



MEETING BOOK

Northern Peninsula Area Regional Council

Ordinary Council Meeting #2

To commence at 9:00am

On

Thursday 30th May 2024

Bamaga Boardroom

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AGENDA ITEM 1- 5
ORDINARY COUNCIL MEETING #2
Thursday 20th May 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 #1
Tuesday 23rd April 2024
Umagico Boardroom

Northern Peninsula Area Regional Council

Ordinary Council Meeting #1

To commence at 9.00am

On

Tuesday 23rd April 2024

Umagico Boardroom

Agenda Item 1. Welcome and Opening of Meeting

Mayor Poi Poi welcomed attendees and opened the meeting at 9.03am with a prayer by Cr Yoelu.

Agenda Item 2. Acknowledgement of Country

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

Agenda Item 3. Present

Mayor & Councillors

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

Other Attendees

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

Agenda Item 4. Apologies

Nil

Agenda Item 5. Declarations of Conflict of Interest

Councillor Mary Yoelu advised the meeting that she had a declarable conflict of interest in the matter to be dealt with in agenda item 12.4 'Update on Use of Gravel'.

Cr Yoelu stated that the discussion of use of gravel was a declarable conflict of interest. A close associate is a director of the corporation subject of this agenda item.

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

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

Agenda Item 6.

Confirmation of Minutes of Previous Meeting

Resolution

That Council:

Notes and confirms the minutes from the Council Meeting held Tuesday 13th March 2024.

Moved: Cr Gebadi

Vote: 6/0

Seconded: Cr Yoelu

Resolution: C6.1-23042024

CARRIED

Resolution

That Council:

Notes and confirms the minutes from the Post-Election Meeting held Tuesday 2nd April 2024.

Moved: Cr Yoelu

Vote: 6/0

Seconded: Cr Bond

Resolution: C6.2-23042024

CARRIED

Agenda Item 7.

Business Arising from Previous Meeting

Action items were discussed as per the Action Task List

Agenda Item 8.

Mayor Report

It has been a busy few weeks since we were sworn in for the Council. I would like to thank all the Councillors for their dedication and commitment to Council by attending the various training and tour over the past few weeks.

Last week I had the opportunity to attend an AICD Training with other new mayors at the LGAQ Office in Brisbane, before attending the Mayoral Induction at Parliament House with the CEO on Wednesday. I also met with our ministerial and government champions while in Brisbane to start introductions and discuss the issues facing us at the NPA.

I would like to remind Councillors regarding our planned one-on-one sessions happening next week on 1st and 2nd May. This time is for me to understand your vision for community over the term. In preparation for the meeting, please also ensure you have prepared your short, medium and long term goals for the next 4 years.

Councillor-initiated Motions

To support Councillors, I would like to propose a process for us to adopt to consider councillor-initiated motions.

1. Councillor to email Mayor and CEO a minimum of seven (7) days prior to the council meeting with proposed motion, including any relevant supporting information the Councillor intends to table at the meeting

2. Mayor will review the request. If approved, the Mayor will direct the CEO to prepare a report with relevant background information on the proposed motion for the next Council Meeting. A maximum of two Councillor-initiated motions will be discussed at a Council Meeting
3. If rejected, the Mayor will advise the Councillor as to the reasons why the motion has been rejected
4. If necessary, CEO will publish the relevant notice required for notice of a resolution to repeal or amend an existing resolution in accordance with Section 262 of the Local Government Regulations 2012.
5. The relevant report will be tabled at the next Council Meeting. The proposing Councillor will be given 15 minutes to talk to the resolution and accompanying information

Note: A motion proposed to be brought before a meeting of the local government must be in accordance with the Local Government Act. The Mayor may refuse to accept a motion if it is not within the meeting's jurisdiction or is a motion that is

- vague,
- proposes an unlawful action,
- is outside the scope of the meeting,
- is defamatory,
- vexatious, or
- is unnecessary.

I would also like to remind Councillors of the importance of council meetings and ensuring all councillors understand and pay full attention to resolutions prior to their passing.

Resolution

That Council:

- Note the Mayor's verbal report from Tuesday 23rd April 2024

Moved: Cr Bond

Vote: 6/0

Seconded: Cr Byrne

Resolution: C8.1-23042024

CARRIED

Resolution

That Council:

Adopt the following process for councillor-initiated motions

6. Councillor to email Mayor and CEO a minimum of seven (7) days prior to the council meeting with proposed motion, including any relevant supporting information the Councillor intends to table at the meeting
7. Mayor will review the request. If approved, the Mayor will direct the CEO to prepare a report with relevant background information on the proposed motion for the next Council Meeting. A maximum of two Councillor-initiated motions will be discussed at a Council Meeting
8. If rejected, the Mayor will advise the Councillor as to the reasons why the motion has been rejected
9. If necessary, CEO will publish the relevant notice required for notice of a resolution to repeal or amend an existing resolution in accordance with Section 262 of the Local Government Regulations 2012.
10. The relevant report will be tabled at the next Council Meeting. The proposing Councillor will be given 15 minutes to talk to the resolution and accompanying information.

Moved: Cr Gebadi

Vote: 5/1

Seconded: Cr Elu

Resolution: C8.2-23042024

CARRIED

Cr Byrne requested that the minutes record he voted against this resolution.

Agenda Item 9.

CEO Report

Resolution

That Council:

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

Moved: Cr Elu

Vote: 6/0

Seconded: Cr Gebadi

Resolution: C9-23042024

CARRIED



UNCONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #1
Tuesday 23rd April 2024
Umagico Boardroom

Agenda Item 10.

Executive Reports

Agenda Item 10.1.

Executive Manager Operations Report

Council break for morning tea at 10:24am

Council open for meeting at 10:42am

Resolution

That Council:

- Note the report.

Moved: Cr Bond

Vote: 6/0

Seconded: Cr Yoelu

Resolution: C10.1-23042024

CARRIED

Agenda Item 10.2.

Executive Manager Community & Regulatory Services Report

Mayor PoiPoi left the room at 11:55am

Mayor PoiPoi returned in the room at 11:56am

Resolution

That Council:

- Note the report.

Moved: Cr Byrne

Vote: 6/0

Seconded: Cr Gebadi

Resolution: C10.2-23042024

CARRIED

Agenda Item 10.3.

Executive Manager Building & Infrastructure Report

Cr Gebadi left the room at 12:10pm

Cr Gebadi returned into the room 12:13pm

Resolution

That Council:

Note the report.

Moved: Cr Gebadi

Vote: 6/0

Seconded: Cr Elu

Resolution: C10.3-23042024

CARRIED

Agenda Item 10.4. Executive Manager Finance & Corporate Services Report

Resolution

That Council:

Note the report.

Moved: Cr Bond

Vote: 6/0

Seconded: Cr Gebadi

Resolution: C10.4-23042024

CARRIED

Council meeting break for lunch at 12.55pm

Moved: Cr Yoelu

Second: Cr Byrne

6/0

Council meeting open from lunch at 2.02pm

Moved: Cr Gebadi

Second: Cr Bryne

6/0

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

Resolution

That Council:

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

Moved: Cr Byrne

Vote: 6/0

Seconded: Cr Gebadi

Resolution: C11.1-23042024

CARRIED

Agenda Item 12. Reports

Agenda Item 12.1. 2023-24 Operational Plan Update

Resolution

That Council:

- Note the report.

Moved: Cr Elu

Vote: 6/0

Seconded: Cr Bond

Resolution: C12.1-23042024

CARRIED

Agenda Item 12.2. Development Application – Reconfiguring a Lot – (1 Lot into 5 Lots and creation of lease exceeding 10 years), over Lot 30 no SP318400, Loyalty Beach Road, New Mapoon QLD 4876

Resolution

That Council resolves to:

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

Moved: Cr Bond

Vote: 5/1

Seconded: Cr Gebadi

Resolution: C12.2-23042024

CARRIED

Cr Byrne requested that the minutes record he voted against this resolution.

Agenda Item 12.3. Gravel Pits

Having declared an interest for this agenda item, Cr Yoelu left the meeting at 4.35pm.

Resolution

That Council resolves:

1. Pursuant to section 254J(1) of the Local Government Regulation 2012 ("LG Reg"), to close this part of the meeting to the public;
2. Pursuant to section 254J(5) of the LG Reg:
 - a. The matters to be discussed includes legal proceedings involving 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
 - b. An overview of what is to be discussed while the meeting is closed is matters relating to the Native Title validation for the use of gravel pits in the Northern Peninsula Area local government area, including Federal Court Proceeding QUD 86/2024 in which Council is the Respondent.

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Bond

Resolution: C12.3.1-27022024

CARRIED

Mayor Poi Poi– For

Cr Byrne – For

Cr Gebadi – For
Cr Bond – For
Cr Elu – For

Cr Bond left the room at 4:52pm
Cr Bond returned into the room at 5:00pm

Resolution

That Council resolves:

1. To open the meeting to the public

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Elu

Resolution: C12.3.2-27022024

CARRIED

Mayor Poi Poi – For

Cr Byrne – For

Cr Gebadi – For

Cr Bond – For

Cr Elu – For

Resolution

That Council resolves:

1. subject to the limitations considered at the closed session of this Council meeting, delegates to the Mayor and Chief Executive Officer the power to take all steps on behalf of Council in relation to Federal Court Proceeding QUD86/2024 (**the Proceeding**), including but not limited to appearing on behalf of Council at a mediation of the Proceeding and resolving the Proceeding at any mediation;
2. requires an update as to the conduct of the Proceeding at its May 2024 Ordinary Meeting

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Bond

Resolution: C12.3.3-27022024

CARRIED

Mayor Poi Poi – For

Cr Byrne – For

Cr Gebadi – For

Cr Bond – For

Cr Elu – For

Cr Yoelu returned to the meeting at 5:04pm

Agenda Item 12.4. Tender Award – Building Supervision Services

Resolution

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

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

Moved: Cr Byrne

Vote: 6/0

Seconded: Cr Elu

Resolution: C12.4-27022024

CARRIED


Agenda Item 13. General Discussion

Agenda Item 14. Close of Meeting

Meeting closed at 5.45pm with a prayer by Cr Yoelu.

DECLARATION - **DECLARABLE** CONFLICT OF INTEREST

Councillor Name	Councillor Mary Yoelu	
Timing of declaration	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
Meeting type	<input checked="" type="checkbox"/> Council meeting	
Meeting date	23/04/2024	
Description of business matter	Use of Gravel Pits	
Item number	12.3 Gravel Pits	
Pursuant to section 150EQ of the <i>Local Government Act 2009</i> , I hereby provide notice that I have a declarable conflict of interest in this matter, the nature and particular of which are as follows:		
General nature of the declarable conflict of interest.	The business before council has the potential to cause one of my related parties, a benefit and this interest is not shared by a significant portion of the community	
<input checked="" type="checkbox"/> The declarable conflict of interest involves a related party as detailed.	Name of related party	Myiesha Yoelu
	Relationship to me	Daughter
	The nature of the related party's interest in the business matter	Director and employee of Ipima Ikaya Aboriginal Corporation RNTBC
<input type="checkbox"/> The declarable conflict of interest involves a gift or loan or sponsored travel or accommodation benefit	Name of person who provided gift, loan or benefit	NA
	Name of person to whom gift, loan or benefit was provided	NA
	The nature of the relationship between the provider and the recipient.	NA
	The nature of the interest in the business matter of the person who provided the gift, loan or benefit.	NA
	The value of the gift, loan or benefit given and the date provided.	NA
<input checked="" type="checkbox"/> I am voluntarily deciding not to participate in decision-making on the business matter.		
<input type="checkbox"/> I am seeking permission to participate in making a decision about the matter.		
Volunteered information (not required under legislation).	Reasons a reasonable person would believe I could make an unbiased decision on this business matter.	The related parties stand to benefit from this decision

	Reasons my continued involvement in decision-making on this business matter is in the public interest.	NA
Councillor's Signature	23/04/2024	

Council Ordinary Monthly Meeting Action Register

Action	Updated	Update	Person Responsible	Date of Meeting
Future upgrades for Bamaga Hall – floor scrubber, flood lights, security Confirm W4Q allocation that occurred with previous EMO	18/01/2023 17.02.2022 15/03/2023 18/04/2023 23.05.2023 14/06/2023 25/07/2023 29/08/2023 27/09/2023 18/10/2023 11/11/2023 13.12.2023 16/01/24 20/02/2024 5/02/2024 17/04/2024 22/05/2024	To be scoped to seek future funding Quotes being sought for floor scrubber, flood lights and improvements on security Order in progress for floor scrubber, awaiting delivery from supplier. Awaiting delivery Full scoping ongoing for flood lights and security. Purchase Order to be raised for floor scrubber due to contractor issue Scrubber on order waiting delivery Scrubber arrived and is at Stores. Begin plans for the commissioning of the scrubber for use, as this may involve WHS and training implications. Property and Facilities engage Building Team/B&B Electrics for a solution for security lights. Also engage Grants/Finance Team for funding. Trees have been removed for lights to be installed. Mud map of lights position have been sent to two Electrician requesting quotes. Funding source to be identified. Quote for electrical works has been requested Floor scrubber to be commissioned for work including safety instructions and training for use. On quote received for floodlights, waiting on second quote from another contractor. As above. No change to update this period. Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority. Floor Scrubber will be transported to Bamaga Hall week Monday 26 th February. Floor scrubber to be commissioned for work including safety instructions and training for use. Floor Scrubber has been delivered to the Bamaga Hall. Planning a day for training and to Commission. Contractor has been engaged to do works New WHS team is sorting out planed manual on the step by step operation of Machine. Floor Scrubber in operation	EMCS EMBI	14.12.2022 25.01.2023
Lui St Park Fence needs to be replaced and toilets are dark in the toilet Individual panel replacement to stop horse access	18/01/2023 20/02/2023 16/03/2023 06/04/2023 23/05/2023	To be included in a future grant Fence panels that were available have been used on the Lui street fence. The Sebasio street fence is 90% missing No panels in store Quotes being prepared P&G to provide quote to undertake works	EMO	14.12.2022 25.01.2023

Action	Updated	Update	Person Responsible	Date of Meeting
Timeframe for repair	14/06/2023 25/07/2023 23/08/2023 20/09/2023 18/10/2023 10/11/2023 13/12/2023 08/01/2024 22/02/2024 07/03/2024 17/04/2024 24/5/2024	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 Sebasio street fence Replacement fence Brackets and screws have been ordered; we are awaiting delivery. Still awaiting delivery of brackets and screws Fence Panels have been replaced, awaiting gates to be delivered so that they can be fitted P&G Manager following up with supplier P&G Manager still following up with supplier Gate has been delivered to NPA and will be installed by P&G fencing Crew in March P&G Manager has these works Scheduled to be completed in May Works will start 27 th May / gear are in the NPA		
Follow up IBA regarding support for Aboriginal Communities	17.02.2023 15/03/2023 18/04/2023 23.05.2023 29.08.2023 26/09/2023 19/12/2023 16/01/24 27/02/2024 12/03/2024	Meeting held and new support confirmed. Meeting with IBA on 03.03 to confirm home ownership loan process and schedule workshops for home ownership and business creation Meeting held. Home Ownership being progressed. Waiting on tenure for IBA. Small Business Workshop being scheduled for May Funding received for Small Business Workshop and matter progressed Workshop scheduled for late August TSRA did not confirm attendance so IBA has postponed. DATSIP supporting with organising Workshops rescheduled for December Workshop cancelled due to TC Jasper. To be rescheduled Discussions commenced to reschedule. Housing has some staff constraints due to TC Jasper support but setting dates DoH tentatively scheduling for Apr/May Dates confirmed for last week in May	CEO	25.01.2023
F/up CEQ r.e. Injinoo Shop	17.02.2023 16/03/2023 18/04/2023 23.05.2023 29.08.2023	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.	CEO EMCRS	25.01.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	26/09/2023 24/10/2023 16/11/2023 19/12/2023 15/01/24 27/02/2024 06/03/2024 13/04/2024 30/05/24	Fit out works commenced. Waiting on Give Back assistance confirmation from CEQ Scoping works completed in October to progress Update requested following October visit Preliminary works progressing. CEQ support through give-back CEQ progressing works Meeting held with CEQ on 14/02. Equipment has been dispatched to NPA and quote requested for toilet works Met with CEQ rep and finalised shop fittings and equipment. Equipment ready to be shipped. Dependent on Seaswift capability CEQ has organised shipping with SeaSwift.		
F/up Stingers Program and support from Royal Lifesaving	16/03/2023 18/04/2023 23.05.2023 07.06.2023 17/07/2023 29/08/2023 20/09/2023 15/10/2023 07/11/2023 12/12/2023 10/01/2024 20/01/2024 06/03/2024 13/04/2024 22/05/2024	Awaiting response Awaiting contact information to progress Contact made and awaiting reply Follow up with an email, awaiting reply Still progressing with https://rlssq.com.au to get stinger signage. Nil response. Progressing internally Awaiting quotes for signage. Delays – supplier has requested to conduct a beach audit. We have advised signage is required promptly as jellyfish season has already approached. Aerial audit is being conducted on Seisia, Umagico and Injinoo beach to finalise signage. Signage is being reviewed for approval then printing stage will commence. Signs approved for printing to commence. Signs in printing stage. No further updates Delays due to staff on leave. Signs printed, delivery pending seaswift.	EMCRS	24.02.2023
Community History Walls in IKCs	23.05.2023 19/07/2023 18/08/2023 20/09/2023 15/10/2023 07/11/2023 12/12/2023 10/01/2024 20/01/2024	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	EMCRS	18.04.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	06/03/2024 13/04/2024 22/05/2024	No additional information since December Updated information not yet received from community members. Awaiting additional/correction of information from TO groups History banners are schedule to commence printing this week. Printing completed.		
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 25/07/2023 25/08/2023 27/09/2023 18/10/2023 8/11/2023 13.12.2023	Fridges are working. Fire extinguishers has been replaced. WIP. Update of scope of works to June meeting. F/up refrigeration of fridges as they are not getting cold Signs have been placed on fridge "Do not turn off". Fridges intermittently work, sometimes the fridges are warm, next day freezing, diagnosis ongoing. Exhaust fan in the kitchen is working. P&F team to engage Building Team to scope works for security screen mesh on kitchen window and security screen door on single access door to kitchen. This will help improve air circulation during kitchen use. Internal req sent to Building and Maintenance Team for screens on the windows and door. Building and Maintenance Team investigate a solution for the missing winch handle to raise and lower the basketball boards. P&F team has confirmed large industrial exhaust fan built into kitchen is working. Screens still to be fitted on windows and doors in Kitchen, operations to advise on status of works. Council Carpenters have commenced fabricating screens. One fan is working slower than the other. To be discussed with Operations team on advice on repair. Fans were reset to run at the same speed in June. Ops staff will reinspect fans and reset speeds / repair as required. Operations to update on basketball hoops winch works. 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	EMCS EMBI	18.04.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	16/01/24 20/02/2024 6/03/2024 17/04/2024 22/05/2024	<p>Bamaga Hall Kitchen ventilation – Waiting on screens to be made by NPARC Carpenters.</p> <p>Basketball Hoops – Shane Waller to inspect and follow up order.</p> <p>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</p> <p>No updates this reporting period, Information hasn't been passed onto P&F Manager</p> <p>Materials have been ordered, waiting on sea swift to delivered, works will be completed ASAP</p> <p>Sea Swift have not delivered, keeps making excuses. Will need to follow up</p> <p><i>Fridges are at stores ready to be pick up. Action: will pickup and drop off week of Monday 27th May Carpenters will be installing security screens next week as well</i></p>		
F/up with Harbour Master regarding management of the Wharf Light by Seaswift Lighting at Wharf Toilets	23/08/2023 20/09/2023 18/10/2023 10/11/2023 13/12/2023 08/01/2024 22/02/2024 07/03/2024 17/04/2024 27/05/2024	<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 & TMR staff are going to provide a detailed scope for Council to quote on</p> <p>TMR are sourcing a suitable solar light for NPARC to install using local electrical contractors</p> <p>TMR have advised that the new solar light has been purchased and is on its way to Cairns for transport to NPA</p> <p>TMR Have advised that the Pole and Light have been delivered o Seaswift. Yet to arrive in the NPA.</p> <p><i>Waiting on delivery</i></p>	CEO, EMO	25.07.2023
Investigate angle parking at Bakery	20/09/2023 18/10/2023 10/11/2023	<p>Options are being sketched</p> <p>Ongoing</p> <p>Will program to be completed in Early 2024.</p> <p>As above</p>	EMO	29.08.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	13/12/2023 08/01/2024 22/02/2024 07/03/2024 17/04/2024 24/05/2024	Roads to work with Airport Staff to complete in February Works scheduled to be completed in the last week of February weather permitting Weather did not allow works to be completed in February Works Manager has materials on site and is scheduling works for May to minimise impacts of wet weather. Still on track to be completed in May		
F/up anthropologist reports within 2004 Injinoo Council Files	27/09/2023 22/02/2024 7.3.2024 17/04/2024 21.05.2024	Clarification with Cr Nona that files were from pre-amalgamation and locked away in the safe in the Injinoo office. The safe was excluded from the records clean-up. On investigation the reports were not in the safe. Further investigations revealed that the reports may be in the Injinoo Community Hall attic. Waiting for repair works to be completed to access the attic. All the rooms have been emptied at Injinoo Hall. We now have access to the attic. PFM is repairing the damage door to secure access to attic. Arrangements will be made to remove files from attic. Records Management team has been tasked to put together small team to relocate the files to Bamaga Archives. Estimate time for completion week ending 17 th March 2024. Materials being sorted by records Records management has relocated majority of files to archive. There is a small number of files to be relocated, delayed due to staffing issues. MCA is looking at alternative arrangements to have remaining files relocated.	EMFCS	29.08.2023
Follow up compliance notice re scaffolding	07/11/2023 12/12/2023 10/01/2024 20/02/2024 06/03/2024 13/04/2024 22/05/2024	Compliance officer has advised, they did not serve the compliance notice as owner agreed to move the items. Will be moved by wet season. Previous compliance officer is assisting with the removal of these items to his yard. RSM contacted owner, he will action removal once back in community. No action in January. No updates Delays in moving equipment due to weather Still pending weather	EMCRS	24.10.2023
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 th December	EMO	21.11.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	22/02/2024 07/03/2024 17/04/2024 24/05/2024	Meeting Held with Cr Nona. Blade mix has been ordered and speed bumps will be programmed to be installed after it arrives Blade mix has arrived. Will be programmed for late April / May Works manager has works scheduled for May Works Manager has been on leave will seek update Monday 27 th May if works are on track		
No-drinking sign at new Seisia Gazebo	13/12/2023 08/01/2024 07/03/2024 17/04/2024 24/05/2024	A quote has been requested PO raised awaiting delivery Supplier has delivered the signs to Seaswift for delivery to NPA Still awaiting delivery of the signs to NPA Signs have arrived and will be installed in April Signs are installed	EMO	21.11.2023
Request to Biosecurity Qld to report r.e monitoring	16/01/2024 27/02/2024 12/03/2024 27/05/2024	Request made to regional manager Deputation at March meeting Meeting moved to May due to unavailability of staff Deputation held today	CEO	19.12.2023
Leaf guard at Somerset toilets	22/02/2024 07/03/2024 17/04/2024 24/05/2024	Leaf guard has been ordered and will be installed when it arrives Still awaiting leaf Guard to arrive in the NPA Materials have arrived. Will be installed by Council plumbers once repairs have been completed on the Summerset Campground access road Still pending on Road works	EMO	16.01.2024
F/up businesses with skip bin to have skip bin cover including NM office	22/02/2024 17/04/2024 24/05/2024	Suppliers are being sought A supplier has been identified and a quote requested Still pending	EMO	16.01.2024



AGENDA ITEM 8
ORDINARY COUNCIL MEETING #2
Thursday 30th May 2024
Bamaga Boardroom

8. Mayor Verbal Report

Title of Report CEO Report

Agenda Item: 9

Classification: For Noting

Author Chief Executive Officer

Attachments HR Manager Report

Officers Recommendation:

That Council:

- Note the Report
- Hold a Special Meeting on 28th June for the adoption of the 2024-25 Budget

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. Thank you to all the councillors who participated in the first part of the Corporate Plan Review. We will finish this and do the budget review next week on 4th June as already set in calendars. Any changes to the Corporate Plan will be adopted at the June Council Meeting

Annual Operational Plan and Budget

The budget planning workshop is being held on 4th June. This timing is to allow the budget to be tabled and enable Councillors to have 3 weeks prior to a proposed special meeting on 28th June. While legislatively a budget does not need to be adopted until 31 July, adopting in June means that budget and operational plan can guide council work for the full 12 months, rather than an 11 month period.

4th June is when we will also be discussing the budget strategies that were briefly discussed at the last workshop.

Internal Audit Committee

The first meeting is currently being organised by the Finance Team potentially for 10 June pending confirmation from external attendees. The internal audit report is almost finalised, ready for the Internal Audit Committee meeting.

Local Thriving Communities

An LTC Meeting was held on 24th May with good attendance. A report back from this meeting is included on today's agenda.

KEY PROJECT UPDATES

Ranger Transition

ALT has appointed someone to oversee the ranger transition. Current timeframe is to have transition plan completed by 30th August 2023. There are some challenges obtaining responses from NIAA to access funds to support the transition. This issue was escalated to the NIAA CEO with no response. ALT and NPARC working together to obtain support on this matter.

Use of Sand and Gravel

In-principle support has been received from GYAC and ALT regarding landowners agreements for use of gravel and sand and an Occupation Licence provided for execution.

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

Airport Runway

NPARC was successful with securing \$13.5mil as part of the Growing Regions fund. This compliments \$1.5m received from TMR as part of the 2024-25 ATSI TIDS funding. This was a significant accomplishment as it was a very competitive grant with only 40 successful projects across Australia and 9 in QLD.

Works for Queensland

On 13 May 2024, Works for Queensland allocations were released for Queensland Councils. According to funding guidelines, these are determined using a base allocation of \$1.5 million plus an additional amount calculated based on weighted population and unemployment figures. As part of this progress, NPARC was allocated \$2.61 mil, despite being the largest of the discrete community councils. The next table compares the allocations for population and unemployment. Correspondence has been progressed to Minister Scanlon to query the allocations.

	NPA	Yarrabah	Palm Island	Doomadgee	Cherbourg	Aurukun	Kowanyama	Mornington
W4Q Allocation	\$ 2,610,000	\$ 4,920,000	\$ 4,440,000	\$ 2,230,000	\$ 1,900,000	\$ 3,560,000	\$ 2,560,000	\$ 2,120,000
Population	2781	2505	2098	1387	1194	1101	1079	1025
Unemployment	14.00%	37.20%	9.80%	17.60%	19.80%	17.10%	40.60%	7.40%
	Woorabinda	Hope Vale	Napranum	Porpuraaw	Lockhart River	Mapoon	Wujal Wujal	
W4Q Allocation	\$ 1,670,000	\$ 1,940,000	\$ 1,940,000	\$ 2,400,000	\$ 1,820,000	\$ 1,630,000	\$ 1,630,000	
Population	1019	976	883	661	640	432	276	
Unemployment	20.90%	20.90%	15.90%	43.80%	33.50%	27%	29.30%	

HUMAN RESOURCES

HR Manager report is attached to this report.

A huge congratulations to Ms Leonie Ishmail who successfully completed her Cert IV in Human Resources Management with the Australian Human Resource Institute. This is a significant accomplishment for Leonie and NPARC to provide stability and leadership in a critical area of Council.



HR has also been working closely with Finance to generate unauthorised absence reports to support managers to address absenteeism with staff. High level data is included within the HR Report this month.

UPCOMING MEETINGS & VISITS

The following upcoming visits and meetings are scheduled.

Date	Time	Purpose	Venue
31/05/24	11am to 12.30pm	Meeting with Cynthia Lui	Bamaga Boardroom
	2pm to 5pm	Renaming of Ama Mary Eseli Injinoo Campus	NPA State College
3/6/24	All day	Mabo Day Holiday	
04/06/24	10.30am to 1pm	Queensland Health Capital Consultation	Bamaga Boardroom
	1pm to 5pm	Budget Planning Workshop	Bamaga Boardroom
10/06/24	2pm to 4pm	<i>Placeholder – Internal Audit Committee</i>	Bamaga Boardroom
13/06/24	All day	IIAC Mediation	Cairns
14/06/24	8am to 2pm	TSNPA Climate Resilience Centre Meeting	Thursday Island
17/06/24	10am to 5pm	June Trustee Meeting	Bamaga Boardroom

	5pm to 8pm	Common Law Holders Consultation	
18/6/24	All day	June Ordinary Council Meeting	
24 & 25/6	All day	Indigenous Leaders Forum	Cairns / Yarrabah
26/6	9am to 12pm	QTC Financial Training	Cairns
28/6	10am to 12pm	<i>Placeholder – Special Budget Meeting</i>	Bamaga Boardroom

Councillors have been forwarded meeting invites for relevant meetings.

Indigenous Leaders Forum (ILF)

Everyone would have received the meeting invites for the Indigenous Leaders Forum. You may have received a registration link. This can be ignored as this will be completed for everyone. The ILF is an opportunity for Indigenous Leaders to gather discuss the challenges, showcase the successes, and elevate local ideas and solutions with key government decision makers.

Day One will begin at Pullman before a bus to visit Yarrabah Aboriginal Shire Council. Day Two will be at the Pullman International.

Queensland Treasury Corporation (QTC) Training

QTC will be providing induction training to help build the financial literacy capability of newly elected members. The training will include

- Introduction to QTC - includes an overview of treasury management advisory services and credit and capacity to borrow reviews.
- Content on budget and financial sustainability considerations
- Content on asset management, capital decision making, PDF, WOLC, management reporting, etc. This will also include an overview of the tools and methodologies, including a high-level understanding of (and need for) long-term forecasts, management reporting, cash flow, risk and financial management processes

NPARC will be joined by other Indigenous Councils for this training.

Australian Local Government Association (ALGA) Conference

The National General Assembly (ALGA) attracts councils from all over Australia. It is a good opportunity to network and connect with councils and hear their challenges and struggles. LGAQ is currently facilitating deputations for all councils with Housing, Treasurer, Indigenous Affairs, Home Affairs, Environment and Health Ministers. Once these are confirmed we will look at opportunities to set up separate meetings with other ministers. There will be opportunities to attend limited by space constraints.

July in Canberra is usually very cold, so I would engage to make sure you have appropriate clothing for a climate of this nature.

Community Meetings

At the last meeting, it was discussed about setting tentative dates for community meetings.

If Council would like to hold these prior to the Special Budget Meeting I would suggest

- 4th, 6th, 10th, 11th & 18th June and potentially an all staff meeting on 7th June

It may be advantageous to wait until the budget, Operational and Corporate Plans are finalised and hold community meetings on the week after the Cultural Festival starting 15th July.

SNAP SEND SOLVE

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

Over the Jan to May 2024 we received 51 complaints via Snap Send Solve which were all resolved and completed. The majority relate to building maintenance, illegal parking and repairs as well as housing issues.



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HR Monthly Report

Author: Leonie Ishmail - HR Manager

Authorizer: Kate Gallaway – CEO

Attachments: Nil

Purpose of Report: HR Monthly Report – May 2024

Team:

Leonie Ishmail – HR Manager

Joyce Soki - HR Advisor

Seaniqua Unwin – HR Admin Support

Michael Madeley – WHS Coordinator

Dale Salee – WHS Trainee

Human Resources

1. Employment Outlook

Current number of employees -

- Full Time – 128
- Part Time – 10
- Casual – 102

Total: 240

Resignation/Terminations

Department	Number of Employees
Project Manager Building and Infrastructure	Shane Waller – Resigned
Property and Facilities Support Officer	Sonia Waller – Resigned
Airport Manager	Clive Laverick – Resigned

2. Recruitment

Positions Advertised:

Position	Status
Sports and Recreation	Readvertise position – no suitable candidates
Commercial Leasing Officer	Applicant review stage
Property and Facilities Support Officer	Successful applicant appointed, commencing 14 th April 2024

New Appointments

New of Employee	Position	Department
Julianne Sheldon	Support Officer – Property and Facilities	Building and Infrastructure
Lillah Sebasio Macrella Blanco Bethina Kepa	Customer Service Officer – Casuals	Executive

Absenteeism

Number of hours absenteeism (unauthorized leave):

The below figures have been extracted from PCS per department from pay period 22-24, April 2024

Department	Unauthorized Leave Total
Administration Executive	0.50hrs
Human Resource & WHS	49.40hrs
Engineering Services	96.50hrs
Engineering Admin	16.89hrs
Roads and Maintenance	30hrs
Trades	73.12hrs
Hygiene and Health	20hrs
Refuse Collection	41.68hrs

Landfill and Recycling	44hrs
Animal Control	90hrs
Parks and Gardens	644.61hrs
Stores	66hrs
Community Service Admin	30hrs
HACC	36.10hrs
Sports and Recreation	112.25hrs
IKC	56.50hrs
Finance Admin	160.07hrs
Corporate Services	81.50hrs
Ranger	374.88hrs
Jardine Ferry	231.70hrs
Batching Plant	21.72hrs
Umagico Supermarket	278.68hrs
Injinoo Service Station	58hrs

Goodnews Story

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

Work Health & Safety

Incidents

No near miss to report.

Induction

Two (2) inductions were conducted for April.

Training

WHS team have established a Master Register for the collation of NPARC Skills, Licences, Inductions and Toolbox training that can be viewed at; Y Drive – 1AAA – Registers – Master Register. WHS team are currently reviewing and updating all WHS files and collating into a manageable system.

Toolbox Meeting

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

Workcover cases

Currently working with Workcover with employee from NPARC Workshop. Employee sustained an injury back in 20/12/2023 but only presented injury in April 2024. Employee had been on light duties but still in a lot of pain. Currently at home resting injury. Workcover claim submitted on 30/04/24. Ongoing.

Rehabilitation And Return to Work Co-ordinator:

None to report

Site Inspection

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

Complaints received:

External complaint received out front of stores. Issue was resolved by HR.

Safety Awareness Bulletins sent out:

Nil sent out. Discussed with HR Manager and WHS will start in May with one Safety Awareness Talk per month which will be presented by each work group manager / supervisor and WHS will attend to ensure they are being presented. Focus is more on an open discussion with the topic not just pinning onto the notice board.

Other Works

Continuing works with Jardine Ferry team to carry out WHS compliance, prestart and toolbox talks.

Jardine Ferry has had capacity reduced for the interim due to requirement for mooring ropes following an incident with contract truck.

Title of Report: May 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)

1. Jardine River Ferry
 - Fitting of the new doors capstan wheel and pneumatic gates commenced completed on Monday the 29th of April.

Robert Bottger (Project Manager - Roads)

2. Injinoo Back Road
 - Project completed
 - Council to prepare final invoice claim
3. Umagico to Bamaga
 - Extension of Time has been granted for LRCI Phase 2 and 3 through to 30 June 2025. All funding for the project now has the same expiration date
 - Project will be delivered as 4 separable portions (1. Umagico end, 2. Injinoo Road, 3. Nona Creek Bridge and approaches, 4. Bamaga end)
 - Aurecon has submitted updated designs for Separable Portion 1 (Umagico township) and 3 (Bamaga township)
4. Bamaga to Seisia Cycleway
 - 30% Design submission issued to TMR on 26 April.
 - Progress will commence on 80% submission after the design review meeting

5. NP1
 - Federal Government approved reallocation of funds from NP2 to NP1 to fund delivery of the project.
 - Letters of advisement issued to Contractors, including successful tenderer Gulf Civil.
 - Preliminary meeting held with Gulf Civil on 1st May 2024
 - Contractor currently preparing project plans to gain possession of site.
 - Council to engage a site inspector
6. NP2
 - NP2 is currently on hold due to funds having been reallocated to NP1.
 - NOTE: Stuart Head currently exploring opportunity for additional betterment money which may be used to help with delivery of NP2
7. Grant Applications
 - ATSI TIDS (TMR)
 - Airport Runway Upgrade application – SUCCESSFUL (\$1.5M)
 - Construction of Injinoo Back Road Section 1 lodged – Unsuccessful
 - Growing Regions Program (ITRD&LG)
 - Airport Runway Upgrade application – SUCCESSFUL (\$13.5M)
8. 2023 REPA Town Streets ((3105-4810)
 - 33 sites were approved by QRA within the 5 communities for pavement repairs.
 - Main locations are cul-de-sacs and T Intersections where the pavement has failed.
 - Council is awaiting approval for funding from QRA to repair these sections with a concrete pavement. This is a Betterment Application
 - Announcement is due within the month and aim to complete repairs before the next wet season.
9. 2023-24 TC Jasper - Emergency Works (3105-4811)
 - Emergency Works are underway on Pajinka, Ferry, and Punsand Roads as well as a number of township gravel roads.
 - Potholing has been performed by Council crews on sealed town streets as well as the airport runway.
 - An EOT was granted for this work until 12 June 2024.
10. 2023-24 TC Jasper – Major Roads (3105-4812)
 - The submission is currently being built for the event related damage to the main Arterial Roads.
 - Aiming to lodge with QRA this week and works can commence in June at the discretion of the Council.
 - Both local Contractors have been registered with Local Buy to assist with performing the repair works in a timely manner.
11. 2023-24 TC Jasper – Minor Roads (3105-4813)
 - Damage evidence in the form of photographs have been collected for all local roads.
 - A submission will be built in the next month and submitted with QRA for approval.
 - It is anticipated these works will commence in July/ August 2024.

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

- This project is jointly funded with ATSI TIDS contributing \$439.5K and QRA providing an additional 1.613M. Total project value \$2.0525M.
- Ergon expects to have the design phase completed by 31 August and anticipate construction being completed by the end of 2024.
- Council needs to focus on the connection scope from the Ergon Pillar Box to all the current facilities at the airport including the terminal, strip lighting, fuel, house, generator, etc.

Parks & Gardens

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

Maintenance fencing completed at Bamaga Park and Lui St Park.

Works

Roads

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

Training:

Completed practical traffic control training , which included P&G and Ferry staff.

Solid Waste

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

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

Wastewater

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

Cleaning of public toilets including the cemetery toilets as required occurred through the month. A barbwire fence was installed between the Bamaga Lagoon and the sprinkler system.

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

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

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

Water

The month of April saw smooth and consistent operations at the Bamaga Water Treatment Plant. All reservoirs were maintained at acceptable levels, and no issues were observed throughout the month. However, the current ABB Combine Raw Water Flow Meter is faulty, which has affected Daily Raw Water Volume readings and the usability of ACH automatic dosing. The team aims to replace the faulty meter by the end of May, which may require Austek to revisit the work completed for the ACH Dosing Control (VP0008). Additionally, the team is still addressing Water Level readings for the Umagico and New Mapoon Reservoirs, which utilise a 6m Level Sensor. Rescaling is required through Veolia Technical Support for the respective 4m tanks. 4m probes have been ordered for the replacement of these.

Rainfall in Bamaga was recorded at 335.5 mm which was far above the previous year's April rainfall of 152.2 mm.

The total water production (filtrate) volume for Bamaga WTP for the month was 106.137 ML, averaging 3.537 ML/day.

Skytrans flights have been very sporadic, making it challenging to transport water samples to and from the site. We hope this situation will improve in the coming months.

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

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

Veolia has been in discussions with the State Government along with private consultation companies and providing a lot of information for the proposed Water Treatment Plant upgrade.

The State Government has awarded the contract for the completion of the reservoir liner project and works are scheduled to start in June.

2 residential leaks were inspected and handed over to NPARC.

0 commercial leaks were inspected and handed over to NPARC.

0 mains leaks were identified and repaired.

There were 1 new service request and 2 new service installations completed in the period.

There were 0 OHS incidents, 0 environmental incidents.

Workshop

Summary of works carried out during April:

- IVECCO Garbage Truck – Fabrication was done to the bottom plate as its starting to lift from rust. Both cooling pipes burst while doing garbage bins pick ups.
- Kubota ZD & FS3690 – Replace 1 x gear box & Strip out 2 cutting deck to build a good 1.
- Kubota Slashes - Gearbox rebuild
- Bandit – NO GEARS
- Batching Plant Loader – Complete all outstanding required jobs as per the WHS requirements.

Stocktake:

Monthly stock take has been completed. However, issue of not having an administration staff that can enter results into the system.

Challenges:

- Lighting in the workshop an ongoing safety issue. Billy Wymarra has submitted a quote to improve lighting.
- Current staff with limited experience and knowledge especially on some very basic things.
- Numerous breakdowns with ride on mowers. Considering strategies to rectify.

Improvements:

- The main airline system has been fixed and is fully operational.

Recommendations:

- Compressor needs to be fixed urgently.
- Discussion with LGAQ and Busy at Work regarding the 2 apprentices to attend training at Thursday Island.
- Have easier access to the Camera footage of the workshop.
- Have access to the Sea Swift portal to create Con Notes.

SUMMARY OF COMPLETED JOBS			
SERVICE – PM	BREAKDOWN	SMALL PLANT	TYRES
19	12	12	10

Rangers

The Rangers have undertaken normal Wet season activities as follows:

- Road Checks and clear fallen trees Pajinka
- Check & Clean Portable Toilets Muttee Head/Somerset
- Weed spraying (spray packs)
- Cut grass camping area Muttee Heads and Muttee Heads Turnoff to Jardine River
- Ongoing Croc sightings and patrols

Training opportunities being sought by Rangers.

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

Airport

The NPA airport has remained operational through April.

Sales figures for March are as follows:

Sale item	Monthly Totals	Comments
Jet A-1 litres	29528	
Jet A-1 sales	\$79725.60	
Avgas litres	3770	
Avgas sales	\$13006.50	
Landing fees	\$4448.32	
Passenger tax	\$567.27	
Parking Fees	-	

Sale items	Skytrans	Other airlines	Total
Flights in/out	40	81	121
Passengers in/out	1373	26	1399
Parking Fees			

Major Maintenance issues identified/corrected.

Boundary Fencing	Applied for Funding. Small repairs around Carpark will start
Runway Repairs	Ongoing. Waiting for rain to ease for major repairs

Airport HR

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

Achievements:

- A WHS Management Plan and Traffic Management Plan has been developed
- Trip hazards have been removed from around the old shed
- Upgrade hopper and movement around the batching plant
- Make safe, handrails to hopper
- New fencing in progress. Completion scheduled for 30 May 2024

- Broken drum of one concrete agitator truck replaced. Plant has currently three agitator trucks (one on wet hire from Cairns). Plant has now the capacity to supply 60m³ of concrete daily.
- New computerised batching plant on order and expected to be fully operational early July 2024.
- WHS review of the batching plant outcome:
 - safety compliant
 - temporary fencing at hopper provided
 - uneven concrete walkway fixed
 - fencing around the ready-mix plant installed

Challenges:

- Staff training on new computerised batching plant
- Staff training with spill kit, first aid and mask fitting
- ETS Geotechnical (Cairns) to provide training (early July 2024) in preparing concrete cylinders for compressive strength analysis and slump testing (QA)

Recommendations:

- Provide single coat dust seal around trafficable areas
- Require an extra truck driver

Sales– external (value)

CONCRETE PRODUCTION	40.0m ³
Cement Bags (20kg)	Nil (on order)
Sand	3.0m ³
Aggregate	5.0m ³
Premix	4.0m ³
Materials External	\$5200
Consumables	N/A
Repairs	N/A
Freight	\$550
Contractors	\$3200

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

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

1. Reliable and Affordable essential Services
 - 1.1 Water
 - 1.2 Landfill
 - 1.3 Access
2. Safe, clean and attractive physical environments
 - 2.1 Animal Management
 - 2.2 Clean and tidy public areas in each Community

FINANCIAL AND RESOURCE CONSIDERATIONS

Operational budget expenditure

CONSULTATION

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

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

Agenda Item: 10.2

Classification: For noting

Author Executive Manager, Community & Regulatory Services

Attachments Compliance Report

Officers Recommendation:

That Council: Note the report

PURPOSE OF REPORT

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

Community Services

The Community Services Team continues to engage with internal and external stakeholders of the Northern Peninsula Area [NPA] region with event planning, event delivery and feedback consultations including discussions of strategies for improved community satisfaction. Additionally, the team is currently collaborating with the NPA College in preparation for NAIDOC and Mabo Day celebrations.

Indigenous Knowledge Centres [IKCs]

IKCs in the NPA region are vital for delivering services to communities. Despite facing challenges such as IT issues and limited space, they're making progress with History Banner projects and First 5 Forever and book exchange programs. Efforts are underway for language workshops and project visits to enhance services further. Meanwhile, maintenance for buildings are underway and support continues to assist with Sports and recreation and cultural festival events.

Events Team

The Events team is actively collaborating with both internal and external stakeholders in a range of community events. These include the upcoming 2024 Culture Festival, Mabo Day, NAIDOC celebrations, community markets, and the Junior League in partnership with QRL. Additionally, the team is working with QRL and NPARRL to facilitate the local QRL football competition, which is scheduled to commence on June 8.

The team is committed to promoting cultural events and sports within the community, recognising the importance in building social cohesion and celebrating our diverse cultures. Despite challenges, the team remains dedicated to these initiatives and is confident that, these events will be successful and impactful.

Art Centre

April has continued to be a busy month for the centre. We were pleased to welcome students from NPA College, who showed great promise as future artists. Additionally, we received excellent news regarding further funding approvals. Artists' workshops have been ongoing, and further renovations

to the art centre are also underway. Planning for the 2024 Cultural Festival is well in full swing, though engaging with community members remains challenging due to low meeting attendance. Nonetheless, the team remains dedicated to its efforts. Additionally, local artists have been diligently working at the centre, completing their fashion pieces for the Country to Couture fashion show in Darwin.

Home and Community Care

The Aged Care Compliance Report ensures regulatory compliance. The program encompasses various services for 36 clients. While progress is being made in meeting domestic assistance targets, changes to fees for electronic Home Care Packages (HCP) have been implemented for approved HCPs. Additionally, an updated client intake form and checklist have been introduced to streamline the intake and care planning processes. Rachel Burns is scheduled to conduct assessments on the new clients on June 10, 2024.

Invitations for the committee meeting with the interagency group on June 6, 2024, have been sent out. It has been challenging to achieve high attendance at these interagency meetings, as the last one had low member participation. We are hopeful for better attendance at the upcoming meeting.

This is Patricia Fulton's final week working at the Age Care Centre. Patricia has been with us since 2021 and has been an invaluable asset to our organisation. We wish her all the best in her future endeavours.

Services delivered;

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

Achievements;

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

Illegal Dumping

April has been a busy month. We have successfully cleaned up 21 illegal dumping sites and have reported our progress to the funding bodies. This is a significant achievement, especially considering we are working with limited resources to clear these sites. As the weather starts to improve and the rain subsides, the team can progress with more activities.

Challenges persist due to the weather and restrictions on the ferry crossing, which prevent us from transporting metal waste to Cairns for recycling. The team is actively exploring alternative options to address this issue.

Food Permits

There has been an increase in home-based food sales. The team is collaborating with the Environmental Health team from Cairns to assist with implementing compliance measures within the community through various outreach initiatives.

Future Plans

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

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

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

Injinoo Service Station

In April regular services and products were supplied to the community and customer. Another steady month with sales of fuel, groceries, and general merchandise. The residents of the local community have been the main customers, along with NPARC vehicle fleet, additionally internal requisitions for fuel and goods. Fuel also supplied to local business through the month as well, in form of purchase orders.

The operating times for the Service Station were 8am to 5pm Monday to Friday, and 1pm to 5pm on weekends.

Overall, April has seen a decline in sales compared to the previous month.

Please see snapshot of April financial sales report, generated from Service Station point of sale.

March Sales

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

April Sales

<u>AMOUNTS TENDERED FOR SALES</u>		
CASH	873	20949.85
ACCOUNT	242	51649.15
EFTPOS	<u>1,686</u>	<u>52378.29</u>
		124977.29

The primary gap in service at present is the lack of after-hours fuel availability. This is attributed to the outdated and incompatible nature of the current Compact device. Consequently, the installation of a new device is necessary, and efforts are underway to obtain quotes for this purpose.

Furthermore, the Service Station is expected to commence the sale of hot food and ready-to-go chilled food soon. With the tourist season rapidly approaching, this expansion is anticipated to boost sales significantly.

Umagico Supermarket

Umagico Supermarket continues to operate smoothly. The Manager has returned from holidays, a huge thank you to Acting Relief Manager Sineva Ahmat for effectively leading the team. The staff roster includes 2 Supervisors, a Duty Manager, a Fruity and Vegetable assistant, 1 staff on Long Service Leave, 4 Shop Assistants, and 6 Casual Storemen.

Despite challenges such as air conditioning repairs and power overloads, the supermarket maintains steady sales, even during the slower month of April. May will see a decline in sales due to the replacement of the flooring. Freight poses a significant challenge as Seaswift's rates are too expensive. Exploring road freight options to mitigate costs is crucial.

The installation of new flooring has commenced, equally, a new awning has been built.

Efforts are underway to negotiate better pricing with suppliers to improve the impact of rising living costs on the community. Discussions with Woolworths are ongoing regarding the supply of fresh meat to reduce meat prices.

