



## **MEETING BOOK**

**Northern Peninsula Area Regional Council**

**Ordinary Council Meeting #45**

**To commence at 9.00am**

**On**

**Tuesday 16<sup>th</sup> January 2024**

**Bamaga Boardroom**

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**AGENDA ITEM 1- 5**  
**ORDINARY COUNCIL MEETING #45**  
**Tuesday 16<sup>th</sup> January 2024**  
**Bamaga Boardroom**

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



**UNCONFIRMED**

**Meeting Minutes**  
**ORDINARY COUNCIL MEETING #44**  
**Tuesday 19<sup>th</sup> December 2023**  
**Cairns**

## **Northern Peninsula Area Regional Council**

### **Ordinary Council Meeting #44**

**To commence at 9.00am**

**On**

**Tuesday 19<sup>th</sup> December 2023**

**Pullman Cairns**

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

Mayor Yusia welcomed attendees and opened the meeting at 9.12am with a prayer by Cr Whap.

**Agenda Item 2. Acknowledgement of Country**

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

**Agenda Item 3. Present**

**Mayor & Councillors**

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

**Other Attendees**

Kate Gallaway	CEO
Gus Yates	Executive Manager Operations
Yanetta Nadredre	Executive Manager Community & Regulatory Services
Gina Peter	Executive Manager Corporate & Finance Services
Shane Waller	A/Executive Manager Building & Infrastructure

**Agenda Item 4. Apologies**

Nil

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

*Mayor Patricia Yusia advised the meeting that she had a declarable conflict of interest in the matter to be dealt with in agenda item 12.9 'Use of Sand and Gravel'.*

*Mayor Yusia stated that the discussion of use of sand and gravel was a declarable conflict of interest. Two close associates are directors of corporations subject of this agenda item.*

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

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

*Councillor Gina Nona advised the meeting that she had a prescribed conflict of interest in the matter to be dealt with in agenda item 12.9 'Use of Sand and Gravel'.*

*Councillor Nona stated that the discussion of use of sand and gravel was a prescribed conflict of interest. She is a director of corporations subject of this agenda item.*

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

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

**Agenda Item 6. Confirmation of Minutes of Previous Meeting**

**Resolution**

**That Council:**

Notes and confirms the minutes from the Council Meeting held Tuesday 21<sup>st</sup> November 2023.

**Moved: Cr Gebadi**

**Vote: 6/0**

**Seconded: Cr Whap**

**Resolution: C6.1.1-19122023**

**CARRIED**

**Resolution**

**That Council:**

Notes and confirms the minutes from the Special Council Meeting held Thursday 7<sup>th</sup> December 2023.

**Moved: Cr Getawan**

**Vote: 6/0**

**Seconded: Cr Gebadi**

**Resolution: C6.1.2-19122023**

**CARRIED**

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

Cr Whap left the room 10:34am  
Cr Cottis left the room 10:35am  
Cr Cottis returned into the room 10:36am  
Cr Nona left the room 10:58am  
Cr Nona returned into the room 11:00am  
Cr Gebadi left the room 11:13am  
Cr Gebadi returned into the room at 11:16am  
Action items were discussed as per the Action Task List

**Agenda Item 12.**

**Reports**

**Agenda Item 12.9. Use of Sand and Gravel Pits**

Having declared an interest for this agenda item at agenda item 5, Mayor Yusia and Cr Nona left the meeting at 12.03pm.

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

Cr Whap returned to the meeting at 12.04pm.

**Resolution**

**That Council resolves:**

1. Pursuant to section 254J(1) of the Local Government Regulation 2012 ("LG Reg"), to close this part of the meeting to the public;
2. Pursuant to section 254J(5) of the LG Reg:
  - a. The matter mentioned in section 254J(3) of the LG Reg that is to be discussed is legal advice obtained by the local government, including legal proceedings that may be taken by or against the local government, and negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government (section 254J(3)(e) and (g) of the LG Reg).
  - b. An overview of what is to be discussed while the meeting is closed is the ongoing utilisation of gravel pits in the Northern Peninsula Area, including the validation of Native Title associated with such uses.

**Moved: Cr Getawan**

**Vote: 4/0**

**Seconded: Cr Whap**

**Resolution: C12.9.1-19122023**

**CARRIED**

**Cr Getawan – For**

**Cr Whap – For**

**Cr Cottis – For**

**Cr Gebadi – For**

*Councillor Dennis Getawan advised the meeting that he had a declarable conflict of interest in the matter to be dealt with in agenda item 12.9 'Use of Sand and Gravel'.*

*Cr Getawan stated that the discussion of use of sand and gravel was a declarable conflict of interest. A close associate is a director of corporation who is involved with the entities subject of this agenda item.*

*Cr Getawan stated that he would handle his declarable conflict of interest by allowing the unconflicted councillors to decide on his participation within the agenda item.*

*Cr Getawan stated that he had provided information about his declarable conflict of interest to Council's CEO at the Council Meeting after becoming aware of it.*

*Cr Getawan left the meeting at 12.28pm*

**Resolution**

**That Council resolves:**

1. To open the meeting to the public

**Moved: Cr Cottis**

**Vote: 3/0**

**Seconded: Cr Whap**

**Resolution: C12.9.2-19122023**

**CARRIED**

**Cr Whap – For**

**Cr Cottis – For**

**Cr Gebadi – For**

The unconflicted councillors made a decision about Cr Getawan's participation in the agenda item. The remaining councillors felt that Cr Getawan should not participate in the decision making of the matter.

**Resolution**

Council resolves pursuant to s150ES(3) of the Local Government Act 2009 that Cr Getawan must not participate in the decision and must stay away from the place where the meeting is held while the eligible councillors discuss and vote on the matter.

**Moved: Cr Cottis**

**Second: Cr Whap**

**Vote: 3/0**

**CARRIED**

**Resolution: C12.9.3-19122023**

**Cr Whap – For**

**Cr Cottis – For**

**Cr Gebadi – For**

**Resolution**

**That Council resolves:**

1. Pursuant to section 254J(1) of the Local Government Regulation 2012 ("LG Reg"), to close this part of the meeting to the public;
2. Pursuant to section 254J(5) of the LG Reg:
  - a. The matter mentioned in section 254J(3) of the LG Reg that is to be discussed is legal advice obtained by the local government, including legal proceedings that may be taken by or against the local government, and negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government (section 254J(3)(e) and (g) of the LG Reg).
  - b. An overview of what is to be discussed while the meeting is closed is the ongoing utilisation of gravel pits in the Northern Peninsula Area, including the validation of Native Title associated with such uses.

**Moved: Cr Cottis**

**Vote: 3/0**

**Seconded: Cr Whap**

**Resolution: C12.9.4-19122023**

**CARRIED**

**Cr Whap – For**

**Cr Cottis – For**

**Cr Gebadi – For**

**Resolution**

**That Council resolves:**

1. To open the meeting to the public

**Moved: Cr Cottis**

**Vote: 3/0**

**Seconded: Cr Whap**

**Resolution: C12.9.5-19122023**

**CARRIED**

**Cr Whap – For**

**Cr Cottis – For**

**Cr Gebadi – For**

**Resolution**

**That Council:**

1. To invite all stakeholders to attend a meeting in early 2024 with a view to formalising agreements that enable the continued use of sand and gravel by Council to develop important community infrastructure that is essential for the Northern Peninsula Area and its residents;
2. To delegate to the Chief Executive Officer the power to take all steps available to Council to ensure the continued supply and utilisation of sand and gravel.

**Moved: Cr Whap**

**Vote: 3/0**

**Seconded: Cr Cottis**

**Resolution: C12.9.6-19122023**

**CARRIED**

**Cr Whap – For**

**Cr Cottis – For**

**Cr Gebadi – For**

Mayor Yusia, Cr Nona and Cr Getawan returned to the meeting at 12.50pm

Council break for lunch at 1.04pm

Moved: Cr Getawan

Second: Cr Cottis

Vote: 6/0

CARRIED

Council resume at 2.04pm

Moved: Cr Getawan

Second: Cr Nona

Vote: 6/0

CARRIED

**Agenda Item 12.2. NPARC Policy Compliance Audit**

**Resolution**

**That Council:**

1. Note
  - the policy compliance report; and
  - CG\_004 Councillor Administrative Support Guidelines;
2. Endorse the:
  - CG\_006 Councillor Acceptable Request Policy;
  - FIN\_008 Entertainment and Hospitality Policy;
  - FIN\_005 Advertising Spending Policy;
  - CG\_009 Reimbursement of Councillor Expenses and Provision of Facilities Policy;
  - CG\_010 Councillor Investigation Policy;
  - CG\_011 Complaints about Public Officials Policy;
  - CG\_008 Human Rights Policy

**Moved: Cr Gebadi**

**Vote: 6/0**

**Seconded: Cr Cottis**

**Resolution: C12.2-19122023**

**CARRIED**

**Agenda Item 12.3. Section 24HA Notice issued by Protected Zone Joint Authority**

**Resolution**

**That Council:**

1. Note the report
2. Resolve to provide comment to the Section 24HA citing impacts on local crayfish industry
3. Agree for comments to be published on the PZJA website
4. Provide a copy of comments to representative Native Title bodies and native title PBCs

**Moved: Cr Gebadi**

**Vote: 6/0**

**Seconded: Cr Getawan**

**Resolution: C12.3-19122023**

**CARRIED**

**Agenda Item 12.4.      Batching plant sales rates review**

**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**

Cr Getawan left the meeting at 2.56pm.

Cr Whap left the room at 2.58pm

Cr Whap returned into the room at 3.00pm

**Agenda Item 12.5.      Report into the Jardine River Ferry Business & ticket prices review**

**Resolution**

**That Council:**

1. Note the report; and
2. adopt the new fees for the Jardine Ferry with these fees to commence from 1 January 2024 and cover the calendar year to 31 December 2024

**Moved: Cr Gebadi**

**Vote: 5/0**

**Seconded: Cr Cottis**

**Resolution: C12.5-19122023**

**CARRIED**

**Agenda Item 12.6. Bamaga Water Treatment Plant**

**Resolution**

**That Council:**

1. Delegate authority to the CEO and Executive Manager, Operations to raise a purchase order to the value of up to \$505,000 (ex GST) in favour of Veolia, under the Terms of the Operation and Maintenance Services of the Northern Peninsula Area Water Supply System NPARC-2022-03-01 agreement for the replacement RTU and PLC's and associated works, within the water treatment system. Conditional on the Department of State Development, Infrastructure, Local Government and Planning, approving the increase in project budget.

**Moved: Cr Nona**

**Vote: 5/0**

**Seconded: Cr Cottis**

**Resolution: C12.6-19122023**

**CARRIED**

**Agenda Item 12.7. Report back from NPA Interim LDMB**

**Resolution**

**That Council:**

1. Note and endorse the minutes and all recommendations of the NPA Interim Local Decision Making Board
2. Schedule the following dates for 2024 NPA Interim Local Decision-Making Board Meetings and delegate to the Mayor and CEO to amend as necessary
  - Wednesday 31st January
  - Wednesday 28th February
  - Wednesday 28th March
  - Wednesday 24th April
  - Wednesday 22nd May
  - Wednesday 26th June
  - Wednesday 31st July
  - Wednesday 28th August
  - Wednesday 25th September
  - Wednesday 30th October
  - Wednesday 27th November

**Moved: Cr Whap**

**Vote: 5/0**

**Seconded: Cr Gebadi**

**Resolution: C12.7-19122023**

**CARRIED**

**Agenda Item 12.8. Presentation of Torres and Cape Indigenous Council Alliance Financials**

**Resolution**

**That Council:**

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

**Moved: Cr Gebadi**

**Vote: 5/0**

**Seconded: Cr Whap**

**Resolution: C12.8-19122023**

**CARRIED**

**Agenda Item 12.1. Master Plan Adjustment - Lot 404 on SP273361**

**Resolution**

**That Council:**

1. Note the Report
2. Amend the purpose of Lot 404 on SP27331 under the NPARC Master Plan to Accommodation

**Moved: Cr Gebadi**

**Vote: 5/0**

**Seconded: Cr Whap**

**Resolution: C12.1-19122023**

**CARRIED**

**Agenda Item 8. Mayor Report**

Cr Nona left the room at 3.50pm

Cr Nona returned into the room at 3.52pm

Cr Gebadi left the room at 3.57pm

Cr Gebadi returned into the room at 3.59pm

**LTC Meeting**

- While there is a report back from the LTC Meeting, I wish to thank Mayor Addo and members of the Mapoon LDMB Group for attending the December LTC Meeting. I think these are great peer learning opportunities and hopefully continue into the future
- There was strong discussion at the last LTC Meeting and looking to continue efforts regarding Youth Issues and Childcare into the new year

**Housing Workshop**

- Thank you to the Councillors that attended the housing design workshop. It was important to have councillor input into housing designs moving forward
- There will be another workshop in the new year. I would encourage all councillors to make themselves available for this

**PBC Meeting**

- Thank you to the Councillors that attended the PBC Meeting
- The CEO has organised a briefing later to this meeting to discuss gravel matters considering what was discussed at this meeting

**Joint Health Ministerial Roundtable**

- I attended the Joint Health Ministerial Roundtable in Brisbane last week
- Minister Shannon Fentiman, Minister Mark Butler, Chair Stephen and Mayor Loban were in attendance
- We discussed options with TORCH moving forward, health infrastructure in the region and the current Health Investigation

**Indigenous Sustainability Funding**

- While we were in Brisbane, CEO and I meet with Deputy Director General for Local Government
- We discussed our concerns with this initiative with him. He reassured that council will have further opportunity to input prior to the matter being progressed
- In addition, it will not prevent other sustainability options that councils have
- While we met with the Deputy Director General we reiterated the need to consider the impact on amalgamation for Works For Queensland Funding as well as the challenges with boundary change

**TCICA AGM**

- The TCICA AGM was held last week
- Mayor Sands was re-elected to the chair position, with all executive positions to be reviewed after the election
- For the information of Council, Melinda Eades has resigned as Executive Officer of TCICA. I would like to acknowledge Melinda for her hard work with TCICA and the achievements she has supported TCICA to achieve during her tenure

**Resolution**

**That Council:**

Note the Mayor's verbal report from 19<sup>th</sup> December 2023

**Moved: Cr Cottis**

**Vote: 5/0**

**Seconded: Cr Nona**

**Resolution: C8-19122023**

**CARRIED**

**Agenda Item 9.**

**CEO Report**

**Resolution**

**That Council:**

- Note the Report

**Moved: Cr Cottis**

**Vote: 5/0**

**Seconded: Cr Gebadi**

**Resolution: C9-19122023**

**CARRIED**

**Agenda Item 10.**

**Executive Reports**

**Agenda Item 10.1.**

**Executive Manager Operations Report**

**Resolution**

**That Council:**

- Note the report

**Moved: Cr Cottis**

**Vote: 5/0**

**Seconded: Cr Nona**

**Resolution: C10.1-19122023**

**CARRIED**

**Agenda Item 10.2.**

**Executive Manager Community & Regulatory Services Report**

Cr Cottis left the room at 4.28pm

Cr Cottis returned into the room at 4.30pm

**Resolution**

**That Council:**

- Note the report

**Moved: Cr Whap**

**Vote: 5/0**

**Seconded: Cr Gebadi**

**Resolution: C10.1-19122023**

**CARRIED**

**Agenda Item 11.3. Executive Manager Finance & Corporate Services Report**

**Resolution**

**That Council:**

Note the report

**Moved: Cr Nona**

**Vote: 5/0**

**Seconded: Cr Cottis**

**Resolution: C10.3-19122023**

**CARRIED**

**Agenda Item 10.4. Executive Manager Building & Infrastructure Report**

**Resolution**

**That Council:**

Note the report

**Moved: Cr Cottis**

**Vote: 5/0**

**Seconded: Cr Gebadi**

**Resolution: C10.4-19122023**

**CARRIED**

**Agenda Item 11. Financial Reports**  
**Agenda Item 11.1. November 2023 Financial Report**

**Resolution**

**That Council:**

Note and accept the Finance report for the period ending 30 November 2023

**Moved: Cr Gebadi**

**Vote: 5/0**

**Seconded: Cr Nona**

**Resolution: C11.1-19122023**

**CARRIED**

**Agenda Item 13. General Discussion**

Mayor Yusia left the room at 5.45pm

Mayor Yusia returned into the room at 5.47pm

**Agenda Item 14. Close of Meeting**

Meeting closed at 6.01pm with a prayer by Cr Whap.

### Council Ordinary Monthly Meeting Action Register

Action	Updated	Update	Person Responsible	Date of Meeting
New Mapoon Subdivision Costs	12.08.2022	Letter has been sent. Waiting timeframe from DATSIP. Request for item at next TWG	CEO	15.06.2022
	20/09/2022	DATSIP are assisting Council with preparing planning DA's for subdivisions in each community		
	14.10.2022	New Mapoon Subdivision updated. Waiting on DSDSATSIP		
	16/11/2022	DSDASTIP has commenced working on Planning DA's, DATSIP only has funding for two DA's this FY		
	17/01/2022	Provided to WCCCA		
	17/02/2023	Awaiting DATSIP Planning DA's		
	15/03/2023	No further action can be taken on this issue		
	18.04.2023	Awaiting response from WCCCA to 2 x emails sent regarding this matter		
	23.05.2023	Meeting held with WCCCA EO & Board on 12/04.		
	25/07/2023	Awaiting project completion to progress Meeting scheduled 27/07 with DSDSATSIP to progress		
	29/08/2023	Meeting and community consultation held. Updated Subdivision plan provided. 6-8 week turn around for costings		
	16/11/2023	Redesign of Injinoo Subdivision caused some delays. Expecting final plan soon		
	19/12/2023	Owners consent received and some progress recently		

Action	Updated	Update	Person Responsible	Date of Meeting
	16/01/2024	Costings received. Discussions commenced in a few directions to secure funding. This matter can be closed		
Follow up Torres Shire for helicopter landing within Torres Shire Boundary	14.10.2022 17/02/2023 16/03/2023  18/04/2023  23/05/2023  15/06/2023 25/07/2023 29/08/2023 26/09/23 24/10/2023  16/11/2023 19/12/2023 16/01/2024	Response provided from Torres Shire they are awaiting legal advice Preston Law instructed to engage with Torres Shire Lawyers To be progressed as a Joint Local Government Activity with Torres Shire. Initial meeting held and framework being developed Works progressing. Obtaining examples from other shires to use as the basis of developing Nil response or engagement by Torres Shire As above. Nil response to multiple emails Discussions held with Torres Shire re responsibility for enforcement No further response from Torres Shire. Looking at options to escalate the issue Preston Law engaged to assist with a solution Issue discussed at meeting held 16/10. Awaiting outcome follow TSC Council Meeting Nil response after meeting For further discussion. Nil response. Escalated with Dept of LG	CEO	29.09.2022
Future upgrades for Bamaga Hall – floor scrubber, flood lights, security	18/01/2023 17.02.2022	To be scoped to seek future funding Quotes being sought for floor scrubber, flood lights and improvements on security	EMCS EMBI	14.12.2022 25.01.2023

Action	Updated	Update	Person Responsible	Date of Meeting
Confirm W4Q allocation that occurred with previous EMO	15/03/2023	Order in progress for floor scrubber, awaiting delivery from supplier.		
	18/04/2023	Awaiting delivery		
	23.05.2023	Full scoping ongoing for flood lights and security. Purchase Order to be raised for floor scrubber due to contractor issue		
	14/06/2023	Scrubber on order waiting delivery		
	25/07/2023	Scrubber arrived and is at Stores. Begin plans for the commissioning of the scrubber for use, as this may involve WHS and training implications.		
	29/08/2023	Property and Facilities engage Building Team/B&B Electrics for a solution for security lights. Also engage Grants/Finance Team for funding.		
	27/09/2023	Trees have been removed for lights to be installed.		
	18/10/2023	Mud map of lights position have been sent to two Electrician requesting quotes. Funding source to be identified. Quote for electrical works has been requested		
	11/11/2023	Floor scrubber to be commissioned for work including safety instructions and training for use. On quote received for floodlights, waiting on second quote from another contractor.		
	13.12.2023	As above. No change to update this period.		
	16/01/24	Matter previously being managed by Building Supervisor. Has been handed		

Action	Updated	Update	Person Responsible	Date of Meeting
Lui St Park Fence needs to be replaced and toilets are dark in the toilet Individual panel replacement to stop horse access Timeframe for repair	18/01/2023 20/02/2023  16/03/2023  06/04/2023 23/05/2023 14/06/2023 25/07/2023  23/08/2023  20/09/2023  18/10/2023  10/11/2023  13/12/2023  <b>08/01/2024</b>	<p>over to new P&amp;F Manager to progress with priority</p> <p>To be included in a future grant Fence panels that were available have been used on the Lui street fence. The Sebastio street fence is 90% missing No panels in store Quotes being prepared P&amp;G to provide quote to undertake works Replacement panels have been ordered Awaiting on delivery of fence panels Fence panels have arrived in cairns and are being shipped to the NPA Works will be scheduled for late July / August Fence panels and panel brackets arrived in the NPA in mid August. Awaiting on screws and spare brackets to arrive in Late August. Works have started on the Sebastio street fence Replacement fence Brackets and screws have been ordered; we are awaiting delivery. Still awaiting delivery of brackets and screws Fence Panels have been replaced, awaiting gates to be delivered so that they can be fitted <b>P&amp;G Manager following up with supplier</b></p>	EMO	14.12.2022 25.01.2023
Ironbark tree – trimming for it to grow the other way	18/01/2023	EMO has been advised approval will need to be sought from Bamaga Corporation	EMO	14.12.2022

Action	Updated	Update	Person Responsible	Date of Meeting
	15/03/2023	Approval to remove tree form is being prepared to supply to IIAC & Bamaga Community Group		
	18/04/2023	Form has been submitted waiting approval.		
	23/05/2023	Approval to remove the tree has been provided by IIAC		
	14/06/2023	Still awaiting advice back from BPIC		
	25/07/2023	BPIC have advised that they are meeting in Late June and will discuss then		
	23/08/2023	Decision delayed due to sorry business		
		Still awaiting a response from BPIC		
		BPIC board have met to discuss the request. They are arranging a meeting with Cr Gebadi and further consultation with Bamaga residents.		
	20/09/2023	No update from BPIC		
	18/10/2023	BPIC have requested a meeting with Council to discuss this tree. Meeting scheduled for 24/10		
	10/11/2023	A meeting was held with BPIC on Tuesday 24 <sup>th</sup> October, BPIC Members agreed with the removal of the tree on condition that there is a memorial created at the space incorporating part of the stump.		
	13/12/2023	A request for a options for circular fences has been made of a cairns based fencing contractor		
	08/01/2024	No additional information since December Meeting. Meeting is scheduled for a few weeks times (delayed due to sorry business)		

Action	Updated	Update	Person Responsible	Date of Meeting
Old cars on William Street need to be removed as they are rusting on top of each other	18/01/2023	No action in December / January	EMCRS	14.12.2022
	06/04/2023	Has been delayed due to sorry business. Hope to be able to action during April		
	23/05/2023	Majority have been removed. Remainder will be removed before on-site works commence.		
	14/06/2023	As Above		
	19/07/2023	Regulatory Services staff to contact owner		
	18/08/2023	Compliance notice are being issued		
	20/09/2023	Bamaga vehicle removal is underway		
	15/10/2023	Works have commenced.		
	07/11/2023	Delays with vehicle removal due to staffing issues.		
	01/12/2023	Tow truck is under maintenance, awaiting availability		
Possible grant funding for fans, new doors, and concrete slab at back door for safety purposes to prevent formation of puddles at Seisia Hall	10/01/2024	Most removed, last vehicle to be moved following part removal	EMCRS EMBI	14.12.2022
	18/01/2023	To be scoped to seek future funding		
	17.02.2023	To be part of S&R MIP Infrastructure funding		
	16/03/2023	Application made awaiting feedback		
	14/06/2023	State advice that all projects were unsuccessful. Awaiting response from Department as all projects in Indigenous Communities were not funded		
	25/07/2023	Building Team engaged to inspect and report on condition of roller doors. Roller doors need adjusting, this work is scheduled to be completed by mid-August. Quotes received for ceiling fans to be assessed by P&F team. Funding unsuccessful and added to project list.		

Action	Updated	Update	Person Responsible	Date of Meeting
Follow up IBA regarding support for Aboriginal Communities	29/08/2023	Property and Facilities to engage Building and Maintenance Team on solution for fans as initial quote that came back may not be appropriate fans for the hall. Grants/Finance team to be engaged to identify funding source.	CEO	25.01.2023
	27/09/2023 18/10/2023	No updates this reporting period EMBI to investigate options		
	8/11/2023 13.12.2023 16/01/24	No updates this reporting period As advised in Oct 23-EMBI to investigate. No new updates this period. <b>Matter previously being managed by Building Supervisor. Has been handed over to new P&amp;F Manager to progress with priority</b>		
	17.02.2023	Meeting held and new support confirmed. Meeting with IBA on 03.03 to confirm home ownership loan process and schedule workshops for home ownership and business creation		
	15/03/2023	Meeting held. Home Ownership being progressed. Waiting on tenure for IBA. Small Business Workshop being scheduled for May		
	18/04/2023 23.05.2023 29.08.2023	Funding received for Small Business Workshop and matter progressed Workshop scheduled for late August TSRA did not confirm attendance so IBA has postponed. DATSIP supporting with organising		
	26/09/2023 19/12/2023	Workshops rescheduled for December		

Action	Updated	Update	Person Responsible	Date of Meeting
	16/01/24	Workshop cancelled due to TC Jasper. To be rescheduled Discussions commenced to reschedule. Housing has some staff constraints due to TC Jasper support but setting dates		
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	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	CEO	25.01.2023
F/up Stingers Program and support from Royal Lifesaving	16/03/2023 18/04/2023 23.05.2023 07.06.2023 17/07/2023	Awaiting response Awaiting contact information to progress Contact made and awaiting reply Follow up with an email, awaiting reply	EMCRS	24.02.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	29/08/2023 20/09/2023 15/10/2023  07/11/2023  12/12/2023 10/01/2024	Still progressing with <a href="https://rlssq.com.au">https://rlssq.com.au</a> to get stinger signage. Nil response. Progressing internally Awaiting quotes for signage. Delays – supplier has requested to conduct a beach audit. We have advised signage is required promptly as jellyfish season has already approached. Aerial audit is being conducted on Seisia, Umagico and Injinoo beach to finalise signage. Signage is being reviewed for approval then printing stage will commence. <b>Signs approved for printing to commence.</b>		
F/up maintenance of Turtle Project	18/04/2023  23.05.2023  15/06/2023 25/07/2023  19/12/23 16/01/24	Request sent to CDP. Awaiting PM to return to leave to follow up CDP having resource challenges. Looking at opportunities under new project for long term solution CDP project being investigated CDP no longer able to assist. Scoping requirements for the variety of community requests Waiting on Community Meeting <b>Matter discussed at Community meeting on 11/01</b>	CEO	22.03.2023
Finish Fence at Bamaga Sprinklers	18/04/2023  23/05/2023	P&G Staff currently working on Injinoo Pond Fence. Will continue with Bamaga Fence once completed Reported that this is a large job and may require capital funding. Will inspect with	EMO	22.03.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	<p>14/06/2023</p> <p>19/07/2023</p> <p>23/08/2023</p> <p>20/09/2023</p> <p>18/10/2023</p> <p>10/11/2023</p> <p>13/12/2023</p> <p>08/01/2024</p>	<p>Works Manager during the week of 5<sup>th</sup> June.</p> <p>Quotes have been requested and contractors reminded to provide quotes</p> <p>Only one of the four sides of the sprinkler paddock is fenced.</p> <p>The length of fencing required is 730m</p> <p>Works scheduled to be completed once the Council Backhoe is repaired</p> <p>Works yet to commence</p> <p>Clearing of the fence line has occurred in August / September.</p> <p>P&amp;G will install barbwire fence once Lui Street fence is completed</p> <p>As above</p> <p>As above</p> <p>Fencing crew has been redirected to replace the fence at the Injinoo Batching Plant to meet WH&amp;S requirements prior to an expected Division of WH&amp;S visit in early 2024</p> <p><b>P&amp;G Manager requested to advise when these works can commence</b></p>		
Vacant houses maintenance has ceased	<p>23.05.2023</p> <p>25/07/2023</p> <p>29/08/2023</p> <p>27/09/2023</p>	<p>Escalated to QBuild &amp; CHDE. Contractor follow up occurring</p> <p>Update provided at JOM &amp; TWG. Being followed up with QBuild regularly</p> <p>Yard has been cleaned up.</p> <p>Grounds and gardens have been cleaned.</p> <p>QBUILD have done inspections on 06SEP2023. Waiting on further report</p>	CEO, EMCS EMBI	18.04.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	8/11/2023 13.12.2023  <b>10/01/2024</b>	from Department of Housing and QBUILD representatives on scope of works Negotiations still ongoing with Housing No updates this reporting period Negotiations still ongoing with Housing. Absence of EMBI, discussions are planned to be tabled at the next JOM in January where EMO and EMFCS will attend. <b>Request made to QBuild to do a handover to Acting EMBI in all areas</b>		
Community History Walls in IKCs	23.05.2023  19/07/2023 18/08/2023  20/09/2023   15/10/2023  07/11/2023  12/12/2023  <b>10/01/2024</b>	Resources have started arriving to be displayed Last of the resources due to arrive in July Due to staff shortage, this project has not yet been finalised. Email sent to IKC team. Works have progressed on History boards for Injinoo, Umagico, Bamaga and New Mapoon. Seisia is awaiting more information. Information was incorrect, updates being completed on the boards. Still processing, due to late additional information. Updated information not yet received from community members <b>No additional information since December Meeting</b>	EMCRS	18.04.2023
F/up Bamaga Hall Kitchen & Basketball Hoops incl ventilation in Kitchen, fridge and freezer and possible issue with one of the hall fans.	23.05.2023  14/06/2023	Fridges are working. Fire extinguishers has been replaced. WIP. Update of scope of works to June meeting.	EMCS EMBI	18.04.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	25/07/2023	<p>F/up refrigeration of fridges as they are not getting cold</p> <p>Signs have been placed on fridge "Do not turn off". Fridges intermittently work, sometimes the fridges are warm, next day freezing, diagnosis ongoing.</p> <p>Exhaust fan in the kitchen is working. P&amp;F team to engage Building Team to scope works for security screen mesh on kitchen window and security screen door on single access door to kitchen. This will help improve air circulation during kitchen use.</p> <p>Internal req sent to Building and Maintenance Team for screens on the windows and door. Building and Maintenance Team investigate a solution for the missing winch handle to raise and lower the basketball boards.</p> <p>P&amp;F team has confirmed large industrial exhaust fan built into kitchen is working.</p> <p>Screens still to be fitted on windows and doors in Kitchen, operations to advise on status of works.</p> <p>Council Carpenters have commenced fabricating screens.</p> <p>One fan is working slower than the other. To be discussed with Operations team on advice on repair.</p> <p>Fans were reset to run at the same speed in June.</p> <p>Ops staff will reinspect fans and reset speeds / repair as required.</p>		
	25/08/2023			
	27/09/2023			

Action	Updated	Update	Person Responsible	Date of Meeting
	18/10/2023 8/11/2023 13.12.2023  16/01/24	Operations to update on basketball hoops winch works. Winch mechanisms and cables are serviceable. A replacement winch handle has been supplied to P&F Quotes for fridge and freezer has been received, pending approval to purchase. Works are ongoing on the screens. No updates this reporting period Bamaga Hall Kitchen ventilation – Waiting on screens to be made by NPARC Carpenters. Basketball Hoops – Shane Waller to inspect and follow up order. fridge and freezer – Waiting on second quote. Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority		
NPA Map for Mayor Office	15/06/2023 29/08/2023  16/11/2023 16/01/24	In progress. Suitable map identified. Progressing with DATSIP DATSIP to deliver at Nov TWG DATSIP rep is on extended leave. F/up with remaining staff	EAOM	29.05.2023
F/up with Biosecurity Queensland & Tropical Public Health regarding potential communication and signage to prevent the transportation of horses into the region	07.06.2023  19/07/2023  18/08/2023	F/up contact with Biosecurity and TPH to progress conversations regarding signage. Discussed during TPH visit. Awaiting follow up	EMCRS	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	20/09/2023 15/10/2023 07/11/2023  12/12/2023  10/01/2024	Additional phone calls made, staff are in training, a meeting will be scheduled upon their return from training in Cairns. Meeting set up for October. Meeting scheduled for end of October. Biosecurity have advised that it is not something that they police, awaiting response from Preston Law. Discussions with Public Health are underway to assist with this issue. No additional information since December Meeting		
Concrete Waste Strategies to utilise extra concrete incl slab at new dump point	14/06/2023  25/07/2023 29/08/2023  27/09/2027 18/10/2023  8/11/2023 13/12/2023 08/01/2024	To be initiated, no updates this reporting period. No update this reporting period. No update this reporting period. Resourcing challenges have hindered administration responsibilities. No update this reporting period. Waste concrete is being moulded into 1m3 blocks for future use as identified. Other usable concrete products are being considered No updates this reporting period  In production. Ongoing. Meeting to be held with Buildings & Ops staff on Friday 12 <sup>th</sup> January to discuss additional options to mass blocks <ul style="list-style-type: none"> <li>- Street Park furniture (mass)</li> <li>- down pipe splash pads,</li> <li>- Boat ramp sections</li> </ul>	EMCS EMBI	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
Scoping for future projects requested to identify potential funding sources incl Seisia Church repairs and Main Esplanade Fencing and Public Toilets	14/06/2023 25/07/2023  29/08/2023  27/09/2023 20/09/2023  18/10/2023 8/11/2023	<ul style="list-style-type: none"> <li>- bollards,</li> <li>- pavers,</li> <li>- garden edging,</li> <li>- retaining wall segments</li> <li>o sleepers</li> </ul> <p>step treads ...</p> <p>To be commenced</p> <p>Projects added to list for future funding sources. Inspection undertaken at Seisia Church. Asbestos training / contractors needed prior to maintenance works being undertake</p> <p>Discussion underway with NPA</p> <p>Earthmoving Yusia to use the chopped down tree to block vehicle to the access beach. Seisia Church has been fenced off due to asbestos in the building. WHS Team to implement safety plans to manage Asbestos before plans can be undertaken to restore or repair the Church.</p> <p>No update this reporting period.</p> <p>Asbestos removal has been identified as an additional budget line item in the 23-24 capital budget.</p> <p>Carpenters have been tasked with installing the additional section of the post and rail fence</p> <p>Additional concrete bollards been added either side of the Church.</p> <p>Seisia Church funds as part of additional funding. Nil funding sources for other project; have been advised to Grants</p>	EMCS, EMO, EMBI	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	13/12/2023 08/01/2024	As above Not feasible to package with asbestos removal works occurring at end of Jan due to potential of building damage. Quotes have been requested for removal and cladding work		
Clean of grass and coconuts at Drains across NPA incl Drain at Fishbowl, Pail & Gowa cl storm drains	14/06/2023 19/07/2023 23/08/2023 20/09/2023 18/10/2023 13/10/2023 08/01/2024	Tasked to P&G As above Ongoing As Above Ongoing Ongoing P&G task Ongoing	EMO	29.05.2023
Removal of Old Church at New Mapoon	14/06/2023 26/09/2023 16/01/24	Government champion providing support to look at options within Government Asbestos removal and demolition has been identified as an additional budget line item in the 23-24 capital budget. Seeking feasibility to package with asbestos removal works occurring at end of Jan.	CEO	29.05.2023
W4Q Scope at New Mapoon to incl Gazebos if funds allow	14/06/2023 25/07/2023 29/08/2023 20/09/2029 18/10/2023	Feedback provided to Project Manager Department did not approve Project Variation. Following up post EOFY Waiting on Department of Local Government to permit variation to be resubmitted Meeting scheduled with Cr Cottis to finalise the scope of this project on Tuesday 26 <sup>th</sup> September Meeting held with Cr Cottis. To progress within original scopes.	CEO, EMO	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	10/11/2023 08/01/2024	Variation request to be submitted to DSDILGP. New Mapoon Laundromat works complete Advice received from DSDSATSIP re variation request Grants / EMO to action in February		
Damage to bus lane in Bamaga outside Council Office	14/06/2023 19/07/23 23/08/2023 20/09/2029 18/10/2023 10/11/2023 13/12/2023 08/01/2024	Tasked to Works Repair are scheduled to be completed in August Quotes being sourced Re-tasked to builders Scope confirmed and quotes being requested Concrete engaged to undertake works, works to be scheduled when contractors resources allow. As Above As Above PO followed up and issued Works to commence in February	EMO	29.05.2023
Adidi St – removal of broken cars on main rd	07/06/2023 19/07/2023 18/08/2023 20/09/2023 15/10/2023 07/11/2023 12/12/2023	F/up with MRS to remove vehicle Scheduled to be removed in July Compliance notice are being issued Delays in servicing compliance notice, task action 20/09/2023. Notice served for vehicles to be removed by 20/10/2023. Delays with vehicle removal due to staffing issues. Further delays due to Tow truck not available	EMCRS	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	10/01/2024	Green vehicle has finally been removed.		
Inspection and repair of toilets at Bamaga Courts including removal of rusted mesh	14/06/2023 25/07/2023 29/08/2023  27/09/2023  18/10/2023  8/11/2023 13.12.2023 16/01/24	To be initiated, no updates this reporting period Inspection has been conducted and works progressed Engaged Building and Maintenance Team to inspect the rust in the roofing structure of the toilets. Due to rust, parts on the roofing structure will need replacing in 2 years. In the interim, solutions are being investigated to improve the look of the rust such as painting the roof purlins/mesh. Handed over to Operations. Work order sent to re-paint the mesh and repair sections of bad corrosion as a temporary fix until full costing of scope of works comes through. Offcut security screen segments are being collected and will be used to replace rusted mesh in sections Work will commence 13/11/2023 NPARC Carpenters will be overseeing works No update this period. Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority	EMCS EMBI	29.05.2023
Submerged machinery in Mosby Creek	15/06/2023	Verbal catch up to be held with Owner this week	CEO	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
Lights at ANZAC Park Toilets & Shed	29/08/2023	Owner confirmed the vehicles will be removed. Works Manager working with owner for available plant to relocate	EMCS EMBI	29.05.2023
	26/09/2023	Being removed week commencing 25/09		
	19/10/2023	Owner requested to postpone until completion of DFRA works. CEO following up		
	16/11/2023	Owner will have completed prior to Wet Season		
	19/12/2023	Discussed with owner on 15/12		
	16/01/24	Nil action. Compliance notice issued		
	14/06/2023	To be initiated, no updates this reporting period		
	25JUL2023	P&F Team has had discussion with Building Manager and B&B Electrics on options to supply power to area. Scope of works and costings needs to be developed in collaboration with Building Manager.		
	19/07/2023	Quote has been requested for electricity to be connected and lights installed in the Toilets, Rotunda and Ceremony shelter.		
	29/08/2023	Building Manager engaged B&B Electrics to provide quote for powered lights at toilets, rotunda and power point at front shelter with lights.		
	26/09/2023	Still awaiting quote		
	18/10/2023	Contractor has been committed to Bamaga oval lights		
	8/11/2023	No updates this reporting period, contractor still in talks with Ergon for a power pole to be installed		
	10/01/2024			

