past 4 years.

I would also like to acknowledge Chair Napau Pedro Stephen who is retiring at this TSRA election. Chair Stephen has been a strong advocate across his career for the Northern Peninsula Area and has ensured that we were not neglected or disregarded as part of strategy conversations and advocacy opportunities. His contributions have made a lasting impact on our Council and communities as a whole to help shape both the present but also build strong foundations for our improved future moving forward. I wish him all the all the best into the future.

I would also like to give the Council some updates following recent meetings

Joint Leaders Forum

- Thank you to all Councillors for attending the Joint Leaders Forum in Cairns
- I note we were due to workshop these recommendations but this had to be postponed. Thank you to those councillors that have provided feedback. I still wish to discuss these recommendations with everyone at our next Council Workshop to give this feedback to our colleagues to shape how we move forward

TCICA Meeting

- Myself, Deputy mayor and CEO attended the TCICA meeting in Cairns
- At this meeting we discussed a number of topics including the Energy & Water Ombudsman and NBN updates and projects moving forward. We also have the opportunity to meet with David Kempton and Robbie Katter following the election to discuss commitments and issues moving forward
- The AGM has been postponed and will be held in the next couple of weeks

Cape York Roads Meeting & Cape York Access Road Project

- I had the opportunity to attend the Cape York Roads Meeting with the mayors from Mapoon and Pormpuraaw. At this meeting we discussed the roll out of the Cape York Roads Package and the Peninsula Development Road updates as well as potential stage three priorities
- This was followed by a visit from AECOM last week to commence the updating of the Cape York Access Roads project. Cr Elu, myself and the CEO met with the appointed consultant to discuss this project which includes the main roads access into NPA and key access points such as the wharf and airport

Local Disaster Management Group Meeting

- Thank you to all stakeholders that attended our scheduled Local Disaster Management Group Meeting

- To reassure councillors, I asked all stakeholders to provide update on their preparations for the wet seasons and any current gaps that exist
- We also discussed the current weather outlook and potential impacts we may face as a community

District Disaster Management Group Meeting

- Myself and CEO attended the District Disaster Management Group meeting as well
- This was a pre-cyclone season briefing meeting and included updates from the Bureau of Meteorology, State Disaster Coordination Centre of expectations and the Queensland Reconstruction Agency on the risk mitigation work

CEQ Community Home & Hardware Store Opening

- Congratulations to CEO on the opening of the Community Home & Hardware Store
- This store provides a lot of benefits to community including the easy access to essential goods for the home
- I look forward to the shop and its growth over the next few years to better meet the needs of our communities

Technical Working Group

- Thank you to the Deputy Mayor for chairing the Technical Working Group in my absence
- There is a lot of useful information discussed at these meetings, so I would encourage all Councillors to attend

Senior School Graduation & Awards night

- Thank you to the Deputy Mayor for representing council at both the Senior School Graduation and Awards nights
- Once again I would like to thank all the graduates but also recognise the students that received awards at the awards night

BEL Meeting

- Myself and CEO met with BEL at their regular board meeting
- We discussed a lot of matters at this meeting but in particular the strong needs for joint advocacy on economic development
- I would like to congratulate BEL on their success in being awarded the 2024 Gold Award for Aboriginal and Torres Strait Islander Tourism Experiences at the Queensland Tourism Awards.

Meeting with ALT

- Cr Elu, Myself and CEO met with representatives of Apudthama Land Trust
- At this meeting we discussed the ranger transition, gravel agreements and the Jardine River Ferry.
- I note they are holding their AGM soon and look forward to continuing these discussions following this

Resolution

That Northern Peninsula Area Regional Council would like to formally acknowledge the contribution of Mr Napau Pedro Stephen to the Northern Peninsula Area over his career as the Chair of the Torres Strait Regional Authority and former mayor of Torres Shire Council

Moved: Cr Elu

Vote: 3/0

Seconded: Cr Byrne

Resolution: C11.1-26112024

CARRIED

Cr Yoelu returned to the meeting at 2.31pm

Resolution

That Council:

- Note the Mayor's verbal report from Tuesday 26th November 2024

Moved: Cr Elu

Vote: 4/0

Seconded: Cr Byrne

Resolution: C11.2-26112024

CARRIED

Agenda Item 12.

CEO Report

Resolution

That Council:

- Note the Report

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Elu

Resolution: C12-26112024

CARRIED

Agenda Item 13.

Presentation from Advisor

Resolution

That Council:

- Note the verbal update from the advisor from Tuesday 26th November 2024

Moved: Cr Yoelu

Vote: 4/0

Seconded: Cr Elu

Resolution: C13-26112024

CARRIED



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Council break for afternoon tea at 3.08pm

Council resume at 3.19pm

Agenda Item 15. General Discussion

Agenda Item 16. Close of Meeting

Meeting closed at 3:26pm with a prayer by Cr Yoelu.

DRAFT

Council Ordinary Monthly Meeting Action Register

Action	Updated	Update	Person Responsible	Date of Meeting
F/up CEQ r.e. Injinoo Shop	17.02.2023 16/03/2023 18/04/2023 23.05.2023 29.08.2023 26/09/2023 24/10/2023 16/11/2023 19/12/2023 15/01/24 27/02/2024 06/03/2024 13/04/2024 30/05/24 11/06/2024 16/07/2024 21/8/24 18/09/2024 18/10/2024 20/11/2024 11/12/2024	Meeting held with CEQ and visit occurring late Feb from CEQ to progress CEQ has visited the sites to progress Cost is about \$500-600k. Internal communications at CEQ about how to support Meeting held with CEQ on 19/05/2023 with various options to assist. To be discussed further and capital funds sourced Preferred option identified by Cr Nona. Email sent to CEQ to progress. Fit out works commenced. Waiting on Give Back assistance confirmation from CEQ Scoping works completed in October to progress Update requested following October visit Preliminary works progressing. CEQ support through give-back CEQ progressing works Meeting held with CEQ on 14/02. Equipment has been dispatched to NPA and quote requested for toilet works Met with CEQ rep and finalised shop fittings and equipment. Equipment ready to be shipped. Dependent on Seaswift capability CEQ has organised shipping with SeaSwift. No further updates Shelving has arrived, planning is underway with CEQ to put up shelving as per new floor plans. 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. Carpentry team are installing the new shelving. Delays have occurred due to sorry business, soft shop opening scheduled for November. Shelving has been installed, soft opening rescheduled for early December. Opening to resume once, Manager is back from leave.	CEQ-EMCRS	25.01.2023
Follow up compliance notice re scaffolding	07/11/2023 12/12/2023 10/01/2024	Compliance officer has advised, they did not serve the compliance notice as owner agreed to move the items. Will be moved by wet season. Previous compliance officer is assisting with the removal of these items to his yard. RSM contacted owner, he will action removal once back in community.	EMCRS	24.10.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	20/02/2024 06/03/2024 13/04/2024 22/05/2024 11/06/2024 17/07/2024 21/8/24 18/09/2024 18/10/2024 20/11/2024 11/12/2024	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 Provided to a/RSM New RSM has commenced work, task assigned to him to follow up. RSM is seeking compliance/legal advise from Present Law to assist with this task. RSM has engaged conversations with the owner. No further updates.		
Speed bumps in new Injinoo Subdivision & potentially Bowie St	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 12/09/2024 23/10/2024 20/11/2024 9/12/24	Works Manager & EMO to meet with Cr Nona in the new year to identify where the speed bumps are to be installed Meeting Scheduled for Wednesday 17 th December Meeting Held with Cr Nona. Blade mix has been ordered and speed bumps will be programmed to be installed after it arrives Blade mix has arrived. Will be programmed for late April / May Works manager has works scheduled for May Works Manager has been on leave will seek update Monday 27 th 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 Signs are being reordered Waiting cold mix bags and additional signs to arrive. Some materials have arrived. Signs Have been reordered Cold Mic Bags have arrived EMO ordered signs in November, awaiting delivery of signs (PO 174) Still awaiting delivery of signs, PO resent to Suppliers Townsville branch	EMO	21.11.2023
Road closures for illegal dumping	14/07/2024	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	EMO	18.06.2024

Action	Updated	Update	Person Responsible	Date of Meeting
	12/08/2024 12/09/2024 23/10/2024 20/11/2024 9/12/2024	be brought to council requesting the temporary closure of the roads off road reserve. Awaiting New Reg services manager to commence and provide list of roads As Above EMO to follow up with Reg Services EMO commenced discussions with existing Reg Services Manager. List to be provided to EMO Regulatory Services Manager has confirmed that he would still like to close a number of roads these are still to be identified as the Regulatory Services Manager has been on planned leave.		
Line marking at Injinoo Service Station due to driver confusion	12/08/2024 12/09/2024 23/10/2024 20/11/2024 11/12/2024	No action in August Still to be scheduled with Airport Staff Scheduled to be completed in the first week of December after the pre wet cleanup Airport staff were on leave during the first week of December, works are being rescheduled for during December.	EMO	23.07.2024
Disability access to Injinoo Hall	20/11/2024 10/12/2024	Scoping works with Rob D to see if it can be accommodated within existing budget or needs to be put forward as a project for 25-26 budget Scope of works carried out by Wendy and Rob D. Proposed moveable disability ramp same as Jardine Ferry Shop. Costings and pictures provided by Rob D. Works can begin Jan-2025.	EMBI	31.10.2024
Email through previous sewerage sampling information from 2016 if available	09/12/2024	An email has been sent to Cairns Laboratories to confirm if they still have copies of the last year of sampling and if so if they can be provided.	EMO	26.11.2024
Query regarding soil at Injinoo Health Centre development	09/12/2024	Spoil soil from the Injinoo Health Centre has been used by the Builder on other sites that they have in the NPA.	EMO	26.11.2024

Resolutions

Resolution	Updated	Update	Person Responsible	Date of Meeting
2025 Council and Trustee Meeting Dates	06/12/2024	Meeting dates published and meeting reminders created	CEO	26.11.2024
2025 Jardine River Ferry Fees	11/12/2024	C7 has been engaged to scope out advertising the new fees.	EMCFS, EMCRS	26.11.2024
Appointment of Independent Members of the Audit and Risk Meeting	11/12/2024	Complete	EMCFS	26.11.2024
Aged Care and Disability Support Program Meal Services	11/12/2024	Clients and families have been informed about upcoming changes in 2025.	EMCRS	26.11.2024
Report back from LTC Meeting	06/12/2024	No further actions required	CEO	26.11.2024
Update of Existing Council Policies	06/12/2024	Updated policies published	CEO	26.11.2024
Grant of Concession to Skytrans	11/12/2024	No action by the EMO during November	CEO, EMO	26.11.2024
Management Arrangements for Rumble in the Jungle	18/11/2024	EOI drafted to be published following community events	CEO	31.10.2024
DOGIT Transfer Process and options	23/10/2024 18/11/2024	Advice provided to DoR. Waiting on response Nil response. Expect it is waiting for Kylie to return in Jan 25	CEO	24.09.2024
Budget Amendment – Capital Budget Amendment – Injinoo Councillor Office	23/10/2024 10/12/2024	Works are still being progressed. Due to be completed soon. Works are still being progressed. Due to be completed soon.	EMBI EMBI	24.09.2024
Tender Assessment Report – Project Number QBFNQ0764	23/10/2024 13/11/2024 10/12/2024	Purchase orders raised awaiting approval. Hold up was waiting for QBuild to approve safety documents. HCB won't start works until SWMS are approved. NPARC WHS Officer Michael Madaley reviewed documents and waiting for HCB to review and progress. No further updates at this stage.	EMBI	24.09.2024
Capital Budget Amendment 122 Williams Crescent	24/09/2024 23/10/2024 20/11/2024 10/12/2024	Matter deferred to special meeting with further report to this meeting. Works have commenced Works are being progressed. Works are being progressed.	EMBI	27.08.2024

Title of Report: Review of Transport Related Engineering and Project Management Services

- Aurecon

Agenda Item: 8.1

Classification: For Decision

Author Executive Manager, Operations

Attachments Attachment A

Officers Recommendation:

That Council:

- 1. Endorse that Aurecon be Councils preferred supplier for Transport Related Engineering and Project Management Services for a further 12 months, with a review to be undertaken in November 2025.**
- 2. Authorise the Chief Executive Officer and Executive Manager Operations to notify Aurecon that they are to continue providing Transport Related Engineering and Project Management Services to the Northern Peninsula Area Regional Council.**

PURPOSE OF REPORT

Extend the appointment of Aurecon as Councils preferred supplier for Transport Related Engineering and Project Management Services for a further 12 months.

BACKGROUND AND CONTEXT

Aurecon was engaged to provide Transport Related Engineering and Project Management Services by Council Resolution (C12.3-14122022) during the Ordinary Council Meeting in December 2022 (Attachment A). A Request for Quote (RFQ) process through the Local Buy category covering Engineering Services had been undertaken prior to the report being taken to Council.

As the Transport Related Engineering and Project Management Services was set up to cover multiple project which individually can have for one project and projects can have a life span of between 3 to 5 years or greater. A time of engagement of 1-2 years with +1 +1 was not set. Instead, an annual review of the successful consulting firm was written into the tender. To enable Council to rerun the tender process if the consulting firm was not providing an appropriate level of service to Council or Project were not being delivered in an appropriate timeframe, a suitable standard or other reason that may arise.

To allow council to benefit from the single consultants managing projects from Concept to Completion, and periodically testing the market. Running this tender every 5 years could be considered appropriate, providing the current consulting firm continues to provide satisfactory results to Council.

If after a future tender another Consultancy firm was successful, there would need to be a period of 1 – 2 years, where the existing consultant finalises projects that they have commenced and a new consultancy firm takes on all new projects

Aurecon's Project Management Services under the above mentioned Tender was extended for 12 months by Council Resolution in the 2023 November Council Meeting.

Over the last 12 months since the last extension Aurecon has continued to successfully completing Transport related Engineering and Project Management Services for NPARC. Including reporting compliance as per grant conditions, design, tendering and managing the delivery of tendered works. To date Aurecon have not failed to deliver within agreed timeframes and works and designs are progressing well for those projects that they have been engaged to deliver on Councils behalf.

The Value of the projects that Aurecon was engaged to assist Council with during the 2023 Calendar year through this tender totalled \$1,388,958.00 (inc GST) a sample of projects are listed below:

- Trade services tender
- NP1 design & tender
- DRFA design, tendering & project management
- Ferry road design (\$552,340.00)
- Bamaga – Seisia cycleway design

The Value of the projects that Aurecon was engaged to assist Council with during the 2024 Calendar year through this tender totalled \$8,14,965.00 (inc GST) a sample of projects are listed below:

- Umagico – Bamaga Cycleway redesign
- NP1 Construction Project Management
- NP1 Inspector services
- Trade Services Tender
- Design Review NP2

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A



POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A

FINANCIAL AND RESOURCE CONSIDERATIONS

Majority if not all costs associated with the engagement of these consultancy services will be captured against capital / grant funded projects.

CONSULTATION

N/A

.

Title of Report: RFQ – NPARC Transport Infrastructure Engineering Project management Services

Agenda Item: 12.3

Classification: For Decision

Author: Executive Manager Operations

Attachments: Nil

Officers Recommendation:

That Council

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

PURPOSE OF REPORT

To appoint a preferred supplier for Transport Related Engineering and Project Management Services.

BACKGROUND AND CONTEXT

RECS has been providing Engineering and Project Management Services to Northern Peninsula Area Regional Council since 2015. As it has been seven years since RECs was engaged or re-endorsement was sought from Council for the engagement, it was determined that it was an appropriate time to review the engagement prior to the wet season.

As there is a Local Buy category which covers Engineering Services, it was decided to request quotes from seven Local Buy registered firms (small to large) from within the Cairns Region.

The Request for Quote (RFQ) was emailed to the seven consulting firms on Monday the 14th Of November and submissions were requested to be returned 11:00 am on Monday 5th of December.

Five submissions were received by the requested time or within minor extensions of time that were requested and approved. The following list identifies the consultants that were offered the opportunity to submit an offer and those that provided submissions back to NPARC.

- Aurecon
- OSE Group
- RECS
- RPS Group
- Sexton Engineering Services
- Erscon Consulting Engineers (did not submit)

- Trinity Engineering and Consulting (did not submit)

Submissions were assessed by a panel made up of Robert James, Shane Waller and Gus Yates against the following notified weighted criteria:

- Price 30%
- Demonstrated experience in delivering services in remote indigenous local government areas 30%
- Demonstrated understanding of works required 20%
- Capacity and resource availability 10%

The below figure 1 summarises the assessment scoring and ranking of the five submissions that were received.

TENDERER	Assessment Criteria					Ranking
	Value for Money Weighted 30%	Demonstrated experience in delivering services in remote indigenous local government areas 30%.	Demonstrated understanding of works required 20%	Capacity and Resource Availability 20%.	Total Weighted Score 100%	
REC's	15	21	10	10	56	4
Aurecon	15	24	16	18	73	1
RPS	15	23	16	17	71	2
Mark Sexton	17	15	10	6	48	5
OSE	12	22	17	15	66	3

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A.

POLICY CONSIDERATIONS

Council Procurement Policy, as the value of the works exceeds \$200,000.00 a tender was required. Local buy registered consultancy firms were

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

FINANCIAL AND RESOURCE CONSIDERATIONS

Majority if not all costs associated with the engagement of these consultancy services will be captured against capital / grant funded projects.



COUNCIL ORDINARY MEETING # 32
Agenda Item 12.3
Wednesday 14th December 2022
Cairns

CONSULTATION

Kate Gallaway	NPARC CEO
Rob James	NPARC Building and Construction Manager
Shane Waller	NPARC Project Manager
Audrey Dobell	Local Buy Staff
Pat McCormack	Local Buy staff

Title of Report: Batching plant sales rates review

Agenda Item: 8.2

Classification: For decision

Author Executive Manager, Operations

Attachments Tabled - Concrete supply unit rate calculation spreadsheets

Officers Recommendation:

That Council:

Note the report and endorse:

1. Adjust the charge per m³ of concrete for the 2025 calendar year to:
 - 32 MPA \$1,390.00 ex GST
 - 25MPA \$1,240.00 ex GST
 - 20 MPA \$1,235.00 ex GST
 - Block fill \$1,200.00 ex GST
 - K&C blend \$1,235.00 ex GST
 - Premix \$1,145.00 ex GST
2. Maintain the minimum order size of 3m³
3. Adjust the hourly onsite wait times to \$412.00 ex GST per after 30 minutes.
4. Maintain the local rate discount to be 20% off the set m³ rates.
 - Locals rate discount to not apply to commercial sales.

PURPOSE OF REPORT

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

BACKGROUND AND CONTEXT

Periodically rate reviews have been undertaken as supply charges increase or other factors impact on the cost of supplying concrete to contractors servicing the NPA communities. Upgrades to the plant have been completed in 2024 for the control of silica dust control in compliance with the new legislative requirement.

The Building and Infrastructure team including the batching plant manager, have undertaken rates review. The adjusted rates (2025) take into account the new equipment and upgrades undertaken in 2024 and the removal of hire charges for interim equipment utilised whilst the upgrade was completed.

Some prices proposed for the 2025 calendar year are slightly lower than the 2024 calendar year, as some equipment being hired have been off hired. Along with cost efficiencies being realised with the delivery of cement from the supplier in Townsville.

It is proposed that a 20% discount still be applied to purchases by Local residents for non-commercial uses.

For reference of Council, the 2024 rates were

Resolution

That Council:

Note the report and Endorse:

1. The increase in charge per m3 of concrete to
 - 32 MPA \$1,475.00 ex GST
 - 25MPA \$1,275.00 ex GST
 - 20 MPA \$1,260.00 ex GST
 - Block fill \$1,255.00 ex GST
 - K&C blend \$1,271.00 ex GST
2. Set a minimum order size to 3m3
3. The charging of hourly onsite wait times of \$385.00 ex GST per after 30 minutes
4. Set the local rate discount to be 20% off the set m3 rates.
 - Locals rate discount to not apply to commercial sales.

Moved: Cr Getawan

Vote: 6/0

Seconded: Cr Nona

Resolution: C12.4-19122023

CARRIED

Council has been able to improve efficiencies through the purchase of equipment and improving freight operations which has resulted in the price reduction.

CRITICAL DATES

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

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.



FINANCIAL AND RESOURCE CONSIDERATIONS

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

CONSULTATION

Keith Von Woerkom – NPARC Batching Plant Manager

Keas Blarrey – NPARC Acting Supervisor Batching Plant



ORDINARY COUNCIL MEETING # 9

Agenda Item 8.3

Tuesday, 17th December 2024

Cairns

Title of Report: Endorsement of Recommendations from Joint Leaders Forum

Agenda Item: 8.3

Classification: For noting

Author Chief Executive Officer

Attachments Recommendations and Outcomes from Torres Strait and NPA Joint Leaders Forum

Officers Recommendation:

That Council:

- Note the report
- Endorse the following recommendation from the Torres Strait and NPA Joint Leaders Forum
 - That the Joint Leaders Forum acknowledges the enormous contribution and legacy of Napau Pedro Stephen AM, retiring Chair of TSRA, longest serving Mayor of Torres Shire Council and one of the longest serving Mayors of Queensland local government. A warrior for the communities of the Torres Strait and Northern Peninsula region, his advocacy for regional autonomy and preservation of kinship and culture has been unwavering. Courageous, persistent and visionary, the Leaders have determined that to mark Napau Pedro Stephen's lifelong leadership of Aboriginal and Torres Strait Islander peoples, a leadership scholarship in his name is supported and each member of the Joint Leaders Forum will ensure support from their councils and entities for this initiative. The Joint Leaders forum places on the public record our enduring appreciation for his lifelong service and for his visionary leadership.
- Endorse the following amended recommendations from the Torres Strait and NPA Joint Leaders Forum
 - That the Joint Leaders Forum support an Independent Audit and Analysis of Government and Government Funded Services Delivered to the Torres Strait and NPA Region and a separate Independent Audit and Analysis of Government and Government Funded Services Delivered to the NPA Region
 - That the Joint Leaders Forum endorse to establish an annual Torres Strait & NPA Regional Conference/Summit coinciding with the Regional Report Card on 23rd August each year, held in the Region over four days, with the location rotating between the three local government areas being held in the NPA every three years, with the first day distilling the Report Card and subsequent days determining action over relevant sector reports, jointly funded by State and Federal governments with funding to include support for 3-4 people from each individual community to attend. The fourth day to be the community day to engage, inform and keep the community (people) we serve updated on the progress.
 - That the Joint Leaders Forum Formalise Top 12 Regional Priorities (short-term 6months) to present to the new Crisafulli Government and Opposition Leader.
- Does not endorse the following recommendation from the Torres Strait and NPA Joint Leaders Forum until further consultation and workshop is undertaken within the NPA Region
 - Regional Autonomy Reform Committee will consist of 3 x LG's and TSRA under the TSRA Board to drive the Regional Autonomy agenda.

PURPOSE OF REPORT

Provide the necessary details for the endorsement of the Recommendations and Outcomes from Torres Strait and NPA Joint Leaders Forum.

BACKGROUND AND CONTEXT

On 4th and 5th November, Council participated in the Joint Leaders Forum in Cairns with Torres Shire Council, Torres Strait Island Regional Council and Torres Strait Regional Authority.

Following the meeting, the attached recommendations were disseminated to Councils for their endorsement. Some feedback was provided from Councillors and further discussions were held at the Council Workshop held on 3rd December 2024.

The following feedback was captured

Recommendation One

NPARC largely agreed to the recommendation but requests that recommendation be amended to specify that the Independent Audit and Analysis is undertaken both for the region and separately for the NPA communities.

Recommendation Two

NPARC largely agreed to the recommendation but requests that the recommendation is amended to include

- Funding provided for 3-4 people from each individual community to attend the summit each year
- The summit is rotated between the Local Government Areas; being held in the NPA every 3 years

Recommendation Three

NPARC had some hesitations with this recommendation. While they agreed with the fundamental principle of the recommendation, there are concerns about the process that will be followed to determine these 4 priorities given the previous challenges with establishing the 15 point plan for the 2022 Masig Statement Meeting. NPARC request that the number of priorities is increased so each council has the opportunity to provide 4 recommendations.

Recommendation Four

NPARC agreed with this recommendation.

Recommendation Five

NPARC is unable to provide support for this recommendation until there is workshops and consultation with communities of the NPA to provide the mandate for the Regional Autonomy Reform Committee and the necessary work has been taken to enact the provisions of the MOU between TSRA and NPARC for the inclusion of New Mapoon and Umagico Communities.

CRITICAL DATES

NA

OTHER OPTIONS CONSIDERED

NA



LEGAL AND LEGISLATION CONSIDERATIONS

Local Government Act and Regulations

POLICY CONSIDERATIONS

NA

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

NA

FINANCIAL AND RESOURCE CONSIDERATIONS

NA

CONSULTATION

NA

Title of Report: In Principle Support of the Regional Autonomy 18 Month Plan

Agenda Item: 8.4

Classification: For noting

Author Chief Executive Officer

Attachments Regional Autonomy 18 Month Plan

Officers Recommendation:

That Council:

- Note the report
- Does not provide in-principle support of the Regional Autonomy 18 Month Plan at this time
- Request the 3 Local Government Mayors and TSRA Chair further workshop the proposed plan to include community workshop and consultation

PURPOSE OF REPORT

Provide the necessary details for the in-principle support of the Regional Autonomy 18 Month Plan.

BACKGROUND AND CONTEXT

On 4th and 5th November, Council participated in the Joint Leaders Forum in Cairns with Torres Shire Council, Torres Strait Island Regional Council and Torres Strait Regional Authority.

At this meeting, the proposed 18 month Action Plan was tabled for the 'One Boat' Regional Governance. Discussions were held at the Council Workshop held on 4th December 2024 to discuss the proposed plan further.

Northern Peninsula Area Regional Council recognises the strong work of past leaders through the following foundational documents for the One Boat Regional Autonomy project including Torres Strait Islanders: A New Deal 1997, Bamaga Accord, Home Rule Lagual Oroaire, Leaders Forum - 6 May 2014 and TSRA Transition Plan 2018

At the council workshop, the following feedback was captured

- Community engagement / consultation – it was noted that there is no actions within the plan for deep community engagement. NPARC highlighted the strong need for community workshops to ensure community and councillors clearly understood the proposed One Board Regional Autonomy Model. It was also raised the strong need to capture community consent to provide a mandate of support to State and Federal Government
- Governance Arrangements – it is noted that the Regional Government Reform Committee will be a sub-committee of TSRA. Concerns were raised that further work is needed between TSRA and NPARC to realise the aspirations of Umagico and New Mapoon communities to become members and ensure equal representation as the overarching governance body

- Timings – concerns were raised with the proposed timelines given the strong likelihood of Federal Government Election in the new year. NPARC discussed that this time may be better spent investing in deeper community engagement to support future actions under the 18 month action plan

CRITICAL DATES

NA

OTHER OPTIONS CONSIDERED

NA

LEGAL AND LEGISLATION CONSIDERATIONS

NA

POLICY CONSIDERATIONS

NA

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

NA

FINANCIAL AND RESOURCE CONSIDERATIONS

NA

CONSULTATION

NA

Title of Report: 2025 Community Engagement Strategy

Agenda Item: 8.5

Classification: For noting

Author: Chief Executive Officer

Attachments: Nil

Officers Recommendation:

That Council:

- Note the report
- Trial the 2025 Community Engagement Calendar
- Request a report to the 2025 May Council Meeting on outcomes

PURPOSE OF REPORT

Provide further details on the 2025 Community Engagement Strategy.

BACKGROUND AND CONTEXT

In late 2024, NPARC held Community Meetings. Unfortunately Council was unable to hold a community meeting in New Mapoon due to subsequent sorry business in community and the community meeting was cancelled in Injinoo due to poor attendance.

Following the meetings, Mayor Poipoi requested Council discuss the success of these community meetings and discuss options moving forward. Discussions were held at the Council Workshop held on 4th December 2024.

Specifically, concerns were raised on the time, number and locations for the community meetings to maximise attendance. At the workshop, robust discussions were held that there may be additional opportunities to engage with stakeholders to improve attendance at the community meetings and ensure community obtains information that it is seeking. Below is a summary of feedback given

- Good attendance at all staff meeting, noting that our staff are an important part of community
- Benefits of town hall meetings and providing prompts for community to ask questions
- Opportunities to engage with other stakeholders such as NPAFACS, Education and Health to request time at staff meetings to provide updates & information
- Opportunities to engage with community meetings such as women group or church groups to link events together
- Looking at hosting events in collaboration with other stakeholders such as a Family Fun Day to provide council workshop
- Holding community gatherings in community at places where people congregate
- Improving and increasing information available in Newsletter & on social media



Following this feedback, CEO has drafted an engagement calendar for the next 6 months with a range of activities. It is noted some of these may need to be adjusted due to other travel but includes the following kinds of engagement

- Quarterly all staff meeting with NPARC staff (day time, 2 hr session, full council + executive)
- Monthly town hall meetings with community rotating between communities (late afternoon / night, 2 hr session, full council + executive)
- Monthly meet and greet rotating between communities (mid-morning or afternoon at community gathering places, Mayor, Divisional Councillor + CEO)
- Engagement with staff at other workplaces of stakeholders (30min-1hr at a staff meeting, Mayor + CEO)
- Easter Family Fun Day
- Quarterly Business Breakfast (1-2hrs breakfast with local businesses, full council + executive)

It would be anticipated we review the monthly activities at Council Workshop for learnings to feed into future meetings, with a further report provided to the May Council Meeting on attendance, any feedback and outcomes to inform planning for the second half of next year.

CRITICAL DATES

NA

OTHER OPTIONS CONSIDERED

Council can choose a different engagement strategy

LEGAL AND LEGISLATION CONSIDERATIONS

NA

POLICY CONSIDERATIONS

NA

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

NA

FINANCIAL AND RESOURCE CONSIDERATIONS

NA

CONSULTATION

NA

2025 Calendar

Date	January	February	March	April	May	June
1	Wednesday	Saturday	Saturday	Tuesday Town Hall Meeting - Bamaga	Thursday	Sunday
2	Thursday	Sunday	Sunday	Wednesday	Friday	Monday
3	Friday	Monday	Monday	Thursday	Saturday	Tuesday
4	Saturday	Tuesday Town Hall Meeting - Seisia	Tuesday Town Hall Meeting - New	Friday	Sunday	Tuesday Town Hall Meeting - Injinoo
5	Sunday	Wednesday	Wednesday	Saturday	Monday	Thursday
6	Monday	Thursday	Thursday	Sunday	Tuesday Town Hall Meeting - Umagico	Friday
7	Tuesday	Friday	Friday	Monday	Wednesday	Saturday
8	Wednesday	Saturday	Saturday	Tuesday	Thursday	Sunday
9	Thursday	Sunday	Sunday	Wednesday Meet & Greet -- IBIS	Friday	Monday
10	Friday	Monday	Monday	Thursday	Saturday	Tuesday
11	Saturday	Tuesday	Tuesday	Friday	Sunday	Wednesday Meet & Greet -- Seisia Wharf
12	Sunday	Wednesday Meet & Greet -- Injinoo Bus	Wednesday Meet & Greet -- Alau Shop	Saturday	Monday	Thursday
13	Monday	Thursday	Thursday	Sunday	Tuesday	Friday
14	Tuesday All staff meeting	Friday	Friday	Monday	Wednesday Meet & Greet -- NM Bus Stop	Saturday
15	Wednesday	Saturday	Saturday	Tuesday All staff meeting	Thursday	Sunday
16	Thursday	Sunday	Sunday	Wednesday	Friday	Monday
17	Friday	Monday	Monday	Thursday Easter Family Fun Day	Saturday	Tuesday
18	Saturday	Tuesday	Tuesday	Friday	Sunday	Wednesday
19	Sunday	Wednesday	Wednesday	Saturday	Monday	Thursday Stakeholder Staff Engagement
20	Monday	Thursday Stakeholder Staff Engagement	Thursday Stakeholder Staff Engagement	Sunday	Tuesday	Friday
21	Tuesday	Friday	Friday	Monday	Wednesday	Saturday
22	Wednesday	Saturday	Saturday	Tuesday	Thursday Stakeholder Staff Engagement	Sunday
23	Thursday	Sunday	Sunday	Wednesday	Friday	Monday
24	Friday	Monday	Monday	Thursday	Saturday	Tuesday
25	Saturday	Tuesday	Tuesday	Friday	Sunday	Wednesday
26	Sunday	Wednesday	Wednesday	Saturday	Monday	Thursday
27	Monday	Thursday Business Breakfast	Thursday	Sunday	Tuesday	Friday
28	Tuesday	Friday	Friday	Monday	Wednesday	Saturday
29	Wednesday		Saturday	Tuesday	Thursday Business Breakfast	Sunday
30	Thursday		Sunday	Wednesday	Friday	Monday
31	Friday		Monday		Saturday	

Council Meeting	Preplanned Travel	Councillor - pre commitment	Community Engagement	Weekend / Holiday
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Title of Report: Review of NPARC Divestment Policy

Agenda Item: 8.6

Classification: For noting

Author Chief Executive Officer

Attachments GP003 Enterprise Divestment Policy

Officers Recommendation:

That Council:

- Note the report
- Request further review of the NPARC Enterprise Divestment Policy at the January 2025 Workshop
- In the interim, request the CEO and Executive Manager Corporate and Finance Services prepare an initial list of current assets, services and enterprises

PURPOSE OF REPORT

Provide further details to support the review of the NPARC Divestment Policy.

BACKGROUND AND CONTEXT

In 2011, NPARC adopted the Enterprise Divestment Policy as attached to this report. It has not been reviewed since this date. Under the 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 it was identified that Council would like to provide additional opportunities of divestment to community enterprises. The first action of this was to scope potential opportunities for divestment and set agreed criteria with council.

Since Amalgamation, NPARC has been progressing 2 large divestments to Seisia Community Torres Strait Islander Corporation and Bamaga Enterprises Limited. It is noted that neither divestment is finalised with both awaiting native title consent.

As this is a very old policy, it is difficult to show changes on the PDF, however, the first comment from Council Officers is that the provisions of the Act and Legislative Framework does need to be updated following subsequent reviews of the act. Currently, provisions regarding the disposal of valuable non-current assets under the default contracting arrangements is contained within the Local Government Regulations.

Under the regulations, a local government can not enter into a valuable non-current asset contract unless it first invites written tenders for the contract or offers the non-current asset for sale by auction. Exceptions for this requirements are available if the valuable non-current asset is disposed of to a government agency; or a community organisation; or if under s236(2)

(2) An exception mentioned in subsection (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by

resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.

This may provide an option to Council if it is seeking to divest of assets to community entities or persons who are not community organisations, but further legal advice should be sought prior to disposal processes being commenced. Regardless consideration will need to be given to the Sound Contracting principles under the act

- Open and effective competition
- Value for money
- Enhancement of the Capabilities of Local Business and Industry
- Environmental protection
- Ethical behaviour and fair dealing

There is already criteria set under the policy being

- Impact on financial position including
 - Lost revenue
 - Cumulative impact of divestment on NPARC
- Whether it is a viable stand alone entity considering
 - Gross revenue
 - In-kind support provided by NPARC
 - Current and future regulatory regime
- Existing operating structure of the enterprise

This criteria is still relevant, however it may be prudent to add additional criteria relating to the historical connection of entity to the enterprise, any native title extinguishment and common law holder consent.

Enterprises conducted, as defined in the policy, include

- Retail stores
 - Umagico Supermarket
 - Bamaga Stores
- Licenced premises
 - Nil
- Accommodation Facilities
 - Umagico Contractors Camp
- Postal / bank agencies
 - Nil (divested in 2022)
- Tourism ventures
 - Umagico campground
- Barge / Ferry services
 - Jardine Ferry
- Service Stations
 - Injinoo Service Station
- Mechanical Workshops
 - Bamaga Workshop

It may be beneficial to broaden the policy to also include divestment of community assets such as social housing, buildings etc. Also to include services operated by the Council such as Bamaga Pool or the gym.

As above, there needs to be a proper financial analysis needs to be completed by a CPA or CA of each enterprise to determine the full financial position and ensure that community organisations are not set up to fail through the divestment processes.

There are also multiple options. While council can undertake divestment through leases such as the Bamaga and Seisia examples, it is also possible to undertake divestment in other ways such as the Australia Post contract or the management arrangements at Umagico Campgrounds.

As a first step, it is important for Council to identify how it wants to define divestment and whether to continue to limit the policy to enterprises or expand further to includes assets and services; as well as if it wishes to expand the criteria of assessment.

Secondly, Council needs to undertake a preliminary review of all assets to prioritise but also assess the feasibility of divestment e.g.

1 = Clearest Path	2 = Minimal Obstacles	3 = Some Obstacles to be resolved	4 = Many Obstacles to be resolved	5 = Unable to Proceed
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This process may also include identifying if there would be a suitable entity or person for divestment and if they have interest in pursuing this process.

From here, Council needs to review this preliminary assessment and prioritise to commence the process of detailed review of each identified enterprises, asset and service. Decision for divestment needs to be undertaken on a case-by-case basis as identified earlier.