Jardine Ferry

The ferry maintenance contractor has successfully completed refurbishments, including the installation of new ramps and hydraulic boom gates, allowing the ferry to return to service. Effective 1 May 2024, new seasonal operating hours have commenced. The entire team has returned to duty and is diligently maintaining the ferry, roadhouse, and grounds.

Operating Hours: 7.00am – 6.00pm, everyday.

Training sessions have been diligently conducted, covering a range of essential topics, including man overboard, fire onboard, and SMS training for the entire crew. The SMS training was intensive and highly effective, specifically tailored to our ferry vessel.

Challenges encountered include incidents with the new ramps. Effective immediately, Pig Trailers in Beaver Tail style will be banned from crossing the ferry due to continual damage to the vessel. Additionally, as of Saturday 25 May 2024, the ferry will only accept loads under 20T gross vehicle mass, in compliance with AMSA requirements for mooring lines. The mooring ropes are currently in transit, expected arrival and re-commissioning will be 8th June 2024.

Other challenges include pending completion of the AMSA inspection report, the necessity for a more efficient attendance tracking system utilising fingerprinting for payroll purposes, and improvements in staff training and financial reporting for the Point of Sale system.

We have initiated initiatives to explore the possibility of reactivating the fuel station at the ferry, which has been inactive for over six years. We are currently assessing the necessary requirements and steps to resume operations. Additionally, the installation of a Navman on the ferry to enhance vessel movement control is currently in progress.

HOME CARE SERVICES

MONTHLY AGED CARE COMPLIANCE REPORT

REPORT TO	Yanetta Nadardre
REPORT DATE	09/05/2024
REPORT FROM	Patrica Fulton

AGED CARE SERVICE DELIVERY

Summary of client status over the past month

Reporting item	Number	Comment
HCP Clients	1	Level 1: Level 2: Level 3: Level 4:
New HCP Clients	5	Level 1: Level 2: Level 3: Level 4:
HCP Enquires		
Referrals for assessment or reassessment	5	Waiting on Age Care approval Letter

Summary of CHSP client status and activity

Summary of CHSP client status and activity

Reporting item	Number	Comment	
Number of clients	36		
Number of new clients	7		
Clients on waiting list			
Number of clients transitioned to HCP			
CHSP Hours	Monthly target	Hours delivered	Comment
Social support group	546	492	
Domestic assistance	136	54	
Social support individual	78	48.5	
Personal care	25	17	
Home maintenance	11.5	36	
Flexible respite	7	-	
Meals#	223	848	Client Increase for meals
Transport	63	101	Started HCP client for Dialysis 3 days a week
Home Modifications	\$395	-	

Aged care legislative compliance status report

Compliance requirement	Number of clients	Overdue	Action taken
Charter of aged care rights explained	36		
Signed aged care agreements	36		
Signed current care plans	36		
Advanced health directives completed (HCP clients only)	1	1	Need health appt to conduct this procedure.

Aged care activity reporting

Agency	Report submitted in the past month	Date due	Date Submitted
Operational update	07/04/2024	09/05/2024	07/05/2024
Compliance report	07/04/2024	09/05/2024	07/05/2024

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

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

HR Management

Reporting item	No of staff	Overdue	Action required
Current Police checks	14		
Aged Care Code of conduct	14		
Current Drivers licence	13		
Performance review	14		
Annual Flu vax	3	11	Nurse from PHC will be visiting to administer Fluvax.
COVID Immunisation	14		

Status of Core training

Mandatory training	No of staff	Overdue	Action Required
Orientation	14		
Fire Safety	14	14	
First Aid	14		All staff due in December 2024
Manual Handling	14		Staff completed training
Infection control	14		
Elder Abuse	14		
Food Safety	14	1	
Open disclosure	14	1	

Training attended over the last month.

Mandatory training completed as stated above.

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: April Information Report

Agenda Item: 10.3

Classification: For information

Author: Executive Manager, Building & Infrastructure

Attachments: Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

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

BACKGROUND AND CONTEXT

BAS Manager Update

NPARC Job Cards / Minor Works

Works are at a manageable level, there were **59** aged job cards in March.

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

Portal active jobs are **432** which includes new jobs that were issued through the portal are shared out to contractors.

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

Maintenance Overview

Days Outstanding	Work Order
< 30	235
> 30-60	84
> 61-90	2
> 91-120	3
> 121-180	3
> 181-365	37
> 366-720	0
Grand Total	273

Contractor meetings

Next meeting will be held **14th June 2024** with contractors to discuss process of handling maintenance works and time management, contractors advised to carry out works according to response priority time given on work orders.

Building Manager update

NAHA 5 x Plugins

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

Completion - late August 2024

Current Unscheduled Work / Upgrade Works 23/24

Current works are ongoing, scopes of works include carports, reroofing, bathrooms, and kitchen up grades and DISMODS. There was a JOM meeting to discuss the works that will be issued and how NPARC was going to be able to handle load of works with a new budget of 15m. Next meeting will be held late April to discuss 24/25 works. Tenders for upcoming works have been coming Quick and fast.

Outstanding Purchase Orders – Carried over from 2023

TYPE OF WORK
BATHROOM UPG – 236A SGKZ
BATHROOM UPG – 101 MIMI
MINOR RPRS – 12B YOUNG
GUTTER/DOWNSPIPE – 5 YOUNG
SHOWER RECESS – 70 BROWN
PRE-PAINT – 49A SEBASIO
EXT PAINT – 49A SEBASIO
PRE-PAINT – 49B SEBASIO
EXT PAINT – 49B SEBASIO
INT PAINT – 10A YOUNG
EXT PAINT – 10A YOUNG
CARPORT UPG – 427 JAWAI
VACANT MAINT – 277 YUSIA
DISMOD – 43 SEBASIO
CARPORT UPG – 50B SEBASIO
DRIVEWAY – 7 STEPHEN CL
DRIVEWAY – 4 STEPHEN CL
ROOF SCREWS/GUTTER – 270 ORCHID

TENDERS SUBMITTED TO QBUILD AND AWAITING APPROVAL – 2023

DESCRIPTION OF WORKS
CARRY OUT ROOF UPGRADE – 78 SEBASIO ST BAMAGA
CARRY OUT BATHROOM UPGRADE – 7C MARA ST UMAGICO
CARRY OUT HOME MODIFICATIONS – 121 WILLIAMS CR BAMAGA
CARRY OUT FENCING UPGRADE – 221 ADIDI ST BAMAGA
CARRY OUT KITCHEN UPGRADE – 49 WARE ST INJINOO
CARRY OUT REFURBISHMENTS – 48 WARE ST INJINOO
CARRY OUT KITCHEN UPGRADES – VARIOUS INJINOO RESIDENCES
CARRY OUT KITCHEN UPGRADE – VARIOUS UMAGICO RESIDENCES

Current Purchase Orders – Issued since April to May 2024

Type of Works
FLOOR/KIT – 7 YOUNG
DRAINPIPE/CONC PATH – 166 WASIU
HANDRAIL UPG – INJINOO
PAINT PKG – SEISIA
PAINT PKG – SEISIA
FENCE UPG – 105 MIMI
VACANT MAINT – 78 SEBASIO
DISMOD – 19 PABLO
CARPORT UPG – 427 JAWAI ST BAMAGA
FLOORING PKG – INJINOO
VARIATION ELECTRICAL – 78 SEBASIO ST BAMAGA
KITCHEN UPG – 49 WARE ST INJINOO
PAINT PKG – UMAGICO
PAINT WORKS – 130 JACOB ST BAMAGA
PAINT PKG – UMAGICO
BATHROOM UPG – 5 WILIMA CL SEISIA
BATHROOM UPG – 74 LUI ST BAMAGA

TENDERS SUBMITTED TO QBUILD AND AWAITING APPROVAL – 2024

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

Projects Update

Remote Capital Program (Housing Development)

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

Update

- Struxi design works are delayed and have the potential to further impact construction program. Agreed that tender documentation will be based on Milestone 4 Review (90%) – Anticipated on 30th May 2024, with Tender documentation completed by **10th June 2024**
Tendering will go out for 6 weeks.
- Poi Poi Sewage
 - SW confirmed provisional sum for survey & pothole is acceptable.
 - Target date for design completion is July 2024.
 - Pumped system (not gravity) is expected by Council.
- Ergon applications to be progressed following design completion

As per the requirements outlined in the contract scoping document, the minimum number of houses to be constructed is set at 15.

- Umagico – 3 x 3-bedroom lowset house
- Seisia – 3 x 3-bedroom lowset house
- Injinoo – 2 x 3-bedroom lowset house
- New Mapoon – 2 x 3-bedroom lowset house
- Bamaga - 4 x 3-bedroom lowset house

(Inclusive of 2 renovations (1) Bamaga and (1) New Mapoon.

Current works

- Lackon working with Struxi to expedite detailed design.
- Draft Construction Tender documents just been provided to NPARC for review.
- Removal of asbestos from 40 Langhi Draha & 90 Sebasio St

Bamaga Electrical Rectification Works

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

- Tender documents will be uploaded to Vendor Panel this week and expected to close tender on Friday 14th June 2024

New Mapoon Multi-Purpose Centre

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

NPARC Project Status

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

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

Injinoo Hall kitchen

Hall kitchen is 70% completed. All internal works are completed and is at lock up stage. External carpentry works – The materials that were ordered for this project was only allowed for patch up, but as it turns out the building was rotten and all materials was used and fell short on internal & external cladding, more materials has been ordered and will be finished off.

Current Works

- Painter finishing off touch up
- Plumber is repairing roof

Outstanding Works

- Electrical – Ben to fit off
- Roller shutter to be install once it arrives – currently in transit with seaswift
- Flooring – Vinyl layer to top fill floor to make level & lay new vinyl that runs 200mm up wall

Mutee Head Toilets

Update

Toilet block packs have been transported up to Bamaga, need to have a conversation with Cameron CHC on his plan to transport the toilet blocks across the mutee heads bridge and onto site.

Williams Cres Basketball Court

Update

Basketball court at 90% completion – Shelter, benches, bins & hoop completed

Other proposal was to connect a slab from the basketball court to the shelter – need quote and put into budget.

Outstanding Works

- bulldog to paint lines on basketball court.

Seisia Beach Walkway Upgrade

Update

Seisia beach Upgrade is at 95% completion

No drinking signs need to be put up

Beautification of Council sites and buildings – Umagico Supermarket

Update

The new awing that covers the loading bay area is 98% completion – gutter needs ends blocked off and a down pipe.

The new vinyl flooring in currently in progress and is 65% completion.

NPARC Carpenters

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

Property & Facilities

NPA Local Housing Plan update:

Application has been lodged for Council to become a housing provider along with an asset management plan for community housing.

Since March 2024, we saw the following actions:

- NPARC Local Housing Plan Project Officer onboarded.
- Regular Bi-monthly operations meeting held with Department of Housing parties.
- Governance structure and terms of reference have been finalised for both Operations and Governance meetings.

P&F team continue to work with Department of Housing (DoH) and NPARC's Regulatory team to enforce illegal dumping outside of social houses as part of our ongoing community clean up.

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

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

NPARC Staff Accommodations	Total Count
Total	28
Tenanted	15
Vacant Tenantable (Available)	6
Vacant Untenantable (Unavailable)	2
Potential Housing Requirements	0

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

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

Social Housing Applications – remains the same this reporting period.

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

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A



POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

FINANCIAL AND RESOURCE CONSIDERATIONS

CONSULTATION

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

Title of Report: Operational Update on Corporate and Finance Services

Agenda Item: 10.4

Classification: For noting

Author Executive Manager Corporate & Finance Services

Attachments N/A

Officers Recommendation:

That Council:

Note the Report

Summary

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

Media / Radio/ Records

- Radio
 - NPA RADIO 91.9FM AIRTIME: 10:03am -12pm Mon – Fri Staff: Amy McKeown
 - Afternoons are booked for pre-recorded sessions with stakeholders, council staff and community organisations. Some are below.
 - TSCHHS Primary Health – Young Persons Health Check
 - Climate Class Action
 - NPAFACS& CS DV Team – Domestic Violence Prevention, Men’s Programs, other programs.
 - NPARC Rangers – Be Crocwise in Croc Country
 - NPARC NPA Art Centre – Upcoming Workshops, NPA Cultural Festival Updates,
 - Community Service Announcements are.
 - Ipima Ikaya RNTBC – Consultation Meeting – Cancellation of Meetings
 - Dept of Housing Homeownership Roadshow NPA in May
 - BOM weather – Peninsula District Forecast & Coastal Waters Forecast Torres Strait to St Lawrence
- Records
 - Completed actions for Migration from TRIM to SharePoint
 - Design & documentation
 - Information architecture workshops
 - HP Trim Discovery Activities
 - Test run (migration) content from HP to SharePoint (inclusive of troubleshooting and fix ups)
 - Initial discussions and activities relating to document retention.

- There are several final checks before the migrations can be completed. We are estimating another two weeks.
- IT
 - Successful installation of standalone Starlink mobility to improve the connectivity at Seisia IKC. Community and staff should now have better network connections. The Seisia IKC Starlink network is currently isolated from the NPARC network, Manager of Corporate Affairs (MCA) and Airbridge is currently working through solutions for this. As a result of this isolation the Seisia IKC is still a remote site requiring authentication by NPARC staff.
 - Following projects have now been completed.
 - Vehicle installation of Starlink
 - IKC LEO & Network Solution
 - CCTV NVR Upgrade – Enable us to store more days of video footages.
 - Bamaga Core Network Redundancy
 - Staff House Standalone CCTV
- Tourism Booklet (second edition) has been finalized and ready for printing.

Stores & Procurement

Council Stores remains to continue serving our internal departments and Community members including local business.

Sales Report – Sales have increase since this time last year.

	LAST YEAR	CURRENT YEAR
	Apr-23	Apr-24
Internal Sales	\$ 56,793.04	\$ 64,312.35
Credit Sales	\$ 18,581.70	\$ 21,905.15
EFTPOS Sales	\$ 9,200.85	\$ 22,917.46
Direct Debit	\$ -	\$ 568.00
Total Sales	\$ 84,575.59	\$ 109,702.96

- Stores has continued to reduce their stock on hand, and only ordering on demand to internal and external customers.
- Huge achievement for Stores department, is staff are now capable of raising purchase orders for stock. This has always been an issue before when requisitions and orders had to wait for authorisation process. Stores Manager now have the appropriate access to execute his delegation, increasing efficiency.
- All NPARC freight are continuing to be received by our Stores team and Stores Manager has been coordinating the delivery of those items and goods to different departments within this organisation.
- New lighting has been installed throughout the Stores building.
- Additional minor building works have also been planned.
- There are some minor challenges that EMFCS and SM are working through.

Coastal Management

QCOAST 2100 – The Coastal Hazard Adaptation Program is Queensland Government commitment to assist council with coastal hazard adaptation strategies (CHAS). NPARC has developed the Yumpla Coast Strategic Plan which can be found on our website, to help manage and adapt to current and future coastal hazard impacts on our coastline and communities.

NPARC also has developed and finalized a Shoreline Erosion Management Plan (SEMP) in direct link with our CHAS. A copy of this document will be uploaded to our website.

EMFCS and Grants Management Team are now working with QCOAST for funding opportunities to deliver and implement the SEMP.

Finance

- Finance Manager position has been filled. Expected start date 3rd of June 2024.
- Grants Manager position has been filled 22.5.2024.
- Management Accountant is working remotely.
- Focused areas for finance team are.
 - Aged Creditors and Debtors
 - Cross skilling
 - Grants Processes and Procedures training/education and upskilling

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	9
Debts owing between \$50,000 - \$20,000	18
Debts below \$20,000	261
60 Days Outstanding	Number of debtors
Debts owing over 100,000	3
Debts owing between \$50,000 - \$100,000	1
Debts owing between \$50,000 - \$20,000	2
Debts below \$20,000	78

Grants Management

Status	Type	Department	Fund	Amount
In Progress	Acquittal	Community & regulatory services	Creative Australia - Council is reviewing financial system to finalising this final acquittal.	
In Progress	Acquittal	Operations	W4Q 21-24 (projects multiple) - Council is finalising works on all projects. Variation for a change of scope was approved and council currently in the process of requesting a variation to support delivery of the upgrades to the Umagico pub.	
In Progress	Acquittal	Building & infrastructure	Department of Regional Development, Manufacturing and Water - Pajinka Toilet Block - variation was approved for the delivery of this project.	
In Progress	Acquittal	Operations	Roads to recovery circular 2024 - Operations teams in process of preparing a Work schedule to be submitted to the department.	
In Progress	Acquittal	Community & regulatory services	DES Illegal dumping and litter grant - Council has completed Activity 3 (C7EVEN campaign) and variation to extend the funding agreement delivery timeframe is under discussion with the department; Metal recycling component of this grant has been identified as high risk for delivery.	
In Progress	Acquittal	Operations	TMR CNLGG Umg-Bam - Cycleway project - Council and TMR have now identified actions required to progress this project, agreement variations under discussions with TMR.	
In Progress	Acquittal	Operations	Ranger Program - Council working with NIAA to resolve overdue annual and IAS performance reports.	
In Progress	Acquittal	Building & infrastructure	Interim and Forward Programs - Housing funding agreements -	

			Council working with department to resolve overdue quarterly reports.
In Progress	Acquittal	Finance & Corporate services	QCoast SEMP - Qcoast - monthly progress updates to LGAQ continue.
In Progress	Acquittal	Community & regulatory services	ActiveKit - request for grant agreement extension declined. Council to return unspent funds.
Overdue	Acquittal	Community & regulatory services	QLD remembers (Heritage Specialist Consultant for NPA War Memorial honour board plaque) - Council has successful in negotiating the requirements of this agreement and final reports are underway.
Overdue	Acquittal	Community & regulatory services	NIAA 1000s Job - Council working with NIAA to resolve overdue reporting.
Overdue	Acquittal	Operations	Western Cape Communities Trust - Request for extension of funding agreement pending with WCCCA board for their contribution towards the New Mapoon Multipurpose Centre and opening ceremony funding agreements.
Overdue	Acquittal	Community & regulatory services	Torres Strait Regional Authority - Council to submit audit documents in regards to the ED21_22/02 - Tourism Officer and Events Coordinator grant agreement.
In Progress	Grant Writing	Community & regulatory services	Remote Communities Freight Assistance Scheme - EOI successful for two locations, actioning supporting documentation to progress applications.
In Progress	Grant Writing	Finance & Corporate services	Regional Precincts' and Partnership Project -Delivery Stream - Injinoo Historical village - pending further community and stakeholder consultant
In Progress	Grant Writing	Community & regulatory services	Regional Precincts' and Partnership Project -Planning Stream - Jardine River - pending further community and stakeholder consultant

In Progress	Grant Writing	Operations	Work for Queensland, nomination of new projects for 2024-27.
Pending outcome	Grant Writing	Community & regulatory services	Senior Isolation Services grant - Application submitted for social activity funding for Aged Care program
Pending outcome	Grant Writing	Community & regulatory services	GCBF - Application for purchase of stage and equipment for community and cultural events.
Pending outcome	Grant Writing	Operations	Queensland Resilience and Risk Reduction Fund 2023-24 funding - Two projects: Sawyer Road upgrades and Back-up generators for key council locations.
Pending outcome	Grant Writing	Operations	SES Support Grant Round 2024-25 - Application for new vehicle for SES.
Pending outcome	Grant Writing	Community & regulatory services	Active Women and Girls program - submission of application for Promoting Sports for Women & Girls of the NPARC
Pending outcome	Grant Writing	Operations	Expansion of Indigenous Rangers Program - Funding application to support more women ranger positions.
Submitted	Grant Writing	Finance & Corporate services	Road Safety Grants - Project prepared with C7EVEN requesting funding for a road safety campaign and educational workshops.
Submitted	Grant Writing	Community & regulatory services	Play Our Way - Expression of interest submitted for upgrades to Bamaga Sporting Precinct
Submitted	Grant Writing	Community & regulatory services	Sky trans - Sponsorship for flights and freight to support cultural festival
Submitted	Grant Writing	Community & regulatory services	Ely Trust - New Mapoon dance group and art workshop for Cultural festival
Submitted	Grant Writing	Community & regulatory services	WCCCA - Napranum and Mapoon dance groups to perform at the Cultural Festival.
In Progress	Quality assurance	Community & regulatory services	Debt Recovery -CHSP 2021-22 - Council working with department to review grant acquittals submitted and PCS data.

In Progress	Successful Grant Submission	Operations	Disaster Ready Funding - Place of Refuge 23/24 (DRF30301) - Waiting on provision of a funding agreement.	
In Progress	Successful Grant Submission	Operations	Growing Regions - Round 1 - Airport Runway Upgrade - Approved for full amount.	\$ 13,495,190.00
In Progress	Successful Grant Submission	Operations	DAFF Biosecurity Capability Building Initiative for Rangers Groups - funding for equipment for ranger program	\$ 24,964.00
In Progress	Successful Grant Submission	Community & regulatory services	TSRA Ad Hoc Grant - Successful application to support Torres Strait Islander dance groups to attend cultural festival.	\$ 25,000.00
In Progress	Variation	Community & regulatory services	DES Partnership funding for compliance officer - variation granted for another 12months of funding.	
In Progress	Variation	Operations	Local Roads and Community Infrastructure Program (Phases 1,2 &3) - Council was successful in request for extension of the Phase 2 and 3 funding agreements due to exceptional circumstances. Council is actively working to resolve overdue Annual reports.	
Unsuccessful	Grant Writing	Operations	Remote Airport Upgrade program (RAUP) - Bamaga Airport upgrades unsuccessful	
Withdrawn	Grant Writing	Operations	Disaster Ready Fund - Round 2 - Application for Airport runway upgrades withdrawn.	

End of Report

Title of Report: April 2024 Finance Report

Agenda Item: 11.1

Classification: For Noting

Author Manager Finance

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

Officers Recommendation:

That Council:

Note and accept the Manager of Finance Report for the period ending 30 April 2024

PURPOSE OF REPORT

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

BACKGROUND AND CONTEXT

Overall position

Financials current year

Operating grants received for the month of April include \$111K for Coastal Hazard Cleanup funding, \$32K funding for the Pajinka project, \$30.2K CHSP funding. Capital Grants for April were \$2.4M received for the QRA natural disaster recovery funding, \$383K funding for the 10 House extensions program.

In April, QBuild was invoiced for \$353.38K for work on upgrades and maintenance to Community housing.

Revenue

Operational Revenue for the period to 30 April 2024 is tracking slightly lower than budgeted, as revenues received are at 73% compared to 83% of the year elapsed. This is mainly due to the receipt of the \$9.6M ICFP grant received in August, which was for more than the Budgeted amounts of the 3 Grants that it replaced. All other Operating revenues have had small increases during the month of April.

Expenses

Operational Expenditure is tracking slightly lower than Budget at 74% of Budget compared to 83% of the year elapsed.

Materials and Services comprises half of Councils Operational Expenditure at \$21.2M, and \$7.12M of this is payments to contractors and consultants for the upkeep of Council assets. A further \$1.2M is for the Insurances that Council is required to hold, \$1.21M for administration costs,, \$6.41M for the purchase of stock for the various Enterprises and \$2.26M for Repairs & Maintenance of Council assets.

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

During April, the Alau Supermarket made a monthly profit of \$72.7K, the Injinoo Batching Plant made a monthly profit of \$7.7K and the Injinoo Service Station made a monthly profit of \$88.2K. The Jardine Ferry & Roadhouse made a monthly loss of \$40.7K and the NPARC Store made a monthly loss of \$70.2K For every dollar spent, the combined enterprises are making a profit of \$0.0015 (just over one tenth of one cent).

Budget and Management Reporting

Budget preparation for the 2024/25 financial year has been commenced with the Finance Manger adjusting the Budget template for the new financial year. This template has been sent to managers for feedback by 31st May 2024 in preparation for Budget Planning Workshop on 4th June.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Operational Plan – 2. FISCAL MANAGEMENT



ORDINARY COUNCIL MEETING # 2

Agenda Item 11.1

Thursday, 30th May 2024

Bamaga Boardroom

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

CONSULTATION

N/A.

Statement of Comprehensive Income

Percentage of year elapsed as at 30-April-2024

83%

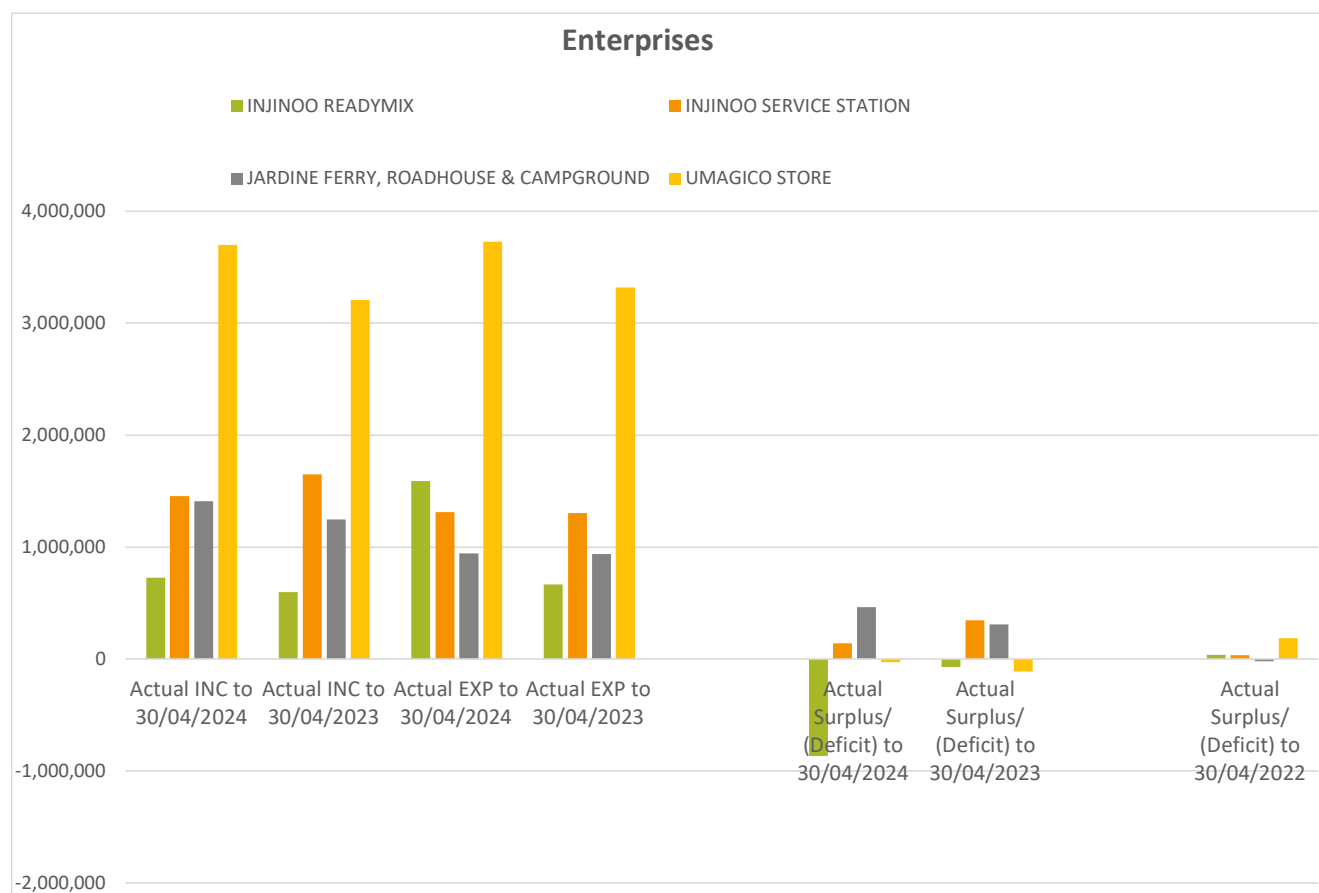
The Statement of Comprehensive Income is often referred to as the Profit and Loss Statement. This statement shows what Council has earned (revenue) and what costs Council has incurred (expenses) for the year to date.

Northern Peninsula Area Regional Council Statement of Comprehensive Income For the period ended 30-April-2024

	<u>Period End</u> <u>30/04/2024</u>	<u>Period End</u> <u>30/04/2023</u>	<u>Annual</u> <u>Budget</u> <u>2023-24</u>	<u>% Actual vs</u> <u>Budget</u>
Income				
Recurrent Revenue				
Rates, levies and charges	2,799,372	2,091,910	2,814,952	99%
Fees and charges	235,515	510,946	359,950	65%
Rental income	1,142,297	787,307	1,045,587	109%
Interest received	82,966	79,576	90,005	92%
Sales revenue	5,776,788	6,417,145	10,626,214	54%
Enterprise revenue	7,288,622	6,816,257	8,966,614	81%
Other income	555,095	541,308	2,908,076	19%
Grants, subsidies, contributions and donations	11,279,386	14,123,786	12,889,265	88%
Total recurrent revenue	29,160,042	31,368,237	39,700,663	73%
Capital revenue				
Grants, subsidies, contributions and donations	4,705,703	2,763,330	34,323,685	14%
Loss on sale Assets	-	-	-	
Total capital revenue	4,705,703	2,763,330	34,323,685	14%
Total revenue	33,865,744	34,131,567	74,024,348	46%
Expenses				
Recurrent expenses				
Employee benefits	(13,279,521)	(11,556,969)	(16,999,207)	78%
Materials and services	(21,239,577)	(19,627,650)	(32,065,414)	66%
Finance costs	(20,697)	(25,991)	(715,643)	3%
Depreciation and amortisation	(10,263,647)	(10,274,174)	(10,823,000)	95%
Total recurrent expenses	(44,803,443)	(41,484,784)	(60,603,264)	74%
Capital Expenses	-	0	(36,753,538)	0%
Total Capital Expenses	-	0	(36,753,538)	0%
Total expenses	(44,803,443)	(41,484,784)	(97,356,802)	46%
Result from ordinary activities	(10,937,699)	(7,353,218)	(23,332,454)	47%
OPERATING RESULT				
Operating Revenue	29,160,042	31,368,237	39,700,663	73%
Operating Expenses	(44,803,443)	(41,484,784)	(60,603,264)	74%
Operating Surplus/(Deficit)	(15,643,402)	(10,116,548)	(20,902,601)	75%

*Northern Peninsula Area Regional Council
Enterprise Financial Summary
As of 30-April-2024*

ENTERPRISES	Actual INC to 30/04/2024	Actual INC to 30/04/2023	Actual EXP to 30/04/2024	Actual EXP to 30/04/2023	Actual Surplus/ (Deficit) to 30/04/2024	Actual Surplus/ (Deficit) to 30/04/2023	Actual Surplus/ (Deficit) to 30/04/2022
INJINOO READYMIX	725,291	598,172	1,589,862	666,840	(864,572)	(68,668)	37,776
INJINOO SERVICE STATION	1,454,177	1,649,201	1,312,217	1,303,623	141,961	345,578	35,867
JARDINE FERRY, ROADHOUSE & CAMPGROUND	1,409,249	1,246,857	945,440	937,694	463,809	309,163	(18,533)
NPARC STORES	959,905	867,182	660,997	696,955	298,908	170,228	(34,081)
UMAGICO STORE	3,699,905	3,207,912	3,727,826	3,318,569	(27,921)	(110,656)	186,760
Total Enterprises	8,248,528	7,569,325	8,236,342	6,923,681	12,185	645,645	207,788



Statement of Financial Position

The Statement of Financial Position is often referred to as the Balance Sheet and is a snapshot of the financial position of Council at a particular time. It measures what Council owns (Assets) and what Council owes (Liabilities). The difference between these two components is the net wealth (Equity) of Council.

Northern Peninsula Area Regional Council Statement of Financial Position As at 30-April-2024

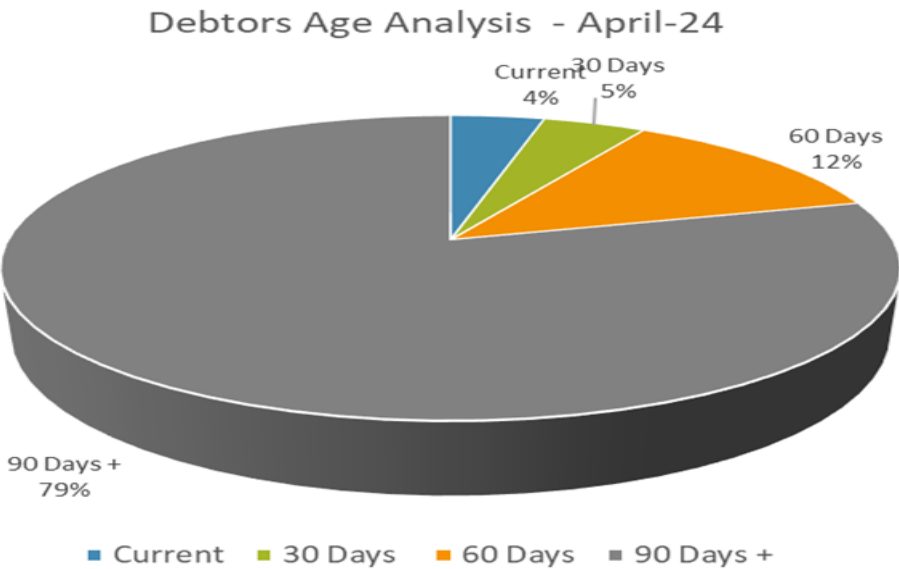
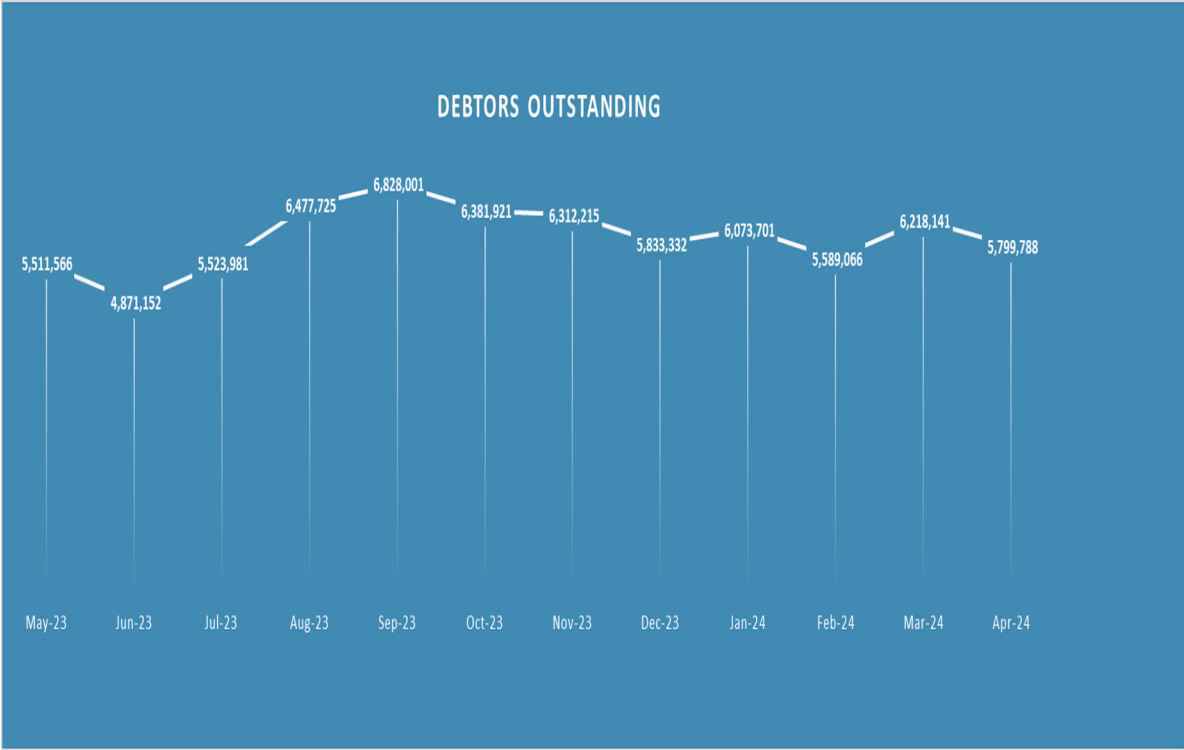
	As at 30-Apr-2024 Actual	As at 30-Apr-2023 Actual
	\$	\$
Current Assets		
Cash and cash equivalents	2,663,324	10,770,435
Trade and other receivables	3,371,531	2,027,182
Inventories	979,274	968,624
Other financial assets	206,883	206,883
	<u>7,221,012</u>	<u>13,973,124</u>
Non-current assets classified as held for sale	-	-
Total current assets	<u>7,221,012</u>	<u>13,973,124</u>
Non-current Assets		
Trade and other receivables	-	-
Other financial assets-Leased Assets	17,421,672	17,421,672
Property, plant and equipment	212,561,299	212,580,785
Work in progress	17,387,207	6,990,910
Total Non-current assets	<u>247,370,177</u>	<u>236,993,367</u>
TOTAL ASSETS	<u>254,591,189</u>	<u>250,966,491</u>
Current liabilities		
Trade and other payables	1,863,859	3,002,691
Borrowings	-	-
Provisions	1,138,047	1,138,047
Other	10,641,196	6,551,308
Total Current liabilities	<u>13,643,101</u>	<u>10,692,046</u>
Non-current liabilities		
Provisions	1,828,266	1,828,266
Total Non-current liabilities	<u>1,828,266</u>	<u>1,828,266</u>
TOTAL LIABILITIES	<u>15,471,368</u>	<u>12,520,312</u>
NET COMMUNITY ASSETS	<u>239,119,822</u>	<u>238,446,178</u>
Community Equity		
Asset revaluation reserve	75,076,287	75,076,287
Retained surplus/(deficiency)	164,043,534	163,369,891
Reserves	-	-
TOTAL COMMUNITY EQUITY	<u>239,119,822</u>	<u>238,446,178</u>

*Northern Peninsula Area Regional Council
Analysis of Debtors and Creditors Outstanding
As of 30-April-2024*

Debtors Outstanding and Recovery

Total debtors outstanding as of 30 April 2024 was \$5.79M of which 78.18% is outstanding over 90 days.

Total bad debt provision as at 30 June 2023 is \$3.545M, after analysis and further discussions with QAO. This represents 77.19% of outstanding 90 Day Debtors and 61.12% of total Debtors at 30 April 2024



Creditors Outstanding

The total Creditors outstanding as at 30 April 2024 was \$975,227.51 The age analysis of the Creditors is as follows.

Description	Current	30 Days	60 Days	90 Days +	Total
April 2024					
Creditors outstanding	\$502,497	\$400,023	\$81,995	-\$9,288	\$975,228
Number of Creditors					76

The negative figure in the 90 days outstanding column is due to a \$17,717 Credit from the Arnhem Land Progress Aboriginal Corporation

Title of Report: Gravel Pits

Agenda Item: 11.2

Classification: For Decision

Author: CEO

Attachments: 2022 Audited Financial Statements
2022 Closing Report

Officer's Recommendation:

That Council:

1. notes this Report;

PURPOSE OF REPORT

For Council to note the 2022 Audited Financial Statements and Closing Report.

BACKGROUND AND CONTEXT

The 2022 Audited Financial Statements were signed on 20th May 2024.

It is noted that the delays and problems with the 2022 financial statements are largely as result of the following:

- Problems and errors arising from the 2021 financial statements and audit process.
- Poor internal controls and filing of information during 2021 and 2022 under previous management teams.
- Difficulty in locating documentation for audit for the 2022 financial year.
- Turnover in the finance team.
- Multiple audit visits and different audit teams made the process inefficient.

These matters were discussed in detail with internal auditors, Altius Advisors on 17 May 2024.

The financial statements have been audited by the QAO and they have confirmed that as a result of all the testing, recalculations and review they have performed during their audit work, they are happy with the numbers. They intend to confirm that in accordance with the Local Government Regulation 2012, the general purpose financial statements are:

"prepared in compliance with the following documents (each a prescribed accounting standard) published by the Australian Accounting Standards Board—

(a) Australian Accounting Standards; [s 178] Local Government Regulation 2012 Chapter 5 Financial planning and accountability Part 3 Financial accountability documents 2012 SL No. 236 Page 125

(b) Statements of Accounting Concepts;

(c) Interpretations;

(d) Framework for the Preparation and Presentation of Financial Statements

Problems arising from the 2021 financial statements and audit process

Prior to 2021, Altius Advisors were engaged to assist with the preparation of the financial statements with strong results in meeting the legislative timeframes and high-quality financial statements. In 2021, the previous management team prepared the financial statements without any external assistance. The audit was completed and the financial statements were signed off by management and Council in October 2021 as unqualified (meaning that the balances were considered to be correct). With a change in the management team, in 2022 and with the assistance of Altius, it was identified that there were significant problems and errors with the 2021 financial statements with the following impact.

- Incorrect accounting treatments and missing information in the 2021 financial statements.
- Audit failure to identify errors in the financial statements presented by the previous management team at the time.
- Considerable amount of additional work and effort to go back and revise the incorrect balances.
- Prior year adjustments required to correct the significant errors in 2021.
- Balances in the 2021 column in the 2022 financial statements have been corrected. See Note 23 in the financial statements for details of the errors/corrections.

All of these errors caused considerable delays in the preparation of and audit of the financial statements for the year ended 2022.

Inefficient audit process

Due to the turnover the finance team, it was challenging for Council to locate the necessary information that had to be provided to the auditors.

Multiple audit visits and different audit teams made the process very inefficient for Council with the same information having to be provided to the audit team on multiple occasions.

Current position

Audit Committee meeting held 20 December 2023

Draft financial statements and the status of audit process were discussed at length at the Audit Committee meeting in December 2023 with the previous Mayor and Councillors, CEO, Finance Manager and Internal Auditors, Altius.

At this time the Queensland Audit Office ("QAO") were proposing to issue a disclaimed audit opinion, which means considered that they were unable to form an opinion on whether the financial statements for 2022 were correct or not because they had not been provided with enough information. This was partly because the process had taken so long and QAO were suggesting that Council should accept a disclaimed opinion and move forward.

Discussions at the Audit Committee meeting agreed that much of the information had already been provided to QAO and that Council decided QAO would be requested to do a final visit in the attempt to obtain an unqualified opinion (correct). It was agreed that the extra time and effort to achieve this would assist Council in moving forward so both the revised 2021 balances and the 2022 numbers could be agreed with the auditors to provide a good starting point for the 2023 financial statements.

Final audit visit

The final version financial statements were provided to the audit team in February 2024 and the auditors conducted their final visit in April 2024.

The auditors have now concluded that all the necessary information has been provided and that, in their opinion, from all the testing and work they have performed, the 2022 financial statements are free from any material errors or emissions.

The signing of the financial statements will not allow Council to move forward with the 2023 financial statements and audit process in an attempt to get back on track, as they were prior to the problems caused by the failures in the 2021 process.

Moving Forward

Items identified within the 2022 Closing Report have been documented in an action register for discussion at the Internal Audit Committee, with responsibility sitting with the Governance Officer. It is intended to have a quarterly updates on the progress of this action plan at the Internal Audit Committees.

CRITICAL DATES

Nil

OTHER OPTIONS CONSIDERED

Nil.

LEGAL AND LEGISLATION CONSIDERATIONS

Nil

POLICY CONSIDERATIONS

Nil.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Nil.

FINANCIAL AND RESOURCE CONSIDERATIONS

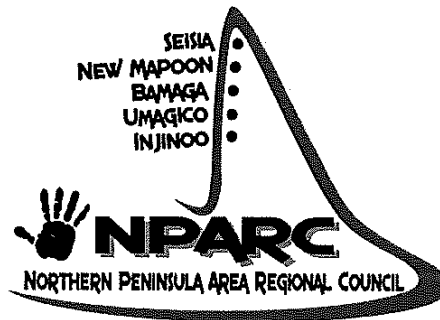
Nil

CONSULTATION

QAO
Altius

Northern Peninsula Area Regional Council

Financial Statements for the year ended 30 June 2022



Northern Peninsula Area Regional Council

Financial statements

For the year ended 30 June 2022

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Northern Peninsula Area Regional Council
Statement of Comprehensive Income
For the year ended 30 June 2022

		2022	Restated*
	Note	\$	2021
		\$	\$
Income			
Revenue			
Recurrent revenue			
Service charges	3(a)	2,433,516	2,598,930
Enterprise revenue	3(e)	7,617,530	8,326,860
Fees and charges	3(b)	619,821	472,924
Interest received		15,500	29,889
Other revenue	3(f)	3,204,699	1,135,332
Rental income	3(c)	836,706	935,496
Sales revenue	3(d)	7,976,331	7,887,147
Grants, subsidies, contributions and donations	3(g)(i)	15,958,954	12,241,155
Total recurrent revenue		<u>38,663,057</u>	<u>33,627,734</u>
Capital revenue			
Grants, subsidies, contributions and donations	3(g)(ii)	5,591,709	8,594,356
Capital income	6	280,290	-
Total capital revenue		<u>5,871,999</u>	<u>8,594,356</u>
Total income		<u>44,535,056</u>	<u>42,222,090</u>
Expenses			
Recurrent expenses			
Employee benefits	4	(13,894,339)	(12,645,859)
Materials and services	5	(23,763,531)	(20,760,008)
Finance costs	7	(423,242)	82,075
Depreciation and amortisation			
Property plant and equipment	11	<u>(10,525,362)</u>	<u>(10,489,752)</u>
		<u>(48,606,474)</u>	<u>(43,813,544)</u>
Total expenses		<u>(48,606,474)</u>	<u>(43,813,544)</u>
Net result		<u>(4,071,418)</u>	<u>(1,591,454)</u>
Other comprehensive income			
Items that will not be reclassified to net result			
Increase / (decrease) in asset revaluation surplus	17	13,102,796	-
Total other comprehensive income for the year		<u>13,102,796</u>	<u>-</u>
Total comprehensive income for the year		<u>9,031,378</u>	<u>(1,591,454)</u>

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

* Council has made a retrospective restatement as a consequence of multiple corrections of errors in accordance with AASB 108 and therefore, in accordance with AASB 101 has restated the comparative figures as set out in Note 23.

**Northern Peninsula Area Regional Council
Statement of Financial Position
as at 30 June 2022**

		2022	Restated*
	Note	\$	2021 \$
Current assets			
Cash and cash equivalents	8	12,452,017	11,255,465
Receivables	9	2,507,975	1,444,709
Inventories	10	995,436	1,154,258
Contract assets	13	155,982	1,155,719
Lease receivable	14	548,346	524,257
		<u>16,659,756</u>	<u>15,534,408</u>
Total current assets		<u>16,659,756</u>	<u>15,534,408</u>
Non-current assets			
Property, plant and equipment	11	214,729,620	207,507,250
Lease receivable	14	17,421,672	15,367,280
Total non-current assets		<u>232,151,292</u>	<u>222,874,530</u>
Total assets		<u>248,811,048</u>	<u>238,408,938</u>
Current liabilities			
Payables	15	3,095,719	3,252,722
Contract liabilities	13	7,463,480	5,534,848
Provisions	16	1,230,255	1,414,318
Total current liabilities		<u>11,789,454</u>	<u>10,201,888</u>
Non-current liabilities			
Provisions	16	1,828,266	2,045,100
Total non-current liabilities		<u>1,828,266</u>	<u>2,045,100</u>
Total liabilities		<u>13,617,720</u>	<u>12,246,988</u>
Net community assets		<u>235,193,328</u>	<u>226,161,950</u>
Community equity			
Asset revaluation surplus	17	75,109,447	62,006,651
Retained surplus		160,083,881	164,155,299
Total community equity		<u>235,193,328</u>	<u>226,161,950</u>

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

** Council has made a retrospective restatement as a consequence of multiple corrections of errors in accordance with AASB 108 and therefore, in accordance with AASB 101 has restated the comparative figures as set out in Note 23.*

**Northern Peninsula Area Regional Council
Statement of Changes in Equity
For the year ended 30 June 2022**

	Note	Asset revaluation surplus	Retained Surplus*	Total
		\$	\$	\$
Balance as at 1 July 2021		62,006,651	164,155,299	226,161,950
Net result		-	(4,071,418)	(4,071,418)
Other comprehensive income for the year				
Increase / (decrease) in asset revaluation surplus	17	13,102,796	-	13,102,796
Total comprehensive income for the year		13,102,796	(4,071,418)	9,031,378
Balance as at 30 June 2022		75,109,447	160,083,881	235,193,328
Balance as at 1 July 2020		62,006,651	165,224,050	227,230,701
Effect of correction of error		-	522,703	522,703
Restated balance		62,006,651	165,746,753	227,753,404
Net result		-	(1,591,454)	(1,591,454)
Balance as at 30 June 2021		62,006,651	164,155,299	226,161,950

The above statement should be read in conjunction with the accompanying notes and Summary of Significant Accounting Policies.