Action	Updated	Update	Person Responsible	Date of Meeting
		Followed up with B&B electrical to provide quote		
Options for lights within trees at ANZAC Park	14/06/2023	To be initiated, no updates this reporting period	EMCS EMBI	29.05.2023
	25/07/2023	P&F Team are discussing ideas and sourcing different options.		
	29/08/2023	Property and Facilities Team and looking into the best type of lights for the area such as solar fairy lights etc.		
	27/09/2023	P&F Team to contact Council for Cairns and Thursday Island.		
	18/10/2023	No action in September		
	8/11/2023	No updates this reporting period, still looking into it		
	13.12.2023	Single quote received 6/12/2023, seeking additional quotes in new year Jan 2024.		
	16/01/24	Followed up with B&B electrical to provide quote		
Timeline for demolition of old Motlop House	14/06/2023	Tasked to Building Manager to request quotes	EMCS EMBI	29.05.2023
	19/07/2023	Vegetation has been cleared temporary fencing and signage is scheduled to be installed by the mid July.		
	23/08/2023	Council can apply to have the house removed as part of housing project No timeline can be provided structure to be demolished as part of future funded works to construct a new house		
	20/09/2023	As Above. Look at opportunities within LHP to include with scope of other asbestos removal		

Action	Updated	Update	Person Responsible	Date of Meeting
	18/10/2023 8/11/2023 13.12.2023 16/01/24	As above Waiting on DoH No update this reporting period. Asbestos removal occurring at end of Jan		
Blind spot at Post Office Fence	14/06/2023  25/07/2023  29/08/2023   20/09/2023  18/10/2023  8/11/2023 13.12.2023  08/01/2024	To be initiated, no updates this reporting period Liaising with BEL to find best solution to issue Blind spot visually inspected. Property and Facilities Team to engage Building and Maintenance Team to resolve the issue. Handed over to Operations to completed with raised priority as requested by Mayor Yusia due to safety concerns. Contractor has been engaged to modify the first section of the fence Contractor will schedule as resources allow Works will begin the week of the 13/11/2023 Acting EMBI is investigating. No current update this reporting period. PO followed up and issued Works to commence in February	EMCS EMBI, CEO	29.05.2023
F/up opportunities for additional Sports and Rec funding	07/06/2023 19/07/2023  20/09/2023  15/10/2023  07/11/2023	MCS seeking funding opportunities As above. Potential to be included as part of advocacy regarding health Discussions with Grants officer are underway. Seeking potential funds to upgrade S & R building and oval.	EMCRS	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	12/12/2023 10/01/2024	Current grant acquittals are being finalised to ensure new funding can be submitted. Acquittals still being finalised with the grants team. MCS & Grants seeking funding opportunities		
Report on progress regarding Umagico Toilet at oval	25/07/2023	P&F Team to engage with Building Team to inspect and create scope of works to finish the build.	EMCS EMBI	20.06.2023
	29/08/2023	Funding needs to be identified. Project has been scoped. Preparing submission for round 2 of the Minor Infrastructure Funding		
	27/09/2023	No update this reporting period. New S&R MIP being progressed		
	18/10/2023 8/11/2023	Searching for appropriate funding opportunity No updates this reporting period, working with Grants teams to find additional money		
	13.12.2023 16/01/24	As above. Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority		
Seisia Hall electrical capacity issues	20.06.2023	Electrical report indicates no issues with electrical circuits, circuit breaker trips when too many devices are in use overloading the circuit.	EMCS EMBI	20.06.2023
	25/07/2023	P&F team have organized with B&B Electrics to provide a quote to increase the capacity to support community		

Action	Updated	Update	Person Responsible	Date of Meeting
	<p>29/08/2023</p> <p>27/09/2023</p> <p>18/10/2023</p> <p>8/11/2023</p> <p>13.12.2023</p> <p>16/01/24</p>	<p>events. Initial verbal response is that Ergon will need to be contacted to see if capacity can be upgraded as a 3-phase power supply will be needed. Ball Park figure for upgrade is \$50k</p> <p>Funding to upgrade the electrical system to be identified. Property and Facilities are engaging B&amp;B Electrics.</p> <p>Electrical issues has been identified as an additional budget line item in the 23-24 capital budget.</p> <p>Scope to be prepared and quotes sought</p> <p>No updates this reporting period, working with contractor to find out how much power will be needed and if sub board needs to be changed</p> <p>Waiting for quote. Further information from contractors.</p> <p>Matter previously being managed by Building Supervisor. Has been handed over to new P&amp;F Manager to progress with priority</p>		
F/up regarding erecting fence for grave beside Injinoo Lookout toilets	<p>23/08/2023</p> <p>20/09/2023</p> <p>18/10/2023</p> <p>10/11/2023</p> <p>13/12/2023</p>	<p>Tasked to P&amp;G for future works</p> <p>Ordering materials to be done after Lui street.</p> <p>Area has been measured up and quotes for supply requested</p> <p>Fencing materials have been ordered</p> <p>Fence has been erected some modifications have been requested by Cr Nona to discuss o site in the new year</p>	EMO	25.07.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	08/01/2024	Meeting arranged with Cr Nona for Tuesday 9 <sup>th</sup> January		
F/up with Harbour Master regarding management of the Wharf Light by Seaswift	<p>23/08/2023</p> <p>20/09/2023</p> <p>18/10/2023</p> <p>10/11/2023</p> <p>13/12/2023</p> <p>08/01/2024</p>	<p>Lights have been inspected.</p> <p>Power cables were removed as part of wharf upgrade works in 2019- 2020</p> <p>A quote to replace small solar lights will be provided to TMR in September</p> <p>Quote is being prepared to be supplied to TMR for consideration.</p> <p>Quote on hold electrician has been busy on oval lights</p> <p>No Action in October</p> <p>Awaiting quote for repairs so that a request can be put into TMR</p> <p>Reconnecting mains power is looking to be challenging and potentially very expensive and having an engineer sign off on the unusual footing has been proving problematic.</p> <p>MSQ &amp; TMR staff are going to provide a detailed scope for Council to quote on</p>	CEO, EMO	25.07.2023
F/up tenant tidiness at Council Social Housing	<p>29/08/2023</p> <p>27/09/2023</p> <p>18/10/2023</p> <p>8/11/2023</p> <p>13.12.2023</p>	<p>No update this reporting period</p> <p>P&amp;F are currently planning how to approach this action</p> <p>EMBI to follow up in November</p> <p>No updates this reporting period, Have tasked P&amp;L team to follow up with this for next Council meeting</p> <p>Hasn't commenced yet due to resourcing issue. Discussions are planned for January 2024. Could tie this into Tidy Towns for 2024 and ongoing.</p>	EMCS EMBI	25.07.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	16/01/24	New P&F Manager drafted notice and it is being issued to residents		
Communication with families regarding flowers and rubbish being left at Bamaga Cemetery	23/08/2023 20/09/2023 15/10/2023 10/11/2023 12/12/2023 10/01/2023	Meeting scheduled with Funeral Assistant team to scope out bins and signage. Meeting rescheduled due to staff absentee EMO have organised bins to be allocated at cemetery. Bins are available awaiting Bin Clamps to be supplied by Stores and Carpenters will install at Cemetery Toilets. Signs have been received to be put up Task has been delayed due to staff unplanned leave. Signs have been collected and will be installed in January / February Bins stands have been ordered through stores and awaiting delivery.	EMCRS, EMCS	25.07.2023
Investigate roots of tree at Bamaga Cemetery causing issues	23/08/2023 18/10/2023 10/11/2023 13/12/2023 08/01/2024	No action during August On hold until Cliffy returns as some trees are in grave sites To be actioned in late October No action in October as focus was on Dan Cup Clifford concerned re cultural protocols after previous issues. Would like grave sites identified P&G Manager and EMO visited the Bamaga cemetery on Monday 9 <sup>th</sup> January and identified trees / roots to be trimmed Works are programmed to be done in late January	EMO	25.07.2023

Action	Updated	Update	Person Responsible	Date of Meeting
Report of Caravan and Troope at New Mapoon Gravel Pit	20/09/2023 18/10/2023 16/11/2023 12/12/2023 <b>10/01/2024</b>	Investigations are underway. Compliance notice to be served 20/10/2023 30 day compliance notice. To be completed by 20/11 New Illegal officer tasked to action follow up. <b>Troope was removed 09/01/2024</b>	EMCRS	29.08.2023
Complaints regarding safety of house at Loyalty Beach	26/09/2023 16/11/2023 19/12/2023	Request made to WHSQ to investigate Will investigate on visit in late Nov WHSQ Visit postponed till next year	CEO	29.08.2023
Rain creating dip around doors and washaway at Seisia Hall – concrete perimeter	20/09/2023 18/10/2023 10/11/2023 13/12/2023 <b>08/01/2024</b>	Building team to investigate options No action in October Work has been scoped and logged as part of hall upgrade project As above <b>No action in December</b>	EMO	29.08.2023
Injinoo residence increasing cars after removal	20/09/2023 18/10/2023 07/11/2023 12/12/2023 <b>10/01/2024</b>	Investigations are underway. Compliance notice serve Awaiting truck to remove vehicles. Tow truck under repairs, awaiting availability. <b>Vehicles removed</b>	EMCRS	29.08.2023
Investigate angle parking at Bakery	20/09/2023 18/10/2023 10/11/2023 13/12/2023 <b>08/01/2024</b>	Options are being sketched Ongoing Will program to be completed in Early 2024. As above <b>Roads to work with Airport Staff to complete in February</b>	EMO	29.08.2023
F/up anthropologist reports within 2004 Injinoo Council Files	27/09/2023	Clarification with Cr Nona that files were from pre-amalgamation and locked away	EMCS	29.08.2023

Action	Updated	Update	Person Responsible	Date of Meeting
		in the safe in the Injinoo office. The safe was excluded from the records clean-up. On investigation the reports were not in the safe. Further investigations revealed that the reports may be in the Injinoo Community Hall attic. Waiting for repair works to be completed to access the attic.		
Tourist parking at Bus Lane outside Council Office	18/10/2023 10/11/2023 13/12/2023 08/01/2024	Additional signs to be ordered and installed No action in October Waiting signs to be delivered to the NPA Signs have been dispatched by the supplier in October	EMO	27.09.2023
Remove graffiti at Umagico Park Toilets through potential project with Youth Hub	11.11.2023  13.12.2023  16/01/24	Resulting from Interagency meeting on 1 <sup>st</sup> of November 2023, will engage high school students to participate and paint graffiti on Council public spaces. P&F Team to meet with Youth Hub officer to look into holiday program for youths. Council will look to provide the materials to repaint. Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority	EMBI	24.10.2023
Erect sign at cemetery re rubbish	10/11/2023 08/01/2024	Signs received. Awaiting installation Signs to be installed in mid January	CEO, EMO	24.10.2023
Notice to Housing and all residents re kerbside dumping	11.11.2023 13.12.2023 16/01/24	P&F Team to liaise with Operations team on dates, public notices and tenant letters. Plans to send out notices after annual kerbside clean up. January 2024	EMBI	24.10.2023

Action	Updated	Update	Person Responsible	Date of Meeting
No through traffic sign at road behind CFC church to Ponds	10/11/2023 13/12/2023 <b>08/01/2024</b>	Notice published on FB. P&F Manager coordinating the distribution to housing and council residents  Request for quote Still awaiting quote have followed up with Supplier <b>No Action in December</b>	EMO	24.10.2023
Fire break at SE Side of new Seisia Subdivision	10/11/2023 13/12/2023 <b>11/01/2023</b>	Road will action in November Grader was broken down in November scheduled to be completed prior to Christmas <b>Staff and plant resources were redirected to assisting the batch plant to deliver concrete and cart raw materials from the Jardine Ferry.</b> <b>Will need to reschedule the installation of a new fire break</b>	EMO	24.10.2023
Scope pedestrian crossing for oval	10/11/2023 13/12/2023 <b>08/01/2024</b>	No Action In October Options are being investigated / designed <b>No action in December</b>	EMO	24.10.2023
Follow up compliance notice re scaffolding	07/11/2023  12/12/2023 <b>10/01/2024</b>	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. <b>RSM contacted owner, he will action removal once back in community.</b>	EMCRS	24.10.2023
Detailed debtors report with actions to be included in finance report	11.11.2023	Discussions and plans are in progress to have details report at December Council meeting 2023.	EMCFS	24.10.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	16/01/24	Report to this meeting		
Concerns r.e. impact on floors at Bamaga Hall from certain tables. Develop guidelines for use of Halls by community	13.12.2023 16/01/24	No action this reporting period. Plans for discussion January 2024. Guidelines are being drafted by P&F team. In the interim, people are advised when seeking waivers	EMBI	21.11.2023
Trees / undergrowth in drains	13/12/2023 08/01/2024	To be tasked to roads crew to action No Action in December	EMO	21.11.2023
Concerns r.e. Umagico Hall Toilets overflowing in women's toilet when high use	13.12.2023 16/01/24	Acting EMBI is investigating. Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority	EMBI	21.11.2023
Concerns r.e. grading following QRA works along Injinoo Esplanade. Request to consider speed bumps. Also concerns regarding sand patches	13/12/2023 08/01/2024	Speed bumps / dips to be installed once the wet season starts No action in December	EMO	21.11.2023
Speed bumps in new Injinoo Subdivision	13/12/2023 08/01/2024	Works Manager & EMO to meet with Cr Nona in the new year to identify where the speed bumps are to be installed Meeting Scheduled for Wednesday 17 <sup>th</sup> December	EMO	21.11.2023
Investigate establish space at transfer station for recyclable materials could be placed and collected by community members	13/12/2023 08/01/2024	To be actioned No action in December	EMO	21.11.2023
Picket and fencing at Jacob St remaining after leak repair	13/12/2023 08/01/2024	Roads crew tasked to remove Completed	EMO	21.11.2023
Concerns r.e. sewer tank size at Jardine Campgrounds	13/12/2023 08/01/2024	EMBI and EMO to discuss with Jardine Ferry manager in the new year The three tanks at the Jardine ferry are to be pumped out in January Discussions have been had with plumbing contractors re tank / trench capacity a	EMO	21.11.2023

Action	Updated	Update	Person Responsible	Date of Meeting
		quote is being prepared for the replacement of the absorption trenches		
Clarity of responsibilities between Roads and P+G	13/12/2023 08/01/2024	Meeting set for early Jan to agree Meeting held on Friday 12 <sup>th</sup> January	EMO	21.11.2023
No-drinking sign at new Seisia Gazebo	13/12/2023 08/01/2024	A quote has been requested PO raised awaiting delivery	EMO	21.11.2023
Return Grandstands from Yusia Ginou oval to Seisia Basketball Court	13/12/2023 08/01/2024	Tasked to Roads. To be actioned when truck is not being used to transport aggregates from Jardine river to Batching plant To be completed in Jan / Feb	EMO	21.11.2023
Prompt advertisement of dates for events	12/12/2023	Christmas event flyer sent to IT for advertising. Events date claimer being sent out in Jan	EMCRS	21.11.2023
Follow up clean up of vacant property yards w/ QBuild	10/01/2024 10/01/2023	Action to be followed up with QBuild	EMBI	19.12.2023
Request to Biosecurity Qld to report r.e monitoring	16/01/2024	Request made to regional manager	CEO	19.12.2023
Remove old bus shelter next to Injinoo Service Station	10/01/2024	Arrangement is being made to remove shelter	EMBI	19.12.2023

## Resolutions

Resolution	Updated	Update	Person Responsible	Date of Meeting
Section 24HA Notice issued by Protected Zone Joint Authority	16/01/24	Comments provided to notice	CEO	19.12.2023
Batching Plant Fees	08/01/2024	Batch plant manager has been provided the new rates and will advise customers.  Facebook post was put out during the week of the 8 <sup>th</sup> January	EMO	19.12.2023
Jardine River Fees	10/01/2024	New prices endorsed at Dec Council meeting.	EMCRS	19.12.2023
Bamaga Water Treatment Plant	08/01/2024	Veolia advised PO to be raised	EMO	19.12.2023
Report back from November LTC Meeting	16/01/24	Additional member included on agenda for today's meeting	CEO	19.12.2023
Presentation of Torres and Cape Indigenous Council Alliance Financials	16/01/24	Financials published on website	CEO	19.12.2023
Use of Sand and Gravel Pits	16/01/24	Meeting tentatively scheduled. Awaiting availability of IIAC	CEO	19.12.2023
Review of Supply of Building Supervision Services	19/12/2023 16/01/24	Tender published 13/12 Verbal report given	CEO, EMBI	21.11.2023
NPARC Certified Agreement	16/11/2023 16/01/24	Final meeting held 13/11/23 EBA agreed in principle. Awaiting certification	CEO	24.10.2023
Camping Policy	18/10/2023 16/11/2023  16/01/24	Sites identified and further update at this meeting Waiting on sites for Inj and Umg communities Paper to this meeting	CEO	27.09.2023
Statement of Intent to establish a Torres and Cape Health Care (TORCH) community-controlled commissioning entity	20/09/2023	Statement of Intent unsigned at TORCH meeting	CEO	29.08.2023
Tender Award – NP1	14/06/2023	Successful & Unsuccessful advised of the delay and cause of delay	EMO	30.05.2023

	19/07/2023 18/10/2023 10/11/2023 08/01/2024	Letters delivered. State advocating with Federal Government regarding review procedure No update on Federal review at this stage Still no update on Federal review Awaiting advice from TMR re process from here		
Compensation Agreement with Ipima Ikaya Aboriginal Corporation RNTBC	15/06/2023 19/07/2023 19/10/2023 16/11/2023 16/01/24	Further advice provided to Preston Law awaiting feedback Awaiting on IIAC / CYLC IIAC provided advice instructions have been provided to CYLC. Awaiting response Scope has changed. Progressing request with GEH Dates expired and matter can be closed	CEO	30.05.2023
NPARC Policy Compliance Audit	18/04/2023 23.05.2023 25/07/2023 19/10/2023 16/11/2023 16/01/24	Deferred to May meeting. Department of Local Government availability to conduct workshop is in mid-May Deferred to June due to availability As per earlier update Tabled at this meeting Tabled at this meeting Policies updated and published	CEO	22.03.2023
NPARC Report into Operations of the Council Pool	15/03/2023 23/05/2023 07/06/2023 17/07/2023 18/08/2023 20/09/2023 18/10/2023	Contract has been drafted. Waiting on maintenance schedule Contract has been finalised. Waiting on qualifications Qualifications are being reviewed Negotiating options with parties Still progressing Sourcing quotes to clean pool while divestment is still progressing. Pool is	EMCRS	24.02.2023

	16/11/2023	closed due to no qualified staff to operate. Cleaning pool has commenced. Revisit of divestment with CEO. Relevant HR process being resolved. Position to be readvertised Casual position filled, staff need to undergo refresher life saver training before open to the public. <b>Training scheduled for 19/01/2024.</b>		
	12/12/2023			
	<b>10/01/2024</b>			
Master Plan Adjustment	17.02.2023	Public notification on hold pending further discussions with BEL	CEO	25.01.2023
	15.06.2023	Advice provided by RILPO to progress		
	25/07/2023	Public consultation to commence in August		
	29/08/2023	Notice drafted to be published		
	26/09/2023	Master Plan Adjustment published		
	18/10/2023	Report at this meeting		
	16/11/2023	Report deferred to this meeting		
	<b>16/01/24</b>	<b>DTASTIPCA requested to make amendment to online version</b>		



**AGENDA ITEM 8**  
**ORDINARY COUNCIL MEETING #45**  
**Tuesday 15<sup>th</sup> January 2024**  
**Bamaga Boardroom**

**8. Mayor Verbal Report**

**Title of Report** CEO Report

**Agenda Item:** 10

**Classification:** For Noting

**Author** Chief Executive Officer

**Attachments** Caretaker Mode Fact Sheet  
HR Manager Report

## Officers Recommendation:

### That Council:

- Note the Report
- Appoint xx as the Injinoo Community Member to the NPA Interim LDMB

## PURPOSE OF REPORT

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

## CORPORATE PLANNING & GOVERNANCE

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

### *Corporate Plan*

The Corporate Plan has been finalised and published on the NPARC website.

### *Annual Operational Plan and Budget*

The Annual Operational Plan and Budget was adopted on 27<sup>th</sup> June 2023. Q2 update is presented at today's Council Meeting.

### *Asset Management*

Nil response from Department regarding the draft Asset Management Plan that was presented at the last meeting. We are seeking further information as the information provided was quite basic and already areas we are working on. A follow up has been sent.

### *Indigenous Sustainability Project*

The budget submission was due to be prepared by 22 December. To date this has not been provided to Councils for feedback (neither has the PWC PIC report been sent). CEO followed up with DDG Local Government requesting an update.

### *Local Thriving Communities*

Invitations have been sent for the 2024 meetings. A reminder the vacancy in the Injinoo Community Member still needs to be filled.

## KEY PROJECT UPDATES

### *Ranger Transition*

ALT has appointed someone to oversee the ranger transition. Waiting for commencement so the transition plan can be developed.

### *2024 Election*

The 2024 election planning is progressing well. ECQ has advised they will return to the 5 polling places. Vote Counting will also occur in the NPA. Proposed dates are published below noting the ECQ may change these

Notice of election	29 Jan 24
Close of electoral roll (1st close)	5 Feb 24
Close of nominations	12pm 13 Feb 24
Ballot draw	10am 14 Feb 24
Postal vote applications close	7pm 4 Mar 24
How-to-vote cards close	6 Mar 24
Early voting	14 & 15 Mar 24
Close of electoral roll (2 <sup>nd</sup> close)	15 Mar 24
Election day	16 Mar 24
Postal vote returns cut-off	26 Mar 24

A reminder that So you want to be a councillor training has been released online. All candidates must complete the training within 6 months of nominating including sitting mayors and councillors who may have completed the training before. Department of Local Government is holding face-to-face training on 17 and 18 January at New Mapoon Hall.

### *Caretakers Period*

Caretakers period will commence on 29/1. While this information was discussed at the last meeting, it is also included again to assist with decision making. Under the Local Government Act, the following is not allowed

- Publishing or distributing of election material. Election material is anything that could influence an elector about their vote or affect the election result. For example, fact sheets or newsletters that raise the profile of a councillor are prohibited during the caretaker period
- Major Policy decision
  - appointment, remuneration or termination of a chief executive officer
  - enter into a contract greater than \$200,000 or 1% (whichever is greater) of the local government's net rate and utility charges (equality \$251k for NPARC)
  - significant procurement activities, such as establishing preferred supplier arrangements, or establishing exceptions to obtaining quotes or tenders when entering into a contract
  - make, amend or repeal local laws
  - make, amend or repeal a local planning instrument under the Planning Act 2016 (i.e. a planning scheme, a temporary local planning instrument or a planning scheme policy).

There is still large scope of works and decisions that can be made by council

- Entering into agreements where the expected value is less than \$251k
- Making leasing decisions where the cumulative value of a lease is less than \$251k
- Normal operational decisions
- Development Applications

## HUMAN RESOURCES

The HR Manager report is attached.

### *EBA Negotiations*

The EBA certification process has commenced. Once certified, the new terms and conditions will apply.

## UPCOMING MEETINGS & VISITS

The following upcoming visits and meetings are scheduled.

Date	Time	Purpose	Venue
17/01/24	4pm to 6pm	So you want to be a councillor training	New Mapoon Hall
18/01/24	12pm to 2pm 4pm to 6pm	So you want to be a councillor training	New Mapoon Hall
25/01/24	3pm to 5pm	**Placeholder – Special Council Meeting	Bamaga Chambers
26/01/2024	All day	Australia Day	
29/01/2024	Caretakers Period commences		
31/01/24	10am to 2pm	NPA Interim LDMB Meeting	Bamaga Chambers
07/02/24	All day	Placeholder – Gravel Meeting	New Mapoon Hall
08/02/24	All day	Placeholder – ILUA Meeting	New Mapoon Hall
27/02/24	All day	February 24 Trustee & Council Meeting	Injinoo Boardroom

# Caretaker period for local government elections

## Factsheet

Legislation places limits during the caretaker period before local government elections on publishing election material and making major policy decisions. This ensures that there are no significant policy decisions made near the end of a council term that bind future elected councils.

Local government reforms in 2019 have also introduced new limitations to improve accountability and ensure that council resources are not used (or perceived to be used) to promote current councillors standing for re-election.

### Timing

The caretaker period starts on the day when the Electoral Commission of Queensland (ECQ) publishes the public notice about holding the election. The ECQ will also advise when the election has ended for each local government.

Caretaker periods do not apply to by-elections.

### Election material

During the caretaker period, a local government or controlled entity must not publish or distribute election material. Election material is anything that could influence an elector about their vote or affect the election result. For example, fact sheets or newsletters that raise the profile of a councillor are prohibited during the caretaker period.

The only exemption relates to how-to-vote cards accepted by ECQ which must be made available for free public inspection by the returning officer at:

- the office of the returning officer
- the local government's public office, and
- on the electoral commission's website.

### Major policy decisions

During the caretaker period, councillors are prohibited from making decisions:

- about the appointment, remuneration or termination of a chief executive officer
- to enter into a contract greater than \$200,000 or 1% (whichever is greater) of the local government's net rate and utility charges (as stated in the local government's audited financial statements included in the local government's most recently adopted annual report)
- significant procurement activities, such as establishing preferred supplier arrangements, or establishing exceptions to obtaining quotes or tenders when entering into a contract
- to make, amend or repeal local laws

- to make, amend or repeal a local planning instrument under the *Planning Act 2016* (i.e. a planning scheme, a temporary local planning instrument or a planning scheme policy).

The delegate can only exercise a power that the delegator themselves could exercise. During caretaker period, a local government cannot make a major policy decision, therefore, it cannot delegate a power to a person to make a major policy decision.

A major policy decision immediately prior to a caretaker period is not prohibited but, it is recommended that consideration should be given to whether or not this is necessary due to the incoming local government being required to implement the major policy decision without having had the opportunity to debate or vote on it.

A prohibited policy decision made during a caretaker period will be invalid, unless the Minister's approval has been given prior to making the decision (see below). A person who suffers loss or damage because of the invalidity of a major policy decision during the caretaker period has a right to be compensated by the local government for the loss or damage.

## **Planning instruments and approvals**

During the caretaker period, councils cannot make, amend or repeal local planning instruments.

Councils cannot approve development variation requests or change variation approvals that involve:

- varying the category of development or category of assessment of consequential development
- varying the assessment benchmarks or criteria for accepted development that would apply to consequential development
- facilitating development that would result in a greater demand on infrastructure than the demand anticipated in the council's infrastructure plan.

The Development Application Rules, summary of changes and accompanying guidance material are now available on the Department of State Development, Infrastructure, Local Government and Planning website at [Planning \(statedevelopment.qld.gov.au\)](https://www.statedevelopment.qld.gov.au/Planning)

## **Ministerial approval for decisions in exceptional circumstances**

Local governments should prepare for the caretaker period by planning to make major policy decisions before or after the election period.

However, unforeseeable events can result in a local government having to make major policy decisions during the caretaker period. In exceptional circumstances local governments can apply to the Minister for approval if for example:

- the need for the decision was unforeseeable
- the decision is essential to the functioning of the local government
- the decision cannot wait until the end of the caretaker period
- the decision is in the public interest.

The Minister will decide on a case-by-case basis whether the decision meets the exceptional circumstances requirement of the *Local Government Act 2009* or the *City of Brisbane Act 2010*. To enable this to happen, all applications should be addressed to the Regional Director (Northern Region) or Regional Director (Southern Region) of the Department of State Development, Infrastructure, Local Government and Planning.

Each application should include:

- details of the proposed major policy decision
- an explanation of why the decision was unforeseeable
- an explanation of why the decision cannot wait until the end of the caretaker period
- an explanation of how the decision is in the public interest
- any other relevant information to assist the Minister in determining whether to approve the application.

## **Discretionary funds**

During the period starting on 1 January 2024 and ending at the conclusion of each local government election, councillors must not allocate money from a councillor discretionary fund to a community organisation for them to use for a community purpose or provide funds for any other community purpose.

Councillors, can, however, allocate their discretionary funds for capital works of the local government that are for a community purpose in the period starting on 1 January 2024 to the conclusion of the local government election.

Discretionary funds that were allocated before 1 January 2024 in accordance with legislative requirements may be distributed during the caretaker period.

## **Leave for candidates and councillors**

Local government employees may take paid leave (e.g. accrued annual leave) or unpaid leave for up to eight weeks to contest a local government election under section 203 of the *Local Government Electoral Act 2011*.

There is no legal requirement under the *Local Government Electoral Act 2011* for either local government employees or elected councillors to take leave during the caretaker period. However, individual councils may have election period policies covering election leave.

## More information

Caretaker provisions are outlined in Chapter 3, Part 5 of both the *Local Government Act 2009* and the *City of Brisbane Act 2010*. For more information about the caretaker period or your council's circumstances contact your nearest regional office of the Department of State Development, Infrastructure, Local Government and Planning.

### Southern office:

Phone: (07) 3452 6762

Email: [southern@dsdilgp.qld.gov.au](mailto:southern@dsdilgp.qld.gov.au)

### Northern office:

Phone: (07) 4758 3472

Email: [northernlgs@dsdilgp.qld.gov.au](mailto:northernlgs@dsdilgp.qld.gov.au)

For further information about major policy decisions related to the *Planning Act 2016*, contact the Department of State Development, Infrastructure, Local Government and Planning by email to [bestplanning@dsdilgp.qld.gov.au](mailto:bestplanning@dsdilgp.qld.gov.au) or phone (07) 3452 7662.

For information about local government elections, contact the Electoral Commission of Queensland by email to [ecq@ecq.qld.gov.au](mailto:ecq@ecq.qld.gov.au) or phone 1300 881 665.

**Title of Report** NPARC Human Resource Monthly Update

**Classification:** For Noting

**Author** Manager Human Resource

### PURPOSE OF REPORT

This report provides the Councillors with an update of NPARC Human Resource Department for the Ordinary Council Meeting #45.

### EMPLOYMENT OUTLOOK

The below table represents employment outlook January 2024:

Category	Positions	Positions	Comments
Full Time		114	•
Full Time – Fixed term		33	
			•
Part Time		17	
			•
Casuals		89	
			•
Casual – Fixed term		27	
			•
			•
Total		280	

### Resignation/Terminations

None to report.

### RECRUITMENTS

#### Positions Advertised:

Position	Status
Events Coordinator	Two (2) applicants for the Events coordinator position, applications are being reviewed before interview process.
Roads Laborer 4x positions	Recruitment process, applicants being reviewed by manager for interview to be conducted January 2024
Plumber	Recruitment has been finalised and successful applicant appointed

Carpenter	Recruitment process applicants being reviewed by manager for interview to be conducted January 2024
Wastewater Leading Hand	Recruitment process, applicants being reviewed by manager for interview to be conducted January 2024
Parks & Gardens Supervisor	Recruitment process, applicants being reviewed by manager for interview to be conducted January 2024
Parks & Gardens Plant Operator	Recruitment process, applicants being reviewed by manager for interview to be conducted January 2024

## NEW APPOINTMENTS

New of Employee	Position	Department
Scott Sheldon	Plumber – Commenced 10 <sup>th</sup> January 2024	Operations
Wendy Phineasa	Manager Corporate Affairs – Commenced 10 <sup>th</sup> January 2024	Finance and Corporate Services

## PROFESSIONAL DEVELOPMENT & TRAINING

As stated in December 2023 report the following training occurred with great results from various departments.

- Forklift 10x staff completed
- Coxswain 21x staff completed
- Traffic Control Management 14x staff completed
- Construction Whit Card 6x staff completed

The benefits of the training that has been undertaken has seen a monumental improvement in upskilling of NPARC staff and compliance of our operations. From these training sessions it has become obvious that a Training Coordinator must be in place to enable the following

- To build relationships with training facilities.
- To ensure the best trainers are appointed
- To enable regular updates of upcoming requirements
- To build in-house knowledge and relationship with LGAQ Jim Boden. We must utilise this better.
- To stay ahead of any skills shortages and refresher training. A lot of these issues are ongoing, and opportunities are not taken advantage of when the organising of training is splintered.

WHS team have established a Master Register for the collation of NPARC Skills, Licences, Inductions and Toolbox training that will be review and monitored.

## WORK HEALTH AND SAFETY

### Incidents

Near miss incident occurred in the NPARC New Mapoon Office, currently being investigated by WHS team. Incident report to be finalised.

### Induction

Induction for the two new employee is scheduled for Monday 15<sup>th</sup> January 2024, as WHS trainee is on leave

### Workcover cases

None to report

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

None to report

### Site Inspection

No site inspection conducted.

### Complaints received:

No complaints received

### Safety Awareness Bulletins sent out:

Eleven (11) safety awareness topics has been circulated to staff; they are the following.

Tuesday December 5	# 47 Lithium Batteries
Tuesday December 5	# 11 Backing Up Hazards
Wednesday December 6	# 48 Holiday Travel
Thursday December 7	# 49 Working in the Heat
Friday December 8	# 50 Water water water
Monday December 11	# 48 Holiday Travel
Monday December 11	# 12 Accountabilty
Wednesday December 13	Congratualtions- Forklift
Wednesday December 13	# 14 Being Respectful to Co-wo
Monday December 18	# 31 Defensive Driving
Thursday December 21	# 51 Stay healthy after storms a

### Invitations received:

No invitation received.

### Toolbox Meeting

No toolbox meeting has been conducted.

**Title of Report: January Operations Information Report**

**Agenda Item: 10.1**

**Classification: For information**

**Author Executive Manager, Operations**

**Attachments Nil**

## Officers Recommendation:

**That Council:**

Note the Report

## PURPOSE OF REPORT

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

## BACKGROUND AND CONTEXT

### Capital projects update

#### Shane Waller (Project Manager)

- Jardine River Ferry
  - Ferry ramps are still being fabricated
  - Quality testing has been completed on one of the doors

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

Limited update since December meeting as consultants and contractors have been on leave

- Jardine Ferry Road (South) NP1
  - Federal Budget Review complete and project funding has been confirmed.
  - Council has endorsed the recommended tenderer, however, is unable to proceed with engaging the Contractor until approval is given by TMR and the Australian Government.
  - Aurecon followed up with TMR on numerous occasions for updates on progress of proposed scope amendment and funding reallocation. The project is still on hold and no approval to proceed has been given.
  - The tender validity period for the preferred tenderer expired on 4/07/2023. The Contractor reserves the right to review their tendered rates to account for escalation. The Contractor was notified of the delays.
- Jardine Ferry Road (North) NP2
  - Council has submitted a scope review to transfer budget from this project to NP1 and is awaiting approval from TMR and the Australian Government.
- ATSI TIDS Grant – Injinoo Back Road

- The 30% design submission was issued on 17 November 2023 comprising design drawings and schedule of items. A 30% design review meeting was held 24 November 2023. No major concerns were identified, and the team is now progressing with the preparation of the 80% design package with a target submission before Christmas break.
- A pre-lodgment meeting was held with DES on 30 November 2023 in regard to all environmental approvals required for borrow pit expansion and road works. DES confirmed the work completed to date satisfies the main requirements and the team have a few minor conditions to satisfy before lodging the applications. We anticipate that the applications will be lodged in January.
- Work on the design report, safety in design register, and cost estimate is progressing and will support the 80% design submission.
- Work on preparation of the tender package has commenced.
- **DRFA 2022 Flood Recovery Works (3105-4808)**
  - The Contract (NPA Earthmoving) has completed all roads
  - Gravel extraction volumes have been recorded and payments will be made at the close of the project.
- **2023 DRFA All Other Roads (3105-4809)**
  - Contracts awarded to NPA Earthmoving Yusia (Package 1) and REM (Package 2)
  - Both Contractors have completed all works under their respective packages.
  - Gravel extraction volumes have been recorded and payments will be made at the close of the project.
- **Bamaga to Seisia Cycleway Design (TMR Grant)**
  - Aurecon has been engaged to deliver the design.
  - Surveyors have been engaged and were on site late November. Surveyors will be returning to site on 18 and 19 December to capture final details which will allow design activities to progress early next year.
  - The geotechnical team is scheduled to undertake site investigations the week commencing 11 December.
  - Design activities and environmental desktop assessments will occur in the new year.
- **Umagico – Bamaga cycleway (TMR Grant)**
  - RPS have completed the construction survey set out
- **Lui Street Drainage (R2R Grant)**
  - Operations to commence construction planning.
  - Purchase Order issued to Altus Traffic to prepare traffic management plans for construction.
- **Fishbone Boat ramp car park**
  - Bitumen seal will be undertaken with another project later

### **Parks & Gardens**

General cleaning and maintenance activities have been undertaken throughout out the five communities during December.

Commenced of the prewet season clean up in all communities during December, some areas to be completed in January.

Commenced removing and replacing the fence at the batch plant to make the site secure.

## **Works**

Works Manager was on leave at the time of preparing this report.

## **Roads**

Collected and delivered sand and aggregate to and from the batching plant. Undertook minor maintenance activities Pothole repair and signs repair / replacement.

## **Solid Waste**

Kerbside collection has occurred with minimal disruptions during the Month. Three operators are now sharing the Kerbside collection role on a weekly roster. The transfer station and landfill operations are operating normally. Commercial skips were also emptied during the month, as well as being supplied for cultural events.

Skip bins were not put out for the Christmas / boxing day holidays as advertised due to an unplanned last minute change in staff working the weekend prior. The skip bin was put out for the New years day public holiday.

## **Wastewater**

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

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

## **Water**

The Water Manager was on leave at the time of preparing this report

Rainfall in Bamaga was recorded at 365 mm for December.

The total water production (filtrate) volume for Bamaga WTP for December was 139,401.70 ML, averaging 4,882.19 ML/day

1 residential leaks were inspected and handed over to NPARC.

0 commercial leaks were inspected and handed over to NPARC.

There were 0 new service requests and no new service installation completed in the period.

There were 0 OHS incidents, 0 environmental incidents. There are ongoing water quality incidents/exceedances during the month of December as indicated in the relevant sections.

## **Workshop**

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

*Maintenance and Repairs:*

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

*Challenges and Areas for Improvement:*

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

*Workshop HR*

Sireli Volavola commenced as the fleet and workshop manager on Monday the 11<sup>th</sup> of December.

**Rangers**

The Ranger Coordinator was on leave at the time of writing this report.

- Rangers were mainly doing road cleaning to Pajinka, Somerset, Sundergoo, Muttee Heads to Cypress and top crossing.
- Clean swimming areas and install croc signs if needed.
- Beach Patrol 5 Beach – Somerset
- Clean Toilets Somerset
- Croc sighting Jardine Top Crossing – before Christmas knowing that locals like to spend their Xmas day out there.
- Cleaning of grave sites Somerset and Patterson.
- Ranger Boat Trailer was fixed by Shane from Cape 'N' Straights

**Airport**

The NPA airport has remained operational through December.

Sales figures for November are as follows:

Sale item	Monthly Totals	Comments
Jet A-1 litres	11,223	
Jet A-1 sales	\$30,302.00	
Avgas litres	2,129	
Avgas sales	\$7,345.05	
Landing fees	\$4,971.58	November 23
Passenger tax	\$0.00	November 23

Sale items	Skytrans	Other airlines	Total
Flights in/out (November)	31	145	190
Passengers in/out (November)	1,159	6	1,771

Major Maintenance issues identified/corrected

Runway Painting	Ongoing
-----------------	---------

Drainage needs Outlets cleaned out	Grant application being prepared
Runway Failure: Failing due to water ingress on existing patches	Patching required working with roads
Extra Vehicle – Safety issue when main vehicle is not on site ARO's have no way of checking runway or clearing wildlife. If an incident occurs staff attend on Mower or Tractor.	Airport recommend a multipurpose vehicle: similar to ATV Polaris, this vehicle could be used to carry out runway inspections and animal control whilst the main vehicle is offsite, could also be used for weed spraying, light/ fence maintenance and many other maintenance activities.

#### Airport HR

Staff Attendance – expected hrs vs actual hrs %	100%
Skills training – planned	ARO Course mid-February Wildlife Management – All Staff

#### Batching Plant

The batching plant closed down for the Christmas – New Year period.