CRITICAL DATES

NA

OTHER OPTIONS CONSIDERED

No further action could be taken in this matter

LEGAL AND LEGISLATION CONSIDERATIONS

Local Government Act / Regulations

POLICY CONSIDERATIONS

NPARC Enterprise Divestment Policy

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

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

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



ORDINARY COUNCIL MEETING # 9

Agenda Item 8.6

Tuesday, 17th December 2024


Cairns

FINANCIAL AND RESOURCE CONSIDERATIONS

As detailed in this report

CONSULTATION

NA

	<p>Corporate Policy</p> <p>General Policy</p> <p>POLICY NUMBER: GP/003</p>
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Enterprise Divestment Policy

References:

Local Government Act 1993 (Qld);
 Local Government (Areas) Regulation 2008;
 Local Government Finance Standards 2005;
 Local Government (Community Government) Finance Standards 2004;
 Guide for Aboriginal Shires and Island Councils considering Divestment of Enterprises –
 Department of Local Government, Sport and Recreation;
 City of Marion – “Acquisition and Disposal of Land Assets Policy” dated 27 November
 2007;
 City of Salisbury - Disposal of Assets other than Land Policy dated December 2003
 Umagico Aboriginal Shire Council – Report on Divestment of Enterprise Assets

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Introduction

The Northern Peninsula Area Regional Council (“NPARC”) is the local government for the Northern Peninsula Area (“NPA”). The NPA is situated at the tip of Cape York Peninsula in Far North Queensland.

The NPARC seeks to establish clear, open and transparent procedures for considering whether to divest itself of enterprises engaged in by the NPARC or to continue engaging in a particular enterprise.

A decision to divest an enterprise is to be taken within the context of State legislation, appropriate Finance Standards and best practice principles. A decision must be supported by appropriate documentation and where appropriate independent legal and business advice.

Policy Objectives

The objectives of this policy is to ensure that:-

- (a) the NPARC has open and accountable processes to consider the disposal of enterprises;
- (b) the NPARC complies with its obligation under the Local Government Act 1993 and the Local Government (Community Government) Finance Standards 2004;
- (c) the community clearly understands the NPARC processes for considering and deciding whether an enterprise should be divested and the methodology for divesting an enterprise;
- (d) the disposal method adopted by the NPARC meets all legal requirements.

General Policy

The Disposal of enterprises by the NPARC must have regard to the principles contained in this Policy.

Generally the LGA requires that an enterprise be disposed of by auction or by inviting tenders (section 491 LGA).

Compliance with this requirement may be exempted in limited circumstances set out in the LGA (section 492 LGA). These exemptions are where the disposal is to the:

- (a) The State;
- (b) A government entity; or
- (c) A local government owned corporation; or
- (d) Another local government;
- (e) A community organization (def’n of “community organization”);
- (f) Another Australian government an entity of another Australian government or a local government of another State or a Territory.

Council may also apply to the Minister for an exemption from the requirements of the LGA in appropriate circumstances (see below).

Principles

The following principles must be taken into account in any decision taken by the NPARC to divest an enterprise.

- (a) Open and Effective competition;
- (b) Value for money;
- (c) Encouragement of the development of competitive local business and industry;
- (d) Environmental protection;
- (e) Ethical behaviour and fair dealing.

The NPARC will also consider the principles set out in any disposal plan. The Disposal Plan states:

- (a) the objectives of the disposal;
- (b) how the objectives are to be achieved; and
- (c) how achievement of the objectives will be measured;
- (d) any alternative ways of achieving the objectives and why the alternatives were not adopted;
- (e) proposed contractual arrangements for the disposal
- (f) a risk analysis of the market in which the disposal is to take place.

Deciding whether to divest an Enterprise

Any decision to divest an enterprise should be made with a complete understanding of the implications for the NPARC both direct and indirect.

The divestment of an enterprise may be for the entire enterprise or may be for only part of the enterprise. The NPARC may grant a third party a license to operate the enterprise for an agreed time subject to conditions.

What impact will the divestment have on the NPARC overall financial position? How will lost revenue be replaced by the NPARC? Where the NPARC is aware that a number of enterprises are to be divested what is the cumulative impact of the divestment on the NPARC.

Whether the entity is a viable, stand alone entity taking into account competition principles and full cost pricing. A financial analysis of the enterprise should be completed by a CPA or CA. The analysis should identify amongst other things gross revenue, the impact of loans and loan repayments, in-kind support provided by NPARC; current and future regulatory regime on the impact on the enterprise.

What is the existing operating structure of the enterprise? Are there any impediments

to transfer of the structure or components of the structure to a third party?

Application to Minister

The Council may by resolution resolve to apply to the Minister for an exemption from the LGA.

An application to the Minister for exemption from section 491 of the LGA shall comply with Local Government Bulletin “Applications to the Minister under s492(1)(c) of the LGA”

Legislative Background (incomplete)

The NPARC is an amalgamation of 5 Aboriginal and Island Community Councils established under the *Aboriginal and Torres Strait Islander Communities (Justice, Land and other Matters) Act 1984 (Qld)*.

The five (5) Aboriginal and Island Councils were:-

- (a) Umagico Aboriginal Council;
- (b) Bamaga Island Council;
- (c) Seisia Island Council;
- (d) New Mapoon Aboriginal Council; and
- (e) Injinoo Aboriginal Council

Community Councils became local governments on 1 January 2005 under the *Local Government (Community Government Areas) Act 2004 (Qld)*.

The Aboriginal and Island Councils were amalgamated into the NPARC on 8 March 2008 under the *Local Government Reform Implementation Act 2007*.

The merging local governments prior to amalgamation had operated enterprises either directly or through related entities. The enterprises conducted in the NPA included:-

- (a) retail stores;
- (b) licensed premises;
- (c) accommodation facilities;
- (d) postal /bank agencies;
- (e) tourism ventures;
- (f) barge/Ferry services;
- (g) service stations and
- (h) mechanical workshops.

All assets of a merging local government became assets of the new local government under the *Local Government Reform Implementations Regulation 2008*.

Historically, there are many reasons why the NPARC may have become responsible for the operation of a particular enterprise. These reasons include:-

- (a) The NPARC or its predecessors position having capacity and resources to operate the enterprise;
- (b) Profitability and a source of revenue to the NPARC;
- (c) Operating the enterprise as a Community service obligations;
- (d) Providing an essential community service;
- (e) The enterprises ability to create employment and training opportunities.

Indigenous Regional Council do not have an express power to engage in or help an enterprise even if the enterprise is directed at benefiting and can reasonably be expected to benefit the area or part of the area. (section 501 LGA).

Consider State Guide which says under LGA and Community Services (Torres Strait) Act 1984 there is a basis for Councils to engage in enterprise activities

There is no requirement under legislation which compels the NPARC to own and operate an enterprise activity.

The NPARC operates under the Local Government Act 1993 (Qld) ("LGA"). The LGA contains requirements for the disposal of assets.

The purpose of the requirements is to ensure that a local government takes a strategic approach to designated disposal activities. The terms "disposal" and "assets" are defined in the LGA.

Definitions

"Asset" means

"Divestment" means the process of the NPARC removing itself from control or ownership of the particular enterprise;

"Enterprise" includes any business, activity and activity;

Documentation

Any divestment of an enterprise will be subject to an audit by the Auditor General. It is critical that the NPARC can prove compliance with relevant legislation by ensuring that adequate documentation is maintained of all considerations relating to the divestment, including risk and financial analysis and key decisions made.

Signed as NPARC Policy, date 2011

Stuart Duncan
Chief Executive Officer

Title of Report: Report into 2025 Jardine River Fees – applications to vehicles with multiple crossings

Agenda Item: 8.7

Classification: For Decision

Author: Executive Manager, Community and Regulatory Services

Attachments: Nil

Officers Recommendation:

That Council:

1. Note the report; and
2. Confirm the application of a single other vehicles > 10 tonne charge to vehicles with multiple crossings

PURPOSE OF REPORT

This report seeks confirmation from the Council regarding the fee structure for road trains using the Jardine River ferry. Specifically, whether fees should be charged per trailer of a road train or as a single fee for the entire road train. The ferry has traditionally charged multiple loads per road train, which supports the high maintenance costs associated with the ferry service.

BACKGROUND AND CONTEXT

The Jardine River Ferry Crossing is the main gateway for those travelling to the Northern Peninsular Area. The Council operates the ferry service on the river in agreement with the Apudthama Land Trust. The Ferry fees are an important revenue source for the Council and the Trust which receives a percentage of the revenue collected.

Revenue from fees in the FY year 2024 were \$1.9mil, an increase from \$1.7mil in the FY 2023. Costs have been controlled, with the unaudited position a profit of \$771k. Further improvement of the business at the Ferry will aim to appropriately capture costs for documentation and to improve the ability of Council to correctly identify operational costs.

The Jardine River ferry service plays a critical role in enabling transport and logistics across the region. Due to the remote location and the heavy wear and tear experienced by the ferry infrastructure, maintaining steady revenue is essential for ongoing operations and maintenance. Historically, the ferry service has charged fees based on the number of trailers in a road train rather than a single fee for the entire road train. This approach has ensured that the costs of maintenance are fairly distributed among users based on the level of strain their vehicles impose on the ferry.

The ferry service supports a wide range of vehicles, including private cars, motorbikes, commercial vehicles, and large road trains. The revenue generated from these fees is critical for covering operational expenses, including staff wages, fuel, and regular maintenance. With increasing vehicle

traffic and higher maintenance costs, the fee structure must balance affordability for users and sustainability for the service.

At the November Council Meeting, Council adopted the new 2025 Jardine Ferry Fees as follows.

		Additional Increase
Pedestrians	Entry	FREE
Bicycles	Entry	\$ 40
Motor bikes	Entry	\$ 80
Single Vehicles - cars	Entry	\$ 160
Vehicles with Trailer/Van	Entry	\$ 250
O'size Vehicle with Van	Entry	\$ 275
Tour Bus 10 tonne or less	Entry	\$ 300
Tour Bus > 10 tonne	Entry	\$ 400
Other vehicles 10 tonne or less	Entry	\$ 300
Other vehicles > 10 tonne	Entry	\$ 400
NPA residents – Car only	Entry	\$ 10
NPA Residents Motor Bikes	Entry	\$ 5
		TOTAL

It should be noted that this change was simply a change in costs, not the method of application. At the November Meeting, there was a query raised for vehicles with trailers such as freight trains and the application of this fee. It has since transpired that these vehicles were previously charged the Other vehicle > 10 tonne fee for the entire vehicle, not individual charges for each crossing. As a 3 trailer freighter crosses 5 times northbound, this would see a relevant increase in fees from \$400 to \$2000 per trip. As these increased costs would be charged to consumers, the matter has been returned to Council for clarification of the application of method for these vehicle types.

CRITICAL DATES

N/A

OTHER OPTIONS CONSIDERED

N/A

LEGAL AND LEGISLATION CONSIDERATIONS

The legislative requirements for Fees and Charges are set out in S97 of the Local Government Act 2009.

There are no legislative restrictions on the amendment of Council Fees and Charges provided they are adopted by the Council.



POLICY CONSIDERATIONS

Revenue policy (FIN-005) 2022

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Northern Peninsular Area Regional Council Corporate Plan 2022-2026 Operational Plan item you are reporting against.

FOCUS AREA ONE:

STRONG GOVERNANCE – INNOVATIVE, EFFICIENT AND SUSTAINABLE

Key Objectives:

- We can demonstrate a pathway to financial sustainability
 - Improve Asset Management Capability
 - Improve repairs, maintenance and renewal against all aged asset classes
 - Increase available own-source revenue streams

FOCUS AREA THREE:

STRONG ECONOMY - AN ECONOMICALLY VIBRANT AND GROWING COMMUNITY

Key Objectives

- We support and facilitate Indigenous and local employment and business opportunities.
 - Review and improve profitability of existing Council Enterprises

FINANCIAL AND RESOURCE CONSIDERATIONS

The recommended increase is expected to provide the ability to have a positive impact in both increased revenue and further recover operational costs.

CONSULTATION

N/A

Title of Report: Presentation of Torres and Cape Indigenous Council Alliance Financials

Agenda Item: 8.8

Classification: For noting

Author Mayor

**Attachments Audited Financials
Management Letter**

Officers Recommendation:

That Council:

- Note the audited financial statements of Torres and Cape Indigenous Council Alliance

PURPOSE OF REPORT

Provide the audited financial statements of Torres and Cape Indigenous Council Alliance for noting.

BACKGROUND AND CONTEXT

Torres and Cape Indigenous Council Alliance (TCICA) is a controlled entity under the Local Government Act being an entity subject to control of one or more local governments. Section 213B of the Local Government Regulation 2012 requires that

- the local government must obtain a copy of the audited financial statements of the controlled entity.
- the mayor must present the copy of the audited financial statements at the next ordinary meeting of the local government.
- within 14 days after the copy of the audited financial statements is presented at the meeting, the copy, or a link to the copy, is published on the local government's website.

The AGM of TCICA was held on the 05/12 and the financials were adopted by the members. Concerns regarding solvency and the negative equity position were discussed at the AGM. The management letter was issued late and received on 13/12/2024. There were two issues raised relating to revenue recognition and going concern, which were also discussed at the AGM.

The financials are attached to this report for presentation to the Council.

CRITICAL DATES

NA

OTHER OPTIONS CONSIDERED

NA



LEGAL AND LEGISLATION CONSIDERATIONS

Local Government Act and Regulations

POLICY CONSIDERATIONS

NA

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

NA

FINANCIAL AND RESOURCE CONSIDERATIONS

NA

CONSULTATION

NA

Annual Report

Torres Cape Indigenous Council Alliance (TCICA) Inc
ABN 34 409 793 644

For the year ended 30 June 2024

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Committee's report

Torres Cape Indigenous Council Alliance (TCICA) Inc For the year ended 30 June 2024

Committee's Report

Your committee members submit the financial report of Torres Cape Indigenous Council Alliance (TCICA) Inc (the association) for the financial year ended 30 June 2024.

Committee Members

The names of committee members throughout the year and at the date of this report are:

Executive Committee Members

Territa Dick (Chair)
Bruce Gibson (Deputy Chair)
Jaime Gane (Secretary/Treasurer)

Committee Members

Aurukun Shire Council
Cook Shire Council
Doomadgee Aboriginal Shire Council
Hope Vale Aboriginal Council
Kowanyama Aboriginal Shire Council
Lockhart River Aboriginal Shire Council
Mapoon Aboriginal Shire Council
Mornington Shire Council
Napranum Aboriginal Shire Council
Northern Peninsula Area Regional Council
Pormpuraaw Aboriginal Shire Council
Torres Shire Council
Torres Strait Island Regional Council
Weipa Town Authority
Wujal Wujal Aboriginal Shire Council
Yarrabah Aboriginal Shire Council

Principal Activities

The principal activities of the Association during the financial year were:

To foster cooperation and resource sharing between Member Councils in the Torres Strait, Cape York and Gulf region and advocate on agreed regional positions and priorities.

Going Concern

This financial report has been prepared on a going concern basis which contemplates continuity of normal business activities and the realisation of assets and settlement of liabilities in the ordinary course of business. The ability of the Association to continue to operate as a going concern is dependent upon the ability of the Association to generate sufficient cashflows from operations to meet its liabilities. The committee members of the Association believe that the going concern assumption is appropriate.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The surplus after providing for income tax for the 2024 financial year amounted to \$49,029 (2023: deficit \$131,464).

Signed in accordance with a resolution of the Members of the Committee on:



Territa Dick (Chair)

Date 26/ 11 / 24

Statement of profit or loss and other comprehensive income

Torres Cape Indigenous Council Alliance (TCICA) Inc For the year ended 30 June 2024

	NOTES	2024	2023
Income			
Operating Grants	2	228,124	163,243
Membership Fees		160,000	150,000
Total Income		388,124	313,243
Other Income			
Interest Income		31	26
Total Other Income		31	26
Expenditure			
Accounting Fees		5,571	4,000
Advertising Expenses		-	2,104
Audit Fees	3	8,755	8,066
Bank Fees		288	248
Bookkeeping Fees		1,483	220
Conferences and Seminars		-	1,582
Consulting Fees		2,750	13,300
Depreciation		178	342
Entertainment		-	1,091
Freight & Courier		107	291
General Expenses		472	5,058
Insurances		4,522	4,583
Meeting Expenses		14,670	28,224
Office Expenses		-	1,328
Stationery & Office Expenses		1,465	4,959
QRA Regional Disaster Dashboard		-	8,057
QRA Regional Resilience Project		154,765	40,105
RAB Consultants & Project Costs		31,646	40,642
Rent		5,300	5,100
Repairs and Maintenance		-	70
Subscriptions		2,466	657
Superannuation		22,317	27,503
Telephone & Internet		964	1,821
Travel and Accommodation		4,629	25,537
Wages & Salaries		173,813	219,321
Website Hosting		1,023	524
Total Expenditure		437,184	444,732

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

	NOTES	2024	2023
Surplus before income tax expense		(49,029)	(131,464)
Surplus after income tax expense for the year attributable to the members		(49,029)	(131,464)
Total comprehensive income for the year attributable to the members		(49,029)	(131,464)

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

Statement of financial position

Torres Cape Indigenous Council Alliance (TCICA) Inc As at 30 June 2024

	NOTES	30 JUNE 2024	30 JUNE 2023
Assets			
Current Assets			
Cash and Cash Equivalents	4	374,268	225,442
Trade and Other Receivables	5	259,535	-
Total Current Assets		633,803	225,442
Non-Current Assets			
Property, Plant and Equipment	6	221	400
Total Non-Current Assets		221	400
Total Assets		634,024	225,842
Liabilities			
Current Liabilities			
Trade and Other Payables	7	639,909	182,698
Total Current Liabilities		639,909	182,698
Total Liabilities		639,909	182,698
Net Assets		(5,885)	43,144
Member's Funds			
Retained Earnings		(5,885)	43,144
Total Member's Funds		(5,885)	43,144

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

Statement of changes in equity

Torres Cape Indigenous Council Alliance (TCICA) Inc For the year ended 30 June 2024

	2024	2023
Equity		
Opening Balance	43,144	174,607
Decreases		
Deficit for the Period	49,029	131,464
Total Decreases	49,029	131,464
Total Equity	(5,885)	43,144

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

Statement of cash flows

Torres Cape Indigenous Council Alliance (TCICA) Inc For the year ended 30 June 2024

	2024	2023
Operating Activities		
Cash receipts from other operating activities	509,767	454,304
Cash payments from other operating activities	(360,941)	(451,005)
Net Cash Flows from Operating Activities	148,826	3,299
Net Cash Flows	148,826	3,299
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	225,442	222,143
Net change in cash for period	148,826	3,299
Cash and cash equivalents at end of period	374,268	225,442

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

Notes to the financial statements

Torres Cape Indigenous Council Alliance (TCICA) Inc For the year ended 30 June 2024

1. Material accounting policy information

The accounting policies that are material to the association are set out below. The accounting policies adopted are consistent with those of the previous financial year, unless otherwise stated.

In addition, the association adopted *AASB 2021-2 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates* from 1 July 2023. The amendments require the disclosure of 'material', rather than 'significant', accounting policies. Although the amendments did not result in any changes to the accounting policies themselves, they impacted the accounting policy information disclosed in Note 1j in certain instances (see 'new and amended standards adopted' for further information).

Statement of Compliance

The financial report has been prepared in accordance with *Associations Incorporation Act 1981 (Qld)* and the basis of recognition and measurement specified by all Australian Accounting Standards and Interpretations.

Basis of Preparation

The financial statements have been prepared on an accrual basis and are based on historical costs. They do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

a) Income Tax

The Association has self assessed as being exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

b) Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated on a straight-line basis over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised on a straight-line basis over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable assets are as follows:

Class of Fixed Assets	Depreciation Rate
Leasehold improvement	2.5%
Plant and equipment	20% to 30%

These notes should be read in conjunction with the attached audit report.

c) Impairment of Assets

At the end of each reporting period, the committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

d) Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

e) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks and other short-term highly liquid investments with original maturities of three months or less.

f) Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

g) Revenue and Other Income

The association is first required to determine whether amounts received are accounted for as Revenue per AASB 15: Revenue from Contracts with Customers or Income per AASB 1058: Income of Not-for-Profit Entities.

Funding arrangements which are enforceable and contain sufficiently specific performance obligations are recognised as revenue under AASB 15. Otherwise, such arrangements are accounted for under AASB 1058, where upon initial recognition of an asset, the association is required to consider whether any other financial statement elements should be recognised (for example, financial liabilities representing repayable amounts), with any difference being recognised immediately in profit or loss as income.

All revenue is stated net of the amount of goods and services tax.

Operating grants, donations and bequests

When the association receives operating grant revenue, donations or bequests, it assesses whether the contract is enforceable and has sufficiently specific performance obligations in accordance with AASB 15.

When both these conditions are satisfied, the association:

- identifies each performance obligation relating to the grant - recognises a contract liability for its obligations under the agreement;
- recognises revenue as it satisfies its performance obligations.

Where the contract is not enforceable or does not have sufficiently specific performance obligations, the association:

- recognises the asset received in accordance with the recognition requirements of other applicable accounting standards;
- recognises related amounts (being contributions by owners, lease liability, financial instruments, provisions); and
- recognises income immediately in profit or loss as the difference between the initial carrying amount of the asset and the related amount.

Capital grant

When the association receives a capital grant, it recognises a liability for the excess of the initial carrying amount of the financial asset received over any related amounts (being contributions by owners, lease liability, financial instruments, provisions) recognised under other Australian Accounting Standards.

The association recognises income in profit or loss when or as the association satisfies its obligations under the terms of the grant.

Interest income

Interest income is recognised using the effective interest method.

h) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

i) Financial Assets

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the association becomes a party to the contractual provisions of the instrument. For financial assets, this is equivalent to the date that the association commits itself to either the purchase or the sale of the asset (ie, trade date accounting is adopted).

Financial instruments (except for trade receivables) are initially measured at fair value plus transaction costs, except where the instrument is classified "at fair value through profit or loss", in which case transaction costs are expensed to profit or loss immediately. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Trade receivables are initially measured at the transaction price if the trade receivables do not contain a significant financing component or if the practical expedient was applied as specified in AASB 15: *Revenue from Contracts with Customers*.

Classification and subsequent measurement

Financial assets are subsequently measured at:

- amortised cost;
- fair value through other comprehensive income; or
- fair value through profit or loss.

Measurement is on the basis of two primary criteria:

- the contractual cash flow characteristics of the financial asset; and
- the business model for managing the financial assets.

A financial asset that meets the following conditions is subsequently measured at amortised cost:

- the financial asset is managed solely to collect contractual cash flows; and
- the contractual terms within the financial asset give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding on specified dates.

A financial asset that meets the following conditions is subsequently measured at fair value through other comprehensive income:

- the contractual terms within the financial asset give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding on specified dates; and
- the business model for managing the financial asset comprises both contractual cash flows collection and the selling of the financial asset.

These notes should be read in conjunction with the attached audit report.

By default, all other financial assets that do not meet the measurement conditions of amortised cost and fair value through other comprehensive income are subsequently measured at fair value through profit or loss.

The association initially designates a financial instrument as measured at fair value through profit or loss if:

- it eliminates or significantly reduces a measurement or recognition inconsistency (often referred to as an "accounting mismatch") that would otherwise arise from measuring assets or liabilities or recognising the gains and losses on them on different bases;
- it is in accordance with the documented risk management or investment strategy and information about the groupings is documented appropriately, so the performance of the financial liability that is part of a group of financial liabilities or financial assets can be managed and evaluated consistently on a fair value basis; and
- it is a hybrid contract that contains an embedded derivative that significantly modifies the cash flows otherwise required by the contract.

The initial measurement of financial instruments at fair value through profit or loss is a one-time option on initial classification and is irrevocable until the financial asset is derecognised.

Derecognition

A financial asset is derecognised when the holder's contractual rights to its cash flows expires, or the asset is transferred in such a way that all the risks and rewards of ownership are substantially transferred.

All the following criteria need to be satisfied for the derecognition of a financial asset:

- the right to receive cash flows from the asset has expired or been transferred;
- all risk and rewards of ownership of the asset have been substantially transferred; and
- the association no longer controls the asset (ie, it has no practical ability to make unilateral decisions to sell the asset to a third party).

On derecognition of a financial asset measured at amortised cost, the difference between the asset's carrying amount and the sum of the consideration received and receivable is recognised in profit or loss.

On derecognition of a debt instrument classified as fair value through other comprehensive income, the cumulative gain or loss previously accumulated in the investment revaluation reserve is reclassified to profit or loss.

On derecognition of an investment in equity that the association elected to classify as at fair value through other comprehensive income, the cumulative gain or loss previously accumulated in the investments revaluation reserve is not reclassified to profit or loss, but is transferred to retained earnings.

Impairment

The association recognises a loss allowance for expected credit losses on:

- financial assets that are measured at amortised cost or fair value through other comprehensive income;
- lease receivables;
- contract assets (eg, amount due from customers under contracts);
- loan commitments that are not measured at fair value through profit or loss; and
- financial guarantee contracts that are not measured at fair value through profit or loss.

Loss allowance is not recognised for:

- financial assets measured at fair value through profit or loss; or
- equity instruments measured at fair value through other comprehensive income.

Expected credit losses are the probability-weighted estimate of credit losses over the expected life of a financial instrument. A credit loss is the difference between all contractual cash flows that are due and all cash flows expected to be received, all discounted at the original effective interest rate of the financial instrument.

The association uses the following approaches to impairment, as applicable under AASB 9: *Financial Instruments*:

- *the general approach;*
- *the simplified approach;*
- *the purchased or originated credit-impaired approach; and*
- *low credit risk operational simplification.*

General approach

Under the general approach, at each reporting period, the association assesses whether the financial instruments are credit-impaired, and:

- if the credit risk of the financial instrument has increased significantly since initial recognition, the association measures the loss allowance of the financial instruments at an amount equal to the lifetime expected credit losses; and
- if there has been no significant increase in credit risk since initial recognition, the association measures the loss allowance for that financial instrument at an amount equal to 12-month expected credit losses.

Simplified approach

The simplified approach does not require tracking of changes in credit risk at every reporting period, but instead requires the recognition of lifetime expected credit loss at all times.

This approach is applicable to:

- trade receivable; and
- lease receivables.

In measuring the expected credit loss, a provision matrix for trade receivables is used, taking into consideration various data to get to an expected credit loss (ie, diversity of its customer base, appropriate groupings of its historical loss experience, etc).

Purchased or originated credit-impaired approach

For financial assets that are considered to be credit-impaired (not on acquisition or originations), the association measures any change in its lifetime expected credit loss as the difference between the asset's gross carrying amount and the present value of estimated future cash flows discounted at the financial asset's original effective interest rate. Any adjustment is recognised in profit or loss as an impairment gain or loss.

Evidence of credit impairment includes:

- significant financial difficulty of the issuer or borrower;
- a breach of contract (eg, default or past due event);
- where a lender has granted to the borrower a concession, due to the borrower's financial difficulty, that the lender would not otherwise consider;
- the likelihood that the borrower will enter bankruptcy or other financial reorganisation; and
- the disappearance of an active market for the financial asset because of financial difficulties.

Low credit risk operational simplification approach

If a financial asset is determined to have low credit risk at the initial reporting date, the association assumes that the credit risk has not increased significantly since initial recognition and, accordingly, it can continue to recognise a loss allowance of 12-month expected credit loss.

In order to make such a determination that the financial asset has low credit risk, the association applies its internal credit risk ratings or other methodologies using a globally comparable definition of low credit risk.

A financial asset is considered to have low credit risk if:

- there is a low risk of default by the borrower;
- the borrower has strong capacity to meet its contractual cash flow obligations in the near term; and
- adverse changes in economic and business conditions in the longer term, may, but not necessarily, reduce the ability of the borrower to fulfil its contractual cash flow obligations.

A financial asset is not considered to carry low credit risk merely due to existence of collateral, or because a borrower has a lower risk of default than the risk inherent in the financial assets, or lower than the credit risk of the jurisdiction in which it operates.

Recognition of expected credit losses in financial statements

At each reporting date, the association recognises the movement in the loss allowance as an impairment gain or loss in the statement of profit or loss and other comprehensive income.

Assets measured at fair value through other comprehensive income are recognised at fair value with changes in fair value recognised in other comprehensive income. The amount in relation to change in credit risk is transferred from other comprehensive income to profit or loss at every reporting period.

For financial assets that are unrecognised (eg, loan commitments yet to be drawn, financial guarantees), a provision for loss allowance is created in the statement of financial position to recognise the loss allowance.

j) New and Amended Accounting Policies Adopted by the Association

The association also adopted *AASB 2021-2 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates* from 1 July 2023. Although the amendments did not result in any changes to the accounting policies themselves, they impacted the accounting policy information disclosed in the financial statements. The amendments require the disclosure of 'material', rather than 'significant', accounting policies.

The amendments also provide guidance on the application of materiality to disclose of accounting policies, assisting entities to provide useful, entity specific accounting policy information that users need to understand other information in the financial statements.

Management reviewed the accounting policies and made updates to the information disclosed in note 1 material accounting policies (2023: summary of significant accounting policies) in certain instances in line with the amendments.

k) Economic dependency and going concern

The financial statements have been prepared on a going concern basis, which contemplates continuity of normal business activities and the realisation of assets and settlement of liabilities in the ordinary course of business.

The Association incurred a net deficit of \$49,029 in respect of the year ended 30 June 2024 (2023 deficit: \$131,464). The deficit mainly relates to the costs required to manage TCICA's operations. As at 30 June 2024 the Association's current assets amounted to \$633,803, (2023: \$225,442) and current liabilities amounted to \$639,909 (2023: \$182,698) resulting in a shortfall in working capital of \$6,106 (2023: \$42,744 surplus). The Association's balance sheet showed a net deficiency of assets of \$5,885.

The ability of the Association to continue its operations at current levels is dependent upon a number of factors including:

- ability to source sufficient funds to clear outstanding debts and meet all current commitments;
- its ability to continue to operate in surplus in the future;
- the provision of future ongoing operational funding from government funding bodies;
- the ongoing support of members and relevant government agencies.

Committee members and management believe that this situation is a temporary one and that the Association has the ability to contain costs to recover from this position.

Committee members and management also believe that the Association will be able to source sufficient funds in the future to clear its outstanding debts and to continue to trade in the future. However, should this not happen, the Association would unlikely be able to continue its operations. As the financial statements have been prepared on an a going concern basis, no adjustments have been made relating to the recoverability and classification of recorded asset amounts and recognition of other liabilities that might be necessary should the Association not be able to continue as a going concern.

	2024	2023
2. Operating Grants		
Grant balance at 1 July	99,263	21,575
Grant Income during the year		
Grants	108,124	101,468
FRRR Cape York Water Project	-	-
RAB Project Grant	55,300	23,700
QRA - Regional Resilience Project	-	16,500
Foundation for Rural & Regional Renewal	94,535	99,263
NIAA ARLP	149,500	-
Total Grant Income during the year	407,459	240,931
Grants unexpended at 30 June	(278,598)	(99,263)
Total Grant Revenue (under AASB 15)	228,124	163,243

	2024	2023
3. Auditor's Remuneration		
Audit Fees	8,755	8,066
Total Auditor's Remuneration	8,755	8,066

Audit fees for the 2024 and 2023 financial years were provided by Grant Thornton.

	2024	2023
4. Cash and Cash Equivalents		
ANZ Business Account (3558) TCICA Cash Mgmt Acct	364,512	215,686
Society Cheque Account (8831) Mayors Alliance	9,756	9,756
Total Cash and Cash Equivalents	374,268	225,442

	2024	2023
5. Trade and Other Receivables		
Trade Receivables	165,000	-
Other Debtors	94,535	-
Total Trade and Other Receivables	259,535	-

These notes should be read in conjunction with the attached audit report.

	2024	2023
6. Property, Plant and Equipment		
Plant and Equipment		
Plant and Equipment at Cost	2,320	2,320
Accumulated Depreciation of Plant and Equipment	(2,099)	(1,920)
Total Plant and Equipment	221	400
Total Property, Plant and Equipment	221	400
	2024	2023
7. Trade and Other Payables		
Trade Payables		
Accounts Payable	173,002	54,219
Accrued Wages	3,864	27,424
Credit Card	1,398	-
Goods & Services Tax (GST)	23,048	1,792
Total Trade Payables	201,311	83,435
Other Payables		
Prepaid Membership	160,000	-
Unexpended Grant Funds	278,598	99,263
Total Other Payables	438,598	99,263
Total Trade and Other Payables	639,909	182,698

These notes should be read in conjunction with the attached audit report.

Certificate by members of committee

Torres Cape Indigenous Council Alliance (TCICA) Inc For the year ended 30 June 2024

The committee has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report:

1. Presents fairly the financial position of Torres Cape Indigenous Council Alliance (TCICA) Inc as at 30 June 2024 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Torres Cape Indigenous Council Alliance (TCICA) Inc will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee

Territa Dick (Chair)

Dated: / /

Independent Auditor's Report

To the Members of Torres Cape Indigenous Council Alliance (TCICA) Inc.

Opinion

We have audited the financial report of Torres Cape Indigenous Council Alliance (TCICA) Inc. (the Association), which comprises the statement of financial position as at 30 June 2024, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including material accounting policy information, and the Committee's declaration.

In our opinion, the accompanying financial report of the Torres Cape Indigenous Council Alliance (TCICA) Inc.:

- a presents fairly, in all material respects, the Association's financial position as at 30 June 2024 and of its performance and cash flows for the year then ended in accordance with the accounting policies described in Note 2; and
- b complies with Australian Accounting Standards and *Associations Incorporation Act 1981* (Qld) as amended by the *Associations Incorporation and Other Legislation Amendment Act 2020* to the extent described in Note 1.

Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter – basis of accounting

We draw attention to Note 1 of the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Association's financial reporting responsibilities under the *Associations Incorporation Act 1981* (Qld) as amended by the *Associations Incorporation and Other Legislation Amendment Act 2020*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Information other than the financial report and auditor's report thereon

Management is responsible for the other information. The other information comprises the information included in the Association's annual report for the year ended 30 June 2024, but does not include the financial report and our auditor's report thereon. Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information available at the date of this report and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of management and those charged with governance for the financial report

Management is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies used and described in Note 2 to the financial report are appropriate to meet the requirements of the *Associations Incorporation Act 1981* (Qld) as amended by the *Associations Incorporation and Other Legislation Amendment Act 2020* and meets the needs of the Members. This responsibility also includes such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's responsibilities for the audit of the financial report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Directors. Conclude on the appropriateness of the Directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Grant Thornton Audit Pty Ltd
Chartered Accountants

H A Wilkes
Partner – Audit & Assurance
Cairns, 2024



Audit Findings Report

Torres Cape Indigenous Council Alliance (TCICA) Inc.
Year Ended 30 June 2024

The Management Committee
Torres Cape Indigenous Council Alliance (TCICA) Inc
PO Box 355
Cairns North QLD 4870

Grant Thornton Audit Pty Ltd
Cairns Corporate Tower
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Cairns QLD 4870
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18 November 2024

Dear Management Committee

Audit Findings Report for the year ended 30 June 2024

We attach our Report to Management and the Management Committee for the year ended 30 June 2024.

We have substantially completed our audit work, with only the following matters outstanding:

- Subsequent events review;
- Receipt of management's representation letter; and
- Receipt of signed Certificate by Members and Committee's Report.

We expect to sign an unqualified audit report after these matters are completed. We take this opportunity to extend our appreciation to the finance team for their assistance and cooperation during the course of the audit.

This report has been prepared for the Management Committee and Management of Torres Cape Indigenous Council Alliance only. It should not be quoted or referred to, in whole or in part, without our prior written consent. No warranty is given to, and no liability will be accepted from, any party other than Torres Cape Indigenous Council Alliance.

This report should be read in conjunction with our audit engagement letter and any other formal correspondence addressed to the Management Committee regarding this year's audit.

We strive for a high level of client satisfaction, and our business is built around the relationships we maintain with our clients. We want to hear feedback from our clients, both positive and negative, to ensure the services we provide exceed expectations.

If you receive our Client Voice Engagement Survey, we would greatly appreciate you taking the time to provide your feedback.

We trust that you find this report informative, and we appreciate the opportunity to be of service to you.

If you have any queries or wish to discuss any issues further, please do not hesitate to contact either Nick Rogers or me.

Yours faithfully
GRANT THORNTON AUDIT PTY LTD



Helen Wilkes
Partner, Audit & Assurance

cc:

Michael Miller, Executive Officer

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Areas of audit focus – summary

Focus area	Risk*	Management judgement	Material adjustments	Control recommendation	Control deficiency classification	Pending matters
Revenue recognition	Significant risk	Yes	Yes	Yes	○●○	-
Going concern	Other risk	Yes	-	-	-	-

* Risk refers to Significant Risk or Other Risk (per Australian Auditing Standard ASA 315 Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and Its Environment).