** Council has made a retrospective restatement as a consequence of multiple corrections of errors in accordance with AASB 108 and therefore, in accordance with AASB 101 has restated the comparative figures as set out in Note 23.*

Northern Peninsula Area Regional Council
Statement of Cash Flows
For the year ended 30 June 2022

	Note	2022 \$	Restated* 2021 \$
Cash flows from operating activities			
Receipts from customers		18,192,876	21,658,450
Payments to suppliers and employees		(38,249,781)	(32,298,478)
		(20,056,905)	(10,640,028)
Interest received		15,500	29,889
Rental income		836,706	935,496
Non capital grants and contributions	3(g)	15,958,954	12,241,155
Net cash inflow (outflow) from operating activities	21	(3,245,745)	2,566,512
Cash flows from investing activities			
Payments for property, plant and equipment	11	(4,417,790)	(7,476,299)
Finance lease receipts	14	517,274	503,055
Grants, subsidies, contributions and donations	3(g)	8,342,813	5,092,890
Net cash inflow (outflow) from Investing activities		4,442,297	(1,880,354)
Net increase (decrease) in cash and cash equivalent held		1,196,552	686,158
Cash and cash equivalents at the beginning of the financial year		11,255,465	10,569,307
Cash and cash equivalents at end of the financial year	8	12,452,017	11,255,465

The above statement should be read in conjunction with the accompanying notes and Summary of Significant Accounting Policies.

** Council has made a retrospective restatement as a consequence of multiple corrections of errors in accordance with AASB 108 and therefore, in accordance with AASB 101 has restated the comparative figures as set out in Note 23.*

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

1 Information about these financial statements

1.A Basis of preparation

Northern Peninsula Area Regional Council is constituted under the *Queensland Local Government Act 2009* and is domiciled in Australia.

These general purpose financial statements are for the period 1 July 2021 to 30 June 2022 and have been prepared in compliance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

These financial statements comply with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB). Council is a not-for-profit entity for financial reporting purposes and these financial statements comply with Australian Accounting Standards and Interpretations as applicable to not-for-profit entities.

These financial statements have been prepared under the historical cost convention except for certain current and non-current assets which are measured at fair value and inventory which is measured at the lower of cost and realisable value.

1.B Date of authorisation

The financial statements were authorised for issue on the date they were submitted to the Auditor-General for final signature. This is the date the management certificate is signed.

1.C New and revised Accounting Standards adopted during the year.

Northern Peninsula Area Regional Council adopted all standards which became mandatorily effective for annual reporting periods beginning on 1 July 2021, none of the standards had a material impact on reported position, performance and cash flows.

1.D Standards issued by the AASB not yet effective

The AASB has issued Australian Accounting Standards and Interpretations which are not effective at 30 June 2022. These standards have not been adopted by the Council and will be included in the financial statements on their effective date. Where the standard is expected to have a significant impact for the Council then further information has been provided in this note.

The following list identifies the new Australian Accounting Standards that were issued but not yet effective at the time of preparing these financial statements that could be applicable to the Council.

	Effective for NFP annual report periods beginning on or after:
AASB 2020-1 <i>Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-Current and associated standards</i> (amended by AASB 2020-6)	1 January 2022
AASB 2020-3 <i>Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments</i>	1 January 2022
AASB 2021-2 <i>Amendments to Australian Accounting Standards - Disclosure of Accounting Policies and Definition of Accounting Estimates</i> (amended by AASB 2021-6)	1 January 2023

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

1.E Estimates and judgements

In the application of the Council's accounting policies, management is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and ongoing assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant.

Judgements, estimates and assumptions that have a potential significant effect are outlined in the following financial statement notes:

Revenue recognition - Note 3
Impairment of receivables - Note 9
Valuation and depreciation of property, plant and equipment - Notes 11 and 12
Impairment of property, plant and equipment - Note 11
Valuation of leases - Note 14
Provisions - Note 16
Contingent liabilities - Note 18

1.F Rounding and comparatives

The Council uses the Australian dollar as its functional currency and its presentation currency and rounds to the nearest dollar.

Comparative information is generally restated for reclassifications, errors and changes in accounting policies unless permitted otherwise by transition rules in a new Accounting Standard. Comparative information is prepared on the same basis as prior year.

1.G Financial assets and financial liabilities

Council recognises a financial asset or a financial liability in its Statement of Financial Position when, and only when, Council becomes a party to the contractual provisions of the instrument.

Council has categorised and measured the financial assets and financial liabilities held at balance date as follows:

Financial assets
Cash and cash equivalents (Note 8)
Receivables - measured at amortised cost (Note 9)
Lease receivables (other financial assets) - measured at fair value (Note 14)
Financial liabilities
Payables - measured at amortised cost (Note 15)

Financial assets and financial liabilities are presented separately from each other and offsetting has not been applied.

1.H Taxation

Income of local authorities and public authorities is exempt from Commonwealth taxation except for Fringe Benefits Tax and Goods and Services Tax ('GST'). The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

1.I Divestment of business activities

During the amalgamation process in 2008, the then Minister for Local Government stated that viable enterprises existing at the time of amalgamation, should be returned to the Communities that created them.

At the time the Northern Peninsula Area Regional Council supported those views and subsequently it was agreed that a number of business operations would be divested from the Council to the Seisia Community Torres Strait Islander Corporation (SCTSIC), commonly known as Seisia Enterprises.

The Council, pursuant to an Enterprise Divestment Agreement dated 10 June 2011, transferred the management, ownership and responsibility of the Enterprise known as Tarzali Farm, together with land, improvements, and plant and equipment to SCTSIC for consideration of \$1. The transfer of Tarzali Farm was effected as and from 1 July 2010.

Remaining Seisia Enterprises, including property, plant and equipment required in the operations of those Enterprises, are managed by the SCTSIC under an Enterprise Licence Agreement dated 10 June 2011, entered into between the Council and SCTSIC and subject to payment of a monthly licence fee of \$10,450.86 which is interest free. Management of these Enterprises by SCTSIC commenced on 1 July 2010, at which time current assets and liabilities including TSRA loans were assumed by SCTSIC in accordance with the Enterprise Licence Agreement.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

1.I Divestment of business activities (continued)

Divestment of the remaining Seisia Enterprises, property, plant and equipment has been suspended pending the outcome of court proceedings relating to the original divestment licence agreement conditions and legal basis for the transactions and Council decisions and actions at the time of entering into the Enterprise Licence Agreement. Recent negotiations have centred around achieving the divestment outcome and a Binding Terms Sheet has been entered into with that intention. The terms sheet provides that the divestment will proceed along similar lines to that originally envisaged with some agreed changes including that rent will now be payable for the leases once they are granted. Council's position in the litigation is that divestment has not occurred and the relevant plant and equipment and buildings are still the property of NPARC.

It is noted that this is currently an active Court case. It is being managed by the Court and regular review dates are set so that the Court can keep track of how the settlement is proceeding.

As at 30 June 2022, the relevant conditions contained under the Enterprise Licence Agreement have not been fulfilled and the basis upon which the Council decisions were made at the time is currently being challenged. The Council is currently involved in court proceedings to negate the divestment licence agreement and to have the decisions relating to the divestment and sale of the amalgamated Council assets by the previous Council declared beyond one's legal power or authority.

The matter is still ongoing as Treasury consent is required under the *Statutory Bodies Financial Arrangements Act 1982 (Qld)* to give effect to the divestment of enterprises. This is currently being dealt with by the Council's legal representatives. The Council does not expect a contingent liability arising relating to this.

1.J COVID-19

Council's operational activities for the year ended 30 June 2022 have been impacted by the COVID-19 pandemic.

The impact of Covid has been significant at an operational level as supply issues have continued to be challenging in relation to the completion of certain capital projects. Council has also experienced a high level of absenteeism related to sick leave as a result of Covid. The financial impact it is not considered to be material.

There have not been any other significant adverse operational or financial impacts as a result of the COVID-19 pandemic to date and it is confirmed that any known impacts have been reflected in the financial statements.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

2 Analysis of results by function

2.A Components of council functions

The activities relating to the Council's components reported in Note 2.B are as follows :

Corporate governance

The objective of corporate governance is for Council to be open, accountable, transparent and deliver value for money community outcomes. This function includes strategic and operational planning, risk management, legal and administrative support. This department also manages the Human Resources and Workplace Health and Safety function.

Finance and information

Finance and information provides professional finance and information services across all of council. This function includes budget support, financial accounting and ATO obligations. The goal of this function is to provide accurate, timely and appropriate information to support sound decision making and meet statutory requirements.

Community services

The goal of community services is to ensure Northern Peninsula Area Regional Council is a healthy, vibrant, contemporary and connected community. Community services provides well managed and maintained community facilities, and ensures the effective delivery of cultural, health, welfare and recreational services.

This function includes:

Community Development
Arts Culture & Heritage facilities and events
Sports & recreational facilities and events
Libraries & Indigenous Knowledge Centres
Aged and Home care facilities and services
Disaster Management

Operational services

This function incorporates the management of the transport infrastructure ensuring the community is serviced by a high quality and effective road network. Waste services protect and support our community and natural environment by sustainably managing refuse collection and disposal services, mosquito and other pest management programs. Water and sewerage services protects and supports the health of our community by sustainably managing water and sewerage infrastructure. This function also manages NDDRA disaster relief programs and the housing maintenance program for Building Assets Services.

Education, employment and development

The goal of this function is to provide assistance and guidance to enable the community to access educational, employment and development opportunities to ensure the ongoing sustainability of the local community.

Enterprise operations

The function incorporates the operation of a local supermarket, service station, post office, concrete mixing plant and the Jardine Ferry and Roadhouse.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

2.B Analysis of results by function

Income and expenses defined between recurring and capital are attributed to the following functions:

Year ended 30 June 2022

Functions	Gross program income						Total income	Gross program expenses		Total expenses	Net result from recurrent operations	Net Result	Assets
	Recurrent			Capital				Recurrent	Capital				
	Grants	Other		Grants	Other								
	2022	2022	\$	2022	2022	\$	2022	2022	\$	2022	\$	2022	\$
Corporate governance	-	-	-	-	-	-	-	(2,455,500)	-	(2,455,500)	(2,455,500)	(2,455,500)	4,701,133
Finance and information	11,459,350	3,122,638		177,266	280,290		15,039,544	(5,023,660)	-	(5,023,660)	9,558,328	10,015,884	33,085,991
Community services	1,377,563	759,157		128,613	-		2,265,333	(1,941,925)	-	(1,941,925)	194,795	323,408	52,739,519
Operational services	1,014,923	10,568,915		5,285,830	-		16,869,668	(28,194,980)	-	(28,194,980)	(16,611,152)	(11,325,322)	156,013,589
Education, employment and development	2,107,118	635,863		-	-		2,742,981	(3,246,557)	-	(3,246,557)	(503,576)	(503,576)	-
Enterprise operations	-	7,617,530		-	-		7,617,530	(7,743,842)	-	(7,743,842)	(126,312)	(126,312)	2,270,816
Total	15,958,954	22,704,103		5,591,709	280,290		44,535,056	(48,606,474)	-	(48,606,474)	(9,943,417)	(4,071,418)	248,811,048

Year ended 30 June 2021

Functions	Gross program income						Total income	Gross program expenses		Total expenses	Net result from recurrent operations	Net Result	Assets
	Recurrent			Capital									
	Other		Grants	Other		Capital							
	Grants	Other	2021	\$	\$	2021		\$	2021				
Corporate governance	-	-	-	-	-	-	-	(1,914,805)	-	(1,914,805)	(1,914,805)	\$	4,030,116
Finance and information	9,136,553	1,553,567	-	-	-	10,690,120	(4,526,180)	-	-	(4,526,180)	6,163,940	6,163,940	28,811,966
Community services	1,135,728	253,813	47,433	-	-	1,436,974	(2,092,003)	-	-	(2,092,003)	(702,462)	(655,029)	43,958,466
Operational services	1,866,305	10,594,807	8,546,923	-	-	21,008,034	(25,748,715)	-	-	(25,748,715)	(13,287,603)	(4,740,681)	159,582,674
Education, employment & development	102,569	657,531	-	-	-	760,100	(1,748,004)	-	-	(1,748,004)	(987,904)	(987,904)	-
Enterprise operations	-	8,326,860	-	-	-	8,326,860	(7,783,836)	-	-	(7,783,836)	543,024	543,024	2,025,716
Total	12,241,155	21,366,579	8,594,356	-	-	42,222,089	(43,813,543)	-	-	(43,813,543)	(10,185,810)	(1,591,454)	238,408,938

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

3 Revenue

(a) Service charges

Service charges are recognised as revenue at the point in time when the Council obtains control over the assets comprising these receipts which is the beginning of the period to which they relate.

	2022	2021
	\$	\$
Water	1,578,252	1,689,474
Sewerage	451,066	468,930
Waste management	404,198	440,526
	<u>2,433,516</u>	<u>2,598,930</u>

(b) Fees and charges

Revenue arising from fees and charges is recognised at the point in time when the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases, the customer is required to pay on arrival, for example caravan parks. There is no material obligation for Council in relation to refunds or returns.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than the term of the licence.

Airport landing fees	414,070	205,234
Other fees and charges	205,751	267,691
	<u>619,821</u>	<u>472,924</u>

(c) Rental income

Community housing	315,101	233,248
Other rental income	521,605	702,247
	<u>836,706</u>	<u>935,496</u>

Rental income is recognised as income at the point in time when due and payable in accordance with the lease terms.

(d) Sales Revenue

Rendering of services		
BAS/Qbuild revenue	6,944,445	6,928,131
Contract and recoverable works	3,407	-
	<u>6,947,852</u>	<u>6,928,131</u>
Sale of goods		
Airport fuel sales	378,550	371,778
Store sales	504,682	582,425
Other sales	145,247	4,814
	<u>1,028,479</u>	<u>959,016</u>
Total sales and recoverable works revenue	<u>7,976,331</u>	<u>7,887,147</u>

Sale of goods revenue is recognised at the point in time that the customer obtains control of the goods, generally at delivery. Revenue from services is recognised when the service is rendered.

Revenue from services is recognised when the service is rendered. The amount recognised as revenue for contract and recoverable works during the financial year is the amount receivable in respect of invoices issued during the period. The contract work carried out is not subject to retentions.

Revenue from contracts and recoverable works and Building Asset Services generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. This revenue and the associated costs are recognised by reference to the stage of completion of the contract activity based on costs incurred at the reporting date. Revenue is measured at the fair value of consideration received or receivable in relation to that activity. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed. There are no contracts in progress at the year end. The contract work carried out is not subject to retentions.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

3 Revenue (Continued)

	2022 \$	2021 \$
(e) Enterprise revenue		
Jardine Ferry and Roadhouse	1,560,010	1,016,490
Bamaga Post Office	382,057	367,153
Injinoo Ready-mix	277,501	701,620
Injinoo Service Station	1,193,190	1,305,389
Umagico Supermarket	4,204,772	4,936,208
	<u>7,617,530</u>	<u>8,326,860</u>

Enterprise revenue consists of the sale of goods and services. Sale of goods revenue is recognised at the point in time that the customer obtains control of the goods, generally at delivery. Revenue from services is recognised when the service is rendered.

(f) Other revenue		
Commission	33,233	71,876
Gain on revaluation of finance leases	14 2,596,144	29,979
Gain on revaluation of landfill restoration	16 251,552	-
Insurance claim	296	515,464
Other income	<u>323,474</u>	<u>518,014</u>
	<u>3,204,699</u>	<u>1,135,332</u>

Other income is recognised on an accrual basis when the Council is entitled to it.

(g) Grants, subsidies, contributions and donations

(i) Operating		
General purpose grants	5,542,186	4,205,094
State government subsidies and grants	2,439,000	5,791,458
Commonwealth government subsidies and grants	7,742,478	1,136,756
Non cash grants	16 235,290	1,107,847
	<u>15,958,954</u>	<u>12,241,155</u>

Non cash grants include costs incurred on Umagico landfill closure amounting to \$205,121 (2021: \$396,941) This is part of the funding for the new waste facility from TSRA for the Torres Strait Major Infrastructure and Other Projects Trust Fund. Refer to Note 16.

(ii) Capital		
Commonwealth government subsidies and grants	151,745	189,210
State government subsidies and grants	5,262,698	2,687,589
Non cash capital contributions	16 177,266	5,717,557
	<u>5,591,709</u>	<u>8,594,356</u>

Capital revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets. It also includes non-cash contributions which are usually infrastructure assets received via grant funding.

(iii) Timing of revenue recognition for grants, subsidies, contributions and donations

	2022		2021	
	Revenue recognised at a point in time	Revenue recognised over time	Revenue recognised at a point in time	Revenue recognised over time
	Note	\$	\$	\$
Grants and subsidies	3(g)	15,958,954	12,241,155	8,594,356
		<u>15,958,954</u>	<u>12,241,155</u>	<u>8,594,356</u>

During the 2021-22 financial year, the Council recognised non-cash operating revenue totalling \$235,290 (2020-21: \$1,107,847) the maintenance of the Umagico landfill and non-cash capital contributions totalling \$177,266 (2020-21: \$5,717,557) for the capital expenditures related to the waste disposal site, sewerage and transfer station.

Grant income under AASB 15

Where grant income arises from an agreement with enforceable performance obligations and terms and conditions which are sufficiently specific, then the revenue is recognised when each performance obligation is satisfied.

The performance obligations vary in each agreement but include events, disability support services, etc. Payment terms vary depending on the terms of the grant with cash received upfront for some grants and on the achievement of certain payment milestones for others.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract. Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

Where control is transferred over time, revenue is recognised using either costs or time incurred.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

3 Revenue (Continued)

Grant income under AASB 1058

Where Council receives an asset for significantly below fair value, the asset is recognised at fair value, related liability (or equity items) are recorded and income then is recognised for any remaining asset value at the time that the asset is received.

Capital grants

Where Council receive funding under an enforceable contract to acquire or construct a specified item of property, plant and equipment which will be under Council's control on completion, revenue is recognised as and when the obligation to construct or purchase is completed. For construction projects, this is generally as the construction progresses in accordance with costs incurred.

Donations and contributions

Where assets are donated or purchased for significantly below fair value, the revenue is recognised when the asset is acquired and controlled by the Council.

Donations and contributions are generally recognised on receipt of the asset since there are no enforceable performance obligations.

Non-cash contributions with a value in excess of the Council's asset recognition thresholds, are recognised as revenue and as non-current assets. Non-cash contributions below the thresholds are recorded as revenue and expenses.

4 Employee benefits

Employee benefit expenses are recorded when the service has been provided by the employee.

	2022	2021
Note	\$	\$
Total staff salaries and wages	10,285,806	9,387,355
Councillors' remuneration	386,118	370,474
Annual, sick and long service leave entitlements	1,643,536	1,501,989
Superannuation	19 1,346,653	1,127,626
	13,662,113	12,387,444
Other employee related expenses	317,309	258,415
	13,979,422	12,645,859
Less: Capitalised Salaries and Wages	(85,083)	-
	13,894,339	12,645,859

Councillor remuneration represents salary, and other allowances paid in respect of carrying out their duties.

Total Council employees at the reporting date:

	Number	Number
Elected members	6	6
Administration and indoors staff	46	37
Depot and outdoors staff	121	119
Total full time equivalent employees	173	162

5 Materials and services

Expenses are recorded on an accruals basis as Council receives the goods or services.

	2022	2021
	\$	\$
Audit of annual financial statements by the Auditor-General of Queensland*	345,413	139,265
Consultants and project management	1,792,052	2,327,556
Contractors and contract services	8,560,572	6,336,900
Electricity light and power	312,783	309,840
Insurances	1,083,466	1,045,897
Admin supplies and consumables	3,984,786	2,367,410
Repairs and Maintenance	632,987	710,907
Plant and vehicle operation and maintenance	133,117	1,380,705
Telecommunications	404,773	446,599
	17,249,950	15,065,079

Total audit fees estimated by the Queensland Audit Office relating to the 2021-22 financial statements are \$397,000 (2021: \$195,000). The expenses shown in the table above are presented on an accruals basis, and therefore some expenses relating to the audit of the 2020-21 financial statements were incurred during 2021-22 and are presented under that financial year.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

5 Materials and services (continued)

	2022	2021
Note	\$	\$
Enterprise expenditure		
Jardine Ferry and Roadhouse	311,242	181,948
Post Office	181,943	233,717
Injinoo Readymix	254,864	450,937
Injinoo Service Station	1,531,330	1,032,970
Umagico Supermarket	4,234,202	3,795,358
	<u>6,513,581</u>	<u>5,694,929</u>
Total materials and services	<u>23,763,531</u>	<u>20,760,008</u>

6 Capital income (expenses)

Gain on disposal of community housing assets		
Fair value of the surrendered houses recognised	471,598	-
Less: Carrying value of housing assets transferred to beneficiaries under Land Holding Act Leases (LHA Leases)	(191,308)	-
	<u>280,290</u>	<u>-</u>

7 Finance costs

Bank charges	52,146	101,834
Impairment of receivables	9 371,096	(183,909)
	<u>423,242</u>	<u>(82,075)</u>

8 Cash and cash equivalents

Cash at bank and on hand	8,982,794	7,801,966
Deposits at call	3,469,223	3,453,499
Balance per Statement of Financial Position / Cash Flows	<u>12,452,017</u>	<u>11,255,465</u>

Cash and cash equivalents in the statement of cash flows includes cash on hand, all cash and cheques receipted but not banked at the year end, deposits held at call with financial institutions and bank overdrafts.

The Council may be exposed to credit risk through its investments in Queensland Treasury Corporation (QTC). The QTC Cash Fund is an asset management portfolio that invests with a wide range of high credit rated counterparties. Deposits with the QTC Cash Fund are capital guaranteed. Other bank accounts are held with financial institutions, which are rated AA- based on rating agency Fitch Ratings, and whilst not capital guaranteed, the likelihood of a credit failure is assessed as remote. All investments are required to have a minimum credit rating of "A-", therefore the likelihood of the counterparty having capacity to meet its financial commitments is strong.

Cash and cash equivalents	12,452,017	11,255,465
Less: Externally imposed restrictions on cash	(i) (10,039,509)	(7,704,084)
Unrestricted cash	<u>2,412,508</u>	<u>3,551,381</u>

Council's cash and cash equivalents are subject to a number of external restrictions that limit amounts available for discretionary or future use. These include:

(i) Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:

Unspent government grants and subsidies	10,039,509	7,704,084
Total unspent restricted cash	<u>10,039,509</u>	<u>7,704,084</u>

(ii) Internal allocations of cash at the reporting date:

Future capital works	7,767,669	7,704,084
Future recurrent expenditure	2,271,840	-
Total internally allocated cash	<u>10,039,509</u>	<u>7,704,084</u>

9 Receivables

Current		
Trade debtors	5,598,420	4,129,077
Less impairment	(3,172,538)	(2,801,442)
GST receivable	-	117,074
Prepayments	82,093	-
	<u>2,507,975</u>	<u>1,444,709</u>

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

9 Receivables (continued)

Receivables are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase price / contract price. Settlement of these amounts is required within 30 days from invoice date.

All known bad debts were written-off at 30 June. Subsequent recoveries of amounts previously written off in the same period are recognised as finance costs in the Statement of Comprehensive Income. If an amount is recovered in a subsequent period it is recognised as revenue.

No interest is charged on debtors. There is no concentration of credit risk for rates and utility charges, fees and other debtors receivable.

Council assesses the credit risk before providing goods or services and applies normal business credit protection procedures to minimise the risk.

By the nature of the Council's operations, there is a geographical concentration of risk in respect of receivables in the Council's area.

The Council does not require collateral in respect of trade and other receivables.

The exposure to credit risk for receivables by type of counterparty was as follows:

	2022	2021
	\$	\$
Service Charges	1,724,732	1,629,937
State & Commonwealth Government	857,026	494,094
Other	3,016,661	2,005,046
Total	5,598,420	4,129,078

A summary of the Council's exposure to credit risk for trade receivables is as follows:

	2022	2022	2021	2021
	Not credit-	Credit-	Not credit-	Credit-impaired
	impaired	impaired	impaired	
	\$	\$	\$	\$
Not past due	1,342,328	8,024	484,700	-
Past due 31-60 days	238,041	38,874	41,668	-
Past due 61-90 days	65,608	9,103	65,159	-
More than 90 days	779,905	3,116,537	736,109	2,801,442
Total gross carrying amount	2,425,882	3,172,538	1,327,636	2,801,442
Loss allowance	-	(3,172,538)	-	(2,801,442)
	2,425,882	-	1,327,636	-

Movement in accumulated impairment losses (other debtors)

Opening balance at 1 July	2,801,442	2,985,352
Additional impairments recognised	371,096	(183,910)
Closing Balance at 30 June	3,172,538	2,801,442

Refer to Note 24 for further information about credit risk.

Expected credit loss assessment

The Council reviews the expected credit losses of trade and other receivables from individual customers. Receivables comprise relatively small number balances which can be reviewed on a case by case basis to assess the expected credit losses over the lifetime of the balance.

10 Inventories

Council depot	480,005	514,693
Enterprise stock - Other	189,887	242,361
Other trading stocks	52,690	98,370
Enterprise Supermarket stock	272,854	298,833
	995,436	1,154,258

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

11 Property, plant and equipment

Note

30 June 2022

Basis of measurement

Fair value category

Asset values

Opening gross value as at 1 July 2021

Adjustment on the beginning balance classification

Additions

- Renewals

- Other additions

- Leased housing assets surrendered

Disposals

Housing assets transferred under LHA

Revaluation adjustment to asset revaluation

Transfer of work in progress

Impairment adjustment to asset revaluation surplus

Write off WIP

Closing gross value as at 30 June 2022

17

Buildings	Plant and equipment	Infrastructure	Sewerage	Roads and bridges	Drainage	Community housing	Water	Work in progress	Total
Fair Value Level 3	Cost	Fair Value Level 3	Fair Value Level 3	Fair Value Level 3	Fair Value Level 3	Fair Value Level 3	Fair Value Level 3	Cost	
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
92,773,764	7,893,827	41,760,636	16,121,785	91,486,216	13,863,001	29,072,528	96,626,741	6,233,464	385,831,962
(17,728)	(83,981)	(143,788)	-	(180,351)	-	(5,801)	4,570	-	(407,079)
-	-	-	-	1,273,243	-	-	-	933,491	2,206,734
-	267,303	201,966	-	-	-	-	-	1,919,053	2,388,322
-	-	-	-	-	-	1,311,279	-	-	1,311,279
-	(5,180)	-	-	-	-	-	-	-	(5,180)
-	-	-	-	-	-	(503,210)	-	-	(503,210)
12,416,033	-	3,937,200	1,758,785	9,447,635	1,463,381	5,100,534	11,600,388	-	45,723,956
3,258,624	73,973	842,522	-	1,947,602	32,864	75,879	487,587	(6,728,851)	-
-	-	-	-	(11,411,832)	-	-	-	-	(11,411,832)
-	-	-	-	-	-	-	-	(188,833)	(188,833)
98,430,683	8,145,942	46,598,536	17,880,570	92,582,513	15,359,046	35,051,209	108,729,286	2,168,324	424,946,120

Accumulated depreciation and impairment

Opening balance as at 1 July 2021

Adjustment on the beginning balance classification

Depreciation expense

Depreciation on disposal

Impairment adjustment to asset revaluation surplus

Revaluation adjustment to asset revaluation surplus

Adjustment on the surrender of housing assets

Accumulated depreciation as at 30 June 2022

17

44,129,965	2,288,249	18,986,983	5,175,588	32,691,597	4,954,431	17,001,321	53,096,576	-	178,324,710
(251,719)	(188,179)	-	-	(122,425)	-	196,822	-	-	(365,501)
2,700,127	684,867	1,210,646	281,908	2,159,779	280,897	940,637	2,266,502	-	10,525,362
-	(5,180)	-	-	-	-	(311,901)	-	-	(317,081)
-	-	-	-	(2,349,278)	-	-	-	-	(2,349,278)
6,819,602	-	2,193,949	628,956	3,620,283	546,338	3,177,711	6,571,767	-	23,558,606
-	-	-	-	-	-	839,681	-	-	839,681
53,397,975	2,779,757	22,391,578	6,086,452	35,999,956	5,781,566	21,844,271	61,934,845	-	210,216,500

Total written down value as at 30 June 2022

Range of estimated useful life in years

45,032,718	5,366,185	24,206,958	11,794,118	56,582,557	9,577,380	13,206,938	46,794,441	2,168,324	214,729,620
10-50	3-50	5-80	20-60	10-80	20-60	5-50	5-100	-	

(i) The net impairment adjustment of \$9,062,554 relates to damage as a result of weather events in early 2021 and 2022. A total of \$3,220,845 of these costs were incurred during the year, which was recognised as capital addition. As at 30 June 2021, no impairment adjustment was recognised to reflect the impact of the weather event in 2021. The work to restore the roads commenced in the 2021-22 financial year but had not been completed. The impairment has been recognised to reflect the remaining impairment of the 2021 weather event and the full impairment of the 2022 weather event and the related reduced fair value of the assets at the year end.

(ii) Adjustment on the beginning balance refers to reclassification among asset categories between cost and accumulated depreciation. The net variance of \$41,578 has been adjusted to expenses.

Northern Peninsula Area Regional Council
Notes to the Financial Statements
For the year ended 30 June 2022

11 Property, plant and equipment (Continued)

Note

30 June 2021

Basis of measurement

Fair value category

Asset values

Opening gross value as at 1 July 2020

Additions - Renewals

Other Additions

Disposals

Impairment

Transfer of work in progress

Closing gross value as at 30 June 2021

Accumulated depreciation and impairment

Opening balance as at 1 July 2020

Depreciation expense

Accumulated depreciation as at 30 June 2021

Total written down value as at 30 June 2021

Range of estimated useful life in years

Buildings	Plant and equipment	Infrastructure	Sewerage	Roads and bridges	Drainage	Community housing	Water	Work in progress	Total
Fair Value Level 3	Cost	Fair Value Level 3	Fair Value Level 3	Fair Value Level 3	Fair Value Level 3	Fair Value Level 3	Fair Value Level 3	Cost	
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
81,903,730	7,231,667	35,166,780	15,150,015	91,093,550	12,927,303	29,066,764	96,540,547	3,640,764	372,721,090
-	-	-	-	37,925	-	-	-	4,445,377	4,483,302
28,640	662,160	6,258,183	971,770	-	10,643	5,774	90,766	682,618	8,710,554
(78,413)	-	-	-	-	-	-	-	-	(78,413)
919,807	-	335,673	-	354,761	925,055	-	(4,572)	-	(4,572)
82,773,764	7,893,827	41,760,636	16,121,785	91,486,216	13,863,001	29,072,528	96,626,741	6,233,464	385,831,961

41,344,044	1,587,827	17,941,267	4,893,680	30,270,030	4,710,896	16,255,077	50,632,138	-	187,634,959
2,785,920	700,422	1,045,716	281,908	2,421,557	243,535	746,244	2,264,438	-	10,489,752
44,129,965	2,288,249	18,986,983	5,175,588	32,691,587	4,954,431	17,001,321	53,096,576	-	178,324,711

38,643,799	5,605,578	22,773,653	10,946,197	58,794,619	8,908,569	12,071,207	43,530,165	6,233,464	207,507,250
10-50	3-50	5-80	20-50	10-80	20-60	5-50	5-100	-	

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

11 Property, plant and equipment (Continued)

(a) Recognition

Purchases of property, plant and equipment are recognised as assets unless they are below the asset recognition threshold or maintenance expenditure. Items of plant and equipment with a total value of less than \$5,000, and infrastructure assets and buildings with a total value of less than \$10,000 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

Acquisition of assets

Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, architect's fees and engineering design fees and all other establishment costs.

Property, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value is the price that would be received to sell the asset in an orderly transaction between market participants at the measurement date.

Capital and operating expenditure

Direct labour and materials and an appropriate proportion of overheads incurred in the acquisition or construction of assets are treated as capital expenditure. Assets under construction are not depreciated until they are completed and commissioned, at which time they are reclassified from work in progress to the appropriate property, plant and equipment class.

Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity and useful life of the non-current asset is expensed as incurred, while expenditure that relates to replacement of a major component of an asset to maintain its service potential is capitalised.

Expenditure incurred in accordance with Natural Disaster Relief and Recovery Arrangements on road assets is analysed to determine whether the expenditure is capital in nature. The analysis of the expenditure requires Council engineers to review the nature and extent of expenditure on a given asset. For example, expenditure that patches a road is generally maintenance in nature, whereas a kerb to kerb rebuild is treated as capital. Material expenditure that extends the useful life or renews the service potential of the asset is capitalised.

Land under roads

Land under roads acquired before 30 June 2008 is recognised as a non-current asset where the Council holds the title or financial lease over the asset. As land where Council is located on is assigned to it under various Deeds of Grant in Trust (DOGIT), NPARC has no such land holdings.

Deed of Grant in Trust land

The Council is located on land assigned to it under various Deeds of Grant in Trust (DOGIT) pursuant to Section 341 of the Land Act 1994. The land comprises an area of approximately 101,824.46 hectares, as follows:

Injinoo - 80,159.20 hectares
Umagico - 5,228.40 hectares
Bamaga - 6,622.30 hectares
New Mapoon - 9,557.60 hectares
Seisia - 256.96 hectares

(b) Measurement

Property, plant and equipment assets are initially recorded at cost. Subsequently, each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss.

Cost is determined as the fair value of consideration plus costs incidental to the acquisition. Direct labour, materials and an appropriate portion of overheads incurred in the acquisition or construction of assets are also included as capital costs.

Property, plant and equipment received in the form of contributions, for significantly less than fair value or as offsets to infrastructure charges are recognised as assets and revenue at fair value.

Capital work in progress

The cost of property, plant and equipment being constructed by the Council includes the cost of purchased services, materials, direct labour and an appropriate proportion of labour overheads

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

11 Property, plant and equipment (Continued)

(c) Depreciation

Assets are depreciated from the date of acquisition or when an asset is ready for use.

Depreciation, where applicable, is calculated on a straight-line basis such that the cost of the asset less its residual value is recognised progressively over its estimated useful life to the Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions.

Key judgments and estimates:

Management reviews its estimate of the useful lives of depreciable assets at each reporting date, based on the expected utility of the assets. Uncertainties in these estimates relate to technical obsolescence that may change the utility of certain software and IT equipment.

Straight line depreciation is used as that is consistent with the even consumption of service potential of these assets over their useful life to the Council.

(d) Impairment

Property, plant and equipment held at cost is assessed for indicators of impairment annually. If an indicator of possible impairment exists, the Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

(e) Valuation

Key judgments and estimates:

Some of the Council's assets and liabilities are measured at fair value for financial reporting purposes.

In estimating the fair value of an asset or a liability, the Council uses market-observable data to the extent it is available and other inputs as necessary.

Buildings and all infrastructure assets are measured on the revaluation basis, at fair value, in accordance with AASB 116 Property, Plant & Equipment and AASB 13 Fair Value Measurement. Other plant and equipment and work in progress are measured at cost.

The Council considers the carrying amount of its property, plant and equipment on an annual basis compared to fair value and makes adjustment where these are materially different. This is achieved by engaging independent, professionally qualified valuers to determine the fair value for each class of property, plant and equipment assets at least once every five years. This process involves the valuer physically sighting a representative sample of Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection.

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by engaging independent, professionally qualified valuers to determine the fair value for each class of property, plant and equipment assets at least once every 3 years. This process involves the valuer physically sighting a representative sample of Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection.

In the intervening years, management engage independent, professionally qualified valuers to perform a "desktop" valuation. A desktop valuation involves management providing updated information to the valuer regarding additions, deletions and changes in assumptions such as useful life, residual value and condition rating. The valuer then determines suitable indices which are applied to each of these asset classes.

Revaluation increases are recognised in the asset revaluation surplus unless they are reversing a previous decrease which was taken through the statement of comprehensive income, in that case the increase is taken to the statement of comprehensive income to the extent of the previous decrease.

Revaluation decreases are recognised in the asset revaluation surplus, where there is a sufficient amount available in the asset revaluation surplus relating to that asset class. Where there isn't sufficient amount available in the surplus, the decrease is recognised in the statement of comprehensive income.

Where the class of asset has previously decreased in value and this reduction was recognised as an expense, an increase in the value of the class is recognised in the statement of comprehensive income.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life.

Details of valuers and methods of valuations are disclosed in Note 12.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

12 Fair value measurements

(i) Recognised fair value measurements

Fair values are classified into three levels as follows:

- Level 1 - fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities
- Level 2 - Fair value based on inputs that are directly or indirectly observable, such as prices for similar assets, for the asset or liability
- Level 3 - Fair value based on unobservable inputs for the asset and liability

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If all significant inputs required to fair value an asset are observable, the asset is included in level 2. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council infrastructure assets, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

Accordingly all Council assets included in property, plant and equipment classes shown at fair value are categorised as level 3 (2021: 100% level 3). There were no transfers between categories during the year (2021: Nil). The Council's policy is to recognise transfers in and out of the fair value hierarchy levels as at the end of the reporting period.

(ii) Valuation techniques used to derive fair values for level 3 valuations

The Council's policy is to recognise transfers in and out of the fair value hierarchy levels as at the end of the reporting period.

Specific valuation techniques used to value Council assets comprise:

Asset class and fair value hierarchy	Valuation approach	Last comprehensive valuation date	Valuer engaged	Key assumptions and estimates (related data sources)	Index applied (change in index recognised this year)
Buildings (level 3)	Current replacement cost (CRC)	30-Jun-19	Asset Advance - Valuers (Indexation for 30 June 2022 - Australis Asset Advisory Group)	<p>The gross current values have been derived from reference to cost data for recent projects and researched costing guides. Reference asset replacement costs for the assets were compiled by reference to actual costs incurred for some of the subject assets and by reference to similar asset improvements established within the North Queensland Region, and also supported by reference to detailed Construction Cost Data. Buildings were assessed by analysing cost data which has been derived from information from Rawlinsons Australian Construction Handbook, Costweb and the Australian Bureau of Statistics.</p> <p>Considerations in the calculations have been the type and the size of the asset, construction materials used, level of finish, inherent attributes, and the location of the asset. Costs have been indexed to account for the location of the subject assets being away from the major supply centres and/or due to being in a different location to that for which researched cost data has been sourced. Differences associated with time factors (date of construction of other similar improvements and date of compilation of cost data) in comparison to valuation date have also been accounted for. New building assets since the date of the valuation have been valued by reference to actual costs incurred in establishing such assets.</p> <p>The valuation as assessed is based on the consideration of asset life expectancy. The remaining life of the asset has been determined by inspection, reference to data provided, and by reference to its general physical condition, design, and economic and functional utility. Obsolescence as well as physical depreciation has been considered.</p>	<p>An increase of 10.37% - 17.53% building asset has been adopted according to each asset component.</p> <p>This is based on the ABS material (All Group) Index, Producer Price Indices (non-residential), ABS Wage Index, ABS Architect, Engineering and Technical Services Index, ABS Engineering Design and Consultation Index, and Rawlinsons Construction and AQIS data.</p>
Roads, Drainage and Bridge Network (level 3)	Current replacement cost (CRC)	30-Jun-19	Asset Advance - Valuers (Indexation for 30 June 2022 - Australis Asset Advisory Group)	<p>The road infrastructure was categorised into urban and rural roads and then further sub-categorised into sealed and unsealed roads. All road segments are componentised into formation, pavement and seal (where applicable). The Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment. The Council also assumes a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials.</p> <p>Current replacement cost was calculated by reference to asset linear and area specifications, estimated labour and material inputs, services costs, and overhead allocations. It is assumed that base raw materials can be sourced from the local quarries where possible. All direct costs were allocated to assets at standard usage quantities according to recently completed similar projects. Where construction is outsourced, cost was based on the average of completed similar projects over the last few years. The road cost has been established from general recorded cost data and also by way of consultation with NPARC Operations Department personnel who are engaged in the establishment and maintenance of such roads. Cost information used by Natural Disaster Relief and Recovery Arrangements ("NDRRA") in remedial works have been sourced for assistance with the costing of roads. Reference was also made to recent costs for construction works within the subject district or other remote regions.</p> <p>In determining the level of accumulated depreciation, roads and bridges were apportioned into significant components which exhibited different useful lives and based on that applicable and observed for roads in the wet tropical area of Queensland.</p>	<p>An increase of 10.37% - 13.04% has been adopted for road, drainage and bridge network.</p> <p>These movement are based on analysis of producer price indices, import indices, wage price index, local government and construction indices, consultation with local contractors and suppliers (local adjustment factor), as well as any currency fluctuations over the relevant period. Also, the Valuer has analysed and developed a number of composite index factors, which include Civil, Mechanical, Electrical and Reticulation categories. Each composite index has been combined with an Engineering and Design Management Index, and split based on a notional total project cost breakdown.</p>

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

12 Fair value measurements (Continued)

Asset class and fair value hierarchy	Valuation approach	Last comprehensive valuation date	Valuer engaged	Key assumptions and estimates (related data sources)	Index applied (change in index recognised this year)
Infrastructure (level 3)	Current replacement cost (CRC)	30-Jun-19	Asset Advance - Valuers (Indexation for 30 June 2022 - Australia's Asset Advisory Group)	For infrastructure and consistent with roads, it is assumed that environmental factors such as soil type, climate and topography are consistent across each segment and that a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials. Where such assets are located underground, and physical inspection is not possible, the age, size, and type of construction material, together with current and planned maintenance records are used to determine the fair value at reporting date. Construction estimates were determined on a similar basis to roads.	An increase of 7.44% - 15.35% has been adopted for infrastructure asset according to each asset component. These movement are based on ABS Materials (All Groups) index and the Producer Price Indexes (Non-Residential), ABS Wage Index, ABS Architect, Engineering and Technical Services and Engineering Design and Consultation Indices and Rawlinsons Construction and AIGS data.
Water and Sewerage infrastructure assets (level 3)	Current replacement cost (CRC)	31-Mar-19	GRC Quantity Surveyors (Indexation for 30 June 2022 - Australia's Asset Advisory Group)	In all cases the assets were disaggregated to component level to ensure a reliable measure of cost and service capacity and deterioration of estimated remaining life. It is assumed that environmental factors such as soil type, climate and topography are consistent across each segment and that a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials. Where assets are located underground, and physical inspection is not possible, the age, size, and type of construction material, together with current and planned maintenance records are used to determine the fair value at reporting date. Construction estimates were determined on a similar basis to road assets. Asset Advance Valuers cost models were derived from various sources including Asset Advance Valuers database, schedule rates for construction of asset or similar assets, building price index tables, recent contract and tender data and Rawlinson's rates for building and construction. Factors taken into account in determining replacement costs include development factors relating to the area in which development takes place (e.g. rural areas would have little or no restoration requirements, whereas a high density area would have large amounts of high quality footpaths, road pavements and associated infrastructure that would require reinstatement, and would also require traffic control) and soil factors such as the types of soil or other surface material (e.g. areas where soil is sandy are difficult to excavate and would require shoring while areas where the soil is generally free of rock would not present any great difficulty for excavation).	An increase of 7.44% - 15.35% has been adopted for water and sewerage infrastructure according to each asset component. These movement are based on analysis of producer price indices, import indices, wage price index, local government and construction indices, consultation with local contractors and suppliers (local adjustment factor), as well as any currency fluctuations over the relevant period. Also, the Valuer has analysed and developed a number of composite index factors, which include Civil, Mechanical, Electrical and Reticulation categories. Each composite index has been combined with an Engineering and Design Management Index, and split based on a notional total project cost breakdown.
Community housing (level 3)	Current replacement cost (CRC)	30-Jun-19	Asset Advance - Valuers (Indexation for 30 June 2022 - Australia's Asset Advisory Group)	Considerations in the calculations have been the type and the size of the structure, construction materials used, level of finish, fixtures installed within, and the location of the asset. The gross current values have been derived from reference to cost data for recent projects and costing guides issued by the Australian Institute of Quantity Surveyors, Rawlinson's Australian Construction Handbook. As the subject structures are located in a regional area, somewhat removed from the nearest provincial city of Cairns, and far removed from Queensland's capital city of Brisbane, a cost increase over and above that applicable to the nearest provincial city, or in relation to Brisbane Cost Index, is necessary to account for the increase in replacement cost due to transportation of labour and materials from the nearest supply centre and also the cost of housing specialised labour and contractors necessary for the construction work.	An increase of 15.35% - 17.52% has been adopted for community housing assets according to each asset component. This is based on the ABS material (All Group) Index, Producer Price Indexes (non-residential), ABS Wage Index, ABS Architect, Engineering and Technical Services Index, ABS Engineering Design and Consultation Index, and Rawlinsons Construction and AIGS data.

(iii) Changes in fair value measurements using significant unobservable inputs (level 3)

The changes in level 3 assets with recurring and non recurring fair value measurements are detailed in Note 13 (finance leases) and note 11 (property, plant and equipment). There have been no transfers between level 1, 2 or 3 measurements during the year.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

13 Contract balances

Contract assets represents the excess of costs incurred in relation to a contract with the customer or construction of an asset over the amounts that Council has invoiced the customer or the grantor. Where Council has invoiced the customer or the grantor amounts in excess of what it has incurred in relation to a contract or in constructing an asset, this gives rise to a contract liability.

Where the amounts billed to customers are based on the achievement of various milestones established in the contract, the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer.

When a performance obligation is satisfied by transferring a promised good or service to the customer before the customer pays consideration or before payment is due, Council presents the work in progress as a contract asset, unless the rights to that amount of consideration are unconditional, in which case Council recognises a receivable.

When an amount of consideration is received from a customer / fund provider prior to Council transferring a good or service to the customer, Council presents the funds which exceed revenue recognised as a contract liability.

	2022	2021
	\$	\$
(a) Contract assets	155,982	1,155,719
(b) Contract liabilities		
Funds received upfront to construct Council controlled assets	6,856,309	4,028,201
Deposits received in advance of services provided	607,171	1,506,647
	<u>7,463,480</u>	<u>5,534,848</u>
Current contract liabilities	7,463,480	5,534,848
	<u>7,463,480</u>	<u>5,534,848</u>
Revenue recognised that was included in the contract liability balance at the beginning of the year		
Funds to construct Council controlled assets	3,003,643	631,136
Non-capital performance obligations	-	-
	<u>3,003,643</u>	<u>631,136</u>

(c) Significant changes in contract balances

Significant movements in contract assets and contract liabilities that have occurred during the year were due to the change in the timing of the work, impairment of a contract asset and significant monies received in advance.

14 Leases

Council as a lessee

Council has a lease in place over its office space. Council has applied the exception to lease accounting for leases of low-value assets and short-term leases.

Where Council assesses that an agreement contains a lease, a right of use asset and lease liability is recognised on inception of the lease. Council does not separate lease and non-lease components for any class of assets and has accounted for lease payments as a single component.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises: the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration, less any lease incentives received. The right-of-use is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of asset accounting policy.

The lease liability is initially recognised at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the rate implicit in the lease, however, where this cannot be readily determined the Council's incremental borrowing rate for a similar term with similar security is used.

Council believes that the right-of-use asset and the lease liability in relation to the existing lease are not material. Therefore no further disclosure on depreciation charge and carrying amount of right-of-use assets at the end of the reporting period is necessary. The same principle applies to for the lease liability disclosure requirement.

Exception to lease accounting

Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

14 Leases (continued)

Terms and conditions of leases

Council's lease contract in place with Lou-An (Qld) Pty Ltd for the lease on the Northern Peninsula Area Regional Council Cairns office space, which initially commenced on 10 December 2014 has expired on 9 December 2020. Council is currently using the space on a month by month basis with a monthly rental fee of \$2,500.

Liabilities not recognised - extension options

For the office space lease, Council excludes the extension option as it is not yet certain whether it will exercise the option at this stage. At each reporting date Council assesses whether it is reasonably certain that the extension options will be exercised based on current operations and Council strategy.

Leases at significant below market value / Concessionary leases

Council has elected to measure the right of use asset arising from the concessionary leases at cost which is based on the associated lease liability at initial recognition.

Leases at significantly below market value - Concessionary / peppercorn leases

Council is the lessee of a number of Deed of Grant in Trust leases, for which no or little lease payments are made. These have been identified as peppercorn leases which are currently not recognised in Council's financial statements. Council does not intend to elect not to apply the fair value measurement requirements to these leases until such time as this requirement is mandated.

Council as a lessor

When Council is a lessor, the lease is classified as either an operating or finance lease at inception date, based on whether substantially all of the risks and rewards incidental to ownership of the asset have been transferred to the lessee. If the risks and rewards have been transferred then the lease is classified as a finance lease, otherwise it is an operating lease.

If the lease contains lease and non-lease components the non-lease components are accounted for in accordance with AASB 15 *Revenue from Contracts with Customers*.

The lease income is recognised on a straight-line basis over the lease term.

Finance leases:

Leases of property under which the Council as lessor transfers substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are classified as finance leases.

Council has leased 558 dwellings (2020-21: 560) as lessor to the Queensland Government for 40 years. The average lease payment per dwelling in the current year was \$927 (2020-21: \$912). These lease payments are required to be adjusted each year by the change in the Consumer Price Index (All Groups) for Brisbane. As the gross lease payments are insufficient to cover the fair value (current replacement cost) of the leased properties, there is no interest rate implicit in the leases and therefore no finance income will arise from the leases. Consequently, the leases are recognised at the present value of the expected future lease payments receivable (fair value). Gains/(Loss) on revaluation of finance lease assets are recognised as capital income (expense).