WH&S improvements to the Batching plant operations continued through December.

Sales for December were as follows

- Concrete 120m<sup>3</sup>
- Cement Bags 10
- Sand (fine) 2.5m<sup>3</sup>
- Aggregate 2.5m<sup>3</sup>
- Premix 2.5m<sup>3</sup>

Batching plant, roads staff and contractors have started transporting the aggregates and sands delivered to the Jardine ferry pits during December, this will continue into January.

Batching crew staff completed the following training during December.

- Practical training on the operation of the Silo and ISO Bins

#### CRITICAL DATES

N/A.

#### OTHER OPTIONS CONSIDERED

N/A.

#### LEGAL AND LEGISLATION CONSIDERATIONS

N/A

## POLICY CONSIDERATIONS

N/A.

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

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

### 1 Reliable and Affordable essential Services

1.1 Water

1.2 Landfill

1.3 Access

### 2 Safe, clean and attractive physical environments

2.1 Animal Management

2.2 Clean and tidy public areas in each Community

## FINANCIAL AND RESOURCE CONSIDERATIONS

Operational budget expenditure

## CONSULTATION

Works Manager

Ranger Coordinator

A/ Workshop Manager

NPARC Project Managers.

Airport Manager

A/ Batching Plant Manager

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

**Agenda Item:** 10.2

**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

The Community Services Team actively engages with internal and external stakeholders in the Northern Peninsula Area (NPA) region, focusing on event planning, execution, and feedback consultations. Strategies for enhanced community satisfaction are discussed. Despite the planned leave of the Community Services Manager, the team collaborated to ensure successful event implementation. Presently, the team is evaluating events for 2024 and planning their execution. Challenges include a lack of communication regarding staff whereabouts, staff absenteeism, and delays in grant acquittal due to absenteeism. Recommendations include staff professional development, IT training, and grants and acquittal training.

### Indigenous Knowledge Centres (IKCs)

IKCs in the NPA region provide operational space for various services. Annie Young is acting as the IKC supervisor, as Lorraine is acting in the Events Coordinator role. IKCs face challenges due to the shortage of staff within the community services team, resulting in increased support to the events team and administration. Recommendations include staff professional development and IT training.



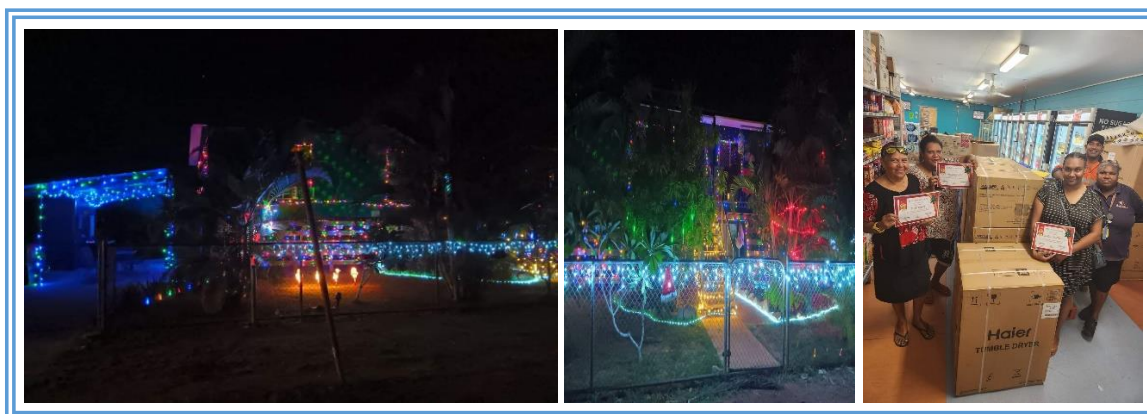
Edith in training on using Aurora for Borrowing Books & DVD'S

Alice and Edith doing book exchange at Umagico IKC

### Events Team

The team actively engages with internal and external stakeholders to boost community participation in events. The absence of an Events Coordinator poses a challenge, impacting event planning. To assist in this space, Lorraine Young is currently acting in this role. Ongoing discussions with the SES and planning meetings for 2024 events are in progress.

**Christmas Lights Competition** - The Events team successfully organised the Christmas lights competition. Three judges carefully evaluated and selected the first-place winner from each of the five communities. The winners were awarded a brand-new dryer and air conditioner, sponsored by NPARC, along with a \$300 gift voucher each, generously sponsored by our local IBIS. The dryer and air conditioner were presented, along with a certificate, at the Umagico supermarket, while the \$300 gift voucher, along with a certificate, was presented at the local IBIS.



### Sports and Recreation

The Sports and Recreation team collaborates with local agencies to facilitate holiday programs. However, outdoor activities face challenges due to planned leave and inclement weather.

### Art Centre

The Art Centre Manager is on planned leave, but the centre remains open for local artists. The centre secured a Cultural festival grant of \$65k for the Live music program.

### Home and Community Care

The Aged Care Compliance Report ensures regulatory compliance. A significant number of Aged Care staff are on a casual basis, with positions advertised to secure full-time roles. The program includes various services for 35 clients, and achievements include a total clean of the centre during the Christmas break. Challenges involve staff prioritizing service delivery for absent staff and the need for more staff, particularly male staff. Recommendations include expanding the casual staff pool and recruiting more male staff.

## Regulatory Services

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

### Summary of Report

- A total of 18 wrecked vehicles have been relocated to the designated dump site.
- Fourteen abused/neglected horses have been removed from the communities.
- New signposts indicating illegal dumping areas have been installed.
- Surveillance cameras have been strategically placed in specific areas to capture instances of illegal dumping.
- Vet engagement for a potential visit to the NPA is scheduled for the end of February.
- Documentation is being maintained to pinpoint locations of illegal dumping.
- An arranged meeting with housing authorities is in progress to discuss the tenancy agreement regarding the permissible number of animals, wrecked cars, and dumping behind individual houses.

### Recommendations

Considering the ongoing issues, it is proposed that certain roads, no longer in use or prone to illegal dumping, be temporarily closed by NPARC through public advertisement, followed by the installation of sturdy steel gates. Additionally, gravel pits, frequently exploited for gravel extraction by NPARC or contractors, should be closed after use by placing substantial logs at the entry points to deter illegal dumping. The specific locations proposed for closure include:

- The road near Umagico cemetery to NPARC transfer station
- The Alau Lookout Road
- The road at the end of Bamaga Kazil daycare (Jacob St) roundabout
- The road behind New Mapoon, where the old Paddock entrance was situated.

If there is Council Support for the process, the necessary process will be undertaken by EMO noting this can be a complicated process at times.

## Animal Management

### Summary of Report

- Disposal of 8 dead dogs at the rubbish tip.
- Put down no dogs from the dog pound in this month
- Cleaned dog pound and gave dogs water and food daily.
- Administered 8 Wagg & Purr treatment to 8 dogs.
- Picked up dogs puppies to rehome
- No complaints of dog bites in NPA this month
- Sprayed 1 house with Bayer Ficam W Insecticide to treat fleas
- Administered 1 Equimec horse treatment in Injinoo

## Injinoo Service Station

### Staffing

The service station is dealing with staffing challenges. The manager position has been advertised.

### Impact

Despite the staffing challenges, the team diligently provided services throughout the Christmas break. The Service Station is committed to maintaining a consistent level of service delivery. The devoted team is applying extra effort to ensure the provision of excellent service, meeting the needs of both customers and the Council. On a positive note, CEQ is collaboratively working to upgrade the service station, transforming it into a small supermarket for convenience of the Injinoo community.

### Challenges

Several challenges are currently affecting the service station's operations, including:

- Storage limitations
- Staffing issues
- Limited working space
- Building/property-related challenges
- Delayed delivery of stock
- Supplier placing NPARC on credit hold due to unpaid bills
- Reduced sales due to break-ins and public nuisances
- Unavailability of diesel

### Recommendations

- Boost Security
- Upgrade cameras, alarms, and lighting to prevent break-ins.
- Staff Support
- Provide safety training and support for staff.
- Find alternative suppliers for consistent diesel supply.
- Keep customers informed about steps taken.
- Property Maintenance
- Regularly inspect and fix vulnerabilities.
- Conduct routine maintenance checks.
- Streamline Stock Delivery
- Optimise delivery schedules with suppliers.
- Explore diverse suppliers for a resilient supply chain.

These steps aim to simplify the challenges, ensuring a secure and efficient service station operation.

## Umagico Supermarket

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

### Staffing

2 x Supervisor

Duty Manager

Fruit and Vegetable assistant

1 x staff on Long Service Leave - 3 Months

4 x Shop Assistant

6 x Storeman Casual

### Achievements

The supermarket team has achieved commendable milestones, consistently maintaining a strong sales record. Notably, the team demonstrated remarkable dedication by extending operating hours over the Christmas break, resulting in substantial sales. Moreover, an Island and Cape trainer is anticipated to arrive in January 2024 to facilitate the enrolment of three new staff members for Cert II and III in Retail.

### Impact

- Freight cost is a significant concern; exploring road freight options for cost efficiency.
- Flooring and awning projects postponed until January 2024.
- Store is negotiating with suppliers for better pricing amid rising living costs.
- Initiatives with Woolworths to secure fresh meat supply for better pricing.

### Gaps

- Install smoke alarms
- Conduct Poison training
- Conduct SWMS training
- Refresh first aid course

### Challenges

- Aircons need replacement or repair due to persistent leaking (WHS concern).
- Payroll and Fingerprinting: To improve the efficiency and accuracy of employee attendance tracking, it is necessary to implement a system that uses fingerprints for payroll purposes.
- Payroll payslips to be uploaded to the system every two weeks in order to maintain an accurate record of remuneration movements.
- Constant leakage air conditioners must be replaced or repaired.

## Jardine Ferry

### Review of Fees

Following a resolution passed by the Council, new ferry charges will be enforced starting from 1<sup>st</sup> January, 2024. Notably, there will be no call-out charges. The updated fees are as follows;

### 2024 NEW JARDINE FERRY CHARGES

Pedestrians	FREE
Bicycles	30.00
Motor bikes	60.00
Single Vehicles - cars	130.00
Vehicles with Trailer/Van	205.00
O'size Vehicle with Van	215.00
Tour Bus 10 tonne or less	260.00
Tour Bus > 10 tonne	330.00
Other vehicles 10 tonne or less	260.00
Other vehicles > 10 tonne	330.00
NPA residents – Car only	60.00
NPA Residents Motor Bikes	30.00
NPA Residents Motor Bikes	30.00
Camping fee/night @ Jardine Ferry campgrounds Under 13	10.00
Camping fee/night @ Jardine Ferry campgrounds 13 and up	15.00

Waiting on Telstra to make the necessary changes to the phone system. A media release has been sent.

New fees have also been published.

### Staffing

Casual staff members have been designated to undertake the beautification project at the roadhouse and its surroundings. Upon the project's completion, these staff members will be reallocated to other departments where positions are available. This temporary reassignment will persist until the initiation of the next tourist season.

Current staffing consists of:

- 4x Full Time staff, 1x Manager, 1x Supervisor, 1x Admin asst, 1x Admin full time
- 8x Casual Staff

Roster system is in place 2 roster days off a week.

### Scope of delivery

Unused stock from the Ferry roadhouse has been returned to the Injinoo service station for resale.

### Achievements

- Renovations started for Jardine roadhouse amenities
- Safety inspection was done with Maritime Safety Queensland and finalise
- Supervisor & Administration position Jardine Ferry
- Repair & maintenance done for Ferry ramps & ferry Engine room by appointed contractor

- SWMS Training & Workplace health & Safety training with Shane Waller & Dale Salee
- Cleaning done to house/accommodation
- Full time Administration staff started 15/11/2023 Jakoda Yusia
- Full service done to ferry generator & ferry motor engine
- Boom gate welded
- Ferry cable change to new one
- Jardine ferry roadhouse water pump change to new one by plumber
- Coxswains training & First Aid done for Jardine ferry staff in November 2023 medical still needs to be done by doctor for coxswain
- Traffic control Training done only few staff,
- Forklift training done few staff only

After conducting safety inspections in partnership with Maritime Safety Queensland, an external contractor has been hired to address and implement the necessary measures. All staff members have successfully completed coxswain training and are now in the process of finalizing medical checks.

#### Impact

Larger semi-trailers persist in attempting to cross with substantial loads, posing significant implications for the ferry operation, this is a matter of concern.

#### Challenges

- Condition of work vehicles
- Condition of road
- Traditional owners refusing to pay fee
- Locals refusing to pay fee
- Staff on weekend shift not turning up for work if rostered on
- Internet not working few times when tourist season
- Awaiting on new lifebouys & Carly floats for ferry to be ordered by Angela from ASMA

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

#### Recommendations

- Training for new staff
- Staff training – conflict resolution
- Improve Road conditions
- Signage around the roadhouse to be fixed before tourist season starts 2024

## **HOME CARE SERVICES**

### **MONTHLY AGED CARE COMPLIANCE REPORT**

<b>REPORT TO</b>	Yanetta Nadredre
<b>REPORT DATE</b>	9.1.2024
<b>REPORT FROM</b>	December 2023

#### **AGED CARE SERVICE DELIVERY**

##### **Summary of client status over the past month**

<b>Reporting item</b>	<b>Number</b>	<b>Comment</b>
HCP Clients	5	Level 1:      Level 2:      Level 3:      Level 4:
New HCP Clients	5	Level 1:      Level 2:      Level 3:      Level 4:
HCP Enquires	5	These clients are active- needs information added to My age care.
Referrals for assessment or reassessment	5	Requesting ACAT assessor for assess these clients

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

<b>Reporting item</b>	<b>Number</b>	<b>Comment</b>	
Number of clients	35	1 Client deceased	
Number of new clients	7	Waiting for assessment this month	
Clients on waiting list	7		
Number of clients transitioned to HCP	5	Active needs additional info to start.	
<b>CHSP Hours</b>	<b>Monthly target</b>	<b>Hours delivered</b>	<b>Comment</b>
Social support group	546	152	
Domestic assistance	135	22	
Social support individual	78	42.5	
Personal care	25	5.1	
Home maintenance	78	6	
Flexible respite	7	0	
Meals#	223	659	
Transport	63	63	
Home Modifications	\$395	0	

##### **Aged care legislative compliance status report**

<b>Compliance requirement</b>	<b>Number of clients</b>	<b>Overdue</b>	<b>Action taken</b>
Charter of aged care rights explained	35		Explained to all clients
Signed aged care agreements	35		Explained to all clients
Signed current care plans	35		Explained to all clients
Advanced health directives completed (HCP clients only)			Elders are contemplating

**Aged care activity reporting**

Agency	Report submitted in the past month	Date due	Date Submitted
Services Australia			

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

Staff	Staff establishment	Current number of staff	Number of resignations	Number of new staff
Total staff		14	1	0
Carers		5	1	0

**HR Management**

Reporting item	No of staff	Overdue	Action required
Key Personnel suitability checks	1		
Current Police checks	14		
Aged Care Code of conduct	14		
Current Drivers licence	14		
Performance review	14	1	1 new staff to complete others due for r/v
Annual Flu vax	14		Will be immunised this year
COVID Immunisation	14		All staff up to date

**Status of Core training**

Mandatory training	No of staff	Overdue	Action Required
Orientation	14		
Fire Safety	14		
First Aid	14		
Manual Handling	14		
Infection control	14		
Elder Abuse	14		
Food Safety	14		
Open disclosure	14		

**Training attended over the last month**

- Staff will contact Co-Ordinator's of IKC's to continue their Cert 3 at IKC facilities on Fridays

**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				
% Investigations completed within 5 days					

**Key issues and action taken**

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

**Incident/near miss management**

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

**Key Issues & action taken**

**Title of Report: Operational Update on Corporate and Finance Services**

**Agenda Item: 10.3**

**Classification: For noting**

**Author Executive Manager Corporate & Finance Services**

**Attachments Appendix 1 Grants Update**

## Officers Recommendation:

**That Council:**

Note the Report

## PURPOSE OF REPORT

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

## Media / Radio/ Records

- Records Management System – Phase two progress is slow. Discussions still required on how training is to be delivered to staff. Recent exit of MCA, position was advertised and now closed on the 10<sup>th</sup> Jan 2024. Once recruitment is finalized, these negotiations and discussions will continue with training planned to commence in March 2024.
- Discussions underway with Record Management staff for an opportunity for professional development, in Diploma of Business, Certificate IV, III in Records and Information Management.
- NPARC Newsletter is planned for distribution on January 19<sup>th</sup>, 2024.
- Re-launching of Snap, Send, Solve are planned for January 2024.
- Local Radio FM 91.9 has ongoing current community announcements.
- Council Facebook page (Northern Peninsula Area Regional Council – NPARC) has continuous current community announcement and Council operational updates.
- C7 engaged to work with NPARC to develop a separate comprehensive Illegal Dumping campaign and to support the Aged Care Centre (HACC) to produce a dedicated campaign to increase awareness of its services and to support a local recruitment drive. Both campaigns have now successfully concluded and full reports on each will be delivered next week.
- C7 is to provide NPARC with support on selection of character graphics for future newsletters and the final version of the NPARC Brand Device Guide.
- Our Media and Communication departments are continuing to work on the success of our community awareness campaigns and lifting the profile of NPARC in the community and beyond.

## Stores & Procurement

Stores department remains to continue serving the community. No major changes or training has been delivered in the last month.

### SALES as per Stores Report

	<u>Nov-22</u>	<u>Nov-23</u>		<u>Dec-22</u>	<u>Dec-23</u>
	\$	\$		\$	\$
<b>Internal Sales</b>	45,157.00	57,303.50		50,904.10	42,738.74
<b>External Sales</b>					
		\$			\$
Credit Sales		25,483.70			25,631.10
		\$			\$
EFTPOS Sales		26,613.70			13,828.75
		\$			\$
Direct Debit Sales		406.55			1,159.90
	\$	\$		\$	\$
Other	37,317.00	52,503.95		40,850.16	40,619.75
	\$	\$	\$	\$	\$
<b>Total Sales</b>	82,474.00	109,807.45	27,333.45	91,754.26	83,358.49
					<b>-\$ 8,395.77</b>

Note: External sale figures comparison from 2022 and 2023. No breakup for external sales for 2022

## ICT

Equipment has been received by NPARC, dates are set for Airbridge to return to complete works deferred from last year to January 2024. details below.

- Mobile Starlink installations on 3 x fleet vehicle.
- Umagico Works Depot new Starlink installations for disaster management with added High-performance Radome for increase wind and heat resistance.

New IT Equipment, hardware and software has been purchased in January 2024 to help with the increase of new employees and set up of office spaces for existing employees.

Review in process into external management contract for IT support.

IT officer currently reviewing asset register and looking into implementing a cloud base software for mobile device management.

- IT Officer – Permanent Position for recruitment.
- IT Assistant (1000 Jobs) for recruitment.

## Grants Managements

Peak Services has continued to support Council with new applications, variations to agreements and acquittals.

Grants Administration Officer still yet to be recruited.

Update on progress report is attached as appendix 1.

## Coastal Management

Feedback from Department of Environment and Science (DES) to Alluvium regarding the draft SEMP are very positive. They had suggested some changes for the proposed options for Injinoo Lookout, which we have taken onboard.

NPARC has put in a request for an extension to end of February 2024 for the NPARC SEMP to allow enough time for us to address the recommendations from DES and ensure the necessary amendments are incorporated into the SEMP before finalising the report. Extension has been granted to end of February 2024.

## Property and Facilities

P&F team under the new September 2023 endorsed structure is now reporting to the Building and Infrastructure Executive Manager. With the sudden medical leave for EMBI and a replacement acting EMBI, we have been sharing the management of the team.

Newly appointed Manager of Property and Facilities commence on Wednesday 10<sup>th</sup> of January who will now be reporting to EMBI with limited support from EMFCS.

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

P&F team to work with DoH and Regulatory team to enforce illegal dumping outside of social houses as part of our community clean up. Clean up Australia Day is coming up in March and discussions with community services team are planned for February 2024.

Staff housing annual inspection are schedule for first week in February 2024.

PFM is confirming dates for the annual inspection for Council Social Housing.

Changes to staff house numbers due to separation of NPARC staff and approved leasing to external party.

	Total Count
Total Staff Housing	22
Tenanted	20
Vacant Available	0
Vacant Unavailable	2
Potential Housing Requirements	0

NPARC Housing	Total Count
Total External Tenancy Agreement for Housing	3
3 Bedroom	3
2 Bedroom	1
1 Bedroom	1
Donga	2

Remains unchanged from last report.

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

Social Housing Applications – remains the same this reporting period.

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

## Finance

- Finance Manager has continued to work remotely from Cairns due to conflicting urgent family priority. Support for staff has been overseen by E.M.F.C.S
- Voluntary Redundancy Program

- Consultation process has been completed with the finance team.
- Email has been sent to all finance employees regarding Councils proposed decision to implement a Voluntary Redundancy Program (VRP) for the Finance Department
- Applications will open from Tuesday 9<sup>th</sup> of January 2024 and close on Tuesday 16<sup>th</sup> of January.
- Approved VRP employees last day of work will be Tuesday the 6<sup>th</sup> of February 2024.
- New finance position packages will be advertised for recruitment.
- A review into processes of creditors and receipting functions is planned for February 2024.

### **Debtors Report**

- Statements are sent to debtors monthly, via posted letter and email if available.
- Warning Letters have been sent in 2023 as an attempt to recover overdue balances.
  - 1<sup>st</sup> letter – Payment Reminder overdue balance within 14 days
  - 2<sup>nd</sup> Letter – Payment Reminder overdue balance withing 7 days
  - 3<sup>rd</sup> Letter – Final Notice of overdue balance with 7 days. Warning of referral to debt collection agency.
- Previously there was 3 x staff overseeing 135 debtors each. They are responsible to collect any outstanding debts, account reconciliation and data entry.
  - There has been a change recently second week in January 2024 with this process.
- 1 x employee has been tasked with full duties of debt collection focusing on the next three months. These duties include.
  - Calling/emailing/sending warning letters to all overdue accounts.
  - Sending warning letters to debtors.
  - NPARC has already sent three stages of warning letters to our debtors with overdue accounts.
  - Responsible to source two quotes for debt collection agency.
  - Responsible to collate data on when payment reminder notices have been sent to debtors in preparation to give to debt collection agency.
  - Working in conjunction with external party checking the accuracy of data processing.
- NPARC to seek external help with detailed review of all debtors regarding charges.
- Bank Reconciliation - Additional support has been provided to help process overdue transactions to bring back rec up to date.
  - Delays are due to
    - Staff availability – Risk has been identified and measure put in place to reduce this.
    - Grants receipting – lack of RCTI or remittance being received to be able to process receipt of grant payment.
      - Additional support improvements to processes have been put in place to help with this risk.
- 90 Days & 60 Days focused targets;

90 Days Outstanding	Number of debtors
debts owing over 100,000	8
Debts owing between \$50,000 - \$100,000	10
Debts owing between \$50,000 - \$20,000	24
Debts below \$20,000	269
60 Days Outstanding	Number of debtors
debts owing over 100,000	NIL
Debts owing between \$50,000 - \$100,000	1
Debts owing between \$50,000 - \$20,000	1
Debts below \$20,000	58

## GRANTS

Funding Program name	Component	Update
TSRA	In progress	Cultural Art and Heritage Programme has been delivered, including two art workshops. Acquittal has been submitted to TSRA.  Tourism Officer and Events Coordinator acquittal is overdue but are underway.
QLD Remembers	In progress	Restoration of NPA War Memorial honour board plaque project is in establishment phase, to be completed before 24/05/2024. Funding received only for the Heritage Specialist Consultant. Extension for the progress report now due 30/01/2024
NPA - Get Ready Queensland	In progress	2022-23 Get Ready Queensland acquittals underway.
RIO-Tinto	In progress	Multi-purpose Hall Tables and Chairs Property and Facilities managing this project, updates once payment confirmation received
Grant Pajinka Toilet Block   DRDMW	In progress	Project delayed due to access to material and project manager on unforeseen leave. Works to be completed: plumbing, carpentry fit out and painting.
Department of Environment and Science - Local Government Illegal Dumping Partnerships	In progress	Due to Regulatory manager position being vacant there is currently an underspent in this funding agreement. Council to request an variation to the end of this funding agreement.
Coastal Clean-up project Grants Round 1	In progress	Project commenced and in establishment phase
NIAA Rangers Program	NPA Rangers	Acquittal complete and sent to auditors 7/11/23
Dept. of Health and Aged Care, Grant Funding - P4272 - G3YWDN6 - DOV	In progress	Aged and Home Care Deed of variation of funding – completed
NIAA 1000 Jobs	In progress	New activity has commenced and will end on 31/10/2025. 7 new positions are currently being filled and all are required to be filled by 13/10/2023  Council working closely with NIAA to finalise overdue acquittals. Tranche 1 now complete and Tranche 2 is underway.
Department of Health and Aged	In progress	Project leads and finance team working with department to ensure reporting is up to date. My gov and new Government

Care – NAPS ID 3212		Provider Management System portal access has been an issue. Nil reports for July - September 2023 Quarterly Financial Report (QFR) were completed.
QLD State Library RE: 2022-23 Annual Report	In Progress	Annual report and Acquittal now completed
First 5 Forever (QLD State Library)	In Progress	Annual report completed.
Creative Australia	In progress	Variation approved on the funding agreement so that the grant activities can support the NPA cultural festival 2024
Indigenous Employment Initiative Program (IEI) Funding Agreement	In Progress	Reporting now complete and new funding agreement signed. Quarterly report is currently underway.
ActiveKit and Deadly Active Sports grants	In Progress	Council is working with Department to finalise overdue financial and performance reports.
Building our Region Round 6 - Planning - NPARC BoR R6 Pla 0035	In Progress	Next report due January 2024.
DAF Fishing Grant	In progress	The portion of the Seisia Beachfront Upgrades (amenities) project funded by DAF is complete. Acquittal in progress.
Growing Regions Program – Round 1	Application in progress	EOI successful for the reconstruction and strengthening of the existing Airport runway pavement. Detailed application is in progress to be submitted January 2024.
NIAA Junior Rangers	Application unsuccessful	Application for Apudthama Junior Rangers program submitted August 2023. Notification of unsuccessful outcome, seeking feedback.
Commonwealth Regional Connectivity Program	Application Submitted	Application for improved digital connectivity project pending notification of successful/unsuccessful outcome, anticipated announcement September-October 2023 Still waiting notification.
Ely Trust	Application Submitted	Application for Arts Exhibition trip to Cairns Dev applied for grants through Ely Trust to support him and local artists to go to Cairns for an Art exhibition Application submitted waiting outcome Still waiting notification.
Rio Tinto	Application Successful	Application successful for Art Centre to deliver fashion workshops and engagement of local artists in Darwin and Cairns Indigenous Art Fairs.

Live Music Australia	Application successful	Application submitted requesting funding for Artist performance fees and audio-sound equipment/technicians for the NPA cultural festival 2024. Application was successful for full requested amount.
CNLGG 2023_2024 application	Application successful	Funding received for the Bamaga - New Mapoon Link Funding agreement in progress of being set up.
Indigenous Regional Arts Development Fund (IRADF)	Application submitted	Application seeking funding for activities to be delivered by the Art Centre in support of the NPA cultural festival 2024. Still waiting notification.
Regional Precincts Partnership Program – Planning Steam	Progress to application	Jardine River Precinct Pending community and partner consultation to confirm scope.
Regional Precincts Partnership Program – Delivery stream	Progress to application	Injinoo Historical Village Precinct Pending community and partner consultation to confirm scope.
Festivals Australia funding	Identified opportunity	Art Centre Manager preparing projects to support the NPA cultural festival 2024.  Looking to apply in January 2024
Dept. Sport and Rec Minor Infrastructure and inclusive facilities Program Grant	Application didn't proceed.	2 x applications for Bamaga Oval (grandstands and surface upgrades) and Umiagco (installation irrigation system) are in progress for submission in November 2023. Applications not submitted due to overdue reports and challenges in securing quotes.
Queensland Resilience and Risk Reduction Fund 2023-24 funding	In progress	Identified projects currently in progressed for applications: 1. Back up generators for essential services 2. Design and construct to seal the backroad from Umagico to New Mapoon – Sawyers Road Extension received and applications to be submitted January 2024.
RAUP - Bamaga Airport safety upgrades	Submitted	Upgrades to fencing and drainage at the airport.
SES Support Grants - New Vehicle for SES	Submitted	Application in development to purchase replacement vehicle for SES Unit.
Active Women and Girls Program – Category Two	In progress	Application in development for Promoting Sports for Women & Girls of the NPARC

TMR CNLGG	New funding agreement	Council received new funding agreement for Cycle Network Local Government Grants Program to deliver designs for shared pathways in Bamaga, New Mapoon and Seisia Wharf.
Indigenous Visual Arts Industry Support (IVAIS) Program.	Identified opportunity	NPARC is seeking IVAIS funding to build the capacity of the NPA Art Centre with a two-year project that will include delivery of workshops, engage art centre trainees and exhibition support.
NIAA Indigenous Rangers Program Expansion Round One	Identified opportunity	Council reviewing opportunity to apply expand current Ranger program. Application close in February 2024.
Community Broadcasting Foundation	Identified opportunity	Council reviewing opportunity to apply for operational and content funding for local radio station. Applications open in January 2024.
Joint funding opportunity with TSRA and BEL	Identified opportunity	Council reviewing opportunity to fund upgrades at the Bamaga Cemetery. Finalising acquittals with TSRA to enable new applications.
Indigenous Workforce and Skills Development Grant	Identified opportunity	Council reviewing opportunity to funding training for staff through this opportunity.

**Title of Report:** December Information Report

**Agenda Item:** 10.4

**Classification:** For information

**Author** A/Executive Manager, Building & Infrastructure

**Attachments** Nil

## Officers Recommendation:

**That Council:**

Note the Report

## PURPOSE OF REPORT

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

## BACKGROUND AND CONTEXT

**Building Manager update**

### NPARC Interim Capital Grant - Duplex

All practical works have now been completed. Inspector has been to site, has found defects that will need to be fixed. Waiting on ERGON to hook up power so electrician can do his final test. Once that is done house can be handed over.

### NPARC Job Cards / Minor Works

Works are at a manageable level, currently there are 146 aged job cards as shown in table below. For the month December QBuild has been looking after the portal while NPARC looks after aged Job Cards. NPARC currently has 155 active jobs in the portal which have been shared out to Contractors

#### Maintenance Overview

Days Outstanding	Work Order
< 30	1
> 30-60	5
> 61-90	15
> 91-120	51
> 121-180	58
> 181-365	16
> 366-720	0
<b>Grand Total</b>	<b>146</b>

Meeting held on 15<sup>th</sup> December with contractors to discuss process of handling maintenance works and time management, contractors advised to carry out works according to response priority time given on work orders

### **NAHA 5 x Plugins**

Successful tender has been awarded to HC Builders; works will commence late November/December once materials are trucked in to the NPA.

**Completion - late JUNE 2024**

### **Current Unscheduled Work / Upgrade Works 22/23**

Current works are ongoing, scopes of works include carports, reroofing, bathrooms, and kitchen upgrades and DISMODS. There was a JOM meeting to discuss the works that will be issued and how NPARC was going to be able to handle load of works with a new budget of 15m. Tenders for upcoming works have been coming Quick and fast for works to start early January

- Vacant House Works.... These works are an ongoing works scheduled in for transitional housing
- 5 x Major upgrade – 277 Yusia St Bamaga - 15 Bond St New Mapoon (DISMOD works) -129 Moses Cl Injinoo (DISMOD works) – 192 Wasiu St Bamaga (DISMOD works) 3 Wilson St Umagico - 78 Sebasio St Bamaga
  - **3 Wilson St Umagico Completed**
- 10 x Bathroom Upgrade
- 10 x Flooring Upgrade
- 5 x Carports
- 10 x Kitchens
- 7 x Laundry
- 4 x DISMOD... minor works
- 5 x Reroof
- 30 x Re paint

### **Capital Projects Update – Shane Waller (Project Manager)**

#### **Ranger Shed**

Construction of Ranger Shed structure is 90% complete.

#### **Seisia Esplanade W4Q & DAF**

DAF project is completed, property power pole and wiring to BBQ is completed, waiting for Ergon to connect to mains

W4Q works to commence in new year

#### **William Crescent Park Upgrade**

Basketball court and shelter slabs are complete, B/Ball court pole and hoop have been installed, Painting of court has been re-scheduled for January

### **Community Housing Project Management Services – RFT**

Lackon & Struxi Design team presented designs to Council on 7<sup>th</sup> December 2023, follow up on design is arranged for 9<sup>th</sup> January 2024. Report tabled at this meeting.

### **Mutee Heads Campgrounds W4Q 21-24**

Toilet block supplier (Gough plastics) have supplied all tanks, tanks are stored at the Carpenter shed at Injinoo, Toilet block flat pack is held in storage in Cairns

### **Laundry Mat**

Works are 98% completed, as electrical parts and materials have arrived, works are continuing with expected completion in January 2024.

### **Pajinka Toilets**

Materials for the job are now on site, there have been issues with sea swift loading and unloading gear destined for NPA. Plumber is scheduled to finish works start of November, unfortunately not all materials have arrived which has put works on hold.

**Completion late January 2024**

### **NPARC Carpenters**

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

### **Injinoo Kitchen**

Works have come to a standstill due to no storage space with Property & Leasing taking up space with gear. Since then, team has found funding to sort out the shed at the back of Injinoo Hall. Gear is in the NPA, NPARC Carpenter team will start works late in November. Once works are completed Property Leasing can moved out and works can start on upgrade of the proposed kitchen.

**Completion TBA**

**Batching Plant Report** - provided by Operations Report

**Property & Facilities** – provided by Finance & Corporate Services Report

## **CRITICAL DATES**

N/A.

## **OTHER OPTIONS CONSIDERED**

N/A.



## LEGAL AND LEGISLATION CONSIDERATIONS

N/A

## POLICY CONSIDERATIONS

N/A.

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

## FINANCIAL AND RESOURCE CONSIDERATIONS

## CONSULTATION

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

**Title of Report: Financial Statement Analysis**

**Agenda Item: 11.2**

**Classification: For Noting**

**Author Chief Executive Officer**

**Attachments Attachment A. Financial Statement Analysis Report**

## Officers Recommendation:

### That Council:

- Notes the report

## PURPOSE OF REPORT

To provide detail and report on Financial Statement Analysis.

## BACKGROUND AND CONTEXT

During the December Meeting, council requested information on any trending data in the financials for NPARC.

To support this, CEO undertook a financial statement analysis and the report is attached.

The report details findings using a variety of analysis techniques throughout the report. The techniques and ratios are defined and explained through the report.

The report identifies continual areas for improvement and evidence of some strong financial results for Northern Peninsula Area Regional Council. Management should take note of the findings within this report, to ensure that there is ongoing continuous improvement in financial management and the position of the council to ensure sustainability into the future.

## CRITICAL DATES

NA

## FINANCIAL AND RESOURCE CONSIDERATIONS

NA

# Northern Peninsula Area Regional Council Financial Statement Analysis

## 1 INTRODUCTION

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A financial statement analysis was completed on Comprehensive Income, Financial Position and Cash Flow statements of Northern Peninsula Area Regional Council from FY2017-18 to FY2022-23. The purpose of this analysis was to understand any significant changes in performance over this time.

## 2 DATA SOURCES

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Financial statement analysis was complete for Northern Peninsula Area Regional Council using the following data sources

- Audited Financial statements for YE2018, 2019 & 2020
- Non-audited Financial Statements for YE2021\* & 2022
- Internal financial reports for YE2023

The non-audited Financial Statements for YE2021\* & 2022 include restated figures for the 2021 FY due to a number of material errors identified during audit. These figures and the YE2022 figures have been subject to internal testing by NPARC Management and Internal Auditors and can be relied on with a high degree of confidence.

The Internal financial reports for YE2023 are management reports. There is still further testing required on figures, in particular relating to lease receivables, non-current provisions and cash flow.

## 3 METHODS

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The following methods were used

- Horizontal analysis
- Ratio analysis including relevant liquidity and sustainability ratios
- Linear trendline analysis

### 3.1 HORIZONTAL ANALYSIS

Horizontal analysis is Common-size analysis that involves comparing a specific statement with that Statement in prior or future time periods. In this case, horizontal analysis was completed on the Statement of Comprehensive Income and Statement of Financial Position using the FY2018 as the base figure. The purpose of this analysis was to understand if there was any significant change between FY2018 and FY2023 removing the impact of size.

## 3.2 RATIO ANALYSIS

A number of ratios were calculated to assist with interpretation of financial statements. This included standard liquidity ratios as well as ratios identified in the Local Government Financial Sustainability Framework. These ratios are defined within the report at time of discussion to assist with understanding.

## 3.3 LINEAR TRENDLINE ANALYSIS

A number of figures were graphed using Excel, with a linear trendline added to provide a R2 value and co-efficient. The R2 value (or coefficient of determination) indicate how well the regression line approximates the actual data. A 0 indicated that the model does not explain any of the variation around the mean, and goes on a sliding scale towards 1.

The trendline provides an idea of the direction of a value over time and represented by the equation  $y=mx+b$ , where  $m$  is the slope of the line and  $b$  is the y-intercept. A negative  $m$  indicates a value trendline that decreases over time, while a positive  $m$  indicates a value trendline that increases over time. The larger the value of the 'm' the larger the slope of the line.

# 4 ANALYSIS

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## 4.1 NON-CURRENT ASSETS & DEPRECIATION

One of the biggest impacts is the increase in non-current assets over the time period. Total non current assets increased by over \$85mil over the time period, mainly through increases to the value of property, plant and equipment. \$39mil of this increase related to asset revaluation, with the remaining \$46mil relating to new asset acquisitions. This drove a significant increase in total assets and corresponding equity of the council. It also had a flow on effect to depreciation costs within the Statement of Comprehensive Income, with depreciation increasing by 83.63% from 2018, impacting significantly on operating result. Depreciation is an accounting practice that is used to spread the cost of an assets over its useful life, and the annual amount represents how much of the book value of the asset has been 'used up' in the year. Depreciation is a non-cash transaction to allow the council to spread the cost of the physical asset over a period of years for accounting purposes.

Non-current assets have flow on indirect impacts on material and service costs due to increase repairs and maintenance and insurance costs. Management should be mindful of the impact of non-current assets and ensure growth is achieved in a sustainable manner that does not have an impact on the financial position of council.