Audit materiality

Materiality is the magnitude of a misstatement or omission from the financial report or related disclosures that the audit team believes would make it probable that the judgement of a reasonable person relying on the information would have been changed or influenced by the misstatement or omission. Our audit has been conducted based on a quantitative materiality. Materiality benchmarks are selected to represent the measure which is more relevant to users of the financial report.

Basis

Revenue

Legend

● Significant deficiency

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is important enough to merit attention by those responsible for oversight of the Association's financial reporting.

● Deficiency

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect, misstatements on a timely basis.

● Management recommendation

Represents process recommendations identified from our procedures which are not categorised as control gaps.

Areas of audit focus – Revenue recognition

Account description	Type	2024 \$000	2023 \$000	Risk	Management judgement
Revenue	Income	388	313	Significant risk	Yes

Details of risk

Presumed fraud risk

Significant balance

How our audit addressed the key matter

Our key procedures included:

- We obtained an understanding of and evaluated the design and implementation of key controls
- We performed test of detail procedures over significant revenue streams by agreeing to supporting documentation (e.g. contract, receipt in the bank or remittance advice)
- We performed cut off testing
- We assessed the recoverability of receivables
- We assessed compliance with the recognition measurement and disclosure requirements of AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-profit Entities

Conclusions

Revenue has been recognised and disclosed in accordance with AASB 15 Revenue from Contracts with Customers and 1058 Income of Not-for-profit Entities.

A corrected misstatement was identified in relation to revenue recognition. Refer to the 'Schedule of corrected misstatements' for details.

We did not find any evidence of fraud during the year.

Areas of audit focus – Going concern

Details of risk

Significant reliance is placed on a ongoing grant funding for the Association to continue its operations.

How our audit addressed the focus area

Our key procedures included:

- We assessed the reasonableness of management's assessment of the Association's ability to continue as a going concern.
- We reviewed the results of the Association in the current year and in prior years
- We reviewed the year to date results of the Association
- We reviewed the funding secured by the Association
- We obtained an understanding of the future plans of the Association

Conclusions

We draw attention to Note 1(k) in the financial statements, which indicates that the Association incurred a net deficit of \$49,029 during the year ended 30 June 2024, and as of that date, the Association's liabilities exceeded its assets by \$5,885. It is critical that the Association restores its activities to a profitable position in order to protect the sustainability of future operations.

As part of our audit, we have assessed and agree with the conclusions reached by management and the Board regarding the application of the going concern concept.

Current year recommendations

The following recommendations have been made to address control weaknesses identified and to strengthen controls while driving efficiencies.

Area	Control deficiency classification	Observation and implication	Recommendation
Revenue recognition	○●○	<p>We identified that grant revenue was recognised during the 2024 financial year by apportioning revenue across the life of the agreement.</p> <p>Whilst this may be suitable for management accounting purposes, it is not consistent with the requirements of AASB 15 <i>Revenue from Contracts with Customers</i> and AASB 1058 <i>Income of Not-For-Profit Entities</i>.</p> <p>This may result in the financial statements being materially misstated.</p>	<p>Whilst the recognition of revenue was corrected at 30 June 2024, management should ensure that processes are put in place to ensure that in future revenue is recognised on a consistent basis in accordance with the requirements of AASB 15 <i>Revenue from Contracts with Customers</i> and AASB 1058 <i>Income of Not-For-Profit Entities</i>.</p>

Legend

● Significant deficiency

A significant deficiency is a deficiency, or combination of deficiencies, in internal control, such as there is a reasonable possibility that a material misstatement of the Association's annual financial statements will not be prevented or detected on a timely basis.

● Deficiency

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect, misstatements on a timely basis.

● Management recommendation

Represents process recommendations identified from our procedures which are not categorised as control gaps.

Prior year recommendations

We set out below our prior year recommendations along with a summary of the current year status.

Area	Control deficiency classification	Prior observation and implication	Current year update
Income tax exemption status	○○●	<p>Not for profit (NFP) organisations that are not charities, have a new requirement to lodge returns annually with the ATO regarding their self-review of their income tax exempt status.</p> <p>Organisations endorsed as charities by the ACNC, government organisations, including public authorities, and organisations who already lodge income tax returns are not required to lodge these returns.</p> <p>Returns for the year ended 30 June 2024 must be lodged by 31 October 2024 and the ATO will issue a summary notice confirming receipt. In following years, the return will be pre-populated and can be confirmed or updated.</p> <p>The returns will need to be lodged either via the ATO's Online Services (which will require organisations to have an active ABN, a myGovID and RAM), or through a Registered Tax Agent, such as Grant Thornton. Please reach out if you would like our assistance.</p> <p>The return is not numbers based (other than requiring an indication of the relevant income range for the organisation) but will include questions similar to the ATO's current self-review worksheets. These questions are directed at confirming factors, which vary depending on the organisation. They may include whether the organisation operates solely in line with its constituted purposes, is not-for-profit, complies with the substantive requirements of its governing rules and operates solely in Australia.</p>	<p>The annual self-review return should be lodged through Online services for Business as soon as possible.</p> <p>The ATO has published a guide to the self-review process on its website which can be accessed here - https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/statements-and-returns/in-detail/reporting-requirements-to-self-assess-income-tax-exemption/self-review-return-requirement</p>

Legend

● Significant deficiency

A significant deficiency is a deficiency, or combination of deficiencies, in internal control, such as there is a reasonable possibility that a material misstatement of the Association's annual financial statements will not be prevented or detected on a timely basis.

● Deficiency

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect, misstatements on a timely basis.

● Management recommendation

Represents process recommendations identified from our procedures which are not categorised as control gaps.

Prior year recommendations

We set out below our prior year recommendations along with a summary of the current year status.

Area	Control deficiency classification	Prior observation and implication	Current year update
Lack of access to CBA bank account	○●○	<p>During 2022 management identified the existence of a Commonwealth Bank account with an estimated value of \$9,756 that was not recorded within the Association's general ledger. Management have subsequently recognised this estimated amount within the general ledger.</p> <p>As at the date of this report management have been unable to access this account or obtain bank statements for the account.</p> <p>Without adequate support to substantiate this account it is not possible to determine the accuracy of the account balance.</p> <p>Management should take immediate steps to gain access to this account to ensure that all funds are accounted for and recognised within the Association's books and records.</p>	Management have taken continued steps to gain access to the bank account however at the date of this report management have been unable to gain access to this account.
Opening balances	○●○	<p>The Association's accounts are maintained in Xero with year end and other adjustments being recorded and maintained by the contract accountants in a ledger separate to Xero.</p> <p>We identified that the year end adjustments were not recorded in Xero, and therefore the opening balances in Xero do not agree to the signed 2021 financial statements. We note however that the opening balances are correct in the financial statements.</p> <p>As a result of the use of two separate systems there is a risk that not all transactions are being captured correctly in the Xero file.</p> <p>Management should ensure that once the adjustments for the financial year are finalised these are entered in Xero to ensure that opening balances in the ledger are accurate at the beginning of each year.</p>	Opening balances at 1 July 2023 agreed to the signed 2023 financial statements.

Legend

● Significant deficiency

A significant deficiency is a deficiency, or combination of deficiencies, in internal control, such as there is a reasonable possibility that a material misstatement of the Association's annual financial statements will not be prevented or detected on a timely basis.

● Deficiency

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect, misstatements on a timely basis.

● Management recommendation

Represents process recommendations identified from our procedures which are not categorised as control gaps.

Schedule of uncorrected misstatements

No uncorrected misstatements were identified during the audit. Refer to the following page for details of corrected misstatements.

Disclosure deficiencies

No material disclosure deficiencies were noted in our audit of the financial statements.

Schedule of corrected misstatements

No.	Description	DR	CR
1	Unexpended grants (revenue)	94,681	-
	Prepaid Grants (Foundation -Milestones 1 June 2023 to June 2024)	-	73,798
	Prepaid Grants (RAB PITD- Milestone 2 &3 - September 2023 to September)	-	15,361
	Prepaid Grants (NIAA -ARGLP -June 2024 to November 2025)	-	5,522
	<i>Being journal to correct unexpended grants liability at 30 June 2024.</i>		

Developments in financial reporting

Listed below are new accounting standards that may impact the Association in future reporting periods.

Standard	Application from annual periods beginning on or after	Links for further information
AASB 2020-1 Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current	1 January 2024	TA Alert 2023-2 Amendments to Australian Accounting Standards – Non-current Liabilities with Covenants (AASB 2022-6)
AASB 2022-6 Amendments to Australian Accounting Standards – Non-current Liabilities with Covenants		
AASB 2023-3 Amendments to Australian Accounting Standards – Disclosure of Non-current Liabilities with Covenants: Tier 2	1 January 2024	TA Alert 2023-2 Amendments to Australian Accounting Standards – Non-current Liabilities with Covenants (AASB 2022-6)*
		*While this alert has been prepared for entities preparing Tier 1 financial statements, the discussion within also applies to Tier 2 reporting.

Technical Accounting (TA) Alerts and other technical resources

We understand the task of keeping up with changes can be daunting, particularly given the length of some of the new standards; to assist you with this we publish TA Alerts on our website: www.grantthornton.com.au.

TA Alerts also cover some contentious / difficult accounting concepts which the technical teams of both Grant Thornton International and Grant Thornton Australia have received a number of queries requiring guidance or clarification.

In addition, there are a range of other IFRS / technical resources available [here](#) on our website.

Grant Thornton also has dedicated technical resources / National Assurance Quality which you can get in touch with via your local audit contact or directly by email: National.Assurance.Quality@au.gt.com.

ASIC focus areas

01

Impairment and asset values

In the current environment, Directors, preparers, and auditors may need to pay special attention to matters related to asset values. These matters include:

Impairment of non-financial assets, value of property assets, expected credit losses (ECL) on loan and receivables, financial assets classification, value of other assets.

02

Provisions

Consideration should be given to the need for provisions for matters such as onerous contracts, financial guarantees given and restructuring.

03

Subsequent events

Events occurring after year-end and before completing the financial report should be reviewed as to whether they affect assets, liabilities, income or expenses at year-end or relate to new conditions requiring disclosure.

04

Disclosure in the financial report Operating and financial review (OFR)

Underlying drivers of results, business strategies, risks and future prospects.

The financial report should disclose uncertainties, changing key assumptions and sensitivities.

05

'Grandfathered' large proprietary companies

Large proprietary companies, once exempt under 'grandfathering,' must now file financial reports for periods ending after August 10, 2022. This is the second year they are submitting audited reports to ASIC, which are included in ASIC's surveillance program.

06

Consolidated entity disclosure statement

The amendment to the *Corporations Act 2001* mandates that Australian public companies must include details regarding their subsidiaries within their annual financial reports through a "Consolidated Entity Disclosure Statement."

07

ASIC and late lodgement penalties

ASIC prosecuted fifteen companies between 1 July 2022 and 31 December 2022 for failing to comply with their obligations to lodge financial reports with ASIC. While some companies avoided penalties, others were convicted and fined up to \$40,000 for multiple occasions of non-compliance.

Regulation of auditing in Australia

ASIC audit inspections and reporting

The Australian Securities and Investments Commission (ASIC) has reaffirmed its commitment to enhancing the financial reporting and audit quality within Australia's financial system. ASIC outlines its regulatory scope and the recent advancements in its surveillance approach.

ASIC's regulatory oversight extends to entities mandated to lodge financial reports, encompassing publicly listed entities, unlisted public entities, proprietary companies, and registered company auditors. The commission's surveillance strategy, which changed in November 2022, adopts an integrated and targeted methodology. This new approach emphasises the financial reporting chain's integrity and the accountability of involved stakeholders.

Surveillance approach

Risk-Based Approach

ASIC employs a risk-based approach to regularly review the annual and interim financial reports of listed companies and other public interest entities.

Compliance Monitoring for financial surveillance

The reviews monitor compliance with the *Corporations Act 2001* and Australian Accounting Standards.

Integrated and Targeted

From November 2022, ASIC implemented a new integrated and targeted approach, focusing on the financial reporting chain and stakeholder accountability.

Stakeholder Accountability

This includes financial report preparers, Directors (including audit committees), and auditors, emphasising their responsibility for the quality of financial reports and audits.

Direct Communication

Problems identified in financial reports and audits are communicated directly to companies and auditors, enabling them to take action to improve quality.

Enforcement Actions

ASIC may ask companies to make changes to their financial reports or enhance disclosure. Audit firms are asked to remediate findings, including actions to address thematic findings across audit files. In severe cases, ASIC considers appropriate enforcement action against companies, Directors, and auditors.

Our focus on audit quality

Grant Thornton is driving audit quality through initiatives such as:

- 01 | Investing in new technologies, including data assurance.
- 02 | More rigorous client acceptance and re-acceptance processes.
- 03 | More rigorous root cause analysis.
- 04 | Further enhancing our own internal quality monitoring programs.
- 05 | Re-balancing our training to focus on client education through webinars and engagement team knowledge - ensuring more face-to-face, partner-led, case study workshop style sessions in conjunction with our online modules and on the job training.

Further information can be found in our annual transparency report – [Click here](#).

Australian wage theft

What is Wage Theft?

Wage theft refers to the deliberate underpayment of a worker's wages and entitlements. The federal government of Australia has introduced legislation making intentional wage theft a criminal offence from 1st of January 2025.

The issue

Widespread wage underpayment in Australia has deprived workers of their rightful wages, creating an unfair advantage for businesses that do not comply. There has been extensive media attention and a Senate enquiry into criminal underpayment of employee wages in 2022.

Regulatory Monitoring

The recent legislative changes mark a significant shift in the legal landscape concerning employment practices. A notable amendment is the categorisation of intentional wage underpayment by employers as a criminal offence, slated to be enforced no earlier than the 1st of January 2025. This development introduces specific penalties for such offences, while also providing exceptions for certain employees and employers who adhere to a Voluntary Small Business Wage Compliance Code. Furthermore, the criteria for what constitutes a serious contravention have been revised, with the threshold now being 'knowing or reckless' rather than 'knowing and systematic'. Additionally, as of the 15th of December 2023, employees who are dealing with family and domestic violence issues will benefit from strengthened protections against discrimination. These measures collectively represent a proactive approach to safeguarding employee rights and ensuring fair treatment in the workplace.

Penalties

Starting on the 1st of January 2025, the updated legislative changes will enforce severe penalties for employers, including company Directors, who intentionally fail to pay their employees' wages as required by the FW Act. These penalties can include imprisonment for a period of up to 10 years and monetary fines reaching as high as \$7.8 million.

Ensuring your business is compliant

- Understand minimum pay scales, National Employee Standards, and superannuation obligations.
- Confirm that the wages you pay your employees adhere to the appropriate award. If you're uncertain about which award pertains to an employee, reach out to the Fair Work Ombudsman.
- Stay informed of changes in pay rates and employee benefits.
- Thoroughly document payroll to ensure employee benefits are accurate.
- Stay informed about changes in wage theft laws in your region.
- If you're uncertain about your responsibilities, engage an independent entity to perform a payroll audit. Due to the differences in scope, these issues are not normally identified or audited as part of your audit of financial statements.

Proposed Regime in Australia

Recent developments

On 12 January 2024, Treasury released draft legislation on mandatory climate-related financial disclosures in Australia. On 27 March 2024, the Government introduced the bill into Parliament. Subject to the legislation being enacted by the Parliament and receiving Royal Assent by 2 Dec 2024, the legislation will be in force for financial years commencing on or after 1 Jan 2025 (i.e. FY 2026). The delayed start date of the legislation will provide entities with the time to implement the appropriate sustainability reporting processes and controls, with the hope of reducing the risk of widespread qualified assurance opinions in the market.

Entities in scope for mandatory reporting

All entities preparing annual reports under 2M of the *Corporations Act* meeting the following criteria will be required to prepare a “Sustainability Report” in accordance with Australian Sustainability Reporting Standards (ASRS) as part of their annual report. There is an exemption for subsidiaries that are included in the consolidated financial statements, and consolidated sustainability report of their ultimate Australian parent entity.

Reporting period commencing on or after	Entities meeting at least 2 of the following 3 criteria:			NGER Registered entities	Registered schemes, registrable superannuation entities & retail CCIVs
	Consolidated revenue	Consolidated gross assets	Employees (FTE)		
Start date: 1 January 2025* Group 1	\$500M or more	\$1 billion or more	500 or more	Above NGER publication threshold	N/A
1 July 2026 Group 2	\$200M or more	\$500M or more	250 or more	All other NGER reporters	\$5b of assets or more
1 July 2027 Group 3	\$50M AUD or more	\$25M or more	100 or more	N/A	N/A

*The start date is subject to the legislation being enacted by 2 December 2024. If the legislation is enacted by 1 Jun 2025, the start date will be 1 July 2025. If the legislation is enacted after 1 Jun 2025, the start date is the next 1 January or 1 June that is at least 29 days from date of enactment.

Next steps

The bill is now subject to the passage of legislation through both houses of Parliament. Given the delay in start date, the expectation is that entities will have implemented appropriate processes and internal controls over the sustainability information in place for the full period covered by the report. Therefore, it is imperative that Group 1 entities are ready to commence reporting at the start of the reporting period subject to assurance (by 1 July 2025).

For more information, please see our latest “Insight” article here:

<https://www.grantthornton.com.au/insights/blogs/climate-related-financial-disclosure-bill-introduced-to-parliament/>

Assurance requirements

The Sustainability report will be subject to assurance:

- The Auditing and Assurance Standards Board (AUASB) will be making standards that specify the extent to which the sustainability report is audited on a phased timeline.
- The AUASB is currently in public consultation over the proposed phasing, which is yet to be confirmed.

Modified legal liability for Directors

For financial years commencing within 12 months of the start date:

- Limited immunity is extended to all forward-looking statements in relation to climate, made in a sustainability report in compliance with the standard.

For financial years commencing within 3 years of the start date:

- Limited immunity for statements in relation to Scope 3, transition plans and climate-scenario analysis
- Directors’ declaration on the sustainability report will be whether, in the directors’ opinion, the entity has taken “reasonable steps” to ensure the substantive provisions of the sustainability report are in accordance with the *Corporations Act*.

Where limited immunity applies, only ASIC will be able to take legal action for misleading and deceptive conduct. This does not prevent criminal proceedings.

Climate-related disclosures

Overall framework

The required disclosures in the ASRS are detailed and goes well beyond of the scope of purely financial information. The core elements of the disclosures can be broadly summarised under four pillars:

- **Governance:** how the entity monitors climate-related risks and opportunities;
- **Strategy:** the anticipated impact of climate-related risks on the entity's business model, value chain, financial position, and performance, including a climate scenario analysis;
- **Risk management:** the processes used to identify, assess, and manage climate-related risks and opportunities; and
- **Metrics & targets:** disclosure of climate-related metrics, including Scope 1 – 3 greenhouse gas emissions, and progress towards any targets the entity has set.

Note that comparative information is not required in the first year of reporting, but disclosures relate to the full period covered by the report. As such, it is important that processes are in place in time for the beginning of the first period.

The disclosures require businesses to assess the impact of physical risks (e.g. increased natural disasters), as well as transition risks (arising from moving to a lower-carbon economy) on their current and future financial position and performance.

It is anticipated that in future, Australian companies will additionally be asked to make disclosures in relation to other sustainability areas beyond climate, as indicated by the Australian Treasury's 'Sustainable Finance Strategy' public consultation paper (Oct 2023 – Nov 2023).

ASRS 2 Climate-related Financial Disclosure: Cross-industry metrics

Greenhouse gas emissions	<ul style="list-style-type: none"> • Scope 1 – 3 disclosures • Approach used in measuring emissions
Transition & Physical climate-related risks	<ul style="list-style-type: none"> • Amount and % of assets and business activities vulnerable to risks..
Climate opportunities	<ul style="list-style-type: none"> • Amount and % of assets and business activities aligned to opportunities.
Capital deployment	<ul style="list-style-type: none"> • Amount and % of assets and business activities deployed to risks or opportunities.
Internal carbon pricing	<ul style="list-style-type: none"> • The \$ price and how carbon is priced internally for decision making purposes.
Remuneration	<ul style="list-style-type: none"> • How executive remuneration is linked to climate-related considerations.
Industry-based metrics	<ul style="list-style-type: none"> • Metrics relevant to the business model and/or activities.

New concepts in disclosures

Some concepts that may be unfamiliar include, amongst others:

- **Scope 1 – 3 greenhouse gas emissions:** this describes the sources of emissions expressed in kilotonnes of carbon dioxide equivalence.
 - **Scope 1:** direct emissions from sources owned or controlled by the entity.
 - **Scope 2:** indirect emissions from the generation of purchased or acquired energy (electricity, steam, heating or cooling) consumed by the entity.
 - **Scope 3:** indirect emissions from the entity's value chain, including upstream and downstream emissions.
- **Climate scenario analysis:** this involves considering the resilience of the current business into the future, should different climate change scenarios occur (e.g. global warming is limited to 1.5 degrees Celsius above pre-industrial levels).

Challenges in disclosure

- Lack of necessary data and reporting processes to capture critical information.
- Lack of adequate resources or appropriate expertise in-house.
- Availability of emissions factors or supplier-specific information required for GHG emissions calculations.

For more information, please see our latest article here: <https://www.grantthornton.com.au/insights/sustainability-reporting-alerts/sra-2024-3-looking-ahead-to-the-final-australian-sustainability-reporting-standards/>

Greenwashing

What is 'greenwashing' and why is it a concern?

Greenwashing refers to any claim misrepresenting the extent to which a product, service or operation is environmentally friendly, sustainable or ethical.

A growing number of businesses are making environmental claims about their products, services, and operations. Many consumers and investors consider environmental claims to be a major factor when choosing what to buy or where to invest capital.

False or misleading environmental claims have the potential to:

- Limit a consumer's and investor's ability to make informed choices;
- Lead consumers or investors to pay a perceived premium for the value of an environmental benefit that may not exist;
- Unfairly disadvantage businesses that can legitimately claim to provide more sustainable products or services; and
- Undermine consumer and investor trust in environmental claims and the associated products.

Regulatory environment

The *Corporations Act 2001* (*Corporations Act*) and the *Australian Securities and Investments Commission Act 2001* (ASIC Act) contain general prohibitions against a person making statements (or disseminating information) that are false or misleading, or engaging in dishonest, misleading or deceptive conduct in relation to financial products and services.

Similarly Australian Consumer Law contains general prohibitions against misleading or deceptive conduct, encompassing actions and statements such as advertisements, promotions, quotations, statements and any representation made by a person. In most cases, businesses cannot rely on disclaimers, disclosures or clarifications buried in small print as an excuse for engaging in misleading or deceptive conduct.

Both ASIC and the ACCC have identified greenwashing as a focus area for monitoring compliance and enforcement. Enforcement actions to date have ranged from warning letters, infringement notices and undertakings to civil penalty proceedings in the Federal Court.

From 1 July 2022 to 31 March 2023, ASIC intervention resulted in:

- 23 | corrective disclosure outcomes
- 11 | infringement notices issued
- 03 | Federal Court actions
Mercer Superannuation (Australia) Ltd, Vanguard Investments Australia, and LGSS Pty Ltd (Active Super) are facing Federal Court actions initiated by ASIC for allegedly engaging in greenwashing misconduct. These cases involve false or misleading statements about the sustainability or ethical nature of certain investment options or funds.

Responsibilities of the Directors

Under the *Corporations Act 2001* of Australia, liability provisions (s1308) hold Directors responsible for any 'false or misleading' information. In particular, directors should be mindful to assure themselves:

- Net zero statements and targets have a reasonable basis and are factually correct;
- Terms like 'carbon neutral', 'clean' or 'green' have a reasonable basis for the related claims;
- Communications avoid the use of inaccurate labelling or vague terminology in sustainability-related funds; and
- Being specific in the scope or application of a sustainability-related investment screen or exclusion for ESG-related financial products.

Responsibilities of the Auditor

If an auditor suspects a breach of the *Corporations Act 2001*, they are required to report such suspicion to ASIC under section 311 of the *Corporations Act 2001*. This section mandates auditors to report to ASIC when they have reasonable grounds to suspect that a contravention of the Act may have occurred.

Publications for further guidance

Directors should be familiar with the below published guidance and incorporate the principles outlined in the guidance in all company authorised communications, including marketing campaigns, social media and websites.

ASIC: [Information Sheet 270: How to avoid greenwashing when offering or promoting sustainability-related products](#)

ASIC: [2024 ASIC enforcement priorities](#)

ACCC: [Making environmental claims: A guide for business](#)

APRA: [Prudential Practice Guide CPG 229: Climate change financial risks](#)

International sustainability reporting

Recent developments

There have been a number of significant developments internationally in sustainability reporting. Brief highlights include:

- April 2022: UK requires climate-related financial disclosures for in-scope companies and LLPs for financial years commencing on or after 1 April 2022.
- Jan 2023: New Zealand requires mandatory climate-related disclosures for in-scope listed entities and financial institutions reporting under the Aotearoa New Zealand Climate Standards (Aotearoa NZCS).
- June 2023: International Sustainability Standards Board (ISSB) releases first two IFRS Sustainability Disclosure Standards (IFRS SDS).
- July 2023: The European Union adopts the European Sustainability Reporting Standards (ESRS) for all entities subject to reporting under the Corporate Sustainability Reporting Directive (CSRD).
- September 2023: California passes the Climate Accountability Package – two bills requiring climate-related financial risk disclosures and Scope 1-3 emissions reporting for in-scope entities. Signed by the Governor on 7 October 2023.

UK: Streamlined Energy and Carbon reporting (SECR)

SECR requires reporting on UK energy use and carbon emissions (scope 1-2).

In-scope entities: Large companies, LLPs and groups exceeding any 2 of the three thresholds:

- 36M GBP turnover
- 18M GBP assets
- 250 employees

Effective date: Periods commencing on or after 1 April 2019.

UK: Climate-related Financial Disclosure Regulations (CFD)

The CFD make climate-related financial disclosures mandatory for in-scope entities. The framework is similar to the Task Force on Climate-related Financial Disclosures (TCFD) recommendations.

In scope entities:

- UK companies currently required to produce a non-financial information statement;
- UK AIM listed companies, and greater than 500 employees; and
- UK registered companies, aggregated turnover of more than £500M and 500 employees.

Effective date: Periods commencing on or after 1 April 2022.

USA: SB 253 Climate Corporate Data Accountability Act (CCDA)

SB 253 requires the California State Air Resources Board (state board) to develop and adopt regulations requiring “reporting entities,” as defined, to publicly disclose annually their Scope 1-3 greenhouse gas (GHG) emissions based on the GHG Protocol standards, and limited assurance over the disclosed emissions.

In-scope entities: USA entities “doing business in California” with total annual revenues greater than \$1BN USD.

Effective date: FY 2025 (Scope 1-2), FY 2026 (Scope 3).

USA: SB 261: Greenhouse gases: climate-related financial risk

SB 261 requires “covered entities” to biennially disclose publicly a climate-related financial risk report. The report should be based on the Task Force on Climate-related Financial Disclosures (TCFD) recommendations, or an equivalent standard, such as the IFRS Sustainability Disclosure Standards.

In-scope entities: USA entities “doing business in California” with total annual revenues in excess of \$500M.

Effective date: Periods commencing on or after 1 January 2026.

EU: Corporate Sustainability Reporting Directive

The EU’s Corporate Sustainability Reporting Directive (CSRD) is expected to affect up to 50,000 entities that are not currently required to report on environmental, social and governance (ESG) activities under the EU’s Non-Financial Reporting Directive (NFRD).

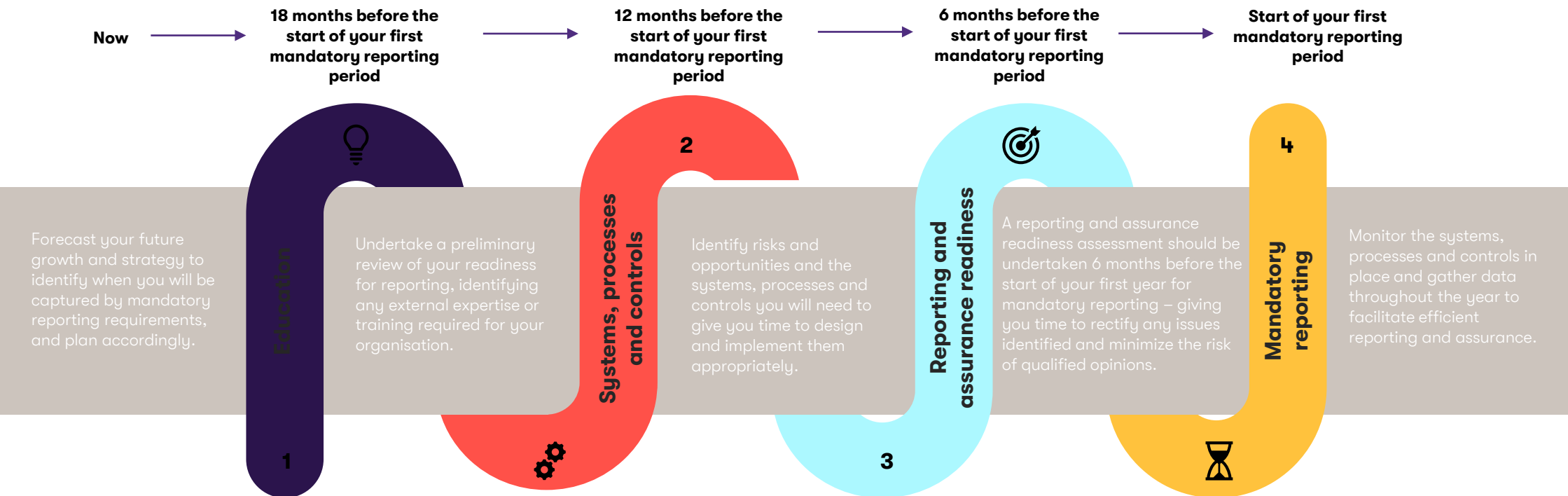
In-scope entities:

- Companies with listed securities on an EU-regulated market.
- EU-based “large undertakings” meeting any two of the three thresholds for 2 consecutive years:
 - Annual net turnover exceeding €50M;
 - Assets exceeding €25M; or
 - 250+ average employees.
- EU-based parent entities of a group of EU entities that meet the above thresholds in aggregate.
- Non-EU parent entities that have:
 - Global consolidated revenue above €150M in the EU; and either:
 - A subsidiary that is a “large undertaking”; or
 - An EU branch/subsidiary with revenue exceeding €50M.

Effective date: Phased adoption commencing as early as 1 January 2024.

Timeline: Preparing for sustainability reporting and assurance

Organisations need to prepare for sustainability reporting and assurance early: it cannot be left until the organisation is required to report. If an organisation does not prepare in time, it is at risk of being unable to comply with its reporting obligations and receiving qualified assurance reports when its reporting and assurance requirements start.



ASIC has communicated its expectations that organisations “start preparing now”, including “putting into place the systems, processes and governance practices that will be required to meet new climate reporting requirements”. ASIC has made clear that organisations must not “wait until climate-related financial disclosure requirements actually become mandated”.

For further information refer to: <https://asic.gov.au/about-asic/news-centre/speeches/start-preparing-now-early-asic-guidance-on-the-mandatory-climate-disclosure-regime/>

Key considerations:

Management [and the Audit Committee] should review the current position and expected date for compliance with mandatory sustainability reporting requirements now. At least 18 months before the start of the reporting period (meaning 30 months before the date of reporting), the organisation should review its position and work towards developing systems, processes and controls to ensure it is ready for reporting and assurance.

Our sustainability reporting and assurance specialists are ready to assist you with your transition to sustainability reporting. You can contact them through [Partner name] or directly at sustainability.reporting@au.gt.com

Timeline: Your first year of sustainability assurance

Before the start of the reporting period

Ensure systems, processes and controls are in place and a reporting and assurance readiness assessment has been undertaken.

Throughout reporting period

Monitor the operation of systems, processes and controls and ensure the data needed for sustainability reporting is being collated.

6 months before year-end

Begin preparation of the Sustainability Report, including input from relevant personnel across the organisation.

4 months before year-end

Provide the 'skeleton' Sustainability Report to the assurance team to enable planning of the assurance engagement.

Discuss and agree on timelines and key deliverables for the engagement.

2 months before year-end

Based on the planning procedures performed, the assurance team will provide management with a detailed list of information requirements to facilitate assurance.

3 months before year end

The assurance team will complete planning procedures, assessments of internal controls and issue an Assurance Planning Report, if appropriate.

0 – 2 months before year-end

Management to collate the information required for assurance and communicate any difficulties with data collection to the assurance team.

Year-end

Management to communicate any planned changes to the skeleton Sustainability Report previously provided to the assurance team.

1 month after year-end

Management to provide the finalised Sustainability Report to the assurance team.

2 – 4 months after year-end

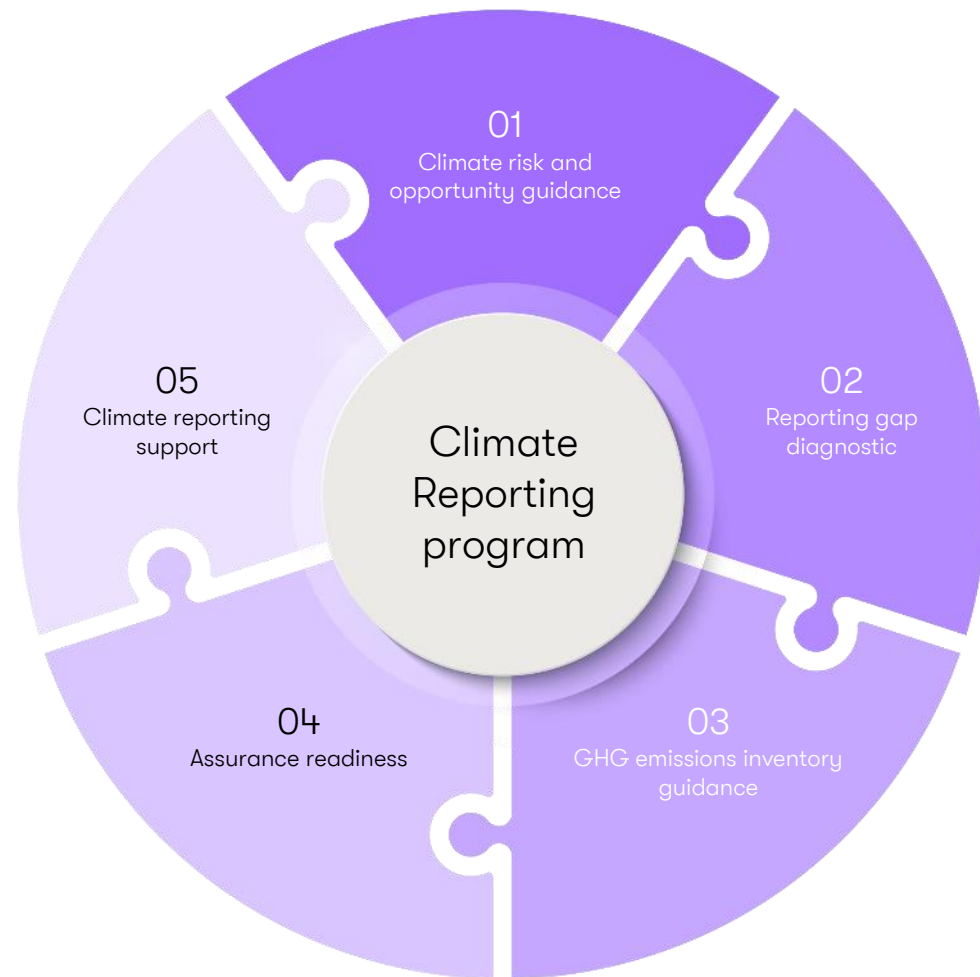
The assurance team complete the sustainability assurance engagement to meet your regulatory and reporting deadlines.

Climate-related disclosures

Climate reporting will include one or more of the five components outlined on the right.