	2022 \$	2021 \$
Current other financial assets	548,346	524,257
Finance leases	548,346	524,257
Non-current other financial assets	17,421,672	15,367,280
Finance leases	17,421,672	15,367,280

A reconciliation between the gross investment in the lease and the fair value of lease payments is as follows:

Gross minimum lease payments receivable:		
Not later than one year	548,346	524,257
Later than one year but not later than five years	2,193,384	2,076,172
Later than five years	14,164,663	13,920,549
	16,906,393	16,522,978
Add: Estimated contingent rent	12,972,234	6,273,165
Less: Present value adjustment	(11,908,609)	(6,904,996)
Fair value of lease payments	17,970,017	15,891,147

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

14 Leases (Continued)

	2022 \$	2021 \$
The fair value of lease payments is receivable as follows:		
Not later than one year	548,346	524,257
Between one and two years	550,566	518,222
Between two and three years	552,795	516,904
Between three and four years	555,032	515,590
Between four and five years	557,279	514,270
Later than five years	15,206,000	13,301,904
	<u>17,970,017</u>	<u>15,891,147</u>
Movements in finance leases were as follows:		
Opening balance	15,891,147	16,364,613
Less: Lease receipts	(517,274)	(503,055)
(Loss)/Gain on revaluation	2,596,144	29,589
Closing balance	<u>17,970,017</u>	<u>15,891,147</u>

The calculation of fair value has included an estimate of average annual CPI increases of 3.55% in the current year (2% in the prior year) and a discount rate of 3.13% in the current year (2.26% in the prior year).

Finance leases are to the State of Queensland, represented by the Department of Housing and Public Works. The likelihood of this counterparty not having capacity to meet its financial commitments is considered low.

Movements on revaluation of finance lease assets are recognised as other income/expenses.

Operating leases:

Where Council retains the risks and rewards relating to a lease, they are classified as operating leases and relate to the lease of Council's properties.

The assets are included in the statement of financial position as property, plant and equipment, where the rental is incidental or the asset is held to meet Council's service delivery objectives.

Rent from Council's building assets is recognised as income on a periodic straight line basis over the lease term.

Rental income (excluding variable lease payments not dependent on an index or rate)	836,706	935,496
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There is nil unearned finance income, unguaranteed residual values accruing to the benefit of Council or accumulated allowance for uncollectible minimum lease payments receivable recognised as income applicable to the leases.

15 Payables

Current		
Creditors and accruals	2,871,636	3,252,723
GST payable	224,083	-
	<u>3,095,719</u>	<u>3,252,722</u>

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/contract price net of applicable discounts other than contingent discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

Salaries and wages

A liability for salaries and wages is recognised and measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date. This liability represents an accrued expense and is reported as a payable.

A liability for annual leave is recognised. Amounts expected to be settled within 12 months are calculated on current wage and salary levels and include related employee on-costs. Amounts not expected to be settled within 12 months are calculated on projected future wage and salary levels and related employee on-costs, and are discounted to present values. This liability represents an accrued expense and is reported as a payable.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

16 Provisions

	2022 \$	2021 \$
Current		
Annual leave	597,439	555,785
Long service leave	569,752	590,348
Landfill restoration	63,064	268,185
	<u>1,230,255</u>	<u>1,414,318</u>
Non-current		
Long service leave	198,365	163,647
Landfill restoration	1,629,901	1,881,453
	<u>1,828,266</u>	<u>2,045,100</u>

Liabilities are recognised for employee benefits such as annual and long service leave in respect of services provided by the employees up to the reporting date. Short-term benefits which are expected to be wholly settled within 12 months are calculated on wage and salary levels which are expected to be paid and includes related employee on-costs. Amounts not expected to be wholly settled within 12 months are calculated on projected future wage and salary levels and related employee on-costs, and are discounted to present values.

Liabilities are recognised for employee benefits such as wages and salaries, sick, annual and long service leave in respect of services provided by the employees up to the reporting date. The liability is calculated using the present value of remuneration rates that will be paid when the liability is expected to be settled and includes related on-costs.

As Council does not have an unconditional right to defer settlement of the annual leave beyond twelve months after the reporting date, annual leave is classified as a current liability.

Long Service Leave

The provision for long service leave represents the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the Council's employment or other associated employment which would result in the Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The provision is discounted using the Commonwealth Bond yield rates published on the Department of State Development, Infrastructure, Local Government and Planning website.

Where employees have met the prerequisite length of service and council does not have an unconditional right to defer this liability beyond 12 months long service leave is classified as a current liability. Otherwise it is classified as non-current.

Landfill restoration

Opening balance	2,149,638	1,065,496
Initial recognition during the year	-	1,496,806
Change in provision due to change in discount rate	3(f) (251,552)	15,724
Change in provision due to change in estimate of costs	-	(31,447)
Settlement during the year	3(g)(i) (205,121)	(396,941)
Balance at end of financial year	<u>1,692,965</u>	<u>2,149,638</u>

Landfill restoration provision

A provision is made for the cost of rehabilitation and future restoration costs where it is probable the Council will be liable, or required, to do this when the use of the facilities is complete.

The provision represents the present value of the anticipated future costs associated with the closure of landfill sites in accordance with environmental licence conditions. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for landfill sites is reviewed at least annually and updated based on the facts and circumstances available at the time.

Umagico waste facility located between Injinoo and Umagico Road has now been closed and the permit cancelled as the site is no longer in use. The current landfill site has no remaining useful life, with closure in October 2020. However, it is noted that closure costs of \$205,121 and \$63,064 have been incurred post 30 June 2021 and 30 June 2022, respectively, therefore the provision has been calculated based on this information. The future landfill maintenance costs including vegetation management, site security and fire management are estimated to be \$11,800 per year.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

16 Provisions (continued)
Landfill restoration provision (continued)

During the 2020-21 financial year, Council was granted a permit for a new landfill at a site located approximately 6km from the community of Injinoo, off Ferry Road. The total landfill closure costs have been estimated by an external consultant at an amount of \$900,000 which includes a contingency amount of \$400,000. The expected useful life of the waste disposal site has been assessed at 23 years and therefore the closure has been assumed to be 2044. As required in the environmental permit issued by DEHP, rehabilitation and post-closure care of the landfill must be undertaken for a period of 30 years or until the administering authority determines. The future landfill maintenance costs including vegetation management, site security and fire management are estimated to be \$10,000 per year, based on advice also received from an external consultant. It has also been estimated that costs of \$200,000 will be necessary at the end of the 30-year monitoring period. The net present value of the rehabilitation costs as at 30 June 2021 which amounted to \$1,496,806 should be capitalised as part of the cost of the new facility site.

Prior period adjustments were done to reflect the correct landfill asset and provision for the landfill as discussed in Note 23.

As described in Note 23, the funds for the new facility assets were held in trust and the new waste facility assets associated with the project should have been transferred to Council on completion. The total cost of the new waste facility, including the rehabilitation provision, as at 30 June 2022 amounted to \$7,214,363. Included in this amount are the costs of sewerage upgrade treatment, waste facility and transfer station totalling \$5,717,557 which was recognised as capital revenue (non-cash grant) in the form of a donated asset in the year ended 30 June 2021.

For the year ended 30 June 2022, total cost incurred for the waste facility asset amounted to \$177,266, which was recognised as non-cash capital grants. Additionally, \$205,021 was spent on the Umagico landfill closure which was recognised as non-cash recurrent grants. See note 3g.

17 Asset revaluation surplus

The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Net incremental changes in the carrying value of classes of non-current assets since their initial recognition are accumulated in the asset revaluation surplus. Increases and decreases on revaluation are offset within a class of assets.

Where a class of assets is decreased on revaluation, that decrease is offset first against the amount remaining in the asset revaluation surplus in respect of that class. Any excess is treated as an expense.

When an asset is disposed of, the amount reported in surplus in respect of that asset is retained in the asset revaluation surplus and not transferred to retained surplus.

	Note	2022 \$	2021 \$
Balance at beginning of financial year		62,006,651	62,006,651
Net adjustment to non-current assets at end of period to reflect a change in current fair value:			
Buildings	11	5,596,431	-
Plant & equipment	11	-	-
Infrastructure	11	1,743,251	-
Sewerage	11	1,129,829	-
Roads & bridges	11	(3,235,202)	-
Drainage	11	917,043	-
Community housing	11	1,922,823	-
Water	11	5,028,621	-
Balance at end of financial year		<u>75,109,447</u>	<u>62,006,651</u>

Asset revaluation surplus analysis

The closing balance of the asset revaluation surplus comprises the following asset categories:

Buildings	34,374,299	28,777,868
Plant & equipment	1,573,847	1,573,847
Infrastructure	4,047,205	2,303,954
Sewerage	2,561,033	1,431,204
Roads & bridges	20,162,197	23,397,399
Drainage	2,505,076	1,588,033
Community Housing	3,742,330	1,819,507
Water	6,143,460	1,114,839
	<u>75,109,447</u>	<u>62,006,651</u>

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

18 Contingent liabilities

Details and estimates of maximum amounts of contingent liabilities are as follows:

Local Government Mutual

The Council was a member of the local government mutual liability self-insurance pool, LGM Queensland at 30 June 2022 for Public Liability, Products Liability and Professional Indemnity cover. All other insurance policies were negotiated through Jardine, Lloyd Thompson. As at the date of this report there were no contingent liabilities arising from insurance claims.

Local Government Workcare

Council is not a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. All workers compensation arrangements have been negotiated with Workcover Queensland. At the date of this report there were no contingent liabilities arising from workers compensation claims.

Loan guarantee

The Enterprise Licence Agreement for the divestment of enterprises to Seisia Community Torres Strait Islander Corporation, includes a provision which could require the Council to make good the repayment of loans to Torres Strait Regional Authority should the licensee fail to do so. This possible liability arises because the consent of the grantor was not obtained prior to the loan liability being transferred to the licensee. That consent had not been received as at the date of the signing of the licence. The possible liability is not recorded in the Financial Statements of the Council.

19 Superannuation

Council contributes to the Brighter Super (previously know as LGIAsuper). Brighter Super is a Multiemployer Plan as defined in Australian Accounting Standard AASB 119 Employee Benefits. The scheme has a number of elements including defined benefits funds and an accumulated benefits fund. Council does not have any employees who are members of the defined benefits funds and so is not exposed to the obligations, assets or costs associated with these funds. Council has employees who are members of the accumulated benefits fund.

	Note	2022 \$	2021 \$
Superannuation contributions made to the Brighter Super Accumulated Benefits Fund	4	1,346,653	1,127,626

20 Trust funds

Funds held in the trust account on behalf of outside parties include those funds from deposits for the contracted sale of land, security deposits lodged to guarantee performance and unclaimed monies (e.g. wages) paid into the trust account by the Council. The Council performs only a custodian role in respect of these monies and because the monies cannot be used for Council purposes, they are not considered revenue nor brought to account in the financial statements.

Trust funds held for outside parties

Monies collected or held on behalf of other entities yet to be paid out to or on behalf of those entities	4,879	4,998
	<u>4,879</u>	<u>4,998</u>

The Council performs only a custodial role in respect of these monies. As these funds cannot be used by the Council, they are not brought to account in these financial statements.

Funds held in trust by outside parties

Monies held in trust by DFK Kidsons. The Major Infrastructure Program is jointly funded by the Australian and Queensland Governments to deliver and upgrade major infrastructure works. DFK Kidsons holds funds for multiple Councils in regards to the Major Infrastructure Program. The amount disclosed above relates to NPARC's portion of the funds. Infrastructure assets are not recognised by the Council until they have reached completion.

	137,715	1,953,323
	<u>137,715</u>	<u>1,953,323</u>

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

21 Reconciliation of net result for the year to net cash inflow (outflow) from operating activities

	Note	2022 \$	2021 \$
Net result		(4,071,418)	(1,591,454)
Non-cash items:			
Depreciation and amortisation	11	10,525,362	10,489,752
PPE write-off and adjustments		230,410	82,985
Loss/(gain) on revaluation of finance leases	14	(2,596,144)	(29,589)
Movement in impairment of debts	9	371,096	(183,910)
Landfill restoration revaluation and initial recognition	16	(251,552)	1,481,083
Non-cash grant on landfill restoration	16	(177,266)	(5,717,557)
		8,101,906	6,122,764
Investing and development activities:			
Gain on disposal of assets		(280,290)	-
Capital grants and contributions		(5,414,443)	(2,876,799)
		(5,694,733)	(2,876,799)
Changes in operating assets and liabilities:			
(Increase)/ decrease in receivables		(1,433,972)	1,450,755
(Increase)/decrease in inventory		158,822	(101,661)
Increase/(decrease) in payables		(157,005)	(542,299)
Increase/(decrease) in other provisions		(149,345)	105,206
		(1,581,500)	912,001
Net cash inflow from operating activities		(3,245,745)	2,566,512

22 Events after the reporting period

The post office enterprise was divested to the third party after the 30 June 2022. The contract between Council and Australia Post lapsed on 3 September 2022 with the divestment taking effect in October 2022.

A new Council was elected in March 2024 and took effect in April 2024.

A new certified agreement for employee salaries and wages was approved on 21 February 2024 and that this resulted in backpay.

To the best of the Council's knowledge at the date of this financial report, there are no other post balance date events that are likely to have a material impact on the financial statements.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

23 Correction of errors

a Overstatement of property plant and equipment and understatement of expenditure/retained earnings

During the year ended 30 June 2021, Council signed a contract for the extension of 10 houses in the Northern Peninsula Area. These houses were all under 40-year housing lease agreements and therefore not included in the balance of property, plant and equipment as Council assets. It was noted that project costs of \$1,461,762 incurred during the 2020-2021 financial year were incorrectly recognised as work in progress as at 30 June 2021 and then transferred to building assets as at 30 June 2022. Housing assets held under 40 year housing lease agreements are not assets of the Council and therefore costs incurred in 2021 should have been recognised in the income statement.

The impact of this error results in an overstatement of work in progress included in the balance of property, plant and equipment and an understatement of expenditure in the 2020-21, with an overstatement of the opening retained earnings as at 1 July 2021. The adjustments are included in the summary below.

b Understatement of revenue and understatement of contract balances

It has been identified that the balance for contract assets and liabilities had been incorrectly calculated for various grants during the 2019-2020 and 2020-21 financial years. The grants were noted to have enforceable contracts and specific performance obligations, and revenue was recognised over time based on the costs incurred. In the revenue analysis for the years ended 30 June 2020 and 2021, it was identified that the project costs for these grants had not been correctly allocated to the grant projects with the closing balances remaining unchanged from the 2019-20 financial year. Consequently, the misstatement in the allocated project costs against these grants resulted to a misstatement in retained earnings, revenue and contract balances for the 2020-21 financial year.

The incorrect allocation of costs in prior years for the grants has resulted in the net understatement of revenue, retained surplus and contract liabilities for the year ended 30 June 2021. The adjustments are included in the summary below.

c Misstatement of rehabilitation provision

The provision recognised as at 30 June 2020 related to the Council's refuse in Umagico and that this site was in the process of being closed. The site closure date was October 2020 with a new waste facility having been constructed and ready for use prior to the closure of the old site.

The changes in circumstances around the landfill sites were not taken into consideration for the 2020-21 financial year and the financial statements for 30 June 2021 did not reflect the closure of the old site or the obligation to rehabilitate the new waste facility site, which had both occurred prior to 30 June 2021.

Umagico waste facility – old site

During the 2020-21 financial year, it was noted that there had been no movement recognised in the provision for the landfill old site, and the changes in the landfill closure costs and maintenance information had not been considered. It is noted that the failure to update the provision as at 30 June 2021 results in an overstatement of the provision of \$412,664 for the old site.

Injinoo waste facility – new site

An Environmental Authority from the Department of Environment and Heritage Protection was issued in June 2020 and a permit was granted for the operation of the new waste facility under EP0002318. This permit came into effect at the date at which the site commenced operations being October 2020. Once the permit came into effect, the provision in the financial statements should have been recognised to reflect the obligation Council had to rehabilitate the site at the end of use. The permit is considered to be the obligating event. It is noted that the failure to recognise the provision as at 30 June 2021 results in an understatement of the provision of \$1,496,806 for the new site.

The amount of the restoration provision should be recognised as part of the cost of the asset.

The adjustments are included in the summary below.

d Unrecognised waste facility assets

The new waste facility was constructed under funding from TSRA for the Torres Strait Major Infrastructure and Other Projects Trust Fund. It is noted that the landfill asset had not been recognised in the financial statements as at 30 June 2021 despite Council essentially obtaining the risks and rewards of the asset at the date at which the site commenced operation. As part of the Major infrastructure project, other assets were also completed during the 2020-21 financial year a transfer station at the site of the old waste facility and sewerage treatment pond upgrades which are existing Council assets and therefore it is considered that costs be capitalised as the work in performed.

The total costs of the waste facility of \$4,254,767, transfer station of \$491,020 and sewerage treatment ponds of \$971,770 should have been recognised as capital revenue in the form of a donated asset in the year in which the work is performed. It is noted that recurrent expenditure of \$710,907 had also been incurred during the 2020-21 financial year via the project.

The adjustments are included in the summary below.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

23 Correction of errors (continued)

Comparative figures for 30 June 2020

	Original balance as presented at 30 June 2020	Prior period adjustments		Restated at 1 July 2020
		Contract assets and liabilities (b)		
Statement of financial position				
Current assets				
Contract assets	220,254	460,000		680,254
Total current assets	<u>15,064,856</u>	<u>460,000</u>		<u>15,524,856</u>
Current liabilities				
Contract liabilities	2,905,995	(62,703)		2,843,292
Total current liabilities	<u>7,972,421</u>	<u>(62,703)</u>		<u>7,909,718</u>
Community equity				
Retained surplus	165,224,050	522,703		165,746,753
Total community equity	<u>227,230,701</u>	<u>522,703</u>		<u>227,753,404</u>

Comparative figures for 30 June 2021

	Original balance as presented at 30 June 2021	Prior period adjustments			Restated at 30 June 2021
		Capital expenditure (a)	Contract assets and liabilities (b)	Landfill provision (c & d)	
Statement of comprehensive income					
Income					
Recurrent revenue					
Interest received					
Other income	1,119,608			15,724	1,135,332
Grants, subsidies, contributions and donations	11,133,308			1,107,848	12,241,156
Total recurrent revenue	<u>32,504,163</u>			<u>1,123,572</u>	<u>33,627,735</u>
Capital revenue					
Grants, subsidies, contributions and donations	2,220,676		656,123	5,717,556	8,594,355
Total capital revenue	<u>2,220,676</u>	<u>-</u>	<u>656,123</u>	<u>5,717,556</u>	<u>8,594,355</u>
Total income	<u>34,724,839</u>	<u>-</u>	<u>656,123</u>	<u>6,841,128</u>	<u>42,222,090</u>
Expenses					
Materials and services	(18,587,338)	(1,461,763)		(710,907)	(20,760,008)
Depreciation expense	(10,489,752)				(10,489,752)
	<u>(41,640,874)</u>	<u>(1,461,763)</u>	<u>-</u>	<u>(710,907)</u>	<u>(43,813,544)</u>
Capital expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenses	<u>(41,640,874)</u>	<u>(1,461,763)</u>	<u>-</u>	<u>(710,907)</u>	<u>(43,813,544)</u>
Net results	<u>(6,916,035)</u>	<u>(1,461,763)</u>	<u>656,123</u>	<u>6,130,221</u>	<u>(1,591,454)</u>

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

Comparative figures for 30 June 2021

Comparative figures for 30 June 2021

	Original balance as presented at 30 June 2021	Prior period adjustments Capital expenditure (a)	Contract assets and liabilities (b)	Landfill provision (c & d)	Restated at 30 June 2021
Statement of financial position					
Current assets					
Contract assets	220,254		935,465		1,155,719
Total current assets	14,598,944	-	935,465	-	15,534,408
Non-current assets					
Property, plant and equipment	201,754,650	(1,461,763)		7,214,362	207,507,249
Total non-current assets	217,121,930	(1,461,763)	-	7,214,362	222,874,529
Total assets	231,720,874	(1,461,763)	935,465	7,214,362	238,408,939
Current liabilities					
Contract liabilities	5,778,209		(243,361)		5,534,848
Provisions	1,811,258			(396,940)	1,414,318
Total current liabilities	10,842,189	-	(243,361)	(396,940)	10,201,888
Non-current liabilities					
Provisions	564,018			1,481,082	2,045,100
Total non-current liabilities	564,018	-	-	1,481,082	2,045,100
Net community assets	220,314,666	(1,461,763)	1,178,826	6,130,220	226,161,950
Community equity					
Retained surplus	158,308,015	(1,461,763)	1,178,826	6,130,221	164,155,299
Total community equity	220,314,666	(1,461,763)	1,178,826	6,130,221	226,161,950

(i) The adjustment in Property, plant and equipment of \$7,214,362 arising from the landfill provision for the year 30 June 2021 includes the following:

Cost of sewerage upgrade treatment, waste facility and transfer station	5,717,556
Restoration provision to be recognised as part of the asset cost	1,496,806
	<u>7,214,362</u>

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

24 Transactions with related parties

(a) Transactions with key management personnel (KMP)

KMP include the Mayor, Councillors, the Council's Chief Executive Officer and Executive Managers. The compensation paid to KMP comprises:

	2022	2021
	\$	\$
Short-term employee benefits	1,080,966	1,250,913
Post-employment benefits	115,355	97,782
Long-term benefits	360	2,697
Termination benefits	24,073	104,604
Total	1,220,754	1,455,996

Detailed remuneration disclosures are provided in the annual report.

(b) Transactions with other related parties

Other related parties include the close family members of KMP and any entities controlled or jointly controlled by KMP or their close family members. Close family members include a spouse, child and dependent of a KMP or their spouse.

Details of transactions between Council and other related parties are disclosed below:

Details of Transaction	Additional information	2022	2021
		\$	\$
Service charges and sales to entities controlled by KMP	24(b)(i)	212,151	1,383,443
Sale of goods and services to related parties	24(b)(ii)	-	51,020
Employee expenses for close family members of KMP	24(b)(iii)	699,923	985,540
Purchase of materials and services from close family member and entities controlled by KMP	24(b)(iv)	772,053	325,379
Grants received from related parties	24(b)(v)	513,000	-

(i) The service charges charged to entities controlled by key management personnel were on an arm's length basis in accordance with the schedule of fees and charges adopted by Council. Sale of goods were at arm's length and were in the normal terms and conditions of the Council. The total disclosed includes the following:

Service charges and sales to entities controlled by KMP	\$	\$
Service charges charged to controlled entities	53,532	1,037,927
Sale of goods	158,619	345,516
Total	212,151	1,383,443

(ii) Sales generated from key management personnel, close family member of KMP and jointly controlled entity of KMP were on arm's length basis in accordance with Council's standard terms and conditions

(iii) All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award for the job they perform.

The council employs 173 (2021: 162) staff of which only 11 (2021: 18) are close family members of key management personnel.

(iv) The Council purchased material and services from close family member and entities controlled by key management personnel. All purchases were at arm's length and were in the normal course of council operations.

(v) During the year, Council received grants from Western Cape Communities Trust, an organisation of communities throughout Cape York which the Council is represented by the Mayor.

As described in Note 19, there is an ongoing Major Infrastructure Program jointly funded by the Australian and Queensland Governments to deliver and upgrade major infrastructure works. This relates to NPARC Waste Facility and Bamaga Sewerage upgrade. The funds for this program are held in trust and the project is managed externally. It is noted that the construction contractor engaged to carry out this project is an entity controlled by a current KMP of Council. The contract was awarded to the company prior to the KMP having any involvement at Council.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

24 Transactions with related parties (continued)

(c) Outstanding balances

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties:

	Amounts owed by KMP	Amounts owed by close family member of KMP	Amounts owed by entities controlled by KMP
30 June 2022	\$	\$	\$
Current	-	-	529,769
Past due 31-60 days	-	-	11,362
Past due 61-90 days	-	-	2,947
More than 90 days overdue	-	154	239,619
Total Owing	-	154	783,697

	Amounts owed by KMP	Amounts owed by close family member of KMP	Amounts owed by entities controlled by KMP
30 June 2021	\$	\$	\$
Current	-	-	5,176
Past due 31-60 days	15	-	5,046
Past due 61-90 days	-	-	5,485
More than 90 days overdue	3,856	203	253,144
Total Owing	3,871	203	268,852

At the end of the reporting period, the Council owed \$17,670 (2021 \$113,371) to an entity that was controlled by a KMP. There were no other balances owed to KMP, close family members or entities controlled by KMP.

Following receivable amounts from Key Management Personnel (KMP) and Controlled entities have been provided for doubtful debt during the year.

Name of the related party	Type of relationship	Amounts provided as doubtful debt 2022	Amounts provided as doubtful debt 2021
		\$	\$
Gina Nona	KMP	1,809	-
Bamaga Kazil TSI Corporation	Controlled entity	57,387	-
NPA Family and Community Services	Controlled entity	12,814	-
Ipima Ikaya Aboriginal Corp RNTBC	Controlled entity	569	-
NPA Justice Services ATSI Corporation	Controlled entity	1,192	-
Thupmul Coffee	Controlled entity	1,080	-
		74,851	-

(d) Loans and guarantees to/from related parties

Council does not make loans to or receive loans from related parties. No guarantees have been provided.

(e) Commitments to/from other related parties

Council does not have any commitments to/from related parties.

(f) Transactions with related parties that have not been disclosed

The majority of the entities and people that are related parties of Council live and operate within the Northern Peninsula Area community. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:

- Payment of fees and charges

Council has not included these types of transaction in its disclosure as they are made on the same terms and conditions available to the general public.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

25 Financial instruments and financial risk management

(a) Financial assets and financial liabilities

Northern Peninsula Area Regional Council has exposure to the following risks arising from financial instruments:

- credit risk
- liquidity risk
- market risk

Risk management framework

Northern Peninsula Area Regional Council is responsible for the establishment and oversight of the risk management framework, together with developing and monitoring risk management policies.

Council's management approves policies for overall risk management, as well as specifically for managing credit, liquidity and market risk.

The Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. The Council aims to manage volatility to minimise potential adverse effects on the financial performance of the Council.

The Council's audit committee oversees how management monitors compliance with the Council's risk management policies and procedures, and reviews the adequacy of the risk management framework in relation to the risks faced by the Council. The Council's audit committee is assisted in its oversight role by internal audit. Internal audit undertakes both regular and ad hoc reviews of risk management controls and procedures, the results of which are reported to the audit committee.

Northern Peninsula Area Regional Council does not enter into derivatives.

Credit risk

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from the Council's investments and receivables.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations. The carrying amount of financial assets represents the maximum credit exposure.

Investments in financial instruments are required to be made with Queensland Treasury Corporation (QTC) or similar state / commonwealth bodies or financial institutions in Australia, in line with the requirements of the *Statutory Bodies Financial Arrangements Act 1982*.

No collateral is held as security relating to the financial assets held by Northern Peninsula Regional Council.

The carrying amounts of financial assets at the end of the reporting period represent the maximum exposure to credit risk for the Council.

Cash and cash equivalents

Other financial assets - lease receivables

Finance leases are held with the State of Queensland, the likelihood of a credit failure is assessed as remote.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

25 Financial instruments and financial risk management (Continued)
Liquidity risk

Liquidity risk is the risk that the Council will encounter difficulty in meeting the obligations associated with its financial liabilities that are settled by delivering cash or another financial asset.

The Council's approach to managing liquidity is to ensure, as far as possible, that it will have sufficient liquidity to meet its liabilities when they are due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the Council's reputation.

Exposure to liquidity risk

Council is exposed to liquidity risk through its normal course of business.

The Council manages its exposure to liquidity risk by maintaining sufficient cash deposits and undrawn facilities, both short and long term, to cater for unexpected volatility in cash flows.

The following table sets out the liquidity risk in relation to financial liabilities held by the Council. It represents the remaining contractual cashflows (principal and interest) of financial liabilities at the end of the reporting period, excluding the impact of netting agreements:

	0 to 1 year	1 to 5 years	Over 5 years	Total contractual cash flows	Carrying amount
	\$	\$	\$	\$	\$
2022					
Trade and other payables	3,095,719	-	-	3,095,719	3,095,719
	<u>3,095,719</u>	<u>-</u>	<u>-</u>	<u>3,095,719</u>	<u>3,095,719</u>
2021					
Trade and other payables	3,252,723	-	-	3,252,723	3,252,723
	<u>3,252,723</u>	<u>-</u>	<u>-</u>	<u>3,252,723</u>	<u>3,252,723</u>

The outflows in the above table are not expected to occur significantly earlier and are not expected to be for significantly different amounts than indicated in the table.

Northern Peninsula Area Regional Council
Notes to the financial statements
For the year ended 30 June 2022

25 Financial Instruments and financial risk management (Continued)

Market risk

Market risk is the risk that changes in market indices, such as interest rates, will affect the Council's income or the value of its holdings of financial instruments.

Interest rate risk

Northern Peninsula Area Regional Council is exposed to interest rate risk through investments with QTC.

Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised.

Sensitivity

Sensitivity to interest rate movements is shown for variable financial assets and liabilities based on the carrying amount at reporting date.

The Council does not account for any fixed-rate financial assets or financial liabilities at Fair Value through Profit or Loss, therefore a change in interest rates at the reporting date would not affect profit or loss.

The following interest rate sensitivity analysis depicts what effect a reasonably possible change in interest rates (assumed to be 1%) would have on the profit and equity, based on the carrying values at the end of the reporting period. The calculation assumes that the change in interest rates would be held constant over the period.

	Net carrying amount	Effect on Net Result		Effect on Equity	
		1% increase	1% decrease	1% increase	1% decrease
	\$	\$	\$	\$	\$
2022					
Deposits at call	3,469,223	34,692	(34,692)	34,692	(34,692)
Total	3,469,223	34,692	(34,692)	34,692	(34,692)
2021					
Deposits at call	3,453,499	34,535	(34,535)	34,535	(34,535)
Total	3,453,499	34,535	(34,535)	34,535	(34,535)

(b) Fair value

The fair value of trade and other receivables and payables is assumed to approximate the value of the original transaction, less any allowance for impairment.

26 Commitments for expenditure

Contractual commitments

Contractual commitments at end of financial year but not recognised in the financial statements are as follows:

	2022 \$	2021 \$
Umagico Supermarket management		
Within one year	169,789	160,042
One to five years	355,011	640,000
	<u>524,799</u>	<u>800,042</u>
Hunter Premium Insurance		
Within one year	37,599	26,840
	<u>37,599</u>	<u>26,840</u>
Computer maintenance within one year	144,982	144,982
Management and Maintenance of Water Treatment Plant	-	426,938
Capital commitments	2,099,386	1,219,991
Total commitments for expenditure	<u>2,806,766</u>	<u>2,618,793</u>

Northern Peninsula Area Regional Council
Financial statements
For the year ended 30 June 2022

Management Certificate
For the year ended 30 June 2022

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

In accordance with section 212(5) of the Regulation we certify that:

- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.



Mayor
Robert Poi Poi

Date: 17 / 5 / 24



Chief Executive Officer
Kate Gallaway

Date: 17 / 5 / 24

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Northern Peninsula Area Regional Council

Report on the Audit of the Financial Report

Opinion

I have audited the financial report of the Northern Peninsula Area Regional Council (the Council).

In my opinion, the financial report:

- a) gives a true and fair view of the council's financial position as at 30 June 2022, and of its financial performance and cash flows for the year then ended
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2022, the Statement of Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year then ended, notes to the financial statements including significant accounting policies and other explanatory information, and the certificate given by the Mayor and Chief Executive Officer.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in the Northern Peninsula Area Regional Council's annual report for the year ended 30 June 2022 was the current year financial sustainability statement and long-term financial sustainability statement.

The councillors are responsible for the other information.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have formed a separate opinion on the current year financial sustainability statement.

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

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

Responsibilities of the councillors for the financial report

The councillors are responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards, and for such internal control as the councillors determine are necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The councillors are also responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations of the council.

Auditor's responsibilities for the audit of the financial report

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

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

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

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

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on other legal and regulatory requirements

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2022:

- a) I received all the information and explanations I required.
- b) I consider that, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

Prescribed requirements scope

The prescribed requirements for the establishment and keeping of accounts are contained in the *Local Government Act 2009*, any other Act and the Local Government Regulation 2012. The applicable requirements include those for keeping financial records that correctly record and explain the council's transactions and account balances to enable the preparation of a true and fair financial report.



20 May 2024

Sri Narasimhan
as delegate of the Auditor-General

Queensland Audit Office
Brisbane

**Northern Peninsula Area Regional Council
Current-year Financial
For the year ended 30**

Measures of Financial Sustainability

	How the measure is calculated	Actual Council	Target
The Council's performance at 30 June 2022 against key financial ratios and targets:			
Operating surplus ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-26%	Between 0% and 10%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	22%	greater than 90%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items)	-8%	not greater than 60%

Note 1 - Basis of Preparation

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the Financial Management (Sustainability) Guideline 2013. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2022.

**Certificate of Accuracy
For the year ended 30 June 2022**

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.



Mayor
Robert Pol Poi

Date: 17 / 5 / 24



Chief Executive Officer
Kate Gallaway

Date: 17 / 5 / 24

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Northern Peninsula Area Regional Council

Report on the Current-Year Financial Sustainability Statement

Opinion

I have audited the accompanying current year financial sustainability statement of the Northern Peninsula Area Regional Council for the year ended 30 June 2022, comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with s.212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current year financial sustainability statement of the Northern Peninsula Area Regional Council for the year ended 30 June 2022 has been accurately calculated.

Basis of opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2013 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Other Information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in the Northern Peninsula Area Regional Council's annual report for the year ended 30 June 2022 was the general purpose financial statements and long-term financial sustainability statement.

The councillors are responsible for the other information.

My opinion on the current year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have formed a separate opinion on the general purpose financial report.

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

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

Responsibilities of the councillors for the current year financial sustainability statement

The councillors are responsible for the preparation and fair presentation of the current year financial sustainability statement in accordance with the Local Government Regulation 2012. The councillors responsibility also includes such internal control as the councillors determine is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit of the current year financial sustainability statement

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

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

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

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of material accounting policy information used and the reasonableness of accounting estimates and related disclosures made by the council.
- Evaluate the overall presentation, structure and content of the statement, including the disclosures, and whether the statement represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



20 May 2024

Sri Narasimhan
as delegate of the Auditor-General

Queensland Audit Office
Brisbane

**Northern Peninsula Area Regional Council
Long-Term Financial Sustainability Statement
For the year ended 30 June 2022**

**Measures of Financial
Sustainability**

Measures of Financial Sustainability	Measure	Target	Projected for the years ended									
			Actuals at 30 June 2022	30 June 2023	30 June 2024	30 June 2025	30 June 2026	30 June 2027	30 June 2028	31 June 2029	31 June 2030	31 June 2031
Operating surplus ratio	Net result divided by total revenue	Between 0% and 10%	-26%	-14%	-3%	-3%	3%	5%	11%	11%	11%	11%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	greater than 90%	22%	75%	75%	70%	85%	85%	85%	85%	85%	85%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue	not greater than 60%	-8%	-17%	-19%	-17%	-17%	-17%	-17%	-17%	-17%	-17%

Northern Peninsula Area Regional Council's Financial Management Strategy

Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs.

Certificate of Accuracy

For the long-term financial sustainability statement prepared as at 30 June 2022

This long-term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.



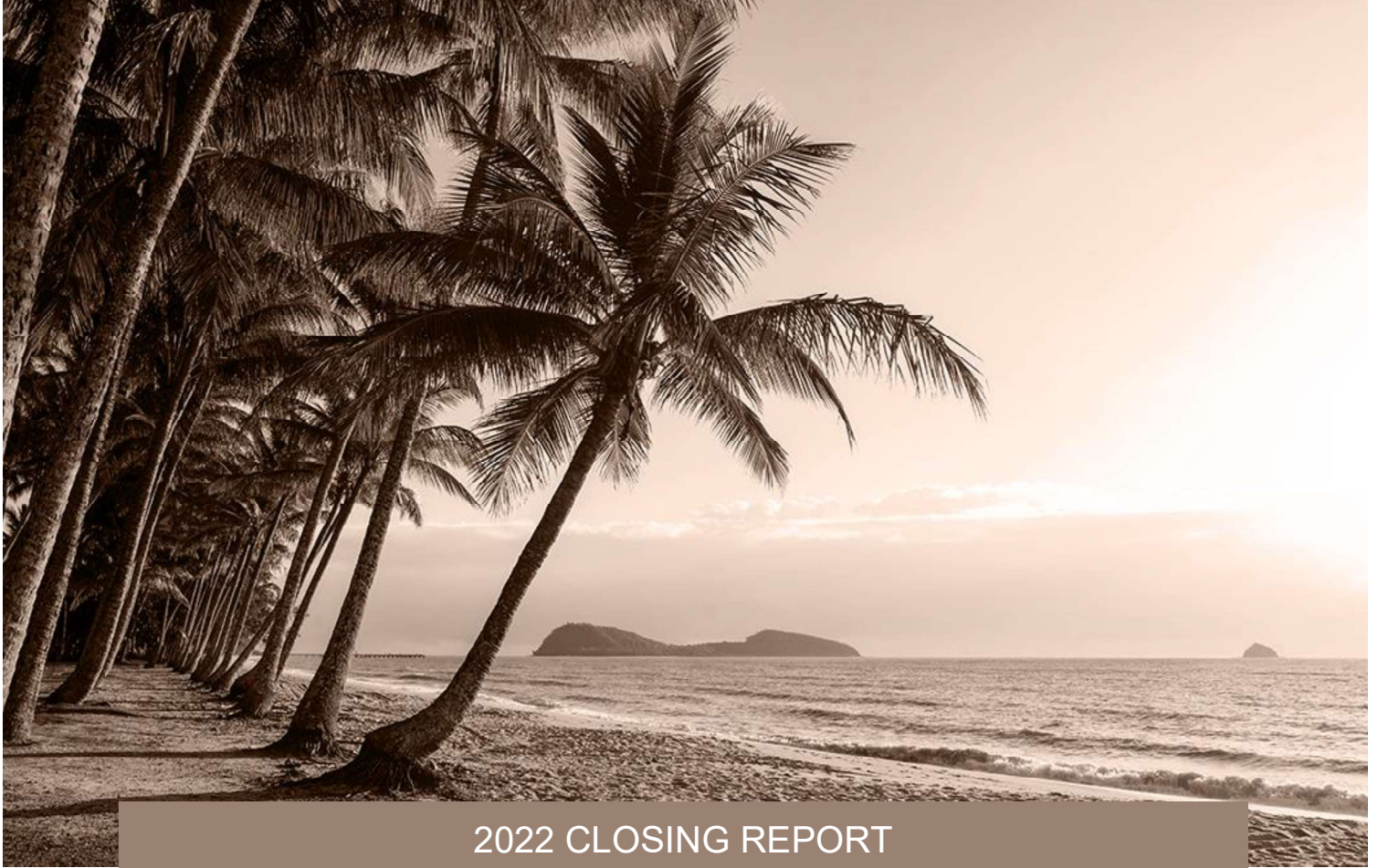
Mayor
Robert Poi Poi

Date: 17/5/24



Acting Chief Executive Officer
Kate Gallaway

Date: 17/5/24



2022 CLOSING REPORT

Northern Peninsula Area Regional Council

9 May 2024

Your ref:
Our ref: 2022-4144
Sri Narasimhan 07 3149 6208

9 May 2024

Ms K Gallaway
Chief Executive Officer
Northern Peninsula Area Regional Council
PO Box 200
BAMAGA QLD 4876

Dear Ms Gallaway

2022 Closing report

We present to you our closing report for the Northern Peninsula Area Regional Council (NPARC) for the financial year ended 30 June 2022. It includes the results of our audit, identified audit misstatements, and other matters.

Our audit was conducted in accordance with our external audit plan issued on 14 June 2022. We confirm that up to the date of this report, we have maintained our independence obligations in relation to our conduct of this audit.

Under the Australian Auditing Standards, we are required to communicate to you any significant deficiencies in your control environment identified from our audit process. Our audit has identified a few significant deficiencies that are explained in detail in section 3 of this report. None of these significant deficiencies have impacted audit opinion. Based on that we expect to issue an unmodified audit opinion.

QAO is keen to hear your views about the audit services we provide and will seek your feedback via an online survey. This survey will help us understand what is working well and where there are opportunities for us to improve our engagement with you.

Thank you for your time this year, it has been a pleasure to work with you. If you have any questions or would like to discuss this report, please contact me on 07 3149 6208.

Yours sincerely



Sri Narasimhan, Senior Director
Engagement Leader

Enc.

cc. Cr R Poi Poi, Mayor

1. Summary

This closing report summarises the results of our audit of NPARC's financial statements for the year ended 30 June 2022, including how we responded to significant financial reporting risks.

Our final audit opinion is subject to completion of the financial statement audit process. We have included the key outstanding matters to be finalised below.

Expected opinion

We expect to issue an unmodified opinion on the financial statements.

Control environment

Based on the number significant deficiencies identified and those that were unresolved from the prior years, we have assessed that your internal control environment does not support an audit strategy that can rely upon these controls.

This meant that additional substantive testing had to be performed over the transactions and balances to obtain material comfort over the financial statements.

Please refer to section 4 *Audit issues* for more information.

Materiality \$489,800

Increase of \$73,391 to planning materiality.

Estimated final fees

\$397,000 — Includes travel costs of \$89,000

Our estimated final fees have increased since the time of issuing our external audit plan due to delays in the provision of supporting documents and multiple versions of the draft financial statements.

Refer to [section 8](#) of this report for details.

Outstanding matters

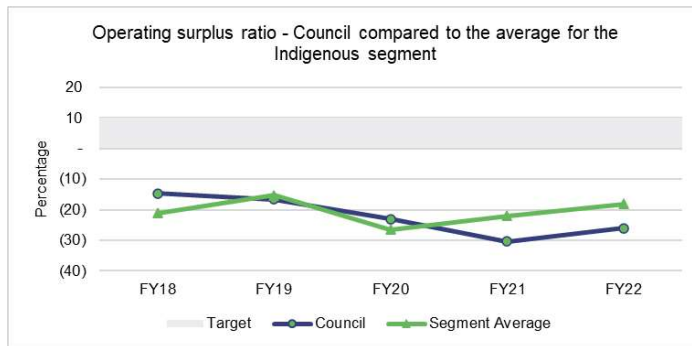
Item	Responsibility
Final financial statements with adjustments provided as part of the final audit	Management
Financial statements review – quality check over final version	Audit
Subsequent events update – review of transactions and events to date of signing	Management and Audit
Management representation letter – to be signed with the financial statements	Management
Financial report certification – signing of the financial statements by management following adoption by the Audit Committee	Management and Audit

2. Financial sustainability assessment

Below we detail our assessment of your financial sustainability, based on the 3 ratios that councils are required to report under the local government regulations. Our assessment of your council's overall financial sustainability risk is **high**.

Refer to section 9 *Assessment of financial sustainability* for guidance on how we calculate these ratios and our financial sustainability risk rating definitions.

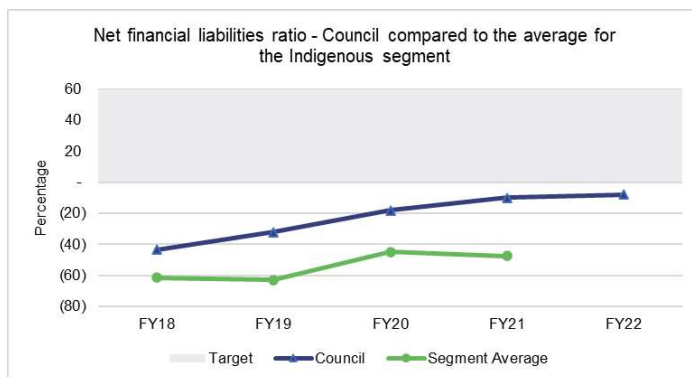
Operating surplus ratio



NPARC's 5-year average operating ratio is -22.13 per cent. This is outside the target range, reflecting Council's ongoing loss-making position.

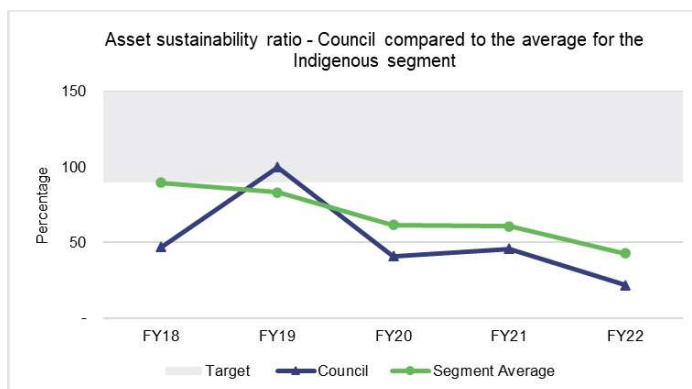
Please note that in these graphs, we have adjusted the 2020-21 ratios to reflect the new corrected figures.

Net financial liabilities ratio



NPARC's net financial liabilities ratio as at 30 June 2022 is -22.26 per cent. This is within the target range. This is a result of the lack of borrowings on Council's balance sheet.

Asset sustainability ratio



NPARC's average asset sustainability ratio is 51.16 per cent. This is outside the target range. It means that Council is not investing enough in renewals of existing assets to offset the impacts of depreciation on the asset base. This means that assets may be at risk of reaching end-of-life without any replacement ready.

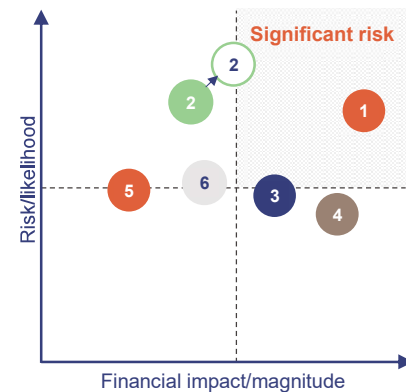
3. Audit conclusions

Areas of audit focus

Our external audit plan identified items that present the greatest risk of material error to the financial statements.

This chart displays the inherent risk for the identified areas of audit focus.

Our overall conclusions on these areas of audit focus are outlined in the table below.



Risk	Description of risk	Audit conclusion
1	Valuation of property, plant and equipment <ul style="list-style-type: none"> Valuation involves significant estimates and judgements. There is no market-based evidence of fair value due to the specialist nature of the assets (comparable items are rarely sold). Infrastructure assets generally have long lives which require significant estimation. Assets have been impacted by significant natural events, and unit cost increases impacting the market. 	Testing performed We have performed procedures over the indexation of property, plant and equipment at 30 June 2022 through: <ul style="list-style-type: none"> reviewing the work of management's expert, including assessing their objectivity, competency and qualifications assessing the methodology used with reference to common industry practices and the Australian Accounting Standards reviewing indices applied against available data sources and benchmarks Results and conclusion Based on the results of the procedures performed, we have obtained sufficient appropriate evidence that the balance is not materially misstated.
2	Quality of financial reporting processes Historically we have found with respect to the quality of financial information provided: <ul style="list-style-type: none"> there was a lack of quality assurance undertaken over the information provided to audit numerous errors identified in the general ledger that required amendments supporting documentation provided did not agree to the financial statements significant changes to the draft financial statements movement of senior personnel has a detrimental impact upon NPARC corporate knowledge and supply of deliverables. 	Testing performed We reviewed: <ul style="list-style-type: none"> accounting position papers prepared by management and their consultants, and provided feedback to resolve accounting issues significant transactions and agreed with management upon final accounting treatments required the financial statements to ensure that they materially comply with the requirements of the Australian Accounting Standards Results and conclusion On our external audit plan, we had stated we would review the pro forma financial statements. However, the pro forma financial statements were provided to us late and had not been reviewed by the Finance Manager.