## 4.2 ACCOUNTS RECEIVABLES & PAYABLES

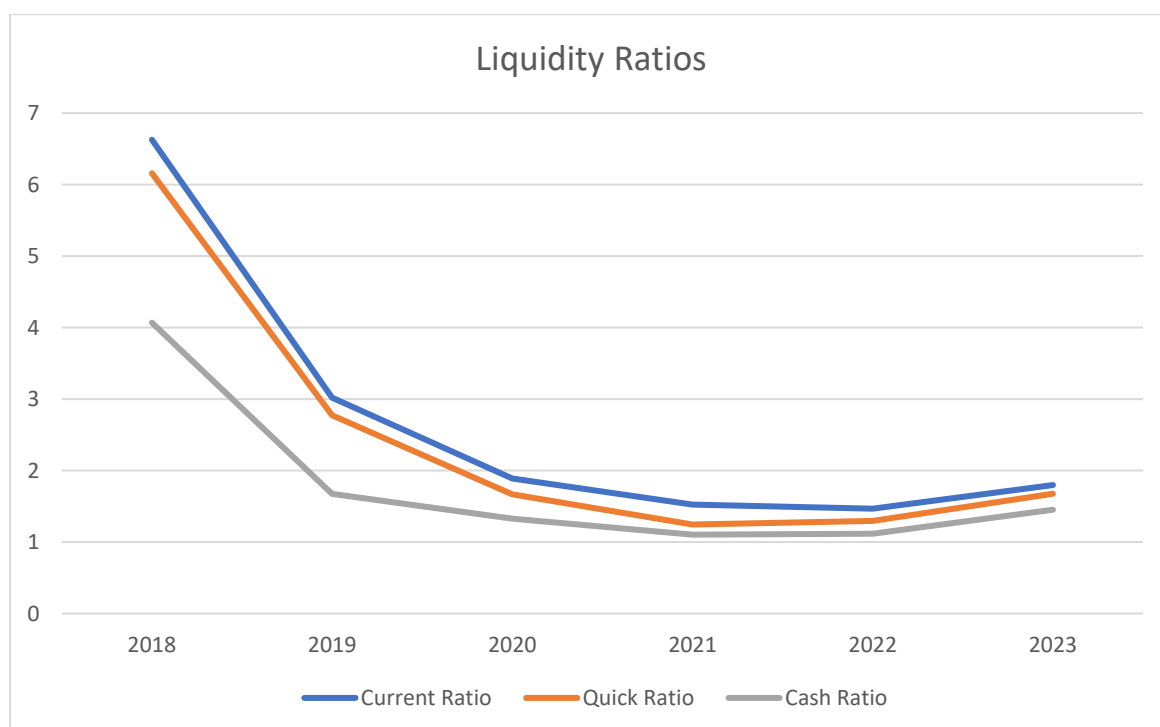
The total amount of both account receivables and payables have decreased over the time period.

Account receivables is money owing to Council. Accounts Receivables Turnover and Days of sales outstanding (DSO) represent how effectively the council is collecting sales made on credit, with turnover represented by revenue divided by average account receivables. Over the time period, the accounts receivable turnover increased and the DSO decreased representing improvements in the efficiency of accounts receivables. On average accounts are being paid within 18 days, while in 2018 DSO was 64 days.

Conversely, accounts payable is money the council owes to suppliers. Accounts Payable Turnover represents theoretically how many times per year the company pays off all its creditors and the Number of Days of Payables represents the average number of days the council takes to pay its suppliers. Over the time period the accounts payable turnover has increased, and the number of days of payables has decreased. Comparatively, liquidity ratios have improved across the council suggesting the council has improved its ability to make payments on time. In 2018, Number of Days of Payables was 38.98, which increase slightly in 2019-2021 before reducing to 35.03 days in 2023.

### 4.3 LIQUIDITY

Current and Quick ratio both measure the short term liquidity. The current ratio divides current assets by current liabilities, while quick ratio divides cash and cash equivalents and accounts receivables by current liabilities and is more conservative as the current ratio includes accounts such as inventory which may be more difficult to liquidate or receive quickly without discount. Cash ratio divides cash and cash equivalents by current liabilities and represents the council's liquidity in crisis situation. Over the time period, the three ratios have both decreased before improving again. These ratios are graphed below to show changes over time. While the council remained solvent at all times, increasing liquidity ratios represent a greater ability to meet short-term obligations. As short term obligations including contract liabilities, a cash ratio above 1 is a good result for NPARC.



### 4.4 CONTRACT LIABILITIES

Contract liabilities occur when grants are received in excess of what has incurred in relation to a contract or in constructing an asset or in other words, funds that have been received in advance for works yet to be completed. This item of the Statement of Financial Position has shown the greatest relevant movements since 2018 from \$528k to \$6.7mil. This may be a result of additional capital funding being provided to the Council or timing issues with the completion and payment of capital work milestones. Council should ensure there are robust systems in place to track and manage

contract liabilities to ensure funds are reallocated from the contract liabilities at relevant points in time. This will also reduce the pressures of restricted cash on cashflows.

#### 4.5 RETAINED SURPLUS

Retained earnings are the cumulative net earnings or profits of the council after accounting for other equity figures. Retained surplus is an important variable for assessing financial health because it shows the net income that the council has saved over time, and therefore has the ability to reinvest in the business. Over the time period, retained earnings grew by 28.97% from \$123mil to \$159mil.

#### 4.6 REVENUE

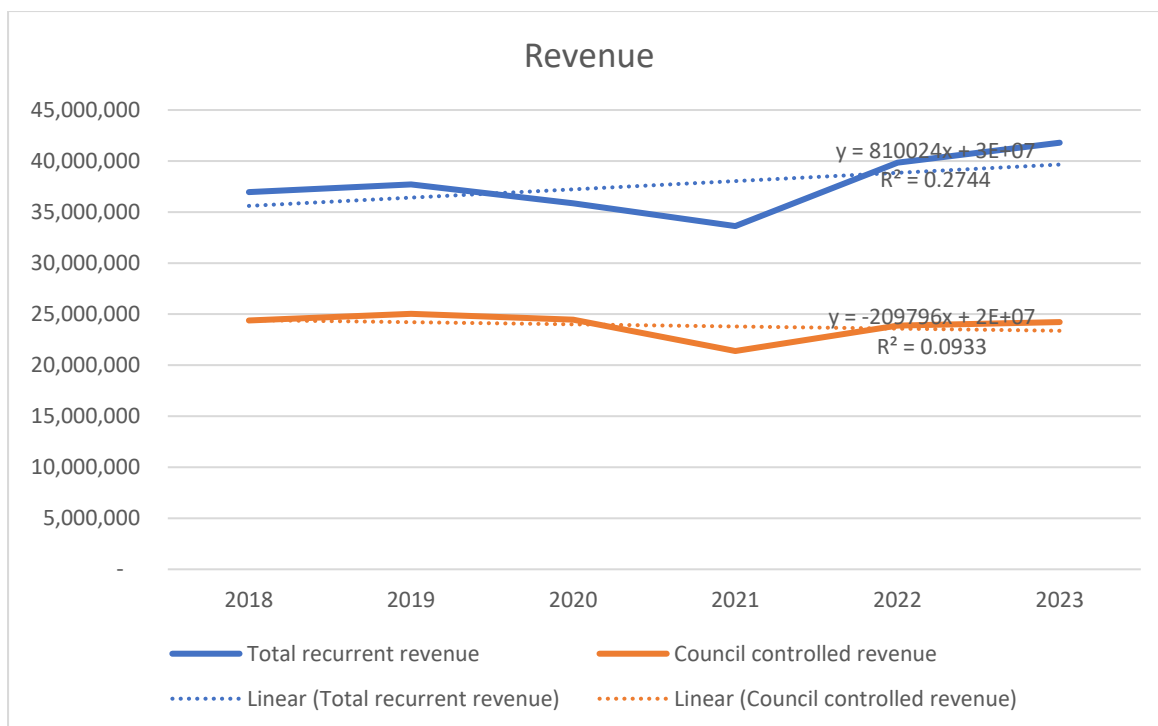
Council revenue is comprised of recurrent revenue and capital revenue. For the purposes of this analysis, focus will primarily remain on recurrent revenue.

Council Controlled revenue is an indicator of the council's financial flexibility, ability to influence its operating income and capacity to respond to unexpected financial shocks. For NPARC, the result has been calculated by taking away grant income and other income from total recurrent income. While this differs from the definition used by Department of Local Government, NPARC has good control over these income sources being

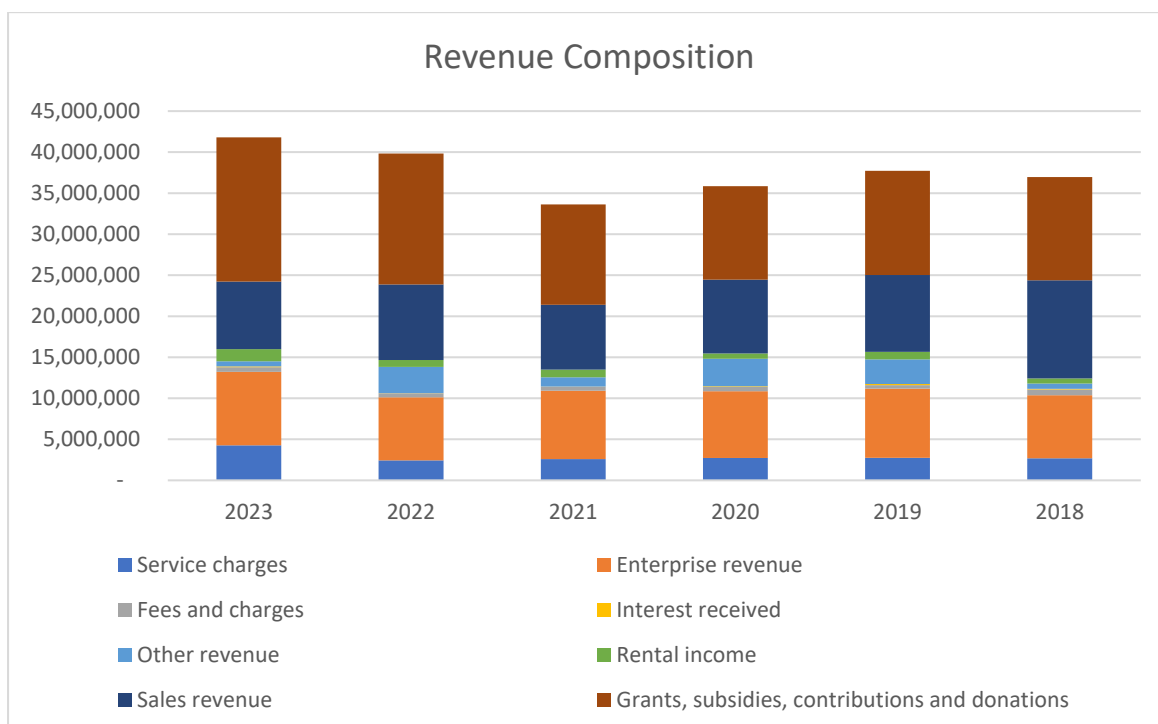
- Service charges (charges for water, sewer and garbage)
- Enterprise charges (income from council enterprises such as batching plant, Jardine Ferry, supermarket and service station)
- Fees and charges
- Interest received (primarily from the QTC investment)
- Rental income (from the renting of council assets)
- Sales revenue (from the delivery of BAS upgrade and maintenance works)

By including these additional sources, it provides a more contextual understanding for council on revenue that is under its control.

The ratio is calculated by dividing this figure by total recurrent income to provide a percentage of income controlled by council. Council controlled revenue has remained relatively steady over the time period. Alternatively recurrent revenue has increased over the period, although it should be noted this is a relatively weak trend. This indicates that grant and other income sources have increased over the time period, as the result of increased advocacy and grant applications.



As an Indigenous Council unable to rate land within the DOGIT, NPARC will always have a degree of reliance on grant income sources. However, the council controlled revenue ratio shows that over 50% of revenue is from non-grant sources, with the ratio at 0.56 (or 56%) for YE2023. A focus on increasing council controlled revenue sources will support the sustainability of the council into the future.



## 4.7 EXPENSES

As indicated earlier, the main impact on expenses within the time period has been increasing depreciation costs aligned with increases in the value of non-current assets. Over the time period, there has been a decrease in finance costs. Materials and services costs have remain relatively steady only growing by 2.17% over the time period. Employee benefits have increased by 24.18% from \$10.66mil to \$13.24mil. As an indirect result of amalgamation, NPARC has a certified agreement in place with staff which offers greater conditions and wages than the state award. Wage increases have also been above the state wage case, which would account for some increase within expenses.

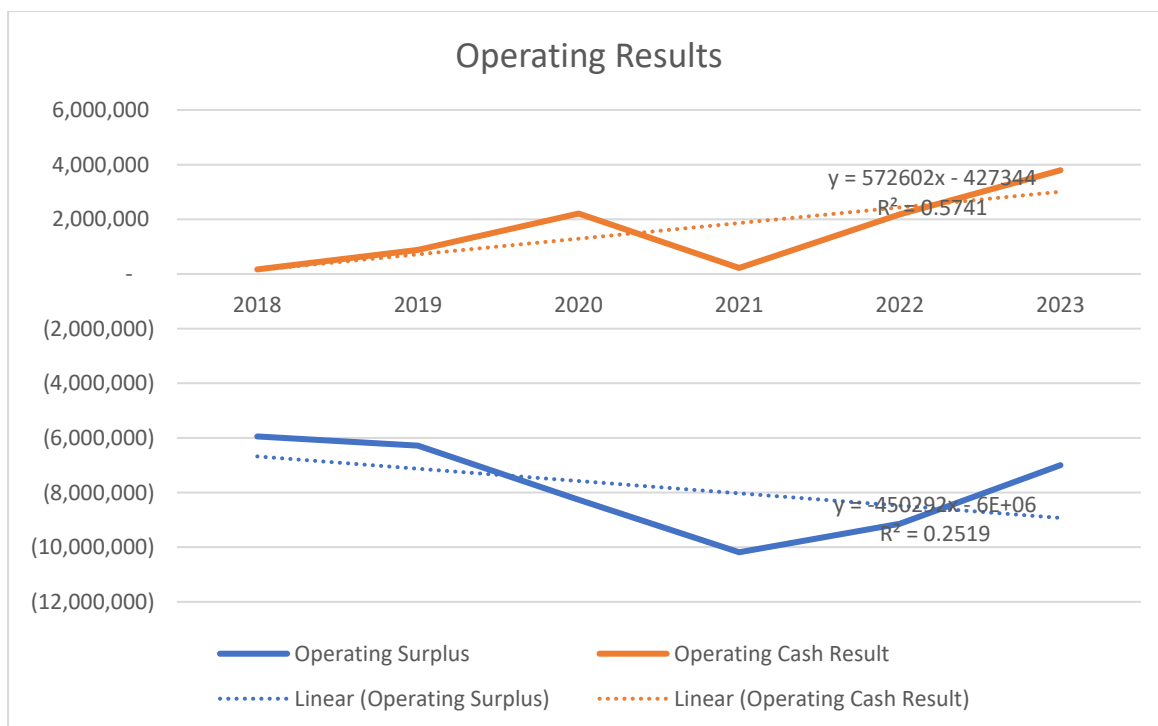
## 4.8 OPERATING RESULTS

The operating surplus ratio is an indicator of the extent to which operating revenues generate cover operational expenses. Any operating surplus would be available for capital funding or other purposes. Operating surplus is calculated by taking recurrent expenses away from recurrent income. This figure is then divided by recurrent income to calculate the ratio.

Alternatively, the operating cash ratio is a measure of a council's ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation and finance costs. It is calculated by adding depreciation, amortisation and finance costs to the operating result and dividing the amount by operating revenue.

The relative operating results have been plotted below. The operating surplus has a weak declining trend over the time period. This is to be expected due to the significant increases in depreciation costs. This is further demonstrated by the operating cash results which show a stronger increasing trend over the time period of approximately \$572k pa.

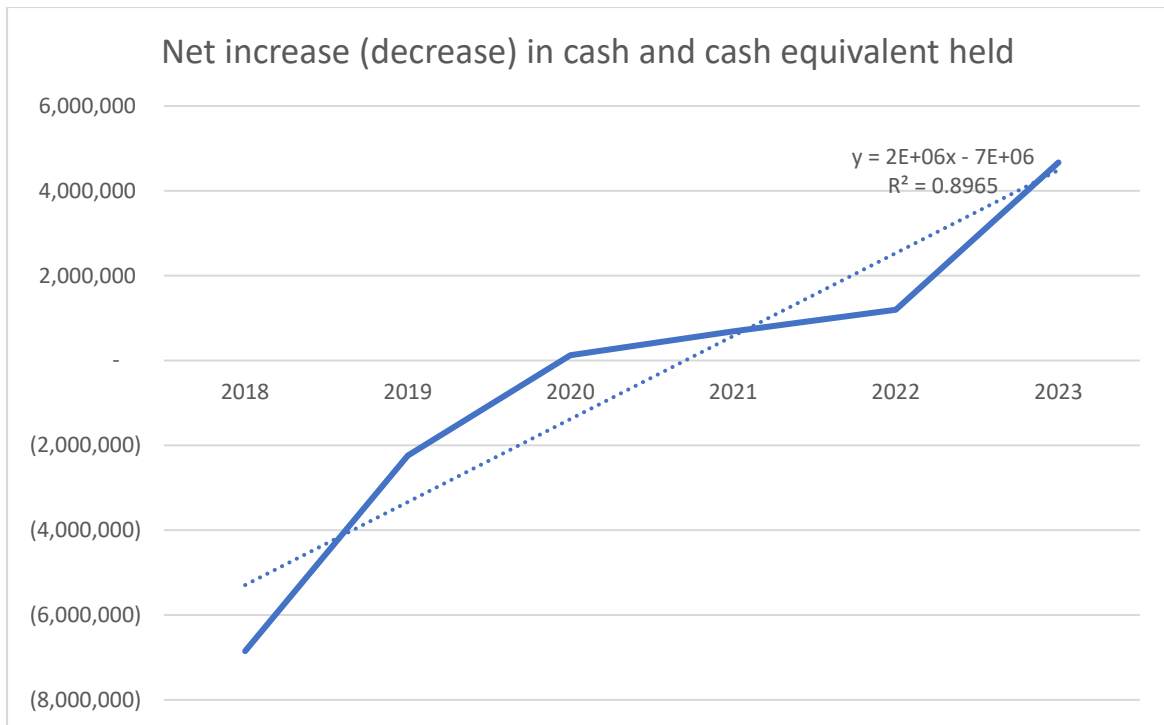
NPARC relies on grant income for the construction and replacement of assets. Therefore the operating cash result (and ratio) may be of more benefit contextually to the council during the short-to-medium term. However, in the long term, to reduce reliance on grant funding, further focus should be given to addressing the deficit in operating surplus and ensure council is self-funding asset renewal.



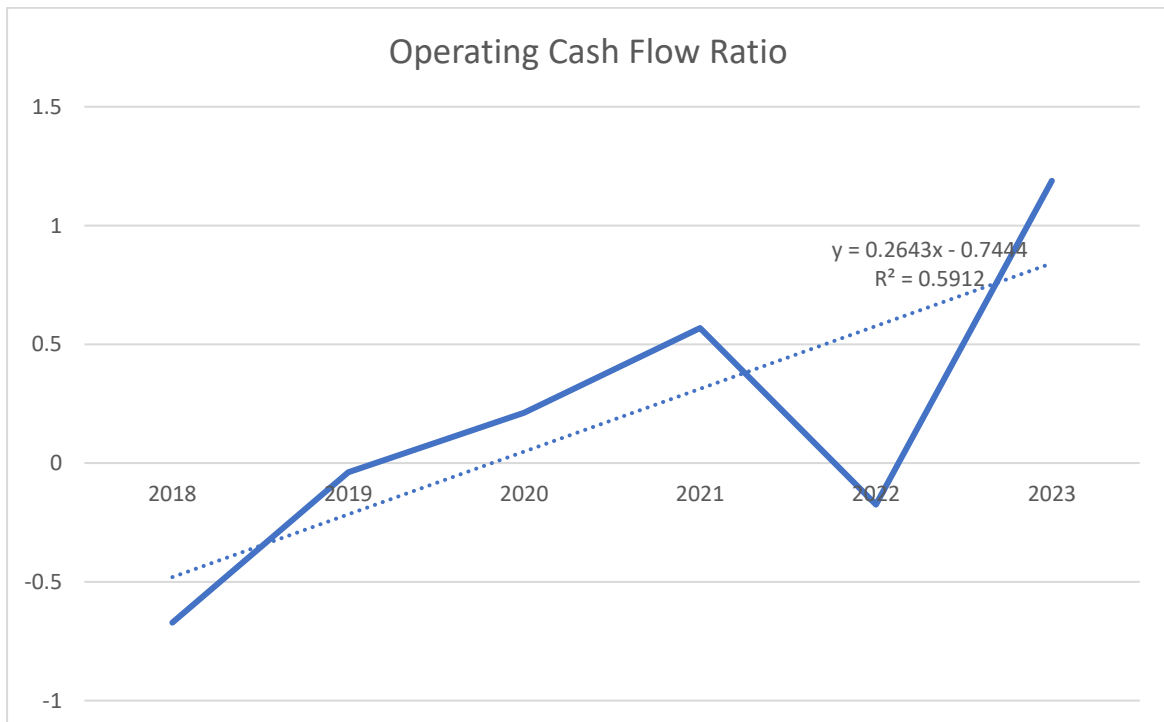
## 4.9 CASH FLOW

One of the main areas of improvement is the net increase (decrease) in cash and cash equivalent held. Between YE2018 to YE2023, there was a \$11.5mil improvement in cash. When plotted, cash shows a strong trend of increase of \$2mil each financial year. In financial years YE2018 and YE2019, the Council lost cash each year, showing the council was using more cash than it was making over the financial years. Cash was lost from operating, investing and financing activities.

Over recent years, it is evident management has had a focus on improving cash within operating and investing activities; and ceased financing activities. Positive cash flow is important to the sustainability of the council as it indicates that liquid assets are increasing, enabling it to cover obligations, reinvest in its business, pay expenses, and provide a buffer against future financial challenges.



In addition, the operating cash flow ratio represents council's ability to pay its debts with its existing cash flows. It is determined by dividing operating cash flow by current liabilities. It should not be confused with the operating cash ratio discussed earlier. A ratio greater than 1.0 indicates that a council is in a strong position to pay its debts without incurring additional liabilities. While there are still improvements needed moving forward, recent trend has seen a steady increase in the operating cash flow ratio and this should remain a focus on management.



## 5 CONCLUSION

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While there are continual areas for improvement, there is evidence of some strong financial results for Northern Peninsula Area Regional Council. Management should take note of the findings within this report, to ensure that there is ongoing continuous improvement in financial management and the position of the council to ensure sustainability into the future.

## Statement of Comprehensive Income

			Restated*			
	2023	2022	2021	2020	2019	2018
	\$	\$	\$	\$	\$	\$
<b>Income</b>						
<b>Revenue</b>						
<b>Recurrent revenue</b>						
Service charges	4,277,514	2,433,516	2,598,930	2,721,484	2,746,800	2,686,908
Enterprise revenue	8,935,804	7,682,116	8,326,860	8,132,784	8,428,259	7,694,644
Fees and charges	574,091	490,802	472,924	529,910	432,247	704,266
Interest received	102,508	15,500	29,889	72,635	138,057	60,519
Other revenue	628,999	3,204,699	1,135,332	3,373,560	2,993,810	642,308
Rental income	1,475,518	836,706	935,496	627,548	924,796	633,825
Sales revenue	8,230,777	9,215,648	7,887,147	9,006,904	9,366,649	11,964,683
Grants, subsidies, contributions and donations	17,570,982	15,958,954	12,241,155	11,394,384	12,686,066	12,565,327
<b>Total recurrent revenue</b>	<b>41,796,191</b>	<b>39,837,941</b>	<b>33,627,734</b>	<b>35,859,208</b>	<b>37,716,683</b>	<b>36,952,480</b>
<b>Capital revenue</b>						
Grants, subsidies, contributions and donations	6,812,428	5,121,554	8,594,356	54,092,712	6,149,714	7,586,972
Capital income	-	280,290	-	-	-	-
<b>Total capital revenue</b>	<b>6,812,428</b>	<b>5,401,844</b>	<b>8,594,356</b>	<b>89,951,920</b>	<b>43,866,397</b>	<b>44,539,452</b>
<b>Total income</b>	<b>48,608,619</b>	<b>45,239,785</b>	<b>42,222,090</b>	<b>89,951,920</b>	<b>43,866,397</b>	<b>44,539,452</b>
<b>Expenses</b>						
<b>Recurrent expenses</b>						
Employee benefits	(13,242,056)	(13,856,110)	(12,645,859)	(12,816,329)	(12,607,105)	(10,663,564)
Materials and services	(24,758,511)	(23,801,760)	(20,760,008)	(20,694,279)	(23,100,094)	(24,233,538)
Finance costs	(19,495)	(796,078)	82,075	(1,331,488)	(352,888)	(245,445)
Depreciation and amortisation						
Property plant and equipment	(10,776,000)	(10,525,362)	(10,489,752)	(9,147,084)	(6,813,796)	(5,868,470)
Other expenses	-	-	-	(136,345)	(1,126,019)	(188,082)
	<b>(48,796,062)</b>	<b>(48,979,310)</b>	<b>(43,813,544)</b>	<b>(44,125,525)</b>	<b>(43,999,902)</b>	<b>(42,899,099)</b>
<b>Capital expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(62,893)</b>	<b>(4,371,430)</b>
<b>Total expenses</b>	<b>(48,796,062)</b>	<b>(48,979,310)</b>	<b>(43,813,544)</b>	<b>(44,125,525)</b>	<b>(44,062,795)</b>	<b>(47,270,529)</b>
<b>Net result</b>	<b>(187,444)</b>	<b>(3,739,525)</b>	<b>(1,591,454)</b>	<b>45,826,395</b>	<b>(196,398)</b>	<b>(2,731,077)</b>
<b>Other comprehensive income</b>						
<b>Items that will not be reclassified to net result</b>						
Increase / (decrease) in asset revaluation surplus	-	13,102,796	-	4,507,242	12,664,955	7,232,843
<b>Total other comprehensive income for the year</b>	<b>-</b>	<b>13,102,796</b>	<b>-</b>	<b>4,507,242</b>	<b>12,664,955</b>	<b>7,232,843</b>
<b>Total comprehensive income for the year</b>	<b>(187,444)</b>	<b>9,363,271</b>	<b>(1,591,454)</b>	<b>50,333,637</b>	<b>12,468,557</b>	<b>4,501,766</b>

## Statement of Comprehensive Income

### Horizontal Analysis

	Restated*				
	2023	2022	2021	2020	2019
	%	%	%	%	%
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent revenue</b>					
Service charges	59.20%	-9.43%	-3.27%	1.29%	2.23%
Enterprise revenue	16.13%	-0.16%	8.22%	5.69%	9.53%
Fees and charges	-18.48%	-30.31%	-32.85%	-24.76%	-38.62%
Interest received	69.38%	-74.39%	-50.61%	20.02%	128.12%
Other revenue	-2.07%	398.93%	76.76%	425.22%	366.10%
Rental income	132.80%	32.01%	47.60%	-0.99%	45.91%
Sales revenue	-31.21%	-22.98%	-34.08%	-24.72%	-21.71%
Grants, subsidies, contributions and donations	39.84%	27.01%	-2.58%	-9.32%	0.96%
<b>Total recurrent revenue</b>	13.11%	7.81%	-9.00%	-2.96%	2.07%
<b>Capital revenue</b>					
Grants, subsidies, contributions and donations	-10.21%	-32.50%	13.28%	612.97%	-18.94%
Capital income					
<b>Total capital revenue</b>	-84.70%	-87.87%	-80.70%	101.96%	-1.51%
<b>Total income</b>	9.14%	1.57%	-5.20%	101.96%	-1.51%
<b>Expenses</b>					
<b>Recurrent expenses</b>					
Employee benefits	24.18%	29.94%	18.59%	20.19%	18.23%
Materials and services	2.17%	-1.78%	-14.33%	-14.60%	-4.68%
Finance costs	-92.06%	224.34%	-133.44%	442.48%	43.77%
Depreciation and amortisation					
Property plant and equipment	83.63%	79.35%	78.75%	55.87%	16.11%
Other expenses	-100.00%	-100.00%	-100.00%	-27.51%	498.69%
	13.75%	14.17%	2.13%	2.86%	2.57%
<b>Capital expenses</b>	-100.00%	-100.00%	-100.00%	-100.00%	-98.56%
<b>Total expenses</b>	3.23%	3.61%	-7.31%	-6.65%	-6.79%
<b>Net result</b>	-93.14%	36.92%	-41.73%	-1777.96%	-92.81%
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to net result</b>					
Increase / (decrease) in asset revaluation surplus	-100.00%	81.16%	-100.00%	-37.68%	75.10%
<b>Total other comprehensive income for the year</b>	-100.00%	81.16%	-100.00%	-37.68%	75.10%
<b>Total comprehensive income for the year</b>	-104.16%	107.99%	-135.35%	1018.09%	176.97%

## Statement of Financial Position

	2023	2022	Restated*	2020	2019	2018
	\$	\$	2021	\$	\$	\$
<b>Current assets</b>						
Cash and cash equivalents	13,999,921	12,452,017	11,255,465	10,569,307	10,442,930	12,681,960
Receivables	2,163,281	1,982,503	1,444,709	2,711,946	6,865,379	6,514,377
Inventories	940,502	995,436	1,154,258	1,052,597	1,036,129	965,705
Other Financial Assets	207,320	918,231	1,679,976	731,005	501,552	494,139
<b>Total current assets</b>	<b>17,311,023</b>	<b>16,348,188</b>	<b>15,534,408</b>	<b>15,064,856</b>	<b>18,845,960</b>	<b>20,656,181</b>
<b>Non-current assets</b>						
Property, plant and equipment	220,607,802	214,729,620	207,507,250	204,886,131	153,371,318	138,943,634
Lease receivable	17,421,672	17,421,672	15,367,280	15,853,860	15,383,800	13,376,064
<b>Total non-current assets</b>	<b>237,669,473</b>	<b>232,151,292</b>	<b>222,874,530</b>	<b>220,739,991</b>	<b>168,755,118</b>	<b>152,319,698</b>
<b>Total assets</b>	<b>254,980,496</b>	<b>248,499,480</b>	<b>238,408,938</b>	<b>235,804,846</b>	<b>187,601,078</b>	<b>172,975,879</b>
<b>Current liabilities</b>						
Payables	1,860,182	2,891,973	3,252,722	3,795,022	3,372,841	2,588,308
Borrowings						319
Contract liabilities	6,702,856	7,023,765	5,534,848	2,905,995	2,869,469	528,428
Provisions	1,076,173	1,230,255	1,414,318	1,271,404	-	-
<b>Total current liabilities</b>	<b>9,639,211</b>	<b>11,145,993</b>	<b>10,201,888</b>	<b>7,972,421</b>	<b>6,242,310</b>	<b>3,117,055</b>
<b>Non-current liabilities</b>						
Provisions	1,828,266	1,828,266	2,045,100	601,725	508,470	1,477,081
<b>Total non-current liabilities</b>	<b>1,828,266</b>	<b>1,828,266</b>	<b>2,045,100</b>	<b>601,725</b>	<b>508,470</b>	<b>1,477,081</b>
<b>Total liabilities</b>	<b>11,467,478</b>	<b>12,974,259</b>	<b>12,246,988</b>	<b>8,574,146</b>	<b>6,750,780</b>	<b>4,594,136</b>
<b>Net community assets</b>	<b>243,513,019</b>	<b>235,525,221</b>	<b>226,161,950</b>	<b>227,230,770</b>	<b>180,850,299</b>	<b>168,381,742</b>
<b>Community equity</b>						
Asset revaluation surplus	84,172,001	75,109,447	62,006,651	62,006,651	57,499,409	44,834,454
Retained surplus	159,341,018	160,415,774	164,155,299	165,224,050	123,350,890	123,547,288
<b>Total community equity</b>	<b>243,513,019</b>	<b>235,525,221</b>	<b>226,161,950</b>	<b>227,230,701</b>	<b>180,850,299</b>	<b>168,381,742</b>

**Statement of Financial Position**  
**Horizontal Analysis**

	2023	2022	Restated*	2020	2019
	%	%	2021	%	%
			%		
<b>Current assets</b>					
Cash and cash equivalents	10.39%	-1.81%	-11.25%	-16.66%	-17.66%
Receivables	-66.79%	-69.57%	-77.82%	-58.37%	5.39%
Inventories	-2.61%	3.08%	19.52%	9.00%	7.29%
Other Financial Assets	-58.04%	85.82%	239.98%	47.94%	1.50%
<b>Total current assets</b>	-16.19%	-20.86%	-24.80%	-27.07%	-8.76%
<b>Non-current assets</b>					
Property, plant and equipment	58.78%	54.54%	49.35%	47.46%	10.38%
Lease receivable	30.25%	30.25%	14.89%	18.52%	15.01%
<b>Total non-current assets</b>	56.03%	52.41%	46.32%	44.92%	10.79%
<b>Total assets</b>	47.41%	43.66%	37.83%	36.32%	8.46%
<b>Current liabilities</b>					
Payables	-28.13%	11.73%	25.67%	46.62%	30.31%
Borrowings	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Contract liabilities	1168.45%	1229.18%	947.42%	449.93%	443.02%
Provisions	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Total current liabilities</b>	209.24%	257.58%	227.29%	155.77%	100.26%
<b>Non-current liabilities</b>					
Provisions	23.78%	23.78%	38.46%	-59.26%	-65.58%
<b>Total non-current liabilities</b>	23.78%	23.78%	38.46%	-59.26%	-65.58%
<b>Total liabilities</b>	149.61%	182.41%	166.58%	86.63%	46.94%
<b>Net community assets</b>	44.62%	39.88%	34.32%	34.95%	7.40%
<b>Community equity</b>					
Asset revaluation surplus	87.74%	67.53%	38.30%	38.30%	28.25%
Retained surplus	28.97%	29.84%	32.87%	33.73%	-0.16%
<b>Total community equity</b>	44.62%	39.88%	34.32%	34.95%	7.40%

## Statement of Cash Flows

	2023	2022	2021	2020	2019	2018
	\$	\$	\$	\$	\$	\$
<b>Cash flows from operating activities</b>						
Receipts from customers	9,771,594	19,892,843	17,757,542	26,121,041	23,830,639	25,569,180
Payments to suppliers and employees	(5,274,534)	(38,649,098)	(24,060,412)	(36,209,195)	(37,823,093)	(40,922,248)
	4,497,060	(18,756,255)	(6,302,870)	(10,088,154)	(13,992,454)	(15,353,068)
Insurance Claims		-				
Interest received	11,177	15,500	29,889	76,635	138,057	60,519
Rental income	67,443	836,706	935,496	627,548	924,796	633,825
Non capital grants and contributions	6,870,143	15,958,954	11,133,308	11,076,069	12,686,066	12,565,327
Borrowing costs	8,066	-	-	-	-	-
<b>Net cash inflow (outflow) from operating activities</b>	11,453,889	(1,945,095)	5,795,823	1,688,098	(243,535)	(2,093,397)
<b>Cash flows from investing activities</b>						
Payments for property, plant and equipment	(6,784,512)	(4,595,055)	(7,838,109)	(9,915,383)	(8,707,983)	(10,261,927)
Finance lease receipts	-	517,663	507,768	500,222	494,528	488,907
Grants, subsidies, contributions and donations	-	7,219,039	2,220,676	7,853,440	6,149,714	7,586,972
Proceed from sale of property, plant and equipment	-	-	-	-	68,565	-
<b>Net cash inflow (outflow) from investing activities</b>	(6,784,512)	3,141,646	(5,109,665)	(1,561,721)	(1,995,176)	(2,186,048)
<b>Cash flows from financing activities</b>						
Proceeds from borrowings	-	-	-	-	-	-
Repayment of borrowings	-	-	-	-	(319)	(2,571,368)
Repayments made on finance leases	-	-	-	-	-	-
<b>Net cash inflow (outflow) from financing activities</b>	-	-	-	-	(319)	(2,571,368)
<b>Net increase (decrease) in cash and cash equivalent held</b>	4,669,377	1,196,552	686,158	126,377	(2,239,030)	(6,850,813)
<b>Cash and cash equivalents at the beginning of the financial year</b>	9,369,818	11,255,465	10,569,307	10,442,930	12,681,960	19,532,773
<b>Cash and cash equivalents at end of the financial year</b>	14,309,194	12,452,017	11,255,465	10,569,307	10,442,930	12,681,960

## Key Ratios

	Restated*				
	2023	2022	2021	2020	2019
	2023	2022	2021	2020	2018
<b>Liquidity</b>					
Current Ratio	1.80	1.47	1.52	1.89	3.02
Quick Ratio	1.68	1.30	1.24	1.67	2.77
Cash Ratio	1.45	1.12	1.10	1.33	1.67
Operating Cash Flow Ratio	1.19	(0.17)	0.57	0.21	(0.04)
					(0.67)
<b>Financial Sustainability</b>					
Council controlled revenue	\$ 23,596,210	\$ 20,674,288	\$ 20,251,247	\$ 21,091,264	\$ 22,036,807
Council controlled revenue ratio					\$ 23,744,845
Operating Result	0.56	0.52	0.60	0.59	0.58
Operating Surplus Ratio	(0.17)	(0.23)	(0.30)	(0.23)	(0.17)
Operating Cash Result	\$ 3,795,624	\$ 2,180,071	\$ 221,867	\$ 2,212,255	\$ 883,465
Operating Cash Ratio	0.09	0.05	0.01	0.06	0.02
					0.00
<b>Account Receivable Turnover</b>					
Revenue	41,796,191	39,837,941	33,627,734	35,859,208	37,716,683
Average Acct Receivables	2,072,892	1,713,606	2,078,328	4,788,663	6,689,878
Acct Receivables Turnover	20.16	23.25	16.18	7.49	5.64
DSO	18.10	15.70	22.56	48.74	64.74
					64.35
<b>Account Payable Turnover</b>					
Sales	24,758,511	23,801,760	20,760,008	20,694,279	23,100,094
Average Acct Payable	2,376,078	3,072,348	3,523,872	3,583,932	2,980,575
Acct Payables Turnover	10.42	7.75	5.89	5.77	7.75
Number of Days of Payables	35.03	47.11	61.96	63.21	47.10
					38.98

**Title of Report: Trustee and Council Meeting Dates 2024**

**Agenda Item: 12.1**

**Classification: For Decision**

**Author Chief Executive Officer**

**Attachments Attachment A. 2024 Council and Trustee Meeting Dates**

### Officers Recommendation:

**That Council:**

notes and amends the Ordinary Council meeting dates for 2024 commencing at 9am as per scheduled venue:

- Wednesday 24<sup>th</sup> April 2024 & Friday 26<sup>th</sup> April 2024 – New Mapoon
- Tuesday 29<sup>th</sup> October 2024 - Seisia

### Officers Recommendation:

**That Council:**

amends the dates for the 2024 NPARC Trustees' meeting commencing at 10am at the Bamaga Council Chambers.

- Monday 22<sup>nd</sup> April and Tuesday 23<sup>rd</sup> April 2024
- Monday 28<sup>th</sup> October 2024

## PURPOSE OF REPORT

To provide further detail for the Council to accept 2024 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. At the 2023 October Council Meeting, council adopted the dates as attached to this report.

Council Officers identified conflicts with proposed scheduled dates for the April and October meetings due to the following events

- Apr 17 – LGAQ Mayor Forum
- Oct 21-23 – LGAQ Conference

Proposed amendments are to postpone both meetings by a week (noting the impact of ANZAC Day)



## ORDINARY COUNCIL MEETING # 45

Agenda Item 12.1

Tuesday 16<sup>th</sup> January 2024

Bamaga Boardroom

### CRITICAL DATES

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

### FINANCIAL AND RESOURCE CONSIDERATIONS

NPARC will need to hire a space in Seisia to hold the meetings for the Trustee and Council Meetings in 2024.