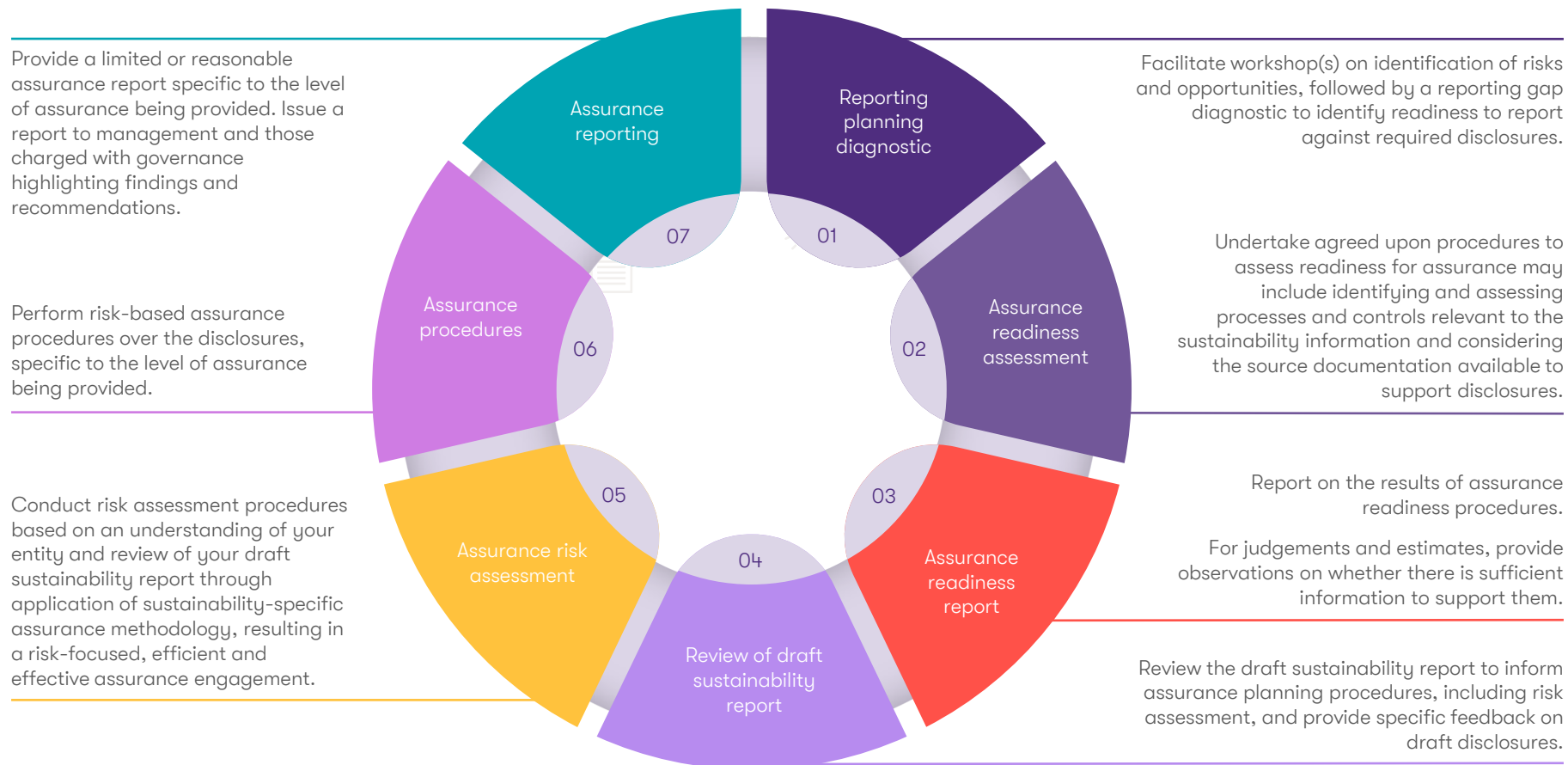
We can also assist with:

- Tailored training
- Compliance roadmap
- Regulatory horizon scanning
- International framework(s) reporting support
- Reporting on ESG areas other than climate



Sustainability assurance roadmap

Obtaining assurance over sustainability reporting will involve a multi-step program. Preparing for sustainability reporting and assurance early is important to maximise the benefits of sustainability reporting and to reduce the risk of a modified assurance opinion. With our bespoke approach, Grant Thornton has sustainability assurance specialists who can work with you as you navigate this process. Get in touch with via Helen Wilkes or directly by email: sustainability.reporting@au.gt.com



More information on Grant Thornton's approach to providing assurance over sustainability information is available on our website: <https://www.grantthornton.com.au/services/environmental-social-and-governance-esg/esg-sustainability-and-climate-reporting-assurance/>

Fraud risk

Scope of audit services regarding fraud

In accordance with Auditing Standard ASA 240, our required objectives with regards to fraud are:

- To identify and assess the risks of material misstatement of the financial report due to fraud;
- To obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- To respond appropriately to fraud or suspected fraud identified during the audit.

Risk of management override of controls

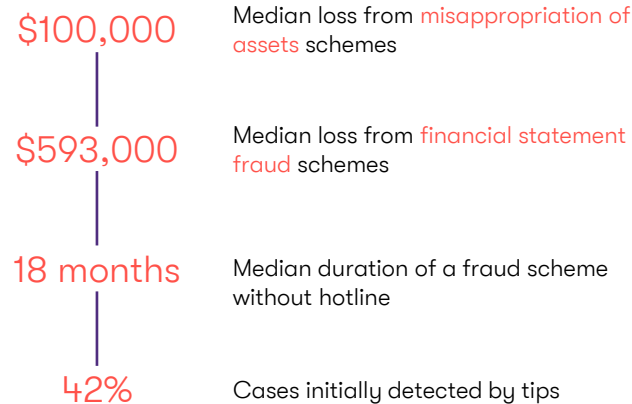
Although the level of risk of management override of controls may vary from entity to entity, the risk is nevertheless present in all entities. Due to the unpredictable way in which such override could occur, it is a risk of material misstatement due to fraud and thus a significant risk.

Responsibility of the Directors and Management

The Directors and Management are required to consider the risk of fraud within the Association and are responsible for maintaining a system of internal control to prevent or detect material misstatements to the financial statements arising from instances of fraud.

How serious are risks of fraud?

The 2022 Global Fraud Survey conducted by the Association of Certified Fraud Examiners demonstrates the risk and impact of fraud:



What have we done in our audit to address the risk of fraud?

- Considered conditions present that increase the risk of fraud.
- Conducted planning discussions with management regarding the risk or existence of fraud, policies and procedures in place to prevent and detect fraud.
- Planned the nature and extent of our audit tests having regard to the risk of fraud, noting revenue recognition is required to be an assumed fraud risk.
- Reviewed accounting estimates for management bias.
- Evaluated the business rationale for unusual transactions.
- Maintained professional scepticism throughout the audit.
- Reviewed the appropriateness of journal entries and year-end accounting adjustments.
- Evaluated if any identified audit misstatements are indicative of fraud.
- Incorporated unpredictable audit procedures into our audit plan and testing.

Conclusion

Management confirmed that to the best of its knowledge and belief there have been no instances of fraud during the period, and our procedures did not uncover any matters to report.

Related party transactions

Matters for Grant Thornton to consider	Description	Exceptions
The policies and practices management uses to account for related party transactions	The quality of the association's policies and practices over identifying related parties and evaluating related party transactions is sound.	●
Related party transactions that have not been authorised or approved in accordance with the association's policies and practices	We have not become aware of any such transactions.	●
Related party transactions for which exceptions to the association's policies and practices were granted	We have not become aware of any such transactions.	●
Evidence obtained by the audit team to support or contradict management's disclosure that transactions with related parties were conducted on terms equivalent to those prevailing in an arm's-length transaction	No non-arm's length related party transactions were identified.	●
Related party transactions that appear to lack business purpose	We have not become aware of any such transactions.	●

Legend

● No exceptions

● Exceptions

Communication of audit matters with those charged with governance

In accordance with Auditing Standards, we are required to communicate a number of matters with those charged with governance within this Audit Findings Report, and in the table below.

Matters for Grant Thornton to consider	Description	Exceptions
Irregularities and illegal acts	We have not become aware of any material irregularities or illegal acts.	●
Non-compliance with laws and regulations	We have not become aware of any material non-compliance with laws and regulations.	●
Access to books and records, and conduct of audit	We have been presented with all the necessary books and records and explanations requested of management.	●
Appropriateness of accounting policies	We have not detected any material deficiencies in the accounting policies disclosed. There have been no significant changes in significant accounting policies or their application during the year.	●
Material uncertainties and going concern	We have not detected any material deficiencies in management's assessment of the going concern assumption.	●
Disagreements with management	We have had no disagreements with management. No exceptions.	●
Difficulties encountered during the audit	There were no difficulties encountered during the audit.	●
Consultation with other accountants	We are not aware of any consultations about accounting or auditing matters between management and other independent public accountants, nor are we aware of opinions obtained by management from other independent public accountants on the application of generally accepted accounting principles.	●
Expected modifications / exceptions to the audit report	No exceptions.	●

* Reference to 'material' implies the exception would cause the financial report to be materially misstated.

Legend

● No exceptions

● Exceptions

Communication of audit matters with those charged with governance

Independence and the provision of non-audit services

Although we, the firm and our network firms, have provided no other services during the year, the Association has access to our firm's wide-ranging suite of services. All other services will be pre-approved by the Audit Partner and those charged with governance as appropriate. The relevant rules and regulations regarding independence include:

- Section 307C of the *Corporations Act 2001*;
- APES 110 Code of Ethics for Professional Accountants (including Independence Standards).

Fees paid or payable to the firm or network firms for the audit of the financial statements

The fees paid or payable to the firm or network firms for the audit of the financial statements on which the firm expresses an opinion are as follows:

Audit fee	Independence threats, safeguards and independence considerations
\$10,000	The audit team confirm their independence from the Association.

Your business deserves the best support

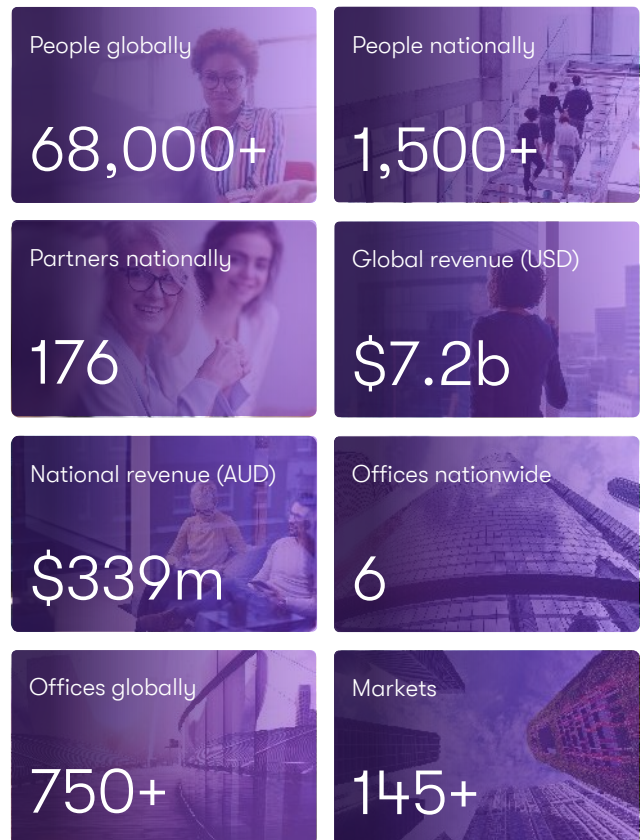
At Grant Thornton, care is just as important as capability – and your experience is as important as the outcome.

By caring for our people, clients and communities we provide a strikingly different experience, built on our values, with client service at the forefront.

Grant Thornton Australia is a member firm of the Grant Thornton global network – one of the world's leading, independently-owned and managed accounting and consulting firms. Our global structure spans every major business region in the world.

We have the scale to meet your changing needs – while retaining the agility required to keep you one step ahead. In Australia, we now have over 1,500+ people across five states, each with the freedom to drive change and advocate for our clients.

With our values at the core, we seek out diverse perspectives and challenge established practice, when necessary, to deliver positive progress for your business. No matter your industry, business lifecycle stage, market or growth plans, our experienced professionals are dedicated to achieving the best outcome for you and your stakeholders.



Jessica Fox

Reach. It's about what you go for and how you go for it.

Reach for Remarkable can be delivered through proven expertise, principled execution and personalised experience.

In a first for Grant Thornton, the firm launched an integrated marketing campaign from May 2024 including outdoor and billboard advertising, with 3x Olympic Gold Medallist and 10x Canoe Slalom World Champion, Jessica Fox as brand ambassador and the face of the creative.

Jessica Fox embodies 'Reach for Remarkable'. Her skilled navigation of the whitewater, adaptation to rapidly changing conditions, and intelligent negotiation of challenges resonate deeply with our purpose, values and services.

Her extraordinary achievements in canoe slalom are a reflection of her individual efforts and the support from her coach and team – highlighting the importance of having the right team around you to achieve success.



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Title of Report: Update of Administrative Action Complaints Process Policy

Agenda Item: 8.9

Classification: For decision

Author Council Advisor and CEO

Attachments Council Administrative Action Complaints Process Policy (revision mode)

Officers Recommendation:

That Council:

Note the Report and

- A. Adopt the updated Administrative Action Complaints Process Policy as attached to the report; and
- B. Request the CEO to make this updated Policy available to the public via Council's website.

PURPOSE OF REPORT

The purpose of this report is to provide Council with an updated Administrative Action Complaints Process Policy for adoption.

BACKGROUND

Over the last few months, our Council Advisor has been working through a number of Council policies. As previously advised to Council, most of the current governance policies required under the Local Government Act and Regulation are sound. However, a number have been identified that require updating and this report proposes update to the administrative action complaints process policy.

This policy was presented to a Councillor workshop on Friday 1 November 2024. It was highlighted that this policy had not been reviewed since 2013 and needed updating to bring it into line with current legislation and modern practices.

This work has been undertaken by the Council advisor and the updated policy is now being presented to Council for adoption with the suggested changes highlighted. The changes proposed in the attached document are consistent with those presented to the recent Councillor workshop.

PROPOSED UPDATE TO COUNCIL'S ADMINISTRATIVE ACTION COMPLAINTS PROCESS POLICY

Every Council is required to have an Administrative Action Complaints Process Policy. This sets out how a Council will deal with complaints from the community about the decisions made at the administrative level.

It is important to note that there is a difference between a customer request and a complaint. To quote from the attached policy:-

A complaint should not be confused with a request for service. For example, a customer may phone and request a pot hole in a road be repaired. This is a request for service. If a customer was to phone to complain that he/she had requested a pot hole be repaired weeks ago and nothing had been done, then this constitutes a complaint.

NPARC's Administrative Action Complaints Process Policy was last reviewed in 2013. Our Council Advisor has identified a number of enhancements that can be made to improve the policy. A copy of the current policy with proposed changes (in revision mode) is attached to this report.

The proposed changes include:-

- Fixing incorrect wording in the existing policy
- Updating the policy with current position titles to replace previous titles used
- Including a requirement that when advising a community person about the outcomes of a review of their complaint, the Council must advise them of their further rights of appeal if they are still not satisfied with the outcome. This includes advising them of their right to external review, including referring the matter to the Queensland Ombudsman.

The proposed changes do not change the intent of the policy as the Council currently operates. There is also an opportunity for a revamp of the way in which Council manages customer complaints and the Council Advisor has begun a more comprehensive review of this policy.

PUBLISHING UPDATED POLICIES

If the Council adopts this updated policy, it needs to be published to Council's website so that it is available to the public. This is both a requirement of the legislation and also good governance practice.

NEXT STEPS

The Council Advisor is reviewing a number of other policies for the purpose of updating / improving them and will provide a further report to the January Council meeting on the Acceptable Request Guideline.

Policy Title	ADMINISTRATIVE ACTION COMPLAINTS PROCESS POLICY
Policy Number	GP/005
Business Unit	EXECUTIVE
Policy Type	STATUTORY POLICY
Responsible Officer	CHIEF EXECUTIVE OFFICER
Date of Adoption	
Resolution Number	C12.2-19122023
Review Date	
Date Repealed	

Document History	Date	Council Resolution Number	Notes (including the prior Policy number, details of change/s, etc)
Original	30.07.2013	2.7.300713	Administrative Action Complaints Process Policy
Version 1	15.12.2024		Update to meet requirements of the LGA and LGR

Administrative Action Complaints Process Policy

Purpose:

The complaints process is established with the following objectives:

- The fair, efficient and consistent treatment of complaints about decisions and other administrative actions of the council;
- A complaints process that is easy to understand and is readily accessible to all;
- Detection and rectification, where appropriate, of administrative errors and identification of areas for improvement in the council's administrative practices;
- Increase in awareness of the complaints process for the council's staff and the community and the building of staff capacity to effectively manage complaints;
- Enhancement of the community's confidence in the complaints process and of the reputation of the council as being accountable and transparent.

Scope:

The Administrative Action Complaints Process must be applied when an ~~effected~~affected person makes a complaint to Council about:

- a decision of Council, or a failure by Council to make a decision,
- a failure by Council to provide a written statement of reasons for a decision;
- a failure of Council to act, or of Council a failure to do an act;
- where Council has formulated a proposal or intention;
- where Council has made a recommendation.

Legislative Reference:

Local Government Act 2009 section 268

Local Government Regulation 2012 sections 187 and 306

Definitions:

Affected Person	An affected person is a person who is apparently directly affected by an administrative action of a local government.
Complaint	An expression of dissatisfaction by a person or organisation

Council Policy

For the purposes of the Administrative Action Complaints Process Policy a policy of Council includes any document, process, procedure, formal policy made under a previous resolution of Council and is implemented by delegation.

NOTE: a complaint should not be confused with a request for service. For example, a customer may phone and request a pot hole in a road be repaired. This is a request for service. If a customer was to phone to complain that he/she had requested a pot hole be repaired weeks ago and nothing had been done, then this constitutes a complaint.

Policy Provision:

How an Administrative Action Complaint can be made to Council

Complaints can be made by phone, in person, letter, fax, text message, email or via the Council's website. Written administrative action complaints should be address to the Chief Executive Officer (CEO).

Affected persons that provide oral administrative action complaints should provide their name, address and contact details to assist Council in responding to the complaint. The affected person may also be requested to provide a written submission regarding the matter or verify a written statement on the matter that has been dictated to a Council officer.

Anonymous complaints will be received however Council will have difficulty communicating with the complainant if they remain anonymous. As a complaint can only be made by an affected person Council will make all reasonable attempts to contact affected person in relation to the matter.

Complaints will be accepted from an agent for the affected person where a written authority signed by the affected person has been provided to Council by the agent. Council reserves the right to contact the deemed affected person to verify the authorisation before commencing the review process. The term affected persons refers also to the agent of affected persons through the remainder of this policy.

Acknowledgement of receipt of an Administrative Action Complaint

Council will provide the affected person with an acknowledgement of the receipt of the administrative action complaint within 7 days of receiving the complaint. The acknowledgement will be in writing and outline the process that Council will follow to review the matter.

Where Council is unable to find the contact details for an anonymous complainant (after making reasonable attempts) the Council will note on the review that no acknowledgement has been made.

On acknowledgement of a complaint it will be added to the complaints register. Anonymous complaints will be added to the complaints register.

Criteria for assessing where to investigate an administrative action complaint

The Council will not assess a complaint that:

- is not made by an affected person (or authorised agent)
- where no decision, policy, recommendation or action or lack of action is identified
- where the affected person has been deemed a vexatious complainant in relation to the current complaint matter
- where the complaint is deemed frivolous or vexatious

The complainant will be advised within 14 days if Council decides that it will not ~~access~~ assess the complaint under these criteria.

How an Administrative Action Complaint will be processed by Council

Administrative Action Complaints where the decision was made under Council policy or legislation where Council is delegated to make decision under that statute.

The matter will be referred to another officer to review the decision. That officer will take into account all information and any new information provided by the affected person in the review of the original decision.

The following table provides options for reviewing such matters.

Previous Decision Maker	Options for Reviewer
Chief Executive Officer	Deputy CEO External Party
Deputy CEO <u>Executive Manager</u>	Chief Executive Officer External Party
Manager	Chief Executive Officer Deputy CEO <u>Relevant Executive Manager</u>
Other Officer	Deputy CEO <u>Relevant Executive Manager</u> <u>Relevant</u> Manager

Once the reviewer has reviewed the matter they will advise the affected person in writing within 14 days of the reviewer's decision being made. That advice must include the reason for making the review decision and any other information that would assist the affected person understand the decision. The advice must also include advice that the affected person can request a further review if they are not satisfied.

All attempts will be made to complete the review within a period of 30 days. This is subject to all information being available and is a target rather than a benchmark.

If the affected person is not satisfied with the reviewer's decision they should respond to the Council providing the reasons for dissatisfaction highlighting where they believe the decision error has been made.

Council will again review the matter using a new reviewer who is more senior to the previous decision make and using the same review process.

Council will not review the matter a third time unless new information is provided that the CEO believes warrants further review. [Affected persons will be advised of their rights to have their matter reviewed by an independent third party including the Queensland Ombudsman-](#)

Administrative Action Complaints where the decision was made by Council resolution

On receipt of an administrative action complaint relating to a decision made by Council the CEO will:

- Provide an acknowledgement of receipt of the complaint within 7 days
- Provide the complainant with all information including agenda information and or reports (excepting confidential information) used in making the decision
- Meet with the affected person in relation to the matter once they have received the information and reports used in making the decision
- Provide access to Councillors including the opportunity for the affected person to address a Council workshop or meeting (depending on the nature of the matter)
- Where appropriate provide a further report to Council seeking a repeal or amendment of the decision where Council has indicated that it has made an error in policy development

Once the Council has reviewed the matter the CEO will advise the affected person in writing within 14 days of the Council's decision being made. That advice must include the reason for making the review decision and any other information that would assist the affected person understand the decision.

All attempts will be made to complete the review within a period of 60 days. This is subject to all information being available and is a target rather than a benchmark.

If the affected person is not satisfied with the Council's decision they should respond to the Council providing the reasons for dissatisfaction highlighting where they believe the decision error has been made.

Council will again review the matter using the same process and may use an external party to provide advice to Council.

Council will not review the matter a third time unless new information is provided that the CEO believes warrants further review. [Affected persons will be advised of their rights to have their matter reviewed by an independent third party including the Queensland Ombudsman.](#)

Rectification

Where an administrative action complaint has been substantiated Council should immediately undertake action to amend processes, policies, procedures and advise the affected person of such action. Where possible such rectification should be undertaken within a period of 30 days. This is subject to the ability to undertake such changes and any financial and operational constraints and is a target rather than a benchmark.

Reporting

Details of the administrative action complaints are required to be reported annually in the annual report. The CEO should also review the numbers and types of administrative action complaints on a regular basis to ensure that there are no trends that would identify a need to review process risks.

Related Documents:

This policy remains in place until superseded by a resolution of Council

Superseded Date: 30 th July 2013 Resolution Number: 2.7.300713	Comments
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Title of Report: Tender Award, NPAEU/2024 Northern Peninsula Airport Electrical Upgrade
Agenda Item : 8.10
Author: Executive Manager Operations
Attachments: A. QRA executed Funding Schedule (Tabled)
 B. Tender Assessment Report (Tabled)

Officers Recommendation:

That Council notes the Tender Assessment Report and

1. Authorise the Chief Executive Officer and Executive Manager Operations to accept the Antco Solutions Tendered Amount \$228,035.50 (GST incl) and to liaise with the Antco Solutions for a program of works.
2. Authorise a 20% contingency of \$45,607.00 for these works to be managed by the Chief Executive Officer and Executive Manager Operations if or as required.

PURPOSE OF REPORT

To award Bamaga Airport Electrical Upgrades at the airport terminal precinct in preparation for the Ergon mains power supply to the Airport in 2025, as tendered in Tender Number: NPAEU/2024.

BACKGROUND AND CONTEXT

The scheduled works is required to bring the Airport's terminal precinct electrical systems up to current standards in anticipation of the Ergon mains power supply next year. This project is being funded by QRA, the executed funding schedule has been Tabled (Attachment A).

Councils Project Managers for this project facilitated the tender for these works. The tender was advertised on Vendor Panel Local Buy Registered Contractors and closed on the 21/11/24.

Four Tenders were received in Council's Vendor Panel by the nominated closing date and time. The four tenders were received from (in alphabetical order):

- Antco Solutions
- B&B Electrical
- JNR Rural Electrical Pty Ltd
- LK Power Pty Ltd

Tenders were assessed against the following weighted criteria:

- Price 60%
- Past Performance (recent) 20%
- Proposed methodology and program 20%

	Antco Solutions	B&B Electrical	JNR Rural Electrical Pty Ltd	LK Power Pty Ltd
	10	6.9	2.2	4.9
Price Criteria	\$228 035.50 6.0	\$233 398 5.9	\$1 053 734.67 1.3	\$1 478 307.60 0.9



ORDINARY COUNCIL MEETING # 9

Agenda Item 8.10

Tuesday, 17th December 2024

CAIRNS

Past performance	2	1	0	2
Proposed methodology	2	0	0	2

The Tabled tender assessment report (Attachment B) was prepared by Council Officer, Robert Bottger and SLH Projects Pty Ltd Manager, Stuart Head. A summary of contractor assessment is on page 6.

CRITICAL DATES

It is critical that Council deliver these Works as soon as possible, but no later than the current funding expiry date of 30 June 2025. The main switchboard has a delivery time of 16 weeks so it is critical this is ordered prior to the commencement of the 2024/25 wet season.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

Council Procurement Policy, as the value of the works exceeds \$200,000.00 a tender was required.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A

FINANCIAL AND RESOURCE CONSIDERATIONS

This project has been budgeted for by Council. The current project budget is \$1,613,024.00 excluding GST.

CONSULTATION

Councils Contract Engineers
Other NPARC Executive Officers
Relevant NPARC Officers

Title of Report: 2025 Council and Trustee Meeting Dates Amendment

Agenda Item: 8.11

Classification: For Decision

Author Chief Executive Officer

Attachments Nil

Officers Recommendation:

That Council:

Amends the April 2025 Council Meeting commencing at 9am as follows:

- From Tuesday 29th April 2025 – New Mapoon to Thursday 24th April 2025 – New Mapoon

Officers Recommendation:

That Council:

Amends the April 2025 Trustee Meeting commencing at 10am as follows:

- From Wednesday 30th April 2025 – Bamaga to Wednesday 23rd April 2025 – Bamaga

PURPOSE OF REPORT

To provide a detail for the Council to amend April 2025 Council and Trustee Meeting dates.

BACKGROUND AND CONTEXT

Every year Council adopts the meeting dates and venue for the Ordinary Council meeting and the NPARC Trustees' Meetings for the year ahead. Council adopted its 2025 Council Meeting dates at the November Council Meeting.

Since that time, LGAQ has advised that the Indigenous Leaders Forum will be held on the 29th and 30th April in Cherbourg, which is the same dates as the council meeting. The Council meeting has originally been scheduled for that week as the prior week includes 2 public holidays for Easter Monday and ANZAC Day.

It has been proposed to reschedule the Council Meeting from Tuesday 29th April 2025 to Thursday 24th April 2025 and the Trustee Meeting from Wednesday 30th April 2025 to Wednesday 23rd April 2025. The venues could remain the same.

Alternatively, Council could run both meetings on the same day on the 24th April or the 2nd May (noting this would conflict with the Special Holiday for Umagico); or the meetings could be held on the 15th and 16th April. Council would be advised there may be some challenges with meeting the 4 day notice period for the provision of finance reports due to EOM processes. If the meeting was rescheduled for the 15th and 16th April, the finance report may need to be provided as a late report when finalised.



ORDINARY COUNCIL MEETING # 9

Agenda Item 8.11

Tuesday 17th December 2024

CAIRNS

CRITICAL DATES

Indigenous Leaders Forum has been scheduled for the same dates as the April Meeting

FINANCIAL AND RESOURCE CONSIDERATIONS

Nil additional costs

Title of Report: November 2024 Finance Report

Agenda Item: 9.1

Classification: For Noting

Author Finance Manager

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

Officers Recommendation:

That Council:

Note and accept the Finance Manager's Report for the period ending 30 November 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

Quick Summary

What is happening with our cash reserves? Constrained / Unconstrained

- Council officers have not received a further update from BDO since the last meeting. However, Council received first payment of service charges in December which improves the cash position
- Bank Balances @ 30 November were \$15.61mil. Cash has reduced by just over \$1.5mil
 - Commbank - \$479k
 - QTC Fund - \$15.13k
 - QTC WCF Fund - \$353.76
- Cash Flow is always tricky as we receive the majority of our untied grant revenue at either the beginning of the Financial Year – this includes our FA Grant, Indigenous Council Sustainability Grant and Enterprise revenue. This is why we have such a healthy cash balance. The only major sources of income for the remainder of the year are
 - Service Charge Revenue for water, sewerage and garbage (budgeted at \$4.16m)
 - BAS Income (which is also tracking behind at the moment) (a further \$10m if budgets are achieved)

- Towards the end of the year we might get next year Financial Assistance Grant as well as increased revenue from the Ferry and Batching Plant following the end of the year
- Each month we will get small amounts of income from Fees & Charges, Interest, Enterprises, Grants and other income

What areas are significantly under or over budget? What are we doing about this?

- **Employee Benefits** - So far YTD we have made 11 payrolls (as they aren't evenly timed between fortnights and months). Even when this is considered, there is a slight variance in increased employee benefits of about \$500k. This has remained stable from last month and we expect to reduce over wet season
- **Service Charges** – these have started to be issued but are not paid yet. We received first payment in Dec 2024
- **BAS Revenue** – This is waiting further feedback from EMBI
- **Events** – It looks like we have spent a lot in events, but that is because we have run our two big events for the FY already. This will reduce over time
- **Corporate / Governance** – we went through every Cost Code and found about \$283k of incorrectly costed creditors payments. In addition there were 27 employees who were having their wages incorrectly costed to Corporate, Governance or Finance Job Costs that is being fixed. This was due to be fixed by 30 Nov. New finance staff have advised this is delayed and should reflect in next month's report

Are we up to date with our compliance issues? Examples – GST returns, paying super, audit etc.

- **GST Returns** – have been lodged to Sep 24. October 24 is now overdue and the November BAS statement is also due on 23 Dec 24
- **Super** – super is paid automatically each pay as part of the payroll
- **Audit** – The auditors visited last month to complete the 22-23 audit. The latest update from GT is that the audit is progressing well with testing having commenced in all arease. In order to finalise, a return visit is required to complete testing dependent on physical records. We are waiting confirmation of this visit.
- **Credit Card Reconciliation** – Both credit cards have been reconciled by Council Officers. This is waiting on finance to process in the system

What is the trend? What does the future look like?

- Council needs to be worried about cash reserves. While they look good at the moment, they will drop very quickly over the next 6 months. We need to boost our untied funds reserve by limiting non-grant funded expenditure to emergencies and keeping to the council budget. As the bank reconciliation is almost up to date, we have a much better picture of current expenditure to control costs for the next 6 months. We also need to make sure we are properly accounting for capital grant costs and not using operational funds to pay for these costs
- Overall the budget is tracking slight behind (\$628k). Into the future there is additional income to be received but council needs to continue having strict cost control processes in place to meet the budget. The BAS issue needs to be addressed ASAP to resolve.

- Council needs to be aware that some enterprises are largely seasonal. We will stop receiving income for the Jardine Ferry and Batching Plant when the rain starts, but we will continue to incur costs. Most of the enterprises are in a much better position than the same time as last year except for the Umagico Supermarket; however the position has improved from last month. It is in a worst position than the same time last year. There has been less income at the Umagico Supermarket but more expenses. Clarity is required from management about the plan to resolve this issue.

Overall position

Cash Flows for the month of November and YTD

In the month of November, the bank recorded a total cash inflow from external sources of \$4.961 million, with 50% of this—around \$2.504 million—coming from the QRA and other government departments, generally in respect of capital grants or funding.

Similar outflows have been seen in respect of the capital inflows. Year-to-date (YTD) for the council, the bank has recorded \$41.3 million in cash inflows.

Revenue

As of November 2024, Sales has a deficit of \$500k YTD which is in respect of the budget. The Enterprise revenue is \$1.1m in surplus YTD in respect of the budget. The year-to-date (YTD) revenue when compared to the budget does not take into account the seasonal nature of the operations of Council, (i.e. the budget YTD figures are based on the annual budget and divided by 12).

Looking forward, it's anticipated that revenue for the Business Enterprises may decline with the onset of the wet season. This seasonality effect should be considered for future revenue forecasts and budget planning.

Expenses

During the month of November, the Materials and Services expenditure was slightly below budget accounting for appropriately 41% of Council's operational expenditure, totalling \$25.8m YTD.

In November, employee benefits were well above the budget expectations for the 2024/25 fiscal year. This increase can be attributed to events that took place earlier this year, and how PCS system is managing the budget, it is expected that employee benefits will align with budget targets over the long term. This is due to the seasonal requirements of additional staff during the dry season.

Depreciation is now calculated based on Auditors figures for the year ended 2023/24, the amount being \$11.2m for the financial year. It is anticipated that depreciation will exceed the budget for this financial year, subject to the revaluation of assets as part of the ongoing audit.

As at year to date the Business Enterprises made a combined surplus of \$1.17M, including the following:

- The Alau Supermarket has a YTD loss (\$420k).



- The Injinoo Batching Plant made a YTD Actual Surplus of \$301K.
- The Injinoo Service Station made a YTD Actual Surplus of \$172k.
- The Jardine Ferry & Roadhouse made a YTD Actual Surplus of \$841K.
- The Stores made a YTD Actual Surplus of \$65K.

Budget and Management Reporting

The half-yearly review of the 2024/25 budget is scheduled for January.

CRITICAL DATES

The external auditors are still in the process of completing the 2022/23 audit. We're hopeful that they'll conclude their work by the end of January 2025, which is a delay from the previous estimate of November 2024.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A

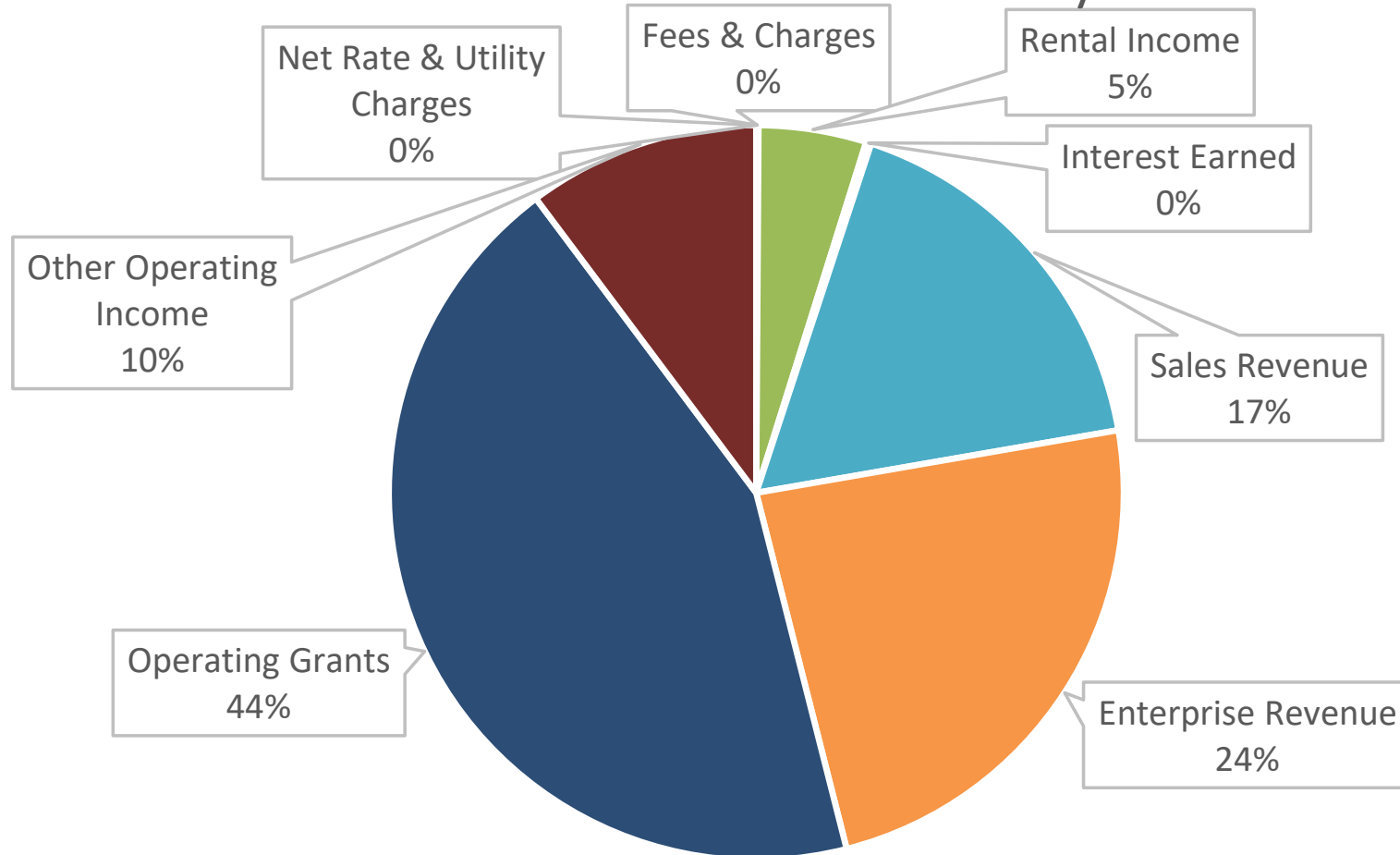
FINANCIAL AND RESOURCE CONSIDERATIONS

N/A

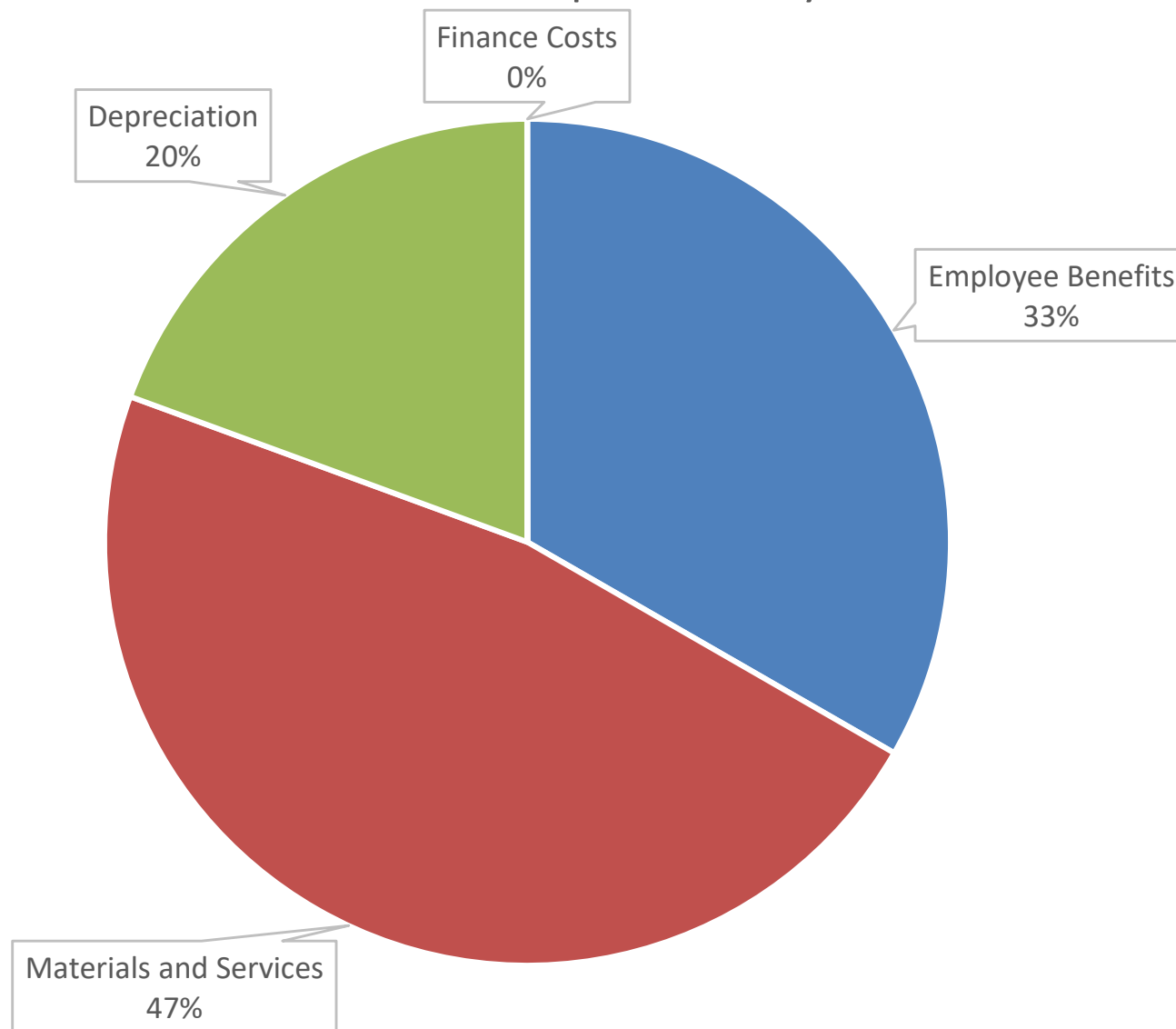
CONSULTATION

N/A.