Risk	Description of risk	Audit conclusion
		<ul style="list-style-type: none"> • We noted several prima facie issues with the quality of those pro forma financial statements and asked the Finance Manager to perform a quality review of them before re-submitting them to us. However, we did not receive another version until our year-end audit. • For our review of the year-end financial statements, we have continued to note a large number of financial statement draft versions being provided to us over the course of the audit. Each version has had a large number of errors, misstatements and adjustments required, and many of the early versions were noticeably incomplete. • We conclude that financial reporting processes still require significant improvement — this has remained the case for a number of years. We have raised a significant deficiency over this in section 4 of this report.
3	<p>Completeness, occurrence, and accuracy of enterprise revenue and valuation of receivables</p> <ul style="list-style-type: none"> • Multiple enterprises across council. • Risk of error increases associated with the differing collection techniques across council enterprises and locations. • Prior year issues have been raised regarding weaknesses in revenues, collection, banking processes and outstanding debtors. • History of difficulty in collectability of debts. 	<p>Testing performed</p> <p>We have:</p> <ul style="list-style-type: none"> • assessed internal control processes over enterprise revenues and their associated expenses • substantively tested revenues and associated expenses across all enterprises • traced material receivables to actual cash received • tested the cut-off of enterprise revenue transactions • assessed the appropriateness of the allowance for expected credit losses on receivables • performed substantive analytical procedures over enterprise revenue and other elements of revenue <p>Results and conclusion</p> <p>Based on the results of the procedures performed, we obtained sufficient appropriate evidence to obtain reasonable assurance to conclude that the final adjusted balances and disclosures made within the financial report are appropriately disclosed and are not materially misstated.</p> <p>However, we noted that internal sales, cut-off and the appropriate recording of revenues continue to remain an issue, as has been the case in previous years. In 2022 we also noted the loss from fraud at the Injinoo Service Station which was enabled by ineffective internal controls over cash collections.</p> <p>We have raised a significant deficiency over this in section 4 of this report.</p>
4	<p>Revenue recognition</p> <ul style="list-style-type: none"> • Council receives a significant number of grants. • These grants have several conditions attached and are complex to account for under AASB 15 and AASB 1058. 	<p>Testing performed</p> <p>We have:</p> <ul style="list-style-type: none"> • assessed the revenue recognition of grants revenue through review of grant agreements and Council's workpapers • assessed the opening prior period adjustments to contract balances • reviewed the contract balances at 30 June 2022 for accuracy and completeness

Risk	Description of risk	Audit conclusion
		<p>Results and conclusion</p> <p>Based on the results of the procedures performed, we obtained sufficient appropriate evidence to obtain reasonable assurance to conclude that the balances and disclosures made within the financial report, including the prior period adjustment, are appropriately disclosed and are not materially misstated.</p> <p>However, we noted that a complete grants register and the appropriate accounting for revenue recognition from grants was not performed until very late in the audit.</p> <p>We have raised a significant deficiency over this in section 4 of this report.</p>
<p>5</p>	<p>Completeness and accuracy of payroll and staff recruitment</p> <ul style="list-style-type: none"> • A high degree of staff rotation has occurred recently. • Appointment processes may not be as per approved council policies or applied transparently to ensure that appropriate candidates are appointed without bias or conflict of interest. 	<p>Testing performed</p> <p>We have performed testing of a sample of new commencing employees and employee terminations during the period.</p> <p>We also reviewed a sample of changes to the employee masterfile (standing data in the PCS payroll module) relating to changes in remuneration and bank accounts.</p> <p>Results and conclusion</p> <p>Based on the results of the procedures performed, we obtained sufficient appropriate evidence to conclude that new commencements and masterfile changes were appropriately recorded. However, we identified that some termination documents for key management personnel were missing, meaning those termination payments are unsupported.</p> <p>We have raised a significant deficiency over this in section 4 of this report.</p>
<p>6</p>	<p>Probity of procurement practices</p> <ul style="list-style-type: none"> • Council undergoes a range of procurement activities in a limited market. • Council is required to obtain value for money while maintaining transparency in decision making of supplier selection. • Poor procurement practices and record keeping of rationale for decisions made has been previously raised to management. 	<p>Testing performed</p> <p>We have reviewed a sample of procurement contracts to assess the probity, propriety and compliance with Council's procurement policy in the process of awarding them. In doing this, we have also considered the alignment of Council's procurement policy with the requirements of the Local Government Regulation 2012.</p> <p>Results and conclusion</p> <p>Based on the results of the procedures performed, we have raised a significant deficiency in section 4 regarding the procurement process followed for various contracts awarded. As part of this, we've noted that the Council's procurement policy has aspects which are not compliant with the Local Government Regulation 2012 – particularly regarding the method of advertising tender opportunities.</p>

Other audit opinions

Roads to Recovery

We have issued an unmodified opinion on the 2022 Roads to Recovery Chief Executive Officer's financial statement.

We are yet to receive the draft 2023 Chief Executive Officer's financial statement and supporting documentation. If received, we will perform this body of work after certification of the 2022 general purpose financial statements.

Local Roads and Community Infrastructure Program

We issued an unmodified opinion on the 2020-21 Chief Executive Officer's Financial Statement for the Local Roads and Community Infrastructure Program on 23 March 2022.

We have finished our testing for 2021-22 but we are awaiting the receipt of an updated Chief Executive Officer's Financial Statement before we can issue our opinion.

We are yet to receive any materials from Council relating to the 2022-23 engagement.

Materiality

We reassessed our audit materiality thresholds based on your year-end financial statement balances, and these have changed since we communicated them in the external audit plan. We used these thresholds in finalising our audit and assessing misstatements.

Overall materiality	\$489,800 (per external audit plan \$416,409)
Performance materiality	\$367,350 (per external audit plan \$312,306)
Clearly trivial threshold	\$24,490 (per external audit plan \$20,820)
Specific – valuation of property, plant and equipment	\$10,087,733 (per external audit plan \$10,087,733)

Evaluation of misstatements

Due to the number of versions of the financial statements which have been provided to us over the course of the audit, it is not practicable to quantify all misstatements which were corrected prior to the version dated 7 February 2024. However, we would like to draw attention to management's correction of various prior period errors, which had a net effect of increasing the opening retained surplus by \$5.8 million.

After the version dated 7 February 2024, further misstatements were corrected, with a net effect of increasing liabilities by \$761 thousand, increasing assets by \$384 thousand and decreasing the net operating result by \$377 thousand.

There are misstatements of \$113 thousand that remain uncorrected by management. If corrected, these would result in an increase in net assets and an increase in the operating result.

Details of these corrected and uncorrected misstatements are included in section 7 *Misstatements*.

Evaluation of disclosure misstatements

We have been provided with numerous versions of the financial statements. In most versions, especially the early versions, we had noted numerous pervasive issues with the quality of the disclosures. Due to this, it is not practicable to list all corrected disclosure misstatements.

The existing uncorrected disclosure misstatements have been assessed as immaterial by management. We concur with that assessment.

Details of these corrected and uncorrected disclosure misstatements are included in section 7 *Misstatements*.

4. Audit issues

Issues identified in our final audit

The following section details control deficiencies and other matters identified as at since our last interim report issued 1 August 2024. It includes a response from management.

Our ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



S Significant Deficiency

22-CR-01 Quality of financial reporting requires significant improvement

Observation

Council's financial statements for the year 30 June 2022 has been significantly delayed due to lack of quality financial reporting process.

The audit for the 30 June 2022 commenced in May 2022 to complete the interim audit where transactions are tested for the period up to 30 April 2022. The interim audit was not satisfactorily complete as there were several items on the audit request list that was not provided to the auditors.

The final audit phase that was planned in September 2022 had more than 80% of the audit information not provided. Since then, the auditors have made three additional visits to complete the audit of the financial statements for the year ended 30 June 2022.

This as resulted in a significant increase in the audit costs for the council. This is further explained in section 8 Audit fees.

The root cause for these delays were due to the lack of able finance staff that were able to collate the audit information and prepare a set of financial statements.

In all, there were 11 sets of financial statements that were provided between September 2022 (the first final audit visit when historically council's financial statements were finalised) to April 2024 (the last final audit visit).

The issues we identified with council's financial statements were:

- a. Incorrect capitalisation of amounts received from QBuild to construct 10 ten 2-bedroom house extensions on houses that NPARC does not control (covered by the 40 year lease arrangement). The total value of the project was \$2.08m.
- b. Council had not undertaken a review of the closing capital works in progress balance (CWIP) for the year ended 30 June 2022 until almost a year after the reporting date. This meant that monthly financial report tabled in council meeting for the 2022 financial year were incorrect in respect of the following:
 - council's depreciation charge was incorrect as these assets may have been completed earlier in the year but were not capitalised.
 - Revenue from capital grants that are associated with the project completion were not correctly reported as these assets were shown as being classified as work in progress.
 - Council's cash balance were inflated by the amount of capital grants (as these were not recognised correctly as mentioned above).
- c. The register of related parties used to prepare the related parties disclosure has not been updated. We found that two related parties disclosed in the 2022 key management personnel (KMP) declarations had not been reflected in the register, and as a consequence, were not included in the disclosure.
- d. NDRRA works amounting to \$1.3m that relates to repairs to existing assets were capitalised, but the related value of the assets were not written off in the financial records, meaning the asset values were overstated.

- e. Sales between council's own enterprises were not eliminated meaning that \$1.03m of revenue and expenditure if council were overstated in the financials. In addition to that, we also identified \$143K of amount in suspense accounts (amounts that were not identified and parked away as unknown funds) that were double counted as internal sales and had to reversed out.
- f. Council does not have a process where manual journals are not adequately supported. Manual journals are those transactions that are not backed by an invoice but are used to make adjustment to financial statements. These journals pose a significant risk of a financial statements to be materially misstated, accidentally or intentionally. Our review has identified that 15 of the 31 tested manual journal entries did not have suitable documentation attached to support the purpose, nature and amounts of the journal. Furthermore, 16 of the 31 tested journals do not have evidence of review or approval by an independent officer.
- g. Council does not have complete control over the amount it owes its vendors. We identified that:
 - two invoices that were recorded as unpaid in the system. However, the invoices had already been paid on 4 May 2022. The total of these invoices is \$575.80.
 - lack of clarity as to whether an amounts owing of \$111,370.62 (one out of eight balances tested) has been paid or not. These amounts have been outstanding since financial year 2015

Implication

Absence of a strong controls around general ledger maintenance results in inaccurate monthly financial information being presented to council. Inaccurate reporting hinders the council's ability with decision making and allocation of resources.

In addition to the above, strong month end process and good controls over general ledger would also assist council is being prepared for year end reporting with minimal need to revisit transactions and balances from the previous months.

QAO recommendation

We recommend council to strengthen is internal controls around monthly financial reporting by undertaking a periodic review of its general ledger and implementing a robust month end processing.

Management response

- A significant influencing factor was the restating of material errors within the 2020-21 financials that had been through audit. New Management identified significant matters relating to PPE, provisions, revenue and expenditure that impacted opening balances for the 2021-22 audit.
- Issues relating to the debtor equalling \$111k related to a governance issue with the vendor and poor communication with Council regarding the governance changes the entity were undertaking and incorrect raising of invoices on their behalf. Council has support this entity and resolved this issue.
- Council has implemented a process to ensure approval of manual journals by an independent officer.

Responsible officer: Finance Manager, Executive Manager Corporate and Finance Services

Status: Work in progress

Action date: 30 June 2025

S Significant Deficiency

22-CR-02 Tenders and procurement process

Observation

Based on the Council's procurement policy, section 5.1 Evaluation of Tenders, "The Purchasing process in addition to the purchasing decision must be fully documented, including the reason for disqualifying any bids".

We tested a sample of six procurement contracts and noted the following:

- for all six of the samples, council was unable to provide conflict of interest declarations from panel members involved in the evaluation and assessment of the tenders. This finding relates to those who evaluate and assess tenders for Council and does not relate to Councillors or decision-making within Council meetings.

Management informed us that obtaining conflict of interest declarations from panel members is not part of their process or policy.

Whilst this is not an explicit requirement of the Local Government Regulations 2012, obtaining conflict of interest declarations from those staff who assess and evaluate tenders is important for ensuring the integrity of the procurement process and avoiding the perception of bias or favouritism.

As guidance, the document *Probity and integrity in procurement* published by the State Government covers this topic and recommends obtaining conflict of interest declarations from anyone involved in significant tender activities.

- council was unable to provide a copy of the contract for five samples.

To ensure transparency and fairness, the Local Government Regulation 2012 requires that all tenders are advertised on the Council website for a minimum of 21 days. We note that Council's procurement policy does not list this as a requirement. Council's policy only requires tenders need to be advertised in the local newspaper for at least 21 days. For two of the six contracts tested, the tender was advertised in the Cape York weekly and Cairns Port papers for 16 days only. This is non-compliant with the regulation and council's internal policy.

We also note that council did not use an open tender process for the DFRA works awarded in late 2022, and instead invited preferred local tenderers. The tender documentation is insufficient as it does not list which suppliers were invited and does not cite one of the valid exemptions from open tendering available under the Local Government Regulation 2012. Council had intended these invited tenderers to be pre-qualified suppliers, however, from discussions with the CEO and the Finance Manager, we note that NPARC did not maintain a 'Register of pre-qualified suppliers' or an 'approved contractor list' during financial year 2021-22. Council's previous register of pre-qualified suppliers expired on 31 April 2021 and was not updated until August 2023.

Implication

Non-compliance with procurement policy and legislation:

Failing to comply with the procurement policy and Local Government Regulation 2012:

- increases the risk that value for money will not be achieved and potential conflicts of interest will not be well managed
- restricts the council's ability to demonstrate procedural fairness and compliance with the *LG Regulation 2012* and internal procurement policies and procedures.
- exposes the council to both financial and reputational risks
- limits the transparency of procurement processes

Absence of conflict of interest declarations:

The lack of conflict of interest declarations from tender evaluation panel members means that there could be a perceived or actual conflict of interest between these members and the suppliers that goes undetected by Council.

Risk of not maintaining appropriate documentation:

In the absence of signed contracts council will not be able to manage its contract management process appropriately, including holding the supplier accountable for their non-performance of their obligations.

Risk of not maintaining an approved list of vendors:

The lack of a well-maintained approved contractors list or register of pre-qualified suppliers increases the risk that Council may be transacting with unapproved vendors. This increases the of council not being able to demonstrate value-for-money from its procurement activities. It may also increase administration time required to manage multiple suppliers and result in increased costs due to the council not leveraging its bulk purchasing power for better pricing.

QAO recommendation

Non-compliance with procurement policy and legislation:

We recommend that Council update their procurement policy/procedures to ensure they comply with the Local Government Regulation 2012 with regard to the advertisement of tender opportunities. Council's policy requires advertisement in a newspaper, whereas section 228 of the Local Government Regulation 2012 mandates publishing on Council's website.

Absence of conflict of interest declarations:

We recommend that Council ensure that a conflict of interest declaration is signed by all staff and contractors involved in the tender evaluation process, and include this requirement in the procurement policy.

Risk of not maintaining appropriate documentation:

We recommend that Council implement procedures and processes to ensure adequate documentation is retained to support the approval and conditions of appointment for all procured goods and services.

Risk of not maintaining an approved list of vendors:

We recommend that Council maintain a register of pre-qualified suppliers and an approved contractors list, review the registers periodically, and communicate them to all staff involved in the purchasing process.

Management response

- Council will review the Procurement Policy to consider the inclusion of conflict of interest declaration giving regard to the unique environment it operates within; and the procurement policy of Council
- All works are issued with a purchase order prior to commencement of works
- Council has recently updated and maintains a pre-qualified supplier list
- Council has recently invested in having Level I and Level II procurement training delivered to supervisors and managers to build the capacity of local community in the State Procurement Policy

Responsible officer: Executive Manager Operations and Executive Manager Finance and Corporate Services

Status: Work in progress

Action date: 30 June 2024

S Significant Deficiency

22-CR-03 Long outstanding receivables are not being collected**Observation**

We have noted that Council has material long outstanding receivables for which an impairment for expected credit loss (assumed not collectible and hence debt is forgiven) has been recognised. Many of these receivables are with government entities. By recognising these impairments for expected credit losses, Council is inherently making the assertion that these long outstanding receivables are unlikely to be collected.

Risk of collectability of debts from government entities is generally so low that no impairment for expected credit losses needs to be recognised. Additionally, the impaired long outstanding receivables for non-government entities is a sizeable amount. Refer table below for the quantum of long standing debts and the amounts impaired as credit loss.

Category	Gross balance over 90 days outstanding	Amount impaired as an expected credit loss	Percent impairment
Government debtors	\$387,311	\$184,350	47.6%
Non-Government debtors	\$3,516,083	\$3,236,774	92.1%

This indicates that either:

- insufficient effort is being made to collect monies owed to Council; or
- Council has previously issued incorrect or invalid invoices to counterparties who dispute the debts.

Implication

Council's financial sustainability is impacted through the non-collection of money owed to it. This deprives council of cash which could be used to deliver services and infrastructure to the community. It also increases council's reliance on grant funding.

QAO recommendation

We recommend that:

- Council develop and adopt a policy for recovery of overdue debts owed to it.
- Strengthen its debt collection approach so every debt that council is owed to is collected.
- Consider engaging services of the debt collection entities to assist with these debt collection.

Management response

- A significant portion of these debts relate to poor invoice management processes by previous Management
- Council has worked with outstanding debts on an individual basis to resolve these legacy issues, grant concessions through resolution where appropriate and enter into payment plans for all historical debts
- Council is conscious of the large role it plays in the local economy and ensuring it has socially responsible debt collection processes that do not have an inadvertent impact on the capacity of local Aboriginal and Torres Strait Islander persons and businesses
- Debt recovery and court action has been taken when appropriate

Responsible officer: Executive Manager Corporate and Finance Services

Status: Work in progress

Action date: Not specified

S Significant Deficiency

22-CR-04 Lack of support to substantiate termination payments for former members of executive leadership team

Observation

During the year, 5 executive leadership team members resigned from their position at council. This included the Chief Executive Officer. Council was unable to provide sufficient documentation on how these termination benefits were calculated. Of these, we could not obtain supporting documents to substantiate a payment in lieu of notice amounting to \$7,000.

Implication

Council is unable to substantiate the completeness and accuracy of the amounts disclosed in its financial statements.

There is a reputational risk to Council arising from this as there could be a perception that these former executives could have been paid over and above what they are entitled to under their employment terms.

QAO recommendation

Council should enhance its record-keeping practices for payroll to ensure that all workpapers, forms, checklists, deeds, and other supporting documents are kept on file to support termination payments.

Management response

- Previous management policy provided approval to proceed with termination via email. Payroll staff have subsequently printed this approval to file with relevant processes
- Moving forward, payroll staff will ensure a hardcopy of the documents within payroll records

Responsible officer: Executive Manager – Finance and Corporate Services

Status: Resolved pending QAO verification

Action date: 30 June 2024

S Significant Deficiency

22 CR-05 Grants register was not complete and not updated

Observation

Council is heavily reliant on grant funding, so much so that their average grants (operating and capital grants) amount to **52% of its total revenue**. The nature, timing and amounts of revenue to be recognised from grants are complex under the Australian Accounting Standards.

During our interim visit in June 2022, we found that the grants register provided to us at the time was outdated and could not be agreed to the trial balance. An updated register for the 2022 financial year was provided to us for our next visit in September 2022.

Implication

In the absence of an up-to-date grant register, there is a significant risk that grants revenue may be incorrectly or incompletely recorded, or grants may go unacquitted. There is also a risk that the unrestricted cash position reported to council in the monthly financial reports may be incorrect.

QAO recommendation

We recommend that NPARC review all grants funding agreements, and update the existing register to include all grants, with all necessary details including:

- the funding amount,
- funds received,
- revenue recognised,
- expenditure against the grant,
- acquittal status,
- project completion status, and
- contract assets and liabilities recognised

Management response

- This information is inaccurate. The Grants Register was updated in May 2022 following appointment of a new Grants Officer. Between this register and the register maintained by finance, the necessary details are captured.
- Finance Manager has continued to maintain a grants register to capture contract liabilities and impacts on unrestricted cash, which is reported on a monthly basis
- Grants Management and Finance are currently working to combine the two spreadsheets into a single point of truth and capture the information required by both parties

Responsible officer: Executive Manager Finance and Corporate Services

Status: Resolved pending QAO verification

Action date: Not specified

S Significant Deficiency

22 CR-06 Loss from fraud not reported as required under the legislation (Injinoo Service Station Fraud)

Observation

From our testing, we identified cash variances totalling \$6,360 daily banking summaries at the Injinoo Service Station. Discussion with management revealed that this is likely linked to a single employee who has since been terminated.

As part of our testing over enterprise revenues we reviewed daily summary sheets, detailing total sales taken and corresponding banking deposit slips which disclosed a pattern of repeated losses for March 2022 totalling \$2,183. As a result, we reviewed all daily summary sheets and deposits and cash sales reports from July 2021 to March 2022 to identify the total losses to date from the Injinoo Service Station.

We understand from our discussion with the Finance Debtors Officer that they first reported their concerns to the acting Executive Manager Enterprises on 8th October 2021 that there is a pattern of losses for the Injinoo Service Station. We however understand that this was not reported to council by the acting Executive Manager Enterprises until 13 June 2022.

As a result, Council has lost cash assets through fraudulent actions by employees which was enabled by poor cash handling controls.

This meets criteria for a material and reportable loss under section 307A of the Local Government Regulation 2012. This section requires the CEO to report the loss to various parties, including the Minister, the Auditor-General (this can be done through [our website](#)), the police, and the Crime and Corruption Commission. At the date of this report, we understand that Council has not yet formally reported this fraud.

This also means that cash management and monitoring controls were not operating at council as intended nor in a timely manner to detect or prevent loss of Council cash assets.

Implication

Council has not complied with the requirements of section 307A of the Local Government Act 2012. If cash management and monitoring controls are not strengthened, council is likely to experience more financial loss.

QAO recommendation

We recommend that Council:

- strengthen cash handling operations – we have previously reported significant deficiencies in controls over revenue from cash sales which provide guidance in this.
- report the loss to the appropriate parties in accordance with section 307A of the Local Government Regulation 2012, including with details on actions taken in response to the loss, and

Management response

- This alleged incident occurred under old management. On notification, new management attempted to source the information to validate the claims of the incident and supporting documentation to allow a report to the relevant agencies. To date, there has been evidence to substantiate the link between cash variances and the actions of council staff members

Responsible officer: N/A

Status: Work in progress

S Significant Deficiency

22 CR-07 No evidence of review of bank reconciliations and discrepancy on bank reconciliation noted

Observation

We noted that eight bank reconciliations (relating to the QTC accounts and the CBA DHPC account) in our review of three months of reconciliations were not signed as reviewed by an independent officer. One reconciliation was also missing a the signature of the preparer.

We also noted that the bank reconciliation for the CBA general fund as at 31 March 2022 had a variance of \$66,119.04 between the closing balance in the reconciliation and general ledger amount. The variance was caused by the reconciliation being done on the 1st of April and the general ledger not updated until the 6th of April. Subsequent transactions have been posted to March given the imbalance.

As at 30 June 2022, the community housing funding account reconciliation did not have an independent reviewer, but all reconciling items have been cleared post 30 June within a reasonable timeframe.

Finally, we note that monthly bank reconciliations were not undertaken for the "Trust Account – 81906". We note that this account was not actually holding trust monies, but was actually a general Council bank account that held QBuild funding. The balance of that account was not originally recorded in the trial balance until an adjustment was processed.

Implication

Council may not be adequately preparing or reviewing their bank reconciliations, which can lead to unexplained variances accumulating. When viewed in combination with matter 22-CR-07 above, it discloses a pattern of less than adequate control over the cash handling of Council.

QAO recommendation

We recommend that Council strengthen their bank reconciliation controls by performing them in a timely manner, having it independently reviewed and resolving any reconciling items within a reasonable timeframe.

Management response

- This matter has been resolved. Bank Reconciliation is undertaken on a daily process and independently reviewed on a monthly basis

Responsible officer: Executive Manager Finance and Corporate Services

Status: Resolved pending QAO Verification

Action date: Not specified

S Significant Deficiency

22 CR-08 Corporate card reconciliation not prepared or reviewed regularly

Observation

Council's policy is that reconciliation of corporate credit card reconciliations are to be prepared monthly and reviewed by an independent officer. However, we found that:

- corporate card reconciliations have not been prepared for the months after December 2021, until at least June 2022.
- all reconciliations from July to December 2021 were prepared very late (preparation dates ranging from 14 February 2022 to 31 May 2022).
- all six of the monthly reconciliations prepared for 2021-22 did not have evidence of independent review.
- a majority of the corporate card transactions we viewed when assessing these reconciliations did not have any supporting documents attached (for example receipts or invoices).

Corporate card reconciliations and the acquittal of transactions on a timely basis is an important monitoring control to ensure that the transactions are for authorised purposes.

We also note a suspense account had been created to capture expenses from corporate cards. No supporting documents were made available for these expenses. The suspense account had a balance of \$93,390 but was later cleared down to \$8,178 at 30 June 2022.

Implication

Without regular preparation and review of corporate card reconciliations, there is a risk that the expenditure is not accounted for accurately and inappropriate usage of council funds may arise.

QAO recommendation

We recommend that the corporate card reconciliation be performed on a timely basis prior to each month end. Expenses should be acquitted against receipts/invoices held by the respective card holders and suspense accounts cleared regularly. The reconciliations should also be reviewed by an independent officer.

Management response

- This matter has been resolved. Credit Card Reconciliation is undertaken on a daily process and independently reviewed on a monthly basis

Responsible officer: Executive Manager Corporate and Finance Services

Status: Resolved pending QAO verification

Action date: Not specified

D Significant deficiency

22-CR-09 Various discrepancies identified in the processing of Purchase Orders, Goods Receipts, and Invoices

Observation

In our testing of expenses for 2021-22, we identified issues in the processing of invoices and related items such as purchase orders and goods receipts. We have identified the following breakdown in processing controls:

- 8 out of 29 samples include instances of missing evidence of goods receipt
- 9 out of 45 samples include instances of missing purchase orders where one was expected
- 4 out of 30 samples include instances of purchase orders with a lower value than the associated invoice
- Three out of eleven samples include instances of un-dated EFT authorisations
- 5 out of 34 samples include instances of Purchase Orders', Goods Receipts', and Invoices' all approved by one individual

These issues indicates that Council's controls over invoice processing are weak.

Implication

Lack of appropriate controls over invoice processing could result in unauthorised purchases, including incorrect items being procured, items being procured at incorrect rate and of incorrect quantity and without appropriate approval under the financial delegations.

QAO recommendation

We recommend that council strengthen its purchasing processes.

Management response

- Council has undertaken significant work within the area to improve practices. Council is currently transitioning to a new finance software to automate this process and improve practices

Responsible officer: Not specified

Status: Work in progress

Action date: Not specified

**Deficiency****22-CR-10 Incorrect water rate charges being used****Observation**

We identified instances where the water/property management system charge being raised is based on FY21 fees and charges schedule, as opposed to approved FY22 schedule. The difference between the two charges is \$2 per dwelling, and therefore this does not represent a material misstatement.

Implication

There is risk of missed revenue for council as the rates charged are lower than the approved schedule of fees and charges rates for FY22. However, it is also noted that any impact to the financial statements is likely to be immaterial coming from this error.

QAO recommendation

We recommend that council staff entering the rates notices into the system performs a review of rates raised prior to entering them into the system.

Management response

- This matter is resolved. Council is also transitioning to a new finance software to improve the issuing of services charges and minimise risk moving forward

Responsible officer: Not specified

Status: Resolved pending QAO verification

Action date: Not specified

**Deficiency****22-CR-11 No evidence of cash float counts at 30 June 2022****Observation**

We were unable to view any supporting evidence of cash float counts performed at 30 June 2022. Consequently, the cash float reconciliations for 30 June 2022 are incomplete. While these cash floats only hold low balances (total nominal float value is \$11,495 for 2021-22), cash at bank and on hand is inherently high-risk, and as such, should be monitored to ensure no theft or fraud has occurred.

Implication

Council may be unable to detect variances or misappropriations of the cash float money in a timely manner.

QAO recommendation

We recommend that Council perform monthly counts and reconciliations of its cash floats. The year-end count and reconciliation should be observed and reviewed by an officer independent of the counting person.

Management response

- Cash was removed from a number of enterprises and offices. Council only maintains two cash floats at the Umagico Supermarket and Injinoo Service Station
- These cash floats are counted and reconciled on a daily basis by supervisors and managers at these enterprises.

Responsible officer: Not specified

Status: Work in progress

Action date: Not specified

**Deficiency****22-CR-12 Lack of reconciliation from payroll system to general ledger****Observation**

There has been no full reconciliation of the fortnightly payroll costs as generated from the PCS system to the payroll costs recognised in the general ledger. The current process primarily only confirms debits and credits tally for the GL payroll suspense account (number 0520-5200-0000) to ensure it is in balance.

This does not provide assurance over the completeness of payroll being entirely booked to the relevant accounts in the general ledger and that it is accurately and completely recorded.

Implication

Management may be unable to demonstrate that payroll related costs recorded in the general ledger accurately reflect the costs and account allocations output by the payroll module.

QAO recommendation

NPARC should implement regular reconciliations of the payroll module to the general ledger in PCS. Such a reconciliation should be performed for at least quarterly and be independently reviewed by management.

Management response

- Payroll reconciliation was undertaken at EOFY and accurately reflect the cost and account allocations
- Council will review QAO recommendation regarding the frequency of payroll reconciliation

Responsible officer: Executive Manager Corporate and Finance Services

Status: Work in progress

Action date: Not specified

**Other matter****22-CR-13 Hospitality and entertainment expenditure outside of financial delegations****Observation**

In our review of corporate card expenses, we identified one instance of expenditure outside the delegation limit (\$500 under the policy in effect at the time) for hospitality costs without prior approval from Council. This instance occurred on the former CEO's corporate card in December 2021 where a Councillor's dinner hosted in Cairns was expensed for \$771. No evidence of prior approval by Council was available.

Implication

This is likely to be a breach of the hospitality and entertainment policy which was in effect at the time. It may also be a breach of section 196 of the Local Government Regulation 2012 which requires local governments to only spend money on entertainment and hospitality in line with their policy.

QAO recommendation

Council should instruct reviewers of corporate card reconciliations to scrutinise transactions that may relate to hospitality and entertainment for compliance with the Council's policy on these expenses.

Management response

- This was a payment made by previous CEO. The Entertainment and Hospitality Policy was reviewed to ensure it adequately reflects Council's requirements

Responsible officer: Not specified

Status: Resolved pending QAO verification

Action date: Not specified

**Other matter****22-CR-14 Lack of policy on default asset useful lives****Observation**

NPARC is not maintaining sufficient documentation to support the rationale of why certain useful lives are assigned to assets upon initial capitalisation.

A common practice is that a policy should exist where default useful lives, being the standard expectation of utilisation by an entity, is applied to asset classes and types upon initial recognition/capitalisation. NPARC does not have such a policy.

Implication

This creates a lack of clarity in the useful lives which should be assigned to newly capitalised and acquired items of property, plant and equipment. It may also result in inconsistent useful lives being applied to the same types of assets. We acknowledge however that useful lives are re-assessed by a professional valuer in the years when comprehensive valuations are performed.

QAO recommendation

We recommend that NPARC consider a policy on default asset useful lives, in consultation with its operations division and engineers. NPARC can apply these default lives when capitalising assets into the asset classes, except for unique or unusual assets which may require further input from Council engineers. In such circumstances, sufficient information should be retained for review by management, audit and valuers as needed.

Management response

- Council is currently undertaking a strategic review of all assets and will consider the creation of a policy to guide default asset useful lives

Responsible officer: Not specified

Status: Work in progress

Action date: Not specified

**Other Matter****22-CR-15 Improvements to the long service leave provision calculation****Observation**

In testing the long service leave provision at 30 June 2022, we found that NPARC:

- has carried forward the probability factors (likelihood of employees with less than 7 years of service continuing employment with NPARC until they reach the 7 years necessary for entitlement to long service leave) for multiple years without revising or reviewing them – since at least 2019-20 and most likely earlier. NPARC has not performed a recent analysis of historical employee turnover data in order to confirm that these probabilities are still applicable.
- has classified long service leave balances for employees with 7 years of service as non-current, even though employees are entitled to payment of long service leave on termination once they have reached 7 years of service. This has resulted in a scoresheet we have reported on the classification between current and non-current. Council processed an adjustment for this scoresheet.

Implication

This means that:

- the probability factors for employees reaching entitlement to long service leave may be out of date, which could cause inaccuracy in the provision estimate for employees with less than 7 years of service
- there was a misclassification (now corrected) between current and non-current long service leave

QAO recommendation

We recommend that NPARC:

- perform an analysis of historical employee turnover data to determine if the probability factors for employees reaching entitlement to long service leave are still valid or if they require modification.
- classify long service leave provision balances for employees who have reached 7 years of service as current.

Management response

- This matter has been resolved

Responsible officer: Not specified

Status: Resolved pending QAO verification

Action date: Not specified

**Other Matter****22-CR-16 Insufficient Componentisation of newly capitalised assets****Observation**

In testing the capitalisations out of capital works in progress for 2021-22, we noted that some high value assets were either not componentised or componentised incorrectly. For example, the New Mapoon multi-purpose sports hall was not componentised (valued at over \$1.5m)

Implication

Componentisation assists with assigning more granular useful lives to parts of assets that depreciate at different rates. Therefore, this means that depreciation expenses may not be accurate for those non-componentised assets.

QAO recommendation

We recommend that NPARC ensure that newly capitalised assets are componentised appropriately on the assets register.

Management response

- Componentisation was completed as part of comprehensive asset re-evaluations. Moving forward council does componentise assets where appropriate

Responsible officer: Not specified

Status: Work in progress

Action date: Not specified

5. Other required information

We are required to report certain matters to those charged with governance. The table below provides a summary of the matters we usually communicate at the end of our audit.

Matters for QAO to consider	How these were addressed
Disagreements with management	During our audit, we received full cooperation from management and had no unresolved disagreements over the application of accounting principles and the scope of our audit.
Significant difficulties	<p>We encountered significant difficulties during the audit. These were the non-provision of requested information and multiple versions of the draft financial statements provided to us which were not quality-checked by management.</p> <p>In addition to that, council's control environment has deteriorated with new audit issues identified in this closing report. This when combined with the unresolved audit issues from the prior year made the audit process very cumbersome.</p> <p>In section 8 of this report, we have explained these in detail and the impact this has had on the audit fees.</p>
Compliance with laws and regulations	We did not identify any instances of non-compliance with laws and regulations having a material effect on the financial report. However, we have noted some instances of other non-compliance which we have highlighted in our reported control deficiencies listed in the section above.
Matters significant to related parties	We did not identify any significant matters relating to related parties during the audit.
Changes to accounting policies	We confirm there were no significant changes to accounting policies during the period.
Other matters significant to the oversight of the financial reporting process	<p>Council's financial reporting process is very poor. The time it has taken council to finalise its 30 June 2022 financial statements and the number of issues identified in this report, combined with the existing unresolved issues means council's financial reporting maturity levels are very basis.</p> <p>Council also has an inactive audit committee with no external members during the 2022 financial year, meaning there is no adequate oversight over the financial reporting processes.</p>
Fraud and illegal acts	<p>We enquired of management regarding:</p> <ul style="list-style-type: none"> • knowledge of any fraud or suspected or alleged fraud affecting the entity involving management, employees who have significant roles in internal control, or others where fraud could have a material effect on the financial report • knowledge of any allegations of fraud, or suspected fraud, affecting the financial information. <p>In addition to the above enquiries, we have also undertaken certain testing that we had detailed in our external audit plan dated 14 June 2022 and we are not aware of any fraud or illegal acts during our audit except the theft of cash from the Injinoo Petrol Station detailed in the reported control deficiencies in the section above.</p>
Other information in the entity's annual report	We have not yet performed audit procedures to verify the other information in the entity's annual report as required by Australian Auditing Standard ASA 720 <i>The Auditor's Responsibilities Relating to Other Information</i> . Our review will examine whether financial and non-financial information in the annual report are inconsistent with the financial report.

6. Matters previously reported

The following table summarises control deficiencies, financial reporting issues and other matters that we previously reported in prior years.

Ref.	Rating	Issue	Status
20-CR-02	S	ICT Controls No review performed over user access/change requests and lack of access and change management policies	Work in progress Responsible officer: Executive Manager Corporate Services Revised action date: 31/12/22
21-CR-01	S	Review of payroll masterfile changes not performed	Work in progress Responsible officer: Executive Manager Corporate Services action date: 30/11/21
21-CR-02	D	Stocktakes not performed at NPARC Enterprises- Jardine Ferry Roadhouse and Injinoo Service Station	Work in progress Responsible officer: Executive Manager Corporate Services Revised action date: 30/06/2022
21-CR-03	D	Quality of minutes taken at Council meetings	Resolved Responsible officer: Chief Executive Officer
21-CR-04	D	Cut-off and accrual processes for revenue receipting	Work in progress Responsible officer: Finance Manager Action date: 30 /06/2022
21-IR-02	D	Cyber security related matters – Council does not have a framework or policy for managing cyber security risks	Work in progress Responsible officer: Executive Manager Corporate Services Revised action date: 31/12/2022
21-IR-03	D	Outdated asset management plan	Work in progress Responsible officer: Executive Manager Operations Revised action date: 31/12/2022
20-CR-07	D	Fraud and corruption policy is out of date	Work in progress Responsible officer: CEO and Executive Managers Revised action date: 31/07/22
20-CR-10	D	Anomalies relating to lease and rental activities: • Community housing register is incomplete	Work in progress Responsible officer: Manager – Property and Leasing Action date: 31/03/22
19-CR-04	D	Monthly financial reporting is ineffective	Issue abandoned – new significant deficiency raised above in this closing report (22-CR-01) Responsible officer: Finance Manager
19-CR-07	D	Deficiencies with corporate card reconciliations	Issue abandoned and new significant deficiency raised at 22 CR 08 . Responsible officer: Finance Manager
19-CR-08	D	Lack of evidence to support value for money in tenders awarded	Work in progress Responsible officer: Executive Manager Corporate Services Revised action date: 30/06/2022

Ref.	Rating	Issue	Status
QAO Letter 23/10/18		Improvements in procurement practices and Contract Register	Issue abandoned and new significant deficiency raised at 22 CR 02 and 22 CR 09 . Responsible officer: Executive Manager Corporate Services
21-CR-05		ATM reconciliation process can be improved	Work in progress Responsible officer: Executive Manager Corporate Services Revised action date: 30/06/2022
20-CR-OM1		Multiple policy documents have not been updated on NPARC's website	Work in progress - Policies are being revised progressively as time permits. Responsible officer: Executive Manager Corporate Services Revised action date: 30/06/23
20-CR-OM5		Risk management framework is out of date	Work in progress Responsible officer: Executive Manager Corporate Services Revised action date: 31/12/22
21-CR-06		Useful life reviews of fixed assets not performed * <u>Additional audit comment:</u> Annual assessment of remaining useful life / impairment of assets is required under AASB 116 and AASB 138	Resolved Responsible officer: Executive Manager Corporate Services
19-FR-01		No segmentation of road network assets	Work in progress Responsible officer: Executive Manager Operations Revised action date: 30/06/23
21-CR-07		Work-in-Progress capitalisation process requires improvement	Issue abandoned – merged into new issue raised at 22-CR-01 . Responsible officer: Finance Manager Action date: 31/06/23
20-CR-FR1		On cost rates should be reviewed	Work in progress Responsible officer: Executive Manager Corporate Services Revised action date: 30/06/23

7. Misstatements

Summary of corrected misstatements

Due to the number of versions of the financial statements which have been provided to us over the course of the audit, it is not practicable to present a full list of all misstatements which were corrected prior to the version dated 7 February 2024.

The most significant corrected misstatements we would like to draw attention to are the adjusted prior period errors. These adjustments relate to the following areas:

- Landfill asset and related rehabilitation provision
- Operating and capital grants
- Property, plant and equipment
- Contract assets and liabilities

The net effect of those material prior period adjustments is presented below:

#	Details	Profit or loss Dr/(Cr)	Asset Dr/(Cr)	Liabilities Dr/(Cr)	Equity Dr/(Cr)
		\$'000	\$'000	\$'000	\$'000
For the year ended 30 June 2022					
1	Contract assets	-	935	-	-
	Property, plant and equipment		5,753	-	-
	Contract liabilities		-	243	-
	Landfill provision		-	(1,084)	-
	Net effect on opening Retained Surplus	-		-	(5,847)
<i>Combined effect of the adjustments processed so far to correct the most significant prior period errors.</i>					

The next table presents the key misstatements which were corrected *after* the financial statements draft version dated 7 February 2024:

#	Details	Profit or loss Dr/(Cr)	Asset Dr/(Cr)	Liabilities Dr/(Cr)	Equity Dr/(Cr)
		\$'000	\$'000	\$'000	\$'000
For the year ended 30 June 2022					
1	Accrued revenue	-	6	-	-
	Payables	-	73	-	-
	Enterprise revenue – Jardine Roadhouse	(27)	-	-	-
	Enterprise revenue – Injinoo Service Station	(12)	-	-	-

#	Details	Profit or loss Dr/(Cr)	Asset Dr/(Cr)	Liabilities Dr/(Cr)	Equity Dr/(Cr)
		\$'000	\$'000	\$'000	\$'000
	Enterprise revenue – Umagico Supermarket	(39)	-	-	-
	<i>Enterprise revenue receipted in the first week of July 2022 had not been accrued for accordingly and recognised in the correct financial year, additionally clearing the cash bank suspense account mapped to payables where enterprise revenue have not been matched through bank reconciliations.</i>				
2	Receivables	-	290	-	-
	Payables	-	-	(161)	-
	Airport landing fees	(129)	-	-	-
	<i>Debtors identified with negative balances within the Aged Debtors Report reclassified as payables and a portion to landing fees due to amount being receipted and credited to the debtors balance however not been credited to revenue when invoice was issued.</i>				
3	Enterprise Revenue – Umagico	143	-	-	-
	Receivables	-	(143)	-	-
	<i>Clearing of internal sales suspense account.</i>				
4	QBuild/BAS revenue	1,283	-	-	-
	Capital grants	(586)	-	-	-
	Contract assets	-	(214)	-	-
	Contract liabilities	-	-	(484)	-
	<i>Reclassification of an incorrect recognition of dwelling funding as QBuild recoverable works to capital grants.</i>				
5	Impairment provision on receivables		372		
	Finance costs – expense for impairment of receivables	(372)			
	<i>Impairment of receivables for expected credit losses was overstated. We determined this based on an updated analysis of debtor balances that was eventually collected after the balance date, as at 31 March 2024.</i>				
6	Grants revenue – capital	116			
	GST payable			(116)	
	<i>NDRRA receipts were recorded as revenue inclusive of GST when they should have been exclusive.</i>				
	Total	377	384	(761)	-

In addition to the above table, we note that several general ledger accounts were remapped. These are not presented in the table above because they generally were classification-only and had no net effect on comprehensive income or the balance sheet.

Summary of uncorrected misstatements

Our audit identified the following misstatements, which we reported to management. Management has assessed these misstatements as not material (either to the financial statements as a whole or to individual line item presentations). We concur with management's assessment.

#	Details	Profit or loss Dr/(Cr)	Asset Dr/(Cr)	Liabilities Dr/(Cr)	Equity Dr/(Cr)
		\$'000	\$'000	\$'000	\$'000
For the year ended 30 June 2022					
1	Accrued revenue	-	113	-	-
	QBuild/BAS revenue	(113)	-	-	-
<i>Recoverable works revenue is understated with consideration to third party confirmation and accrued income. Note that this is an additional variance on top of the misstatement at item 6 below.</i>					
2	Other fees and charges	56	-	-	-
	Rental income - other	(56)		-	-
<i>Reclassification of commercial leases (fees and charges) back to other rental income for consistency with prior year reporting.</i>					
	Total	(113)	113	-	-
For the year ended 30 June 2021					
1	Other rental income	71	-	-	-
	Community housing	(71)	-	-	-
<i>Reclassification of the staff housing portion from other rental income to community housing in FY21 to agree with the classification in FY22. We note that staff housing is more suited to be mapped to community housing as applied by the Council in FY22.</i>					
	Total	-	-	-	-

Summary of corrected/uncorrected disclosure misstatements

We have been provided with numerous versions of the financial statements. In most versions, especially the early versions, we had noted numerous pervasive issues with the quality of the disclosures. Due to this, it is not practicable to list all corrected disclosure misstatements.

The existing uncorrected disclosure misstatements have been assessed as immaterial by management. We concur with that assessment.

8. Council's control environment and impact on the audit completion

Council's financial statement related controls over the years has been deteriorating. In the table below, we have provided a list of financial statements line items that have an issue either in the form of an audit issue (significant deficiency, deficiency or financial reporting matter) or audit adjustments that were identified.

When audit issues and errors of this significance exist, they:

- delay the audit process substantially, as has been the case for Council
- put significant imposts of Council staff with the audit process
- increases the audit fee significantly.

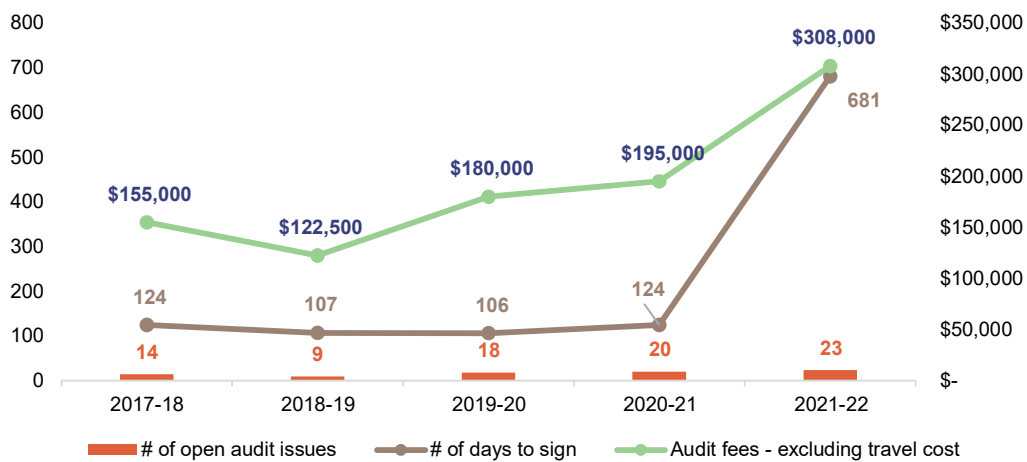
Financial statement line item	Audit issue raised in current year	Audit issue raised in prior years year and unresolved	Audit adjustment in current year
Enterprise revenue	Y 22-CR-01	Y 21-CR-04	Y
Fees and charges	Y 22-CR-11	Y 21-CR-04	Y
Rental income		Y 20-CR-10	Y
Sales revenue	Y 22-CR-01		Y
Grants, subsidies, contributions and donations	Y 22-CR-05		Y
Employee benefits	Y 22-CR-13	Y 21-CR-01	
Materials and services	Y (related to tenders and procurement) 22-CR-02, 22-CR-09 and 22-CR-10	Y (related to tenders and procurement) 19-CR-08	
Finance cost			Y
Cash and cash equivalents	Y 22-CR-07 and 22-CR-12		
Receivables and other current assets	Y 22-CR-01 and 22-CR-03		Y
Inventories		Y 21-CR-02	
Contract assets			Y
Property, plant and equipment	Y 22-CR-01		Y
Payables	Y 22-CR-01		Y
Contract liabilities			Y
Provisions			Y

In addition to the above, we found several entity level controls that were weak such as:

- cyber security and IT related controls
- fraud risk assessments
- policies and procedures
- risk management framework
- asset management plans
- manual journals
- corporate card reconciliation and management.

As a result of the above, the audit for the year ended 30 June 2022 was significantly delayed. When audits are significantly delayed, it has an impact on the audit fees.

For the 30 June 2022 audit, we made **five** audit visits - this is **three** more visits than it usually takes to complete the audit of council's financial statements. The graph below shows the audit fee incurred by council over the years – it can be seen as the number of days to complete increases (which is reflective of the quality of the financial process and the number of audit issue), the audit fees increases too.



In the above graph, audit fees are displayed on the right-hand axis and days to complete is on the left-hand axis.

9. Assessment of financial sustainability

Assessment of financial sustainability

Section 169(5) of the Local Government Regulation 2012 outlines the following relevant measures of financial sustainability that all Queensland local governments must report on.

Sustainability measure	Purpose	How is it measured?	Target
Operating surplus ratio	The operating surplus ratio indicates the extent to which operating revenues raised cover operating expenses.	<i>Net operating result/Total operating revenue (excluding capital items)</i>	Between 0% and 10% per annum
Net financial liabilities ratio	The net financial liabilities ratio indicates the extent to which operating revenues (including grants and subsidies) can cover net financial liabilities (usually loans and leases).	<i>(Total Liabilities–current assets)/Total operating revenue</i>	< 60% per annum
Asset sustainability ratio	The asset sustainability ratio indicates the extent to which assets are being replaced as they reach the end of their useful lives.	<i>Capital Expenditure on replacement of assets (renewals)/Depreciation</i>	> 90% per annum

We assigned a risk rating to each measure using the below criteria.

Risk rating measure for individual ratios	Operating surplus ratio	Net financial liabilities ratio	Asset sustainability ratio
Higher	Less than negative 10% (i.e. losses) Insufficient revenue is being generated to fund operations and asset renewal	More than 80% Potential long-term concern over ability to repay debt levels from operating revenue	Less than 50% Insufficient spending on asset replacement or renewal resulting in reduced service levels and increased burden on future ratepayers
Moderate	Negative 10% to zero A risk of long-term reduction in cash reserves and inability to fund asset renewals	60% to 80% Some concerns over the ability to repay debt from operating revenue	50% to 90% Irregular spending or insufficient asset management practices creating a backlog of maintenance/renewal work
Lower	More than zero (i.e. surpluses) Well positioned to fund operations and asset renewals	Less than 60% No concern over the ability to repay debt from operating revenue	More than 90% Likely to be sufficiently replacing or renewing assets as they reach the end of their useful lives

Our assessment of financial sustainability risk factors does not take into account a council's long-term forecasts or credit assessments undertaken by Queensland Treasury Corporation. We calculate the overall financial sustainability risk assessment using the ratings determined for each measure using the criteria in the table below.