# 2024 Trustee / Ordinary Council Meeting Dates

MONTH	DATE	MEETING	START TIME	VENUE
JANUARY	15 Jan	Trustee Meeting	10am	Bamaga Chambers
	16 Jan	Ordinary Council Meeting	9am	Bamaga Chambers
FEBRUARY	27 Feb	Trustee Meeting	10am	Injinoo Chambers
	27 Feb	Ordinary Council Meeting	9am	Injinoo Chambers
MARCH	12 Mar	Trustee Meeting	10am	New Mapoon Chambers
	12 Mar	Ordinary Council Meeting	9am	New Mapoon Chambers
APRIL	15 & 16 Apr	Trustee Meeting	10am	Bamaga Chambers
	17 & 18 Apr	Ordinary Council Meeting	9am	Umagico Chambers
MAY	23 May	Trustee Meeting	10am	Bamaga Chambers
	24 May	Ordinary Council Meeting	9am	Seisia
JUNE	17 Jun	Trustee Meeting	10am	Bamaga Chambers
	18 Jun	Ordinary Council Meeting	9am	Bamaga Chambers
JULY	22 Jul	Trustee Meeting	10am	Bamaga Chambers
	23 Jul	Ordinary Council Meeting	9am	Injinoo Chambers
AUGUST	26 Aug	Trustee Meeting	10am	Bamaga Chambers
	27 Aug	Ordinary Council Meeting	9am	Umagico Chambers
SEPTEMBER	23 Sep	Trustee Meeting	10am	Bamaga Chambers
	24 Sep	Ordinary Council Meeting	9am	New Mapoon Chambers
OCTOBER	21 Oct	Trustee Meeting	10am	Bamaga Chambers
	22 Oct	Ordinary Council Meeting	9am	Seisia
NOVEMBER	25 Nov	Trustee Meeting	10am	Bamaga Chambers
	26 Nov	Ordinary Council Meeting	9am	Bamaga Chambers
DECEMBER	16 Dec	Trustee Meeting	10am	Bamaga Chambers
	17 Dec	Ordinary Council Meeting	9am	Cairns

**A POST-ELECTION MEETING WILL BE HELD WITHIN 14 DAYS OF THE CONCLUSION OF THE 2024 LOCAL GOVERNMENT ELECTIONS TO BE HELD ON 16 MARCH 2024.**

**MEETING DATES FOR THE REMAINDER OF 2024 WILL THEN BE CONFIRMED BY THE NEW COUNCIL.**

\* Please note dates and locations may change. Please check with NPARC Office or visit the NPARC Website.

***Notice pursuant to section 254B of the Local Government Regulation 2012***



Kate Gallaway  
Chief Executive Officer  
24 October 2023

**Title of Report:** Report back from NPA Internal Audit Committee

**Agenda Item:** 12.2

**Classification:** For endorsement

**Author** Chief Executive Officer

**Attachments** 20.12.2023 Draft Internal Audit Committee Minutes

## Officers Recommendation:

### That Council:

- Note and endorse the minutes of the NPARC Internal Audit Committee

## PURPOSE OF REPORT

Provide Council with a report back from the NPARC Internal Audit Committee.

## BACKGROUND AND CONTEXT

An internal audit committee meeting was held on 20.12.2023. At this meeting, a number of reports were discussed including

- Audit Committee work plan
- Review draft financial statements
- Officers' Reports
  - Monthly financial reports
  - Statement of estimated financial position
  - Update on asset management strategy and plans, including asset valuation timetable and annual asset valuation methodology
  - Disaster Management update including business continuity plans
    -
  - Internal audit progress report
    - Review of and update on 3-year strategic audit plan
    - Review internal audit progress reports
  - Governance report including policy update
  - Legal and Risk management
  - Capital works progress report
  - CEO update

QAO were an apology for the meeting and could not provide an update.

The minutes are tabled for noting and endorsement.



## CRITICAL DATES

N/A.

## OTHER OPTIONS CONSIDERED

N/A.

## LEGAL AND LEGISLATION CONSIDERATIONS

Nil

## POLICY CONSIDERATIONS

N/A.

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

## FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

## CONSULTATION

NA

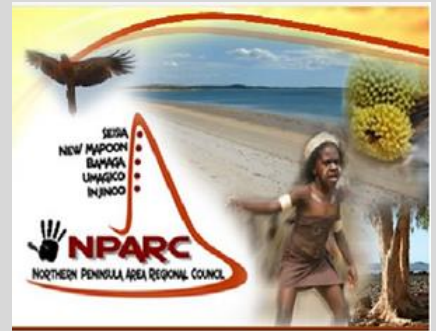
# Minutes

## Audit Committee Meeting

Wednesday 20<sup>th</sup> December  
2023

Pullman Cairns

Northern Peninsula Area  
Regional Council



## Item 1: Meeting Opened

Meeting declared open at 11.09am by Cr Eric Cottis and opened in prayer by Cr Whap.

Cr Cottis 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 Cairns Area; and to their elders past, present and emerging.

## Item 2: Attendance/Apologies

### Committee Members

Chair	Cr Eric Cottis	
Councillor	Cr Kitty Gebadi	<i>arrived at 12.13pm</i>
Councillor	Cr Mabelene Whap	
External Member	Heather Kelly - <i>apology</i>	
External Member	Harish Nair - <i>apology</i>	

### Officers

Chief Executive Officer	Kate Gallaway
Finance Manager	Colin Duffy
Executive Manager Corporate & Finance Services	Gina Peter
Executive Manager Operations	Gus Yates

### Invited external representatives

Altius Advisors	Eve Jacks
	Abdul Moid Shaid
MetteConsulting	Mette Nordling
Preston Law	Julian Bodenmann
QAO	<i>Apology</i>

## Item 3: Minutes of previous meeting

No correction to the Minutes of Previous Meeting.

**Moved By:** Cr Whap

**Seconded By:** Cr Cottis

### Resolution:

**That the minutes of the Audit Committee Meeting held on 5<sup>th</sup> October 2023, be accepted as a true and correct record.**

**Item 4: Declaration of conflict of interest by members and non-members of the Audit Committee**

There were no Declarations of Conflict of Interest declared by the members or non-members.

**Item 5: Matters from previous meeting**

Nil

**Item 6: Audit Committee Work Plan**

Updated Audit Committee work plan attached for review and discussion.

**Item 7: Draft Financial Statements**

Draft 2021-22 Financial Statements were tabled for review and accompanying position papers.

**Item 8: Officers Reports**

**8.1 Monthly financial reports**

The Finance Manager presented the November Financial Reports and answered queries from members.

The Committee noted the report.

**8.2 Statement of estimated financial position**

The Finance Manager presented the Statement of estimated financial position and answered queries from members.

The Committee noted the report.

**8.3 Budget project plan and timelines**

No report was presented. This matter was rolled over to the next Internal Audit Committee

**8.4 Update on asset management strategy and plans, including asset valuation timetable and annual asset valuation methodology**

The Finance Manager presented the update on the asset management strategy and plans and answered queries from members.

The Committee noted the report.

**8.5 Disaster Management update including business continuity plans**

The CEO presented the update on the disaster management and answered queries from members.

The Committee noted the report.

**8.6 QAO update**

- Review Auditor-General's audit report and management report
- External audit plan

There was no update from QAO due to non-attendance at the meeting

**8.7 Internal audit progress report**

- Review of and update on 3-year strategic audit plan
- Review internal audit progress reports

The Internal Audit partner discussed the review of and update on 3-year strategic audit plan including priorities for the 2023-24 financial year.

The Committee noted the report.

#### 8.8 Governance report including policy update

Mette Nordling from MetteConsulting presented the Governance Update including the update on policy review.

The Committee noted the report.

#### 8.9 Legal and Risk management

Preston Law presented the Legal update including general risks and specific risks relating to file matters.

The Committee noted the report.

#### 8.10 Capital works progress report

The Executive Manager Operations provided the Capital Works update.

The Committee noted the report.

#### 8.11 CEO update

The CEO provided an update on key operational matters, Corporate Plan Progress, and future priorities.

The Committee noted the report.

### Item 9: Other Business

Nil

### Item 10: Next meeting

A meeting is pending confirmation on external audit timeframes from QAO. CEO will coordinate with members once confirmation from QAO.

### Item 11: Close

There being no further business, Cr Cottis thanked everyone for their attendance and the meeting was closed in prayer at 1.17pm.

**Title of Report: Councillor Remuneration**

**Agenda Item: 12.3**

**Classification: For Decision**

**Author Chief Executive Officer**

**Attachments Local Government Remuneration Commission 2022-23 Report**

## Officers Recommendation:

### That Council:

- Adopts the remuneration schedule from 1 July 2024 for Mayor, Deputy Mayor and Councillors as set by the Local Government Remuneration Commission

## PURPOSE OF REPORT

To enable Council to adopt the updated remuneration schedule for elected members from 1 July 2024.

## BACKGROUND AND CONTEXT

Each year, the Local Government Remuneration Commission prepares a remuneration schedule to determine remuneration for Mayor, Deputy Mayor and Councillors. Council is then required to adopt this prior to June each year to enable the new rate of pay. The full report of the commission is attached to this report. In 2023, a category review was undertaken by the Local Government Remuneration Commission. This review introduced a new category system for councils.

The remuneration schedule applicable to NPARC as a category A3 council is contained within page 16 of the report. The main determining factor was income as it was below \$50mil.

A submission was also provided during the consultation period and in person at the LGAQ Conference which includes the outcome on page 24 of the report. In response to this submission, the commission stated

*"The Commission advised that framework for council categorisation would have regard to the challenges incurred by DOGIT responsibilities."*

If income increases, NPARC could apply for recategorization as a 'B' council which would change the system of base payment.

## CRITICAL DATES

Councillor Remuneration needs to be adopted by resolution prior to June each year

## FINANCIAL AND RESOURCE CONSIDERATIONS

NA.

# Local Government Remuneration Commission

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## Annual Report 2023

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13 December 2023

The Hon. Steven Miles MP  
Deputy Premier  
Minister for State Development, Infrastructure, Local Government and Planning and Minister  
Assisting the Premier on Olympic and Paralympic Games Infrastructure  
1 William Street  
Brisbane QLD 4000

Dear Deputy Premier

On 1 December 2023, the Local Government Remuneration Commission (Commission) concluded its determination of the levels of remuneration for mayors, deputy mayors and councillors of Queensland local governments (excluding Brisbane City Council) as required by section 177(c) of the *Local Government Act 2009* and Chapter 8, Division 1 of the *Local Government Regulation 2012* (the Regulation).

This also concluded our review of the council remuneration categories, which the Commission undertook during 2023 in accordance with the requirement of section 243 of the Regulation.

Our determinations on these matters, together with the Remuneration schedule to apply from 1 July 2024 are included in the enclosed Report, which we commend to you.

Yours sincerely



Robert (Bob) Abbot OAM  
Chairperson



Andrea Ranson  
Commissioner



Reimen Hii  
Commissioner



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# 1.2023 Report key determinations

## Review of council remuneration categories

The Commission has a statutory obligation to complete a review of the remuneration categories once during each local government term.

Consistent with section 243 of the *Local Government Regulation 2012* (the Regulation) the Commission has completed a review of council remuneration categories, which included consultation with Queensland councils and other stakeholders. Following this review the Commission has established new remuneration categories to better reflect the current environment.

Under the *Local Government Act 2009* (the Act), in establishing council categories, the Commission is required to consider the size, and geographical and environmental terrain, of local government areas; the population of local government areas, including the areas' demographics, the spread of population serviced by the local governments and the extent of the services the local governments provide; and any other matter relevant to the effectiveness, efficiency and sustainability of local government.

Following a comprehensive review during 2023, a new set of council remuneration categories has been developed for implementation from 1 July 2024.

## Determination of maximum remuneration levels

The Commission has established maximum remuneration levels for Queensland mayors, deputy mayors and councillors for each of the new council remuneration categories. In most cases maximum remuneration levels increase by between 3% and 5% from 2023-24.

As a result of the outcomes of the review, and in the application of the new methodology determined by the Commission in setting the new council remuneration categories, some councils will receive a larger maximum remuneration level increase. No councils receive a reduced maximum remuneration level.

In making its determination of maximum remuneration levels applicable for 2024-25, the Commission considered the following:

- The practical outcome of the Commission's new category methodology, together with the general application of earlier principles that have been consistently applied by the Commission in its annual determination, namely; consistency and austerity, when reviewing wages in the public sector.
- The importance of maintaining financially sustainable and fiscally responsible wage growth, taking into consideration:
  - the recently challenging and unstable inflationary environment and measures taken by other government authorities to manage the impacts of inflation;
  - the challenges faced by local governments and their communities in relation to climate change and environmental, social and corporate governance (ESG) reporting;
  - the affordability and sustainability impacts for councils of wage increases for elected members;

- the Commission's inability to predict changes in the Consumer Price Index (CPI) in the short or long term;
- the potential differential impact of CPI changes across various parts of Queensland, including rural and remote regions;
- the appropriateness or otherwise of CPI as a potential measure in significant inflationary periods of time and the relative volatility of CPI in the past twelve (12) months;
- existing remuneration disparity in dollar terms between the remuneration paid to mayors and councillors in smaller, rural, regional and remote parts of Queensland when compared to mayors and councillors in larger, metropolitan locations;
- the role of local governments in Queensland's economic development and innovation;
- anecdotal evidence of uncertainty as to future trade and industry opportunities and how this may impact sustainability of communities;
  - anecdotal evidence of the potential costs and resources required to address climate, sustainability and ESG reporting requirements, including trade diversification and significant anticipated increases in investment in infrastructure and innovation;
  - anecdotal evidence of transient populations and the impact of serving the needs of a shifting population;
  - anecdotal evidence of, and a generally observed increasing call from council's for role recognition via remuneration increases that align with attracting diversity and high performance in mayor and councillor candidates;
- anecdotal evidence of the desire to attract and retain high quality candidates to these roles, particularly in regional and remote areas.

The Commission further took into consideration the following data:

- Increase in CPI<sup>1</sup>:

	Dec qtr 2022	Mar qtr 2023	Jun qtr 2023	Sep qtr 2023
All Groups CPI inflation change (quarterly)				
Brisbane	1.5%	1.9%	1.0%	0.7%
Australia <sup>1</sup>	1.9%	1.4%	0.8%	1.2%
All Groups CPI inflation change (annual)				
Brisbane	7.7%	7.4%	6.3%	5.2%
Australia	7.8%	7.0%	6.0%	5.4%

<sup>1</sup> 'Australia' refers to weighted average of eight capital cities

- Increases in the Wage Price Index (WPI) for the financial year ended 30 June 2023 as compared to the financial year ending 30 June 2022<sup>2</sup>:

<sup>1</sup> Australian Bureau of Statistics  
Consumer Price Index, Australia, September 2021 | Australian Bureau of Statistics  
(abs.gov.au)<https://www.abs.gov.au/statistics/economy/price-indexes-and-inflation/consumer-price-index-australia/latest-release>

<sup>2</sup> Australian Bureau of Statistics  
<https://www.abs.gov.au/statistics/economy/price-indexes-and-inflation/wage-price-index-australia/sep-2023>

		Seasonally adjusted		Original	
		All Industries	Public Sector	All Industries	Public Sector
Quarterly change	Queensland			2.3%	
Jun 2023 to Sep 2023	Australia	1.3%	0.9%	1.9%	1.1%
Annual change	Queensland			4.7%	
Sep 2022 to Sep 2023	Australia	4.0%	3.5%	4.1%	3.5%

- As in previous years, the Commission considered the Brisbane City Council's Independent Councillor Remuneration Tribunal (ICRT) remuneration determination as a potentially relevant factor. However, at the time of the Commission's determination the ICRT had not yet made their decision about remuneration.
- The Office of Industrial Relations (OIR) advice that on 23 October 2023, the *State Government Entities Certified Agreement 2023* (2023 Core Agreement) was certified by the Queensland Industrial Relations Commission (QIRC). The wage increased as part of the 2023 Core Agreement are as follows
  - 4% effective 1 July 2023 + COLA payment of max 3% base wages
  - 4% effective 1 July 2024 + max 3% COLA if applicable
  - 3% effective 1 July 2025 + max 3% COLA if applicable.

COLA refers to the Cost of Living Adjustment paid if CPI is higher than the base wage increases e.g. in a year where base increase is 4% and CPI is 7% the COLA paid will be 3%. If base increase is 4% and CPI is 6%, the COLA paid will be 2%.

### New South Wales<sup>3</sup>

- Section 239 of the New South Wales Local Government Act (the LG Act) requires the New South Wales Tribunal (NSW Tribunal) to determine the categories of councils and mayors at least once every 3 years.
- In accordance with the LG Act the NSW Tribunal undertook a review of the categories and allocation of councils into each category as part of this review.
- Accordingly, the revised categories of general purposes councils were determined by the NSW Tribunal as follows:

Metropolitan	Non-Metropolitan
Principal CBD	Major Regional City
Major CBD	Major Strategic Area
Metropolitan Major	Regional Strategic Area
Metropolitan Large	Regional Centre
Metropolitan Medium	Regional Rural
Metropolitan Small	Rural Large
	Rural

- The NSW Tribunal determination of a 3 per cent per annum increase in the minimum and maximum fees applicable to each category, together with the NSW Tribunal determination

<sup>3</sup> <https://www.remtribunals.nsw.gov.au/local-government/current-lgrt-determinations>

for new categories having regard to the relevant factors and relativities of remuneration ranges for existing categories.

### *Victoria*

- On 30 June 2023, the Victorian Independent Remuneration Tribunal made the allowance payable to mayors, deputy mayors, and councillors (Victoria) Annual Adjustment Determination 2023<sup>4</sup>.
- The VIRT determined a 2% increase to the values of the base allowances payable to mayors, deputy mayors, and councillors, effective from 1 July 2023. A 2% increase has also been applied to the base allowance values which take effect on<sup>5</sup>:
  - 18 December 2023
  - 18 December 2024 (mayors and deputy mayors only)
  - 18 December 2025 (mayors and deputy mayors only).

### *Tasmania*

- In Tasmania, the remuneration for local government councillors is automatically increased under the provisions of the Local Government (General) Regulations 2015. The increase, effective 1 November 2023, is an automatic indexation of local government allowances provided for under the Local Government Act 1993 (Tas) by multiplying the allowances for the previous year by the inflationary factor (determined by calculating the current year's June quarter Wage Price Index divided by the previous years' June Wage Price Index)<sup>6</sup>.

### *Northern Territory*

- In the Northern Territory, the allowances for local government council members are indexed by CPI (Darwin) on 1 July each year<sup>7</sup>.

## **Councillor advisors**

The Commission did not receive any direction or request from councils to make recommendations relating to councillor advisors in the period between 1 December 2022 to 30 November 2023.

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<sup>4</sup> <https://www.vic.gov.au/allowances-mayors-deputy-mayors-and-councillors#minister%E2%80%99s-letter-of-request>

<sup>5</sup> <https://www.vic.gov.au/allowances-mayors-deputy-mayors-and-councillors-annual-adjustment>  
[https://www.dpac.tas.gov.au/divisions/local\\_government/councillor\\_resources/councillor\\_allowances](https://www.dpac.tas.gov.au/divisions/local_government/councillor_resources/councillor_allowances)  
[https://www.dpac.tas.gov.au/\\_\\_data/assets/pdf\\_file/0019/126613/2023-Councillor-allowances-information-sheet.PDF](https://www.dpac.tas.gov.au/__data/assets/pdf_file/0019/126613/2023-Councillor-allowances-information-sheet.PDF)

<sup>7</sup> <https://dlghcd.nt.gov.au/local-government/local-government-legislationguideline-1-local-authorities.pdf> (nt.gov.au)

## 2. The Commission

### Formation and composition

The Local Government Remuneration Commission (the Commission) is an independent entity established under the *Local Government Act 2009* (the Act). On 1 October 2019, Governor in Council, approved the current Commission for a term of four years.

The Chair and Commissioners were reappointed by Governor in Council for a second four-year term on 1 October 2023.

This is the fifth report of the Commission, and the 17th report including the reports of the former Local Government Remuneration and Discipline Tribunal and the Local Government Remuneration Tribunal.

The Chair and Commissioners of the Commission are:

#### **Mr Robert (Bob) Abbot OAM**

##### **Chairperson**

Mr Abbot has extensive experience in the local government sector with 32 years as an elected councillor and mayor. Mr Abbot has experience working at state and national local government organizations and has held board and panel positions, including Deputy Chair of the South East Queensland Council of Mayors, Director of the Local Government Association of Queensland (LGAQ), and Director of the Australian Local Government Association. Mr Abbot has been a mentor for newly elected mayors on behalf of the LGAQ, with a particular focus on mentoring Queensland Indigenous mayors.

In the Australia Day 2021 Honours List, Mr Abbot was the recipient of an Order of Australia (OAM) for his service to local government and to the communities of Noosa and the Sunshine Coast.

#### **Ms Andrea Ranson**

##### **Commissioner**

Ms Ranson is a practising commercial and dispute resolution lawyer with experience in both public and private sectors of business and governance. She holds a Master of Laws (LLM), Bachelor of Laws (Hons) and Bachelor of Arts from Monash University, Victoria. She is additionally a Graduate of the Australian Institute of Directors (GAICD) and a Fellow of the Governance Institute of Australia (FGIA). Ms Ranson is a director appointed to North Queensland Bulk Ports Corporation, a government owned corporation, holding the role of Chair of the Corporate Governance and Planning Committee, and the role of Member of the Audit & Financial Risk Management Committee of that Board. Her experience includes business and commercial law, employment and industrial relations, diversity, justice, and ethics. Ms Ranson lives regionally and is passionate about regional development. Ms Ranson is a Nationally Accredited Mediator presently working with QCAT, the QSBC, the QBCC and is a member of the QLD Department of Justice & Attorney-General Dispute Resolution Panel.

## **Mr Reimen Hii**

### **Commissioner**

Mr Hii is a barrister and Nationally Accredited Mediator. He holds the degrees of Bachelor of Laws and Bachelor of Arts. He is a practicing lawyer with extensive knowledge in public administration and community affairs, and a particular interest in civil and commercial law. Mr Hii is experienced in professional discipline matters, including investigations, public administration, corporate and public governance, public sector ethics and finance. Mr Hii has a culturally and linguistically diverse background and experience collaborating with diverse communities. Mr Hii has previously been recognized as Australian Young Lawyer of the Year by the Law Council of Australia, in recognition of his significant contribution to access to justice and diversity advocacy. Mr Hii provides a deep understanding of diversity and brings well respected analytic skill, together with legal and business acumen to the role.

## Remuneration responsibilities

Chapter 6, Part 3 of the Act, established the Local Government Remuneration Commission to assume the remuneration functions of the former Local Government Remuneration and Discipline Tribunal which ceased to exist on 3 December 2018.

Section 177 of the Act provides the functions of the Commission are:

- to establish the categories of local governments, and
- to decide the category to which each local government belongs, and
- to decide the maximum amount of remuneration payable to the councillors in each of the categories, and
- to consider and make recommendations to the Minister about the following matters relating to councillor advisors—
  - (i) whether or not to prescribe a local government under section 197D(1)(a)
  - (ii) the number of councillor advisors each councillor of a local government may appoint
  - (iii) the number of councillor advisors a councillor of the council under the City of Brisbane Act 2010 may appoint; and
- another function related to the remuneration of councillors if directed, in writing, by the Minister.

Chapter 8, Part 1, Division 1 of the *Local Government Regulation 2012* (Regulation) sets out the processes of the Commission in deciding the remuneration that is payable to mayors and councillors.

The Regulation requires the Commission to review the categories of local governments once every four years, in the year prior to each quadrennial election, to determine whether the categories and the assignment of local governments to those categories require amendment.

After determining the categories of local governments, the Regulation also requires the Commission to decide annually, before 1 December each year, the maximum amount of remuneration to be paid to mayors, deputy mayors and councillors in each category from 1 July of the following year.

In addition, section 248 of the Regulation allows a local government to make a submission to the Commission to vary the remuneration for a councillor, or councillors, to a level higher than that stated in the Remuneration schedule where the local government considers exceptional circumstances apply. The Commission may, but is not required to, consider any such submission. If the Commission is satisfied that exceptional circumstances exist, the Commission may approve payment of a higher amount of remuneration.

Section 197A of the Act established requirements for councils that wish to employ councillor advisors and councillor administrative support staff to assist councillors to complete their duties.

The requirements in relation to the appointment of councillor advisors include the following:

- must vote to pass a resolution to create councillor advisor positions (except Brisbane City Council)
- appoint advisor, at the discretion of councillors and only until the councillor's term ends, unless re-appointed by a new councillor

- must report the costs of councillor advisors to the community, for example through the council's annual report.

Requirements for councillor advisors include the following:

- they must submit registers of interests and keep them up to date
- they must follow a new Code of conduct for councillor advisors in Queensland
- they must comply with the local government principles and can be found guilty of integrity offences.

The Commission is yet to receive any submissions or enquiries in relation to councillor advisors as at the date of its determination.

## 3. Remuneration determination

### Remuneration determination for councillors

As required by section 246 of the Regulation the Commission has prepared a Remuneration schedule (the Schedule) for the 2023-2024 financial year, applicable from 1 July 2024, which appears below.

Arrangements have been made to publish the Schedule in the Queensland Government Gazette and for this Report to be printed and presented to the Minister for Local Government.

### Methodology

The Commission had regard to the matters in section 244 and 247 (2), (5) of the Regulation in determining the Schedule. The Commission also noted and had regard to the matters listed throughout this Report to determine the appropriate maximum remuneration in each category of local government.

### Matters not included in the Remuneration schedule

The Commission considered all submissions received during the consultation phase of the review of council categorisations for the purpose of developing a framework to create categories and place councils.

### Pro rata payment

Should an elected representative hold a councillor position for only part of a financial year, they are only entitled to remuneration to reflect the portion of the year served. It is out of the scope of the Commission's powers to determine otherwise.

## Remuneration schedule to apply from 1 July 2024

Remuneration determined from 1 July 2024 (\$ per annum; see Note 1)				
Category	Local Governments assigned to categories	Mayor	Deputy Mayor	Councillor
A1 ** Note 2	Barcaldine Regional Council	\$119,393	\$68,880	\$59,695
	Barcoo Shire Council			
	Bulloo Shire Council			
	Croydon Shire Council			
	Doomadgee Aboriginal Shire Council			
	Kowanyama Aboriginal Shire Council			
	Mapoon Aboriginal Shire Council			
	McKinlay Shire Council			
	Richmond Shire Council			
	Torres Shire Council			
	Woorabinda Aboriginal Shire Council			
	Wujal Wujal Aboriginal Shire Council			
A2 ** Note 2	Aurukun Shire Council	\$119,393	\$68,880	\$59,695
	Blackall-Tambo Regional Council			
	Boulia Shire Council			
	Burke Shire Council			
	Cherbourg Aboriginal Shire Council			
	Cloncurry Shire Council			
	Diamantina Shire Council			
	Etheridge Shire Council			
	Hinchinbrook Shire Council			
	Hope Vale Aboriginal Shire Council			
	Lockhart River Aboriginal Shire Council			
	Mornington Shire Council			
	Murweh Shire Council			
	Napranum Aboriginal Shire Council			
	North Burnett Regional Council			
	Palm Island Aboriginal Shire Council			
	Paroo Shire Council			
	Pormpuraaw Aboriginal Shire Council			
	Quilpie Shire Council			
	Winton Shire Council			
	Yarrabah Aboriginal Shire Council			

A3 ** Note 2	Longreach Regional Council	\$120,541	\$69,543	\$60,270
	Balonne Shire Council			
	Douglas Shire Council			
	Flinders Shire Council			
	Goondiwindi Regional Council			
	Northern Peninsula Area Regional Council			
B1	Banana Shire Council	\$120,541	\$69,543	\$60,270
	Carpentaria Shire Council			
	Burdekin Shire Council			
	Cook Shire Council			
	Torres Strait Island Regional Council			
B2	Maranoa Regional Council	\$146,239	\$91,399	\$77,688
	Cassowary Coast Regional Council			
	Charters Towers Regional Council			
	Gympie Regional Council			
	Livingstone Shire Council			
	Mareeba Shire Council			
	Mount Isa City Council			
	Scenic Rim Regional Council			
	Somerset Regional Council			
	South Burnett Regional Council			
	Southern Downs Regional Council			
	Tablelands Regional Council			
B3	Isaac Regional Council	\$146,593	\$91,620	\$77,876
	Noosa Shire Council			
	Whitsunday Regional Council			
	Lockyer Valley Regional Council			
C1	Central Highlands Regional Council	\$148,359	\$92,723	\$78,814
	Western Downs Regional Council			
C2	Gladstone Regional Council	\$171,156	\$112,604	\$99,090
	Rockhampton Regional Council			
C3	Bundaberg Regional Council	\$172,818	\$113,697	\$100,052
	Fraser Coast Regional Council			
D2	Cairns Regional Council	\$198,182	\$135,123	\$117,109
	Mackay Regional Council			
	Redland City Council			
	Toowoomba Regional Council			
D3	Townsville City Council	\$225,206	\$153,145	\$135,123
	Ipswich City Council			
E2	Logan City Council	\$252,233	\$174,761	\$153,141

	Moreton Bay City Council			
	Sunshine Coast Regional Council			
F2	Gold Coast City Council	\$279,258	\$196,679	\$166,653

### Notes to the Remuneration schedule

The 2014 annual report by the former Local Government Remuneration and Discipline Tribunal explained the rationale behind the adoption of a system of remuneration which comprised a base payment (of two thirds of the annual remuneration) and a monthly payment based upon attendance at, and participation in, the 12 mandated council meetings.

#### \* Note 1

The monetary amounts shown are the per annum figures to apply from 1 July 2024. If an elected representative only serves for part of a full financial year (that is, 1 July to 30 June) they are currently only entitled to a pro rata payment to reflect the portion of the year served.

#### \*\* Note 2

For councillors in category A1, A2 or A3 councils, a base payment of \$39,796.67 is payable for the 12 months commencing on 1 July 2024. A meeting fee of \$1,658 per calendar month (or fortnightly equivalent) is payable for attendance at, and participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive of the council. Mayors and deputy mayors in category A1, A2 and A3 are currently entitled to receive their full annual remuneration level shown.

The Commission has not determined to make changes to the system of base payment and mandated council meetings for its 2022-2023 determination. Future consideration by the Commission may be given to whether changes to the current system should be made.

## 4. Finalisation of council categorisation review

As outlined in the Commission's [Consultation Paper](#) released in July 2023, the new framework for council categorisation would include a primary criterion and supporting criteria to assist in the categorisation of councils.

The Commission has considered various input factors and has determined that operating revenue aligns to the Commission's guiding principles for the category review and importantly the legislative requirements as it addresses all the primary requirements. The Commission observed that a council's revenue raising capacity is influenced by the size of land, population demographics and the extent of service delivery required to be met.

The Commission has used operating revenue as the primary criterion to guide decision-making about council categorisation. A council's operating revenue information is collated from council's audited financial records will consist of net rates, service fees, utilities and charges, operating grants revenue, sales contract, and recoverable works. This will not include capital grants or disaster recovery grants. This information is readily available and supports a transparent methodology.

Supporting criteria are included by the Commission in the framework to assist the primary criteria classification. The supporting criteria recognises elements that are not captured by operating revenue, but which may have an impact on the complexity and demands placed on a council.

The supporting criteria used by the Commission includes:

- population/geography dispersion
- projected population growth
- socio-economic indexes for areas (SEIFA)

Future criterion for category determination may include items raised in council's submissions received, for example, the impact of trade or industry diversification / growth; the impact of transient populations; the impact and cost of working with renewables.

The Framework for council categorisation includes:

CRITERIA		KEY MEASURE (SOURCE)	RATIONALE
PRIMARY CRITERION	Revenue	Total operating revenue (Source: Council's Financial Statements)	Total operating revenue (rates, service fees, grants, other sources) provides an accurate measure of regular and sustained revenue to reflect the scale and complexity of operations on an ongoing basis and is not subject to fluctuations.
SUPPORTING CRITERIA	Population/ Geography	Population dispersion based on total average distance from primary centre (calculated as average km of small centres from primary centre multiplied by number of small places based on scaled count score) (Source: QGSO)	Population dispersion considers both population and geography. It reflects the travel demands placed on council / councillors, as measured by the total average distance from the primary centre, which is not captured by total operating revenue, or the other supporting criteria.
	Projected population growth	Annualised population growth based on data from the previous 5 years and projected 5 years (Source: QGSO)	A historical and projected view over a 10-year period smooths out and reduces any potential projection errors. Any significant infrastructure and service delivery impacts on Council because of projected population growth would include longer-term planning horizon. This approach acknowledges the complexities of future planning and infrastructure development not reflected in total operating revenue or other supporting criteria.
	Socio-Economic Status	SEIFA index of relative socio-economic disadvantage decile (Source: ABS)	SEIFA is a commonly used measure to assess the socio-economic status of an area.

The revenue thresholds used for the primary criterion were as follows:

Category	Operating Revenue
A	Up to \$50m
B	\$50.1m to \$125m
C	\$125.1m to \$250m
D	\$250.1m to \$500m
E	\$500.1m to \$1b
F	> \$1b

## Category review consultation

In July 2023, the Commission released a consultation paper to councils as part of the review process. The Commission confirmed that submissions in response to the consultation paper would be considered as part of completing the category review.

26 responses were received by the Commission, these were made up of submissions from councils, individual councillors, and council associations.

Overall, 90% of the respondents were supportive of the case for change, 83% supported the guiding principles, whilst 59% supported operating revenue as the key criterion.

One council who did not support the case for change also commented that total operating revenue should exclude non recurrent grant and incomes such as disaster recovery funding.

97% support was observed for the use of supporting criteria to further differentiate from the revenue categories.

### Key themes

#### **Industry Impacts**

The use of industry impacts as a supporting criterion was widely supported by councils, however, there were very few metrics that could be used to document this impact to councillor complexity. The impacts from industry included; mining, FIFO and non-resident population, regional planning/development applications and Indigenous Councils' inability to attract certain industries due to their lack of freehold land.

However, without a fair, equitable and contestable metric to measure this impact the Commission decided that this potential supporting criterion would presently remain on hold. The Commission may elect to give future consideration to these suggested metrics.

#### **Diversity of council issues and councillor challenges**

Multiple submissions highlighted the difficulties for council's that were negatively impacted by managing and providing services to a transient, non-resident population. This was notable in the responses received from regional areas and those with significant FIFO or tourism activity.

Town and regional planning including development precincts such as state planning areas; were also raised as topics that increased the challenges for councils due to large scale negotiations of the council.

#### **Small councils**

A theme raised by a group of councils indicated that the size of the council does not reflect the needs and requirement of councillors in smaller councils, particularly where the council has limited administrative resources. It was also highlighted that the framework did not recognise the increased need in smaller councils for greater travel, advocacy, and the difficulty in provision of services.

## 5. Matters raised with the Commission

A summary table of submissions made to the Commission during the review period and the Commission's determination is provided below.

### Meetings and deputations

Local governments were provided with the opportunity to engage with the Commission at the Annual Conference of the LGAQ in Gladstone from 21 to 23 October 2023.

Livingstone Shire Council, Logan City Council, Sunshine Coast Regional Council, Northern Peninsular Area Regional Council, Western Downs Regional Council, and Western Queensland Alliance of Councils provided the Commission with oral deputations during the 2023 LGAQ Conference in Gladstone.

Local governments were also given an opportunity to provide written submissions to the Commission. A total of 26 written submissions were received and considered.

The Commission did not seek submissions solely based on remuneration during the period of its category review. Many of the 26 written submissions proposed greater remuneration based on the complexities of modern governance faced by councillors and mayors.

In making its determination, the Commission had regard to all submissions it received, together with the matters on throughout this report.

Key points raised with the Commission during the 2023 review period included themes that had been consistently submitted by councils in earlier years; as accounting for an increase in complexity and workload for elected members. These included:

- **Innovation and Sustainability:** growing demands on council to take action, particularly in relation to transitioning to renewables and economic diversification.
- **Remuneration and Talent:** need for competitive salaries to attract diverse and skilled elected candidates and a desire to attract and maintain high quality candidates, particularly in regional areas.
- **Innovation Recognition:** exploring potential ways to incentivise and reward innovative council initiatives that support community growth, resourcefulness and development.
- **Inflationary Impact:** addressing the disproportionate impact of rising inflation on local governments and their constituents, especially those on lower incomes and in rural areas.
- **Economic Uncertainty:** navigating the current volatility and uncertainty surrounding inflation and its impact on cost-of-living pressures.
- **Community Sustainability:** ensuring the long-term viability and prosperity of communities during the global transition to renewable energy and the need for significant infrastructure changes.