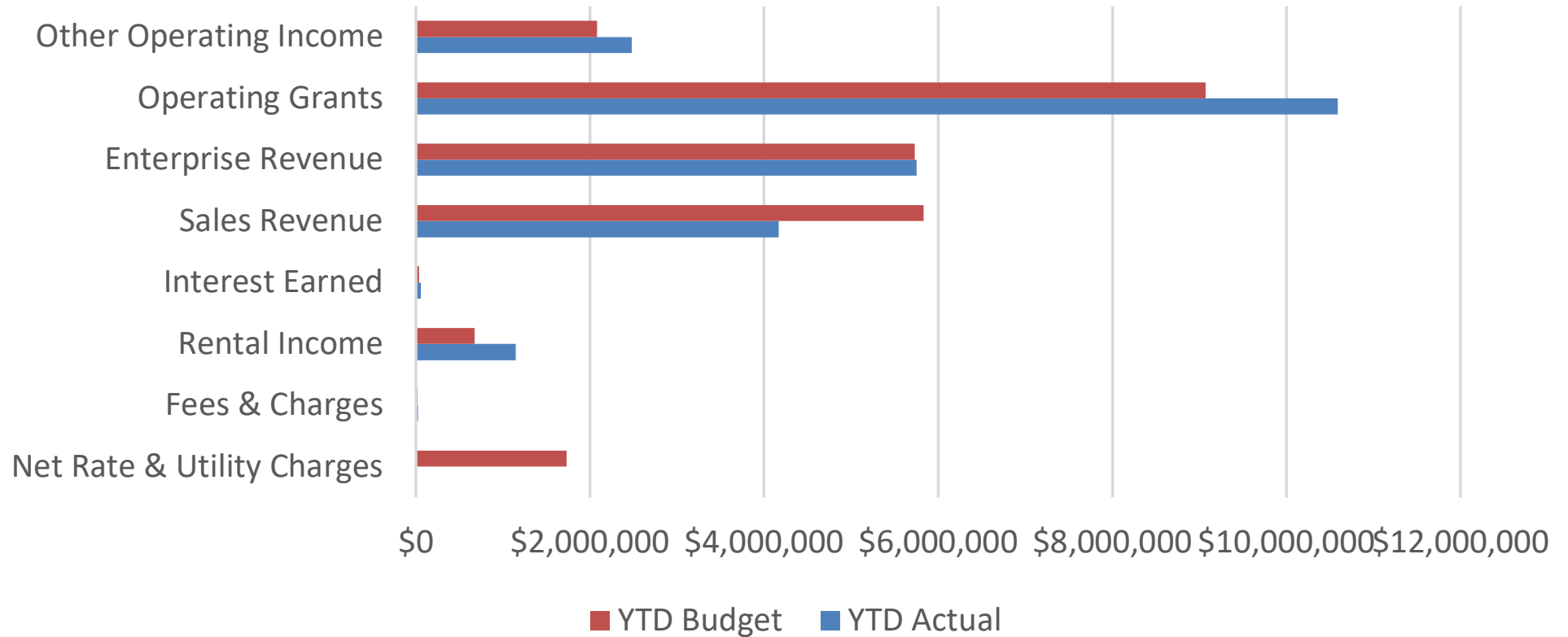
Where Council Made Money



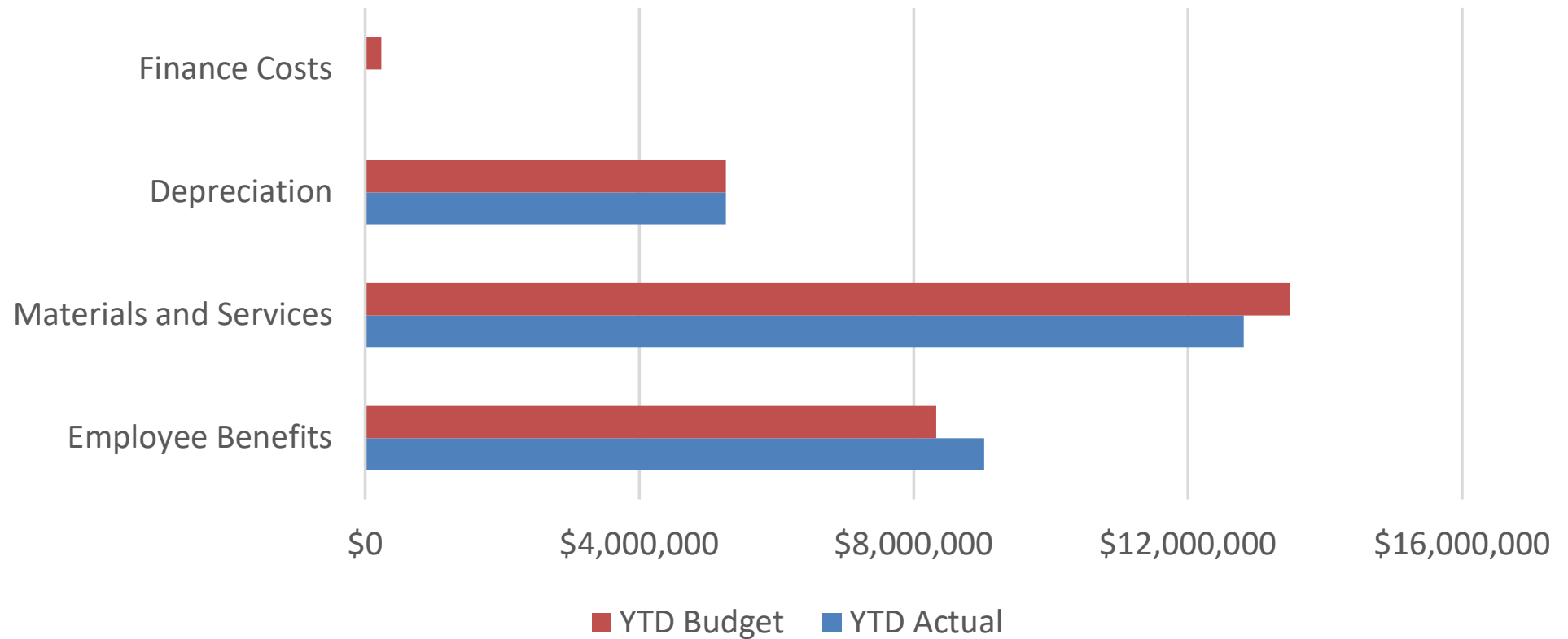
Where Council Spent Money



INCOME - YTD Actual Vs Budget



EXPENDITURE - YTD Actual vs Budget



Operating Income	YTD Actual	YTD Budget	Variance	Annual Budget
Net Rate & Utility Charges	\$0	\$1,732,990	-\$1,732,990	\$4,159,177
Fees & Charges	\$23,771	\$17,917	\$5,854	\$43,000
Rental Income	\$1,145,651	\$673,552	\$472,099	\$1,616,526
Interest Earned	\$56,094	\$37,500	\$18,594	\$90,000
Sales Revenue	\$4,168,218	\$5,832,184	-\$1,663,966	\$13,997,241
Enterprise Revenue	\$5,755,750	\$5,729,208	\$26,542	\$13,750,100
Operating Grants	\$10,590,631	\$9,072,933	\$1,517,698	\$21,775,040
Other Operating Income	\$2,477,604	\$2,079,683	\$397,921	\$4,991,239
TOTAL INCOME	\$24,217,719	\$25,175,968	-\$958,249	\$60,422,323

Operating Expenses	YTD Actual	YTD Budget	Variance	Annual Budget
Employee Benefits	\$9,026,094	\$8,326,809	-\$699,285	\$19,984,341
Materials and Services	\$12,814,384	\$13,483,632	\$669,248	\$32,360,716
Depreciation	\$5,257,554	\$5,260,054	\$2,500	\$12,624,129
Finance Costs	\$4,416	\$233,750	\$229,334	\$561,000
TOTAL EXPENSES	\$27,102,448	\$27,304,244	\$201,797	\$65,933,704

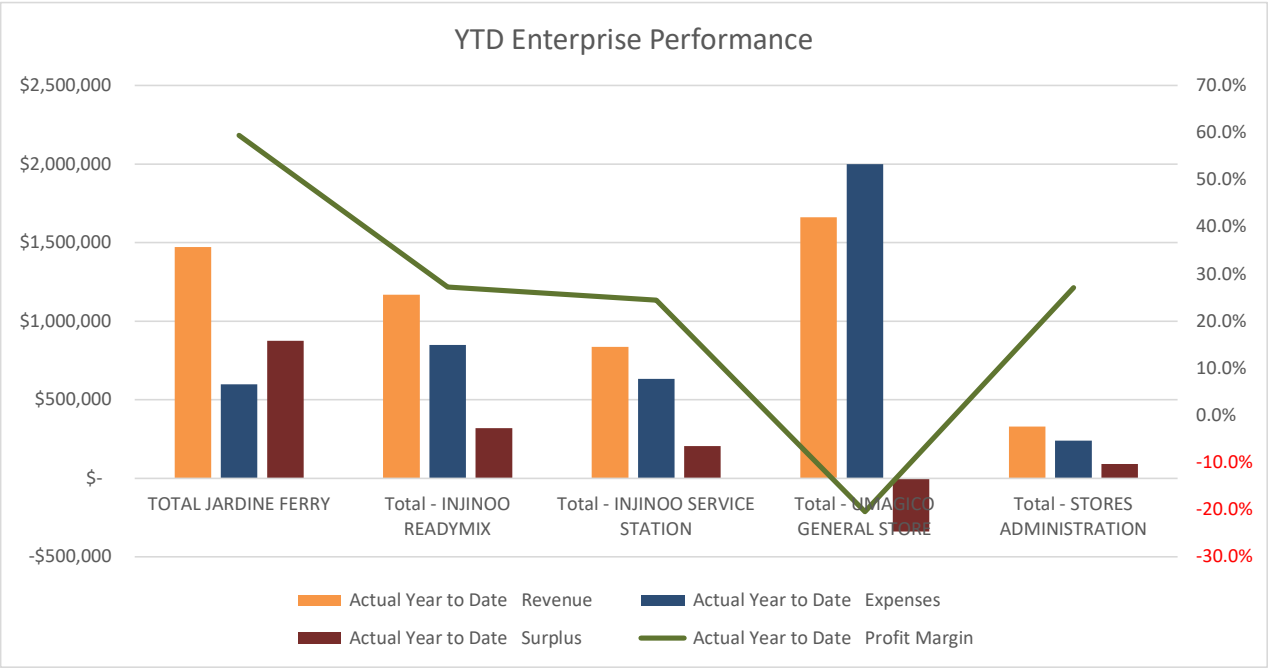
OPERATING OPERATING RESULT	-\$2,884,729	-\$2,128,276	-\$756,452	-\$5,511,382
OPERATING RESULT BEFORE DEPRECIATION	\$2,372,825	\$3,131,777	-\$758,952	\$7,112,747

Enterprise Breakdown

TOTAL JARDINE FERRY
Total - INJINOO READYMIX
Total - INJINOO SERVICE STATION
Total - UMAGICO GENERAL STORE
Total - STORES ADMINISTRATION
TOTAL BUSINESS ENTERPRISES

Actual Year to Date			
Revenue	Expenses	Surplus	Profit Margin
\$ 1,473,024	\$ 597,788	\$875,236	59.4%
\$ 1,167,201	\$ 848,881	\$318,320	27.3%
\$ 836,769	\$ 631,936	\$204,833	24.5%
\$ 1,660,222	\$ 1,999,178	-\$338,956	-20.4%
\$ 329,959	\$ 240,582	\$89,377	27.1%
\$ 5,467,175	\$ 4,318,365	\$1,148,810	21.0%

Last Year to Date			
Revenue	Expenses	Surplus	Profit Margin
\$ 1,367,887	\$ 519,231	\$848,656	62.0%
\$ 517,223	\$ 939,054	-\$421,831	-81.6%
\$ 745,578	\$ 776,012	-\$30,434	-4.1%
\$ 1,706,066	\$ 2,002,100	-\$296,034	-17.4%
\$ 342,909	\$ 351,409	-\$8,500	-2.5%
\$ 4,679,663	\$ 4,587,806	\$91,857	2.0%



Department Breakdown

TOTAL WATER & SEWERAGE SERVICES
 TOTAL CORPORATE/GOVERNANCE
 TOTAL FINANCE & ADMIN
 TOTAL COMMUNITY & CULTURAL
 TOTAL OPERATIONS
 TOTAL COMMUNITY EVENTS
 TOTAL COMMUNITY AGED CARE
 TOTAL BUSINESS ENTERPRISES
 TOTAL PROPERTIES & LEASING
 TOTAL COUNCIL CONTRACTS
 TOTAL RANGERS PROGRAMS
 TOTAL SPORT & RECREATION
 TOTAL HEALTH & ENVIRONMENT

CONSOLIDATED

Budget 2025	
Revenue	Expenses
\$ 4,159,177	\$ 7,648,839
\$ 13,121,174	\$ 6,048,064
\$ 9,571,388	\$ 3,683,683
\$ 269,781	\$ 2,843,663
\$ 1,058,987	\$ 16,747,018
\$ 251,849	\$ 475,856
\$ 822,080	\$ 1,246,201
\$ 12,915,811	\$ 11,713,065
\$ 15,265,357	\$ 12,429,796
\$ 100,000	\$ 100,000
\$ 1,911,925	\$ 1,911,925
\$ 237,961	\$ 334,461
\$ 736,833	\$ 751,134
\$ 60,422,323	\$ 65,933,704

Actual Year to Date	
Revenue	Expenses
\$ 112,842	\$ 3,300,131
\$ 5,893,199	\$ 3,847,134
\$ 6,020,535	\$ 1,517,376
\$ 148,705	\$ 929,230
\$ 347,808	\$ 6,869,339
\$ 113,446	\$ 347,615
\$ 377,078	\$ 476,314
\$ 5,467,175	\$ 4,318,365
\$ 5,260,182	\$ 4,122,574
\$ -	\$ 5,148
\$ 26,875	\$ 858,591
\$ 116,442	\$ 129,797
\$ 333,432	\$ 380,834
\$ 24,217,719	\$ 27,102,448

% of Budget INCOME	% of Budget EXPENSES
2.7%	43.1%
44.9%	63.6%
62.9%	41.2%
55.1%	32.7%
32.8%	41.0%
45.0%	73.1%
45.9%	38.2%
42.3%	36.9%
34.5%	33.2%
0.0%	5.1%
1.4%	44.9%
48.9%	38.8%
45.3%	50.7%
40.1%	41.1%

41.7%

Northern Peninsula Area Regional Council
Statement of Cash Flows
For the period 1 July 2024 to 30 November 2024

	2024 Actual
Cash flows from operating activities:	
Receipts from customers	9,550,775
Payments to suppliers and employees	- 18,263,332
	<u>- 8,712,556</u>
Interest received	186,160
Rental income	1,154,904
Non-capital grants and contributions	18,360,440
Finance costs	- 15,494
Net cash inflow (outflow) from operating activities	<u><u>10,973,453</u></u>
Cash flows from investing activities:	
Payments for property, plant and equipment	- 8,897,953
Finance lease receipts	
Grants, subsidies, contributions and donations	10,531,216
Net cash inflow (outflow) from investing activities	<u><u>1,633,264</u></u>
Cash flows from financing activities	
Net cash inflow (outflow) from financing activities	<u><u></u></u>
Net increase (decrease) in cash and cash equivalents held	
Cash and cash equivalents at beginning of reporting period	2,998,558
Cash and cash equivalents at end of reporting period	<u><u>12,606,717</u></u>
Cash and cash equivalents at 30-September-2024	<u><u>15,605,275</u></u>

	OPENING BALANCE	Movement YTD	Closing BALANCE
CURRENT ASSETS			
CASH AND CASH EQUIVALENTS	2,541,052.61	8,738,182.54	11,279,235.15
DEBTORS	2,956,188.79	563,730.55	3,519,919.34
STOCK ON HAND	1,005,281.46	-38,305.56	966,975.90
ACCRUALS AND PREPAYMENTS	268,891.51	-5,858,298.35	-5,589,406.84
OTHER CURRENT ASSETS	2,522,498.76	0.00	2,522,498.76
CURRENT ASSETS TOTAL	9,293,913.13	3,405,309.18	12,699,222.31
AIRPORT ASSETS	11,094,531.05	358,273.99	11,452,805.04
BUILDING ASSETS	43,954,390.29	26,200.37	43,980,590.66
ROAD & DRAIN ASSETS	68,228,132.30	3,869,183.28	72,097,315.58
WATER ASSETS	50,724,881.72	373,077.71	51,097,959.43
SEWER ASSETS	24,549,249.16	0.00	24,549,249.16
PLANT & EQUIPMENT ASSETS	6,933,803.63	-475,740.25	6,458,063.38
INFRASTRUCTURE ASSETS	16,032,406.86	252,588.45	16,284,995.31
COMMUNITY HOUSING ASSETS	12,371,829.28	16,200.00	12,388,029.28
NDFA WIP	4,578,874.66	2,831,384.84	7,410,259.50
LEASED ASSETS NON CURRENT	16,982,012.04	0.00	16,982,012.04
ROADWORKS	96,936.78	51,770.75	148,707.53
WATER & SEWERAGE	310,399.53	0.00	310,399.53
Dept Local Govt-CNLGG	48,042.65	0.00	48,042.65
Local Thriving Communities funding	20,850.73	0.00	20,850.73
W4Q 2021-24	1,111,171.53	23,385.58	1,134,557.11
W4Q 2024-27	0.00	146,606.82	146,606.82
15 x 3 bed Social Houses	500,685.00	282,297.26	782,982.26
COMMUNITY SERVICES	262,212.01	2,580.00	264,792.01
NON-CURRENT ASSETS TOTAL	257,800,409.22	7,757,808.80	265,558,218.02
TOTAL ASSETS	267,094,322.35	11,163,117.98	278,257,440.33
PAYABLES	2,677,732.31	-186,822.88	2,490,909.43
EMPLOYEE ENTITLEMENTS	1,116,347.59	-4,390.58	1,111,957.01
OTHER LIABILITIES	11,201,015.98	0.00	11,201,015.98
OTHER LIABILITIES	-180.37	0.00	-180.37
CURRENT LIABILITIES TOTAL	14,994,915.51	-191,213.46	14,803,702.05
NON CURRENT LIABILITIES TOTAL	1,664,971.14	0.00	1,664,971.14
TOTAL LIABILITIES	16,659,886.65	-191,213.46	16,468,673.19
NETT ASSETS/(LIABILITIES)	250,434,435.70	11,354,331.44	261,788,767.14
EQUITY TOTAL	250,434,435.70	11,354,331.44	261,788,767.14

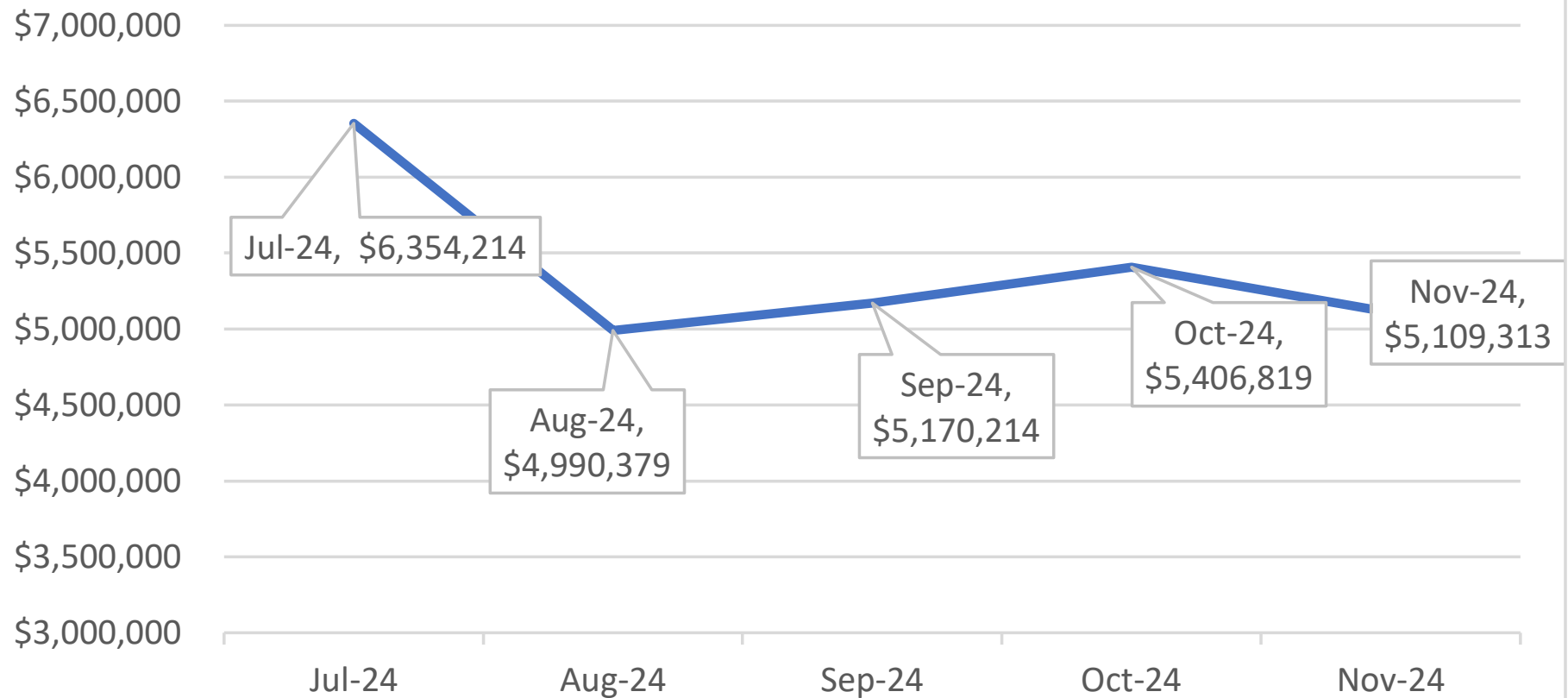
Trade Debtors

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24
Current	\$ 338,453	\$ -	\$ 164,586	\$ 439,794	\$ 617,527
30 Days	\$ 1,573,238	\$ 644,104	\$ 688,568	\$ 376,314	\$ 338,018
60 Day	\$ 168,659	\$ 142,047	\$ 201,743	\$ 102,276	\$ 90,415
90+ Day	\$ 4,273,864	\$ 4,204,228	\$ 4,115,318	\$ 4,488,435	\$ 4,063,353
Total	\$ 6,354,214	\$ 4,990,379	\$ 5,170,214	\$ 5,406,819	\$ 5,109,313

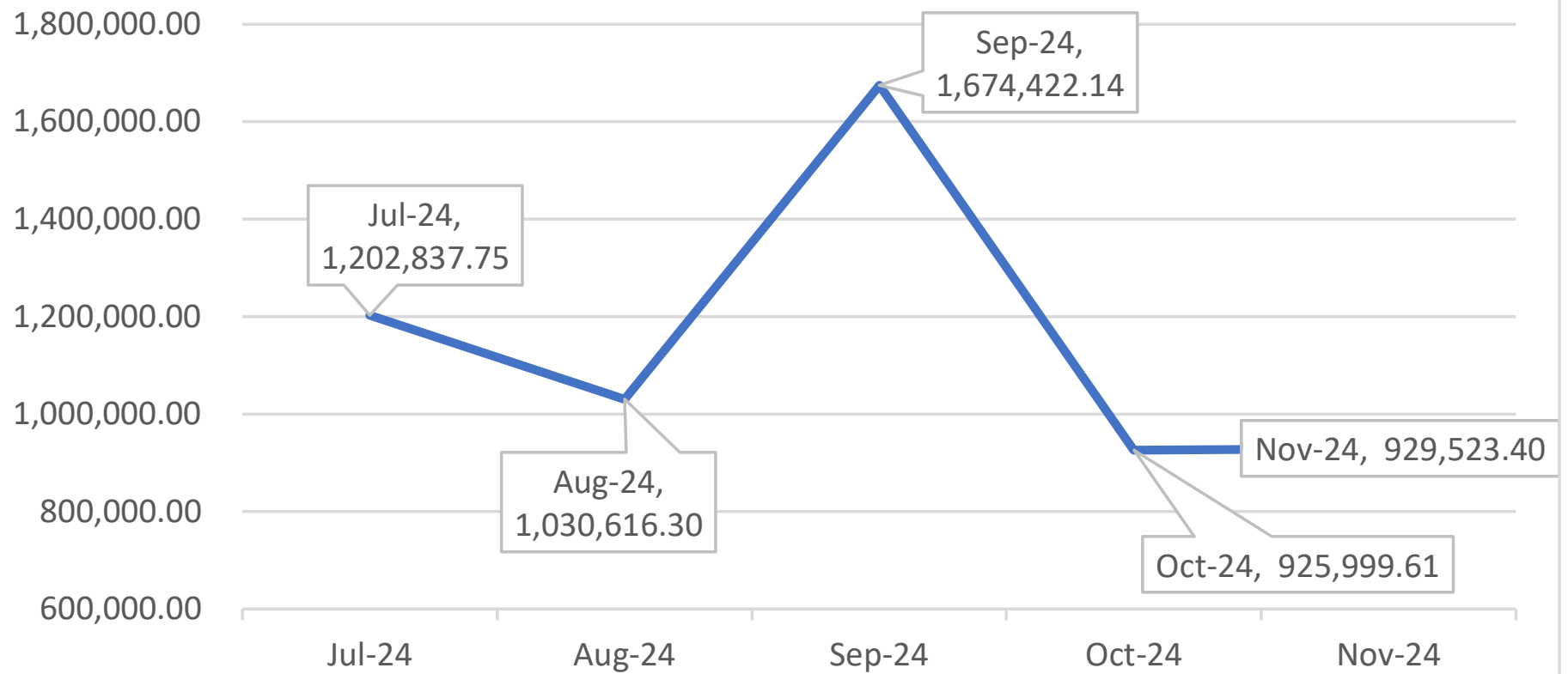
Trade Creditors

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24
Current	\$ 349,910	\$ 997,017	\$ 10,410	\$ -	\$ 774,565
30 Days	\$ 788,737	\$ 15,440	\$ 1,398,822	\$ 868,047	\$ 124,747
60 Day	\$ 44,529	\$ 105	\$ 239,579	\$ 24,168	\$ 9,084
90+ Day	\$ 19,662	\$ 18,054	\$ 25,610	\$ 33,785	\$ 21,127
Total	1,202,837.75	1,030,616.30	1,674,422.14	925,999.61	929,523.40

Total Debtors



Total Creditors



AGED DEBTORS REPORT

Report Conditions; with Current Balances

Financial Year Ending 2025

ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
ADI255	REGINA J WASIU	13,285.71	480.00	600.00	480.00	14,845.71
ADICAS	CASSANDRA ADIDI	4,111.98				4,111.98
AKITEA	TEANNA AKI-FUJI	-188.80				-188.80
AMAGAV	GAVIN AMARASIRI	-646.52				-646.52
AOG	ASSEMBLY OF GOD CHURCH	7,073.64	505.26	505.26	505.26	8,589.42
APUISIC	APUDTHAMA INJINOO SPORTING INDIGENOU	6,168.80				6,168.80
APULAN	APUDTHAMA LAND TRUST	1,187.60				1,187.60
ARMY	DEPARTMENT OF DEFENCE	-711.13				-711.13
ATACORP	ANGKAMUTHI TRIBAL ABORIGINAL CORPORA				189.97	189.97
AUSWASTE	AUSWASTE FNQ Pty Ltd	961.24		999.69	999.69	2,960.62
BAMHOS	BAMAGA HOSPITAL		-14,265.00		-9,584.90	-23,849.90
BAMKAZIL	BAMAGAU KAZIL TSI CORPORATION	132,496.53	4,957.30	5,473.60	5,542.85	148,470.28
BASCON	QBUILD - DEPT OF ENERGY & PUBLIC WORKS				121,664.19	121,664.19
BASMAINT	DEPT OF ENERGY & PUBLIC WORKS	30,947.15	14,811.79	114,635.60	124,030.32	284,424.86
BASSMOKE	QBuild, Dept of Energy & Public Works	0.01				0.01
BASUPG	DEPT OF ENERGY & PUBLIC WORKS	9,835.12		19,836.00	133,768.80	163,439.92
BBELEC	B & B ELECTRICAL	800.00			800.00	1,600.00
BEL	BAMAGA ENTERPRISES LIMITED(do not use)	-24,535.55				-24,535.55
BEL1	BAMAGA ENTERPRISE LTD	-30,121.07	-2,875.27	-3,412.80	10,191.15	-26,217.99
BEL2	BEL PTY LTD	-2,097.68	1,296.00	1,296.00	1,296.00	1,790.32
BEL3	BAMAGA ENTERPRISE LTD	18,346.53	471.00	678.19	3,883.15	23,378.87
BELBP	BAMAGA BP SERVICE STATION(do not use)	14,516.60				14,516.60
BELCYPL	CAPE YORK PENINSULA LODGE(do not use)	56,516.90				56,516.90
BELNOM	BAMAGA NOMINEES PTY LTD			5,934.31	1,494.11	7,428.42
BELTAV	BAMAGA TAVERN(do not use)	19,853.00				19,853.00
BERNIE	BERNIE'S KAI KAI BAR	550.00				550.00
BLAELI	ELIMAU BLARRY	-2,588.43	-571.40	-428.55		-3,588.38
BLAKEA	Keas Blarrey	-5.51				-5.51
BLAKEN	KEN BLACKHOE	1,285.72				1,285.72
BLUDOG	BLUE DOG HELICOPTERS PTY LTD	-150.15				-150.15
BONMER	MERVYN BOND	-1,045.90				-1,045.90
BRO63	ERIC COTTIS & KAREN BOND			501.43	480.00	981.43
BRO68	MERVYN BOND	5,148.57	-360.00	-200.00	-360.00	4,228.57
BRO72B	JANELLE LIFU	11,220.86		120.00		11,340.86
BRO76	LESTER BOND	42,243.93	480.00	600.00	480.00	43,803.93
BUNGIE	BUNGIE HELICOPTERS	8,168.54	-0.20	9,076.08		17,244.42
C3CHURCH	C3 CHURCH - CAIRNS	300.00				300.00
CAPCON	CAPITAL CONSTRUCTIONS (QLD) PTY LTD	-6,499.12				-6,499.12
CAPSTRA	CAPE 'N' STRAITS PTY LTD			-1,066.56	704.00	-362.56
CAPSTRA2	CAPE 'N' STRAITS PTY LTD	9,591.36	4,713.27	1,571.09	2,973.59	18,849.31
CARMODY	ROB CARMODY Lease budget lodge	65,612.82	10,532.43	2,252.32	7,764.00	86,161.57
CARRON	RON CARTER	-1,101.91				-1,101.91
CBM	COYS BUDGET MOTORS	95,987.75	200.00		500.00	96,687.75
CHC	CAMERON HERBERT CONSTRUCTION PTY LT	14,952.00	10,482.53	3,815.43	23,454.85	52,704.81
CLISMA	CLIMATE SMART HOMES P/L	-1,200.53				-1,200.53
CNSHWARE	CAIRNS HARDWARE	11,000.00				11,000.00
CYBT	CAPE YORK ICE & TACKLE	825.00		825.00	825.00	2,475.00
CYBUILD	CAPE YORK BUILDING & MAINTENANCE	254.00	13,043.25	6,603.60	1,561.95	21,462.80
CYJET	CAPE YORK JETSKI TOURS		523.88	523.88	523.88	1,571.64
CYLC	CAPE YORK LAND COUNCIL	1,026.26				1,026.26
CYSR2	CAPE YORK SPARES & REPAIRS	101,260.55				101,260.55
CYT2	CAPE YORK TRADERS	-1,110.27			913.73	-196.54
CYTET	CAPE YORK TOP END TOURS	1,300.00	3,654.72	406.08	406.08	5,766.88
DAFF	DEPT OF AGRICULTURE, FISHERIES & FORES	19,956.00	1,235.00	1,235.00	1,235.00	23,661.00
DAGF	DEPT OF AGRICULTURE, FISHERIES	478.95				478.95
DASERV	DAINTREE AIR SERVICES	5,375.09	1,654.38			7,029.47
DATSIP	DEPT OF ABORIGINAL & TORRES STRAIT	294.00				294.00
DAWR	DEPT OF AGRICULTURE, FISHERIES		-700.00			-700.00
DEIS	DEPT EDUCATION INFRASTRUCTURE SERVIC	-10,109.96				-10,109.96
DHS	DEPARTMENT OF HUMAN SERVICES	9,913.05	-100.30	-148.36	675.63	10,340.02