Risk level	Detail of risk
Higher risk	Higher risk of sustainability issues arising in the short to medium term if current operating income and expenditure policies continue, as indicated by average operating deficits (losses) of more than 10 per cent of operating revenue.
Moderate risk	<p>Moderate risk of sustainability issues over the longer term if current debt financing and capital investment policies continue, as indicated by:</p> <ul style="list-style-type: none"> • current net financial liabilities more than 80 per cent of operating revenue or • average asset sustainability ratio over the last 5 years is less than 50 per cent or • average operating deficits (losses) over the last 5 years of between 2 and 10 per cent of operating revenue or • realising 2 or more of the individual ratios for moderate risk assessments (per the table opposite).
Lower risk	Lower risk of financial sustainability concerns based on current income, expenditure, asset investment and debt financing policies.



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Title of Report: Report back from NPA Interim LDMB

Agenda Item: 12.1

Classification: For endorsement

Author: Chief Executive Officer

Attachments: 24.05.2024 Draft Interim Local Decision Making Board Minutes

Officers Recommendation:

That Council:

- Note and endorse the minutes and all recommendations of the NPA Interim Local Decision Making Board

PURPOSE OF REPORT

Provide Council with a report back from the February Interim Local Decision Making Board.

BACKGROUND AND CONTEXT

The February Interim Local Decision Making Board meeting was held on 24 May 2024. The minutes of the meeting are attached to this report. Under the terms of reference, recommendations from the meeting are endorsed, amended, rejected or referred back to the committee for further review.

At the meeting, a number of reports were tabled for noting including

- Business Arising
- LTC Coordinator Update
- State Government Update
- AMP Review Update
- Health Service Investigation Update

There was one reports tabled for decision making

- NPA Youth Forum Outcomes

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

Northern Peninsula Area Regional Council

Interim Local Decision Making Board

To commence at 10.00am

On

Wednesday 15th May 2024

Bamaga Boardroom



UNCONFIRMED

Meeting Minutes

NPA Interim LDMB Meeting #6

Wednesday 15th May 2024

Bamaga Boardroom

Agenda Item 1. Welcome and Opening of Meeting

Mayor Poi Poi welcomed attendees and opened the meeting at 10:00am with a prayer by Gina Peter.

Agenda Item 2. Acknowledgement of Country

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

Agenda Item 3. Present

Mayor Robert Poi Poi	District Mayor
Narelle Aniba	Seisia Community (Deputy Chair)
Cr David Byrne	Division 1
Sandra Woosup	Injinoo Community
Eleanor Mara	Injinoo Community
Terry Gina Peter	Umagico Community
Hassim Adidi	Bamaga Community
Kathy Tabuai	Bamaga Community
Charlie Bond	New Mapoon Community

Other Attendees

Kate Gallaway	CEO
Elimau Blarrey	Senior Executive Assistant (Minute Taker)

Agenda Item 4. Apologies

Stanley Dai	Umagico Community
Lillian Bond	New Mapoon Community
Jean Sunai	Seisia Community
Moses Neliman	DTATSIPCA

Agenda Item 5. Declarations of Conflict of Interest

Nil

Agenda Item 6. Confirmation of Previous Minutes

Resolution

That NPA Interim Local Decision-Making Board resolve to:

Endorse the minutes from the meeting held 6th March 2024

Moved: Hassim Adidi

Vote: 9/0

CARRIED

Seconded: Gina Peter

Resolution: LTC6.1.-15052024

Agenda Item 7. Business Arising from Previous Meeting

Previous action items and progress were discussed.

Agenda Item 8.

LTC Coordinator Update

Resolution

That NPA Interim Local Decision-Making Board resolve to:

- Note the report

Moved: Kathy Tabuai

Vote: 9/0

Seconded: Narelle Aniba

Resolution: LTC8.-15052024

CARRIED

Agenda Item 9.

State Government Update

Resolution

That NPA Interim Local Decision-Making Board resolve to:

- Note the report

Moved: Eleanor Mara

Vote: 9/0

Seconded: Hassim Adidi

Resolution: LTC9.-15052024

CARRIED

Agenda Item 10.
Agenda Item 10.1

Reports for Noting
AMP Review Update

Resolution

That NPA Interim Local Decision-Making Board resolve to:

- Note the report

Moved: Charlie Bond

Vote: 9/0

Seconded: Kathleen Tabuai

Resolution: LTC10.1.-15052024

CARRIED



UNCONFIRMED

Meeting Minutes

NPA Interim LDMB Meeting #6

Wednesday 15th May 2024

Bamaga Boardroom

Agenda Item 10.2

Health Service Investigation Update

Resolution

That NPA Interim Local Decision-Making Board resolve to:

- Note the report

Moved: Gina Peter

Vote: 9/0

Seconded: Eleanor Mara

Resolution: LTC10.2.-15052024

CARRIED

Agenda Item 11.

Reports for Decision Making

Agenda Item 11.1

NPA Youth Forum Outcomes

Resolution

That NPA Interim Local Decision-Making Board resolve to:

- Note the Report
- Endorse the NPA Youth Forum Report
- Write to DCYJMC, DTATSIPCA and NIAA to appoint a relevant person or provide dedicated funding for the development of an NPA Youth Strategy
- Establish a youth committee inclusive of 2 representatives from each of the communities of NPA young people aged 12-25yrs old and representatives from NPA Interim Local Decision Making Board Group to be confirmed at the next LTC meeting

Moved: Sandra Woosup

Vote: 9 /0

Seconded: Kathy Tabuai

Resolution: LTC11.1.-15052024

CARRIED

Agenda Item 12.

Other Business

Agenda Item 13.

General Discussion

- Injinoo Campus renaming

Agenda Item 14.

Close of Meeting

Meeting closed at 2:01pm with a prayer by Gina Peter.

Title of Report: NPARC Climate and Economic Development Master Plan

Agenda Item: 12.2

Classification: For endorsement

Author: Chief Executive Officer

Attachments: NPARC Climate and Economic Development Master Plan

NPARC Engagement Summary Report (tabled)

NPARC Climate and Economic Development Master Plan - Next Steps (tabled)

Officers Recommendation:

That Council:

- Adopt the NPARC Climate and Economic Master Plan

PURPOSE OF REPORT

To enable adoption of the NPARC Climate and Economic Development Master Plan.

BACKGROUND AND CONTEXT

In 2022-23 Operational Plan, NPARC in partnership with RILIPO commissioned an NPARC Climate and Economic Development Master Plan in response to the New Zero targets to achieve climate affirmation targets and provide a pathway towards a sustainable future for the region, while recognising potential associated economic development for the region.

In November 2023, targeted consultation was held with NPARC, Ipima Ikaya Aboriginal Corporation RNTBC and Apudthama Land Trust as well as community consultation across the 5 communities. This consultation is summarised in the Engagement Summary Report.

A workshop was held on 30th April to present the Master Plan to elected members and answer any queries. SMEC has also identified potential next priorities to support realisation of the master plan. NPARC is currently consulting with RILIPO to explore this.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

Nil

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

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

- Key Objective One: We can demonstrate a pathway to financial sustainability
 - Increase available own-source revenue streams

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

CONSULTATION

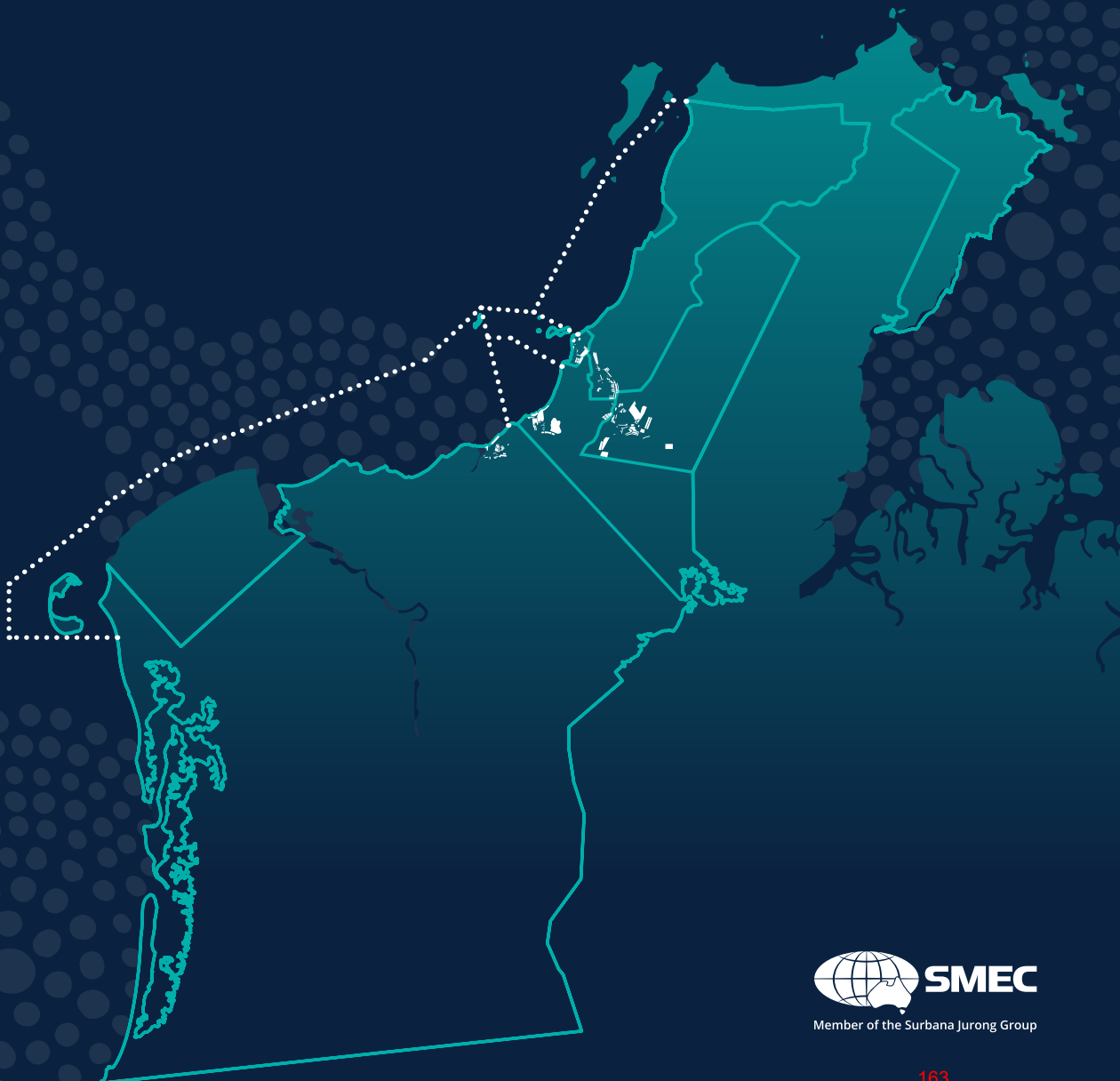
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Climate & Economic Master Plan

Northern Peninsula Area Regional Council

March 2024



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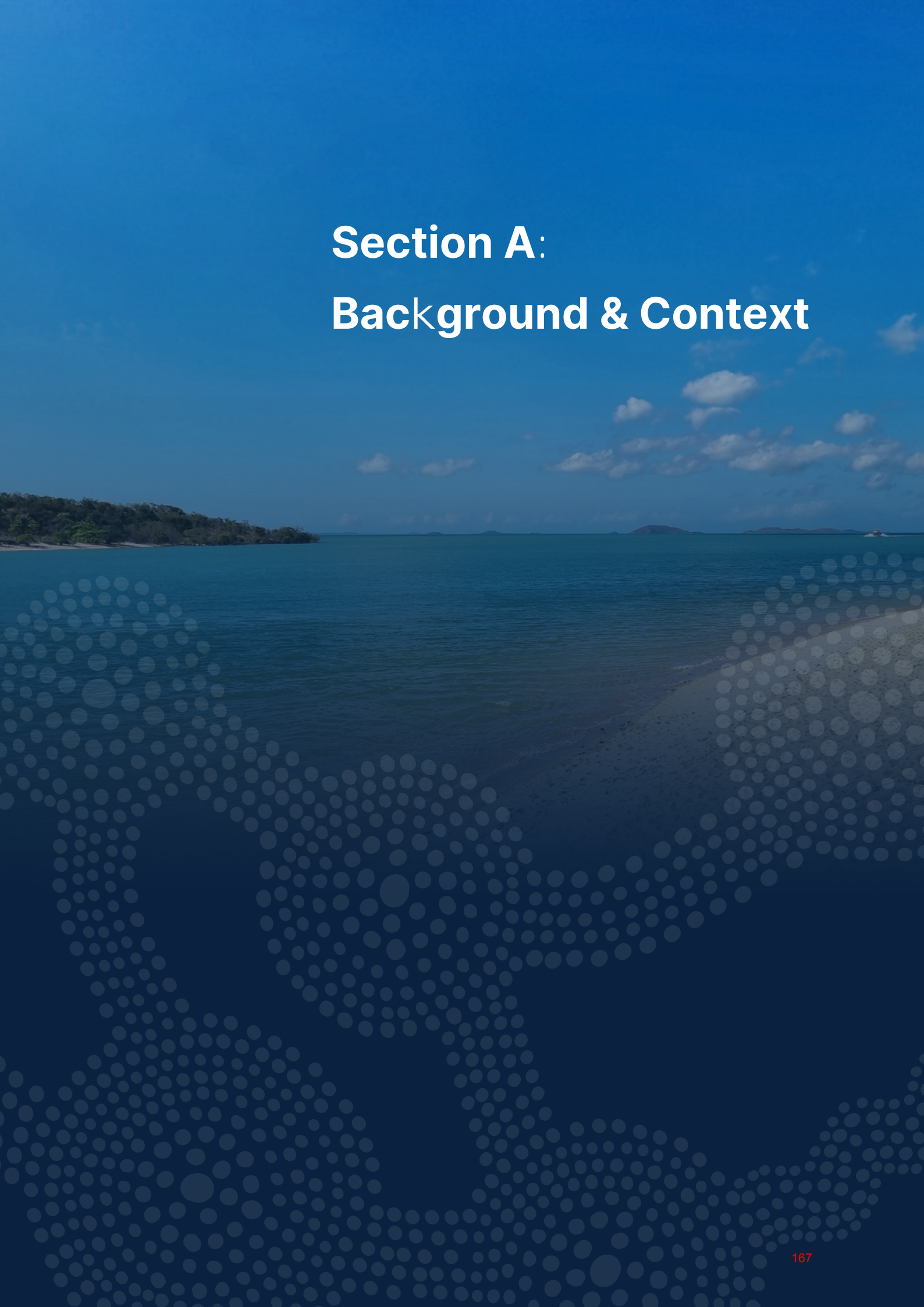
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Section A:

Background & Context

1. Introduction

The Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (DSDSATSIP), Remote Indigenous Land and Infrastructure Program Office (RILIPO) has engaged SMEC Pty Ltd, and is working in partnership with Northern Peninsula Area Regional Council (“NPARC”) to develop a climate and economic response Master Plan (the Master Plan).

The intent of this project is to develop a climate responsive Master Plan that:

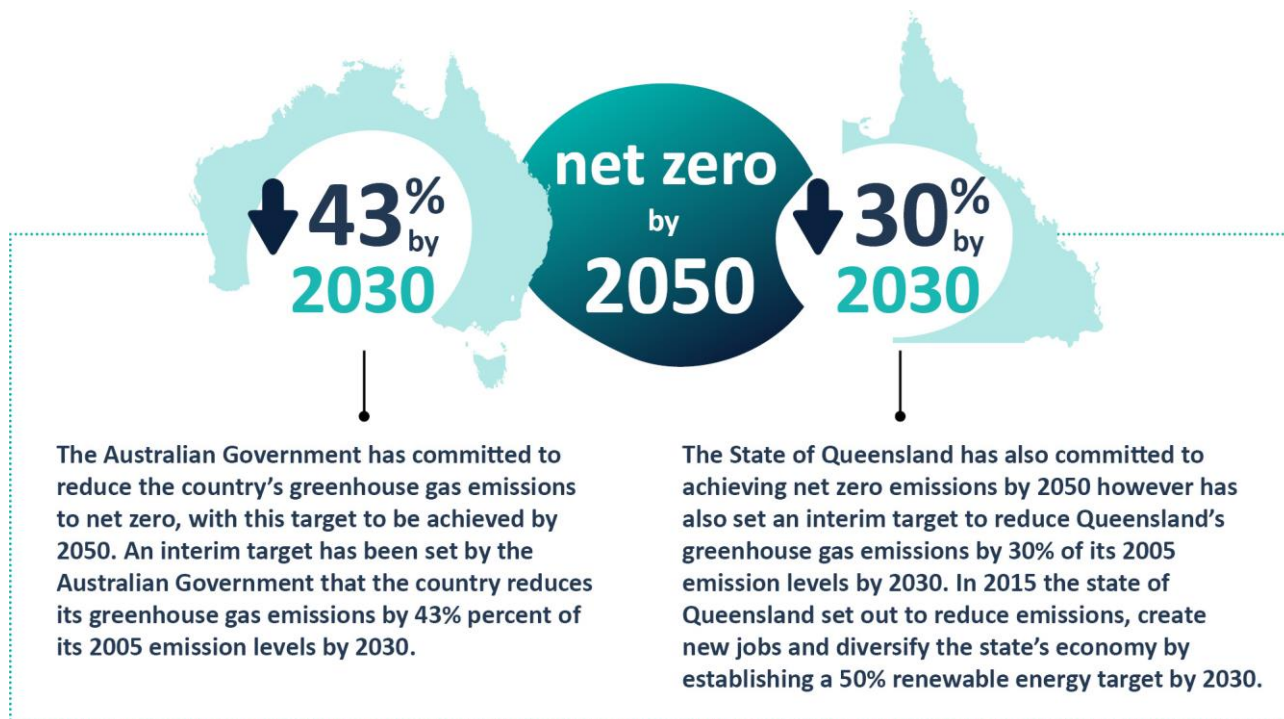
- Meets the Federal and State government climate affirmation targets
- Provides a visionary pathway towards a sustainable region in the future
- Meets stakeholder expectations.

Both the Queensland and Commonwealth Government bodies are strongly committed towards supporting investment and employment opportunities into remote councils and Aboriginal and Torres Strait Islander communities. This Master Plan provides a foundation for this and has been developed with targeted consultation with the Northern Peninsula Area Regional Council, Ipima Ikaya Aboriginal Corporation and the Apudthama Land Trust. Broader community engagement, as well as consultation with industry stakeholders also occurred.

1.1 Project Background

Toward Net Zero

Human processes, including burning of fossil fuels, deforestation and livestock farming are increasingly influencing the climate and the earth’s temperature, adding large amounts of greenhouse gases to those that naturally occur in the atmosphere. These changes have an impact on our liveability, driving hotter temperatures, more severe weather events including storms and drought, and other associated events. At an international level, countries have made various commitments to reduce greenhouse gas emissions, with the aim of slowing or reducing climate change.



The state of Queensland is attributable for roughly 28% of all of Australia’s Greenhouse gas emissions, while between 2020 and 2021, the municipality of the Northern Peninsula Area Regional Council alone was responsible for emitting more than 20,000 tonnes of greenhouse gas emissions. While this is lower on a per-capita basis than the rest of Queensland, more can be done to reduce climate change inducing emissions.

The Economic Opportunity

Both the Queensland and Commonwealth promote investment, employment, and job opportunity development in Aboriginal and Torres Strait Islander communities and view the decarbonisation economy as an opportunity for remote communities in particular.

A key role for the State Government is to promote and create the opportunity to develop sustainable communities in remote areas. With this in mind, all potential opportunities and considerations must be considered for the practicable nature for development, and ongoing operation and maintenance in remote communities. While large infrastructure projects can be beneficial in the short term, requiring construction labour and material imports, they can quickly become economic burdens once in the operation and maintenance phase. Not all considerations have significant economic opportunities tied to them for these reasons.

The Queensland Jobs and Energy Plan (QEJP) provides further details of the planned transition of the energy system from a fossil fuel based system to a system powered by renewables including solar and wind supported by energy storage through pumped hydropower and batteries.

Secure jobs and communities are a focus area of the QEJP. The energy transformation is expected drive investment and new opportunities into regional areas with an estimated 70 per cent of future clean energy jobs expected to be in regional Queensland. As the generation mix changes, the Queensland Government will support communities and workers to be partners in the energy transformation, to capture new opportunities to diversify local economies and create secure, ongoing, good jobs. Clean energy for remote and First Nations communities is a designated action under the QEJP that will be supported by:

- Completion of feasibility studies to decarbonise isolated power stations in each community
- Development of a Remote and First Nations Clean Energy Strategy in collaboration with remote First Nations communities.

The impacts of the transition to a low carbon economy for NPARC will be experienced in a range of ways including increased cost of electricity due to rising diesel costs, future demand for electric vehicle charging stations and connected serviced associated with Cape York tourism trade, increasing costs of LPG and associated kitchen equipment due to supply and demand forces.

1.2 Purpose of this Master Plan

The Master Plan aims to support NPARC in meeting State and Federal Government affirmative climate action targets by:

- Identifying the current carbon footprint for the region.
- Identifying viable projects and initiatives to reduce carbon emissions that are practical in context and application in the area,
- Apply relevance to land tenure
- Identifying opportunity for investment, employment, and job opportunities within the region.

1.3 Mapping

The Master Plan should be read in conjunction with the GIS database compiled and utilised in land use analysis to support project identification. An interactive dashboard has been developed to demonstrate the impact of projects on carbon reduction and economic activity. This is available through the RILIPO Built-Environment Integrated Information System (BEIIMS).

2. Project Approach

The achievement of net zero emissions at a national level requires a coordinated effort at all levels of government. The development of net zero plan for NPARC is a central component of the Masterplan.

As a remote largely self-sufficient region and community, NPARC is uniquely positioned to be directly involved in both the development and implementation of a practical and achievable net zero pathway. The general approach that has been used to develop the NPARC net zero pathway is as follows:

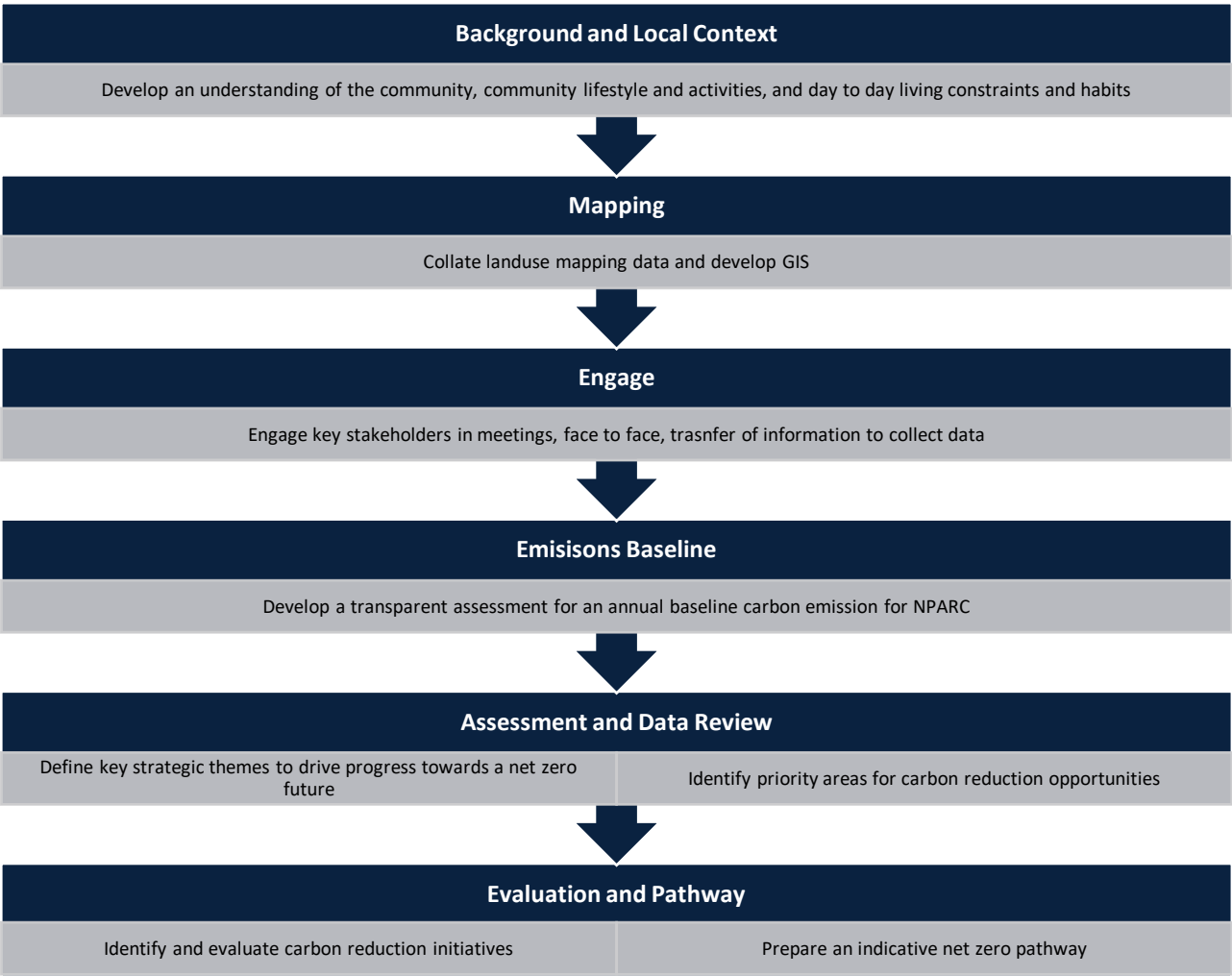


Figure 1: Project Approach



Section B:

Technical Knowledge Base

3. Regional Overview

3.1 Geographic Overview

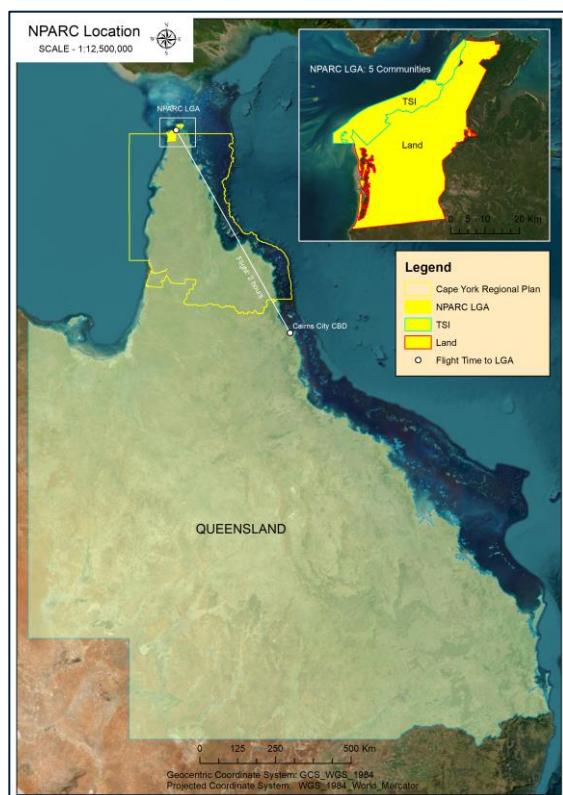


Figure 2: Queensland Context: Cape York Regional Plan Area (source: State of Queensland and ESRI)

The NPARC LGA is located at the most northerly aspect of the State of Queensland within the Cape York Regional Plan Area. The LGA covers approximately 1,070 square kilometres and is approximately a 2-hour flight northwest from Cairns, Queensland.

The NPARC LGA is divided into the following five communities:

- Bamaga (covers land only)
- New Mapoon (covers land and sea)
- Seisia (covers land and sea)
- Umagico (covers land and sea)
- Injinoo (covers land and sea)

Of these 5 communities, the LGA for New Mapoon, Seisia, Injinoo and Umagico extends seaward into the Torres Strait. Bamaga is the most easterly located inland community.

3.1.1 Planning Constraints

The NPARC LGA has numerous planning constraints to be considered when planning for development throughout the five communities. This section summarises these interests, noting that these:

- Influence the ability to implement de-carbonisation initiatives, particularly where they relate to land use / land based activities.
- Present opportunities in identifying decarbonisation opportunities.
- Allow the mapping of constraints to support decision making in land available for decarbonisation projects.

The following sections outline the planning constraints. Mapping for these are available through the RILIPO Built-Environment Integrated Information System (BEIIMS) and the Queensland Government GIS (QGIS).

3.1.1.1 Queensland Government Interests

The NPARC LGA communities are subject to numerous state government overlays that affect the LGA at various locations. The following are state government (SARA) trigger areas that may require state referral with a development application depending on the nature and siting of a proposed future development. These areas are monitored to ensure sustainable development is achieved and are described as follows:

3.1.1.1.1 Coastal Protection

There are four SARA coastal protection overlays that may affect development within these areas and include:

- **Coastal Management District (CMD):** There are four community boundaries that are partially located within a coastal management district area (except Bamaga).

- **Erosion Prone Area:** There are four community boundaries that are partially located within an erosion prone area (except Bamaga) .
- **Medium Storm Tide Inundation:** There are minor affected areas by storm tide inundation across the four seaward communities (except Bamaga).
- **High Storm Tide Inundation:** There is an increase in affected areas by storm tide inundation across the four seaward communities (except Bamaga).

The following Queensland government State Development Assessment Provision (SDAP code) and relevant legislation should be viewed as a guide to further planning constraints that may apply to the abovementioned overlays and the associated communities:

- [State Code 8: Coastal Development and Tidal Works](#): Contains the performance outcomes and acceptable outcomes for development in the abovementioned coastal protection overlay areas.
- [Coastal Protection and Management Regulation 2017](#): Contains the coastal code (schedule 3) for assessable development that is prescribed tidal works and other information regarding development in a CMD.

3.1.1.1.2 Fish Habitat Areas

There are two SARA fish habitat area overlays that may affect development within these fish management areas and fish passageways, and are described as follows:

- **Fish Habitat Management Area “A”:** The only affected area is direct east encroaching/bordering on the LGA boundary line. Planning constraints can apply to adjacent boundaries and should be considered in site selection (**Error! Reference source not found.**).
- **QLD Waterways for Waterways Barrier Works**
 - Low, Moderate, High, and Major waterways for waterway barrier works: These indicate the ability for fishery passageways, for example, low connectivity through to major connectivity waterways etc.
 - Major Tidal Areas: These areas are affected by major tidal events.
- The following Queensland government State Development Assessment Provisions (SDAP codes) should be viewed as a guide to further restrictions that may apply to the abovementioned overlays and the associated communities:
- [State Code 11: Removal, Destruction, or Damage of Marine Plants](#): Contains the performance outcomes and acceptable outcomes for development where fisheries resources and habitats are affected.
- [State Code 12: Development in a Declared Fish Habitat Area](#): Contains the performance outcomes and acceptable outcomes for development in the abovementioned fish habitat management areas “A”
- [State Code 18: Constructing or Raising Waterway Barrier Works in Fish Habitats](#): Contains the performance outcomes and acceptable outcomes for waterway barrier development that may affect fish passageways.

3.1.1.1.3 Water Resources

There is one SARA overlay involving water resources (underground, watercourses, lakes, and springs etc. that may affect development if taking or interfering with water in the identified areas and are described as follows:

- **Great Artesian Water Resource Plan Area:** The entire LGA coincides with the category.
- The following Queensland government State Development Assessment Provision (SDAP code) should be viewed as a guide to further restrictions that may apply to the abovementioned overlay and the associated communities:
- [State Code 10: Taking or Interfering with Water](#): Contains the performance outcomes and acceptable outcomes for development involving water resources.

3.1.1.1.4 Native Vegetation Clearing

There are four SARA overlays relating to native vegetation clearing and that may affect development within these areas. The type of vegetation and classified ecosystem should guide site suitability, and are described as follows:

1. **Regulated Vegetation Management Map (Category B):** The majority of the LGA consists of category B native vegetation and is the dominant native vegetation type across all five communities.
2. **Regulated Vegetation Management Map (Other vegetation):** There are three categories;
 - a. **Category X:** This is the second most prevalent vegetation across the five communities, however, this category is generally categorised as exempt native vegetation clearing under the Planning Regulation 2017 and does not (generally) require approvals to undertake clearing; A site analysis would be required to confirm.
 - b. **Category C:** Mostly concentrated in Bamaga, Umagico, and the east LGA boundary.
 - c. **Category R:** Mild presence in the southeast of the LGA (outside LGA boundary)
3. **Vegetation Management Regional Ecosystem Map:** There are three classifications:
 - Endangered regional ecosystem: Non-existent within LGA, confirmation should be sought on future proposed sites.
 - a. Of concern regional ecosystem: Present within all five communities.
 - b. Least concern regional ecosystem: Dominant ecosystem inside and outside of LGA area
4. **Vegetation Management Coastal and Non-Coastal Bioregions and Sub-Regions**
 - a. Non-Coastal Bioregions and Sub-Regions
 - b. Essential Habitat
 - The following Queensland government State Development Assessment Provisions(SDAP code) and relevant legislation should be viewed as a guide to further planning constraints that may apply to the abovementioned overlays and the associated communities:
 - State Code 16: Native Vegetation Clearing: Contains the performance outcomes and acceptable outcomes for development requiring native vegetation clearing, relating to ecosystems, bioregions, and essential habitats.
 - Planning Regulation 2017: A guide to clearing regulated native vegetation and categorised ecosystems across various development circumstances.

3.1.1.2 Local Government Interests (NPARC Planning Scheme Mapping)

The NPARC has developed localised mapping relating to the five communities and will not be duplicated in this section. The following describes the local government mapping that is available in the Appendices:

- **Schedule 2 Mapping**
 - Strategic Framework: Future development
 - Zone Maps: Community development categories (e.g. residential, commercial etc.)
 - Overlay Maps: External issues that require consideration for development to proceed (e.g. building line restrictions)
 - Biodiversity Overlay: Natural environment and animal habitat considerations
 - Natural Hazard Overlay: Bushfire, coastal, flood, and landslide overlays (enables natural processes to continue)

- **Schedule 3 Priority Infrastructure Plan Mapping and Plans**
 - Priority Infrastructure Area
 - PIP Water Supply
 - PIP Sewer
 - PIP Stormwater
 - PIP Transport
 - PIP Public Parks and Community Facilities
 - The abovementioned Schedule 2 and Schedule 3 Mapping are available in Appendices A and B.

4. Social & Economic Context

The following sections describe the five communities in terms of historic population growth, comparison of population projections, industries of employment, place of work for residents, and workers usual place of residence.

4.1 Geographic Definition of Communities

Within the Northern Peninsula Area, there are five communities within the region, which have been defined based on the following ABS SA1 boundaries:

- Bamaga (31501139903)
- Seisia (31501139905)
- New Mapoon (31501139904)
- Umagico (31501139906)
- Injinoo (31501139907)

This section of the report provides an overview of the historic and projected growth outlook within the Northern Peninsula Area and the employment characteristics within the LGA. The analysis has presented historic population data at the SA1 level, with population projections and employment data presented for the LGA as a whole, due to data availability.

While the latest Australian Bureau of Statistics Census Data, 2020 was used to inform this section, it is recognised that Census data in remote communities can be unreliable.

4.2 Demographic and Socio-Economics Characteristics

4.2.1 Population and Households

4.2.1.1 Historic Population

Since 2012, the population of the Northern Peninsula Area has increased from 2,547 persons in 2012 to 2,896 persons in 2022, representing average growth of 1.3% per annum. Over the 2012 to 2022 period, whilst Bamaga remained the largest community, New Mapoon and Seisia recorded relatively high population growth rates. The population of Injinoo recorded an overall decline of three persons between 2012 and 2022. The population of Umagico and Injinoo have been in decline over the past five to six years.

Table 1 details the historic estimated regional population of Northern Peninsula Area LGA and component communities over the 2012 to 2022 period.

Table 1: Historic Estimated Resident Population – Northern Peninsula LGA, 2012-2022

Year	Bamaga	New Mapoon	Seisia	Umagico	Injinoo	Balance	Total
2012	1,136	309	230	327	518	27	2,547
2013	1,150	323	240	349	531	27	2,620
2014	1,185	342	253	380	556	25	2,741
2015	1,201	367	262	410	571	25	2,836
2016	1,226	380	274	450	591	24	2,945
2017	1,222	403	279	435	573	24	2,936
2018	1,228	402	286	424	561	24	2,925
2019	1,223	415	291	412	543	24	2,908
2020	1,225	416	297	406	529	23	2,896

2021	1,225	413	304	409	512	23	2,886
2022	1,231	416	305	406	515	23	2,896
Average Annual Growth, 2012-22	0.8%	3.0%	2.9%	2.2%	-0.1%	-1.6%	1.3%

Source: Australian Bureau of Statistics (2023)

4.2.1.2 Comparison of Population Projections

Table 2-2 summarises the comparison of medium series population projections for Northern Peninsula Area LGA between the 2016, 2018 and 2023 edition of the QGSO population projections.

The latest QGSO projection anticipate the most conservative outlook for the Northern Peninsula Area, with the population projected to increase by 353 persons between 2021 and 2046. Previous population projection datasets had assumed both a higher rate of growth and a larger population at the end of the population horizon, with the 2018 QGSO projections most optimistic on the growth outlook for the Northern Peninsula Area.

Table 2 summarises the projected population of the Northern Peninsula Area under the 2016 QGSO, 2018 QGSO and 2023 QGSO projection datasets.

Table 2: QGSO Population Projections – Northern Peninsula LGA, 2021-2046

Year of Projection	2021	2026	2031	2036	2041	2046
2016 QGSO projections	2,948	3,134	3,306	3,466	-	-
2018 QGSO projections	3,170	3,357	3,556	3,732	3,901	-
2023 QGSO projections	2,886	2,986	3,082	3,156	3,210	3,239

Source: Queensland Government Statistics Office (2023 and 2016)

4.2.2 Employment Characteristics

4.2.2.1 Industries of Employment

Over the 2016 to 2021 period, the total number of workers employed declined by three persons. However, the dominant industries of employment in the Northern Peninsula Area LGA have remained fairly stable. The Northern Peninsula Area is highly reliant on employment opportunities within the public administration and safety, education and training and health care and social assistance sectors, together accounting for 62.5% of employment in 2021.

Between 2016 and 2021, the health care and social assistance, administrative and support services and accommodation and food services sectors recorded the most significant increases in employment. Conversely, there were significant employment declines recorded within the other services, public administration and safety and construction sectors.

Table 3 details the number of workers employed within one-digit ANZSIC industries in Northern Peninsula Area LGA in 2016 and 2021.

Table 3: One Digit ANZSIC Industry of Employment – Northern Peninsula Area LGA, 2016 and 2021

Industry	2016	2021	Change between 2016-21
Agriculture, Forestry and Fishing	0.9%	0.5%	-3
Mining	0.0%	0.9%	7
Manufacturing	0.5%	0.4%	-1
Electricity, Gas, Water and Waste Services	0.4%	0.9%	4
Construction	10.0%	8.1%	-15
Wholesale Trade	0.0%	0.0%	0

Retail Trade	7.0%	9.2%	17
Accommodation and Food Services	3.8%	6.2%	19
Transport, Postal and Warehousing	1.3%	2.5%	10
Information Media and Telecommunications	0.5%	0.0%	-4
Financial and Insurance Services	0.0%	0.4%	3
Rental, Hiring and Real Estate Services	0.4%	0.0%	-3
Professional, Scientific and Technical Services	0.5%	1.0%	4
Administrative and Support Services	0.6%	3.1%	19
Public Administration and Safety	22.4%	17.4%	-40
Education and Training	18.7%	18.2%	-5
Health Care and Social Assistance	23.5%	26.8%	25
Arts and Recreation Services	0.4%	2.2%	14
Other Services	9.1%	2.2%	-55
Total	790	786	-4

Source: ABS Census of Housing and Population (2016 & 2021)

4.2.2.2 Place of Work for Residents

In 2021, it was identified of the 833 residents employed in the Northern Peninsula Area, the majority were employed locally (93.3% of employed residents). Outside of the Northern Peninsula Area, residents typically found employment in surrounding communities including Torres, Cairns, Karratha and Cook.

Table 4 outlines the place of work for employed residents in the Northern Peninsula Area as of the 2021 Census.

Table 4: Place of Work for Employed Residents – Northern Peninsula Area LGA, 2021

Region	No.	%
Northern Peninsula Area	777	93.3%
Migratory - Offshore - Shipping (Qld)	18	2.2%
Torres	11	1.3%
Cairns	8	1.0%
Karratha	5	0.6%
Cook	4	0.5%
South Burnett	4	0.5%
Moreton Bay	3	0.4%
No Fixed Address (Qld)	3	0.4%
Total	833	100.0%

Source: ABS Census of Housing and Population (2021)

4.2.2.3 Workers Usual Place of Residence

A similar result was seen in the usual residence of workers employed within the Northern Peninsula Area, whereby 95.0% of workers in the Northern Peninsula Area also reported the LGA as their usual place of residence. Workers also travelled from the surrounding communities of Cairns, Torres and the Tablelands, with a small proportion of workers residing within Fraser Coast.

Table 5 illustrates the reported usual residence of Northern Peninsula Area workers as of 2021.

Table 5: Workers' Usual Residence – Northern Peninsula Area LGA, 2021

Region	No.	%
Northern Peninsula Area	777	95.0%
Cairns	15	1.8%
Torres	11	1.3%
Fraser Coast	9	1.1%
Tablelands	6	0.7%
Total	818	100.0%

5. Engagement Summary

During the consultation period, feedback covered a range of diverse topics. Most feedback expressed support for the Master Plan, while others provided general feedback, raised concerns, proposed mitigation measures, and suggested potential improvements.

Consistent feedback heard over the course of the consultation process indicated that most stakeholders, including state government agencies, Traditional Owners and the local community are interested in the outcomes of The Project, and how electricity, gas and fuel will become more affordable. Furthermore, many stakeholders indicated a strong desire to be engaged regularly by NPARC, as required, for matters concerning the Master Plan, and resulting projects in the region.

5.1 Feedback

SMEC and RILIPO were in Community from Monday 30th October to Thursday 2 November, meeting with stakeholders and community to discuss the Master Plan. In-person stakeholder meetings were held with Northern Peninsula Area Regional Council and the Ipima Ikaya Aboriginal Corporation, along with several pop-up sessions across the five neighbouring towns to liaise with community members.

During the visit the project team received feedback on stakeholder ideas and aspirations, which provided a better understanding of what opportunities may be realised within the region. As a result, the project team are looking at opportunities that support the objectives of greenhouse gas reduction and economic growth.

During the consultation period, the project team also engaged with and requested information from a number of local businesses, government stakeholders and industry organisations who actively support a push to achieve net zero targets. Initial conversations and research have formed the project teams understanding of the main sources of emissions and where these can be reduced.

Consultation identified key areas interest for consideration during the preparation of the Master Plan. These included:



Water usage

Water use is noticeably high across the region and there are frequent water restriction measures in place, which impact the supply reliability. There are opportunities to reduce the draw on water supply, reducing the demand on the associated water infrastructure and energy demand, and to improve tourist consumption patterns.



Project support

Most of the stakeholders expressed support for the project and the options presented.



Energy supply

Energy supply and reducing diesel and LPG gas by using renewable energy from the abundant sunlight and extended sunlight hours that the region is lucky to have.



Motor vehicle usage

Many of the stakeholders did not have private vehicles, but those that did expressed concern about the cost of fuel in the region.



Savanna burning

Apudthama Land Trust expressed interest in pursuing Savanna burning with potential initiatives already underway in this area.



Ongoing consultation

Many stakeholders expressed a need for improved education and training regarding energy and water use awareness for the communities.

5.2 Application of Consultation Outcomes

The consultation outcomes and perspectives of the community and key stakeholders supported the identified:

- Themes for a Net Zero Pathway discussed in Section 7.
- Identification of the key decarbonisation strategies discussed in Section 8.

Section C:

Carbon Baseline

6. NPARC Carbon Baseline

The NPARC Carbon baseline has been developed by adopting information from various sources. The assessment captures a review of community services and activities identified through desktop assessment and stakeholder engagement. The information has been summarised into key carbon emitters and used to prepare a carbon emissions profile based on data for the 2022 calendar year. Estimated annual carbon emission for NPARC are summarised in Figure 3.

The estimated baseline carbon emission has been developed in terms of tonnes of carbon dioxide equivalent ($\text{tCO}_2\text{-e}$) and include Scope 1, 2 and some Scope 3 emissions, consistent with the guidance provided by the GHG Protocol through the Global Protocol for Community-Scale Greenhouse Gas Emissions (GPC).

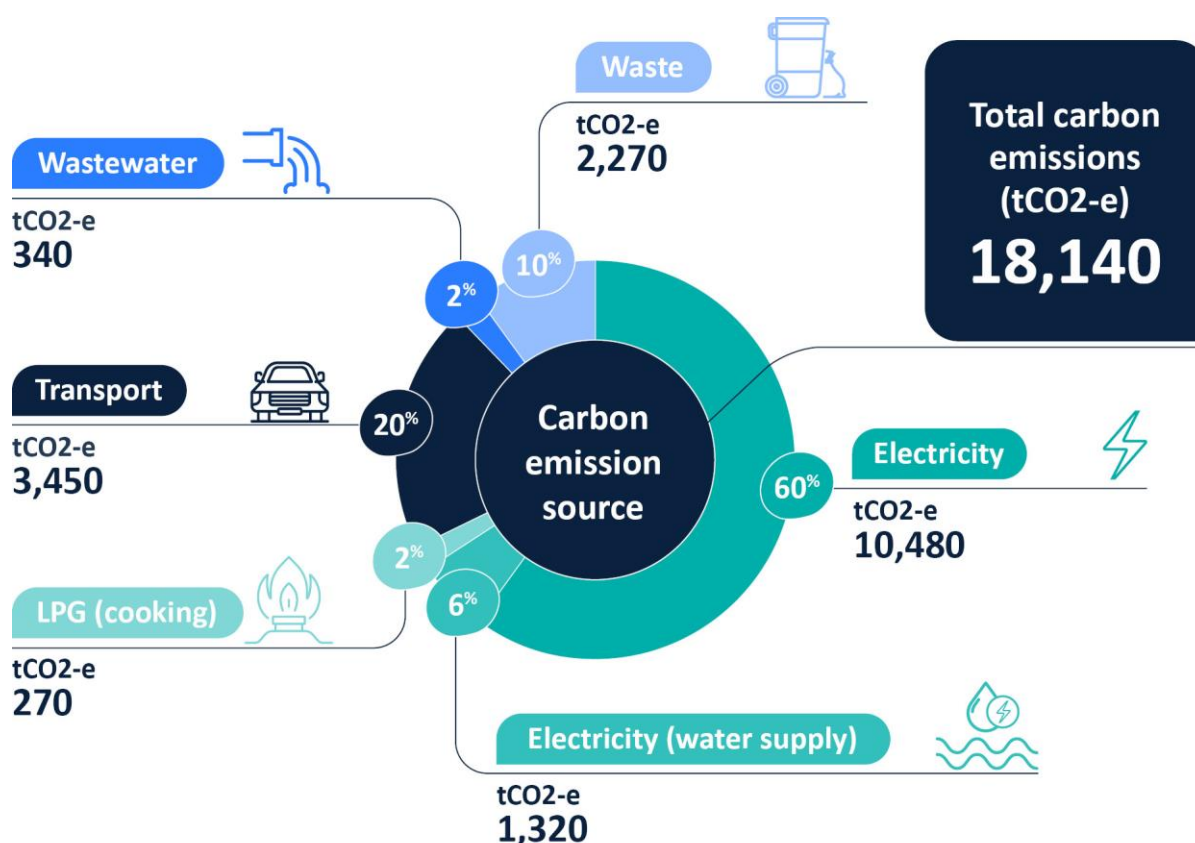


Figure 3 NPARC regional emission profile - 2022

Total annual carbon emissions for the region have been estimated to be 18,140 $\text{tCO}_2\text{-e}$. The baseline carbon emission profile indicates that:

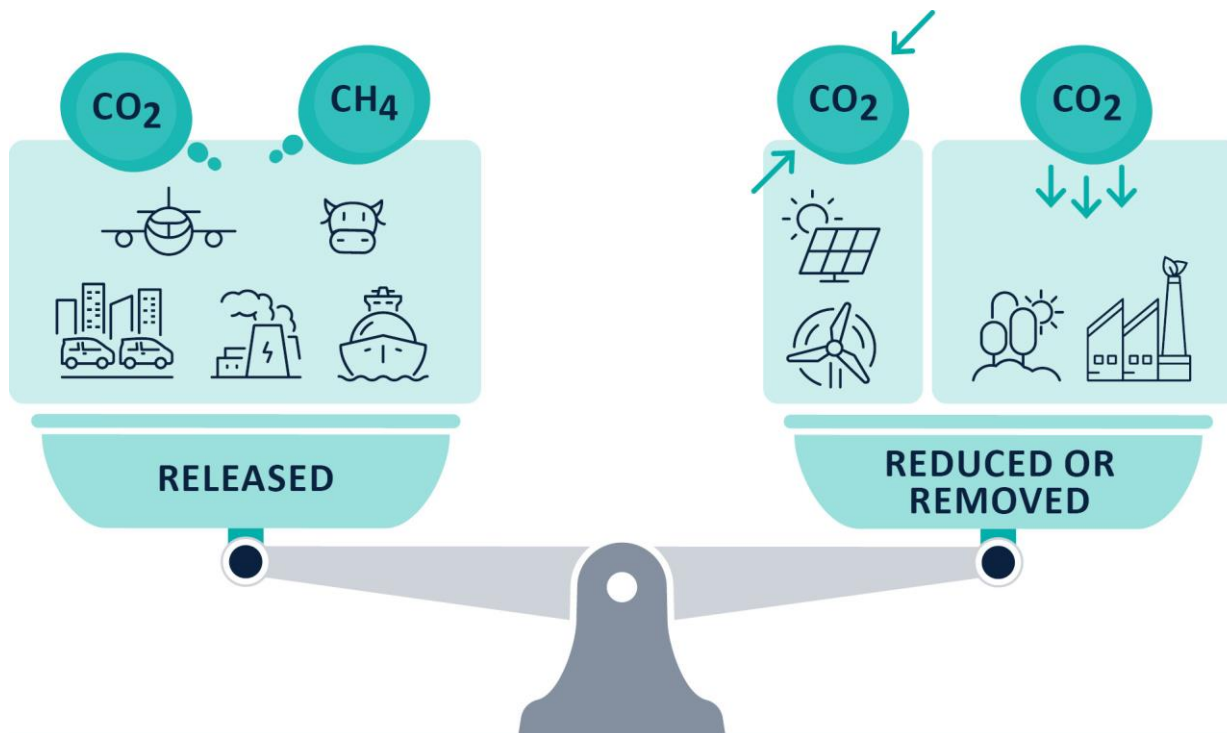
- Diesel usage for electricity generation and transport accounts for an estimated 84% of regional emissions
- Waste management, including wastewater treatment and waste to landfill account for an estimated 15% of regional emission

The baseline emissions profile provides a clear overview of carbon emission sources and associated activities that can be used as a basis for the prioritisation of actions and the development of an emissions reduction pathway.