## Table – Summary of 2023 submissions

1	<b>Date received</b>	<b><u>Oral submission</u></b> 17 October 2023 – LGAQ Annual Conference
	<b>Received from</b>	<b><u>Livingstone Shire Council:</u></b> Councillor Andrea Friend
	<b>Summary of submission</b>	<p>Livingstone Shire Council has approximately 9,000 ratepayers though they are all portfolio councillors and not divisional councillors. Therefore, all councillors are required to oversee the entire council area and not just a specific area within council boundary.</p> <p>Management of waste, water, environment, local laws permeate throughout the entire council space and not just the smaller divisional space. Councillors who manage portfolio instead of divisions should be remunerated at higher rate.</p> <p>Role of a councillor is not part time and often councillors within Livingstone Shire council are required to work extended period continuously without break.</p> <p>Concerned that the salary level of a councillor is less than that during time when employed by council. This reduced salary is having a negative impact on potential candidates and not incentivising quality candidates from running for council.</p>
	<b>Determination</b>	<p>Cr Friend proposed the Commission consider a payment option of a base level x an amount per ratepayer.</p> <p>There was ongoing concern that the current remuneration categorisation methodology is no longer fit for purpose in particular requiring ad hoc submissions by councils for their matters to be heard. In addition, the assessment of environment terrain is too varied given that Livingstone Shire Council has the second longest coastline behind Torres Strait, plus inclusive of rural and coasted terrain)</p> <p>Chairperson outlined the Commissions' position and the legislative requirements to complete a category review and allocate councils into categories. That the development of a new framework to guide the council categorisation process was to be concise measurable and defensible.</p> <p>The matters raised specifically in the submissions have also been considered by the Commission as part of the 2023 annual review of council categorisation</p>
2	<b>Date received</b>	<b><u>Oral submission</u></b> 17 October 2023 – LGAQ Annual Conference
	<b>Received from</b>	<b><u>Logan City Council</u></b> Councillor Jaco Heremaia Councillor Jon Raven

	<p><b>Summary of submission</b></p> <p>Provided initial feedback to say that council accepted the proposed framework and that they agreed with the use of operating revenue as the primary criterion.</p> <p>Raised a query for the use of SEIFA index and how this would aid councils with greater issues of lower socio-economic standing given that housing, homelessness, and unemployment are areas that are often interlinked.</p> <p>Councillors stated their support for the inclusion of innovation in the framework and outlined the innovative measure that Logan City Council were managing and developing. This included transitioning council operations and resources to a net zero position over the coming years.</p> <p>Logan City Council were producing other innovative measures to improve their community such as façade improvement programs for business shop fronts and the integration of their town plan to consider net zero.</p> <p>Cr Raven raised the topic of innovation being a driver of councillor challenges and highlighted that rolling revenue was being used as a proxy to use a measurable criterion to assist in category placement.</p> <p><b>Request</b></p> <p>Cr Raven requested that a broader assessment to consider regional topics such as housing and how councils could be assessed against measurements for attending to State Regional Plans (i.e. Housing or infrastructure development) could be incorporated in the Commission's determinations.</p> <p><b>Determination</b></p> <p>Commission reinforced their position that despite any council reclassification no council would be going backwards from a financial remuneration position.</p>
<p><b>3</b></p>	<p><b>Date received</b></p> <p><u><b>Oral submission</b></u> 17 October 2023 – LGAQ Annual Conference</p> <p><b>Received from</b></p> <p><u><b>Sunshine Coast Regional Council</b></u>  Mayor Mark Jamieson  Emma Thompson – Chief Executive Officer  Craig Matheson – Group Executive Civic Government</p> <p><b>Summary of submission</b></p> <p>Council believed that this was a timely view and appropriate given that the existing framework is no longer fit for purpose. Council supported the method to anchor councils using operating revenue as the primary criterion and the use of multiple supporting criteria.</p> <p>Council supported the additional possible consideration for innovation and non-resident population to be enhanced and considered in further iterations of the framework by the Commission.</p> <p>Council submitted that non-resident population does not directly provide input to operating revenue base but that it does impact on council's provision of services including waste management, water, and road traffic.</p>

<b>Request</b>	Council requested that consideration be given to growth councils who require additional levels of innovation as a basis for increased revenue. Strong councils would ensure that increases occurred through delivery of development and project delivery and not through alternative methods of improving revenue, for example, increasing rates.
<b>Determination</b>	<p>Commission provided an overview of proposed model and expressed the use of operating revenue as a useable proxy to assess challenges and difficulties of local governments fairly, transparently and consistently. Council agreed that use of population should not be the key driver.</p> <p>Commission advised that they would be unable to include an additional supporting criterion to promote innovation in the current determination, as it is as yet unable to be defined in a measurable way across different council's and sectors.</p>
4 <b>Date received</b>	<b><u>Oral submission</u></b> 17 October 2023 – LGAQ Annual Conference
<b>Received from</b>	<p><b><u>Northern Peninsula Area Regional Council</u></b>  Mayor Patricia Yusia  Deputy Mayor Kitty Gebadi  Councillor Gina Nona  Councillor Mabalene Whap  Kate Gallaway – Chief Executive Officer</p>
<b>Summary of submission</b>	<p>Council advised that the workload and responsibilities within Indigenous communities is exceedingly high for elected members. Northern Peninsula Area Regional Council was amalgamated in 2008. Prior to amalgamation there were 26 elected members to complete a similar volume of work. The council now consists of only 6 elected members creating significant pressure and increased workload for elected members.</p> <p>Councillors raised concerns regarding workload and issues related to management of land under Deed of Grant in Trust (DOGIT).</p> <p>Part 4 of the <i>Local Government Act 2009</i> provides that DOGIT matters must be addressed separately from council business which results in additional responsibilities that are not dealt with by non-Indigenous councils.</p> <p>Councillors were not supportive of the use of operating revenue as primary criterion given that councils' capacity to generate own revenue was submitted to be limited due to the small percentage of rateable land. Council further submitted that revenue raised through DOGIT land use has limitations on how it is used under the <i>Land Act 1994</i> and that council does not have full autonomy to use of this revenue.</p> <p>Councillors raise the ongoing issue of their council being the provider of last resort and councils limited ability to obtain commercially viable terms for essential services such as waste management. This increased the workload of councillors.</p> <p>Mayor Yusia raised the topic of ongoing housing issues and council attending to the responsibilities that other government</p>

	<p>departments such as Department of Housing would normally address. NPARC councillors and staff, it was submitted, were nevertheless required to have a housing plan and address the associated tasks.</p> <p>CEO Gallaway mentioned that the use of census data in relation to population growth and population numbers are troublesome due to low literacy rates and low completion rates for census in their demographic. As a result, it was submitted that, this produces a reduced rating for these areas that are not reflected by the category framework.</p> <p>Council submitted that the propose category framework did not include matters such as the impact on councillor workloads related to the limited boarder control measures regionally with respect to the ongoing and regular movement of people from Papua New Guinea in the region.</p> <p>Lastly council submitted that the transference of responsibility of the Local Thriving Communities initiatives are primarily State based responsibilities to local government resulting in councillors attending additional meetings. It was submitted that these demands do not reflect equally across all local government.</p>
<b>Determination</b>	<p>The Commission advised that framework for council categorisation would have regard to the challenges incurred by DOGIT responsibilities.</p>
<b>5</b>	<p><b>Date received</b>      <b>Oral submission</b> 17 October 2023 – LGAQ Annual Conference</p>
<b>Received from</b>	<p><b>Western Queensland Alliance of Councils</b>  Mayor Jane McNamara  Mayor Jack Bawden  Mayor Samantha O'Toole  Mayor Andrea Martin  Councillor Tony Rayner  Simone Talbot – Executive Officer, South West Queensland Region of Council)  Greg Hoffman PSM – Executive Officer, North West Queensland Region of Council</p>
<b>Summary of submission</b>	<p>Attended on behalf of the entire group of councils within their association.</p> <p>Expressed that the proposed framework model does not accurately reflect the challenges within small and regional council. Cost shifting and requirements for small councils to provide services due to their inability to obtain commercially viable terms limits their options was raised with the Commission.</p> <p>The use of operating revenue as a primary criterion does not adequately reflect the challenges and workload of councillors. Within Flinders, it was submitted that, only 10-12% of revenue is rate based and that revenue fluctuates based on disaster recovery grants. Therefore, the year-on-year revenue level is heavily impacted by natural disaster works and grants.</p>

<b>Determination</b>	<p>Simone Talbot queried how the proposed model would assist regional councils to attract young and quality candidates for future elections, unless their remuneration reflected a full-time equivalent value. It was submitted that the use of population growth as a supporting criterion would not assist regional Queensland, nor does it adequately reflect the workload of councillors due to the decreasing population from far Western Queensland areas.</p> <p>It was further submitted that despite the decrease in population, the services expected to be delivered and the workload of councillors remained the same. The theme of smaller councils required to provide more with less is prevalent and ongoing within their communities.</p> <p>An additional criterion was proposed to be added, to reflect the diversity of industry and operating revenue options within a council's operations.</p> <p>The Commission reiterated their process for the review of councillor categorisation and their intention to develop a framework that is based on a model using a simple, repeatable, and documented process supported by clear and measurable metrics.</p>
<p><b>6</b></p> <p><b>Date received</b></p> <p><b>Received from</b></p> <p><b>Summary of submission</b></p>	<p><b>Written submission:</b> 16 January 2023  <b>Oral submission:</b> 17 October 2023 – LGAQ Annual Conference</p> <p><b>Western Downs Regional Council</b>  Councillor Paul McVeigh  Councillor Andrea Smith  Jodie Taylor – Chief Executive Officer</p> <p>Councillor Smith submitted that the role of a councillor exceeds the previously held view of a part time role and that the remuneration level should reflect the workload.</p> <p>This increased workload has resulted in councillors having to forego additional part time employment, with resulting adverse financial outcomes for individual councillors and the potential for a reduction in candidates who can fulfil the role.</p> <p>The region and specifically Western Down Regional Council, it was submitted, has seen significant growth across both agricultural and energy industries. This has included the inclusion and involvement in regional and a State plan such as Queensland Energy and Jobs Plan that requires state-based negotiations and creates additional workload and responsibility.</p> <p>It was submitted that the knowledge and skill required of a councillor to guide this transitional process to renewables and trade diversification has increased over recent years. Additionally, the need to continue to attract a diversity of business and industries to the area remains important due to the proposed use of operating revenue as a primary criterion in the proposed category review framework.</p> <p>Councillor's highlighted that their local government has 24 approved solar and 3 approved wind farms on top of their</p>

**Determination**

traditional agricultural sector and that this innovation is not acknowledged by the Commission in their proposed framework.

The Commission reiterated that the use of operating revenue as a primary criterion would assist the Commission to capture the complexities and challenges that developing councils faced in a measurable way. This included councils that transitioned their business operations to include and increased involvement across varying industries.

The use of operating revenue as a primary criterion was discussed as a possible method for council to aspire to continue to develop their revenue and expand their operations to improve the outcomes for their residents and in turn be classified in a higher category.

## 6. Other activities

Exceptional circumstances submissions (matters raised under Local Government Regulation 2012, section 248):

Nil.

## 7.Future priorities

The Commission will continue to consider enhancements to the framework for council remuneration categorisation including an equitable method to consider industry impacts on councils and matters relating to transitioning communities and improving sustainability.

The Commission will invite ongoing submissions from all Councils as part of its general review of categories and maximum determination of remuneration prior to 1 December 2024.

The Commission intends to engage with local governments throughout the year including the option for a mid-year deputation process to be established. The Commission invites councils in all areas to participate in the deputation process and any further opportunities for submissions to be made that the Commission may announce.

Further information about the Commission can be located at [www.statedevelopment.qld.gov.au](http://www.statedevelopment.qld.gov.au).

### **Local Government Remuneration Commission**

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City East Qld 4002

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Brisbane Qld 4000

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Phone: (07) 3452 7992

Website: [www.statedevelopment.qld.gov.au](http://www.statedevelopment.qld.gov.au)

**Title of Report:** Proposed Housing Designs

**Agenda Item:** 12.4

**Classification:** For Decision

**Author** A/Executive Manager Building & Infrastructure

**Attachments** Proposed Housing Designs (tabled)

## Officers Recommendation:

### That Council:

- Notes the reports
- Endorses the proposed housing designs to progress to construction tender
- Note the impact of limited available land on the allocation of new houses to Injinoo and New Mapoon communities as part of this project and request this be considered in the distribution of housing funds received into the future

## PURPOSE OF REPORT

To provide further detail for the Council to adopt the proposed housing designs.

## BACKGROUND AND CONTEXT

On 7<sup>th</sup> December 2023 at the December Special Council Meeting, Lackon Pty Ltd and StruXi Design Pty Ltd presented preliminary designs for the new housing development project. Feedback was provided into these designs.

A further workshop was held on the 9<sup>th</sup> January 2024 where additional feedback was provided.

These designs are tabled today for endorsement of council to enable to project to proceed to the construction tender.

A further report will be brought to council. Asbestos removal is occurring at 2 properties identified within the list of potential sites in late Jan. After this removal, inspection will occur at the properties into the structural quality of the slab and posts prior to further designs being brought to Council.

As part of the project, it has been identified that there are constraints with the availability of suitable land for housing development. While there are 15 houses proposed under the project, due to these constraints only 2 houses can be built within the communities of New Mapoon and Injinoo.

Current work has began on the planning for new subdivision within these communities, which will require investment once completed to prepare the land for housing development.

It is requested that Council Officers note this impact for the recommendation of allocation of future housing capital funding into the future once these works are completed to ensure ongoing equitable distribution of funding to meet housing need as per the register.

## CRITICAL DATES

Consideration of this report is requested to ensure the project can continue to progress.

## FINANCIAL AND RESOURCE CONSIDERATIONS

This project is currently funded. Any delays may lead to increased construction costs.

## LEGAL AND LEGISLATION CONSIDERATIONS

Nil

## POLICY CONSIDERATIONS

N/A.

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

## CONSULTATION

CEO

Council

Lackon Pty Ltd

StruXi Design Pty Ltd

Department of Housing

**Title of Report:** Development Application for proposed reconfiguring a lot, development located at Airport Rd, Bamaga

**Agenda Item:** 12.5

**Classification:** For Decision

**Author:** Executive Manager Operations

**Attachments:** Attach A – Planning assessment report (DSDSATSIP)  
Attach B – Draft decision Notice

## Officers Recommendation:

**That Council approve subject to conditions:**

1. Reconfiguring a Lot, (Lot 109SP288881), on Airport Road Bamaga for
2. Lease purposes (lease in excess of 10 years)

### CONDITIONS OF APPROVAL

### TIMING

#### (1) Administration

At all times

- a. The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:
  - i. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports;
  - ii. The development must, unless stated, be designed, constructed and maintained in accordance with relevant Council policies, guidelines and standards and with the relevant design guidelines in the Far North Queensland Regional Organisation of Councils (FNQROC) Development Manual;
  - iii. The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering.

#### (2) Currency Period

As per condition

- a. The applicable currency periods are:
  - i. Reconfiguring a Lot - **4 Years**

#### (3) Approved Site Drawings/Plans

At all times

- a. The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval:

I. Plan / Document Name	II. Drawing Number	Sheet No / Ref.	Date/DWG
Proposed Lease C in Lot 109 & Lease D in Lot 108 SP288881 on State Reserve Lui St Bamaga.	AU13650-1	PR133582.4 DWG	12-12-2023

- b. Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.
- c. Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.

**(4) Construction**

At all times

- a. Any construction work associated with this development shall be carried out in accordance with sound engineering practice.
- b. No nuisance is to be caused to adjoining properties by way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours.
- c. Where material is to be carted to or from the site, loads are to be covered to prevent dust or spillage.
- d. Where material is spilled or carried on to existing roads or shared paths, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety.
- e. Stormwater will be managed during construction in accordance with FNQROC Development Manual standards and a Soil and Erosion Management Plan.
- f. A Traffic Management Plan is to be completed prior to commencement of construction and to the satisfaction of the Chief Executive Officer.

Prior to commencement of construction.

**(5) Damage to Infrastructure**

At all times

- a. In the event that any part of Council's infrastructure is damaged as a result of work associated with the development, Council must be notified immediately of the affected infrastructure and have it repaired or replaced, at no cost to Council.
- b. All works must be completed prior to the issue of a Compliance Certificate, Building Act.

**(6) Drainage**

At all times

- a. The surface drainage must be catered for in a manner that lessens possible impacts in receiving areas.
- b. Any works as a result of development must not interfere with natural stormwater flow over or through the land.

- |   |  |
|---|--|
| c. A Drainage Management Plan must be provided, compliant with FNQROC Development Manual standards, Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.   | Prior to the start of any works on the site. |
| d. An appropriate Stormwater Quality Management Plan (SQMP) must be developed for the site that provides for achievable stormwater quality treatment measures in accordance with FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer. | Prior to the commencement of the use.        |

**(7) Access/Parking/ Emergency Vehicle Access**

- |   |   |
|---|---|
| a. Access provision to the development must be provided/constructed in accordance with FNQROC specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence.                                   | Prior to the commencement of the use.<br>At all times |
| b. Bicycle and Vehicle parking requirements and Parking Design must be provided/constructed in accordance with FNQROC specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence.           | At all times.   |
| c. Car parking surface must be repaired where required and additional sealed parking and manoeuvring areas provided to FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer. | At all times.   |
| d. Road widths, and construction within the development are to be adequate for fire emergency vehicles to gain access to a safe working area close to buildings and near water supplies.  |   |

**(8) Infrastructure Services**

At all times.

- |  |  |
|--|--|
| a. Road and shared paths are to be provided in accordance with FNQROC Development Manual standards and sound engineering practice.   |  |
| b. Water Supply connection or suitable alternative adequate water supply must be provided to site/s in accordance with FNQROC Development Manual standards or demonstrate that such is already in existence. |  |
| c. Sewer connection or suitable alternative on-site treatment in accordance with FNQROC Development Manual standards must be provided to sites or demonstrate that such is already in existence.             |  |
| d. Electricity provision certificate must be provided to the Local Authority.  |  |
| e. Lighting is to be provided in accordance with FNQROC Development Manual standards and sound engineering practice and to the satisfaction of the Chief Executive Officer.                                  |  |
| f. Telecommunications provision certificate or declaration of exemption must be provided to the Local Authority.   |  |

**(9) Fire Hydrants, Fire Management and Emergency Access**

- |   |                       |
|---|-----------------------|
| <ul style="list-style-type: none"> <li>a. Fire Hydrants are to be installed and located to enable fire services to access water safely, effectively, and efficiently or demonstrate that such is already in existence or an alternative provided to FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.</li> </ul> | Prior to use of site. |
| <ul style="list-style-type: none"> <li>b. Fire Hydrants are to be suitably identified so that fire services can locate them at all hours.</li> </ul>  | At all times          |
| <ul style="list-style-type: none"> <li>c. Road widths, and construction within the development are to be adequate for fire emergency vehicles to gain access to a safe working area.</li> </ul>   |                       |
| <ul style="list-style-type: none"> <li>d. Fire Services are to be provided in accordance with FNQROC Development Manual standards and the water supply must be reliable and have sufficient flow and pressure requirements for fire-fighting purposes.</li> </ul>   |                       |
| <ul style="list-style-type: none"> <li>e. Water supply to ensure adequate and accessible water supply for firefighting purposes must be provided to the Local Authority or demonstrate that such is already in existence.</li> </ul>  |                       |

**(10) Staged Development**

- |   |                  |
|---|------------------|
| <ul style="list-style-type: none"> <li>a. The development can be undertaken in stages generally in accordance with the approved Plans of Development. Council must be notified of any proposed changes to the approved stage boundaries.</li> </ul> | As per condition |
|---|------------------|

**(11) Acid Sulfate Soils**

- |  |                                       |
|--|---------------------------------------|
| <ul style="list-style-type: none"> <li>a. Due care must be taken to ensure that the development will manage to not disturb or minimise the release of acid or metal contaminants.</li> </ul> | Prior to the commencement of the use. |
| <ul style="list-style-type: none"> <li>b. Dispose of acid or metal contaminants compliant to legislation and provide relevant disposal documentation to Council.</li> </ul>                  |                                       |

**(12) Landscaping and Fencing**

- |   |                                       |
|---|---------------------------------------|
| <ul style="list-style-type: none"> <li>a. Landscaping and fencing to be erected to enhance the appearance of the site to the road and provide a buffer to adjoining sites.</li> </ul> | Prior to the commencement of the use. |
| <ul style="list-style-type: none"> <li>b. The landscaping and fencing must be maintained to an appropriate standard.</li> </ul>   | At all times                          |

**(13) Hazardous Materials**

- |  |              |
|--|--------------|
| <ul style="list-style-type: none"> <li>a. The development must manage the use, storage and disposal of hazardous material and prescribed hazardous chemicals in such a manner to minimise the potential contamination of the natural environment, ground water and aquifer.</li> </ul> | At all times |
|--|--------------|

## PURPOSE OF REPORT

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

- i) Registration of a lease for a term longer than 10 years.
  - a. Attachment A in attached– Planning assessment report (DSDSATSIP)

Council is in receipt of a development application for:

- ii) Reconfiguring a Lot (Subdivision), Lot 109SP288881 at Airport Road, Bamaga.
- iii) Lease in excess of 10 years

The proposed development is assessment provisions are set out in the tables below and is assessable development in accordance with the provisions of the planning scheme and the *Planning Act 2016*.

Application & Site Details Summary	
<b>Applicant:</b>	NPARC C/- RPS AAP
<b>Proposed Development:</b>	Registration of a lease for a term longer than 10 years
<b>Type of Approval sought:</b>	Development Permit
<b>Street Address:</b>	Airport Rd, Bamaga
<b>RP Description:</b>	Lot 109SP288881
<b>Land Area:</b>	26,269m <sup>2</sup>
<b>Lease Area:</b>	Lease C, 17,366m <sup>2</sup>
<b>Existing Use of Land:</b>	Industrial

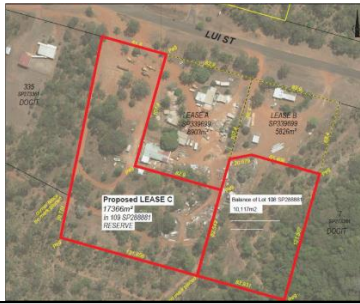
Local Plan Summary	
<b>Local Plan:</b>	NPARC Planning Scheme 2018
<b>Zoning:</b>	Industrial
<b>Codes</b>	Industry
<b>Overlays:</b>	Biodiversity (Wildlife Habitat), Natural Hazard (Bushfire), Airport (Wildlife Buffer)
<b>Level of Assessment:</b>	Code
<b>Consultation:</b>	n/a

Master Plan Summary	
<b>Master Plan:</b>	NPARC Master Plan 2020
<b>Land Use:</b>	Not reflected in the Master Plan as the land is already used for the intended purpose.
<b>Assessment:</b>	n/a

State Requirements Summary	
<b>DA Mapping:</b>	n/a
<b>Pre-lodgement:</b>	n/a
<b>Referral:</b>	n/a
<b>State Development Assessment Codes</b>	n/a

IMPACT ASSESSMENT CONSULTATION	
Consultation Period:	n/a
Submissions:	n/a
Assessment:	n/a

The proposal seeks to obtain a Development Permit as reflected in the table below.

Description of Subject Site	Proposal	Maps/Plans	Assessment
<b>Preliminary Approval, Variation of the Planning Scheme (PA)</b>			
n/a			
<b>Reconfiguring a Lot (RaL)</b>			
Subdivision	Lease longer than 10 years		The proposed lease C is an RaL to advance the registration of a lease for a period in excess of 10 years.
<b>Material Change of Use (MCU)</b>			
n/a			
<b>Operational Works (OPW)</b>			
n/a			

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

- the land is currently used for industrial purposes,
- is connected to existing urban infrastructure, thus allowing development to proceed in an efficient, sustainable and cost-effective manner.
- will enable the council to comply with its Corporate and Operational Plans objective “Strong Governance”.

## Reason for Decision

As discussed within this report, the proposed development is considered to be generally in accordance with the following relevant overall outcomes.

In particular

- the land is currently used for industrial purposes,
- is connected to existing urban infrastructure, thus allowing development to proceed in an efficient, sustainable and cost-effective manner.

- will enable the council to comply with its Corporate and Operational Plans objective “Strong Governance”.

## Public Notification

N/A

## CRITICAL DATES

Planning Act 2016 – Decision Making Period Concludes on the 30<sup>th</sup> January 2024

## OTHER OPTIONS CONSIDERED

N/A.

## LEGAL AND LEGISLATION CONSIDERATIONS

*Planning Act 2016*

*Planning Regulation 2017*

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

State Planning Policy – July 2017

NPARC Planning Scheme 2018

NPARC Master Plan 2020.

## POLICY CONSIDERATIONS

N/A.

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Council assessed the application to be compliant with its Corporate and Operational Plans objectives “Strong Governance”.

Corporate Plan	Operational Plan
<a href="https://www.nparc.qld.gov.au/downloads/file/386/corporate-plan-2022-2026">https://www.nparc.qld.gov.au/downloads/file/386/corporate-plan-2022-2026</a>	<a href="https://www.nparc.qld.gov.au/downloads/file/387/operational-plan-2023-2024">https://www.nparc.qld.gov.au/downloads/file/387/operational-plan-2023-2024</a>

## FINANCIAL AND RESOURCE CONSIDERATIONS

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



**ORDINARY COUNCIL MEETING # 45**  
**Agenda Item 12.5**  
**Tuesday 16<sup>th</sup> January 2024**  
**Bamaga Boardroom**

## **CONSULTATION**

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

## DEVELOPMENT APPLICATION (SECTION 51 OF THE PLANNING ACT 2016) FOR PROPOSED RECONFIGURING A LOT, DEVELOPMENT LOCATED AT AIRPORT RD, BAMAGA

## SECTION 63 OF THE PLANNING ACT 2016, DEVELOPMENT PERMIT FOR RECONFIGURING A LOT FOR A LEASE IN EXCESS OF 10 YEARS ON LOT 109SP288881

### Strategic Considerations

Council assessed the application to be compliant with its Corporate and Operational Plans objectives "Strong Governance".

Corporate Plan	Operational Plan
<a href="https://www.nparc.qld.gov.au/downloads/file/386/corporate-plan-2022-2026">https://www.nparc.qld.gov.au/downloads/file/386/corporate-plan-2022-2026</a>	<a href="https://www.nparc.qld.gov.au/downloads/file/387/operational-plan-2023-2024">https://www.nparc.qld.gov.au/downloads/file/387/operational-plan-2023-2024</a>

### Budget, Financial and Resource Implications

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

### Asset Management

Not Applicable

### Executive Summary

Council is in receipt of a development application for:

- Reconfiguring a Lot (Subdivision), Lot 109SP288881 at Airport Road, Bamaga.
- Lease in excess of 10 years

(Attachment B, Locality Plan)

The proposed development is assessment provisions are set out in the tables below and is assessable development in accordance with the provisions of the planning scheme and the *Planning Act 2016*.

Application & Site Details Summary	
Applicant:	NPARC C/- RPS AAP
Proposed Development:	Registration of a lease for a term longer than 10 years
Type of Approval sought:	Development Permit
Street Address:	Airport Rd, Bamaga
RP Description:	Lot 109SP288881
Land Area:	26,269m <sup>2</sup>
Lease Area:	Lease C, 17,366m <sup>2</sup>
Existing Use of Land:	Industrial

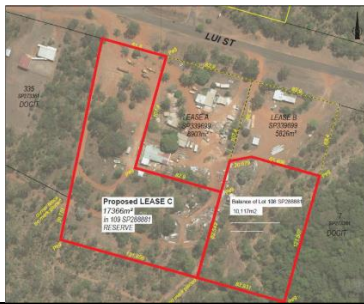
Local Plan Summary	
Local Plan:	NPARC Planning Scheme 2018
Zoning:	Industrial
Codes	Industry
Overlays:	Biodiversity (Wildlife Habitat), Natural Hazard (Bushfire), Airport (Wildlife Buffer)
Level of Assessment:	Code
Consultation:	n/a

Master Plan Summary	
Master Plan:	NPARC Master Plan 2020
Land Use:	Not reflected in the Master Plan as the land is already used for the intended purpose.
Assessment:	n/a

State Requirements Summary	
DA Mapping:	n/a
Pre-lodgement:	n/a
Referral:	n/a
State Development Assessment Codes	n/a

IMPACT ASSESSMENT CONSULTATION	
Consultation Period:	n/a
Submissions:	n/a
Assessment:	n/a

The proposal seeks to obtain a Development Permit as reflected in the table below.

Description of Subject Site	Proposal	Maps/Plans	Assessment
<b>Preliminary Approval, Variation of the Planning Scheme (PA)</b>			
n/a			
<b>Reconfiguring a Lot (RaL)</b>			
Subdivision	Lease longer than 10 years		The proposed lease C is an RaL to advance the registration of a lease for a period in excess of 10 years.
<b>Material Change of Use (MCU)</b>			
n/a			
<b>Operational Works (OPW)</b>			
n/a			

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

- the land is currently used for industrial purposes,
- is connected to existing urban infrastructure, thus allowing development to proceed in an efficient, sustainable and cost-effective manner.
- will enable the council to comply with its Corporate and Operational Plans objective “Strong Governance”.

### For Council Decision – Recommendation

#### That Council approve:

- Reconfiguring a Lot (Subdivision), Lot 109SP288881 at Airport Road, Bamaga.
- Lease in excess of 10 years

Subject to the below conditions:

CONDITIONS OF APPROVAL

TIMING

1. Administration

At all times

1.1. The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:

1.1.1. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports;

1.1.2. The development must, unless stated, be designed, constructed and maintained in accordance with relevant Council policies, guidelines and standards and with the relevant design guidelines in the Far North Queensland Regional Organisation of Councils (FNQROC) Development Manual;

1.1.3. The conditions of approval, the requirements of Council’s Planning Scheme and best practice engineering.

2. Currency Period

As per condition

2.1. The applicable currency periods are:

2.1.1. Reconfiguring a Lot - **4 Years**

3. Approved Site Drawings/Plans

At all times

3.1. The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval:

Plan / Document Name	Drawing Number	Sheet No / Ref.	Date/DWG
Proposed Lease C in Lot 109 & Lease D in Lot 108 SP288881 on State Reserve Lui St Bamaga.	AU13650-1	PR133582.4 DWG	12-12-2023

3.2. Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.

3.3. Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.

4. Construction

At all times

4.1. Any construction work associated with this development shall be carried out in accordance with sound engineering practice.

4.2. No nuisance is to be caused to adjoining properties by way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours.

4.3. Where material is to be carted to or from the site, loads are to be covered to prevent dust or spillage.

4.4. Where material is spilled or carried on to existing roads or shared paths, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety.

4.5. Stormwater will be managed during construction in accordance with FNQROC Development Manual standards and a Soil and Erosion Management Plan.

4.6. A Traffic Management Plan is to be completed prior to commencement of construction and to the satisfaction of the Chief Executive Officer.

Prior to commencement of construction.

5. Damage to Infrastructure

At all times

5.1. In the event that any part of Council’s infrastructure is damaged as a result of work associated with the development, Council must be notified immediately of the affected infrastructure and have it repaired or replaced, at no cost to Council.

5.2. All works must be completed prior to the issue of a Compliance Certificate, Building Act.

CONDITIONS OF APPROVAL	TIMING
<p><b>6. Drainage</b></p> <p>6.1. The surface drainage must be catered for in a manner that lessens possible impacts in receiving areas.</p> <p>6.2. Any works as a result of development must not interfere with natural stormwater flow over or through the land.</p> <p>6.3. A Drainage Management Plan must be provided, compliant with FNQROC Development Manual standards, Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.</p> <p>6.4. An appropriate Stormwater Quality Management Plan (SQMP) must be developed for the site that provides for achievable stormwater quality treatment measures in accordance with FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.</p>	<p>At all times</p> <p>Prior to the start of any works on the site.</p> <p>Prior to the commencement of the use.</p>
<p><b>7. Access/Parking/ Emergency Vehicle Access</b></p> <p>7.1. Access provision to the development must be provided/constructed in accordance with FNQROC specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence.</p> <p>7.2. Bicycle and Vehicle parking requirements and Parking Design must be provided/constructed in accordance with FNQROC specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence.</p> <p>7.3. Car parking surface must be repaired where required and additional sealed parking and manoeuvring areas provided to FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.</p> <p>7.4. Road widths, and construction within the development are to be adequate for fire emergency vehicles to gain access to a safe working area close to buildings and near water supplies.</p>	<p>Prior to the commencement of the use.</p> <p>At all times</p> <p>At all times.</p> <p>At all times.</p>
<p><b>8. Infrastructure Services</b></p> <p>8.1. Road and shared paths are to be provided in accordance with FNQROC Development Manual standards and sound engineering practice.</p> <p>8.2. Water Supply connection or suitable alternative adequate water supply must be provided to site/s in accordance with FNQROC Development Manual standards or demonstrate that such is already in existence.</p> <p>8.3. Sewer connection or suitable alternative on-site treatment in accordance with FNQROC Development Manual standards must be provided to sites or demonstrate that such is already in existence.</p> <p>8.4. Electricity provision certificate must be provided to the Local Authority.</p> <p>8.5. Lighting is to be provided in accordance with FNQROC Development Manual standards and sound engineering practice and to the satisfaction of the Chief Executive Officer.</p> <p>8.6. Telecommunications provision certificate or declaration of exemption must be provided to the Local Authority.</p>	<p>At all times.</p>
<p><b>9. Fire Hydrants, Fire Management and Emergency Access</b></p> <p>9.1. Fire Hydrants are to be installed and located to enable fire services to access water safely, effectively, and efficiently or demonstrate that such is already in existence or an alternative provided to FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.</p> <p>9.2. Fire Hydrants are to be suitably identified so that fire services can locate them at all hours.</p> <p>9.3. Road widths, and construction within the development are to be adequate for fire emergency vehicles to gain access to a safe working area.</p>	<p>Prior to use of site.</p> <p>At all times</p>

CONDITIONS OF APPROVAL	TIMING
<p>9.4. Fire Services are to be provided in accordance with FNQROC Development Manual standards and the water supply must be reliable and have sufficient flow and pressure requirements for fire-fighting purposes.</p> <p>9.5. Water supply to ensure adequate and accessible water supply for firefighting purposes must be provided to the Local Authority or demonstrate that such is already in existence.</p>	
<p><b>10. Staged Development</b></p> <p>10.1. The development can be undertaken in stages generally in accordance with the approved Plans of Development. Council must be notified of any proposed changes to the approved stage boundaries.</p>	As per condition
<p><b>11. Acid Sulfate Soils</b></p> <p>11.1. Due care must be taken to ensure that the development will manage to not disturb or minimise the release of acid or metal contaminants.</p> <p>11.2. Dispose of acid or metal contaminants compliant to legislation and provide relevant disposal documentation to Council.</p>	Prior to the commencement of the use.
<p><b>12. Landscaping and Fencing</b></p> <p>12.1. Landscaping and fencing to be erected to enhance the appearance of the site to the road and provide a buffer to adjoining sites.</p> <p>12.2. The landscaping and fencing must be maintained to an appropriate standard.</p>	<p>Prior to the commencement of the use.</p> <p>At all times</p>
<p><b>13. Hazardous Materials</b></p> <p>13.1. The development must manage the use, storage and disposal of hazardous material and prescribed hazardous chemicals in such a manner to minimise the potential contamination of the natural environment, ground water and aquifer.</p>	At all times

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#### Reasons for Decision:

As discussed within this report, the proposed development is considered to be generally in accordance with the following relevant overall outcomes.

In particular

- the land is currently used for industrial purposes,
  - is connected to existing urban infrastructure, thus allowing development to proceed in an efficient, sustainable and cost-effective manner.
  - will enable the council to comply with its Corporate and Operational Plans objective “Strong Governance”.
- 

#### Summary

The proposed development is considered to be generally in accordance with the overall outcomes of the Planning Scheme.

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#### Historical Information

n/a

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#### Policy Implications

Nil

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#### Risk Management Implications

Nil.

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**Statutory Environment**

*Planning Act 2016*

*Planning Regulation 2017*

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

State Planning Policy – July 2017

NPARC Planning Scheme 2018

NPARC Master Plan 2020.

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**Consultation**

- Chief Executive Officer, Northern Peninsula Area Regional Council
- 

**Attachments**

<b>Attachment A:</b>	Application Assessment
<b>Attachment B</b>	Locality Plan
<b>Attachment C:</b>	Development Plan

## Attachment A - Development Application Assessment

### Decision Making Period

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

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

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

### **PLEASE NOTE**

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

IDAS item	Date
Application lodged with Council	12/12/2023
Action Notice Issued	n/a
Confirmation Notice Issued	n/a
Referrals Information Received	n/a
Impact Consultation period	n/a
Planning Act 2016 - Decision Making Period Concludes	30/01/2024
Applicant agreed Decision Making Period Extension Concludes	n/a
Council Meeting	16/01/2024
Decision Notice preparation and mail-out Period Concludes	23/01/2023

### Assessment against relevant legislation.

The development proposal is determined to be Assessable Development.

Legislation	Reconfiguring a Lot, Subdivision (RaL)
NPARC Planning Scheme 2018	✓
State Development Assessment Provisions (SDAP)	X
State Planning Policy (SPP)	✓
Wet Tropics Management Authority	n/a

The Assessment Manager is the Northern Peninsula Area Regional Council (NPARC) as determined by Schedule 8 of the *Planning Regulation 2017*. Under the *Planning Act 2016*, the Reconfiguring a Lot, for Lease Purposes, a Lease in excess of 10 years, in the Industrial Zone is determined to be Code Assessable development and does not require Public Notification.

The application was reviewed against the Development Assessment Rules to assess whether the application does not trigger referral agency assessment. There are no referrals to the State Assessment and Referral Agency (SARA) and no mapped triggers listed on the DAMS Website for the subject site or SDAP provisions.

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

Proposed Use	Zoning	Zone Codes	Overlay Maps
Industrial	Industrial	Industry	Biodiversity (Wildlife Habitat), Natural Hazard (Bushfire), Airport (Wildlife Buffer)

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

**NPARC Planning Scheme 2018**

<b>Code</b>	<b>Purpose</b>	<b>Assessment</b>
<b>Preferred use of land</b>  <b>PO1</b> Industrial land is only used for the following types of uses: (a) the repair, servicing, assembling and making of a range of products; (b) storage and transport logistics activities; (c) the supply, repair and service of marine and agricultural equipment; (d) value adding or further processing of primary products; (e) transferring, distributing and storing of plant and equipment; (f) manufacturing, producing and processing and recycling and reuse of a range of products and materials; (g) Other uses, which support the primary function of industrial uses, such as offices and retail do not limit the efficient use of industrial land.	<b>A01.1</b> Only industrial uses are established on industrial zoned land.  <b>A01.2</b> Land is not reconfigured to less than 1000m2.	The proposed development complies with the outcomes sought.  The proposed lease area is 17,366m2.
<b>Cultural Heritage</b>  <b>PO4</b> Development is located, designed and operated to ensure that any impact on land with known cultural heritage values is appropriately managed.	<b>A05.1</b> Development is not undertaken in an area where there is known cultural heritage values, including both physical artefacts and historical significance.	The subject property is already fully developed with industrial uses.
<b>Infrastructure and servicing</b>  <b>PO6</b> All uses are serviced with appropriate levels and standards of infrastructure that is cost effective and minimises the impacts on the environment.	<b>A06.1</b> Development is provided with the following infrastructure: (a) reticulated water and sewerage supply in accordance with FNQROC Development Manual; (b) energy and telecommunications; (c) constructed road; (d) stormwater and drainage systems that minimise potential for contamination; (e) refuse and recycling facilities; (f) constructed vehicular access in accordance with FNQROC Development Manual; (g) maximise the opportunities to provide or upgrade existing footpaths.	The lot is connected to Council's reticulated water and sewerage supply and is provided with energy and telecommunications connections within via infrastructure in the Airport Road, road reserve.  Any future development and potential services are conditioned to comply with the code.
<b>Protection of matters of environmental significance</b>  <b>PO1</b> Development protects matters of environmental significance.	<b>A01.1</b> Development avoids significant impact on the relevant environmental values. OR <b>A01.2</b> A report certified by an appropriately qualified person demonstrating to the satisfaction of the assessment manager, that the development site does not contain any matters. OR <b>A01.3</b> Development is located, designed and operated to mitigate significant impacts on	The site is currently used for industrial purposes. No additional impacts on the relevant environmental values of the site would be created.

# NPARC Planning Scheme 2018

Code	Purpose	Assessment
	the relevant environmental values. For example, a report certified by an appropriately qualified person demonstrating to the satisfaction of the assessment manager, how the proposed development mitigates impacts, including on water quality, hydrology and biological processes.	
<b>Management of impacts on matters of environmental significance</b>  <b>P02</b> Development is designed and constructed to avoid significant impacts on areas of environmental significance.	<b>A02</b> The design and layout of development minimises adverse impacts on ecologically important areas by: a) focusing development in cleared areas to protect existing habitat b) utilising urban design to consolidate density and preserve existing habitat and native vegetation c) aligning new property boundaries to maintain ecologically important areas d) ensuring that alterations to natural landforms, hydrology and drainage patterns on the development site do not negatively affect ecologically important areas e) ensuring that significant fauna habitat are protected in their environmental context, and f) incorporating measures that allow for the safe movement of fauna through the site.	The proposed lease area would align with the existing lot boundaries. The site is located within the Industry Zone and there are mapped areas of environmental significance (wildlife habitat) located on the southern boundary of the site. It is not proposed to remove any vegetation from the site or construct any new buildings or structures that would impact areas
<b>Development design and separation from bushfire hazard – reconfiguration of lots</b>  <b>P04</b> Where reconfiguration is undertaken in an urban area or is for urban purposes or smaller scale rural residential purposes, a separation distance from hazardous vegetation is provided to achieve a radiant heat flux level of 29kW/m2 at the edge of the proposed lot(s).	<b>A04.1</b> No new lots are created within the bushfire prone area. OR <b>A04.2</b> Lots are separated from hazardous vegetation by a distance that: 1) achieves radiant heat flux level of 29kW/m2 at all boundaries; and 2) is contained wholly within the development site.	The proposed lease areas would be located in the Potential Impact Buffer and Medium Potential Bushfire Intensity Area, which is predominately located within the southern portion of the site. The Industrial Lease area would include sufficient setback from hazardous vegetation and safe and unhindered evacuation paths from Airport Road.
<b>P06</b> Where reconfiguration is undertaken in an urban area or is for urban purposes, a constructed perimeter road with reticulated water supply is established between the lots and the hazardous vegetation and is readily accessible at all times for urban fire fighting vehicles. The access is available for both fire fighting and maintenance/defensive works.	<b>A06.1</b> Lot boundaries are separated from hazardous vegetation by a public road which: 1) has a two lane sealed carriageway; 2) contains a reticulated water supply; 3) is connected to other public roads at both ends and at intervals of no more than 500m; 4) accommodates geometry and turning radii in accordance with Qld Fire and Emergency Services' Fire Hydrant and Vehicle Access Guidelines;	The boundaries of the lease areas would be separated from the hazardous vegetation by cleared area to the south of the site. The proposed Lease C would maintain direct access to Airport Road, which can accommodate fire fighting vehicles. The site is provided with

NPARC Planning Scheme 2018		
Code	Purpose	Assessment
	5) a minimum of 4.8m vertical clearance above the road; 6) is designed to ensure hydrants and water access points are not located within parking bay allocations; and 7) incorporates roll-over kerbing. <b>A06.2</b> Fire hydrants are designed and installed in accordance with AS2419.1 2005, unless otherwise specified by the relevant water entity.	reticulated water supply.  Hydrants are located adjacent to the site within the Airport Road, road reserve.
<b>Reconfiguring a Lot Code</b>  <b>P08</b> Each lot has sufficient dimensions and area to accommodate: (a) Intended future use with adequate setbacks; (b) Private open space; (c) Vehicle access and/or parking area; and (d) Appropriate infrastructure, such as on site effluent disposal	<b>A08.1</b> Allotment Sizes comply with the minimum areas set out below: Township Zone and Residential Precinct (a) 800m <sup>2</sup> minimum for detached dwellings, multiple dwellings and dual occupancy. Industry Zone and Industry Low, Medium or High Impact Precinct (a) 1500m <sup>2</sup> minimum for Low or Medium Impact (b) 4000m <sup>2</sup> minimum for High Impact Precinct Industry Zone (a) 4000m <sup>2</sup> minimum Rural Zone (a) 100 hectare minimum	No new allotments are created. The purpose of the RaL is to created a Lease Lot for the registration of a lease in excess of 10 years.