AGED DEBTORS REPORT

Report Conditions; with Current Balances

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ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
DREAM	BAMAGA DREAMTIME	581.16				581.16
DSDSATSI	Dept of Seniors, Disability Services	1,356.00				1,356.00
EASTAIR	EAST AIR	940.50			614.96	1,555.46
ELUDEV	DEVONA ELU	-866.66				-866.66
EMERDON1	KAIWAI GULIGO	19,155.31	480.00	600.00	480.00	20,715.31
ERGON	ERGON ENERGY CORPORATION LTD	100.00				100.00
FIRNAT	FIRST NATIONS HOUSING & HOMELESSNESS	13,407.98				13,407.98
FIXMBUI	FIX-M BUILDING MAINT & SERV	13,651.64				13,651.64
FLE180	MARJORIE SAGIGI & GERALD BOND	-805.96	-100.00	400.00	250.00	-255.96
FNPLUMB1	FAR NORTH PLUMBING - AGREEMNT	-8,154.00				-8,154.00
FRASBUIL	A.D.FRASER BUILDERS	1,200.00				1,200.00
GBRHEL	GREAT BARRIER REEF HELICOPTER(do no use	1,034.34				1,034.34
GREWILL	GREG WILLIAMS CONSTRUCTIONS P/L	27,982.10				27,982.10
GTSCARP	GTS CARPENTRY SERVICES	489.33				489.33
HCBUILD	H C BUILDING			110,599.29	91,491.02	202,090.31
HIGGINS	R HIGGINS ATF HIGGINS & LYONS TRUST	71,048.88				71,048.88
HINT	HINTERLAND AVIATION PTY LTD	8,012.16				8,012.16
HOPE	HOPE FELLOWSHIP	19,500.00				19,500.00
HRBILJER	JEREMIAH BILLY/SHEILA CHARLIE	-894.12		150.00	600.00	-144.12
HRMAIER	ERICA MAIRU	7,062.86				7,062.86
HRNONA	TOLOWA NONA & GINA NONA	-1.97	220.00	275.00	220.00	713.03
HRPETTER	TERRY GINA PETER	-395.72	-40.00	110.00	-40.00	-365.72
HRSAMO	DALE & NORAH SALEE	35,684.31	-200.00	350.00	600.00	36,434.31
HRS AUS	HRS Australiasia Pty Ltd		2,860.00			2,860.00
IBIS	IBIS - ISLANDERS BOARD OF INDUSTRY & SEI	-304.00				-304.00
IBUMCF	McFARLANE IBUAI	60.00				60.00
IIACORP	IPIMA IKAYA ABORIGINAL CORP RNTBC	961.05				961.05
INGW	WILLIAM INGUI	-500.00				-500.00
JJPLANT	J & J PLANT HIRE	3,785.58				3,785.58
KSSONS	KEVIN SEBASIO & SONS (no credit)	48,400.00	-100.00	-100.00	-100.00	48,100.00
LAN81A	YOSHABELLE BOND	14,703.57	420.00	525.00	420.00	16,068.57
LAN81B	TALITA NELIMAN	1,255.00	420.00	525.00	420.00	2,620.00
LDMC	L & D MAINTENANCE & CLEANING	827.71	1,627.10	2,696.02	1,296.74	6,447.57
LFLE77	NORMAN SAILOR	31,446.43	480.00	600.00	480.00	33,006.43
LFLE78	BILLY & FLORENCE DANIEL	22,702.24	480.00	600.00	480.00	24,262.24
LLVEND	L&L VENDING	33,868.88	2,520.00	1,260.00	1,260.00	38,908.88
LOYALTY	LOYALTY BEACH CAMPGROUND	108,321.93		-189.60	1,693.86	109,826.19
LUFFROD	RODNEY LUFF				375.00	375.00
LUI045	DWAYNE NONA	7,585.71	480.00	600.00	480.00	9,145.71
LUI061	ALLISON GOWA/MICHAEL SOLOMON	13,632.14	240.00	360.00	240.00	14,472.14
LUI064	JENNIFER SEBASIO	5,565.43		120.00		5,685.43
LUI070	REGINALD WILLIAMS & JEAN WILLIAMS	7,112.86	400.00	500.00	400.00	8,412.86
LUI071	LYELL BOWIE	-1,308.57			430.00	-878.57
LUI073	KENNY NEWMAN & PAMELA WILLIE	-2,622.43			90.00	-2,532.43
LUI076B	ESME NEWMAN	-1,028.07	-40.00	80.00	-40.00	-1,028.07
MANJY	JEFFERSON & YVONNE MANDIE	2,944.90				2,944.90
MARA	MARA CARPENTRY SERVICES	216,972.08				216,972.08
MARA2	MARA CARPENTRY LEASE	21,000.00				21,000.00
MARNEST	MARTHALITTA NEST CLOTHING & ACCESSOF	1,700.00				1,700.00
MCDR	ROY MCDONNELL	298.45				298.45
METMIN	METRO MINING LIMITED	-849.00				-849.00
MIDHEL	MIDCOAST HELICOPTERS PTY LTD	5,988.65				5,988.65
MOTALI	ALICKSON MOTLOP	124.45				124.45
MOTNED	NED MOTLOP	124.45				124.45
MOTSTA	STANLEY MOTLOP	58.65				58.65
MUD262	TIANA SAM	6,820.68	480.00	600.00	480.00	8,380.68
MUDTIM	TIMIKA MUDU			627.81	-200.00	427.81
MUTTRU	MUTUAL TRUST	-1,535.54		1,000.00		-535.54
NADCL	NATIONAL AUSTRALIA DAY COUNCIL LTD				13,200.00	13,200.00
NAI	NAI-BEGUTA AGAMA CORPORATION	-83,322.56	769.68			-82,552.88

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ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
NAKTET	TETSUO NAKACHI	-19.00				-19.00
NAWSHI	SHIRLEY NAWAKIE	-48.00		-100.00	-100.00	-248.00
NEWL	Leandra Newman	-250.00				-250.00
NIAAGE	NATIONAL INDIGENOUS AUST AGENCY	8.77				8.77
NMAC	NEW MAPOON ABORIGINAL CORPORATION	59,325.79				59,325.79
NOMD	DAVE NOMOA	0.20				0.20
NONBEA	BEATRICE NONA	0.02		993.01	-200.00	793.03
NPA JUST	NPA JUSTICE SERVICES ATSI CORP	1,191.61				1,191.61
NPABE	NPA BUSINESS ENTERPRISE			1,851.04	180.77	2,031.81
NPACON	NPA CONSTRUCTION	73,677.46				73,677.46
NPAEM	NPA EARTHMOVING	2,579.65	3,745.15	8,316.83	6,627.01	21,268.64
NPAFACS	NPA FAMILY & COMMUNITY SERVICES	1,780.22	14,708.90	48,125.00	7,027.75	71,641.87
NPAFACS2	NPA FAMILY & COMMUNITY SERVICES 2		2,810.25	6,402.83	6,402.83	15,615.91
NPAHCS	NPA HOLIDAY CLEANING SERVICES	1,632.85	137.75			1,770.60
NPASC	NPA STATE COLLEGE	184.73		-78,249.00	148.45	-77,915.82
NQBUILD	NQ BUILDERS			105.50	1,954.74	2,060.24
NQFP	NQ FIRE PROTECTION PTY LTD	540.00				540.00
OPTUS	OPTUS MOBILE PTY LTD	-671.78				-671.78
ORC269	THOMAS SEBASIO	-888.57		120.00	480.00	-288.57
OUILOR	LORRAE OUI	-226.20				-226.20
PABLAW	LAWRENCE PABLO	400.04				400.04
PCC	POSITIVE CONCRETE & CONSTRUCTION PTY			271.35	704.30	975.65
PETMAR	MARGRET PETER	199.71				199.71
PORG	GAVIN PORT	247.14				247.14
PRSCAFF	P & R Scaffolding STOP CREDIT	15,364.35				15,364.35
QBILD	QBUILD, DEPT OF ENERGY & PUBLIC WORKS	7,626.40				7,626.40
QCS	QLD CORRECTIVE SERVICES	505.00				505.00
QG DISAB	DEPT OF ENERGY & PUBLIC WORKS	0.93				0.93
QGHOUSIN	DEPT OF ENERGY & PUBLIC WORKS	127,597.56	-10,294.72	-5,147.36		112,155.48
QIFVLS	QLD INDIGENOUS FAMILY VIOLENCE LEGAL S	-224.99				-224.99
QLDED	EDUCATION QUEENSLAND	-83,495.00				-83,495.00
RANA	RANA LANDSCAPING	7,229.20				7,229.20
RBSERV	RICHARDSON'S BUILDING SERVICE	44,954.49				44,954.49
REX	REGIONAL EXPRESS	-5,196.40				-5,196.40
RFDS	ROYAL FLYING DOCTOR SERVICE				2,161.84	2,161.84
RKOR01	SHANNAY GEBADI	3,825.00	420.00	525.00		4,770.00
RKOR71A	ARTHUR WONG	7,956.43				7,956.43
RNCARP	RONALD NONA CARPENTRY			-2,936.80	4,980.08	2,043.28
RTWEIPA	RIO TINTO WEIPA	-2,605.00				-2,605.00
SAGGUY	GUY SAGAUKAZ		1,000.00	-200.00	-200.00	600.00
SAGSID	SID SAGAUKAZ		1,000.00	-200.00	-200.00	600.00
SEASWIFT	SEASWIFT			-215.58		-215.58
SEB033	MRS CHERYL SAILOR	9,578.07	360.00	450.00	360.00	10,748.07
SEB041	ALBERT BOWIE/PATRICIA TAPAU	10,962.85	240.00	360.00	240.00	11,802.85
SEB042	VANESSA HUDSON	14,743.31	480.00	600.00	480.00	16,303.31
SEB044	RONALD NONA & ANNA NONA	662.50	212.00	265.00	212.00	1,351.50
SEB048	LAVINIA JACOB	14,669.86	480.00	600.00	480.00	16,229.86
SEB049A	CHARLEE MUDU	2,350.00	420.00	525.00	420.00	3,715.00
SEB049B	JEAN VALERIE WILLIAMS	6,390.00	420.00	525.00	420.00	7,755.00
SEB050A	EDITH GOWA	14,521.50	-40.00	65.00	-40.00	14,506.50
SEB050B	JUANITA OBER	2,550.00	420.00	525.00	420.00	3,915.00
SEB051	KENNY SEBASIO	-201.43		180.00	180.00	158.57
SEB052	MICHAEL BOWIE	16,371.71	480.00	600.00	480.00	17,931.71
SEB053	DANNY & ANGELA SEBASIO	20,201.43	480.00	600.00	480.00	21,761.43
SEB066/1	HASSIM ADIDI	3,070.54	420.00	525.00	420.00	4,435.54
SEB066/2	SARAH LUI	2,445.00	420.00	525.00	420.00	3,810.00
SEB077	GORDON & PAULINE CUNNEEN	607.57	360.00	450.00	360.00	1,777.57
SEB078	MYLEE TABUAI	641.02				641.02
SEB079	BEVERLEY ATU	-221.44		120.00		-101.44
SEB080	MERSANE BOND	1,440.43		360.00	480.00	2,280.43

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ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
SEB252	MONICA AMEY (DECEASED)	4,877.14				4,877.14
SEB254	RODNEY & DEBORAH KIWAT		95.70	600.00	480.00	1,175.70
SEB43	SYLVIA SEBASIO	11,692.44	360.00	450.00	360.00	12,862.44
SEBENICO	SEBENICO GROUP PTY LTD	-0.06				-0.06
SEIFIS	SEISIA FISHING ASSOCIATION	47,030.00				47,030.00
SEISEN	SEISIA ISLAND ENTERPRISES	1,285,523.76	296.60			1,285,820.36
SGA	ST GEORGE'S ANGLICAN CHURCH	11,423.70				11,423.70
SHAC	SHELTER HOUSING ACTION CAIRNS	809.27		500.00	1,595.55	2,904.82
SHBOTROB	ROBERT BOTTGER	5,668.57	320.00	280.00	160.00	6,428.57
SHDAVA	ADAM DAVIES			210.00	420.00	630.00
SHDAVROB	ROBERT & CECELIA DAVI	9,891.43	480.00	520.00	400.00	11,291.43
SHDOUBRU	BRUCE DOUGLAS		342.86	150.00		492.86
SHHALKER	KERRIE HALL		205.70	360.00		565.70
SHHERGAV	GAVIN HERBST	185.68	400.00	100.00		685.68
SHISHLEO	LEONIE ISHMAIL		85.71	150.00		235.71
SHJAMROB	ROBERT JAMES			110.00	-40.00	70.00
SHLENDEV	DEV LENGJEL	-100.01	-520.00	80.00	-40.00	-580.01
SHMADMIC	MICHAEL MADELEY		150.00	150.00		300.00
SHNADYAN	YANETTA NADREDRE	-828.57	-700.00	50.00	-100.00	-1,578.57
SHNAKMAR	MARLON NAKACHI	-1,310.96				-1,310.96
SHSENAMB	AMBER SENIOR		188.56	120.00		308.56
SHSHESCO	SCOTT SHELDON		85.70	120.00		205.70
SHTAMROB	ROBERT TAMWOY	1,710.01				1,710.01
SHVANKEI	KEITH VAN WOERKOM				274.28	274.28
SHVOLSIR	SIRELLI VOLAVOLA		450.00	150.00		600.00
SHWALSHA	SHANE & SONIA WALLER	-400.00				-400.00
SHYATAUG	AUGUSTUS YATES		119.98	-80.00	-160.00	-120.02
SHYOEM	MYIESHA YOELU	4,409.21				4,409.21
SKREMOTE	S KIWAT REMOTE PLUMBING SERVICES		-646.25	646.25	646.25	646.25
SKY2	SKYTRANS AIRLINES	7,870.50	4,822.20	39,042.00	21,597.30	73,332.00
SMA	ST MICHAEL & ALL ANGELS ANGLICAN CHURCH	4,448.00				4,448.00
SOLLIO	LIONEL SOLOMON	1,036.83				1,036.83
SOLLOR	LORRAINE SOLOMON	-0.20				-0.20
SSMC	SERVICE STREAM MOBILE COMMUNICATIONS	0.19				0.19
STC	ST STEPHEN'S CATHOLIC CHURCH	24,748.00				24,748.00
TABJK	KITTY TABUAI-INJINOO SNACK BAR	5,291.12				5,291.12
TABK	KITTY TABUAI	976.15				976.15
TAFE	TAFE NORTH BAMAGA CAMPUS	398.95				398.95
TAMRIC	RICHARD TAMWOY		600.00	-200.00	-200.00	200.00
TCHHS	TORRES AND CAPE HOSP & HEALTH SERVICE	59,886.42		-3,181.37	3,181.37	59,886.42
TELSTRA	TELSTRA CORPORATION LIMITED	23,761.94		15,079.57		38,841.51
TEM	TOP END MOTORS	30,357.00				30,357.00
THUCOFF	THUPMUL COFFEE	1,080.00				1,080.00
TIDS-ATS	TIDS-ATSI	10,370.00				10,370.00
TOBHEN	Henry Toby	-100.00	-200.00	505.83	181.20	387.03
TOLLMAR	TOLL MARINE LOGISTICS	125.00				125.00
TORCIVIL	TORRES CIVIL	11,296.10	3,360.00		920.00	15,576.10
TORNEWS	TORRES NEWS	-396.00				-396.00
TRILITY	TRILITY PTY LTD	-1,581.52				-1,581.52
TSHCOUN	TORRES SHIRE COUNCIL	11,035.00				11,035.00
TSRAMIP	TSRA MIP TRUST FUND	-0.20				-0.20
VALBOX	VAL BOXING CLUB	267.66				267.66
WAPL	LINDA WAPAU	511.10				511.10
WAPWAS	WASADA WAPAU	-195.47				-195.47
WCCCA	WESTERN CAPE COMM COEXISTENCE	943.50				943.50
WHALOR	LORENZO WHAP		-160.00	1,331.66	-160.00	1,011.66
WHAMAB	MABELINE WHAP	410.00				410.00
WILANG	ANGELINA WILLIAMS	250.00	-234.38			15.62
WILL122	PASTOR SANIMO	42.86		100.00		142.86
WILREG	REGINALD WILLIAMS	53,274.60	1,008.33	1,008.33	1,008.33	56,299.59

AGED DEBTORS REPORT

Report Conditions; with Current Balances

Financial Year Ending 2025

ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
WISAT	ALLAN & THELMA WISEMAN	27,135.50				27,135.50
XAD1258	THOMAS REUBEN	-324.00				-324.00
XADI157	TALISHA YUSIA	202.86				202.86
XADI158	JARDINE KIWAT	1,090.00				1,090.00
XADI159	GRETA SAM	5,126.93				5,126.93
XADI255	REGINA J WASIU	9,176.49				9,176.49
XANU196	CHRISTINA GOWA	485.26				485.26
XANU197	JOHN ADIDI (JNR)	1,326.29				1,326.29
XBON16	PAUL CHRISTIAN	2,300.00				2,300.00
XBON22	JOHN MARK	-3,697.25				-3,697.25
XBON29	MARGO BOND	2,029.67				2,029.67
XBON7A	YANCY TAMWOY & DAVID REID	7,320.00				7,320.00
XBON8	FANNY SOLOMON	5,945.61				5,945.61
XBRO60	EDNA MARK	20,376.03				20,376.03
XBRO64	COLIN BOND	-150.00				-150.00
XBRO70	ALBERT BOND	9,237.14				9,237.14
XBRO71D	ROBERT REID (deceased)	-1,220.00				-1,220.00
XBRO71X	MICHAEL REID	2,260.00				2,260.00
XCOLL001	JANET PATTI WASIU	2,748.94				2,748.94
XCOLL004	CONWAY AMEY & GERTIE SATRICK	8,501.35				8,501.35
XCOLL11	DORIS ATU	2,299.05				2,299.05
XCOLL12	TYRONE PHINEASA	1,480.92				1,480.92
XCOLL14	BEL - ADMINISTRATION (CF)	-20,879.17		-997.00	-997.00	-22,873.17
XCOTS84	ALENKA MORSEU	-41.43				-41.43
XCOTTS82	JEFFREY TOBY	9,700.00				9,700.00
XCOTTS84	Charlene Lifu	6,300.00				6,300.00
XDONGA01	BEL - STAFF ACCOMMODATION	340.00				340.00
XDONGA02	BEL - STAFF ACCOMMODATION	340.00				340.00
XDONGA03	BEL - STAFF ACCOMMODATION	470.00				470.00
XDONGA04	BEL - STAFF ACCOMMODATION	470.00				470.00
XDONGA05	BEL - STAFF ACCOMMODATION	470.00				470.00
XDONGA06	BEL - STAFF ACCOMMODATION	305.00				305.00
XDONGA07	BEL - STAFF ACCOMMODATION	305.00				305.00
XDONGA08	BEL - STAFF ACCOMMODATION	400.00				400.00
XDONGA09	BEL - STAFF ACCOMMODATION	305.00				305.00
XDONGA10	BEL - STAFF ACCOMMODATION	400.00				400.00
XDONGA11	BEL - STAFF ACCOMMODATION	295.00				295.00
XEMEJOHL	LISA JOHNSON	735.00				735.00
XEMERLD	LINDSEY DICK	90.00				90.00
XFLE67A	MARIO BOND	6,350.00				6,350.00
XFLE67B	IAN BOND & ANNIE BAIRA	-190.00	-100.00	-100.00	-100.00	-490.00
XHRATED	ARTHUR TAMWOY & EDITH DAVID	4,087.48				4,087.48
XHRBLBES	BESSIE BILLY	10,305.00				10,305.00
XHRBOKE	GABRIEL BOWIE & EMMA BOWIE	15,439.21				15,439.21
XHRESEM	ERRIS ESELI	9,744.00				9,744.00
XHRHSJM	H STEPHEN & J MCDONNELL(deceased)	-1,338.08				-1,338.08
XHRINGB	BERZIE INGUI	2,944.29				2,944.29
XHRJETRE	JEANETTE TRELOGGEN	8,390.72				8,390.72
XHRLIFM	MEUN LIFU	-825.00				-825.00
XHRLUIP	PETER LUI	1,865.00				1,865.00
XHRMACDB	BETHINA MCDONNELL (deceased)	-2,889.40				-2,889.40
XHRMAGM	MARIE MAGALA (deceased)	-810.00				-810.00
XHRMAIRO	ROSELYN MAIRU	837.06				837.06
XHRMCRO	ROY MCDONNELL	12,081.10				12,081.10
XHRMOKFR	FRED MOOKA (do not use)	-110.00		-55.00	-110.00	-275.00
XHRMOOP	POLLY MOOKA	13,127.50				13,127.50
XHRMOOR	OREPA MOOKA	114.97				114.97
XHRMOR	RAYMOND MOOKA jnr	3,995.00				3,995.00
XHRNAMJ	JESSICA NAMAI	3,800.00				3,800.00
XHRNSLP	NELSON STEPHEN & LAURA PABLO	1,450.50				1,450.50

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XHRPAAS	ASAI PABLO (JNR)	5,680.14				5,680.14
XHRPABA	ASAI V PABLO	12,790.89				12,790.89
XHRPABG	GORDON PABLO	4,270.19	-100.00	-100.00	-100.00	3,970.19
XHRPABJ	JEFFREY PABLO	6,237.25				6,237.25
XHRPABL	LAWRENCE PABLO	9,545.53				9,545.53
XHRPABM	MICHAEL PABLO	2,021.97				2,021.97
XHRPABR	ROBIN PABLO	2,890.00				2,890.00
XHRPABS	STANLEY PABLO	-393.59				-393.59
XHRPASJ	JOSEPH PASCOE & PHOEBE NOMOA	10,412.67				10,412.67
XHRPETA	ANDREW PETER (SNR) (deceased)	-739.73				-739.73
XHRPETBE	BEATRICE PETER	23,475.09				23,475.09
XHRPETT	TESSIE PETER	1,654.80				1,654.80
XHRREPD	DAVID REPU & DELPHINE WILSON	500.00				500.00
XHRROPL	LUCY ROPEYARN	-932.50				-932.50
XHRROPP	PATRICK ROPEYARN	10,196.96				10,196.96
XHRROPS	STEVEN & LUCY ROPEYARN	10,283.43				10,283.43
XHRSALA	AKITAU SALEE	6,676.82				6,676.82
XHRSALD	DANIEL T SALEE(Deceased)	4,252.28	-50.00	-50.00	-50.00	4,102.28
XHRSALR	ROBINSON J SALEE(deceased)	17,150.12				17,150.12
XHRSEBG	GABRIEL & NADIA SEBASIO	11,092.00				11,092.00
XHRSEBH	KEVIN & HARRIET SEBASIO	1,000.00				1,000.00
XHRSEBM	Maryann Sebasio	650.00	-100.00	-50.00		500.00
XHRSEBT	TITOM JAMES SEBASIO	8,860.00				8,860.00
XHRSOGO	GORDON M SOLOMON	2,797.57				2,797.57
XHRSOLPH	PHILIMON SOLOMON	3,040.00				3,040.00
XHRSOLR	ROY R SOLOMON	6,056.96				6,056.96
XHRTAMA	ANNA TAMWOY	61.96				61.96
XHRTAMJ	JOHN DANIEL TAMWOY	3,195.00				3,195.00
XHRTAMM	MARY TAMWOY	429.80				429.80
XHRTUGJ	JEFFREY TUGAI	5,652.00				5,652.00
XHRWALM	AMY WALKER	1,768.55				1,768.55
XHRWIGG	GEIZA WIGNESS	-1,335.71				-1,335.71
XHRWILJ	JENNIFER WILSON	3,121.13				3,121.13
XHRWOOS	SANTINO WOOSUP	3,510.00	-50.00	-100.00	-100.00	3,260.00
XHRWOSO	SOLOMON WOOSUP	7,819.49				7,819.49
XHRYOUEL	ELIZABETH YOUNG (deceased)	-255.00				-255.00
XHTAMT	TITOM TAMWOY (JNR)	7,870.00				7,870.00
XJAC132	WAYNE ANIBA (DECEASED)	630.47				630.47
XJAC154	BRADLEY PAI & MICHELLE WASIU	8,852.33				8,852.33
XLAN34	PAUL COOK & FIONA REID	8,800.00				8,800.00
XLAN35	KATE E DANIEL	8,720.00				8,720.00
XLAN39	MICHAEL TOBY	6,814.30				6,814.30
XLAN40	AARON THURGATE (DECEASED)	-47,229.90				-47,229.90
XLAN41	BARRY BOND	1,570.00				1,570.00
XLAN43	GERTRUDE SAVO	9,750.00				9,750.00
XLAN81	IVY LICENCE	420.00				420.00
XLFL79	HELEN BOND	9,991.62				9,991.62
XLUFF1	JOSEPHINE LIFU	1,300.00				1,300.00
XLUFF2	LOYLA MARK	5,530.71				5,530.71
XLUFF91A	TELEAI NELIMAN	-440.00				-440.00
XLUFF91B	BILLY JACK LIFU	7,130.00				7,130.00
XLUFF92A	LESLIE FOOTSCRAY	2,172.14				2,172.14
XLUFF92B	MERVYN T BOND	1,060.00				1,060.00
XLUI063	MELINE ATU	-387.37				-387.37
XMUD142	DICK JOEL JACOB & MAVIS KEPA	4,335.98				4,335.98
XMUDJP	JANET PERE	10,355.70				10,355.70
XPAR54	ETHEL REID	1,817.78				1,817.78
XPAR56	SANDRA KADDY	2,750.00				2,750.00
XPAR57A	TYRONE MABO & TELITA ISHMAIL	3,070.00				3,070.00
XPAR57B	ROMA MARK & EDWARD MALLIE	2,712.14				2,712.14

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ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
XPOI120A	PAMELA GER	2,468.00				2,468.00
XPOI137A	TINA KEPA	650.00				650.00
XPOI213	JOE REUBEN (DECEASED)	8,141.17				8,141.17
XPOI225	DRUSCILLA GEBADI	1,304.00				1,304.00
XPOI226	JOYCE SOKI	2,061.89				2,061.89
XPOI229	REX ADIDI (Deceased)	5,182.80				5,182.80
XR DAN601	JOHN UNWIN	700.00				700.00
XR KOR70	FAYE GEBADI	5,906.03				5,906.03
XR NAW90	SONIA TOWNSON	9,600.90				9,600.90
XR STE19	COLEENA REUBEN	6,544.22				6,544.22
XR STE22	JEFFERY ANIBA	2,225.00				2,225.00
XR SUN15	ZABIRA SAGAU KAZ(Deceased)	800.00				800.00
XR SUN75	The Estate of the Late. Sunema Sunai	-498.61				-498.61
XR SUN751	JOHN TED SUNAI	875.00				875.00
XR SUN75B	STEPHEN NAWIA	-450.00				-450.00
XR WIL29	SANDRA ELU	745.53				745.53
XSEB041	ALBERT BOWIE & PATRICIA TAPAU	5,836.50	-240.00	-240.00	-240.00	5,116.50
XSEB043	AARON & ANJA SEBASIO	419.87				419.87
XSEB049A	ANGELA GOWA	6,268.00				6,268.00
XSEB050B	GULIGAR SALEE	1,350.00				1,350.00
XSEB0587	GAVIN AMARASIRI	119.99				119.99
XSEB0661	NEVILLE & LENCY NEWMAN (DECEASED)	16,169.88				16,169.88
XSEB078	KATHY TABUAI	11,977.50				11,977.50
XSEB254	ROY & MARGARET COWLEY	9,982.88				9,982.88
XSEB8705	EDWARD SAILOR	2,055.01				2,055.01
XSEB8708	SHANE & JILLIAN ANDERSON	-42.80				-42.80
XSHCARR	RONALD CARTER	-28.57				-28.57
XSHCHAMA	MARIE CHAN	-21.43				-21.43
XSHDAVRO	ROBERT & CECELIA DAVI	3,120.00				3,120.00
XSHDODSA	ANDREW DODS	2,120.00				2,120.00
XSHHORL	LAILA HORROCKS	1,212.25				1,212.25
XSHLUIP	PETER LUI	9,800.00				9,800.00
XSHMAMI	MICHAEL MARA-SEBASIO	17,954.25	-100.00	-100.00	-100.00	17,654.25
XSHMOSR	ROSE MOSBY	-557.10				-557.10
XSHPALL	LESLEY PALMER	102.85				102.85
XSHTOYST	STEPHANIE TOY	-394.30				-394.30
XSHTRER	ROSS TREGIDGA	258.93				258.93
XSHTYSAN	ANDREW TYSON	-880.00				-880.00
XSHWILRO	RONALD WILLIAMS	-150.00				-150.00
XSHWISEL	LIEN WISE	28.63				28.63
XSHWURE	EVELYN WURR	1,439.95				1,439.95
XSHYORJA	JAHMAL YORKSTON	120.00				120.00
XSHYORK	KEITH YORKSTON	82.85				82.85
XWAS145	TIMACOY OBER & SAM OBER	9,035.00				9,035.00
XWAS167	VERONICA SOKI	950.00				950.00
XWAS169	GAIL WASIU	80.00				80.00
XWAS194	STEVEN PETERS & JOSEPHINE PETERS	2,270.00				2,270.00
XWIL124	ROBERT YORKSTON & DALASSA YORKSTON	1,250.00				1,250.00
XWIL1272	REBECCA WILLIAMS	610.00				610.00
XWIL142	TIMENA WILLIAMS	10,800.00				10,800.00
XWIL143	GORDON MUDU & DONNIELLA BAMAGA	6,800.00				6,800.00
XWILLIAM	ROGER WILLIAMS	-500.00				-500.00
XWYAKYL	KYLIE WYATT	-26.00				-26.00
XXPOI137	JOHNATHAN NONA	0.83				0.83
XYORK	YORKSTON CONSTRUCTIONS PTY LTD	124,631.13				124,631.13
XYUS10B	RON GOWA	4,834.00				4,834.00
XYUS277	GAGRIE SAILOR	10,699.29				10,699.29
YOEMAR	MARY YOELU	-157.03				-157.03
YUSCL	JOHNATHAN & PATRICIA YUSIA	-1,868.01				-1,868.01

AGED DEBTORS REPORT
Report Conditions; with Current Balances

Financial Year Ending 2025

ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
TOTALS:		<u>,063,353.00</u>	<u>90,415.46</u>	<u>338,017.90</u>	<u>617,526.93</u>	<u>5,109,313.29</u>

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
ARNHE	THE ARNHEM LAND PROGRESS ABORIGINAL C	0.00	0.00	1,589.40	18,422.40	20,011.80
AURE	AURECON AUSTRALIA PTY LTD	0.00	0.00	0.00	87,696.05	87,696.05
AUSPOS	AUSTRALIA POST CORPORATION	0.00	0.00	-30,000.00	0.00	-30,000.00
B&BELE	B&B ELECTRICAL	0.00	0.00	25,877.50	4,934.60	30,812.10
BAMA	BAMAGA AUTO MARINE PTY LTD	0.00	0.00	0.00	372.92	372.92
BEGA	BEGA DAIRY & DRINKS AUSTRALIA PTY LTD	0.00	0.00	0.00	2,792.16	2,792.16
BPBAM	BP BAMAGA	0.00	0.00	0.00	9,713.94	9,713.94
BUNNIN	BUNNINGS GROUP LTD	0.00	0.00	0.00	300.00	300.00
CAMBELLS	CAMBELLS CASH AND CARRY	0.00	0.00	0.00	8,167.59	8,167.59
CARSO	CARPENTERS SON'S	0.00	0.00	0.00	3,702.60	3,702.60
CASTRA	CAPE 'N' STRAITS PTY LTD	0.00	0.00	998.25	0.00	998.25
CINDME	CINDY MEISSNER	0.00	0.00	0.00	7,667.66	7,667.66
CYTRAD	CAPE YORK TRADERS	0.00	225.50	0.00	0.00	225.50
ERGENE	ERGON ENERGY	0.00	0.00	0.00	11,101.91	11,101.91
ERGMAC	ERGON ENERGY - MARYBOROUGH	9,425.00	0.00	0.00	80,112.50	89,537.50
EVOLVE	EVOLVE EQUIPMENT MANAGEMENT	0.00	0.00	364.74	69.30	434.04
FARNP	FAR NORTH PLUMBING CONTRACTORS P/L	1,034.00	0.00	3,102.00	7,708.25	11,844.25
FRIREL	F R IRELAND PTY LTD	0.00	0.00	0.00	428.09	428.09
G&R	G& R WILLS WHOLESALERS	0.00	0.00	-14.90	0.00	-14.90
HAS	HASTINGS DEERING (AUSTRALIA) LTD	0.00	0.00	0.00	1,665.44	1,665.44
I&CRENT	ISLAND & CAPE RETAIL ENTERPRISES TRUST	0.00	0.00	793.32	1,646.99	2,440.31
IBISBAM	COMMUNITY ENTERPRISE QUEENSLAND	0.00	0.00	319.20	1,399.01	1,718.21
IBISTI	THURSDAY ISLAND HARDWARE MITRE 10	0.00	0.00	39,063.90	25,263.95	64,327.85
INJSER	INJINOO SERVICE STATION	0.00	0.00	0.00	44.90	44.90
ISTARS	ISLAND STARS	0.00	2,000.00	0.00	0.00	2,000.00
KEVJA	KEVIN JACKSON	0.00	0.00	1,320.00	0.00	1,320.00
KIRRA	KIRRATECH POOL SERVICES	0.00	0.00	0.00	830.00	830.00
KOEDA	KOEDALAW PADH	0.00	0.00	0.00	6,999.50	6,999.50
KOMA	KOMATSU AUSTRALIA	0.00	0.00	0.00	4,564.27	4,564.27
LGAQ	LOCAL GOVERNMENT ASSOC OF QLD	0.00	0.00	0.00	7,175.00	7,175.00
LGMA	LOCAL GOVERNMENT MANAGERS AUST	0.00	0.00	0.00	550.00	550.00
NEWS	NEWS PTY LTD	0.00	0.00	0.00	1,846.62	1,846.62
NPA	NPA ELECTRICS	0.00	0.00	495.00	0.00	495.00
NQB	NQ BUILDERS (S.DAGIS & N.GOTTANI)	0.00	0.00	0.00	30,221.24	30,221.24
PEAK	PEAK SERVICES	0.00	0.00	0.00	2,376.00	2,376.00
PRESTON	PRESTON LAW	0.00	0.00	0.00	1,079.65	1,079.65
REGRO	REGION GROUP PTY LTD	0.00	0.00	0.00	390.00	390.00
RMT	Roberts & Morrow Technology	0.00	0.00	5,220.70	0.00	5,220.70
ROBS	ROB'S EARTHMOVING HIRE PTY LTD	0.00	4,224.00	0.00	0.00	4,224.00
SEA	SEASWIFT PTY LTD	0.00	0.00	42,378.43	48,796.86	91,175.29
SIMGE	SIMON GEORGE & SONS CAIRNS	0.00	0.00	0.00	10,952.42	10,952.42
SLHPRO	SLH PROJECTS P/L	0.00	0.00	0.00	37,840.00	37,840.00
TDIS	THE DISTRIBUTORS CAIRNS	0.00	0.00	0.00	8,195.40	8,195.40
TEL	TELSTRA	0.00	0.00	7,968.38	25,906.93	33,875.31
TEP	TOP END PLUMBING PTY LTD	610.50	2,634.50	3,102.00	555.50	6,902.50

AGED CREDITOR'S REPORT

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ACCOUNT	CREDITOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
THWC	THINK WATER CAIRNS	0.00	0.00	9,958.81	0.00	9,958.81
TORRN	TORRES NEWS PTY LTD trading asTORRES NE¹	0.00	0.00	0.00	324.90	324.90
TSTM	TORRES STRAIT TREE MANAGEMENT	0.00	0.00	3,168.00	0.00	3,168.00
VEOWA	VEOLIA WATER AUSTRALIA PTY LTD	0.00	0.00	0.00	282,381.49	282,381.49
WAGN	WAGNERS CEMENT PTY LTD	0.00	0.00	0.00	2,970.00	2,970.00
WEICO	WEIPA CONCRETE	0.00	0.00	9,042.33	27,399.24	36,441.57
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	0.00	0.00	0.00	3,850.00
TOTALS:		21,127.06	9,084.00	124,747.06	774,565.28	929,523.40

Council Controlled Revenue Ratio

Council controlled Revenue is an indicator of Councils financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks

A higher Council controlled revenue ratio indicates a stronger ability to generate operating revenue without relying on external sources. A lower ratio indicates that Council has limited capacity to influence its operating revenue and is more reliant on external funding sources such as operational grant funding and recoverable works contracts.

Calculation is as below

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

For YTD 30 Nov 2024, calculation is

$$\frac{8,984,611}{27,650,289}$$

Ratio is 32.49%

Operating Surplus Ratio

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

Calculation is as below

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

For YTD 30 Nov 2024, calculation is

$$\frac{4,685,722}{27,650,289}$$

Ratio is 16.95%

Operating Cash Ratio

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

Calculation is as below

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

For YTD 30 Nov 2024, calculation is

$$\frac{9,402,451}{27,650,289}$$

Ratio is 34.00%

Unrestricted Cash Expense Cover Ratio

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

Calculation is as below

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

For YTD 30 Nov 2024, calculation is

$$\frac{3,105,275}{22,964,567}$$

Ratio is **13.52%**



AGENDA ITEM 9.2
ORDINARY COUNCIL MEETING #9
Tuesday 17th December 2024
CAIRNS

9.2 Update from Financial Controller



AGENDA ITEM 10
ORDINARY COUNCIL MEETING #9
Tuesday 17th December 2024
CAIRNS

10. Mayor Verbal Report

Title of Report CEO Report

Agenda Item: 11

Classification: For Noting

Author Chief Executive Officer

Attachments HR Manager Report
Christmas Closure Notice

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.

Council Workshops

Thank you to all councillors who attended the Council Workshop held on 3rd and 4th December. I hope council found it a beneficial experience. Placeholders have been sent for the first 6 months of next year for a fortnight before the scheduled council meeting. As discussed at our last workshop, if councillors would like any specific workshop topics, please send these through and I will compile a list for the Mayor's review.