7. Themes for Net Zero Pathway





7.1 What is Net Zero?

Net zero emissions refers to achieving an overall balance between carbon emissions produced and carbon emissions taken out of the atmosphere. Think of it as a set of scales. Producing carbon emissions tips the scales, and we want to get those scales back into balance through a range of actions including reducing emission, use of renewable energy sources and offsetting of carbon emissions as a last resort.



Net Zero: A Balancing Act

Following stakeholder feedback compilation and assessment, key themes have been developed that form the framework for the opportunities outlined herein. The key themes for the net zero pathway for NPARC are summarised below.

Theme	Description
 Energy	<p>Energy refers to providing for electricity demand for the community. Electricity generation accounts for 65% of Carbon emissions for the region. Preliminary estimates indicate that approximately 13% of electricity demand is associated with the pumping and treatment of drinking water with the remaining 87% relating mainly to domestic and commercial electricity use. The development of renewable energy project in the region will have significant impact on annual carbon emissions.</p>
 Transport	<p>Transport requirements within NPARC including vehicle transport for personal and commercial purposes and a barge facilitating the Jardine River crossing. Diesel use associated with these transport activities has been estimated to account for approximately 19% of annual carbon emissions. The transition to the use of low carbon fuels and further to the use of electric vehicles provide opportunities to decarbonise transport requirements in NPARC.</p>
 Circular economy	<p>Baseline emission estimates indicate that 15% of annual carbon emissions are attributable to landfilling of household and commercial waste together with the wastewater treatment. Alternative waste treatment processes can provide opportunities for the direct reduction of carbon emission together through the diversion of waste and the indirect reduction of carbon emissions through the generation of biogas for energy reduction.</p>
 Built environment	<p>Baseline emission estimates indicate that 15% of annual carbon emissions are attributable to landfilling of household and commercial waste together with the wastewater treatment. Alternative waste treatment processes can provide opportunities for the direct reduction of carbon emission together through the diversion of waste and the indirect reduction of carbon emissions through the generation of biogas for energy reduction.</p>

Section D:

Carbon Reduction Master Plan

8. Opportunities for Carbon Emission Reductions

Carbon reduction opportunities for NPARC were developed through a review of technically feasible options together with stakeholder consultation ranging from technical experts to local organisations and members of the NPARC. The Net Zero hierarchy, illustrated in Figure 4 has been used to guide the identification and prioritisation of initiatives to reduce carbon emissions within the NPARC region.

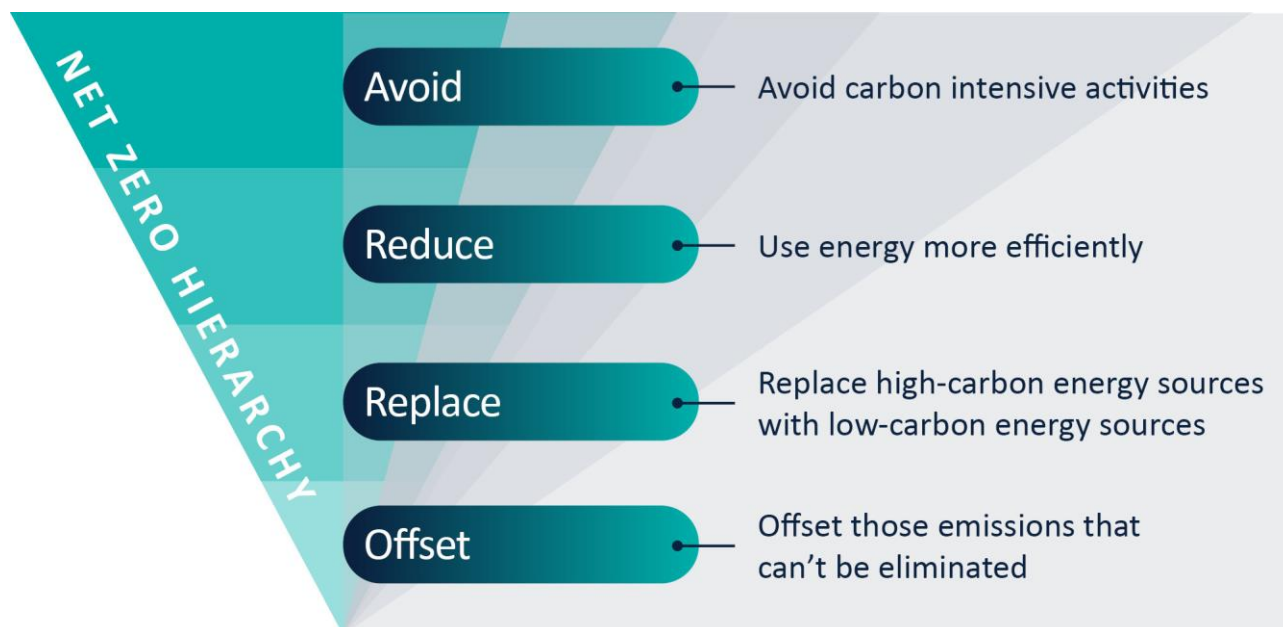


Figure 4: Net Zero Hierarchy

The following section provides an identification of opportunities for the reduction of carbon emissions for each of the key themes together with a preliminary evaluation of the merits and barriers for each of the initiatives.

8.1 Overview

Carbon Reduction Theme	Carbon reduction opportunity	Opportunity Description	Estimate reduction to carbon emissions		Indicative timeline
			tCO2-e	%***	
Energy	Solar power*	Installation of a 1.7 MW system	4,265	20%+	2035
	BESS**	Installation of 8 MW & 20MWh battery storage	4,265	20%+	2040
	Biofuel/hydrogen back-up fuel supply	Replacement of diesel with biofuel/hydrogen for back up power generation	5,687	26%	2050
Transport	Biofuel usage	Supplementation of diesel fuel with biofuel	1,718	8%	2035
	Electric vehicles – electric ferry	Increased uptake of electric vehicles	1,718	8%	2045
Circular economy	Composting or organic waste	Enclosed composting of organic waste using a modular system	1,136	5%	2045
Built environment energy efficiency / water efficiency	Energy efficiency / water efficiency	Retrofit of buildings for energy efficiency and installation of rainwater tanks	1,422	7%	2035
	Induction cooktops	Replacement of gas stove tops with induction cooktops	247	1%	2035
Savannah burning – Blue carbon	Savannah burning – Blue carbon	Annual savannah burning practices as a project under the Emission Reduction Fund	1		
Tourism	Carbon reduction tourism levy	Levy imposed on a per vehicle / per person basis, with funds implemented on carbon reduction projects.			

Table notes: *Solar power installation without battery storage estimated to provide 30% of electricity requirements, **BESS estimated to provide 60% or electricity supply in additional to 30%, *** estimated % of baseline carbon emissions

8.2 Carbon Reduction Strategy 1: Energy

8.2.1 Context

Opportunities within the Energy theme are plentiful for the area and have the potential to provide the largest benefit to the community. Opportunities can be delivered by existing service providers, or new entrants to the market.

Table 6: Energy: Benefits, constraints & considerations

Benefits	Constraints and Considerations
Largest potential for emission reduction	Remoteness for construction activities
Low operation and maintenance inputs required.	Will require investment for local skills training, upskilling, reskilling
Revenue opportunities to be gained from sub-leasing land	Consider influence as to location.
Often are scalable in solution, so can grow with increase community demand.	Inclusion or not of energy storage to be considered.
Will support some local employment opportunities.	Materials such as PV Panels have limited life spans 20 – 30 years), requiring replacement as well as waste or recycling.

At the time of writing this Master Plan, Ergon has commenced preliminary planning for a large solar farm, which given the extensive sunlight hours locally will provide significant benefit and carbon offset for the community.

8.2.2 Solar Energy

For the NPARC region an emphasis was placed on the use of renewable generation to reduce the current reliance on fossil fuel power generation and to become a regional leader in Climate Change Strategy. Generation technologies including emerging technologies, such as wind, fuel cells, solar and biomass systems were assessed. Factors that need to be considered when assessing the suitability of such systems for the NPA area include:

- System capital expense and operational costs
- Proximity to the current DNSP Grid connection and system capacity
- Fuel source availability and intermittency
- Regional and national government renewable energy initiatives and incentives
- Load compatibility and willingness/ability to meet intermittent generation
- Space requirements
- Prior proven installations
- Local technical support and availability
- Environmental factors, especially durability in high salt conditions

Solar generation stands out as the optimal choice for the region due to various advantages over other renewable energy sources. These include abundance in the region, minimal environmental impact, versatility, scalability, low operating costs, and a well-established technology. The solar GIS mapping in previous sections of report for the qualifying site considers the following criteria:

- Topography characterized by relatively flat land and minimal vegetation.
- Exclusion from protected lands, including heritage sites, habitats for native animals and vegetation, etc.
- Adequate size to accommodate solar systems exceeding 1.5 MW, which requires more than 2 hectares of land.
- Proximity to the existing power distribution network.
- Convenient proximity to residential areas to facilitate easy access.

8.2.3 Solar Strategy and Demand

As per the local network data the current average power demand in the region amounts to about 1.55 MW and max of 2.2MW, spanning all hours of the day. This equals a daily energy consumption of approximately 37 megawatt-hours (MWh). A solar system exceeding 1.7 MW can fully meet the energy requirements during peak sunlight hours (from 10 am to 3 pm) and partially during other daylight hours, see graph below. This results in a significant one-third reduction in energy costs, which is roughly equivalent to saving about 2 million litres of diesel. It's important to note that while Ergon has indicated that a quarter litre of diesel can be saved for every 1 kilowatt-hour of power generated, this benefit is not linear which drops off with greater solar installations.

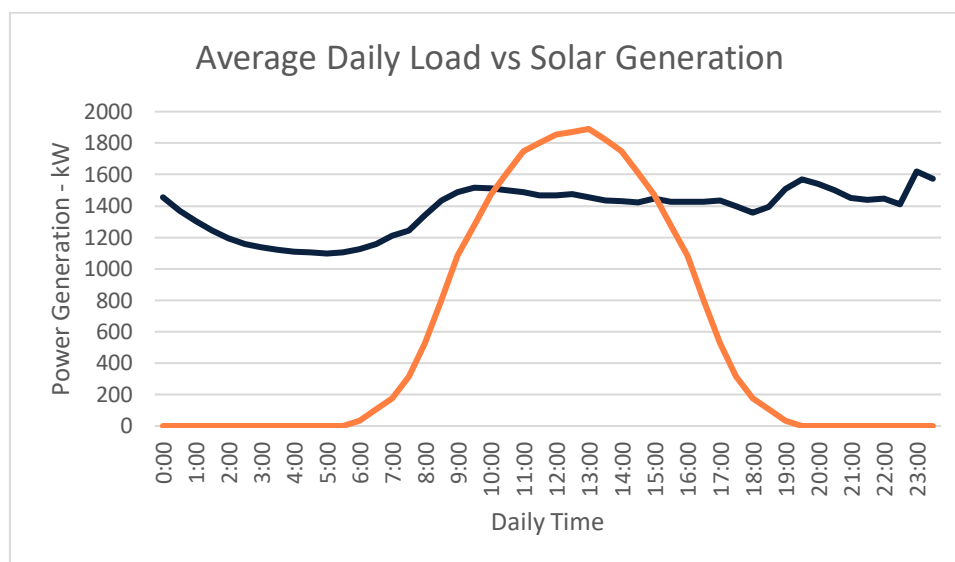


Figure: The NPARC region average Daily Load vs Solar Generation

This aligns with the objectives of the current Distributed Network Service Provider (DNSP), Ergon. Ergon has initiated projects in the region, incorporating small rooftop solar into microgrids alongside diesel generators. The installed capacity currently stands at approximately 571kW, with a maximum capacity of 1255kVA for the current site grid.

A microgrid is a discrete energy system consisting of distributed energy sources (including demand management, storage, and generation) and loads capable of operating in parallel with, or independently from, the main power grid. It seems entirely feasible that the proposed NPA could be powered by a microgrid that runs multiple generation systems with some energy storage for system stability.

8.2.4 Battery Energy Storage System

Achieving net-zero emissions and maintaining a stable power supply in the region would need to have energy storage, such as batteries or biofuels. However, it's important to consider the associated costs, which could be quite high.

Assuming the daily energy usage is 37MWh, typically it is required to have three days of energy storage to achieve energy independence. This means that around 110MWh of storage capacity will be needed. A 22 MW solar setup generates an average of about 132MWh per day, which provides enough power for the entire region and also fully recharges the Battery Energy Storage System (BESS).

This configuration would ensure up to 3 days of power supply even in the absence of sunlight or during extended rainy periods. Typically, backup generators (often diesel-based) would be available for such circumstances. However, it's challenging to give precise % reliability due to the unpredictability of weather conditions (a 3-day setup should be able to reach 90%). A very rough estimate of price would put the Solar Farm at about \$40 million + and the BESS at more than \$110 million. The remoteness of the site will likely add another 20% to the price.

SMEC understands that the NPA Regional Council is presently engaged in discussions with Ergon for the possible construction of an 8MW PV and 20MWh BESS on the eastern side of the existing wastewater treatment plant (LOT SP273361). It's important to note that, as of now, there are no formal contractual obligations between the two entities; however, there is a tentative project schedule aimed at achieving commissioning by 2028.



Figure: Proposed LOT location of the 8MW PV and 20MWh

Note that large-scale BESS are still a relatively new concept. Considering the ongoing trend of continuous technological advancements and the growing global production of raw materials, it is anticipated that the cost of batteries will likely decrease in the future, akin to the observed trends in Solar Panels and Wind Turbines.

8.2.5 LPG Alternatives (BioGas – Electric / Induction from solar)

The electrification of the region will further diminish greenhouse emissions. An initial estimate suggests that approximately half of the buildings in the NPA rely on LPG (Gas Bottle) for cooking purposes. Given the region's consistently high average daily temperatures, the annual household usage is likely to be below 9GJ/pa. While a direct conversion to electricity usage isn't feasible due to variations in cooking methods, energy loss, and transportation considerations, it is widely acknowledged that electric and induction cooktops are more energy-efficient and have the potential to be powered entirely by renewable energy sources.

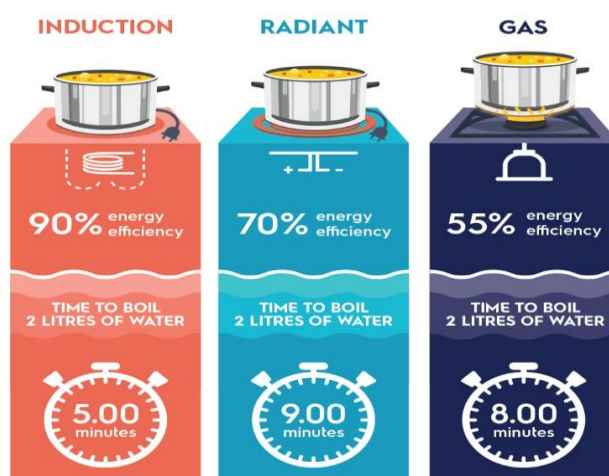


Figure 5: Electrolux cooktop infographic induction vs radiant vs gas

It is proposed that the adoption of electric and induction cookers, particularly for residential areas in the region to be completed as quickly as possible. It's worth noting that Victoria, starting in 2024, is set to phase out new gas connections for new residences. This initiative aims to reduce the state's gas emissions by one-sixth.

It's important to highlight that the current power usage and the proposed solar farm mentioned in section 10.3 have not factored in the additional load from the electrification of cooking. Therefore, the sizing of the solar installations and the upgrade of the grid network will need careful consideration.

8.3 Carbon Reduction Strategy 2: Transport

8.3.1 Context

Diesel use for transport accounts for almost 20% of emissions (4200 tonnes of carbon per year); a significant contributor to NPA baseline numbers.

While the implementation of a full electric vehicle (EVs) fleet into the NPA region seems out of reach, a reduction in emissions from focussing on the use of EVs for local transport is an opportunity that can provide significant carbon reduction benefits to the region.

Table 7: Transport Benefits, Constraints and Considerations

Benefits	Constraints and Considerations
Large potential for emission reduction	Technology and battery development is ongoing.
Direct cost reduction for community in personal car operations and maintenance.	Practicality of adoption considering local roads and weather conditions and regional recharging stations.
Infrastructure ready for increasing uptake of EV in adventure travel	Purchase cost of EVs is currently high
Existing technologies are available	EVs can only reduce carbon emissions if renewable energy is available for battery recharge

Opportunities for carbon emissions reduction across the NPARC transport sector include:

- Consolidation of commercial transport requirement to optimise the use of freight vehicles
- Increased uptake of hybrid and/or electric vehicles across the region
- Public transport services to reduce the use of personal vehicles and decrease per passenger carbon emissions
- Use of low or zero emission biofuels to supplement diesel usage (blends of up to 10% are readily available)
- Use of electric personal transport options (e-mobility) such as scooters and electric bikes
- Increased uptake of EVs, coordinated with the installation of solar PV systems. Solar PV systems, without battery back-up are designed to supply peak daytime electricity demand. There is generally surplus electricity available at some times during daylight hours. This electricity could be used to recharge EVs using carbon neutral energy.

8.3.2 Electric Vehicles

The ability of EVs to reduce carbon emissions is dependent on the carbon profile of the electricity used to recharge the EV battery. Carbon emission reduction due to EV uptake requires the availability of low or no carbon electricity generation using renewable energy sources.

Hybrid vehicles, that combine an internal combustion engine with an electric battery supported motor, are already in use in NPARC. Hybrid vehicles in use in NPARC are self-charging, the battery is charged by energy generated by the internal combustion engine and energy recovered from braking.

In the current phase of electric vehicle (EV) development, alternatives include:

- Direct replacement of diesel with biodiesel
- Electric vehicles
 - Electric vehicles for remote communities shouldn't be discounted.
- The use of eMobility vehicles such as electric scooters for local level transport.

A recent study by Australian National University showed that with the entry of long range EVs into the EV market 99% of community residents would be able to travel to their nearest small service hub town. It is anticipated that the majority of vehicle use in the NPARC is between the NPARC communities. Keeping this in mind there is potential for EV's to be used for local transport purposes. The replacement of 50% of vehicle use with EVs has the potential to

reduce NPA region emission by 10% overall, 2100 tonnes of carbon per year. Emerging vehicle technologies such as hydrogen powered vehicles may provide an alternative low carbon vehicle option to the region.

The increased uptake of EVs will need to coincide with the development of renewable energy sources, in this case solar PV farms. In the meantime, the most accessible method of reducing carbon emissions from transport is the use of biofuel to supplement diesel usage. Unleaded petrol (ULP) standardly contains ethanol (a biofuel) however biofuels suitable for blending with diesel fuel are in more limited supply. There is ongoing effort to build capacity for biofuel production and availability. A recent example of this is Queensland is a feasibility study for the development of an advanced biofuels production facility utilising Ampol's decommissioned refinery site at Lytton in Brisbane ([Ampol and ENEOS sign MOU with QLD Gov for advanced biofuels production - Energy Magazine](#)).

There is still an expectation that trucks and larger freight vehicles and buses will use hydrogen fuels in the future. The production and utilisation of hydrogen fuels is an emerging area. There is significant future opportunity for hydrogen fuels to be used in NPARC for both back-up electricity generation and commercial uses such as the Jardine Ferry.

8.4 Carbon Reduction Strategy 3: Circular Economy Initiatives

8.4.1 Context

Circular Economy in the context of NPARC Carbon Reduction emissions refers to the opportunity of reuse and recycling waste materials for sustainable energy development.

8.4.2 Waste management

All municipal waste for NPARC is sent to landfill. Estimated carbon emissions from landfilling of domestic waste has been estimated to be 2,300 tCO₂-e (annually) approximately 10% of NPARC emissions.

Carbon emissions from waste are associated with the decomposition of organic wastes resulting in methane emissions. The reduction of carbon emission from waste requires the organic matter, generally food and garden waste to be separated from the general waste stream. The organic waste stream can then be treated by a range of methods, three potential methods and a preliminary assessment of their pros and cons are provided in the following table. An example of a modular composting system is shown in Figure 6.

Table 8: Organic Waste Stream Treatment Method

Option	Benefits	Constraints
Vessel composting	High emission reduction Creates compost suitable for land application Create opportunities for agriculture Simple process with low capital costs	Optimised composting requires control of waste stream composition Potentially labour intensive
Modular anaerobic digestion	High emission reduction Recovery of biogas for energy production Stabilised biosolid with potential for land application Potential to combine with wastewater treatment Create opportunities for agriculture	Complex operation requiring technical skills Sensitive to contamination
Insect systems	Waste used to breed insect larvae that can be used as a protein source in animal feed e.g. aquaculture Relatively robust to contamination	Suitable for food waste only



Figure 6 Vessel composting system (HotRot 1811 Composting Unit | Global Composting Solutions)

Each tonne of organic wastes produces 2-3 tonnes of carbon emissions. Organic waste treatment through composting can reduction waste related carbon emissions by over 95%. The recovery and treatment of 80% of organic wastes would reduce waste related emissions by approximately 75% (1,700 tonnes of carbon annually)

8.4.3 Wastewater management

Wastewater treatment is a minor emission source for NPARC, accounting for less than 2% of NPA region carbon emissions. Wastewater treatment for the region is via unmanaged aerobic lagoons. The treatment plant at Bamaga currently accepts wastewater from Seisia and New Mapoon with further upgrades planned to receive flows from Umagico and Injinoo. Once these upgrades have been completed wastewater treatment for the region will be via a centralised system located at Bamaga.

Options for the reduction of carbon emissions from wastewater treatment include:

- Upgrade of the treatment plant to a managed aerobic system including sewage screening, sedimentation and controlled mixing/aeration of ponds
- Modular anaerobic digestion with biogas recovery

These options have the potential to eliminate carbon emissions associated with wastewater treatment. Modular anaerobic digestion has the added benefit of biogas recovery that can be used as an energy source for electricity supply. The following figure is an example of a modular anaerobic digestion system that may be suitable for NPARC.



Figure 7: Gaia-Anaerobic-Biodigester.pdf (gaia-envirotech.com)

Further details of this biodigester is available at [Gaia-Anaerobic-Biodigester.pdf \(gaia-envirotech.com\)](https://gaia-envirotech.com)

Current wastewater treatment processes are simple and effective and require little intervention to operate. Any upgrades to wastewater treatment would increase both the complexity and the sensitivity of the treatment processes. This is particularly the case with anaerobic digestion where the effective operation of the biodigester is dependent on wastewater composition and temperature control.

Due to the potential for explosion, the generation, collection and distribution of biogas requires a system designed, built and operated to extremely stringent standards. The regulatory requirements for a biogas generation and distribution system would likely prove cost prohibitive compared to the size of system required for NPARC.

There is ongoing research into the development of small scale package anaerobic digestion systems. Advances in this area over time may result in a suitable system becoming available in the future.

8.5 Carbon Reduction Strategy 4: Built environment

8.5.1 Energy efficiency

Energy and water use in the region is significant on a per person basis. Improvements in energy and water use have significant potential to reduce carbon emissions.

Energy efficiency in buildings and homes could be improved through:

- Well insulated building
- Utilisation of passive cooling where possible
- High efficiency air conditioning systems
- High efficiency heat pumps for hot water
- Smart controls for administration and commercial buildings

Water use for the region is high and has increased significantly over time, decoupled from population growth, from 3.2 ML per day to an estimated 7 ML per day. Approximately doubling the water use for the region over the last decade. There is potential to decrease water use for the region through:

- a water audit to identify potential leaks
- awareness raising to motivate behavioural change and water use reduction at a household level
- installation of rain water tanks on council buildings to offset water use and associated carbon emissions.

Energy efficiency improvement and water use reduction through leak fixing and behavioural change have been estimated to reduce NPARC energy use by 10%.

8.5.2 Water supply efficiency

Water usage estimates indicate that water usage for NPARC has increased from 5 ML/day to 7 ML/day in the last 10 years relative to a population increase of approximately 10% during a comparable period. Per person water usage has

been estimated as approximately 850 L per day. Carbon emission associated with NPARC water supply have been estimated to contribute 7% of annual carbon emissions.

Water is pumped 15 km from the Jardine River to a water treatment plant in Bamaga and then distributed a water towers to each of the communities. Water supply is often at capacity and there have also been issues with treated water quality, with the requirement to boil water before drinking being a regular occurrence in recent time.

Energy use and associated carbon emission associated with the drinking water supply are attributable to pumping of the raw water to the water treatment plant and pumping of the treated water to community water towers. Additional energy is used to boil water when water is potentially unsafe to drink, electricity use for boiling of water has not been included in the estimated contribution of water supply to annual carbon emissions.

The collection of stormwater in rainwater tanks could be used to supplement water supply for non-drinking applications such as toilet flushing, washing clothes, gardening, car washing and fire fighting. Tanks could be installed on public or commercial building with large roof space and further at a household level. The benefits of installing would include:

- reduced demand for regional water supply enabling the water treatment to operate withing its design capacity enabling the effective treatment of water eliminating the requirement for boiling of water prior to use
- reduced pumping requirements for raw water and water distribution to water towers
- recued energy and chemical consumption for water treatment
- extend the life of the existing water treatment plant through creating surplus capacity for future growth

Metering on the public water supply is limited with household metering being abandoned some time ago due to faulty meters. Identification of leaks in the water supply distribution system is challenging, with leaks often being noticed due to wet patches or green patches on the ground. It is likely the improved metering practices enabling the identification and maintenance of leaks would likely result in significant reductions to water demand and the energy required for pumping and treating of water.

Carbon reduction associated with water efficiency initiative have been estimated to be 10-20% of carbon emissions associated with water supply.

8.6 Carbon Reduction Strategy 5: Carbon offsetting opportunities

Carbon offsetting is the final stage in a net zero strategy. Carbon emissions have the same impact on the climate no matter where it is emitted and what the source, so if a tonne of carbon emissions can be absorbed from the atmosphere in one part of the world it should cancel out a tonne of the carbon emissions emitted in another location. These projects can take various forms, such as renewable energy initiatives, reforestation efforts, or methane capture programs. Companies and individuals can generate carbon offsets through participating in schemes such as Australia's emissions reduction fund (ERF) or purchase certified carbon offset through reputable organisations and trading schemes.

There is considerable potential for the reduction of carbon emissions in NPARC through the opportunities described in the above sections. The implementation of these carbon reduction initiatives will significantly reduce carbon emissions however it is likely that by 2050 there will be residual emissions that require offsetting of emissions.

Savannah burning and blue carbon are available options under the ERF that could provide NPARC with opportunities to generate carbon offsets locally. These two options are discussed in more detail in the following sections.

Switching from diesel-generated power to renewable power will qualify the developer for a government rebate in the form of Renewable Energy Certificates (RECs). These certificates are tradable for cash, and their value varies in accordance with prevailing market conditions.

The Large-Scale Generation Certificate (LGC)

As part of the RECs, an accredited power station with a peak capacity of 100kW and above may register for the creation of large-scale generation certificates (LGCs). One LGC can be created per megawatt hour (MWh) of eligible electricity generated. Registered LGCs can be sold or transferred to entities with liabilities under the Renewable Energy Target or other companies looking to voluntarily surrender LGCs.

A nominated person can create LGCs by submitting a 'claim' for LGCs in the REC Registry. Once a claim for LGCs has been received, the Clean Energy Regulator determines the eligibility of LGCs created (this process is called the 'validation' process) and will register eligible LGCs in the REC Registry. The current LGC price is \$47.5 (20/12/2023) each.

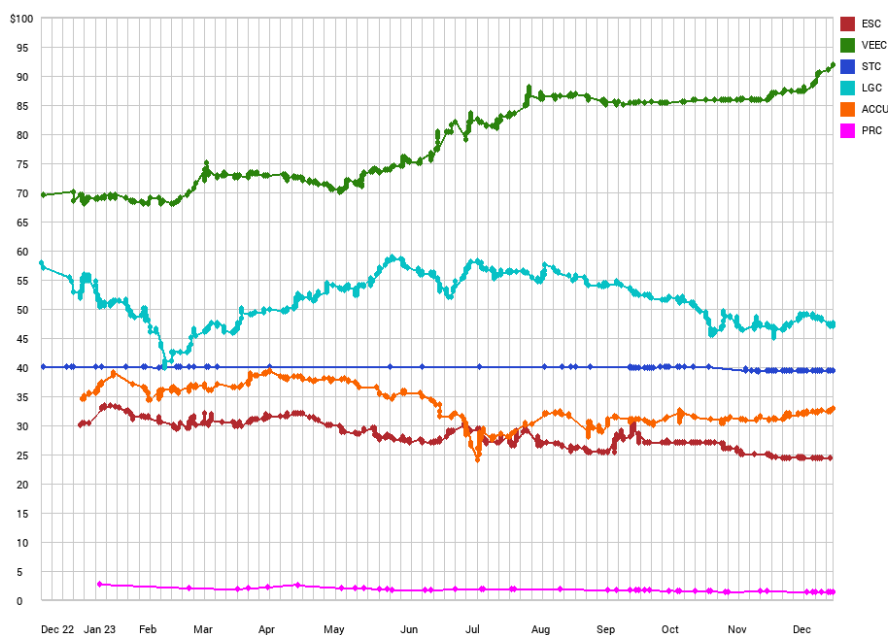


Figure 8: Energy Certificate Spot Price. Source: Demand Manager

Currently, a north facing 1.0MVA PV Solar System in the NPA Region with optimal PV tilt and orientation would produce roughly 2.01GWh per year which is equivalent of \$95,475 in LGCs (20/12/2023).

Please note with the continuous trend of surplus solar power being generated in Australia, the LGC rebate is expected to have an annual drop of 15-30% leading up to 2030.

For further information on LGCs see the Australian Government Clean Energy Regulator Guide to Selling LGCs website at <https://www.cleanenergyregulator.gov.au/>.

8.6.1 Savannah Burning

Savanna burning refers to controlled or prescribed fires intentionally set in savannah ecosystems. This practice is crucial for managing and conserving these landscapes, as it helps reduce bush fire fuel loads, prevent uncontrolled wildfires, and maintain the health of the ecosystem. Savannah fire management is an approved method under the Australian government's emissions reduction fund program, meaning that savannah burning activities have the potential to generate carbon offsets that can be used to generate income from the practice.

Existing projects in Arnhem land indicate that for every 26 ha of land under savanna fire management, approximately 1 tonne of carbon emissions can be avoided on an annual basis.

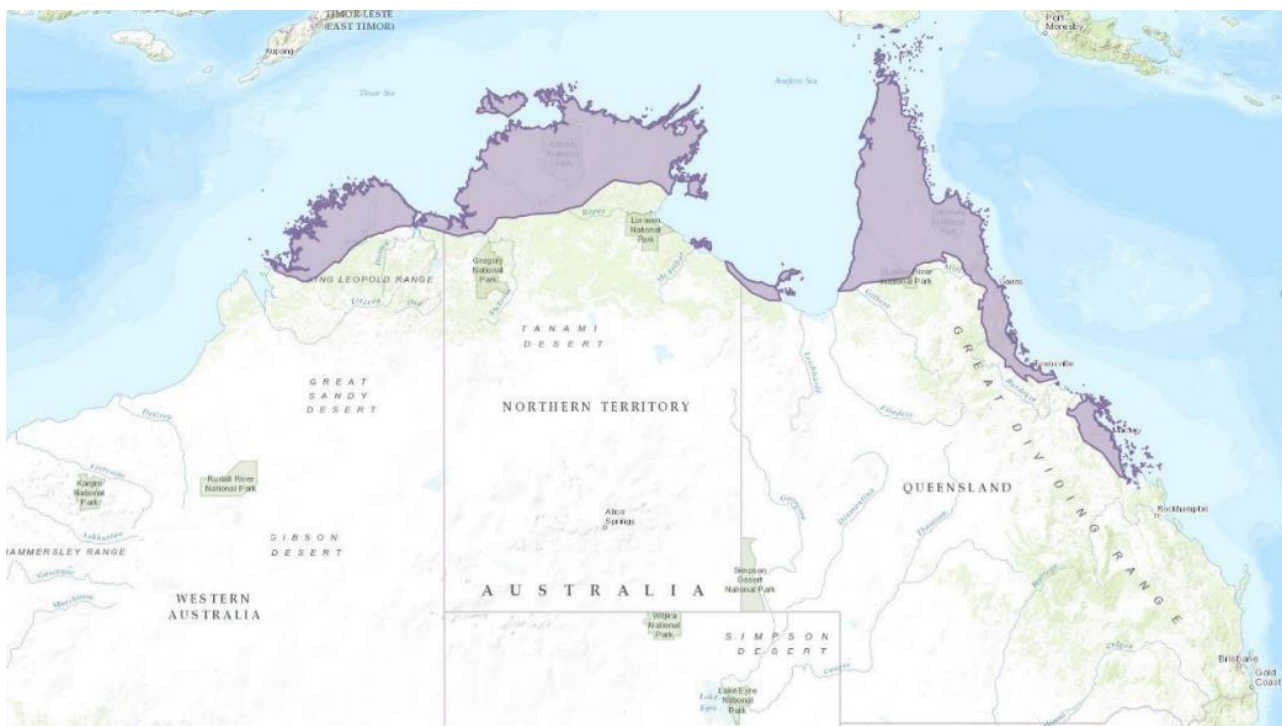


Figure 9: location of NPARC savanna-burning-high-rainfall-zone-1000mm-plus (dcceew.gov.au)

In comparison to Arnhem Land, the land area available for savanna fire management in the NPARC region is limited. Preliminary mapping indicates that the NPARC region is suitable for savanna burning activities. Assuming that 25% of land in the region could be utilised for this purpose, approximately 1,000 tonnes carbon emission could be avoided using savanna fire management.

Figure 10 shows fire frequency over the last decade in the NPA Region, indicating the potential for Savanna fire management programs in the region.

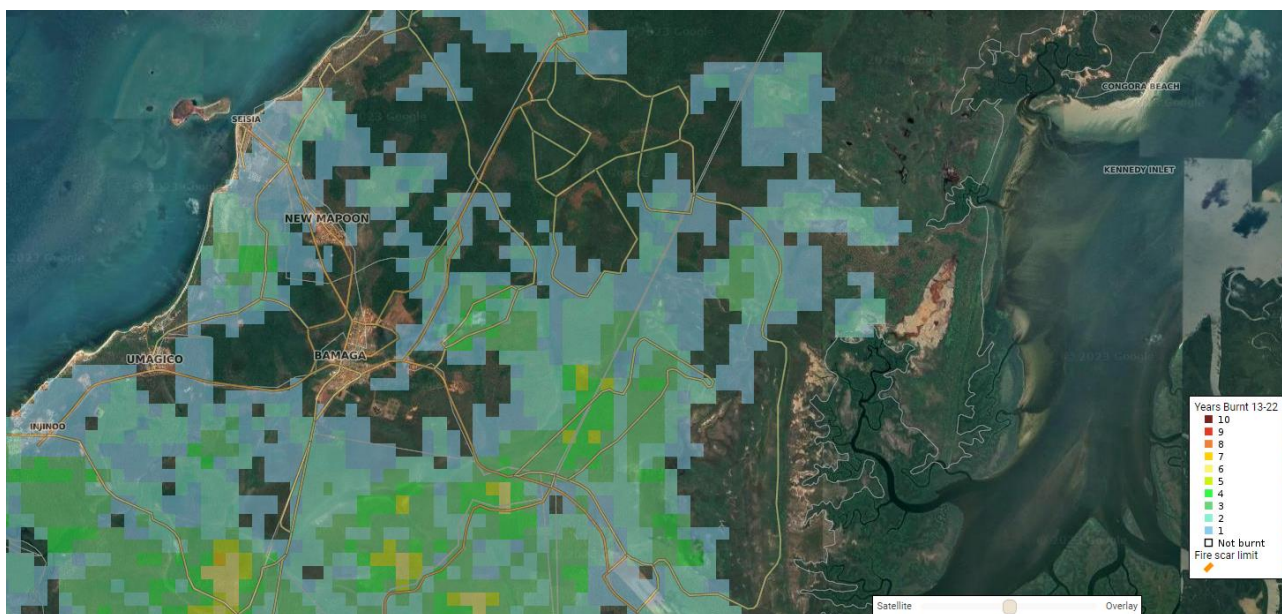


Figure 10: Fire frequency in the NPARC Region over the past decade, Source: Northern Australian Fire Information (firenorth.org.au)

8.6.2 Blue Carbon

Blue carbon projects focus on the conservation and restoration of coastal and marine ecosystems, such as mangroves, seagrasses, and salt marshes, which have the potential to capture and store significant amounts of carbon dioxide from the atmosphere. These projects not only contribute to climate change mitigation but also provide valuable habitat for marine life, support coastal resilience, and offer opportunities for sustainable economic development.

Blue carbon projects are able to generate carbon offsets through the Australian government's emission reduction fund. The activity covered by the blue carbon method is the removal or modification of a tidal restriction mechanism to allow the introduction of tidal flow and the establishment of coastal wetland ecosystems in the project area. This results in the rewetting of completely or partially drained coastal wetland ecosystems and the conversion of freshwater wetlands to brackish or saline wetlands.

Mangroves and tidal marshes are able to sequester an estimated 6-8 tonnes of carbon per hectare annually.

Our current understanding is that the potential for blue carbon projects within NPARC is limited given the lack of offshore development and tidal modification works in the region. Regardless, further investigation is recommended.



Figure 11: Blue Carbon in Australia and Indo-Pacific

Further details can be found at [Blue carbon in Australia and the Indo-Pacific - CSIRO](#).

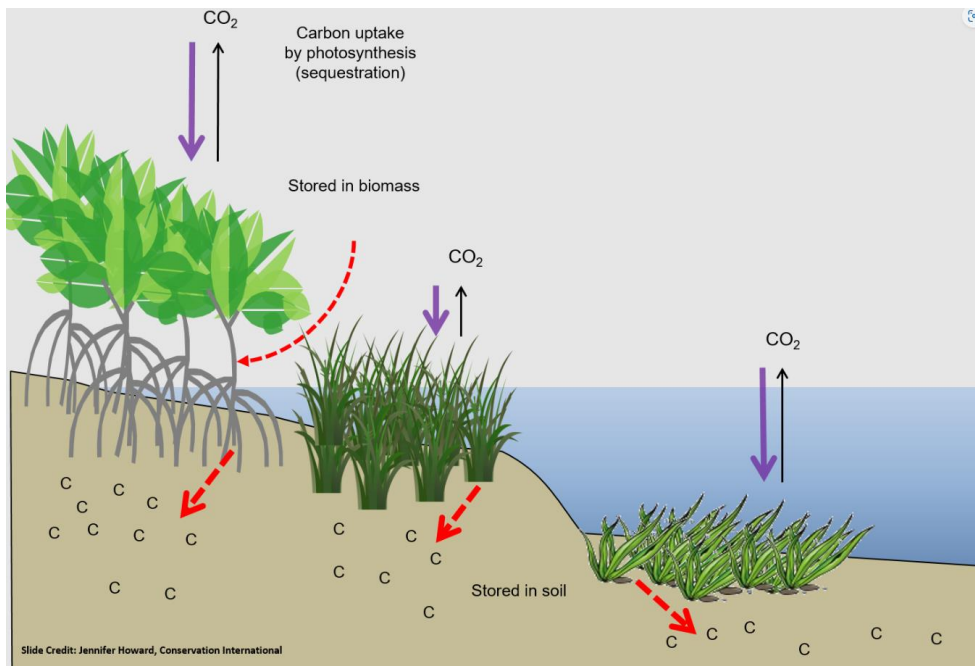


Figure 12: Blue Carbon explained

Further information is available at [how-blue-carbon-works.png \(1499×1021\) \(estuaries.org\)](https://estuaries.org/how-blue-carbon-works.png)

9. NPARC Pathway to Net Zero

The purpose of this assessment is to comprehensively understand the potential employment opportunity associated with proposed renewable energy projects and other carbon reduction initiatives for the Northern Peninsula Area community. High level investigations have also been undertaken to understand the potential opportunities to introduce vehicle access levies, recognising this additional revenue stream could be utilised to fund carbon reduction initiatives.

Figure 13 demonstrates the proposed pathway for the NPARC Region to reach Net Zero, classified by the type of decarbonisation activities and the impact these have.

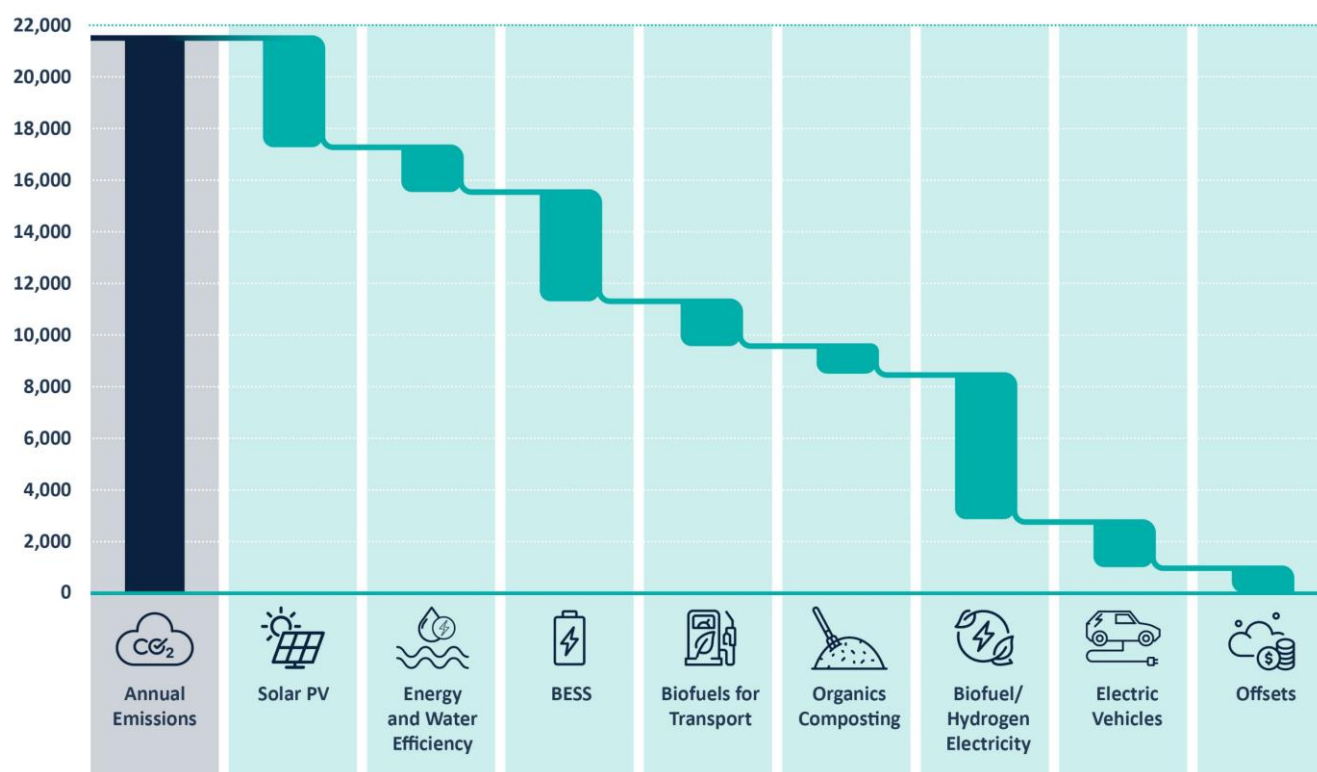


Figure 13: NPARC Carbon Reduction Waterfall Diagram

9.1 Identified Opportunities

SMEC undertook a detailed analysis of potential carbon reduction opportunities for the Northern Peninsula Area, falling under five broad carbon reduction themes, namely:

- Energy;
- Transport;
- Circular Economy;
- Built environment energy efficiency / water efficiency; and
- Savannah burning – blue carbon.

This assessment has also provided details on the anticipated reduction to carbon emissions from each opportunity, along with details on the indicative timeline for delivery of each project. At this stage, indicative costing data has yet to be provided, which assists in informing the economic contribution analysis and the prioritisation of carbon reduction opportunities (which at this stage are anticipated to commence in 2035, 2040 or 2045).

Table 9: summarises the potential opportunities identified by theme.

Carbon Reduction Theme	Carbon Reduction opportunity	Opportunity Description	Estimated Annual Reduction to Carbon Emissions		Indicative Time line
			tCO ₂ -e	%***	
Energy	Solar power*	Installation of a 1.7 MW system	4,265	20%+	2035
	BESS**	Installation of 8 MW & 20MWh battery storage	4,265	20%+	2040
	Biofuel/hydrogen back-up fuel supply	Replacement of diesel with biofuel/hydrogen for backup power generation	5,687	26%	2050
Transport	Biofuel usage	Supplementation of diesel fuel with biofuel	1,718	8%	2035
	Electric vehicles – electric ferry	Increased uptake of electric vehicles	1,718	8%	2045
Circular Economy	Composting or organic waste	Enclosed composting of organic waste using a modular system	1,136	5%	2045
Built Environment / Energy Efficiency / Water Efficiency	Energy efficiency / water efficiency	Retrofit of buildings for energy efficiency and installation of rainwater tanks	1,422	7%	2035
	Induction cooktops	Replacement of gas stove tops with induction cooktops	247	1%	2035
Savanna Burning – Blue Carbon	Savannah burning – Blue carbon	Annual savannah burning practices as a project under the Emission Reduction Fund	-	-	2030

As part of internal discussions with the project team, it was also identified whilst a ferry charge was payable to enter the Northern Peninsula Area via the Jardine Ferry (but was not payable to leave the Northern Peninsula Area), there did not appear to be a requirement to pay for a vehicle access permit, with the only further costs incurred being at campsites.

There may be a potential opportunity to further explore the introduction of paid vehicle access permits for non-residents to the Northern Peninsula Area as a potential source of funding, to help assist with the maintenance of sealed roads between Injinoo, Umagico, Bamaga, New Mapoon and Seisia and in recognition of the significant area of unsealed tracks within the Northern Peninsula Area accessible to visitors for recreational use¹. However, on the other hand, it is noted no land within the Northern Peninsula Area is classified as a national park, so the scope for this to occur may be limited, but represent an opportunity for the broader Cape York Region, with the presence of multiple national parks in Cook Shire. This is discussed more completely in Section 9.6.

9.2 Economic Contribution Approach

Economic impact assessment is used to estimate the direct and indirect impacts (or contribution²) of a particular economic stimulus or activity – in this case, the anticipated economic contribution of carbon reduction initiatives within the Northern Peninsula Area. The analysis of economic contribution is based on input-output tables, which describe inter-industry transactions for a given region. National input-output tables for 2018-19³ are prepared by the Australian Bureau of Statistics based on the Australian National Accounts. Victoria and regional tables are then imputed using Queensland State Accounts, Census data and taxation data.

The total economic impact of a particular stimulus or activity comprises the following effects:

¹ The Northern Peninsula Area Regional Council website identifies an estimated 150km of tracks within the region.

² The terms economic impact and economic contribution can be used interchangeably.

³ ABS (2021) Australian National Accounts: Input-Output Tables Catalogue No. 5209.0.55.001

- **Direct or initial effect:** being the stimulus for the economic impact, typically described as the change in sales or contribution to final demand by the stimulus or activity.
- **Flow on effects:** comprising production-induced effects and consumption-induced effects, these being:
 - **First-round production effects:** being the purchases of inputs required from other industry sectors in the economy to produce the additional output generated by the stimulus or activity;
 - **Industrial support production effects:** being the second, third and subsequent-round industrial flow on effects stimulated by the purchases made in the first round; and
 - **Consumption induced effects:** being the purchases made by households upon receiving additional income from labour payments stemming from the production of additional output generated by the stimulus or activity under assessment.