### Assessment of application against NPARC Master Plan 2020

The development proposal is not reflected in the Master Plan.

### State Planning Policy Assessment

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

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

The SPP focusses on delivery of outcomes and applies to:

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

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

**Assessment:**

**Development and Construction**

The proposal provides security of tenure to an existing use which stimulates the economic development in NPARC LGA.

**Development and Construction**

The proposed development site is connected to and make use of existing infrastructure.

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Figure 1: Site Location





# Northern Peninsula Area Regional Council

PO Box 200, Bamaga, Qld 4876  
Phone: 07 4090 4100 Fax: 07 4069 3264  
ABN: 27 853 926 592

Our Ref: DA2023\_047  
Your Ref: AU013652

17 January 2024

Northern Peninsula Area Regional Council

Delivery via email: [stacey.devaney@rpsgroup.com.au](mailto:stacey.devaney@rpsgroup.com.au) & [gerhard.visser@dsdsatsip.qld.gov.au](mailto:gerhard.visser@dsdsatsip.qld.gov.au)

## DECISION NOTICE

### *Planning Act 2016*

#### **Section 63 of the Planning Act 2016, Development Permit for: Reconfiguring Lot 109 at Airport Road, Bamaga, Lot 109 SP288881**

The application dated 12 December 2023 seeking approval for the following is noted:

- Reconfiguring a Lot
- Lease in excess of 10 years

Please be advised that your application was assessed and considered at Council's schedule meetings held on (16 January 2024).

Council resolved to:

Approve (subject to conditions) the Development Application lodged with Council for:

- i. Reconfiguring a Lot (Subdivision)
- ii. Lease in excess of 10 years

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

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

Yours sincerely

Kate Gallaway  
CHIEF EXECUTIVE OFFICER  
**Northern Peninsula Area Regional Council**  
Encl - Decision Notice  
Appeal Rights

## APPLICATIONS DETAILS

Aspects of the development proposal are listed below:

<b>Application Number</b>	DA2023_047
<b>Applicant Details</b>	Northern Peninsula Area Regional Council c/- RPS AAP Consulting Pty Ltd
<b>Property Description</b>	Lot 109 SP288881
<b>Proposal</b>	Reconfiguring a Lot (Subdivision), Lot 109SP288881 Lease in excess of 10 years
<b>Level of Assessment</b>	Code

## DECISION

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

<b>Deemed Approval</b>	The application has been deemed to be approved under s64 of the <i>Planning Act 2016</i> .
<b>Decision</b>	The application was approved subject to reasonable and relevant conditions which reflect and accord generally with the application as made.
<b>Decision Date</b>	16 January 2024
<b>Decision Type</b>	Development Permit
<b>Planning Instrument</b>	Northern Peninsula Area Regional Council Planning Scheme 2018
<b>Submissions</b>	Nil
<b>CONDITIONS OF APPROVAL</b>	
The conditions of this approval are set out in the Schedule of Conditions. The conditions are identified to indicate whether the Assessment Manager or a referral agency (if any) imposed them.	
<b>REFERRAL AGENCIES</b>	
Not Applicable	
<b>PROPERTY NOTES</b>	
Not Applicable	
<b>FURTHER DEVELOPMENT PERMITS REQUIRED</b>	
Building Act 1975 Plumbing & Drainage Act 2018	
<b>RIGHTS OF APPEAL</b>	
<p>The rights of an applicant to appeal to a tribunal or the Planning and Environment Court against a decision about a development application are set out in chapter 6, part 1 of the <i>Planning Act 2016</i>. There may also be a right to make an application for a declaration by a tribunal (see chapter 6, part 2 of the <i>Planning Act 2016</i>).</p> <p><u>Appeal by an applicant</u></p> <p>An applicant for a development application may appeal to the Planning and Environment Court against the following:</p> <ul style="list-style-type: none"> <li>• The refusal of all or part of the development application;</li> <li>• A provision of the development approval;</li> <li>• The decision to give a preliminary approval when a development permit was applied for; and</li> <li>• A deemed refusal of the development application.</li> </ul> <p>An applicant may also have a right to appeal to the Development tribunal. For more information, see schedule 1 of the <i>Planning Act 2016</i>.</p>	

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

## REASONS FOR THE DECISION

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

- the land is currently used for industrial purposes,
- is connected to existing urban infrastructure, thus allowing development to proceed in an efficient, sustainable and cost-effective manner.
- will enable the council to comply with its Corporate and Operational Plans objective “Strong Governance”.

## SCHEDULE OF CONDITIONS

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

- Reconfiguring a Lot (Subdivision)
- Lease in excess of 10 years

CONDITIONS OF APPROVAL	TIMING
<p><b>1. Administration</b></p> <p>1.1. The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:</p> <p>1.1.1. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports;</p> <p>1.1.2. The development must, unless stated, be designed, constructed and maintained in accordance with relevant Council policies, guidelines and standards and with the relevant design guidelines in the Far North Queensland Regional Organisation of Councils (FNQROC) Development Manual;</p> <p>1.1.3. The conditions of approval, the requirements of Council’s Planning Scheme and best practice engineering.</p>	<p>At all times</p> <p>As per condition</p>
<p><b>2. Currency Period</b></p>	<p>As per condition</p>

## CONDITIONS OF APPROVAL

## TIMING

- 2.1. The applicable currency period is:  
 2.1.1. Reconfiguring a Lot - **4 Years**

### 3. Approved Site Drawings/Plans

At all times

- 3.1. The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval:

Plan / Document Name	Drawing Number	Sheet No / Ref.	Date/DWG
Proposed Lease C in Lot 109 & Lease D, in Lot 108 SP288881 on State Reserve Lui St Bamaga.	AU13650-1	PR133582.4 DWG	12-12-2023

- 3.2. Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.
- 3.3. Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.

### 4. Construction

At all times

- 4.1. Any construction work associated with this development shall be carried out in accordance with sound engineering practice.
- 4.2. No nuisance is to be caused to adjoining properties by way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours.
- 4.3. Where material is to be carted to or from the site, loads are to be covered to prevent dust or spillage.
- 4.4. Where material is spilled or carried on to existing roads or shared paths, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety.
- 4.5. Stormwater will be managed during construction in accordance with FNQROC Development Manual standards and a Soil and Erosion Management Plan.
- 4.6. A Traffic Management Plan is to be completed prior to commencement of construction and to the satisfaction of the Chief Executive Officer.

Prior to commencement of construction.

### 5. Damage to Infrastructure

At all times

- 5.1. In the event that any part of Council's infrastructure is damaged as a result of work associated with the development, Council must be notified immediately of the affected infrastructure and have it repaired or replaced, at no cost to Council.
- 5.2. All works must be completed prior to the issue of a Compliance Certificate, Building Act.

### 6. Drainage

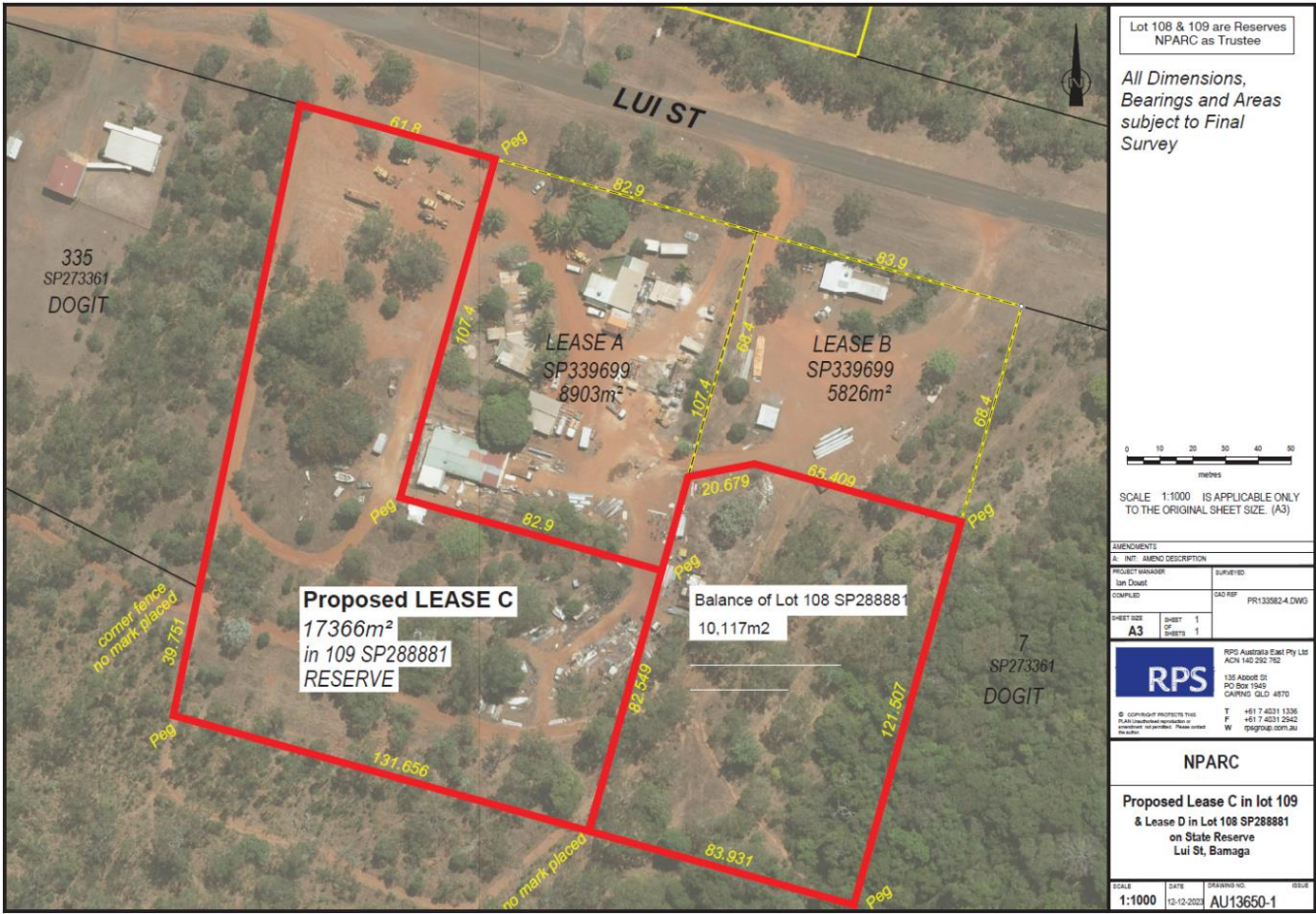
At all times

- 6.1. The surface drainage must be catered for in a manner that lessens possible impacts in receiving areas.
- 6.2. Any works as a result of the development must not interfere with natural stormwater flow over or through the land.
- 6.3. A Drainage Management Plan must be provided, compliant with FNQROC Development Manual standards, Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.

Prior to the start of any works on the site.

CONDITIONS OF APPROVAL	TIMING
<p>6.4. An appropriate Stormwater Quality Management Plan (SQMP) must be developed for the site that provides for achievable stormwater quality treatment measures in accordance with FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.</p>	<p>Prior to the commencement of the use.</p>
<p><b>7. Access/Parking/ Emergency Vehicle Access</b></p>	
<p>7.1. Access provision to the development must be provided/constructed in accordance with FNQROC specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence.</p>	<p>Prior to the commencement of the use.</p>
<p>7.2. Bicycle and Vehicle parking requirements and Parking Design must be provided/constructed in accordance with FNQROC specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence.</p>	<p>At all times</p> <p>At all times.</p>
<p>7.3. Car parking surface must be repaired where required and additional sealed parking and manoeuvring areas provided to FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.</p>	<p>At all times.</p>
<p>7.4. Road widths, and construction within the development are to be adequate for fire emergency vehicles to gain access to a safe working area close to buildings and near water supplies.</p>	<p>At all times.</p>
<p><b>8. Infrastructure Services</b></p>	<p>At all times.</p>
<p>8.1. Road and shared paths are to be provided in accordance with FNQROC Development Manual standards and sound engineering practice.</p>	
<p>8.2. Water Supply connection or suitable alternative adequate water supply must be provided to site/s in accordance with FNQROC Development Manual standards or demonstrate that such is already in existence.</p>	
<p>8.3. Sewer connection or suitable alternative on-site treatment in accordance with FNQROC Development Manual standards must be provided to sites or demonstrate that such is already in existence.</p>	
<p>8.4. Electricity provision certificate must be provided to the Local Authority.</p>	
<p>8.5. Lighting is to be provided in accordance with FNQROC Development Manual standards and sound engineering practice and to the satisfaction of the Chief Executive Officer.</p>	
<p>8.6. Telecommunications provision certificate or declaration of exemption must be provided to the Local Authority.</p>	
<p><b>9. Fire Hydrants, Fire Management and Emergency Access</b></p>	
<p>9.1. Fire Hydrants are to be installed and located to enable fire services to access water safely, effectively, and efficiently or demonstrate that such is already in existence or an alternative provided to FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.</p>	<p>Prior to use of site.</p>
<p>9.2. Fire Hydrants are to be suitably identified so that fire services can locate them at all hours.</p>	
<p>9.3. Road widths, and construction within the development are to be adequate for fire emergency vehicles to gain access to a safe working area.</p>	<p>At all times</p>
<p>9.4. Fire Services are to be provided in accordance with FNQROC Development Manual standards and the water supply must be reliable and have sufficient flow and pressure requirements for fire-fighting purposes.</p>	

CONDITIONS OF APPROVAL	TIMING
9.5. Water supply to ensure adequate and accessible water supply for firefighting purposes must be provided to the Local Authority or demonstrate that such is already in existence.	
<b>10. Staged Development</b> 10.1. The development can be undertaken in stages generally in accordance with the approved Plans of Development. Council must be notified of any proposed changes to the approved stage boundaries.	As per condition
<b>11. Acid Sulfate Soils</b> 11.1. Due care must be taken to ensure that the development will manage to not disturb or minimise the release of acid or metal contaminants. 11.2. Dispose of acid or metal contaminants compliant to legislation and provide relevant disposal documentation to Council.	Prior to the commencement of the use.
<b>12. Landscaping and Fencing</b> 12.1. Landscaping and fencing to be erected to enhance the appearance of the site to the road and provide a buffer to adjoining sites. 12.2. The landscaping and fencing must be maintained to an appropriate standard.	Prior to the commencement of the use. At all times
<b>13. Hazardous Materials</b> 13.1. The development must manage the use, storage and disposal of hazardous material and prescribed hazardous chemicals in such a manner to minimise the potential contamination of the natural environment, ground water and aquifer.	At all times



DA2023\_047 End of Approved Drawings (1 approved Dwg)

**Title of Report:** NPARC Camping Policy

**Agenda Item:** 12.6

**Classification:** For Decision

**Author** CEO

**Attachments** Designated Camping Areas  
Camping Policy  
Camping Application Process  
Camping Application Form

## Officers Recommendation:

**That Council:**

1. Note the report;
2. Resolves, pursuant to section 8(1) of *Subordinate Local Law No. 7 (Indigenous Community Land Management) 2021*, to designate the following camping sites within the Northern Peninsula Area as identified in Attachment 1 to this Report, for the purposes of camping in accordance with the requirements of Council's Local Laws:
  - (a) Injinoo Camping Area;
  - (b) New Mapoon Camping Area A;
  - (c) New Mapoon Camping Area B;
  - (d) New Mapoon Camping Area C;
  - (e) New Mapoon Camping Area D;
  - (f) Seisia Camping Area A;
  - (g) Seisia Camping Area B; and
  - (h) Umagico Camping Area; and
3. Adopts:
  - (a) The Northern Peninsula Area Regional Council Camping Policy attached to this Report ("the Camping Policy") as Attachment 2;
  - (b) the Northern Peninsula Area Regional Council Camping Application Process attached to this Report ("the Camping Application Process") as Attachment 3; and
  - (c) the Northern Peninsula Area Regional Council Camping Application Form attached to this Report ("the Camping Application Form") as Attachment 4.

## PURPOSE OF REPORT

To provide an update to Council on the development of an NPARC Camping Policy and Application Process and to seek Council approval for the designation of camping sites within the NPA and

adoption of the proposed Camping Policy, Camping Application Process and Camping Application Form.

## BACKGROUND AND CONTEXT

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

To enable camping to be undertaken within the NPA and in accordance with Council's Local Laws, the following is required:

- Designation of the areas of land for the purposes of camping through resolution; and
- Adoption of the proposed Camping Policy, Camping Application Process and Camping Application Form.

Council's current 2023-24 Register of Fees and Charges provides that the application fee for a 'Prescribed Activity Permit' is \$65.00. Camping, under Council's Local Laws, is considered to be a 'Prescribed Activity' to which this fee applies. Officers are proposing to charge the application fee for any applications received for new camping sites.

It would be proposed the areas of the New Mapoon, Injinoo and Umagico foreshore where campsites are currently located be designated, and these are identified in Attachment 1 to this Report. Alternatively, Council may decide not to designate any camping areas and if so, camping will remain unregulated and unenforceable by Officers.

It is proposed that as part of this Council Report, and following the areas being designated for camping by Council, that the proposed Camping Policy is also adopted by Council.

Following this, all campers will be invited to submit a Camping Application Form and undertake the process. If the application meets the criteria outlined in Council's Local Laws and in accordance with the proposed Camping Policy, Officers will provide a camping permit to the applicant.

## OPTIONS CONSIDERED

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

## CRITICAL DATES

N/A.

## LEGAL AND LEGISLATION CONSIDERATIONS

NA



## **POLICY CONSIDERATIONS**

NA

## **CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS**

NA

## **FINANCIAL AND RESOURCE CONSIDERATIONS**

NA

## **CONSULTATION**

Preston Law

## Attachment 1

### DESIGNATED CAMPING AREAS

#### (a) Injinoo Camping Area



#### (b) New Mapoon Camping Area A



(c) New Mapoon Camping Area B



(d) New Mapoon Camping Area C



(e) New Mapoon Camping Area D



(f) Seisia Camping Area A



(g) Seisia Camping Area B



(h) Umagico Camping Area





**ORDINARY COUNCIL MEETING # 45**  
**Agenda Item 12.6**  
**Tuesday, 16<sup>th</sup> January 2024**  
**Bamaga Boardroom**

**Attachment 2**

**CAMPING POLICY**

---

## NORTHERN PENINSULA AREA REGIONAL COUNCIL CAMPING POLICY

### Purpose and Scope of Policy

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

### Legal Position

3. For areas that fall within the Council Deed of Grant in Trust ("**DOGIT**"), Council has an obligation, in its capacity as Trustee, to hold the said land in trust for the benefit of indigenous inhabitants and for no other purpose whatsoever.
4. As a matter of general law, that obligation on Council as Trustee involves managing the land effectively, including for third party uses such as camping.
5. Council's Local Laws are relevant to campers seeking to camp on local government-controlled areas in the Northern Peninsula Area ("**NPA**") and may regulate camping and aspects of camping more effectively. For example, Council's Local Laws currently state that:
  - (a) Council can designate, by resolution, a part of the trust area for the purposes of camping (section 8 of *Local Law No. 7 (Indigenous Community Land Management) 2021*);
  - (b) A person must obtain an approval to camp within a camping site in a trust area (Schedule 33, *Subordinate Local Law No. 1 (Administration) 2021* ("**SLL1**"));
  - (c) A person must obtain an approval to make an alteration or improvement to a local government-controlled area (Schedule 7, *SLL1*).
6. An approval to camp within a camping site must be applied for under *Local Law No. 1 (Administration) 2021* ("**LL1**"). Under section 9(2) of LL1, Council may:
  - (a) grant the approval unconditionally;
  - (b) grant the approval subject to conditions;
  - (c) refuse to grant the approval.
7. Council may prescribe a fee for making applications under LL1.

8. Section 6(2) of LL1 provides that it is an offence to carry out a prescribed activity – including camping within a camping site or making an alteration or improvement to a local government-controlled area – without an approval. If Council identifies that the activity is being carried out without approval, Council can prosecute offenders in the Magistrates Court, issue a Penalty Infringement Notice (ie, an “on the spot fine”), or issue a Compliance Notice directing the person to cease the activity.
9. Council only permits camping at designated camping sites in the NPA DOGIT. Those camping sites outlined below have been designated by Council and are identified in **Attachment 1** to this Policy:
  - (a) Injinoo Camping Area;
  - (b) New Mapoon Camping Area A;
  - (c) New Mapoon Camping Area B;
  - (d) New Mapoon Camping Area C;
  - (e) New Mapoon Camping Area D;
  - (f) Seisia Camping Area A;
  - (g) Seisia Camping Area B; and
  - (h) Umagico Camping Area.

### Camping in the NPA

10. Consistently with Council’s general law rights as the Trustee of the NPA DOGIT, and Council’s enforcement rights under its Local Laws, Council:
  - (a) requires any persons camping at a camping site to obtain an approval under LL1 before camping;
  - (b) prohibits camping on any local government-controlled areas in the NPA that are not designated camping sites.
11. Schedule 33 of SLL1 provides that:
  - (a) A person seeking to apply for an approval to camp at a camping site must provide the following information with their application for approval:
    - (ii) the prescribed fee;
    - (iii) details about whether the applicant is a resident of the local government area;
    - (iv) the period of time for which the approval is sought;

- (v) details about any vehicles associated with the approval, such as registration number, vehicle make and type; and
  - (vi) any other documentation or materials requested by the local government in writing.
- (b) The criteria that Council must consider under LL1 when deciding whether to grant an approval are whether:
- (i) if the activity requires a separate approval under an Act, a law of the Commonwealth or the local government’s planning scheme—the separate approval has been granted;
  - (ii) the proposed operation and management of the activity is adequate to protect public health, safety and amenity and prevent environmental harm;
  - (iii) the grant of the approval would be consistent with the purpose of any relevant local law;
  - (iv) the proposed operation and management of the prescribed activity would be consistent with any additional criteria prescribed for the activity under a subordinate local law;
  - (v) if the application relates to trust land – the grant of the approval would be consistent with the terms and conditions of the trust; and
  - (vi) if the application relates to a prescribed activity mentioned in section 5(b) – the grant of the approval would be consistent with any requirements or criteria specified in the relevant Local Government Act in relation to the approval.
- (c) The additional criteria that Council must consider are whether:
- (i) the approval would not cause nuisance, inconvenience or annoyance to the residents of the trust area;
  - (ii) the approval would not adversely affect the amenity of the surrounding area;
  - (iii) there will be enough toilets and sanitary conveniences, complying with standards and requirements imposed by the local government, for the use by approval holders;
  - (iv) adequate provision will exist for the disposal of refuse by approval holders.
- (d) The conditions Council will ordinarily impose on an approval to camp at a camping site, including those specified in section 7 of *Subordinate Local Law No. 7 (Indigenous Community Land Management) 2021* are that the approval holder must:

- (i) ensure all rubbish must be removed by the camper or placed in receptacles provided;
- (ii) ensure camping sites must be kept in a clean and tidy state;
- (iii) ensure fires must not be lit other than in the fireplaces provided and in accordance with *Local Law No. 3 (Community and Environmental Management) 2021*;
- (iv) ensure compliance with total fire bans imposed by authorised persons;
- (v) ensure plants, animals and natural and cultural resources must not be disturbed or damaged;
- (vi) ensure wildlife is not fed, and food must not be left in a place where it can be scavenged;
- (vii) ensure watercourses are not be polluted with shampoos, soaps, detergents, sunscreens or other harmful substances;
- (viii) comply with any lawful directions given by an authorised person;
- (ix) ensure noise is not made as to disturb other visitors, particularly between 10pm and 7am;
- (x) camping permit holders must not disturb, remove or damage any natural or cultural resources;
- (xi) ensure electric generating equipment and compressors must not be used without approval;
- (xii) if camping in an area without toilet facilities, all human waste, organic waste, including waste water, generated as a result of the undertaking, must be buried at least 45cm deep, at least 50 metres from any lakes, watercourses, walking tracks, campsites or public facilities;
- (xiii) adhere with principles of Ailan Kastom and Ailan Lore or Aboriginal Tradition; and
- (xiv) where Native Title exists over the camping site, consent must be obtained from a duly authorised officer of the Native Title Prescribed Body Corporate for the area upon which the camping site is located.

## Procedure

12. This Policy has been prepared by reference to, and should be read along with:

- (a) The *Local Government Act 2009* and *Local Government Regulation 2012*;
- (b) Council's Local Laws; and

- (c) Any specific forms, including application forms, prepared by Council which persons must use to obtain approvals.

### **Authorisation**

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

## Attachment 1

### DESIGNATED CAMPING AREAS

#### (a) Injinoo Camping Area



#### (b) New Mapoon Camping Area A



(c) New Mapoon Camping Area B



(d) New Mapoon Camping Area C



(e) New Mapoon Camping Area D



(f) Seisia Camping Area A



(g) Seisia Camping Area B



(h) Umagico Camping Area



### Attachment 3

## NORTHERN PENINSULA AREA REGIONAL COUNCIL

### CAMPING APPLICATION PROCESS

#### Purpose

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

#### Application Process

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

#### Approval

9. After assessing the application, if satisfied it meets the criteria listed in LL1 and SLL1, a permit can be issued to the applicant that outlines all of the conditions Council intends to impose.

10. The permit should be in writing and signed by Council's delegated officer and a copy retained on Council's records for future reference.
11. An expiry date should be noted on the permit. SLL1 allows the Term of the approval to be what is stated on the permit. Therefore, the term should end following the end of the 'duration of stay' indicated on the application form.

### **Refusal**

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

### **Authorisation**

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

## **Attachment 4**

### **CAMPING APPLICATION FORM**

## APPLICATION FOR PRESCRIBED ACTIVITY CAMPING

*Local Law No. 1 (Administration) 2021*

**Please note prior to lodgement:**

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

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

## NORTHERN PENINSULA AREA REGIONAL COUNCIL

### CAMPING POLICY

#### Purpose and Scope of Policy

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

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3. For areas that fall within the Council Deed of Grant in Trust (“**DOGIT**”), Council has an obligation, in its capacity as Trustee, to hold the said land in trust for the benefit of indigenous inhabitants and for no other purpose whatsoever.
4. As a matter of general law, that obligation on Council as Trustee involves managing the land effectively, including for third party uses such as camping.
5. Council’s Local Laws are relevant to campers seeking to camp on local government-controlled areas in the Northern Peninsula Area (“**NPA**”) and may regulate camping and aspects of camping more effectively. For example, Council’s Local Laws currently state that:
  - (a) Council can designate, by resolution, a part of the trust area for the purposes of camping (section 8 of *Local Law No. 7 (Indigenous Community Land Management) 2021*);
  - (b) A person must obtain an approval to camp within a camping site in a trust area (Schedule 33, *Subordinate Local Law No. 1 (Administration) 2021* (“**SLL1**”));
  - (c) A person must obtain an approval to make an alteration or improvement to a local government-controlled area (Schedule 7, **SLL1**).
6. An approval to camp within a camping site must be applied for under *Local Law No. 1 (Administration) 2021* (“**LL1**”). Under section 9(2) of **LL1**, Council may:
  - (a) grant the approval unconditionally;
  - (b) grant the approval subject to conditions;
  - (c) refuse to grant the approval.
7. Council may prescribe a fee for making applications under **LL1**.
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controlled area – without an approval. If Council identifies that the activity is being carried out without approval, Council can prosecute offenders in the Magistrates Court, issue a Penalty Infringement Notice (ie, an “on the spot fine”), or issue a Compliance Notice directing the person to cease the activity.

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- (e) New Mapoon Camping Area D;
- (f) Seisia Camping Area A;
- (g) Seisia Camping Area B; and
- (h) Umagico Camping Area.

### Camping in the NPA

10. Consistently with Council’s general law rights as the Trustee of the NPA DOGIT, and Council’s enforcement rights under its Local Laws, Council:
  - (a) requires any persons camping at a camping site to obtain an approval under LL1 before camping;
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11. Schedule 33 of SLL1 provides that:
  - (a) A person seeking to apply for an approval to camp at a camping site must provide the following information with their application for approval:
    - (i) the prescribed fee;
    - (ii) details about whether the applicant is a resident of the local government area;
    - (iii) the period of time for which the approval is sought;
    - (iv) details about any vehicles associated with the approval, such as registration number, vehicle make and type; and

- (v) any other documentation or materials requested by the local government in writing.
- (b) The criteria that Council must consider under LL1 when deciding whether to grant an approval are whether:
  - (i) if the activity requires a separate approval under an Act, a law of the Commonwealth or the local government's planning scheme—the separate approval has been granted;
  - (ii) the proposed operation and management of the activity is adequate to protect public health, safety and amenity and prevent environmental harm;
  - (iii) the grant of the approval would be consistent with the purpose of any relevant local law;
  - (iv) the proposed operation and management of the prescribed activity would be consistent with any additional criteria prescribed for the activity under a subordinate local law;
  - (v) if the application relates to trust land – the grant of the approval would be consistent with the terms and conditions of the trust; and
  - (vi) if the application relates to a prescribed activity mentioned in section 5(b) – the grant of the approval would be consistent with any requirements or criteria specified in the relevant Local Government Act in relation to the approval.
- (c) The additional criteria that Council must consider are whether:
  - (i) the approval would not cause nuisance, inconvenience or annoyance to the residents of the trust area;
  - (ii) the approval would not adversely affect the amenity of the surrounding area;
  - (iii) there will be enough toilets and sanitary conveniences, complying with standards and requirements imposed by the local government, for the use by approval holders;
  - (iv) adequate provision will exist for the disposal of refuse by approval holders.
- (d) The conditions Council will ordinarily impose on an approval to camp at a camping site, including those specified in section 7 of *Subordinate Local Law No. 7 (Indigenous Community Land Management) 2021* are that the approval holder must:
  - (i) ensure all rubbish must be removed by the camper or placed in receptacles provided;
  - (ii) ensure camping sites must be kept in a clean and tidy state;

- (iii) ensure fires must not be lit other than in the fireplaces provided and in accordance with *Local Law No. 3 (Community and Environmental Management) 2021*;
- (iv) ensure compliance with total fire bans imposed by authorised persons;
- (v) ensure plants, animals and natural and cultural resources must not be disturbed or damaged;
- (vi) ensure wildlife is not fed, and food must not be left in a place where it can be scavenged;
- (vii) ensure watercourses are not be polluted with shampoos, soaps, detergents, sunscreens or other harmful substances;
- (viii) comply with any lawful directions given by an authorised person;
- (ix) ensure noise is not made as to disturb other visitors, particularly between 10pm and 7am;
- (x) camping permit holders must not disturb, remove or damage any natural or cultural resources;
- (xi) ensure electric generating equipment and compressors must not be used without approval;
- (xii) if camping in an area without toilet facilities, all human waste, organic waste, including waste water, generated as a result of the undertaking, must be buried at least 45cm deep, at least 50 metres from any lakes, watercourses, walking tracks, campsites or public facilities;
- (xiii) adhere with principles of Ailan Kastom and Ailan Lore or Aboriginal Tradition; and
- (xiv) where Native Title exists over the camping site, consent must be obtained from a duly authorised officer of the Native Title Prescribed Body Corporate for the area upon which the camping site is located.

## Procedure

12. This Policy has been prepared by reference to, and should be read along with:

- (a) The *Local Government Act 2009* and *Local Government Regulation 2012*;
- (b) Council's Local Laws; and
- (c) Any specific forms, including application forms, prepared by Council which persons must use to obtain approvals.

## Authorisation

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

## Attachment 1

### DESIGNATED CAMPING AREAS

#### (a) Injinoo Camping Area



#### (b) New Mapoon Camping Area A



(c) New Mapoon Camping Area B



(d) New Mapoon Camping Area C



(e) New Mapoon Camping Area D



(f) Seisia Camping Area A



(g) Seisia Camping Area B



(h) Umagico Camping Area



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## NORTHERN PENINSULA AREA REGIONAL COUNCIL

### CAMPING APPLICATION PROCESS

#### Purpose

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

#### Application Process

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

#### Approval

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

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

### **Refusal**

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

### **Authorisation**

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

## APPLICATION FOR PRESCRIBED ACTIVITY CAMPING

*Local Law No. 1 (Administration) 2021*

**Please note prior to lodgement:**

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

<b>Application Type</b>	<input type="checkbox"/> New application <input type="checkbox"/> Renewal application <input type="checkbox"/> Change of information <input type="checkbox"/> Other	
<b>Applicant Details</b>	Full Name(s):	
	Company/Business Name(s):	
	Residential address:	
	Postal address:	
	Telephone:	
	Email:	
<b>Site/ Campground Details*</b>	Location:	
	Description (Lot/Plan):	
	Area / No. of Sites:	
	<i>* Provide additional information separately where necessary</i>	
<b>Duration of Stay*</b>	Date/s:	
	Nights per Visit:	
<b>Prescribed Body Corporate's Consent (if Native Title exists)</b>	I, ....., consent to the undertaking of the Prescribed activity being undertaken on the land mentioned above.  Duly Authorised Officer's Signature: ..... Date: .....	
<b>Applicant Declaration</b>	I declare that:  <ol style="list-style-type: none"> <li>1. I am applying for a Permit under <i>Local Law No. 1 (Administration) 2021, Subordinate Local Law No. 1 (Administration) 2021, Local Law No. 7 (Indigenous Community Land Management) 2021 and Subordinate Local Law No. 7 (Indigenous Community Land Management) 2021</i>, which I have read and understood in full;</li> <li>2. The information provided in this application is true and correct; and</li> <li>3. I consent to the making of enquiries and exchange of information with the Prescribed Body Corporate for the land and authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application;</li> <li>4. I understand that the application assessment and conditions attached to any Permit are borne from the Local Laws listed above.</li> </ol> Applicant(s) Signature ..... Date.....	

**Title of Report:** 23-24 Capital Budget Amendment

**Agenda Item:** 12.7

**Classification:** For decision

**Author** Executive Manager, Operations

**Attachments** A. QBE Letter – Offer of Settlement (tabled)  
B. Pacific Toyota - Quote (tabled)

## Officers Recommendation:

### That Council:

1. Increase the Plant Replacement Budget line item from \$999,550.00 to \$1,069,250.00.
2. Request that the EMO negotiate and purchase and allocation of the replacement 4WD vehicle within the value of the settlement received from QBE.

## PURPOSE OF REPORT

To seek Councils endorsement to increase the Plant Replacement Budget line item from \$999,550.00 to \$1,069,250.00. To purchase a 4WD vehicle utilising settlement funds received for the Toyota Landcruiser 4WD vehicle written off after being rolled on the 19<sup>th</sup> of January 2023.

## BACKGROUND AND CONTEXT

On Thursday 19<sup>th</sup> of January, a 4wd vehicle registered to Council, Toyota Landcruiser Troop Carrier plant # 6327 registration number 911 YDN, was involved in a single vehicle accident rollover on Ferry Road.

Another 4WD vehicle has been hired on a month-by-month lease to replace this vehicle whilst the insurance claim process was undertaken. The hired vehicle has been used in the delivery of State and Federal Grant Funded roads project as eligible expenditure.

On the 28<sup>th</sup> of November a letter was received from Councils Insurer QBE (Attachment) advising that the vehicle has been deemed a "Total Loss" and an Offer of Settlement of \$69,700.00 (\$71,300.00 less Councils excess of \$1,600.00) was made and accepted by Council.

A quote was requested from Pacific Toyota to confirm if a new 4wd vehicle could be purchased for the Settlement value.

Council adopted 23 – 24 Capital budget has a line item for the purchase of replacement fleet items currently valued at \$999,550.00. The replacement of the Toyota Landcruiser Troop Carrier plant # 6327 registration number 911 YDN was not included in this value as the insurance claim was being processed. Now that an offer has been made and accepted it is recommended that the settlement

value to added to the Capital line item to allow replacement with a like for like vehicle. Allowing the off hiring of the hired replacement vehicle.

## 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

The cost associated with this adjustment and purchase will be fully covered by the insurance settlement received for the vehicle written off after being rolled on the 19<sup>th</sup> January 2023.

## CONSULTATION

Colin Duffy – Finance Manager

Clive Lavrick – Airport Manager

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

**Agenda Item:** 12.8

**Classification:** For Noting

**Author:** Chief Executive Officer

**Attachments:** Attachment A. Operational Plan Update

## Officers Recommendation:

### That Council:

- Note the Report

## PURPOSE OF REPORT

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

## BACKGROUND AND CONTEXT

Under the Local Government Act, Council Officers report back to Council on the progress of the operational plan. A status update of progress during Q2 is attached.

A total of 196 / 217 (90.3%) of action are completed or on track and progressing well. 17 / 217 (7.8%) are on track with minor challenges to implementation and 4 / 217 (1.8%) are on track with major challenges to implementation. The previous quarter amounts are included for reference.