Register of Interests

At the last meeting, given it is AGM Season at the moment, I gave a friendly reminder to all Councillors about Register of Interest requirements. As there were some councillors absent, I would like to remind everyone that under the Local Government Act, it is a requirement to inform the CEO of a new interest or a change of interests within 30 days of the change happening for yourself or a related person. If you have any questions or are unsure about anything, please feel free to reach out.

2025 Corporate Planning Cycle

While it might just seem like Council reviewed its Corporate Plan and adopted a budget and operational plan, work will commence for the 2025-26 operational plan and budget early in the new year. As we break for the Christmas Period and come into the new year, it is a good opportunity for Councillors to reflect on the past year but also goals and aspirations for the new year.

KEY PROJECT UPDATES

ILUA Review

Now that the Gravel & Sand ILUA has been registered, as a reminder there was some common shared aspirations that were raised as part of the discussions

1. Sealing of the road to the tip of Cape York, where there are environmental issues;

2. looking for opportunities to work together to maximise State and Commonwealth funding opportunities for public road works in the NPA;
3. reviewing the existing NPARC ILUA.

It is proposed items 1 and 2, it is proposed to incorporate them into next year's operational plan. The review of the existing NPARC ILUA is an activity under the current operational plan. It has been waiting for a significant time for IIAC to propose potential dates that can be checked with the availability of the facilitator. In the interim, we are attempting to obtain a response through different channels as well as look at other options for mediation available to the Council to progress.

HUMAN RESOURCES

HR Manager report is attached to this report.

Council was due to have a Joint Consultative Committee on 03 December 2024. Unfortunately this was postponed due to unavailability of members. In the interim, key documents awaiting feedback have been provided to the members for feedback at the rescheduled meeting in January.

UPCOMING MEETINGS & VISITS

The following upcoming visits and meetings are scheduled.

Date	Time	Purpose	Venue
17/12/2024	All day	December Council Meeting	Benson Hotel
18/12/2024	All Day	Meeting with stakeholders	Benson Hotel
	3.30pm to 5pm	Team Building Activity	
	6.30pm	End of Year Dinner	
19/12/2024		Audit & Risk Committee Meeting	
25/12/2024 to 02/01/2025	NPARC Christmas Closure		
19/12/2024	10am to 2pm	Audit & Risk Committee Meeting	

Christmas Closure

Under the NPARC Certified Agreement, all NPARC Administration Offices are closed from Christmas Day until New Years Day, and staff take leave for this time.

Other areas of council remain on a skeleton crew with normal on-call arrangements.

Attached is the community notice that was distributed regarding this matter.

ADMINISTRATION

November and December are traditionally very busy months for customer service and administration. Due to community events and sorry business, there was a high amount of absenteeism but this has resolved itself in the last couple of weeks.



ORDINARY COUNCIL MEETING # 9

Agenda Item 11

Tuesday 17th December 2024

CAIRNS

There has been an increase recently in the number of Snap Send Solve reports especially relating to water leaks and other general requests. These are being resolved with feedback provided to the reporter.

Skytrans has requested review of the current Booking Agreement. This identified that NPARC has not been charging its commission on ticket sales and this is currently being resolved with Skytrans.

Skytrans has recently upgraded its booking software that allows data to be compiled. As shown below, there are high numbers of agency bookings being made by NPARC staff, average of 438 per month or 20 per day.

July - 402
August 573
September - 365
October – 495
November – 355



Northern Peninsula Area Regional Council

PO Box 200, Bamaga, Qld 4876

Telephone: 07 4090 4100

Fax: 07 4069 3264

ABN: 27 853 926 592

Enquiries: HR Manager

Phone: 07 4048 6613

Email: hrmanager@nparc.qld.gov.au

HR Monthly Report

Author: Leonie Ishmail - HR Manager

Authorizer: Kate Gallaway – CEO

Attachments: 0

Purpose of Report: HR Monthly Report – December 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 – 146
- Part Time –10
- Casual – 107

Resignation/Terminations

Name of Employee	Position	Department
Sam Baira Jnr	Solid Waste Laborer	Operations

Upcoming Training

- No training to report.

2. Recruitment

Positions Advertised:

Position	Status
Sports and Recreation Coordinator	On hold 2025 – difficulties attracting suitable applicants
Sports and Recreation Officer	On hold 2025 – difficulties attracting suitable applicants
Events Coordinator	On hold 2025 – difficulties attracting suitable applicants
Events Officer	On hold 2025 – difficulties attracting suitable applicants
Fleet and Workshop Admin Officer (6 months)	On hold 2025 – difficulties attracting suitable applicants
Diesel Fitter Automotive	Applicant declined offer – to be readvertised.

New Appointments

<u>Position</u>	<u>Status</u>
Jane Schultze	Management Accountant
Helen Rewko	Finance Manager
Sabrina Mudu	Senior Executive Assistant
Keith Van Wokerkom	Batching Plant Manager

Work Health & Safety

Staffing

- Currently operating with one staff member.
- Difficult to fulfill WHS obligations and staying on top of T5, Hazard inspections & Incident reporting.

Incidents

- No incidents to report.

Induction

- No induction conducted.

Training

- Forklift training completed for 8 x staff.

Toolbox Meeting

- No toolbox to report

Workcover cases

- 2 employees under Workcover – **Ongoing.**

Rehabilitation And Return to Work Co-ordinator:

- 1 Workcover currently being reviewed for return to work.

Site Inspection

- None to report.

Complaints received:

- No complaints received.

Safety Awareness Bulletins sent out:

- No safety awareness bulletin to report.

Other Works

- Continual update of Safeplan system. – **Ongoing**

Positives

- Forklift training completed for 8 x staff
- Ongoing upgrading of SMS & Chemical signage at Bamaga Swimming Pool
- Continual update of Safeplan system. - **Ongoing**
- Continual Identification of training needs and updating of Training Matrix - **Ongoing**

- Safety catch up on Teams with other Councils in FNQ – organised by Worksafe QLD
- Participation of work groups to start doing “Take 5 for Safety” guides.

Concerns for Improvement

- Chemical identification and SDS recording – Chemwatch: **Ongoing**
- Training for Psychosocial Management is desperately needed.



Building a sustainable, culturally vibrant and connected community.

Northern Peninsula Area Regional Council wishes all a Safe and Happy Festive Holiday.

NPARC Services – 2024/25 Holiday Season Hours of Operation

Jardine Ferry

23 December 2024	8am – 5pm
24 December	8am – 2pm
25 December	Closed
26 December	Closed
27 December	8am – 5pm
28 December	8am – 5pm
29 December	8am – 5pm
30 December	8am – 5pm
31 December	8am – 2pm
1 January 2025	Closed
2 January	8am – 5pm (resume normal hours)

Umagico Supermarket

24 December 2024	8am – 6pm
25 December	Closed
26 December	8am – 1pm
27 December	8am – 8pm
28 December	8am – 8pm
29 December	12pm – 5pm
30 December	12pm – 5pm
31 December	8am – 7pm
1 January 2025	Closed
2 January	8am – 5pm
3 January	8am – 8pm (resume normal hours)

Injinoo Service Station

<u>Christmas Operating Times</u>	
24 December	8am – 12pm
25 December	Closed
26 December	8am – 12pm
31 December	8am – 12pm
1 January 2025	Closed
<i>*All other days – trading as below:</i>	
<u>Normal Hours of Operations</u>	
Mon – Friday	8am – 5pm
Sat – Sun	2pm – 5pm

NPA Airport

Will operate as normal depending on Flights

Aged Care

Closed 25 December 2024 – 1 January 2025
Limited services provided from
23 December 2024 – 5 January 2025

Parks & Gardens

Small skeleton crew 27 – 31 December 2024

Waste Water

Small skeleton crew 27 – 31 December 2024

Roads

Small skeleton crew 27 – 31 December 2024

Rangers

Closed 25 December 2024 – 1 January 2025

Batching Plant

Closed 25 December – 1 January 2025

Property & Facilities

Closed 25th December 2024– 1st January 2025

Social Housing Maintenance

Contact Housing via the Blue Phone or
Maintenance Call Centre – T: 1300 738 616
Maintenance After Hours Emergency
T: 1800 808 107

Noise Complaints

Contact Police on 000 or via Police Link

Community Services

Closed 25 December 2024 – 1 January 2025

Regulatory Services

Small skeleton crew 27 – 31 December 2024

Waste Transfer Station

23 December 2024	8.30am – 4.45pm
24 December	8.30am – 4.45pm
25 December	Closed (Skip bin on driveway)
26 December	Closed (Skip bin on driveway)
27 December	8.30am – 4.45pm
28 December	8.30am – 2.45pm
29 December	2pm – 5pm
30 December	8.30am – 4.45pm
31 December	8.30am – 4.45pm
1 January 2025	Closed (Skip bin on driveway)

Kerbside collection (Bin truck)

25 December 2024	No collection
26 December	No collection
27 December	Bamaga, Umagico + Commercial
30 December	Seisia, New Mapoon & Injinoo
31 December	Bamaga & Umagico
1 January 2025	No collection

All NPARC Offices
- Bamaga, New Mapoon, Seisia, Umagico, Injinoo -
will be closed from
25 December
2024 & re-open on
2 January 2025.

Normal on call arrangements as per the Council Website



AGENDA ITEM 12
ORDINARY COUNCIL MEETING #9
Tuesday 17th December 2024
CAIRNS

12. Presentation from Advisor

Title of Report: December Operations Information Report

Agenda Item: 13.1

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 the 100% design drawings on 23 August 2024.
- Further review comments have been received from TMR – Council is currently considering whether to respond to these queries and make further design amendments.
- Council has contacted Alchemy and A-WAY for quotes to supply a prefabricated bridge over Nona Creek. A-WAY quote came in at \$113k and are based on the Sunshine Coast while Alchemy quote came in at \$62k and are based in Cairns which will also mean lower transport cost.
- Council has engaged Alchemy and the bridge has been fabricated awaiting collection/transport end of the week (15/11/2024).
- Works will commence mid-November to install the Nona Crk bridge and relocate existing bridges in Umagico.

Forecast Activities Next Month

- Council will consider how to respond to the additional design review comments from TMR
- Transport of Nona Creek bridge from Cairns to Bamaga
- Installation of Nona Creek bridge (adjacent floodway)
- Relocation of bridges in Umagico to align with Mara Street

2. Bamaga to Seisia Cycleway

- 80% Design submission issued to TMR on 5 August 2024.
- 80% Review comments were received from TMR and addressed.

- 100% design submission was issued to TMR on 31/10/2024. Bamaga and Seisia sections have been endorsed and approved by TMR, however, the Bamaga to New Mapoon section had one final outstanding comment. A meeting was held with TMR on 28 November between Council, Aurecon, and TMR to discuss the comment and it was agreed that TMR would endorse the project without any further design amendment.
- Projects are currently in the process of being acquitted.

Forecast Activities Next Month

- Project to be acquitted and closed out.

3. NP1 – Ferry Road Southern Approach

- Contractor returned to site on 2 December for their final swing before the end of the year and will begin demobilising toward the end of the swing (~20 December).
- Contractor is continuing with their gravel extraction activities and earthworks operations.
- Contractor currently has an estimated 2km of pavement and earthworks remaining to be completed, along with table drain and drainage works.
- Contractor is currently behind program and unlikely to complete all works before end of the year. Contractor is targeting to complete the following:
 - Pavement and earthworks
 - Sealing works
 - Pavement stabilisation
 - Signage and linemarking
 - 600 RCP culvert installation
- Works that will likely be delayed until next year include:
 - Concrete works at floodways and culverts
 - Culvert installations (note, temporary black max culverts will be installed for the coming wet season)
 - although Contractor is still endeavouring to have all works completed and by end of December, however it is likely that temporary drainage works will need to be installed over the wet season with works to be completed next year.
- Traffic management is in place over the project extents.
- The Contractor continues to work on a 3:1 roster. Aurecon site inspector Ben Campbell is currently on site, and will remain on site until 10 December.
- An extension of time is currently being prepared for QRA funds should the project extend into next year.

Forecast Activities Next Month

- The Contractor is expected to continue earthworks and pavement operations with sealing scheduled for mid-December.
- Application for EOT to QRA to be submitted.

4. NP2 – Ferry Road Northern Approach

- Aurecon has been engaged to commence preparing the tender documentation including the recreation of the design model to confirm project quantities.
- Council is targeting advertising the project in February 2025 to allow engagement of a Contractor to occur prior to the beginning of the dry season.

Forecast Activities Next Month

- Tender documentation to be prepared ready for Council review.
- Design approaches to Jardine River (north and south) to include:
 - (i) sealing from end of NP1 construction to the ferry ramp (400m)
 - (ii) sealing parking area around the roadhouse
 - (iii) at the northern approach, provision of extra lanes for vehicles waiting for ferry
 - (iv) managing traffic waiting for ferry including line marking, signage, barriers
 - (v) replace all existing signage with multi-message signs (to reduce sign clutter)
 - (vi) improve drainage at roadhouse
 - (vii) upgrade existing shelters to include concrete slab for table and benches

5. Environmental Management Register – Removal of Lot 7

- A Preliminary Site Investigation Report has been prepared and was discussed with Gus Yates. Council supported the report which has now been issued to the Contaminated Land Auditor for review.
- The PSI details a proposed soil testing sampling plan. If endorsed by the Contaminated Land Auditor, this testing will proceed and form part of the Contaminated Land Investigation Document.

6. Removal of scrap metal (car bodies) from the NPA

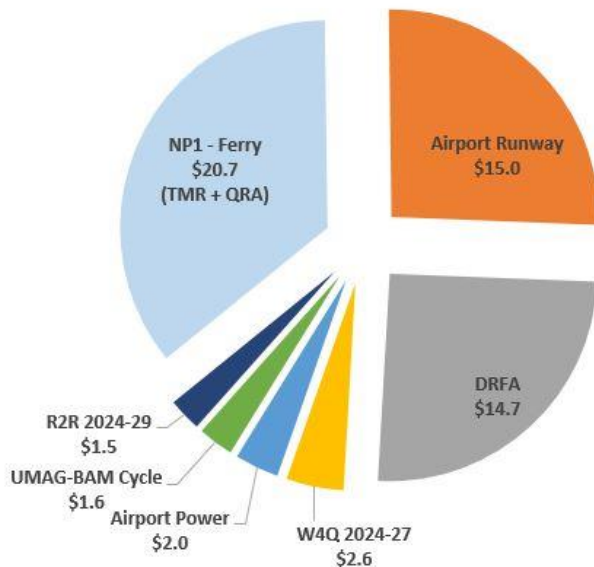
- a. A request for quote was issued to several scrap metal and transport companies. Only 1 response was received which was reviewed and deemed to be complying.
- b. A recommendation to engage Bamaga Transport has been received by Council and a contract has been drafted. Council to raise a PO and sign letter of acceptance and finalise contract documentation.

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 submitted 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 seeks funding for construction of this section of road (~4km)
 - Application was submitted 30 September
- Council submitted a grant application under TMR's 2025 Cycle Network Local Government Grants Program on 30th September
 - Application is for funding to construct the New Mapoon to Seisia Cycleway, currently under design.
- An NPARC Access Road strategy was prepared at the request of TMR to support TMR's funding allocation request for the next stage of the Cape Access Roads Program (Stage 3) program. This was submitted 28 October 2024.

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

Capital Works 2024-25 Grants (58.1M)



8. 2023 REPA Town Streets (3105-4810)

- Yusia NPA to commenced works at Seisia on Friday 06 December. The project was delayed by a few weeks due to late Principal Supplied material from Mitre 10.
- New Mapoon Designs to be completed and reviewed by PM ready for Tender process. Survey of Injinoo and Umagico is 100%, design of these Communities in underway. Bamaga survey is progressing.
- **Forecast activities next month**
- Purchase more Principal Supplied reinforcement.
- Tender remainder of the communities as one package after the Christmas break.

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

- Claim for \$545,000 fully approved by QRA, Payment received, offset against other cash Advances.

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

- Construction completed – PDR, Mutee Head, Punsand Bay, Ferry, Pajinka and Somerset Roads completed. Finalising Gravel Pit Dockets and commencing acquittal of program

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

- Works commenced Monday 21 October 2024. Construction of Northern and Southern sections completed this week. Finalising Gravel Pit Dockets and commencing acquittal of program

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

- This project is jointly funded with ATSI TIDS contributing \$439.5K and QRA providing an additional 1.63M. Total project value \$2.05M.
- Ergon has completed the design phase. Ergon is finalising 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. Tenders closed in Vendor Panel on Thursday 21 November and Recommendation provided to Council for presentation at the December Council.

Forecast Activities Next Month

- Award Terminal Electrical Upgrade Contract and commence deliver of scope.

13. Sebasio Street Powerline Upgrade

- Funding confirmation from W4Q. Purchase Order raised and issued to Woodburn Electrical for Contract. 50% Deposit paid as per contract condition. Expecting new poles to be delivered before Christmas and installed in the first half of 2025.

14. W4Q 24 – 27 Project updates Update

- Strategic Planning Projects \$520,000.00
 - This project will deliver planning projects that support strategic planning for:
 - a) Future industrial and commercial areas across the communities of the NPA
 - b) Cemetery expansion/renewals across Injinoo, Umagico, Bamaga & New Mapoon.
 - c) Open parks and space strategy for whole of NPA –inform and guide future investment in parks and recreation spaces across five communities.
 - d) Rodeo grounds – community consultation, concept design and precinct planning for future new facility for Rodeo events.
 - e) Local Waste Strategy – to tailor regional strategy to local needs.
 - Asset condition assessment reports to inform the ongoing development asset management for council. (MENTOR APM)
 - Proposed commencement is March 2025 with an estimated completion by mid-2026
 - External specialist consultants will be engaged via Local buy to undertake these planning projects on Councils behalf.
 - Given the fixed budget and breadth of the above scope deliverables will need to be prioritised to ensure the budget is not exceeded.
- Jardine River Vessel Upgrade \$350,000.00
 - This project is to complete critical repairs are needed on the hull of the Jardine River ferry to meet safety requirements set and Certificate of Survey by the Australian Marine Safety Authority (AMSA).
 - The project is proposed to be commenced in February 2025 with an estimated completion date of April 2026
 - A suitably qualified marine architect / project Manager will be engaged to scope, tender and Project manage the delivery of the works. An open market tender will be run to engage a suitably qualified contractor to undertake the necessary repairs.

Parks & Gardens

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

Other activities worked on by P&G during November are as follows:

- Completed scope of works for removing and replacing 1.8m high fence at the Bamaga Sewer ponds and pound
- Repaired damaged fence at the Injinoo Land fill
- Assisted with culturally significant events within the 5 communities
- Preparation of the Injinoo welcome sign



Annual pre-wet cleanup was undertaken during November, as follows:

- Injinoo Week - Monday 11th to Friday 15th November 2024 (Crew 1)
- Seisia Week - Monday 11th to Friday 15th November 2024 (Crew 2)
- Umagico Week - Monday 18th to Friday 22nd November 2024 (Crew 1)
- New Mapoon Week - Monday 18th to Friday 22nd November 2024 (Crew 2)
- Bamaga Week - Monday 23rd to Friday 27th November 2024 (Crew 1 & 2)

Works

Roads

Carted sand to the batching plant. Finished levelling up storage pad at the Injinoo depot. Assisted with transferring waste from the transfer station to the landfill. Patching Potholes around communities, including the Lui street culvert pavement repair. Commenced slashing

/ clearing of the runway transition surfaces. Supplied water to the summerset toilets. Removed sand from the Seisia barge ramp. Prepared for and commenced works on Cody creek culvert works.

Solid Waste

Normal operational have been completed with minimal disruption. Contractors and Roads crew were used to transfer waste streams out to the landfill as required.

Skip bin services continue to businesses and to support community when requested.

Dept of Environment staff met with Solid waste staff on the various sites.

Kerbside collections have been occurring as per schedule, with mechanical faults on the kerbside units repaired by the workshop staff.

Council's plumber has commenced working with waste staff in correcting the sprinkler system in the landfill leachate ponds.

Wastewater

Scheduled servicing and maintenance activities have been undertaken at the seven pump stations and three lagoons. Contractors have been engaged to assist where necessary.

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

Improvement to the Bamaga sewer rake screen filter have been completed by the team during November.

Works are progressing at the Seisia sewer pump station near the community hall, these works are being delivered by Top End Plumbing and project managed by State officers utilising ICCIP funds.

Water

The month of November brought some extreme challenges to the water treatment plant and network mainly with the hotter weather starting to take hold and water demand continuing to increase throughout the NPA. Level 3 water restrictions will remain in place, meaning the total ban of all sprinkler usage, request for community to please continue conserving water. With the demand continuing to remain high, rolling water outages were again implemented, to be able to get the reservoirs to a suitable level. Water restrictions will remain in place until there is a reduction in demand to ensure residents will continue to have water.

The Jardine pump station also encountered electrical and mechanical faults, which has reduced the amount of operational time. The mechanical failure of two of the raw water pumps at the Jardine intake resulted in extreme water restrictions with some communities completing running out of water for up to 24 hrs. Specialist pump service technicians from PIMs in Mareeba were required to rectify the mechanical faults on both failed pumps, Critical spares held on site were used in the repairs. This event has highlighted the requirement for these pumps to be upgraded as they are now no longer supported for repairs and parts.

Rainfall in Bamaga was recorded at 3.3mm, which is below the average, recorded for November of 42.4mm.

The total water production (filtrate) volume for Bamaga WTP for the month was 1,637.91 ML, averaging 5,459.71 ML/day.

Membrane PDT results for Trains A and B remain at 8 and 12, respectively. All equipment, including but not limited to the replacement membranes and paddle blinds, is onsite. Veolia will continue monitoring and tracking PDT results and the condition of the current membranes to determine the replacement date and mobilise any additional personnel and spare tools to expedite the replacement process.

Veolia has been working with the State Government on the proposed WTP CMF Upgrade, facilitating funding efforts supplying all necessary supportive material and information. Further discussions have been held with identified stakeholders, with some additional information requested.

November saw the completion of the new compressor installation; Veolia electrician has completed all the electrical connection and operations completed the plumbing works. A warranty issue has been identified with the number 2 compressor and we are currently working with Atlas Copco to rectify the issue. Replacement parts have been dispatched.

A water leak has been identified from the clear water tank and reported to the state as this will be a warranty repair. A submersible drone was used in the clearwater tank to try identify the leak and the Dept of Local Government Project Management team have been provided with the findings.

10 residential leaks were inspected and handed over to NPARC.

0 commercial leaks were inspected and handed over to NPARC.

4 mains leaks were identified and repaired.

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

There were 0 OHS incidents, 0 environmental incidents.

Workshop

Summary of works carried out during November:

- Kubota Excavator – PC200 – Electrical Faults/Air Condition
- Bandit – Replace the Arm and Bin Grabber
- IVECO Garbage Truck – PTO & Electrical
- CAT Bobcat – Replace windows.
- Kubota Slasher – Tyres.
- CAT Grader – Rear Main Seal – Big job, will have to plan this in at the end of the season.
- Replacing diff centre on Dual Cab Hilux

SUMMARY OF COMPLETED JOBS			
SERVICE – PM	BREAKDOWN	SMALL PLANT	TYRES
7	4	6	4

Monthly stocktake have been completed. Admi staff working with Mentor APM for some further training to input all the data in the system. Finance is also working with Fleet admin to input all the data from the stocktake into the PCS system.

Four of the eight positions within the workshop structure have been on various forms of leave during November.

Rangers

Daily operational tasks completed in November.

- Ranger Vessel Checks – Long Boat
- Safety Toolbox & take 5
- Road Checks and clear fallen trees to Pajinka
- Cleaning of amenities block Somerset
- Check swimming areas if it's clean.
- Biosecurity Fee for Service - (all biosecurity activity is submitted to biosecurity through their Top Watch app)
- Croc recent warning signs were put up at the Bamaga Sewer due to sightings of croc, the sighting was reported to DES, rangers are monitoring the area.
- Ranger Coordinator completed her last block over TI – Diploma in Leadership and Management.
- Ranger working together with PRF and installing transmitters in River Mouths from Skardon River to Injinoo to monitor crocodile movements in areas.
- Rangers supplied firewood to cooking areas for sorry business, tombstone & Wedding.
- Santino & Angelina attended Drone training in Weipa hosted by the biosecurity ghost net team



Airport

The NPA airport has remained operational through November.

Sales figures for November are as follows:

Sale item	Monthly Totals	Comments
Jet A-1 litres	15,836	
Jet A-1 sales	\$42,757.20	
Avgas litres	649	Avgas sales were low due to fuel not be available
Avgas sales	\$2239.05	
Landing fees	\$5,507.54	
Passenger tax	\$589.08	October
Parking Fees	\$0.00	October

Sale items	Skytrans	Other airlines	Total
Flights in/out	44	101	147
Passengers in/out	1,942	6	1,948

Major Maintenance issues identified/corrected.

Boundary Fencing	Funding opportunities continue to be applied for. Materials for a small repair around the apron and storage area have been ordered.
Main Generators has faulted	A replacement generator has been ordered and is currently being serviced in Cairns Prior to be freighted to the NPA
Fuel Supply	NQ Petro engaged to: <ul style="list-style-type: none"> - Replace Point of sale equipment - Expected to be in the NPA in late December to undertake these works

The annual technical inspection was undertaken in late October, a preliminary report has been supplied in November.

Airport HR - Nothing to note for October.

STAFFING

- Keith van Woerkom - Manager
 - Keas Blarrey – Supervisor
 - Graham Wasiu – Truck Driver
 - Denson Missi – Truck Driver/labour
 - Mickey Pablo – Casual Truck Driver/Labour
 - Jeffrey Neliman – Casual Labour – staff absent. Havent been to work for 2+ months
- 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 Working from heights – new plant (control room)
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Skills training – TBA	
Staff Attendance – expected hrs vs actual hrs	

STOCKTAKES

- Monthly Stock take completed 30/11/2024.

Stock counts

# Undertaken/week	Variance identified	Variance value	Yearly total (F/Y)

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

Number of products	Value
Write off –	
Totals	

SALES

Sales – internal (value)

Internal Sales	Fuel – Diesel - \$3057.26 Internal hire – \$ External hire – \$ Internal sale – Bamaga Stores, Umagico Supermarket, Alau Accom, Inj servo \$5960.62 Wages \$20899.78
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Sales – external (value)

CONCRETE PRODUCTION Cement Bags (20kg) Sand – Aggregate – Premix – Materials External Consumables Repairs Freight Contractors	176m3 Total \$268367.00 No sale/no stock on site 57m3 Fine Sand – Total \$7890.51 8.5m3 \$2555.52 No sale \$ \$87704.60 \$1480.00 \$27129.20 \$16076.59
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ACHIEVEMENTS

- The new Manager batching plant will start first week of November, Mr Keith
- New safety sign across the site
- Sign in and out of the batching plant is now required which forms part of the WHS management plan for the site has been impairment.
- Mans toilet operational



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

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

Agenda Item: 13.2

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

- Despite significant staffing challenges, the Community Services team remained dedicated to providing quality services across the IKC, Sports and Recreation, and Events departments.
- Focus areas included:
 - Funeral assistance.
 - Facilitating community meetings and events.
 - Preparation for the Blessing of the Injinoo Welcome sign.
 - Preparations for the upcoming Christmas Light Competition.

Sports and Recreation

- NAPRC Sports and Rec engaged with Stanley Dai, the Youth Coordinator for NPAWS and external providers to collaborate and plan Woman's fitness & sporting program and the School Holiday Program for December.

Swimming Pool

- Operating Hours:
 - Morning: 6:00 AM – 7:00 AM.
 - Afternoon: 2:00 PM – 5:00 PM.
- Successful NPA College Swimming Carnival
- The pool was temporarily closed for deep cleaning to ensure a safe and hygienic environment for users.

ART CENTRE

- Another successful Month for the Art Centre, 2 weeks Pottery Classes with Marian Wolfs.

- The workshop focused on hand-building techniques and was well received by participants.
- Big Sale was successful with selling of Local Artists artefacts.
- Artist Joy Tapau engaged as an assistant through IVAIS funding.
- Colina Wymarra engaged as an administration person through IVAIS funding.
- Colina held an exhibition in Brisbane and is now part of the Wentworth stable of artists.
- The Art Centre has sent merchandise to UMI Arts for sale in Canberra and Melbourne.



Home and Community Care

A summary of current operations within the Aged Care & Disability services

STAFFING

The current staffing structure is as follows:

- Current staffing – 10
- 6 x Full time staff
- 4 x Casual staff

Total Staff: 10

2 x Resignations.

- 1 x Yardman (Fulltime carer for family member)
- 1 x Casual cook (ceased attending with no notice)

SCOPE OF DELIVERY

Aged Care & Disability Services currently provides the following:

4 x support workers and floater - 5 clients each
 1 x support worker relief cook.

Services delivered include:

- Transportation: Providing group transportation for activities, Meal drop off, 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.
- Social Support Individual: Tailored to each client's care plan. Medication pickups.
- 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. Also address over service in many areas.

ACHIEVEMENTS

- E-Tools – training. Cont...
- Improved client outcomes by navigating the My Aged Care system.
- Made alterations to the reception area for an enhanced visitor experience, including an ergonomic stand-up desk and supportive office chair for admin staff.
- Relocated the fingerprint scanner for improved accessibility.
- Transported and supported clients to attend a high school market stall.
- Engaged with community organizations, including health centres, schools, and NPAWS, to enhance community outreach.
- Held several discussions with government agencies regarding HCP client letters.
- Continue to meet with each client to update their care plans and service requirements.
- Launched a new monthly menu.
- Meeting Scheduled with hospital to discuss MOU requirements.
- Church singers performed for the clients.
- Plants received from CEQ grant and potted into pots that the clients painted.
- Investigated LGAQ funding for cert III individual support and Diploma of cooperate services training for 2025.
- Excursion to water treatment plant to learn about all things water.
- Workshop with NPAWS regarding connector program to assist with client requirements.
- An excursion was organised to the high school, where clients had the opportunity to watch a 50-year documentary. They were also treated to morning tea and presented with gifts made by the students, creating a memorable and meaningful experience.
- CHSP clients have been successfully referred to home care packages through the "Make a Referral" process. The waiting period is 6-9 months This initiative aims to ensure that clients receive the appropriate level of care and support tailored to their individual needs, facilitating a seamless transition to more comprehensive services. 6 – 9 Month waiting period.

Data

- Data is recorded daily and regularly entered into the compliance spreadsheet.
- The collected data indicates significant over-servicing across most service types.
- Meal quantities have risen in response to an increase in the number of clients.
- A substantial number of clients are actively participating in activities.

Feedback that over servicing statistics are improving.

Impact

- Increased demand for meals due to a rise in client numbers has resulted in the provision of more meals than anticipated, often without client contributions.

- Social support services for individuals are experiencing a significant rise and require close monitoring.
- Overall, the community's needs are being effectively met.

Gaps

- Staffing gaps occur during periods of leave (annual, carer's, and personal leave), indicating a need for additional casual pool staff.
- Some employees show reluctance to embrace flexibility or take on additional responsibilities when required.
- Failure to notify the centre of absences by some staff members places further strain on staffing levels.

RECOMMENDATIONS

- Restructure Services: Revise and streamline all services to improve effectiveness, address over-servicing, and reduce costs.
- Client Contributions: Develop and implement a system for clients to contribute towards the services they receive.
- Service Reduction: Adjust services to align with CHSP and HCP guidelines.
- Casual Pool List: Retrieve and review the list of casual pool workers to ensure availability and coverage.
- Revisit review all position descriptions to ensure relevance and currency.
- Enhance Communication: Improve transparency and communication regarding workloads and activities among staff.
- Staff Absences: Establish clear accountability measures and consequences to improve attendance and reduce absenteeism.

Regulatory Services

STAFFING

- Environmental Health – 1 x Person.
- Animal Management – 4 x People. Restructuring is required so there are 2 x teams in community to monitor and better control animal management.
- Illegal Dumping Management – Works scoped out to be outsourced.

ACHIEVEMENTS

More detail on the progress of deliverables under the operational plan

- Ronald Williams, George Mara, Henry Toby, Lorenzo Whap and Winston Salee has attended the ATSI Environmental Health Workshop in Cairns.
- The AMW team have completed the Animal Census for NPA.
- Public Health Community Engagement 2-5 December 2024 was very successful, outcomes of surveys to be presented in January Council Meeting.

OUTCOMES

Impact

- Visiting Vet Program is set to be in place, RSM now finalising vet service providers.
- Dog pound has been full.

- New Stronger Dog Laws

Gaps

- Needs an administration office person to assist with paperwork recoding, reporting and filing.
- George Mara still does not have Instrument of Appointment which covers the food act 2006. Which means he cannot fulfill his role in confidence as he is not allowed to enter any food premises.

CHALLENGES

- The Regulatory team is facing inadequate working conditions that hinder their ability to perform essential office & field duties effectively. These challenges have contributed to inefficiencies in their workflows, team collaboration and productivity. Office repairs currently being assessed.
- Rolling out Stronger Dog Laws

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

- Staff expressed interest in professional development and progression opportunities to enhance skills during the off-season, preparing for next year's busier months.
- Staff attendance has improved, contributing to better teamwork and collaboration.
- Casual conversion: 2 casual employees for greater stability and efficiency.

SCOPE OF DELIVERY

- Essential services and products were provided to the community and customers throughout October.
- Sales included fuel, groceries, and general merchandise.
- Main customers:
 - Local community residents.
 - NPARC vehicle fleet through internal requisitions for fuel and goods.
 - Local businesses via purchase orders.
- **Operating hours:**
 - Monday to Friday: 8:00 AM to 5:00 PM.
 - Weekends: 1:00 PM to 5:00 PM.

ACHIEVEMENTS

- Regular hours and attendance from all staff
- Fuel, powercards and other stocked items readily available to customers
- Constant sales and customer relationship
- Continued progress with Outside Payment Terminal 24-hour fuel works, with initial administrative communication and applications between NPARC and NQ Petro.



- QLD Freight Discount (20%) in effect
- Monthly Stocktake started.

IMPACT

- Satisfied Customers
- Community receiving essential living goods.
- QLD Freight Discount helping lower higher cost of living.
- Ensuring NPARC and other businesses can operate by providing fuel.

CHALLENGES

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

- Limited Storage (New fridge and freezers required)
- Overall Security of the Service Station
- Doors and security alarm system (Chubb to upgrade siren and review alarm contact process)
- Building/Property (Upgrade and security)
- Steel cage needed for back door (has been scoped out by Building team)
- Working Space
- Break and Entry attempt in October. Rear Shop door damaged
- Poor Condition of the outside roof/shelter of the service station
- Turnover and balancing of stock
- Stock Control
- Compac OPT (outside payment terminal – after hours fuel) – in progress
- Sale of cigarettes – in progress
- Late delivery of Unleaded Fuel due to limited IBC Tanks with supplier
- Point of Sale/Internet slow

Umagico Supermarket

STAFFING

- Total staff: 13, comprising 9 full-time employees and casual staff.
- Seneva Ahmat will replace Lolife Jacques as Supermarket Manager for three months, from November 2024 to January 2025.
- Seneva will oversee operations during this period, ensuring the continued smooth functioning and progress of the supermarket.
- Island and Cape continues to provide training for three staff members.
- Focus areas:
 - Cert III and Cert IV in Retail to enhance skills and qualifications.
- Outcome: Improved service quality and staff development.
- The Smart Retail System is now fully operational.
- Benefits include:
 - Enhanced reporting capabilities.
 - Improved overall retail operations.

- Collaborative efforts with the finance team and BDO are underway to establish clear integration processes for seamless functionality.
- 20% Freight Subsidy Scheme applied to customers' everyday shopping.
- Goal: To become the preferred shop for our shoppers by delivering exceptional customer service, quality products, and a seamless shopping experience.

IMPACTS

- Freight costs remain a significant concern, with Seaswift being expensive.
- Exploring alternative freight providers and solutions.
- Reviewing freight tenders to identify cost-effective options.
- Discussions are ongoing with the Seaswift CEO to explore potential solutions and recommendations for improving delivery processes.

GAPS

- No smoke alarms in the store; urgent attention needed.
- No business license; team is working on renewal.
- First aid course refresher needed for staff.
- Power problems at the supermarket due to overload; the store has an 80-amp capacity but is drawing 85 amps, which is a WHS and fire hazard. This is the second occurrence, and updates on an upgrade are needed.
- Tobacco license needs to be completed for any site selling tobacco products; License has been submitted, still awaiting approval.
- Air conditioning units need to be replaced or fixed as they are leaking, posing a WHS issue.

CHALLENGES

- Staff not coming to work and not informing managers. There is a need to improve communication and accountability among staff to ensure that operational efficiency is maintained.
- Point of sale systems should integrate with the PCS accounting system to generate clear and accurate financial reports, including detailed insights into debtors' accounts.
- The stop on credit accounts with our suppliers has had a significant impact on our sales, as it has hindered our ability to order necessary goods.
- The recent lump-sum payments made to suppliers have placed additional strain on the store's financial resources, further impacting its overall stability and operational efficiency.
- Financial reports have been incorrect, providing an inaccurate financial status of the supermarket.