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

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

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

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

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

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

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

## CRITICAL DATES

NA



## OTHER OPTIONS CONSIDERED

NA

## LEGAL AND LEGISLATION CONSIDERATIONS

Local Government Act

## POLICY CONSIDERATIONS

Nil

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

NA

## FINANCIALS AND RESOURCE CONSIDERATIONS

Nil

## CONSULTATION

All staff

# 2023-24 NPARC Operational Plan



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

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Improve Asset Management Capability	Receive and review asset management plans	31/01/2024	CEO, EMO, EMBI, FM	Asset Management plans finalised	OPEX	Consultants engaged and progress has continued <b>FM has had recent discussions with consultants and initial draft AMP's promised for late Jan/early Feb 2024</b>
	Develop implementation plan for asset management plans	30/06/2024	CEO, EMO, EMBI, FM	Implementation plan agreed / adopted	Assistance from Dept of LGA	Depended on above
	Rollout of Mentor APM Software	30/06/2024	CEO, EMO, EMBI, FM	Software implemented	Grant Funded	Depended on above
Improve repairs, maintenance and renewal against all aged asset classes	Review asset management plans for accounting impact	31/03/2024	FM	Accounting Review	OPEX	Depended on above
	Scope whole life of cost of assets for potential divestment	30/06/2024	CEO, FM	Council report	OPEX	Depended on above
	Adoption of NPA Climate and Economic Development Master Plan	31/12/2023	CEO	Council report	Already funded	Community and stakeholder consultation w/c 30 October <b>Consultation held. Draft report expected in January 24</b>
Increase available own-source revenue streams	Scoping of opportunities identified in NPA Climate and Economic	31/03/2024	CEO	Council report	OPEX	Reliant on above <b>On track as above</b>

# 2023-24 NPARC Operational Plan



Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Development Master Plan					
	Undertake NPA Carbon Foot printing	31/12/2023	CEO	Council report	Grant funded	Part of NPA Climate and Economic Development Master Plan Project <b>On track as above</b>
	Roll-out of Green Path project with Veolia	31/03/2024	CEO, EMO	Council report	In-kind support	Initial meeting has been held with VEOLIA and requested information supplied <b>VEOLIA progressing awaiting update</b>
	Implementation of new finance software inclusive of fees and charges software	30/06/2024	EMCFS, FM	New software adopted	\$500k	Scoping has continued ready for tender before end of year <b>Potential finance software identified. Testing for suitability is in progress.</b>
	Implementation of excess Commercial Water Charges	31/03/2024	FM	Updated Service Notices	OPEX	Reading have continued <b>Readings have continued to finalise preparations</b>
	Adoption of excess residential water charges	30/06/2024	FM	2024-25 Fees and Charges Schedule	OPEX	Preparations have commenced <b>Form part of 24-25 budget process</b>
	Review of sewerage charges	30/06/2024	EMO, FM	2024-25 Fees and Charges Schedule	OPEX	Preparations have commenced <b>Form part of 24-25 budget process</b>

# 2023-24 NPARC Operational Plan



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

# 2023-24 NPARC Operational Plan



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

# 2023-24 NPARC Operational Plan



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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Undertake a business system review	Scoped implementation plan for Business System Review	31/12/2023	EMCFS, MCA	Completed implementation plan	OPEX	Newly appointed strategic marketing commences on 18/10/2023. EMCFS to review with new MCA. <b>Recent exit of MCA, currently waiting recruitment of new MCA</b>
	Implement the Business System Review	30/06/2024	EMCFS, MCA	Completed business system review	OPEX	Newly appointed MCA commences on 18/10/2023. EMCFS to review with new MCA. <b>Recent exit of MCA, currently waiting recruitment of new MCA</b>
	Implement the Cyber Security Review findings	31/12/2024	EMCFS, MCA	Completed review	OPEX	Newly appointed MCA commences on 18/10/2023. EMCFS to review with new MCA. <b>Recent exit of MCA, currently waiting recruitment of new MCA</b>
	Review of Cyber Security test	30/06/2024	EMCFS, MCA	Council Report	\$15k	Newly appointed MCA commences on 18/10/2023. EMCFS to review with new MCA.

# 2023-24 NPARC Operational Plan



Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Develop an engagement strategy to incorporate preferred communication pathways						Recent exit of MCA, currently waiting recruitment of new MCA
	Implementation of Strategic Marketing Plan	31/12/2023	EMCFS, MCA	Milestone report	Already committed	To be reviewed when MCA late October after MCA commence. Recent exit of MCA, currently waiting recruitment of new MCA
	Secure funding for Information Signs	31/10/2023	EMCFS	Secured funding	OPEX	Grants Management team to be engaged by end of week 20.10.2023 Funding source to be identified.
	Installation of our Information Signs	30/06/2024	EMCFS	Installed signs	\$60k	To be reviewed when MCA late October after MCA commence. Funding source to be identified.
	Development of Tourism Disaster Communication Platform	30/09/2023	CEO	Workshop attendance	OPEX	Workshop conflicted with Aug Council Meeting. NPARC remains a key stakeholder Rolled out with NPARC access
	Implementation of Tourism Disaster Communication Platform	31/12/2023	CEO	Available dashboard	OPEX	Rolled out with NPARC access

# 2023-24 NPARC Operational Plan



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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Develop a fit for purpose policy and procedure framework	Compliance workshop with Council to workshop mandatory policies	30/09/2023	CEO	Workshop held	OPEX	Workshop was scheduled for 21/9 but cancelled due to non-availability. Awaiting availability to reschedule <b>Completed and also included as part of Councillor Orientation</b>
	Identify key HR policies to prioritise implementation	31/08/2023	HRM	Review Schedule	OPEX	HR policies review process underway, upon completion Key HR policies will be prioritised and implemented. <b>Currently working with Metter Consultants to update HR policies with relevant procedures, hoping to be finalised in the next 3-6 months</b>
	Delivery of HR Workshops to explain policy to staff	30/11/2023	HRM	Workshops held	OPEX	HR Policies are identified and liaising with Mette Consulting to review and update. Upon completion, workshop will be planned to delivery and explain policies to staff. <b>Still in progress. Target completion within 3-6 months.</b>

# 2023-24 NPARC Operational Plan



							Progress to review ad approval process.
	Review of all operational policies in line with Document Register	31/12/2023	CEO		Reviewed policies	OPEX	Progressing well Statutory policies completed. Organisational policies being worked through
	Development of orientation package for staff and councillors	28/02/2024	HRM		Orientation Package	OPEX	Discussions within the HR/WHS team to workshop ideas of the development of orientation package for staff and councillors. Initial discussions with the HR/WHS team on ideas to develop orientation packages, planning and collating of information in 2-3 months to establish draft for approval.
Develop robust internal audit processes	Review quality management structure	31/12/2023	CEO		Council Report	1 FTE	In progress Governance Officer appointed to for requirements. Training to be organised following probation period
	Delivery of internal audit training to staff	31/03/2024	CEO		Completed Training	OPEX	Awaiting on appointment to Governance Officer Position Training to be organised following probation period
	Restart and implementation of internal audit framework and plan	30/09/2023	CEO, SEA		Internal Audit Meetings held	OPEX	Internal Audit meeting rescheduled to 5 Oct due to availability of members On track and progressing well

# 2023-24 NPARC Operational Plan



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

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

# 2023-24 NPARC Operational Plan



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

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Develop Cultural Protocols policy to ensure Aboriginal and Torres Strait Islander culture is embedded into operations	Consult and liaise with appropriate internal and external stakeholders to determine objectives and content	31/10/2023	HRM	Key content identified	OPEX	Discussions within the HR/WHS team to workshop ideas of the development of cultural protocols policy, for staff and councillors. Plans to liaise with Internal and external stake holders to determine policy objectives and content.  <b>Initial discussions with the HR/WHS team on ideas to develop cultural protocols, planning and collating of information in 2-5 months to establish draft for approval.</b>
	Draft policy	31/10/2023	HRM	Policy submitted for approval	OPEX	To be developed after planning stage.  <b>Still in progress</b>
	Review NPARC policies and procedures and incorporate cultural protocols	31/12/2023	HRM	Policies reviewed and updated	OPEX	HR Policies are identified and liaising with Mette Consulting to review and update.  <b>Progressing well, 3-6 months target to finalise.</b>

# 2023-24 NPARC Operational Plan



Key Objective Two: We are a unified community

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Promote NPARC as one	Refurbishment of the waiting rooms of Injinoo, Umagico and New Mapoon Council Offices	31/10/2023	SEA	Updated waiting rooms	OPEX	EAOM has undertaken this work to progress while recruitment for CSOM continues <b>Works finalised at Injinoo. Progressing other offices</b>
	Installation of honour boards at Injinoo, Umagico and New Mapoon Council Offices	31/10/2023	SEA	Updated council chambers	OPEX	EAOM has undertaken this work to progress while recruitment for CSOM continues <b>Ordered and waiting delivery</b>
	Scope for the building of chambers within Seisia Community	31/12/2023	CEO	Completed scope	\$20k	To commence <b>In progress. Awaiting funds for upgrade to Seisia Hall</b>
	Roll-out of strategic marketing plan	31/12/2023	MCA	Completed plan	OPEX	Newly appointed MCA commences on 18/10/2023. EMCFS to review with new MCA. <b>With MCA position being filled only for a short time, this has delayed the rollout of the marketing plan. Discussions are planned for mid Jan to recommence.</b>
	Document history of each community to update website	31/10/2023	MCA, CSM	Council Report	OPEX	Newly appointed MCA commences on 18/10/2023. EMCFS to review with new MCA. <b>Media &amp; Communications Coordinator currently working in progress.</b>
Recognise and celebrate the cultural differences of each community						

# 2023-24 NPARC Operational Plan



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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Build strong relationships with Traditional Owners and representative bodies based on mutual trust and constructive dialogue to facilitate growth of the NPA whilst recognizing and respecting cultural values	Continue monthly operational meetings with Ipima Ikaya Aboriginal Corporation RNTBC	Ongoing	CEO, EMO	Meetings Held	OPEX	Meeting continue to be held Meeting continued to be held
	Continue quarterly meetings between Council and Ipima Ikaya Aboriginal Corporation RNTBC	Ongoing	CEO	Meetings Held	\$5k	Meeting continue to be held Meeting continued to be held
	Transition of Ranger Contract	31/12/2023	CEO, EMO, FM	Transition Plan	NIAA	Ongoing support being provided Accommodation support provided to facilitate
Scope DOGIT transfer with the PBC, key community stakeholders and Government	Lessons learned exercise from previous DOGIT transfer	31/12/2023	CEO	Council report	OPEX	Impacted councils have been identified to commence progress Little published information; requires face-to-face consultation
	Report on Legislative & Governance implications of DOGIT Transfer	30/06/2024	CEO	Council report	\$20k	Dependent on above
Renegotiate the current ILUA with the PBC	Workshop held with Ipima Ikaya Aboriginal Corporation RNTBC	31/10/2023	CEO	Workshop held	\$50k	Waiting on IIAC to confirm availability Meeting scheduled for early Feb 24

2023-24 NPARC Operational Plan



	Draft ILUA changes for Council and Ipima Ikaya Aboriginal Corporation RNTBC Review	31/01/2024	CEO	Council Report	OPEX	Dependent on above
	Adopted ILUA Changes	31/03/2024	CEO	ILUA	OPEX	Dependent on above

# 2023-24 NPARC Operational Plan



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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Continue cultural festivals every 2 years in the NPA	Seek funding for the NPA Cultural Festival	31/12/2023	CSM	Secured funds	OPEX	A number of grants have been applied for. <b>Successful in \$80k, seeking more funds</b>
	Establishment of Cultural Festival Reference Group	30/09/2023	CSM	Terms of Reference	OPEX	Established – <b>Group to meet every ftn to continue planning</b>
	Documented overview for the Cultural Festival	31/12/2023	CSM	Council Report	OPEX	Established to report at Dec Council Meeting. <b>Festival scope presented at Dec Council Meeting</b>
	Detailed host plan for NPA Cultural Festival	30/06/2023	CSM	Council report	OPEX	In progress - <b>Festival draft plan presented at Dec Council Meeting</b>
	Required capital works at Art Centre	31/12/2023	CSM, <del>EMBI</del> <b>EMBI</b>	Completed Works	\$100k (GF)	Arts Centre manager discussing delivery options with Building team. <b>Project Management team is seeking quotes</b>
Support to open and operate a Cultural Centre	NPA Art Exhibition	30/06/2024	CSM	Exhibition held	\$50k (GF)	Planning has commenced. <b>A number of exhibitions have occurred.</b>
	Scope outreach to all communities with art rooms	31/12/2023	CSM	Completed report	OPEX	Planning has commenced – <b>artwork have been on display in IKC's</b>

2023-24 NPARC Operational Plan



Develop a historical village and esplanade development (Injinoo)	Seek funds for project delivery	31/12/2023	CEO	Grant Funding	OPEX	Grant funding identified and application made Awaiting outcome of funding
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## 2023-24 NPARC Operational Plan

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

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Investigate opportunities for profitable new Council Enterprise Investment	Desktop audit of enterprises operated by other councils in Queensland	31/03/2024	CEO	Completed audit	OPEX	Yet to commence <b>Commenced</b>
	Scoping report of potential new enterprises	30/06/2024	CEO	Council report	OPEX	Yet to commence <b>Dependent on above</b>
Build capacity of new and existing local Indigenous Businesses by supporting business entrepreneurship workshops	Establishment of NPA Small Business Group	31/07/2023	EMCRS	Terms of reference	OPEX	Has been commenced in partnership with DATSIP <b>Established &amp; Completed</b>
	Quarterly Small Business Workshops	30/09/2023	EMCRS	Workshops	\$10k	Held in partnership with DATSIP <b>3 x U save workshops with TSRA have occurred</b>
Review and enhance our Local Indigenous Procurement Policy & Procedure	Comparative Policy Review undertaken with neighbouring councils	31/10/2023	FM	Council Report	OPEX	This has been completed
	Procurement Workshop with local Indigenous Businesses including state providers	31/12/2023	FM	Workshop Held	\$3k	Tentative date set <b>Workshop was held in Oct. Another scheduled for Feb 24</b>
Form and maintain partnerships with tourism peak bodies (TTNQ / Tourism Qld / Chamber of Commerce)	Re-establishment of NPA Tourism Officer Position	30/09/2023	EMCRS	1FTE	Grant Funded	Waiting on response from TSRA to application <b>Grants team yet to finalise previous grant</b>
	Attend CCC, TEQ, TTNQ, QTIC stakeholder meetings online	30/06/2024	CSM	Council Report	\$10k	Ongoing <b>Still ongoing –networking with Stef Toy</b>

# 2023-24 NPARC Operational Plan



Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	or face to face relevant to Indigenous Tourism					
Leverage national partnerships on geopolitical issues to address emerging risks impacting on local business development	Scope community risk assessment	31/12/2023	CEO	Completed Scope	OPEX	This has been commenced <b>A final draft prepared for progression to LTC</b> Dependent on above
	Community risk assessment to document emerging risks	30/06/2024	CEO	Completed assessment	TBC	
Community infrastructure is maintained and developed to support business development	Maintain essential services such as NPA water supply, wastewater treatment, waste management.	Ongoing	EMO	Improved service reliability.	OPEX	Planned and reactive maintenance undertaken as required
	Develop and adopt a project prioritisation tool to ensure infrastructure reliability.	30/09/2023	EMO, EMBI	Project Prioritisation Tool submitted and adopted by Council.	OPEX	Ongoing <b>DRAFT PPT spreadsheet ready for review by MANEX</b>
	Workshop with elected officials to confirm priorities	30/06/2024	EMO, EMBI	Workshop	OPEX	Yet to commence <b>Waiting on Council Election. Current priorities documented</b>
Scope Jardine Ferry to be a roadhouse (with accommodation) and services to community	Adopted Precinct Plan in collaboration with Apudthama Land Trust	31/12/2023	CEO	Council Report	OPEX	Grant funding identified and application made to develop precinct plan <b>Waiting on funding outcome</b>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Secured funding for Precinct Plan	30/06/2024	CEO	Secured Funds	OPEX	Same fund can potentially be used to apply once precinct plan is finalized

# 2023-24 NPARC Operational Plan



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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Scope and develop public transport options for community	Investigate Public transport options for NPA	30/09/2023	CEO	Council Report	\$15k (GF)	Funding secured for Community transport (127 trips pa). Commencing service to collate data for further advocacy <b>Funding delayed by DCHDE to 1 Apr 24</b>
	Contact State to ascertain funding options for Bus service	31/12/2023	CEO	Grant Funding	OPEX	Funding has been secured to commence service. Requires further advocacy to expand <b>Funding delayed by DCHDE to 1 Apr 24</b>
	Plan to implement Public Bus Program written & published for Community Consultation	30/06/2024	CEO	Completed Plan	OPEX	Dependent on above
Improve access to goods, materials and services	Review current Seaswift Agreement: negotiate new agreement as necessary	31/12/2023	CEO	Seaswift Agreement	OPEX	Awaiting Leasing Arrangements to be finalised <b>Leasing arrangements progressed. Awaiting business review due in Mar 24</b>
	Discuss Road Freight options with supply companies	30/09/2023	EMCRS	Completed Report	OPEX	Initial engagement commenced. Tender to be run for specific services

# 2023-24 NPARC Operational Plan



Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Actively seek funds for necessary upgrades to NPA Airport to ensure operability						Ongoing conversation, road closure due to wet season.
	Develop advocacy strategy with State and Federal government to secure funding	31/08/2023	CEO	Completed Strategy	\$5k	Support from State to enable at Stage 1 application under Building Regions. Awaiting feedback for stag 2 application Stage two application made. DRF application also to be made
	Meeting with State and Federal partners to find funding	30/09/2024	CEO	Meeting held	\$5k	Meetings have been held
Advocate for the implementation of the NPA Marine Hub Master Plan	Secure feedback on DRF application and prepare secondary application	31/03/2024	CEO	Funding application	OPEX	Feedback sought DRF application also to be made in Feb 24
	Review plan to confirm suitability	31/10/2023	Council, CEO, EMO	Council Report	OPEX	TMR / MSQ have been requested to revisit plan to ensure location of relevant ramp and wharf infrastructure is suitably placed with regards to tides and sand movements Staff appointed to commence process
	Proposal to TMR to replace Seisia Boat Ramp	31/12/2023	CEO, EMO	Completed Proposal	OPEX	TMR has made a short-term replacement of

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Resolve irregularities in land tenure and local government boundaries for the Airport, Pajinka, Punsand Bay and Jacky Jacky						boat ramp. Waiting for rollout of \$80m commitment for next stage <b>Staff appointed to commence process</b>
	Resolve tenure issues at current Seisia Wharf	31/12/2023	CEO	Leases signed	OPEX	Position is almost agreed <b>Leasing arrangements progressed. Awaiting business review due in Mar 24</b>
	Secured Funds for NPA Marine Hub Master Plan	30/06/2024	CEO	Secured Funds	OPEX	Waiting for rollout of \$80mil commitment to progress <b>Staff appointed to commence process</b>
	Meeting with Torres and Cook Shire Councils	30/09/2023	Council, CEO	Meeting Held	\$8k	Initial meeting held with Torres Shire <b>Meeting held with TSC. No resolved position from TSC. Options being discussed with State</b>
	Submission to Boundaries Commission	30/06/2024	CEO	Submission completed	OPEX	Dependent on receiving resolution of TSC <b>Meeting held with TSC. No resolved position from TSC. Options being discussed with State</b>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Secure investment to seal road from Jardine River to Injinoo	Establishment of Joint Local Government Activities for improved regulation	30/09/2023	CEO	Council Report	\$10k	Lack of engagement to progress. May be more after TSC Meeting <b>Meeting held with TSC. No resolved position from TSC. Options being discussed with State</b>
	Establishment of boundaries working group	30/06/2024	CEO	Terms of Reference	\$5k	Lack of engagement to progress. May be more after TSC Meeting <b>Meeting held with TSC. No resolved position from TSC. Options being discussed with State</b>
	Meeting with TMR to scope future investment of Cape York Roads Package	31/12/2023	CEO	Meeting held	OPEX	Meeting has been requested <b>NP1 and NP2 review successful. Awaiting completion of projects to secure additional funds</b>
	Investigate the registering of access roads with TMR	31/10/2023	CEO, EMO	Council Report	OPEX	TMR are not interested in taking on ownership of the NPA access road RPS have been engaged to have a road reserve applied to those sections of Ferry road that are not currently covered by road reserve

# 2023-24 NPARC Operational Plan



Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Delivery of NP1 and NP2 Projects	30/06/2024	EMO	Finalised project	OPEX	Project Stalled whilst Fed Government undertakes a review of all grant projects <b>Fed Review has identified that NP1 &amp; NP2 are still funded projects. Council has requested transferring of funds from NP2 to NP1 so that the tendered project can be commenced. We are awaiting advice back from TMR</b>
	Delivery of ATSI-TIDs Design Project	30/06/2024	EMO	Finalised project	OPEX	Works have commenced and on track to be finalized within Grant guidelines <b>Design is progressing well with an *0% design review completed prior to Christmas</b>
	Application for further projects under ATSI-TIDs	31/03/2024	EMO, EMCFS	Finalised Project	OPEX	Grant will open in early 2024 <b>Aurecon has been engaged to assist with drafting and submitting two applications</b>

# 2023-24 NPARC Operational Plan



Key Objective Three: We facilitate homeownership opportunities in our community

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Promote and process 99 years leases and engagement with the PBC regarding Native Title	Further community workshops to communicate process	31/08/2023	Commercial Leasing Manager	Consultation held	OPEX	Meetings are scheduled for December
	Establishment of KPIs for DoH Processing	30/09/2023	CEO	Local Housing Plan	OPEX	This has been completed within the Local Housing Plan Implementation Plan
	Support establishment of Insurance Working Group	30/09/2023	CEO	Terms of Reference	OPEX	This has commenced <b>Insurance issue resolved to support potential home owners</b>
Advocate for homeownership and social housing needs.	Finalisation of Local Housing Implementation Plan	31/08/2023	CEO, EMBI	Local Housing Plan	OPEX	This has been completed.
	Implementation of quarterly governance framework	30/09/2023	CEO, EMBI	Meetings Held	OPEX	This has been completed and placeholders set <b>DoH cancelled meetings. Correspondence sent to Minister &amp; DG</b>
	Review of implementation and provide feedback to Minister	31/12/2023	CEO	Correspondence	OPEX	To be sent following first LHP Governance Meeting <b>Correspondence sent to Minister &amp; DG</b>
	Scoping of future subdivisions for Bamaga, Seisia and Umagico	30/06/2024	CEO, EMBI	Completed Review	Already Committed	DATSIP have been engaged to assist

# 2023-24 NPARC Operational Plan

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# 2023-24 NPARC Operational Plan



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

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Improve internal communications with staff	Consult with staff to determine existing barriers to effective communication and preferred mode of information exchange	31/08/2023	HRM	Consultation held	OPEX	HR team to discuss with newly appointed MCA too formalise strategies to consult with staff to identify existing barriers and how to improve internal communication processes.  Delayed due to turnover of MCA, initial discussion to be held with newly appointed MCA.
	Develop internal communication protocols based on the corporate structure	30/02/2024	MCA, HRM	Completed Protocol	OPEX	Newly appointed MCA commences on 18/10/2023. EMCFS to review with new MCA and HRM.  Delayed – Newly appointed MCA appointed and commenced 10 <sup>th</sup> January 2024, initial discussions to take place.
Improve external communications with	Implementation of customer service framework	30/09/2023	CSOM	Completed Framework	OPEX	Delays due to vacant position

# 2023-24 NPARC Operational Plan



Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
our community and stakeholders	Implement issues register to capture and feedback on reported issues	31/12/2023	CSOM	Issue Register	OPEX	Position filled and back on track
	Rollout of Snap Send Solve	31/10/2023	CSOM, MCA	Software implemented	Already committed	Dependent on above
	Quarterly schedule developed	31/07/2023	CSOM. SEA	Meetings Held	OPEX	Dependent on appointment of CSOM Plans to re-launch in January 2024. Meeting have been held
Regular Divisional / Mayoral community meetings						
Improve inter-agency collaboration and engagement	Advocate with DSDSATSIP to develop interagency Terms of Reference	31/08/2023	CEO	Council Report	OPEX	This has been completed
	Commencement of Bi-monthly Interagency Meetings	31/10/2023	CEO	Meetings held	OPEX	This has been completed. Meetings have commenced

# 2023-24 NPARC Operational Plan



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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Review of delivery mechanisms and models for service delivery to community  Our leaders undertake regular advocacy with all levels of Government	NPA Service Mapping to document service providers	31/12/2023	CEO	Service Map	\$25k (GF)	This has been requested <b>Waiting on DTATSIPCA</b>
	Service provision review and feedback provided by council	31/03/2024	CEO	Meetings held	OPEX	Dependent on above
	Monthly meetings with government champion	Ongoing	CEO	Meetings held	\$5k	Meetings have been held <b>Meetings have been held</b>
	Bi-monthly meetings with ministerial champion	Ongoing	CEO	Meetings held	\$5k	Meetings have been held <b>Meetings have been held</b>
	Establishment of TSNPAROC Framework & strategic Plan	31/12/2023	CEO	Adopted Charter	\$10k	Request made to set meeting date <b>Nil response from partner councils. To be progressed again</b>
	Deputation for council with Federal ministers	30/06/2024	CEO	Meetings held	\$15k	Deputation to be scheduled following election <b>Tentative dates identified</b>
	Deputation for council with state ministers	31/03/2024	CEO	Meetings held	\$15k	Deputation to be scheduled following election <b>Tentative dates identified</b>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
	Development of State Election Commitment Brief	31/12/2023	CEO	Council Report	OPEX	This has commenced <b>This has progressed.</b> <b>Waiting on new EO for TCICA</b>
Advocate for increase services for vulnerable groups	Support local needs analysis for NPA	31/12/2023	CEO	Completed LANA	OPEX	This has been requested <b>Waiting on DTATSIPCA</b>
	Identify gaps in service provision and send correspondence to relevant minister	30/06/2024	CEO	Gap Report	OPEX	Dependent on above
Support to open and operate a Youth Centre	Advocacy for ongoing Youth Centre Staff	30/06/2024	CEO	Funded positions	OPEX	Advocacy has continued <b>Funds secured to roll over positions</b>
	Secure funding to build a shed	31/12/2023	EMBI	Secured funds	OPEX	Funds secured within additional Indigenous Sustainability Funding <b>Confirm with CEO funding availability.</b>
Support to operate an Elders Centre and HACC	Self audit against Aged Care standards	31/12/2023	ACM	Council Report	OPEX	This has commenced
Advocating for specially targeted programs	Identify gaps in service provision and send correspondence to relevant minister	31/12/2023	CEO	Gap Report	OPEX	This has been requested <b>Waiting on DTATSIPCA</b>
	Support service providers with advocacy and funding applications where necessary	Ongoing	CEO	Correspondence	OPEX	This has commenced through NPA LTC <b>As above. In progress</b>

# 2023-24 NPARC Operational Plan



Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Ensure activities for all segments of the Community including youth and elderly	Review strategic and service plans of relevant stakeholders for gaps	30/06/2024	CEO	Council Report	OPEX	This has commenced through NPA LTC <b>As above. In progress</b>
	Implement Community Safety Plan	Ongoing	CEO	Council Report	OPEX	This has progressed well <b>As above. In progress with regular reports</b>
Assert Council as the lead change-facilitator in NPA	Support DSDSATSIP with Establishment of NPA Interagency Meeting	31/10/2023	CEO	Interagency	OPEX	Meetings have recommenced
	Document process to review and document permission requests for visitors	31/12/2023	CEO, CSOM	Council Report	OPEX	Dependent on appointment of CSOM. Legal advice obtained <b>Position filled and legal advice provided</b>
Our elected leaders embrace their role as Civic Leaders supported by Management	Document and follow up on commitments from external agencies to the NPA	31/12/2023	CEO, CSOM	Register	OPEX	This has commenced <b>Register created to track agency requests</b>
	Establishment of orientation package for new councillors	31/12/2023	CEO, HRM	Pack completed	OPEX	This has commenced <b>Preparations well in progress for Apr 24. Tentative dates set</b>
	Training provided to all councillors by Department of Local Government	31/05/2024	CEO	Completed training	OPEX	Following election <b>Preparations well in progress for Apr 24. Tentative dates set</b>
	Establishment of Administrative Support Guidelines	30/09/2023	CEO, SEA	Endorsed Guidelines	OPEX	Delayed due to challenges with Workshop <b>Completed</b>

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

# 2023-24 NPARC Operational Plan



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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Establish a Succession Plan and Skills Transfer Program	Completing training matrix for all staff	31/12/2023	HRM	Training Matrix	\$5k	HR to engage external stakeholder to assist with developing a training matrix for all staff. <b>Works have commenced</b>
	Finalised EBA to support succession planning	31/12/2023	CEO	EBA	\$50k	Negotiations have progressed well <b>Completed. EBA agreed in principle waiting certification</b>
	Development of a succession planning policy & framework	30/06/2024	HRM	Completed policy	OPEX	HR to engage external stakeholder to assist with developing a succession planning policy & framework <b>Works have commenced</b>

## 2023-24 NPARC Operational Plan



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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Review working conditions to better suit the EBA	Continue EBA negotiations	30/09/2023	CEO	Draft EBA	Already identified	Negotiations have progressed well <b>Completed. EBA agreed in principle waiting certification</b>
	Support the communication of EBA to staff	30/11/2023	CEO	Consultation Workshops	\$10k	To be presented to staff in November <b>Completed. EBA agreed in principle waiting certification</b>
	Adoption of new EBA	31/12/2023	CEO	New EBA	Already identified	Dependent on above <b>EBA agreed in principle waiting certification</b>
	Develop explanatory guide for new Agreement for staff and supervisors in plain English	On finalisation of new Agreement	HRM	Explanatory guide issued to staff and training provided to supervisors and managers	OPEX	Dependent on above <b>Commenced and schedule with deadlines set</b>
Improve the quality and quantity of staff housing to attract and retain staff	Forward plan positions within NPARC that potentially require housing within current structure to provisionally allocate	31/8/2023	PFM, HRM	Draft allocation	OPEX	Scope of identified position within the current org structure completed. Future planning in progress. <b>Works still in progress.</b>
	Consult with other remote Councils regarding standard of staff housing	30/9/2023	CEO, EM/BI	Consultation complete	OPEX	<b>Yet to commence.</b>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Development of talent attraction and retention measures	Develop/review Housing strategy including number and standard of dwellings required	28/02/2024	EMBI, PFM	Completed strategy	OPEX	Ongoing planning.
	TCICA / LGAQ presentation for Staff Housing Advocacy	31/12/2023	CEO	Completed Presentation	OPEX	No interest within TCICA. Pursuing pilot through GEH <b>Little interest. Ongoing advocacy</b>
	Desktop audit of talent attraction and retention measures available	31/10/2023	HRM	Council Report	OPEX	Desktop audit has commenced, updating spreadsheet from past HR team, need to be finalised.  <b>Review of desktop audit to be carried out, would be ideal to have a HR system to assist the process. Target review 2-3 months.</b>
	Budget review of implications of measures	31/12/2023	HRM, FM	Council Report	OPEX	<b>Dependent on above</b>
	Staff & Union consultation on preferred options	31/03/2024	HRM	Completed consultation	OPEX	<b>Dependent on above</b>
	Implementation plan developed in collaboration with the JCC	30/06/2024	HRM	Completed plan	OPEX	<b>Dependent on above</b>

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Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Increased attendance rate in the work place	Consult with staff and supervisors to determine barriers for attendance	30/9/2023	HRM	Barriers identified	OPEX	To be Completed. Delayed by EBA
	Develop strategies and mechanisms to improve and monitor attendance	31/3/2024	HRM	Attendance improved by measurable rate (10%)	OPEX	Dependent on above
	Development of attendance KPIs and associated reward structure	30/06/2024	HRM	Council report	OPEX	Dependent on above

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Workplace Health and Safety Policies are complete, effective and implemented	New WHS system (preferred online) to be recommended and implemented	31/10/2023	HRM	Council report	\$30k	Currently engaged in discussion ASSA compliance regarding WHS system. WHS policies needs reviewing and updating. <b>In progress.</b>
	Implementation of WHS program online	31/03/2024	HRM	Implementation completed	OPEX	Currently in discussions <b>In progress</b>
Tool Box talks implemented at each workplace	Training in WHS system to be completed with Supervisors/managers are trained in responsibilities re: WHS requirements	31/1/2024	HRM	Completed training	\$15k	WHS trainee currently undertaking WHS training and is implementing toolbox in operations department, still requiring toolbox talks in other department. <b>In progress</b>
	Training in WHS system to be completed with all staff	30/04/2024	HRM	Completed training	OPEX	Training will be implemented once WHS system is procured. Desktop master file/spreadsheet developed to track training. WHS /HR system to assist with accurate in monitoring

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						all training completed and planned.
WHS Compliance Register developed	31/12/2023	HRM		Compliance register	OPEX	WHS Compliance register is in development by WHS team.  To be reviewed and finalised.
WHS requirements included as part of manager reporting	31/12/2023	HRM		Reporting Framework	OPEX	In progression, received reports from WHS team monthly.  In progress, reports are provided to HR Manager by WHS team

## 2023-24 NPARC Operational Plan

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

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Develop a formal community beautification program and checklist	Refine the parks and open spaces annual works program and associated worksheets.	31/08/2023	EMO, P&GM	Council Report	OPEX	Presented to Council in June and August Council Meetings <b>Presented to November Council meeting</b> <b>P&amp;G Manager will implement with assistance from PM</b>
	Street and Roadside tree management plan	31/08/2023	EMO, WM, P&GM	Council Report	OPEX \$75K/annum	Yet to commence <b>Example Policies have been downloaded from other Councils to assist in informing the drafting of this policy / plan</b>
	Parks and Open Spaces Strategy	30/06/2024	EMO	Council Report	1FTE	Yet to commence <b>Example strategies have been downloaded from other Councils to assist in informing the drafting of this strategy</b>
	Desktop audit of Verge Guidelines & Policy	30/09/2023	EMO	Completed audit	OPEX	Yet to commence

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Improve community signage / directions	Review existing road safety audit.	31/12/2023	EMO, WM	Road safety audit recommendations implemented.	OPEX	Civil Project Manager has reviewed the existing Road safety Audit and identified that there are still some outstanding tasks to be completed <b>Signs to be listed and quotes requested for the supply for NPARC Roads crew to install</b>
	Procure and install new signs.	30/06/2024	EMO, WM	Road safety audit recommendations implemented.	\$15K	regulatory signs have been progressively audited and replaced as required <b>ongoing with more signs being ordered and installed</b>
	Undertake sign audit of other existing signs within NPA community and remove / replace as required within budgetary constraints.	Ongoing	EMO, WM	Sign audit is undertaken as part of annual works program.	\$30K/annum	Street and regulatory signs have been progressively audited and replaced as required <b>ongoing</b>
	Adoption of burial policy	31/08/2023	EMCRS	Adopted policy	OPEX	Presented at October Council Meeting <b>completed</b>
Ensure community policy and infrastructure support families during sorry business	Documented process for funeral support	31/08/2023	EMCRS, CSOM	Completed process	OPEX	To be commenced <b>completed</b>
	Scope for future cemetery development incl of columbarium	30/06/2024	EMO, EMCRS	Scoping report	OPEX	Initial discussion held with DATSIP <b>ongoing</b>

# 2023-24 NPARC Operational Plan



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

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

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Review opportunities regarding regional waste strategy	Maintain existing and future relationships with the regional waste stakeholders e.g. Queensland Department of Environment, TSRA, TSIRC, TSC.	Ongoing	CEO, EMO, MRS	Opportunities are identified and reported to Council for consideration.	OPEX	the NPA transfer station Ongoing Ongoing meetings with state and federal dept as opportunities arise
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## 2023-24 NPARC Operational Plan



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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Lead the regular engaging of LDMG	Meetings scheduled to meet legislative requirements	31/08/2023	SEA	Meeting scheduled	OPEX	Meetings have been held <b>As above. Meetings held.</b>
	Participation in Regional DDMG Disaster Planning	31/03/2024	CEO, EMO	Meetings held	OPEX	Participating as required <b>Completed.</b>
	Training scheduled to support LDMG Members	30/09/2023	CEO	Completed Training	OPEX	Training opportunities provided to all members <b>Completed.</b>
	LDMG Exercises held	31/12/2023	CEO, EMO	Completed Exercises	OPEX	Scheduled for early November <b>Completed.</b>
Development and regular updates of Disaster Management Policies and Procedures	Review disaster management policies and procedures annually.	31/08/2023	CEO, EMO	Disaster management policies are kept up to date.	OPEX	This has been completed
Advocating for improved SES / Rural Fire response	NPA Fire Station works commenced	30/09/2023	CEO	Works commencement	OPEX	This has commenced <b>Works progressing and on track.</b>
	Secure accommodation for new service delivery	31/12/2023	CEO	Secured Accommodation	OPEX	They have engaged with GEH <b>As above. Interim accommodation options also provided.</b>
	Opening on NPA Fire Station	31/03/2024	CEO	Opened station	OPEX	Dependent on above

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Leak detection project for water supply	Undertake a planning project to review the current and future water demands to identify opportunities to ensure a sustainable water supply e.g. water meters, leak detection and public education.	31/01/2024	EMO	Completed Plan	OPEX	Delays were experienced however works will commence in the second Quarter Leak detection was undertaken during the last qtr of 2023 and the planning project report was received in late December 2023
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## 2023-24 NPARC Operational Plan

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

Deliverable	Activity	Estimated Completion	Responsibility	Measure	Budget	Status
Alcohol Management Plan to be reviewed	Meeting with Government and Ministerial Champion to discuss review	31/12/2023	CEO	Meeting	\$5k (GF)	Meeting has been held <b>Completed.</b>
	Completed Application	31/12/2023	CEO	Council Report	OPEX	Application has been made <b>Completed.</b>
Community Safety Plan to be developed and actions implemented	Implementation of governance framework	Ongoing	CEO, EAOM	Meetings held	OPEX	Completed
	Actions implemented within Community Safety Plan	Ongoing	CEO	Action Items	\$240k (GF)	Completed
	Secure ongoing funding for Community Safety Plan	31/12/2023	CEO	Secured funding	OPEX	In progress <b>As above.</b>
Improved street lighting	Ergon repair existing street lights	31/12/2023	EMO, WM	Street lighting is improved for community safety.	Committed Funds	Ergon to Commence street light replacement in October <b>Complete</b>
	Source funding to cover the ongoing maintenance cost of street lighting.	Ongoing	CEO, EMO	Sustainable funding to improve street lighting is sourced.	\$500K initial \$100-150K/annum	Maintenance agreement raised with Ergon <b>ongoing</b>
Improved Sport and Recreational Programs and Infrastructure including playgrounds	Source additional funding to improve the sports and recreation facilities.	31/12/2024	CSM	Secured funds	OPEX	Applications have been made. <b>Application denied</b>
	Ongoing establishment of a Sports Reference Group to ensure community input and consultation.	Ongoing	CSM	Quarterly Reports	\$10k (GF)	This has continued <b>ongoing</b>

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Implement Animal Management Strategy for dogs, horses and crocodiles	Deliver programs across the five communities with a range of sport codes, activities, and school holiday programs.	Ongoing	CSM	Increased participation Increase in physical activity programs.	\$50-\$90k (GF)	ActiveKit funding is being sourced <b>Challenges with S&amp;R staff to run program</b>
	Ongoing implementation of local law no. 2 for the management of dogs and horses.	Ongoing	EMCRS, MRS	Reduced number of wandering dogs and horses within community.	OPEX	Ongoing with challenges in vacancy of MRS <b>Management plan implemented with new RSM</b>
	Capital works for Horse Paddock	Ongoing	EMCRS, EMO	Completed Paddock	\$300k	PAN to be prepared and submitted to IIAC <b>Preston Law have been engaged in October to prepare and submit the PAN To the PBC on Councils behalf</b>
Work with stakeholders to improve community security	Implementation of Horse Management Strategy.	30/06/2024	EMCRS, MRS	Completed consultation	\$40k	Dependent on above <b>Dependent on above</b>
	Maintain existing crocodile warning signs and implement new warning signs as necessary.	Ongoing	EMO, Ranger Coordinator	Crocodile warning signs are maintained in appropriate condition.	OPEX	Ongoing New signs installed on request <b>Ongoing</b>
Work with stakeholders to address noise and	Establishment of NPA Interagency Group	30/09/2023	CEO	Terms of Reference	\$20k (GF)	This has been completed
	Stakeholder reporting framework against action items	31/12/2023	CEO	Reporting Framework	OPEX	This has commenced <b>In progress.</b>
	Fortnightly meetings with QPS and DCHDE to review noise	Ongoing	PFM	Meetings held	OPEX	Ongoing. Meetings are continuing to be held fortnightly. High staff

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antisocial behaviour within community	complaints and follow up actions					turnover in QPS & DoH has slowed progress of joint tenant visits. To recommence on 23.10.23 <b>Meetings are ongoing.</b>
	Community campaign to increase awareness of how to report noise complaints	31/12/2023	PFM, MCA	Campaign	OPEX	Ongoing. Discussions to be held with onboarding new MCA. <b>Ongoing.</b>



**AGENDA ITEM 13-14**  
**ORDINARY COUNCIL MEETING #45**  
**Tuesday 16<sup>th</sup> January 2024**  
**Bamaga Boardroom**

**13. General Discussion**

**14. Close of Meeting**