Jardine Ferry

- The tourist season is ending, with most ferry users now being locals.
- Community members are employed by contractors completing roadworks on the south side of the Jardine Ferry.
- Staff will now use the staff accommodation until the wet season.
- Effective **November 1st**, ferry hours have been reduced to **8:00 AM - 5:00 PM, seven days a week**.
- Workers have requested extending hours to 7:00 AM - 5:00 PM through November to support bitumen work completion before the wet season.
- Contractors are now within their final weeks of completing roadworks on the south side of the Jardine Ferry.



ORDINARY COUNCIL MEETING #09
Agenda Item 13.2
Tuesday, 17th December 2024
Cairns

CHALLENGES

- Staffing shortages continue to impact operations.
- Workshop staff are nearing completion of outstanding AMSA tasks.
- Persistent compliance issues with the Safety Management System (SMS)

HOME CARE SERVICES

MONTHLY AGED CARE COMPLIANCE REPORT

REPORT TO	Yanetta Nadardre
REPORT DATE	06/12/2024
REPORT FROM	Beth Wright

AGED CARE SERVICE DELIVERY

Summary of client status over the past month

Reporting item	Number	Comment
HCP Clients	10	Level 1: 2 Level 2: 8 Level 3: Level 4:
New HCP Clients	1	Level 1: Level 2: 1 Level 3: Level 4:
HCP Enquires		
Referrals for assessment or reassessment	25	

Summary of CHSP client status and activity

Summary of CHSP client status and activity			
Reporting item	Number	Comment	
Number of clients	34		
Number of new clients	2		
Clients on waiting list	0		
Number of clients transitioned to HCP	2		
CHSP Hours	Monthly target	Hours delivered	Comment
Social support group	332	642	
Domestic assistance	105	11	
Social support individual	56	64	
Personal care	18	11	Medication delivery
Home/ garden maintenance	12	9	
Flexible respite		-	
Meals at centre	99	110	
Meals at home	99	555	Client Increase for meals
Transport	37	127	
Home Modifications	\$395	-	

Aged care legislative compliance status report

Compliance requirement	Number of clients	Overdue	Action taken
Charter of aged care rights explained	45	45	Review ongoing
Signed aged care agreements	45	45	Review ongoing
Signed current care plans	45	45	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/ report to council	09/12/2024	09/12/2024	09/12/2024
Compliance report	09/12/2024	09/12/2024	09/12/2024
Roster	09/12/2024	09/12/2024	09/12/2024

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	10	1 staff member not in community	
Carers	5	5 inc. No Cook		

HR Management

Reporting item	No of staff	Overdue	Action required
Current Police checks	11	11	Evidence required
Aged Care Code of conduct	11	11	
Current Drivers licence	9	1	Currently updating staff files with DL's
Performance review	11	11	
Annual Flu vax	11	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	11	3	
Fire Safety	11	11	
First Aid	11	11	All staff due for CPR refresher in October 2024
Manual Handling	11	11	Staff completed training
Infection control	11	11	
Elder Abuse	11	11	Training being organised through NPAWS
Food Safety	11	11	Health and food safety will deliver training in September
Open disclosure	11	11	

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	0					
% Investigations completed within 5 days	0					
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

Actions Taken:

Next Steps:



Title of Report: November Information Report

Agenda Item: 13.3

Classification: For information

Author Executive Manager, Building & Infrastructure

Attachments W4Q Project Update

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

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

BACKGROUND AND CONTEXT

BAS Manager Update

NPARC Job Cards / Minor Works

STAFFING

The BAS team (BM) consists of 1 x Manager, 3 x Technical Officers

<u>Staff Name</u>	<u>Position Title</u>
Beatrice Nona	BAS Manager
Cathrine Salee	Technical Officer
Salome Nona	Technical Officer
Emily Kepa	Technical Officer

NPARC has formally requested to relinquish the maintenance portal to QBuild for six months due to low resource levels within the council and the inability to address the substantial number of job cards. This handover commenced on **4th October 2024**.

Unfortunately, due to a backlog of workload, the BAS Manager and staff's planned/unplanned leave, and slow data entry, reported figures for the November QBuild aged report could not be provided. However, BAS maintenance Invoicing is still carried out for the aged jobs, including new jobs recently issued, which may appear on the new aged report.

Regular follow-ups are continuing, and as mentioned in the previous report, contractors are still waiting on the material ordered or may be busy with other jobs. We continue to have support from Contractors.

Contractor meetings

Unfortunately, there was no follow-up with contractors in October and November due to staff absenteeism. This was also due to a sorry business and staff on leave. This led to a backload of work, and since the portal has been given back to QBuild, NPARC will now be able to follow up and catch up with contractors.

There weren't enough contractors to work within the timeframe, which also impacted the team.

CHALLENGES

- Limited resources regarding trade availability; builders, electricians, and plumbers have impacted the progress of minor works.
- The NPARC maintenance team is already exhausted in terms of what they can do, and too often, work needs to be outsourced via our already exhausted external contractors.
- The BAS Manager has also been assisting with the Bank Rec, as requested, and retrieving documents for the Auditors, as Cindy requested.
- Due to customer service officers' ongoing unavailability, BAS Support Admin Staff had to carry out administrative tasks, impacting their workload.

Building & Infrastructure Update

NAHA 5 x Plugins

- Works are full steam ahead, with some Plugins already at the lock-up stage.
- HCBC is 40% complete per their last claim (claim 3).
- All works that will be done will be standard to gold-plated.
- **Completion will now be pushed out into the new year to late January 2025**

Upgrade Program 2023/2024

Open Purchase Orders – Works Carried over from 2023.

QBuild PO #	TYPE OF WORK	NPARC PO #	Contractor
B67696	GUTTER/DOWNSPIPE – 5 YOUNG	5191	FARNP

TOTAL: 1

TENDERS SUBMITTED TO QBUILD AND AWAITING APPROVAL - 2023

REFERENCE NO.:	DESCRIPTION OF WORKS	TENDER SUBMISSION DATE:
WS168983	CARRY OUT FENCING UPGRADE – 221 ADIDI ST BAMAGA	17/07/2023
WS171394	CARRY OUT KITCHEN UPGRADES – VARIOUS INJINOO RESIDENCES	08/12/2023

TOTAL: 2

Current Purchase Orders – Issued since January – August 2024

QBuild PO #	Type of Works	NPARC PO #	Contractor
B82569	FLOORING PKG – VARIOUS RES INJINOO	5538	CYBM
B87493	FENCING UPG – 271 YUSIA ST BAMAGA	5682	CYBM
B88169	ROOF REPAIRS – 26 BOND ST NEW MAPOON	5695	FARNP
B86868	KITCHEN PKG – VARIOUS RESIDENCES UMAGICO	EO6601	NQB
B87658	BATHROOM UPG – 125 WILLIAMS CR BAMAGA	EO6602	NQB
B89660	TERMITE INSPECTION – 65 SEBASIO ST BAMAGA	952682	CREEPY
B90194	BATHROOM PKG – VARIOUS RES UMAGICO	93622	NQB
B91034	VARIOUS REFURB – 48 WARE ST INJINOO	93274	NQB

TOTAL: 8

TENDERS SUBMITTED TO QBUILD AND AWAITING APPROVAL – 2024

REFERENCE NO.:	DESCRIPTION OF WORKS
WS170981	CARRY OUT HOME MODIFICATIONS – 133 JACOB ST BAMAGA
WS169431	CARRY OUT KIT,FLOOR/LAUNDRY – 269 ORCHID CL BAMAGA
WS170973	CARRY OUT DISMOD – 16 PASCOE ST UMAGICO
MI172210	CARRY OUT PAINT WORKS – VARIOUS UMAGICO RESIDENCES
MI172281	CARRY OUT BATHROOM UPGRADE – VARIOUS INJINOO RESIDENCES
MI172939	CARRY OUT BATHROOM UPG – 270 ORCHID CL BAMAGA
MI171896	STORMWATER UPGRADES – VARIOUS RES BAMAGA
MI176957	WARDROBE UPG – 9 TUMEMA ST SEISIA
MI177018	LAUNDRY UPG – 18B MCDONNELL ST INJINOO
MI177015	WARDROBE UPG – 50 WARE ST INJINOO
MI177035	FLOOR UPG – 7C MARA ST UMAGICO
MI176961	BATHROOM UPG – 158 ADIDI ST BAMAGA
MI177024	BATHROOM UPG – 86 LUFF ST NEW MAPOON
MI177022	BATHROOM UPG – 9 BOND ST NEW MAPOON
MI177034	BATHROOM UPG – 16 PASCOE ST UMAGICO
MI176318	ROOF UPG – 2 ROPEYARN HWY INJINOO
MI172577	FENCING UPG – 265 ORCHID CL BAMAGA
MI176969	LAUNDRY UPG – 2 STEPHEN CL SEISIA
MI176979	BATHROOM UPG – 265 ORCHID CL BAMAGA
MI172578	BATHROOM UPG – 265 ORCHID CL BAMAGA

TOTAL: 20

- Carpenters are still doing internal works from Property & Facilities and Work Orders for QBuild maintenance.

Project Manager update

NPARC Project Status

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

Table 1 Project Progress Report November 2024

PROJECT PROGRESS REPORT					
Grant Funding	Projects	Project Managed By	Funding End Date	% Complete	
REMOTE CAPITAL PROGRAM	15 x Housing Development	LACKON	2027	<div style="width: 25%;"></div>	25
WCCCA	New Mapoon Multipurpose centre	RPS	May-25	<div style="width: 20%;"></div>	20
QRA	New Mapoon Multipurpose centre	RPS	May-27	<div style="width: 20%;"></div>	20
W4Q 21-24	Beautification of Council sites/buildings	NPARC	Jun-24	<div style="width: 100%;"></div>	100
W4Q 21-24	Upgrade to unused Umagico historical building in the business precinct	NPARC	Jun-24	<div style="width: 45%;"></div>	45
W4Q 21-24	New Mapoon Park Beautification	NPARC	Jun-24	<div style="width: 100%;"></div>	100
W4Q 24-27	Injinoo Building Renewal / Upgrade Project: Refurbishment of Justice Office	NPARC	2027	<div style="width: 0%;"></div>	0
W4Q 24-27	Injinoo Building Renewal / Upgrade Project: Refurbishment of Youth Centre	NPARC	2027	<div style="width: 0%;"></div>	0
W4Q 24-27	Seisia Building Renewal / Upgrade Project: Seisia Hall 3 phase power and fans	NPARC	2027	<div style="width: 5%;"></div>	5
W4Q 24-27	Seisia Building Renewal / Upgrade Project: Seisia Church repairs	NPARC	2027	<div style="width: 0%;"></div>	0
W4Q 24-27	Umagico Building Renewal / Upgrade Project: Umagico Hall Kitchen	NPARC	2027	<div style="width: 5%;"></div>	5
W4Q 24-27	Umagico Building Renewal / Upgrade Project: Umagico Hall Concrete Extension	NPARC	2027	<div style="width: 5%;"></div>	5
W4Q 24-27	Umagico Building Renewal / Upgrade Project: Umagico Oval Toilets	NPARC	2027	<div style="width: 0%;"></div>	0
W4Q 24-27	Demolition: New Mapoon Church and old Umagico store	NPARC	2027	<div style="width: 0%;"></div>	0
W4Q 24-27	New Mapoon Hall	NPARC	2027	<div style="width: 0%;"></div>	0

Remote Capital Program (Housing Development)

- New funding agreements for 15 houses, project management, design, and water and sewer for Poi Poi Street have been executed.

9 Houses – Contracted

Current works

- Native Title s24JAA notices issued for Injinoo and New Mapoon house developments.
- Planning scheme concerns addressed.

Update

- Finance administration is being put into place for the new agreements.
- Reporting and milestone payment in progress.
- Native Title for 3xlots will create a 3–5month delay on those sites and potential cost implication.

Milestones for Richardson's development & negotiations on the IEOP

- RBS has mobilized to the site.
- Stage 1 for Lackon is now complete.
- The (IEOP) was covered in the tender documentation provided by RBS. Lackon will be managing this aspect and advising the Council when known.

- Exact numbers are unknown until RBS commences on site and advises Lackon and, in turn, Council.

Christmas Shutdown Period (RBS)

- Last day 20/12/2024.
- Recommence on 6/1/2025.
- 1-2 Labourers stay in Bamaga to monitor the site occasionally.

Council Build – 2,3 Kulla Kulla and 26 Woosup Umagico.

- Rob D has commenced ordering materials for the three council houses.
- Pads completed on 2 & 3 Kulla Kulla CI, Umagico
- Materials (Slab) were delivered to 2 & 3 Kulla Kulla CI - 4/12/24.
- POs raised for (Earthworks) for 26 Woosup St, Injinoo.
- Obtaining quotes/issuing POs for Council-build houses materials.

325 Poi Poi, 90 Sebasio, and 40 Langie Draha

- Struxi has been requested to provide a fee proposal for the design of 90 Sebasio Rebuild and 40 Langie Draha Refurb.
- POs raised for (Earthworks) 325 Poi Poi St, Bamaga

Poi Poi Street Water and Sewer Extension

- Issued For Construction drawings issued for Council and is under final amendment with comments collected to be procured as a variation to RBS contract or RFQ.

New Mapoon Multi-Purpose Centre

Current works

- The tender has been uploaded to the Vendor Panel and advertised.
- The tender closes on Wednesday 11th December 2024.

Umagico Tavern Refurbishment

Update

- Expected completion end of February 2025.
- Electrical contractor delayed due to other works (backlog) and the loss of an employee who has relocated to Cairns.
- The building contractor could not continue with any work until electrical re-wiring has been completed.

Beautification of Council sites and buildings

1. Bamaga Workshop

- Works have been completed.

2. Bamaga Office Generator

- The electrician is still waiting for the correct part to complete these works.

Works for Queensland 24–27

- Project scoping and requests for quotes have commenced.
- The projects are currently fluid until we get or update quotes.
- Our steps are to get quotes, assess whether the projects are feasible, rescope if necessary, negotiate internally, and group and align project procurement with policy, e.g., 2 quotes/tender.
- Then award / go to market.
- The aim is to kick off Seisia Hall at the end of January as a top priority if it falls within the budget. February = assess quotes, scope, project planning. March = award / go to market. Excel Spreadsheet attached with updated proposed timeframes for the 24-27 W4Q Projects.

Community Housing Extensions and Studios

- A request for a quote has been sent to Lackon for Stage 1 – Project concept to construction tender Ready.
- The fee proposal will be sent to the Department of Housing to develop and submit a funding authorization for the project.

Building Manager Update

NPARC Carpenters

- BAS Maintenance / Job Cards – On-going.
- Property & Leasing / Building Maintenance
- Working on Capital works
- Completed Handrails at the NPARC Injinoo Office (photos attached)

First Steps Completed



Middle Steps Incomplete



Third Steps Completed



NPARC Plumbers

- Sewerage Dump point valve
- Water Pipe bursts

- Stormwater outlet curb and gutter
- Leaking tapes
- Leaking roof at Carpenters Shed
- Leaking roof at Heritage Building
- Bamaga Dump point, install cold water fill point
- New Mapoon Sewer Pump Station
- Contractors Camp
- Bamaga Sewer Pond Shower
- Concrete Plant Bore Pump
- Jardine River Pump Station

Bamaga Dump Point



Bamaga Dump Point Prep Form Work



Install mesh for concrete



Property and Facilities

NPARC's new Property and Facilities team continues to manage 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.

NPA Local Housing Plan update:

The team continues 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 for October:

Completed:

- The Department of Housing and NPARC met to update the Capital Investment Strategy. The strategy forecasts the funding requirements for community subdivision and housing capital works over the long term.
- The Department of Housing and NPARC held a meeting to obtain an overview of the Department of Housing's asset management and annual safety inspection program. This was held for Property and Facilities to consider involvement with the inspection programs. As a staged approach, the Council will consider starting joint inspections of what the Department deems "hard to access" properties.

In progress:

- Implementation of recommendations from the Community Housing Registration Notice.
- Rectifying issues identified in staff housing tenancy management, e.g., expired rental agreements and rent in arrears.

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.

Ongoing inspections continue for all Council Staff Accommodations and all Council social properties and are regularly carried out through exit and entry reports and when maintenance issues arise.

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	22
Tenanted	19
Vacant Tenantable (Available)	0
Vacant Untenantable (Unavailable)	3
Potential Housing Requirements	0

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



ORDINARY COUNCIL MEETING #09

Agenda Item 13.3

Tuesday, 17th December 2024

Cairns

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

Social Housing Applications

remains the same this reporting period.

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

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

FINANCIAL AND RESOURCE CONSIDERATIONS

CONSULTATION

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

W4Q Projects												
No#		Priority	Detailed scope	Delivery Method	W4Q	Budget	Loc	Commencement	Completion	Source	What we know	Next steps
1	Injinoo Building Renewal / Upgrade Projects				\$250,000.00			2/09/2024	Jun-26			
a	Refurb Injinoo Justice Office for IKC	4	change locks, garden clean up, repair termite damage in wall and floor, replace kitchen, inspect and repair roof.	Building contractor		\$50,000.00	Injinoo			Cr Brynes request		Get quote from Maholland
b	Injinoo Youth Centre re building repairs	5	old pub - roofing repairs. Seal water leaks. Maybe termite damage walls (above old bar).	Building contractor - Quote from Maholland		\$200,000.00	Injinoo			Cr Brynes request		Revisit quote from Maholland
2	Seisia Building Renewal / Upgrade Projects				\$220,000.00			2/09/2024	Jun-26			
a	3 phase power at Seisia hall	1		Contractor - Electrician		\$30,000.00	Seisia			Council request at meeting	Quote from Ben March 24	Quotes sought from B&B and NPA Electrics
b	Circulation fans at Seisia Hall	1		Contractor - Electrician		\$60,000.00	Seisia			Unsuccessful grant application	Quote from Ben March 24	Quotes sought from B&B and NPA Electrics
c	Seisia Church repairs and maintenance	2	Quote from Cameron Herbert - remove asbestos, remove termite damage, repair roofing. Make guldung integrity sound. Painting.	Asbestos grouping & Building Contractor.		\$130,000.00	Seisia			Council request at meeting	Asbestos	Revisit quote from Cameron Herbert
3	Umagico Building Renewal / Upgrade Projects							2/09/2024	Jun-26			
a	Umagico Hall Kitchen	3	Scoped by Edgar and Wendy - new kitchen - electric stove.	Council to procure materials, and install. Plumbing to be outsourced. Electric roller doors to replace chain.	\$165,000.00	\$75,000.00	Umagico			Council request at meeting		Get quotes for kitchen components and connections.
b	Umagico Oval Toilets	6	Previous scope - structurally ok, rio mesh needs replacing, gates, doors etc.	Contractor - plumbing Far Nth and Top End		\$40,000.00	Umagico			Unsuccessful grant application		Get quote from plumber to undertake works.
c	Umagico Hall Extension Concreting	3	Previous scope	Contractor - Concretor		\$55,000.00	Umagico					Get quote to concrete
4	Demolition of unsafe Buildings -				\$170,000.00			2/09/2024	Jun-26			
a	Asbestos Removal & Demo - NM Church	2	Cameron Herbert gave a quote.	Contractor - Asbestos demolition		\$120,000.00	New Mapoon			CEO / Mayor	Asbestos	Revisit quote from Cameron Herbert
b	Old Umagico Store Demo	2	Cameron Herbert gave a quote.	Contractor - Asbestos demolition		\$50,000.00	Umagico				Asbestos	Revisit quote from Cameron Herbert
5	New							2/09/2024	Jun-26			
a	New Mapoon Multi Purpose Function Centre		Ancillary project costs and associated costs for nm mpf improvements.	TBC	\$100,000.00		New Mapoon					Pending NMMPF Improvement tender.
Forecasted cost (till June 2027 OR project expected completion)					\$905,000.00	\$810,000.00						



Title of Report: Operational Update on Corporate Services

Agenda Item: 13.4

Classification: For noting

Author Executive Manager Corporate and Financial Services

Attachments Grants Update

Officers Recommendation:

That Council:

Note the Report

CORPORATE SERVICES

The Corporate Services Team is composed of:

Position	Employee
Manager Corporate Affairs	Romina Nona
Communications Officer	Kerrie Hall
Records/ Archives Officer	Esme Newman
Records Clerk	Vacant
IT Support	Ryesa Sebasio
RIBs Officer	Amy McKeown

SCOPE OF DELIVERY

Corporate Services supports and promotes Council business and the community through:

- Communications and media
- Records management
- Information and Communications Technology (ICT) delivered via a mixture of external contracts and internal staff.
- Radio Indigenous Broadcasting System (Red Dust FM).

NOVEMBER ACHIEVEMENTS

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

- Significantly less requests to RMT than usual. More tickets were closed than opened during the month.
- Content Manager migration to SharePoint continues.

Report incomplete due to Illness:

COMMUNICATIONS AND MEDIA (EXTERNAL AND INTERNAL DELIVERY):

NPARC Communication and Media had a busy November period – majority of support in assistance to NPARC operational needs, and end of year planning and promotions, to public audiences - cross promoted via NPARC website, social media, local & regional radio, and newspapers. Additionally, finalized fit for purpose new NPARC multipurpose newsletter template in November - ready to be populated with news for December/ January distribution subject to approvals.

Activities Summary for month – November 2024:-

Social media

Facebook

Total followers = 4504

New page followers = 92 (+128%)

Total posts = 59 (+118.5%)

Total views: 211, 365 (+144.5%)

Audience: (35-55yrs) - Women = 60.10%, Men = 39.9%

Top five locations - QLD: Cairns, Sunshine Coast, Bamaga, Weipa, Brisbane

Top five countries = Australia, Fiji, Papua New Guinea, New Zealand, United States

Top Content – by engagement:

- 27 Nov – Jardine Ferry Holiday Hours/ 1009
- 19 Nov – NPARC searching for owner of injured foal/ 982
- 18 Nov - NPARC congratulates Community Home & Hardware/ 537
- 13 Nov – NPARC Disruption of Services – 6 Dec/ 315
- 1 Nov - Reminder – NPARC Annual Pre-Cyclone Season Kerbside Collection/ 182

Instagram – New follows = 5/ Views = 1500 (+63%)

Promos & Campaigns

Messaging – broadcast notices for:

- **Water Restrictions/ Outages;** Facebook page + groups; website, flyers/ noticeboards, All Staff email reminders:
 - All water Outages were posted from 6/11/24 to 28/11/24.
- **Injinoo Service Station** – Out of Fuel – FB Posts and Reminders/ Updates
- **End of Year/ 6 Dec NPARC Closure promos** – socials & website, emails
- **Remembrance Day** – design annual memorial post to social media

- **Skytrans bookings** – direct to Skytrans phone booking
- **Employment Notices** – design & promote website & social media.
- **Develop advertising: Holiday closures 2024/25** – TN, CYW full page (12/12, 17/12)
- **2024 Pre-Cyclone Kerbside Collections** – revise & distribute flyers/
- Digital: NPARC Website – Public Notice; Nparc Facebook page + NPA Community group page +++ regular Reminder Posts.
- **Xmas Lights Competition**
- All Staff emails & Reminders.
- Radio – community service announcements
- Hard copy: Nparc reception areas, public noticeboards.
- **Tender Notice** – develop advertising for newspaper ads x 3: Torres News, Cape York Weekly, Cairns Post (New Mapoon MPF construction)
- **Jardine River Ferry: HOLIDAY Hours/ Off season Hours**
- Digital: NPARC Website – Public Notice.
- Nparc facebook page + NPA Community group page +++ regular Reminder Posts.
- All Staff Email Reminders.
- Radio – advertising – Black Star campaign: write script, negotiate pricing & timeslots throughout December.
- Advertise – ¼ page ads – Torres News & Cape York Weekly
- **Regional opportunities**: Promos of: TSRA Elections – Bamaga & Seisia voting; FNQ DAMA; QLD Health – coordinate promos of Environmental Health Community Engagement Sessions & Survey; Australian Electoral Commission – work at upcoming federal election.

C7 Fortnightly Team meets:

- 5 Nov: Media kit reviewed, template colours revised; Newsletter template redevelopment for design in Canva. Designed to reach audiences via digital distribution (email via pdf or links to digital magazine format). A number of copies also will be printed for hard copy readership.
- 19 Nov: End of Year Flyer needs & Retainer renewal/ 2025 discussions

Airport – NPA Tourism Booklets: Sourced wire display stand: counter top and full length floor stand for tourism booklets –Awaiting order:

INFORMATION AND COMMUNICATIONS TECHNOLOGY (EXTERNALLY DELIVERED):

	Completed
RMT ICT support	114 Requests for RMT ICT support RMT Agreement under review
TerraCom	Fortinet renewal 3-year unified protection 3-year Forti care premium
Airbridge	Supply and installation of a pep link BR1PRO
Airbridge	12 months support agreement

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RADIO INDIGENOUS BROADCAST

Purpose

To provide summary of current operations within RIBS – Remote Indigenous Broadcasting Service) Blackstar Radio 91.9FM

Staff: Amy McKeown

Scope of Delivery: No interviews conducted due to interviewee's other commitments.

Community Service Announcement (CSA) NPARC & Veolia re Rolling Water Outages for all Communities-Water Restrictions, NPARC Jardine River Ferry Opening Times, NPARC Bamaga Pool Opening Times, NPARC Christmas Lights Competition, NPARC 2024 Pre-Cyclone season Kerbside collection, NPARC & QLD Health Public Health Services Community Consultation re Environmental Health have your say, NPARC End of Year Staff Function All NPARC Offices and Services Closed 6/12/2024, NPARC Jardine Ferry Closed 6th, 25th, 26th Dec 2024 and New Years Day 01/01/2025 and resumes normal off-season hrs. 2nd Jan 2025 8am – 5pm

Achievements: Recordings & CSA on time.

Also sent NPA's CSA to Blackstar Radio to air. Blackstar Radio has News and weather hourly 24/7.

Outcome: Verbal Feedback from Community saying they like the station with good variety of music, interviews, and CSA.

All other equipment is in good working order.

Studio B Computer needs to be up and running for operational for pre-recording.

(Studio B Computer taken out since Dec 2020 and has not been replaced to date due to shortage of Site Tech)

STORES

- Ray Sailor – Stores Manager: Supervise all operations of the stores.
- John Adidi – Stores Assistant: duties are generating requisitions, issuing of Internal and External sales, stock coding.
- Kenny Sebasio – Stores Assistant: duties are Floor Supervisor, Deliveries, Stock receivals, stock coding.
- Margaret Gebadi – Stores Assistant: duties are generating requisitions, Stock issuing internal and external sales, Stock takes, data entry, stock coding.

John has taken the role as Acting Stores Manager from 26/11/2024 to 06/12/2024 while Ray was on leave.

Kenny Sebasio is currently on carers leave and has applied for extension on leave at this point we are unsure when he will be returning.

Margaret is also on carers leave as well hopefully be back on 12th of December.

Staff attendance – Stores has been operating within the past weeks with limited staff, due to staff attending Funerals and personal commitments.

Currently progressing through our recruitment process for a procurement/ administration officer.

STAFF TRAINING

Margaret and John are undergoing training on PCS to generate Purchase Orders through stores. Shem has completed his forklift training.

TRIBUTE

Would like to pay tribute, love, and respect to a passed staff member for his time and commitment and service working at stores.

STOCKTAKES

Stores did not carry out monthly stocktakes for November.
Due to staff on Planned Leave

SALES

Sales – internal (value)	October 2024	November, 2024
Internal Sales	\$ 47,838.95	\$34,931.25

Sales – external (value)		
Credit Sales	\$ 17,004.10	\$ 19,017.80
Eftpos Sales	\$ 34,737.26	\$ 24,138.80
Direct Debit	\$ 5.00	\$ 0.00
Total Sales	\$ 99,585.31	\$ 78,087.85

ACHIEVEMENTS

- All Purchase Orders for stores are raised at stores.
- Manager's Delegation increased to 15,000.00.

REPAIRS & MAINTENANCE

- Currently awaiting quotes to repair/replace lights in the office and bay areas.
- Forklift undergone service and awaiting on parts to arrive.
- Awaiting yard maintenance.

CHALLENGES

- Management of stock control, identify and minimise discrepancies.
- Staff completing Level 2 procurement/LG Diploma training.
- Receival/distributions of all stock through stores becoming a central point.
- Disposal of old stocks
- Planning for New Structure on staffing and future operations (Purchasing and Distributions of goods and services)

RECORDS AND ARCHIVE

No report was received from records due to absence for “Sorry Business”

GRANTS

STAFFING

Grants Manager:

- Following up on reporting requirements for funding agreements to submit performance reports, see more information in Appendix 1 – Grants Update November 2024.
- Meeting with funding bodies to discuss grant fundings
- Follow up on administration of grant funds with project leads of operational grants.

Grants Advisor:

- Working closely with Project leads and Executive Managers to complete applications for grant funding, see more information in Appendix 1 – Grants Update November 2024.

Grants Accountant:

To assist with the acquittal of all grants and to reconcile the costing of jobs and expenditure to the open grants.

SCOPE OF DELIVERY

Not all grants have milestones requiring financial acquittals monthly, quarterly etc, it is practice within Finance, monthly, to constantly review all expenditure incurred by NPARC that may be able to recoup to assist cash flow and so not carrying large debt, even though a milestone isn't due mostly for capital works. Update the Grant Register and ensure communication between finance and operations/project managers on progress etc.

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” Grants 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.
- Meeting with Executive Manager Finance and Corporate Services and Grants Advisor 07/11/24 to discuss the progress of the Grants Management Team, identify issues and explore solutions, and received feedback from Executive Manager by 12/11/24.

Monthly Grant Control Groups meetings:

- Aged Care: Issues with GPMS trying to gain access to the portal. Need to report on operations of the Aged Care in GPMS – overdue since 31/10/24.
- Art Centre: Art Centre Manager returned from Leave on 21/11/24. Meeting to catch up and discuss overdue reporting for TSRA and IVAIS and Gab Titui was on 29/11/24. Yet to progress and complete reports.
- Active Kit reporting has progressed. We are yet to progress with the Deadly Active overdue reporting.
- IKC reporting is still overdue, State Library representatives have asked to schedule a meeting with all persons involved to further discuss and tackle any issues. Meeting yet to be scheduled.

- Meeting with Executive Manager Community and Regulatory Services on 22/11/24 to discuss the Active Kit and Deadly Active overdue reports and the Illegal Dumping and Waste Activities fundings.

Quarterly Grants Steering Committee meetings:

- The Grants Steering Committee meeting was cancelled, the next quarterly meeting is now scheduled for 15/01/25.
- Ongoing completion of Action items from previous meeting in July 2024.

Other:

- Ongoing collaborations with Apudthama Land Trust, Unganco Pty Ltd, Aurecon Group, and Aecom; Ipima Ikaya RNTBC; with reporting, consultation and planning of Council's grant funded projects in Operations, Building and Infrastructure and Community Services.
- Meeting with HR regarding Growing Workforce Participation Fund
- Meeting with Roads to Recovery 18/11/24 to complete the Work Schedule for 2024-2029.
- Finance and Grants Team meeting with Executive Manager Finance and Corporate Services 14/11/24.
- NPARC and RDA Tropical North meeting regarding the Regional Precincts and Partnerships Program for the Jardine Ferry Precinct and the Injinoo Historical Village Precinct.

Staff Training:

- Internal Procurement Training with CEO 12/11/24

ACHIEVEMENTS

Please see Appendix 1 which is a table with information regarding the Works in Progress (WIP) Grants Register.

Feedback from Grants Manager:

- Ongoing updates with Departments and Funding bodies.
- Had our first Operations Meeting with Robert Bottger 14/11/24, with BDO and Finance Manager. We successfully identified current grants and their progress and grant items that needed to be archived within the Building and Infrastructure and the Operations departments.
- Majority of information regarding Grants Management Team achievements are in the Works in Progress Grants Register.
- Continue working positively and efficiently together with BDO to improve NPARC's processes in Grants Management.
- Had the Regulatory Services and Community Services Grants Meeting with the Executive Manager and respective team members on 25/11/2. We successfully identified current grants and their progress and grant items that are overdue and action items moving forward.

OUTCOMES

Data

Please see Appendix 1 – Grants Update November 2024

Gaps



ORDINARY COUNCIL MEETING # 9

Agenda Item 13.4

Tuesday, 17th December 2024

Cairns

Historical reporting yet to complete; within the NIAA NPA Rangers funding, the Aged Care CHSP funding and the Community Services Active Kit and Deadly Active fundings. Most Grant acquittals require expenditure journaling as often incorrect job cost, or perhaps expenditure not included such as wages. Due to gaps in records, and errors, all Grants as I come across them for milestone acquittal/reporting have required full financial acquittal for the entire project and not just current period.

See Over for Appendix 1

Status	Type	Department	Fund	Amount
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. Subsidy was increased to 20% on 9th September 2024.	
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	Community & regulatory services	Indigenous Employment Initiative - quarterly reporting coordinated between Aged Care and grant teams.	
In Progress	Acquittal	Finance & Corporate services	LDMB Reporting underway.	
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	Ranger Program - Council working with NIAA to resolve overdue annual and IAS performance reports - ongoing	
In Progress	Acquittal	Operations	DAFF Biosecurity Capability Building Initiative for Rangers Groups - funding for training	
Overdue	Acquittal	Community & regulatory services	TSRA Ad Hoc Grant - Successful application to support Torres Strait Islander dance groups to attend cultural festival. Requested report extension date due to invoice not received from one of the Dance Troop for payment.	
Overdue	Acquittal	Community & regulatory services	ActiveKit - request for grant agreement extension declined. Council to return unspent funds.	
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	Community & regulatory services	IVAIS00772 - 2023-24 End of Year performance and audited financial report is being progressed. Council in communication with funder regarding outstanding report. Funding was for Art Centre upgrades, art workers and ceramic workshop.	
Overdue	Acquittal	Community & regulatory services	IVAIS00772 - 2023-24 -request independent audit of financials - Art Centre upgrades, art workers and ceramic workshop	
Overdue	Acquittal	Community & regulatory services	Debt Recovery -CHSP 2021-22 - Council working with department to review previous grant acquittals submitted and PCS data.	
Overdue	Acquittal	Operations	Local Roads and Community Infrastructure Program (Phases 1,2 &3) - Council is actively working to resolve overdue Annual report. Invitation to quote for planned works issued to local contractors. Construction must be completed by end of December 2024.	
Overdue	Acquittal	Operations	W4Q 21-24 (projects multiple) - Council submitted a extension of time request for projects that were not complete by 30 June 2024. Two projects remain not complete.	
In Progress	Grant Writing	Community & regulatory services	Regional Precincts' and Partnership Project -Planning Stream - Jardine River - project is processing and supporting documentation is being prepared.	
In Progress	Grant Writing	Finance & Corporate services	Regional Precincts' and Partnership Project -Delivery Stream - Injino Historical village - project is processing and supporting documentation is being prepared.	
In Progress	Grant Writing	Operations	RAUP - preparing an application for airport fencing replacement and wildlife hazard training/planning.	
In Progress	Grant Writing	Operations	Active Transport Fund - preparing an application to fund Bamaga Footpath upgrade project (stage 1).	
In Progress	Grant Writing	Operations	Safer Local Roads and Infrastructure Program (SLRIP)- Preparing an application to deliver Road safety audit and upgrade of road signage for whole of NPA – R2R allocation to support the 20% co-contribution.	

Pending outcome	Grant Writing	Community & regulatory services	QLD Remembers funding opportunity applying for funding to complete Anzac memorial Honour Board plaque restoration.	
Pending outcome	Grant Writing	Community & regulatory services	Play Our Way - Following successful Expression of interest a detailed application has been submitted to fund upgrades to the Bamaga Sporting Precinct.	
Pending outcome	Grant Writing	Human Resources	Cyber Security Awareness Grant - funding for cyber security training program	
Pending outcome	Grant Writing	Operations	Expansion of Indigenous Rangers Program - Funding application to support more women ranger positions. Funder has not announced outcome.	
Pending outcome	Grant Writing	Operations	Housing Support Program - council submitted 4 applications.	
Pending outcome	Grant Writing	Operations	TMRs 2025-26 Cycle Network Local Government Grants - application prepared by Aurecon requesting funding for New Mapoon to Seisia shared path project.	
Pending outcome	Grant Writing	Operations	Scheme Supply Fund - Council identifying project scope to make an application to deliver outcomes of Local Housing Action Plan.	
Pending outcome	Grant Writing	Operations	Safer Local Roads and Infrastructure Program (SLRIP)- application being prepared by Aurecon to fund Injinoo Back Road Section 2 project.	
Pending Agreement	Successful Grant Submission	Operations	Growing Regions - Round 1 - Airport Runway Upgrade - Approved for full amount. Pending Agreement to be issued by funder.	



AGENDA ITEM 14-15
ORDINARY COUNCIL MEETING #9
Tuesday 17th December 2024
CAIRNS

14. General Discussion

15. Close of Meeting