The extent of these impacts can be represented by multipliers calculated in aggregate for various regional, state or national economies. There are commonly four multipliers used to measure impact – output, income, employment, and value added. Multiplier effects are typically largest in secondary industries (e.g. manufacturing, construction, etc) as these sectors require significant inputs from other sectors of the economy (e.g. material inputs) to facilitate production and produce their product. Service sectors typically have smaller multiplier effects due to their lower reliance on other sectors of the economy to produce outputs.

Two sets of the above multipliers can be generated, namely:

- **Type 1 Multipliers**, which estimate the direct and production-induced impacts of a stimulus or activity
- **Type 2 Multipliers**, which estimate the direct, production-induced and consumption induced impacts of a stimulus or activity.

Type 1 Multipliers are used in our analysis. The preference of State and Commonwealth Treasuries is for use of only Type 1 Multipliers, given that Type 2 Multipliers typically overstate the extent of consumption-induced impacts of any given stimulus or activity. This choice is also appropriate insofar as worker expenditure in their resident communities is being separately and specifically assessed as part of this project.

It is also important to note that value added is the measure of economic impact resulting from a stimulus that is preferred by economists, as it measures the net impact of a stimulus, after adjusting for input costs.

The various impact measures used in economic impact assessment are described in Table 3-2.

Table 10 Measures of Economic Impact

Impact Measure	Description
Output	The output impact measures the increase in gross sales throughout the entire economy by aggregating all individual transactions (direct and indirect) resulting from the economic stimulus. The output impact provides an indication of the degree of structural dependence between sectors of the economy. However, output impacts are regarded as overstating the impact on the economy as they count all goods and services used in one stage of production as an input to later stages of production, hence counting their contribution more than once.
Household income	The household income impact measures the additional wages, salaries and supplements paid to households associated with the industry under consideration and with other industries benefiting from the stimulus to the economy. It is important to note that the input-output tables on which this analysis is based relate to 2018-19. The input-output tables represent the structural dependence of industry sectors within the regional economy. Since 2018-19 there may have been changes in the composition of real wages. While the input-output tables have been augmented to reflect changes in relative incomes between industries, they have not been augmented such that they reflect relative differences between regions on an inter-industry basis.
Employment	The employment impact measures the number of full time equivalent (FTE) positions for one year created directly and indirectly by the stimulus ⁴ . However, the short-term response to increased demand may be that existing employees work overtime. Consequently, actual levels of employment

⁴ Therefore, if impacts are to be spread over a number of years, the FTE estimate (which relates to the annual equivalent) should be divided by the number of years over which the impact will be spread (in the absence of a clearly defined staging program) to provide an indicative ongoing employment estimate over the life of the impact.

Impact Measure	Description
	generated (in terms of persons employed) will tend to be lower than those estimated by the input-output analysis. This short-term employment response (of working additional overtime) will be more prevalent where the demand stimulus is likely to be temporary and short lived, or where there is limited spare capacity in the economy (that is, when the economy is at or near full employment).
Value added	The value added or Gross Regional Product (GRP) impact measures only the net activity at each stage of production resulting from a stimulus. GRP is defined as the addition of consumption, investment and government expenditure, plus net exports (exports minus imports) from a region. The value added (or GRP) impact is the preferred measure for the assessment of contribution to the economy from a stimulus or impact, and as such should be used to describe the net impact of the event.

The analysis of economic impact is based on input-output tables that describe the inter-industry transactions for a given region. To utilise this model, the data used must be classified by its Australian and New Zealand Standard Industrial Classification (ANZSIC) code.

The ANZSIC was created by the Australian Bureau of Statistics (ABS) and Statistics New Zealand (Statistics NZ) to obtain a standardised collection of industrial classifications. An individual business entity is assigned an industry classification based on its primary activity. Some examples of ANZSIC classifications include, 'Coal Mining', 'Structural Metal Product Manufacturing', and 'Professional, Scientific and Technical Services'.

Our approach will utilise employment estimates, which are detailed in Section 3.5 of the report, to generate indicative output, household income and value added impacts.

9.3 Assessment of Regional Level Impacts

As stated above, economic impact or contribution analysis relies on the estimation of multipliers as a result of project expenditure, that is multipliers for output, household income, employment and value added. Multipliers can be generated for each region. The size and economic base (or composition) of a region materially influences the size and direction of multipliers.

Small regional economies, such as the Northern Peninsula Area, will typically have lower multipliers than larger regional economies. This is attributable to the relative shallowness of small regional economies and their inability to cater for the full suite of supply chain effects. Hence, among other things the size of a regional economy places a constraint on the scale of flow-on effects.

9.4 Limitations of the Input-Output Approach

The input-output approach has a number of limitations, which may result in overestimation of impacts.

- The absence of capacity constraints such that the supply of each good is perfectly elastic, implying that each industry can supply whatever quantity is demanded of it and there are no budget constraints.
- The assumed linearity and homogeneity of the input function, which implies constant returns to scale and no substitution between inputs. This occurs because the approach assumes inputs purchased by each industry are a function only of the level of output of that industry.
- Each commodity, or type of commodity, is supplied by a single industry sector, implying there is only one method used to produce each commodity and each sector has only a single primary output.
- Multipliers are derived from the 2018-19 Input-Output tables published by the ABS and reflect the structural dependence of the economy at that time. These tables have been augmented to reflect broad level structural change across the national economy by industry sector. The state and regional tables prepared for this analysis reflect regional variation from the national tables as at 2018-19. As such, the tables do not reflect any intensification or deterioration in regional competitive advantage in specific industry sector that may have occurred since 2018-19.
- The assumption that the economy is in equilibrium at given prices and that the economy is not subject to other external influences.

- The additivity assumption suggests the total effect of carrying on several types of production is the sum of the separate effects, which is not a true reflection of economic systems.

These limitations are generally only relevant in situations whereby the impact being assessed is immature, which is not the case for the identified carbon reduction initiatives for the Northern Peninsula Area.

9.5 Estimates of Potential Employment Uplift

9.5.1 Employment Opportunity from Energy Initiatives

Accenture (2023), in their report *Skilling Australian Industry for the Energy Transition*, undertook an assessment of the employment generation potential from the transition to renewable energy in Australia by 2050. As part of this assessment, assumptions relating to job creation per megawatt (MW) were established by renewable energy type, as detailed below:

- Wind: 0.22 ongoing operation and maintenance jobs per MW;
- Solar: 0.11 ongoing operation and maintenance jobs per MW;
- Hydrogen: 1.0 ongoing operation and maintenance jobs per MW; and
- Battery: 0.1 ongoing operation and maintenance jobs per MW.

Our assessment has also considered published estimates on construction and operation jobs for larger planned solar investments in Australia, which range in size from ~55 MW to 840 MW, which is significantly larger than the scale of project planned for the Northern Peninsula Area. This data indicates the following employment opportunities during the construction and operational phases:

- Construction: Indicative workforce of 0.4 – 1.6 FTEs per MW, with employment generation per MW generally highest for larger scale projects; and
- Operation: Indicative workforce of 0.01 – 0.05 FTEs per MW, with employment generation per MW generally higher for smaller scale projects.

The proposed solar projects within the Northern Peninsula Area as part of carbon reduction initiatives are then 1.7MW solar system and an 8MW solar system and supporting 20MWh battery storage system. These projects translate to the following potential employment generation, based on published data:

- 1.7MW solar system:
 - Construction: Up to 0.7 FTEs based on published ratios, but likely lower given project scale and the shorter timeframe to deliver the project;
 - Operation: Up to 0.187 jobs based on the ratio published by Accenture.
- 8MW solar system and supporting 20MWh battery storage system:
 - Construction: Up to 3.2 FTEs based on published ratios, but likely lower given project scale and the shorter timeframe to deliver the project;
 - Operation: Up to 2.88 jobs based on the ratios published by Accenture (solar and battery).

Whilst this carbon reduction initiative provides significant economic benefits in terms of carbon reduction, it does not translate to significant employment opportunity for the Northern Peninsula Area community.

9.5.2 Employment Opportunity from Transport Initiatives

The proposed transport initiatives represent the introduction of biofuels to reduce emissions and electrifying the Council fleet. These initiatives are not anticipated to generate employment uplift within the region, but rather positively impact carbon emissions within the Northern Peninsula Area, given that both biofuels and electric vehicles would likely be sourced from beyond the region (e.g. from Cairns). Employment Opportunity from Circular Economy Initiatives

9.5.3 Employment Opportunity from Built Environment / Energy Efficiency / Water Efficiency Initiatives

The suggested initiatives within this category are the introduction of water efficiency and induction cooktops to reduce carbon emissions in the Northern Peninsula Area. The introduction of these measures would create employment opportunities through the design and installation period but would likely rely on providers from beyond the Northern Peninsula Area to be delivered.

Therefore, it is not envisaged the introduction of built environment, energy efficiency and water efficiency initiatives would create any significant employment opportunities within the Northern Peninsula Area.

9.5.4 Employment Opportunity from Savanna Burning

CSIRO (2020) provided an overview of the employment outcomes of the Western Arnhem Land Fire Abatement (WALFA) project in Arnhem Land during both the early dry season and late dry season in 2017. The WALFA project covered an area of 28,000 square kilometres and comprised five ranger groups, namely the Djelk, Mimal, Jawoyn, Warddeken and Adumarllarl people.

The employment breakdown (both in terms of persons and hours) was presented for the following tasks:

- Pre-season consultation
- Roadside burning
- Aerial burning
- Asset protection
- Fire suppression during the late dry season.

The outcomes of this assessment are presented in Table 3-3 below, with total hours converted to an indicative full time equivalent estimate, assuming an average 38 hour work week for 48 weeks per year (reflective of provision of four weeks of annual leave per annum).

The analysis indicates in 2017, the WALFA project supported the employment of 6.8 full time equivalents over a 28,000 square kilometre footprint.

To determine the indicative employment uplift from savanna burning in the Northern Peninsula Area, further investigations are suggested regarding the area in square kilometres potentially suited to savanna burning and the nature of the area suited to savanna burning relative to the WALFA project. Whilst the full time equivalent potential is likely small, savanna burning can provide significant employment opportunity to the community over the dry season.

Table 11 Total Employment (Persons, Hours and FTE) by WALFA Project Task, 2017

Task	Employed Persons	Hours Employed	Average Hours / Employed Person	FTE Employment
Early Dry Season Employment				
Pre-season consultation	249	2,124	8.5	1.2
Roadside burning	179	3,232	18.1	1.8
Aerial burning	78	412	5.3	0.2
Asset protection	157	3,476	22.1	1.9
Late Dry Season Fire Suppression	58	3,208	55.3	1.8
Total	-	12,452	-	6.8

Source: CSIRO (2020) - <https://www.publish.csiro.au/wf/pdf/WF18152>

9.6 Potential Opportunity to Introduce Vehicle Access Levy

The proposed carbon initiatives detailed above provide limited employment opportunities locally but represent opportunities to reduce carbon emissions for the Northern Peninsula Area. Furthermore, in the case of savanna

burning, the opportunity may ultimately represent a broader opportunity for the Cape, creating employment opportunity both within the Northern Peninsula Area and surrounding Councils.

During the project duration, it was suggested the introduction of paid vehicle access permits could be introduced to fund carbon reduction initiatives within the Northern Peninsula Area, in recognition of the significant tourist visitation to the Cape. The Jardine River crossing, which is contained within the Northern Peninsula Area represents a potential collection or compliance monitoring point for this revenue. Whilst the introduction of a vehicle access levy itself is not considered a carbon reduction initiative; it is intended to raise revenue which can fund carbon reduction initiatives (e.g. electrification of the Council vehicle fleet).

A comprehensive desktop analysis of vehicle access permit requirements across Australia identified that there does not appear to be a permit required to drive to Cape York Peninsula Aboriginal Land, which is unlike the majority of national parks across Queensland. Despite the small population in the Northern Peninsula Area LGA, the unintended consequence of such high-volume vehicle traffic is significant wear and tear on the road network, predominately from persons who reside beyond the region. Road repair and maintenance in itself has carbon implications, and the collection of a fee to reduce this or be allocated to other decarbonisation activities.

9.6.1 Application of Vehicle Access Levies Elsewhere in Australia

Across Australia, most states and territories require visitors to purchase a vehicle access permit to drive within national parks and designated 4WD beaches, with the exception being the Australian Capital Territory. The charges incurred and duration of the permit vary for each state/territory and is dependent on the individual's purpose of visit to the national park (e.g., hiking, camping or day visit).

For instance, in Victoria, vehicle access permits are included in the cost price of camping permits for vehicle-accessible campsites. In this instance, each campsite is given a one vehicle allowance and an additional charge of \$10.80 per vehicle is applied for each additional vehicle. Interestingly, all national parks across the Northern Territory require visitors to have purchased a vehicle access permit that are managed by NT Parks, but an additional land permit may be required to visit select Aboriginal lands.

As detailed in the table below, New South Wales has among the shortest time period available for vehicle access permits, whereby visitors pay between \$4 - \$10 per hour at select national parks up and up to \$20 per day. Across New South Wales, 46 national parks required vehicle access permits, whereby only two parks reported hourly rates (Cape Byron State Conservation Area and Broken Head Nature Reserve). Most states/territories, including Queensland, New South Wales, Northern Territory, South Australia and Tasmania, provide options for annual passes for national park and beach access for vehicle-based visitors ranging from \$17 - \$466 for 12 months access.

Notably, in Queensland only Coolooloa Recreation Area provided an option for one-day access from \$14.40 per vehicle (online purchase) to \$21.80 per vehicle (non-online purchase) for one calendar day. K'gari, Coolooloa and Bribie Island Recreation Areas also offered one month passes (\$57.80 per vehicle for one beach, \$92.85 per vehicle for two beaches) and multi-month up to one year passes (from \$173.30 per vehicle). The analysis identified vehicle access permits to national parks were required only for beach access in Queensland.

Table 14 below outlines the time periods, costs and fee structure associated with vehicle access permits by State across Australia.

Table 12: Vehicle Access Permit by State – Australia, 2024

State	Period	Cost	Fee Structure
Queensland	1 day pass	\$14.40 to 21.80	<ul style="list-style-type: none"> Online purchase discounts
	up to 1 week	\$37.75 to \$55.50	-
	up to 1 month	\$57.80 to \$92.85	-
	up to 1 year	\$173.30 to \$466.00	-
New South Wales	Hourly rate	\$4.00 to \$10.00	<ul style="list-style-type: none"> Motorcycle rates Car rates Location-specific rates
	One-Time Entry	\$17.00	<ul style="list-style-type: none"> Kosciuszko National Park only

	1 day pass	\$4.00 to \$20.00	<ul style="list-style-type: none"> Location-specific rates
	1-year pass	\$17.00 to \$190.00	<ul style="list-style-type: none"> Seniors discounts available Location-specific rates All or multi park options available
	2-year pass	\$30.00 to \$335.00	<ul style="list-style-type: none"> Seniors discounts available Location-specific rates All or multi park options available
Victoria	Nightly	\$14.70 to \$189.20	<ul style="list-style-type: none"> For vehicle-accessible campsites, one vehicle per campsite is included in the permit fee Additional vehicle charges apply for each additional vehicle, charged on a per-night basis. Pricing is dependent on campsite category (mid, high, very high or special), higher categories denotes the number of facilities available at the campsite Off-peak and shoulder season discounts available
Northern Territory	1 day pass	\$10.00 to \$25.00	<ul style="list-style-type: none"> 47 National Park Access Family discount available
	3 day pass	\$38.00	<ul style="list-style-type: none"> 47 National Park Access
	1 week pass	\$12.59 to \$65.00	<ul style="list-style-type: none"> Kakadu National Park only Family, concession and child discounts available
	2 week pass	\$30.00 to \$75.00	<ul style="list-style-type: none"> 47 National Park Access Family discount available
	Annual pass	\$50.00 to \$150.00	<ul style="list-style-type: none"> 47 National Park Access & Uluru-Kata Tjuta National Park Family discounts available
Western Australia	One-Time Entry	\$3.50 to \$17.00	<ul style="list-style-type: none"> Motorcycle rates Per Vehicle rates Per Person rates Concession discounts available
	1 day pass	\$10.00	<ul style="list-style-type: none"> Monkey Mia Conservation Park only
	1 month pass	\$20.00	<ul style="list-style-type: none"> Monkey Mia Conservation Park only
South Australia	2 month pass	\$52.00	<ul style="list-style-type: none"> Multiple Parks
	1 year pass	\$78.00 to \$117.00	<ul style="list-style-type: none"> Single park and Multiple Park passes
Tasmania	1 day pass	\$44.75	<ul style="list-style-type: none"> Vehicles of up to 8 persons
	2 month pass	\$89.50	<ul style="list-style-type: none"> Vehicles of up to 8 persons
	Annual pass	\$38.10 to \$95.30	<ul style="list-style-type: none"> Senior and single park only discounts
	2 year pass	\$48.70 to \$121.75	<ul style="list-style-type: none"> Senior discounts available

9.6.2 Collection and Compliance Measures

The collection of vehicle access levies is typically through the online portals of the respective state government agency (usually the state/territory Parks and Wildlife website). Interestingly, in Western Australian national parks there is an option to pay upon arrival at the park via entry stations (attendant operated via cash or card), automated pay station or self-registration (fees deposited in a receptacle for park ranger collection).

In terms of policing unauthorised entry to national parks and recreation areas, states/territories typically rely on surveillance by park rangers to enforce vehicle access permits. Conversely, in Queensland all vehicles which enter and

exit recreation areas are subject to number plate scanners through 24-hour surveillance cameras that match the details captured against the booking service through the automatic number plate recognition system (ANPRS) technology. Footage obtained is stored securely for up to 30 to 90 days and is used to issue relevant penalties.

Penalties are imposed at the failure to obtain or present a vehicle access permit at mandated national parks across the country. For example, in the Northern Territory unauthorised vehicle entry will cost the visitor between 8 penalty units (approximately \$1,264) to 50 penalty units (approximately \$11,100) under Territory and Commonwealth law respectively. Comparatively, in New South Wales failure to display a valid National Park and Wildlife Service vehicle entry day pass will result in the issue of a compliance notice. If a compliance notice is left unactioned, a minimum fine of \$100 per notice is issued. Similarly, within Queensland, if found entering a beach recreation area without a valid vehicle access permit, a penalty infringement notice and a \$232 fine will be imposed.

The collection and compliance measures potentially suitable for the Northern Peninsula Area include:

- Collection of vehicle access levy at Jardine River ferry;
- Collection of vehicle access levy through online channels such as the Council website, with consideration given to compliance measures, such as the presence of additional Council staff on major access routes or ANPRS technology should levies be time bound.
- Collection of vehicle access levy through accommodation providers.

Whilst the collection of the vehicle access levy at the Jardine River ferry would ensure 100% compliance (i.e. no travel on ferry until vehicle access levy is paid), the geographic isolation likely means internet and hence electronic payment methods could be unreliable at times, meaning the collection of digital payments could be challenging. Whilst the collection of cash at the ferry may also be possible, this could impact the collection of comprehensive revenue data.

On the other hand, the collection of the vehicle access levy through the Council website could still mean 100% compliance, with prospective travellers denied access to the barge unless proof of payment could be produced. If the levy to be introduced was time bound, as is often the case in Queensland, there could be potential to consider either the introduction of ANPRS technology or an additional ranger along key access routes to monitor compliance. However, the cost of each compliance solution would need to be carefully weighed up against potential revenue generated from non-compliance.

9.6.3 Visitation to Cape York

Cape York is one of Queensland's more remote destinations, whereby over 80% of its visitors to the region use their own vehicles to travel (Cape York Sustainable Futures, 2016). The main throughfare for visitors to Cape York is via the Jardine River Ferry located in the Northern Peninsula Area. There are an estimated 80,000 visitors to Cape York per annum, representing roughly 20,000 to 30,000 vehicles per annum, (Burt, 2021). The Jardine River Ferry currently charges one-time per vehicle rates to board and cost varies dependent on the vehicle type. The ferry fare charges outlined are outlined in Table 3-5 below.

Table 13: Jardine River Ferry Fare Chare Schedule, 2024

Vehicle Type	Cost
NPA Residents (Car Only)	\$55.00
Hikers	\$0.00
Motorbikes	\$55.00
Single vehicles/ cars	\$121.00
Vehicles with trailer/van	\$192.50

There is an opportunity to charge visitors an additional fee for vehicle access permits, in line with similar Queensland recreation area access points. Vehicle access permit charges could be paid to the Northern Peninsula Area Council as an additional cost to the ferry price, whereby the potential revenue could be utilised to fund carbon reduction initiatives. However, whilst the Northern Peninsula Area Council represents the access point to Cape York, it is envisaged any revenue collected would need to be shared with surrounding Council areas (e.g. Torres and Cook Shire) in recognition the vehicle access permit would cover multiple Council jurisdictions.

Based on the following assumptions surrounding the use of the Jardine River Ferry per annum, the current ferry fee revenue and potential additional vehicle access permit revenue has been calculated:

- It was estimated that approximately 80,000 self-drive visitors travelled through Pajinka (NPA) to the Cape in 2021, which represents roughly 20,000 to 30,000 vehicles. For the purpose of this assessment the midpoint of this range (25,000 vehicles per annum) has been assumed;
- Average stay in Northern Peninsula Area was five nights (one week);
- It has been assumed that the most common vehicle type to travel to the Cape was single vehicles/cars and vehicles with trailers/vans. Therefore, a blended average of both vehicles type pricing has been calculated in accordance with the fare schedule in Table 3-5; and
- A blended average of the 1-week vehicle access permit pricing for both K'gari and Cooloola Recreation Areas was calculated to simulate the potential vehicle access permit pricing that could be applied in the region.

As of the 2024 fee schedule, the current revenue derived from ferry fares is estimated at approximately \$3.92 million per annum (average cost of \$156.75 per vehicle). If a vehicle access permit requirement was imposed, the additional potential revenue generated could be \$920,000 per annum, based on an average cost of \$36.75 per vehicle. Given the relative scale of the additional fee in this assessment, it is not envisaged visitation would reduce significantly as a result of its introduction.

Table 16 details the average cost per vehicle and revenue per annum earned by levy type.

Table 14: Current and Potential Revenue (\$m), 2024.

Levy type	Average cost per vehicle	Revenue per annum (\$m)
Ferry Fare Charge (Single vehicles/ cars & Vehicles with trailer/van)	\$156.75	\$3.92
Vehicle Access Permit (1-week)	\$36.75	\$0.92

10. Estimated Economic Value Generated by Proposed Initiatives

This section of the report provides an overview of the estimated economic contribution generated by the of proposed initiatives from the following perspectives:

- Indicative value associated with a reduction in carbon dioxide equivalent (CO₂-e) emissions, presented by year, based on the data provided by SMEC on indicative timeframes and estimated emission reductions; and
- Indicative ongoing direct and indirect employment associated with the proposed initiatives where employment and/or output estimates have been derived. In the case of the introduction of vehicle access levies, an assumed start year of 2030 has been applied to the assessment.

10.1 Indicative Value Associated with Reduced Carbon Emissions

The value associated with reduced CO₂-e emissions can be estimated based on the current and forecast value of Australian Carbon Credit Units (ACCUs). An ACCU represents the avoidance or removal of one tonne of carbon dioxide equivalent (tCO₂-e).

The latest Quarterly Carbon Market Report (QCMR), published by the Australian Clean Energy Regulator illustrates over the past year the ACCU spot price has ranged between approximately \$25 - \$40 / tCO₂-e and was highest in the first half of 2023.

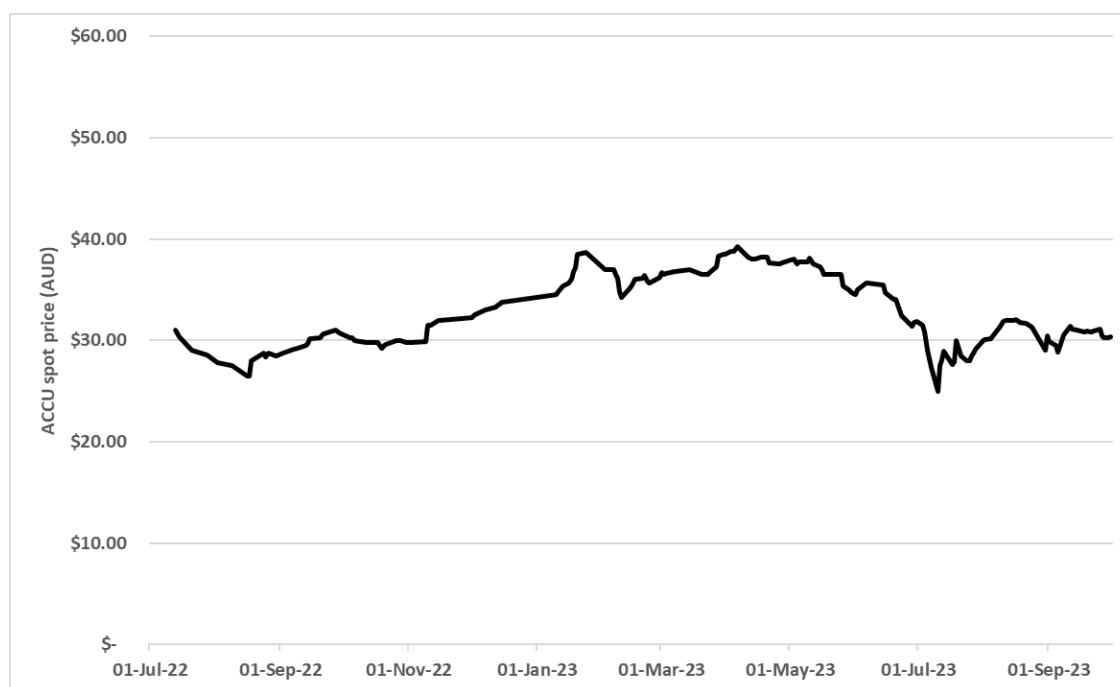


Figure 14: ACCU Reported Spot Price, July 2022 to September 2023, Source: Clean Energy Regulator 2024

There are various forecasts regarding the outlook for ACCU prices, with EY analysis considering five alternative scenarios to 2050, which are described as follows:

- Low-cost high volume offsets
- Tech-enabled direct investment
- Central estimate
- Market price cap
- High removals pathway.

Under these scenarios, the real ACCU market price is anticipated to range between \$45.58 and \$127.35 per ACCU, with the central estimate anticipating a real price of \$77.40 per ACCU.

Table 3-7 below presents the forecast ACCU prices based on the EY analysis for the relevant years considered in the assessment (2035, 2040, 2045 and 2050), in addition to the current year (2024) and 2030.

Table 15: Forecast ACCU Prices by Scenario, 2024-2050

	2024	2030	2035	2040	2045	2050
Low-cost high volume offsets	\$31.50	\$38.70	\$55.46	\$28.75	\$36.62	\$45.58
Tech-enabled direct investment	\$31.50	\$30.00	\$30.00	\$31.28	\$46.52	\$55.96
Central estimate	\$31.50	\$59.00	\$62.40	\$56.00	\$55.60	\$77.40
Market price cap	\$72.00	\$79.65	\$89.00	\$98.00	\$108.00	\$119.00
High removals pathway	\$39.00	\$80.00	\$80.73	\$125.42	\$121.17	\$127.35

Source: EY (2024)

The carbon reduction initiatives proposed in the Northern Peninsula Area would reduce carbon emissions by 16,280 tCO₂-e in 2035, increasing to 65,360 tCO₂-e in 2050.

This translates to an estimated value of \$0.90 - \$1.31 million in 2035, increasing to \$2.98 million to \$8.32 million in 2050, based on the forecast ACCU prices presented in Table 3-7 above.

10.1.1 Indicative Employment Estimates by Year

As identified in previous sections of the report, indicative employment estimates have been derived based on published sources. Additionally, the introduction of a vehicle access levy has the potential to generate local employment opportunities within the broader region and has also been presented in the assessment.

The preliminary analysis undertaken on savanna burning has estimated an indicative employment generation of 6.8 full time equivalents per 28,000 square kilometres. As the area suited to savanna burning is unknown at this stage, employment potential has been expressed as employment estimates per 10,000 square kilometres.

This analysis identifies the carbon reduction opportunities have the potential to create 6.93 full time equivalent jobs in 2030, increasing to 13.36 full time equivalent jobs by 2045 within the broader Cape York SA3.

The outcomes of the assessment are presented in Table 3-9 below and highlight the anticipated employment generation from the proposed carbon reduction initiatives for which ongoing employment is anticipated in 2030, 2035, 2040, 2045 and 2050.

Table 16: Indicative Direct and Indirect Employment Opportunity within Far North SA3 by Carbon Reduction Opportunity, 2035-2050

Carbon Reduction opportunity	Employment Opportunity (full time equivalents)				
	2030	2035	2040	2045	2050
Direct Employment					
Solar power	0.00	0.19	0.19	0.19	0.19
BESS	0.00	0.00	2.88	2.88	2.88
Composting or organic waste	0.00	0.00	0.00	1.40	1.40
Savannah burning – Blue carbon (per 10,000sqkm)	2.43	2.43	2.43	2.43	2.43
Collection of Vehicle Access Levy	4.11	4.11	4.11	4.11	4.11
Total	6.54	6.72	9.60	11.00	11.00
Indirect Employment					
Solar power	0.00	0.11	0.11	0.11	0.11
BESS	0.00	0.00	1.67	1.67	1.67
Composting or organic waste	0.00	0.00	0.00	0.19	0.19
Savannah burning – Blue carbon (per 10,000sqkm)	0.13	0.13	0.13	0.13	0.13
Collection of Vehicle Access Levy	0.26	0.26	0.26	0.26	0.26
Total	0.39	0.50	2.17	2.36	2.36
Total Employment					
Solar power	0.00	0.30	0.30	0.30	0.30
BESS	0.00	0.00	4.55	4.55	4.55
Composting or organic waste	0.00	0.00	0.00	1.59	1.59
Savannah burning – Blue carbon (per 10,000sqkm)	2.56	2.56	2.56	2.56	2.56
Collection of Vehicle Access Levy	4.37	4.37	4.37	4.37	4.37
Total	6.93	7.23	11.78	13.36	13.36

Source: Bull & Bear Economics estimates

Title of Report: Planning Application Tamwoy Street and Peter Street, Injinoo – RAL (1 Lot into 2 Lots and creation of Lease exceeding 10 Years)
Agenda Item: 12.3
Classification: For Decision
Author: EXEC Manager Operations
Attachments: Attachment A - RPS Town Planning Report
Attachment B – Referral Agency Response
Attachment C - Draft Decision Notice
Attachment D – Draft Conditions

Officers Recommendation:

That Council resolves to

1. Approve (subject to conditions) the Development Application lodged with Council for:
 - a. Reconfiguring a Lot (1 Lot into 2 Lots and creation of lease exceeding 10 years) within the Open Space/Recreation Zone and the Special Purpose Zone.

PURPOSE OF REPORT

To consider and decide the Planning Application, as submitted by RPS AAP Consulting Pty Ltd (RPS) on behalf of Northern Peninsula Area Regional Council (NPARC) for a Development Permit for Reconfiguring a Lot (1 Lot into 2 Lots and creation of Lease exceeding 10 years) located at Tamwoy Street and Peter Street, Injinoo, described as Lot 308 on SP273363.

BACKGROUND AND CONTEXT

Background

NPARC engaged RPS to assist with seeking development approval for a subdivision to create a lot for lease to a third party for a period exceeding 10 years. The lease would be granted to the Department of Education for the Injinoo Junior Campus of the Northern Peninsula Area State College, who currently utilise the land for the purposes of an oval. The proposed lease would be on land adjoining the existing campus and outside the erosion prone area.

Lot 308 on SP273363 has frontage to gazetted roads, Tamwoy Street, Peter Street and Bowie Street, Injinoo, and forms part of the Northern Peninsula Area Regional Council Deed of Grant of Trust (Injinoo DOGIT).

The proposal would create lease lot (Proposed lot 999). The balance lot (Proposed Lot 308) would be retained by NPARC as trustees of DOGIT land.

The subject site is located within the Township Zone.

Proposal

The proposed Reconfiguring a Lot development involves:

Reconfiguring a Lot (1 Lot into 2 Lots and creation of a lease exceeding 10 years)

The proposal involves subdividing Lot 308 on SP273363 to create Proposed Lot 999 to provide for the separate occupation of Proposed Lot 999 by the Department of Education on behalf of the

Northern Peninsula Area State College, Injinoo Junior Campus, via creation of a lease, which would exceed 10 years. Any proposed expansion of the school would require a future application for Material Change of Use for Education Establishment.

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

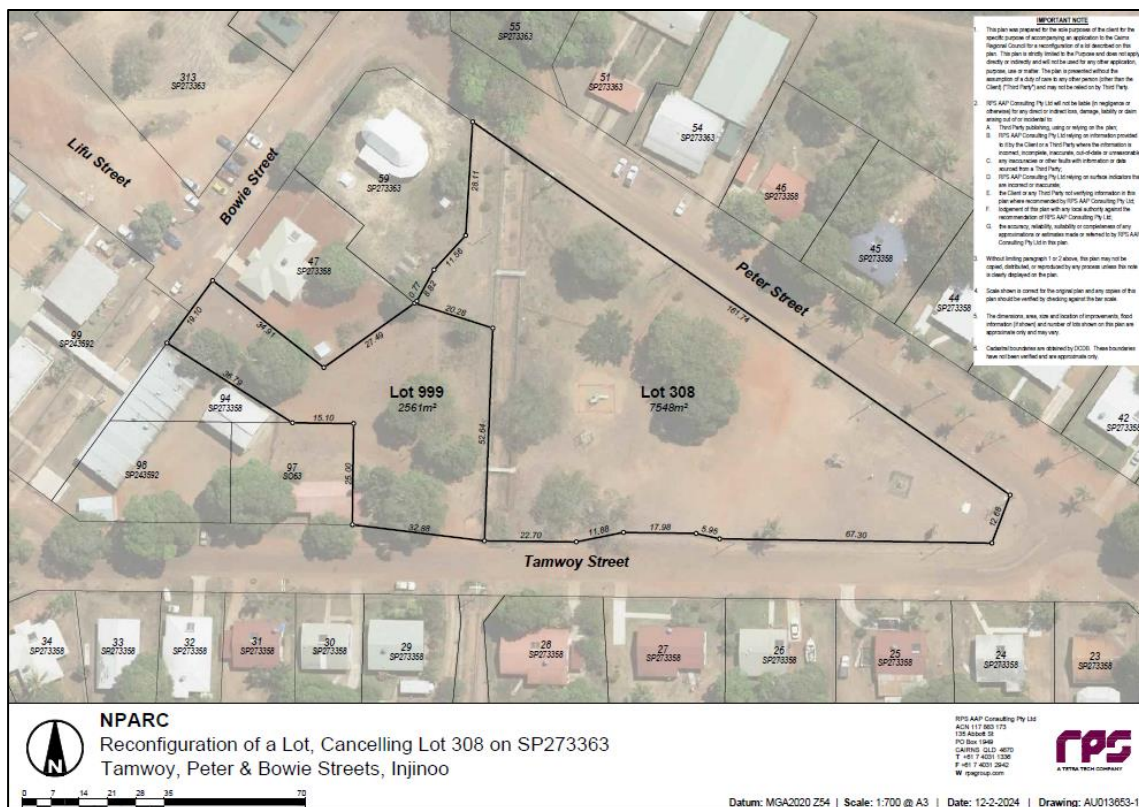
The proposed lease has an area of 2,561m² and is shown as Lot 999.

The subject site is located within the Open Space/Recreation Precinct and partially within the Special Purpose Precinct of the Township Zone.

The proposed lease boundary is located within 30 metres of the erosion prone area and therefore triggers referral to the State Assessment and Referral Agency for consideration of the impacts of the proposed development on the erosion prone area of the Coastal Management District. This response is required to be included in any decision of NPARC.

The balance lot (Proposed Lot 308) would remain vacant and under the trusteeship of NPARC as part of the Injinoo DOGIT.

A plan of the proposed subdivision is below:



ASSESSMENT AGAINST BENCHMARKS

The application was assessed against the following Planning Scheme Codes, and the following non-conformances noted:

Township Zone Code

- The proposed reconfiguring a lot development complies with the Assessment Benchmarks.

Natural Hazard (Bushfire) Overlay Code

- Compliance with applicable assessment benchmarks

Natural Hazards (Coastal) Overlay Code

- Compliance with applicable assessment benchmarks

Reconfiguring a Lot Code

- Compliance with applicable assessment benchmarks

Operational Works Code

- Compliance with applicable assessment benchmarks

PUBLIC NOTIFICATION

Public notification was not required for the code assessable application.

REFERRAL AGENCY RESPONSE

Referral Agency Conditions

The development application was referred to the department under the following provisions of the *Planning Regulation 2017*:

10.17.3.5.1 Tidal works or works in a coastal management district

The Referral Agency Response has provided conditions in relation to the application – see Attachment B dated 3 May 2024 for the full response.

PROPOSED DECISION RECOMMENDATIONS

Based on the above, the recommendation is as follows:

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

SCHEDULE OF CONDITIONS

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

- Development Permit for:
 - Reconfiguring a Lot (1 Lot into 2 Lots)

CONDITIONS OF APPROVAL				TIMING								
1 Administration 1.1 The applicant is responsible to carry out the approved development and comply with relevant requirements in accordance with: 1.2 The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports; 1.3 The development must unless stated, be designed, constructed, and maintained in accordance with relevant Council policies, guidelines, and standards and with the relevant design guidelines in the Far North Queensland Regional Organisation of Councils (FNQROC) Development Manual; 1.4 The conditions of approval, the requirements of Council’s Planning Scheme and best practice engineering;				At all times								
2 Currency Period 2.1 The currency period applicable to the Reconfiguring a Lot is six (6) years				As per condition								
3 Approved Site Drawings/Plans 3.1 The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval:				At all times								
<table><tr><td>Plan</td><td>Ref</td><td>Draw ing Issue</td><td>Date</td></tr><tr><td>Reconfiguration of a Lot, Cancelling Lot 308 on SP273363 Tamwoy, Peter & Bowie Streets, Injinoo</td><td>AU013653-1</td><td>A</td><td>12-2-2024</td></tr></table> 3.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail. 3.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.				Plan	Ref	Draw ing Issue	Date	Reconfiguration of a Lot, Cancelling Lot 308 on SP273363 Tamwoy, Peter & Bowie Streets, Injinoo	AU013653-1	A	12-2-2024	
Plan	Ref	Draw ing Issue	Date									
Reconfiguration of a Lot, Cancelling Lot 308 on SP273363 Tamwoy, Peter & Bowie Streets, Injinoo	AU013653-1	A	12-2-2024									
4 Drainage 4.1 The proposed development must not create ponding nuisances and/or a concentration of stormwater flows to adjoining properties. 4.2 All stormwater from the property must be directed to a lawful point of discharge such that it does not adversely affect surrounding properties or properties downstream.				At all times								

NATIVE TITLE

We understand that this was addressed in the earlier process to subdivide the site.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

Planning Act 2016

Planning Regulations 2017

State Planning Policy 2017

Northern Peninsula Area Regional Council Planning Scheme 2018

Northern Peninsula Area master Plan revisions 1, dated 11 May 2020

POLICY CONSIDERATIONS

Not applicable

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Corporate Plan

Focus Area Three – We support and facilitate Indigenous and local employment and business opportunities.

FINANCIAL AND RESOURCE CONSIDERATIONS

Nil

CONSULTATION

- RPS AAP Consulting Pty Ltd (RPS)
- Chief Executive Officer, Northern Peninsula Area Regional Council

STATEMENT OF REASONS

STATEMENT OF REASONS

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

Development application:	DA2024_005
Property Address:	Tamwoy Street and Peter Street, Injinoo
Property Description:	Lot 308 on SP273363
Application proposal:	Reconfiguring a Lot (1 Lot into 2 Lots and creation of a Lease Exceeding 10 Years)
Approved:	Council meeting
Approved on:	
Planning Scheme:	Northern Peninsula Area Regional Council Planning Scheme.

DA Form 1 – Development application details

Approved form (version 1.3 effective 28 September 2020) made under section 282 of the Planning Act 2016.

This form **must** be used to make a development application **involving code assessment or impact assessment**, except when applying for development involving only building work.

For a development application involving **building work only**, use *DA Form 2 – Building work details*.

For a development application involving **building work associated with any other type of assessable development (i.e. material change of use, operational work or reconfiguring a lot)**, use this form (*DA Form 1*) and parts 4 to 6 of *DA Form 2 – Building work details*.

Unless stated otherwise, all parts of this form **must** be completed in full and all required supporting information **must** accompany the development application.

One or more additional pages may be attached as a schedule to this development application if there is insufficient space on the form to include all the necessary information.

This form and any other form relevant to the development application must be used to make a development application relating to strategic port land and Brisbane core port land under the *Transport Infrastructure Act 1994*, and airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*. For the purpose of assessing a development application relating to strategic port land and Brisbane core port land, any reference to a planning scheme is taken to mean a land use plan for the strategic port land, Brisbane port land use plan for Brisbane core port land, or a land use plan for airport land.

Note: All terms used in this form have the meaning given under the Planning Act 2016, the Planning Regulation 2017, or the Development Assessment Rules (DA Rules).

PART 1 – APPLICANT DETAILS

1) Applicant details	
Applicant name(s) (individual or company full name)	Northern Peninsula Area Regional Council c/- RPS AAP Consulting Pty Ltd
Contact name (only applicable for companies)	Stacey Devaney - RPS
Postal address (P.O. Box or street address)	PO Box 1949
Suburb	Cairns
State	Queensland
Postcode	4870
Country	Australia
Contact number	(07) 4276 1033
Email address (non-mandatory)	
Mobile number (non-mandatory)	
Fax number (non-mandatory)	
Applicant's reference number(s) (if applicable)	AU013653

2) Owner's consent	
2.1) Is written consent of the owner required for this development application?	
<input checked="" type="checkbox"/> Yes – the written consent of the owner(s) is attached to this development application	
<input type="checkbox"/> No – proceed to 3)	

PART 2 – LOCATION DETAILS

3) Location of the premises (complete 3.1) or 3.2), and 3.3) as applicable)

Note: Provide details below and attach a site plan for any or all premises part of the development application. For further information, see [DA Forms Guide: Relevant plans](#).

3.1) Street address and lot on plan

- ☐ Street address **AND** lot on plan (all lots must be listed), **or**
☐ Street address **AND** lot on plan for an adjoining or adjacent property of the premises (appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon. All lots must be listed).

a)	Unit No.	Street No.	Street Name and Type	Suburb
			Tamwoy and Peter Street	Injinoo
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)
	4876	308	SP273363	NPARC
b)	Unit No.	Street No.	Street Name and Type	Suburb
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)

3.2) Coordinates of premises (appropriate for development in remote areas, over part of a lot or in water not adjoining or adjacent to land e.g. channel dredging in Moreton Bay)

Note: Place each set of coordinates in a separate row.

- ☐ Coordinates of premises by longitude and latitude

Longitude(s)	Latitude(s)	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other:	

- ☐ Coordinates of premises by easting and northing

Easting(s)	Northing(s)	Zone Ref.	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56	<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other:	

3.3) Additional premises

- ☐ Additional premises are relevant to this development application and the details of these premises have been attached in a schedule to this development application
☒ Not required

4) Identify any of the following that apply to the premises and provide any relevant details

- ☐ In or adjacent to a water body or watercourse or in or above an aquifer

Name of water body, watercourse or aquifer:

- ☐ On strategic port land under the *Transport Infrastructure Act 1994*

Lot on plan description of strategic port land:

Name of port authority for the lot:

- ☐ In a tidal area

Name of local government for the tidal area (if applicable):

Name of port authority for tidal area (if applicable):

- ☐ On airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*

Name of airport:

<input type="checkbox"/> Listed on the Environmental Management Register (EMR) under the <i>Environmental Protection Act 1994</i>
EMR site identification: <input type="text"/>
<input type="checkbox"/> Listed on the Contaminated Land Register (CLR) under the <i>Environmental Protection Act 1994</i>
CLR site identification: <input type="text"/>

5) Are there any existing easements over the premises?

Note: Easement uses vary throughout Queensland and are to be identified correctly and accurately. For further information on easements and how they may affect the proposed development, see [DA Forms Guide](#).

- ☐ Yes – All easement locations, types and dimensions are included in plans submitted with this development application
- ☒ No

PART 3 – DEVELOPMENT DETAILS

Section 1 – Aspects of development

6.1) Provide details about the first development aspect

a) What is the type of development? *(tick only one box)*

- ☐ Material change of use ☒ Reconfiguring a lot ☐ Operational work ☐ Building work

b) What is the approval type? *(tick only one box)*

- ☒ Development permit ☐ Preliminary approval ☐ Preliminary approval that includes a variation approval

c) What is the level of assessment?

- ☒ Code assessment ☐ Impact assessment *(requires public notification)*

d) Provide a brief description of the proposal *(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):*

Reconfiguring a Lot (1 Lot into 2 Lots and creation of lease exceeding 10 years)

e) Relevant plans

Note: *Relevant plans are required to be submitted for all aspects of this development application. For further information, see [DA Forms guide: Relevant plans](#).*

- ☒ Relevant plans of the proposed development are attached to the development application

6.2) Provide details about the second development aspect

a) What is the type of development? *(tick only one box)*

- ☐ Material change of use ☐ Reconfiguring a lot ☐ Operational work ☐ Building work

b) What is the approval type? *(tick only one box)*

- ☐ Development permit ☐ Preliminary approval ☐ Preliminary approval that includes a variation approval

c) What is the level of assessment?

- ☐ Code assessment ☐ Impact assessment *(requires public notification)*

d) Provide a brief description of the proposal *(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):*

e) Relevant plans

Note: *Relevant plans are required to be submitted for all aspects of this development application. For further information, see [DA Forms Guide: Relevant plans](#).*

- ☐ Relevant plans of the proposed development are attached to the development application

6.3) Additional aspects of development

- ☐ Additional aspects of development are relevant to this development application and the details for these aspects that would be required under Part 3 Section 1 of this form have been attached to this development application

- ☒ Not required

Section 2 – Further development details

7) Does the proposed development application involve any of the following?	
Material change of use	<input type="checkbox"/> Yes – complete division 1 if assessable against a local planning instrument
Reconfiguring a lot	<input checked="" type="checkbox"/> Yes – complete division 2
Operational work	<input type="checkbox"/> Yes – complete division 3
Building work	<input type="checkbox"/> Yes – complete DA Form 2 – Building work details

Division 1 – Material change of use

Note: This division is only required to be completed if any part of the development application involves a material change of use assessable against a local planning instrument.

8.1) Describe the proposed material change of use			
Provide a general description of the proposed use	Provide the planning scheme definition (include each definition in a new row)	Number of dwelling units (if applicable)	Gross floor area (m ²) (if applicable)
8.2) Does the proposed use involve the use of existing buildings on the premises?			
<input type="checkbox"/> Yes			
<input type="checkbox"/> No			

Division 2 – Reconfiguring a lot

Note: This division is only required to be completed if any part of the development application involves reconfiguring a lot.

9.1) What is the total number of existing lots making up the premises?	
9.2) What is the nature of the lot reconfiguration? (tick all applicable boxes)	
<input checked="" type="checkbox"/> Subdivision (complete 10))	<input type="checkbox"/> Dividing land into parts by agreement (complete 11))
<input type="checkbox"/> Boundary realignment (complete 12))	<input type="checkbox"/> Creating or changing an easement giving access to a lot from a constructed road (complete 13))

10) Subdivision				
10.1) For this development, how many lots are being created and what is the intended use of those lots:				
Intended use of lots created	Residential	Commercial	Industrial	Other, please specify:
Number of lots created				1 – Special Purposes (school) 1 – Open Space/Recreation
10.2) Will the subdivision be staged?				
<input type="checkbox"/> Yes – provide additional details below				
<input checked="" type="checkbox"/> No				
How many stages will the works include?				
What stage(s) will this development application apply to?				

11) Dividing land into parts by agreement – how many parts are being created and what is the intended use of the parts?				
Intended use of parts created	Residential	Commercial	Industrial	Other, please specify:
Number of parts created				

12) Boundary realignment			
12.1) What are the current and proposed areas for each lot comprising the premises?			
Current lot		Proposed lot	
Lot on plan description	Area (m ²)	Lot on plan description	Area (m ²)
12.2) What is the reason for the boundary realignment?			

13) What are the dimensions and nature of any existing easements being changed and/or any proposed easement? (attach schedule if there are more than two easements)				
Existing or proposed?	Width (m)	Length (m)	Purpose of the easement? (e.g. pedestrian access)	Identify the land/lot(s) benefitted by the easement

Division 3 – Operational work

Note: This division is only required to be completed if any part of the development application involves operational work.

14.1) What is the nature of the operational work?	
<input type="checkbox"/> Road work <input type="checkbox"/> Drainage work <input type="checkbox"/> Landscaping <input type="checkbox"/> Other – please specify:	<input type="checkbox"/> Stormwater <input type="checkbox"/> Earthworks <input type="checkbox"/> Signage <input type="checkbox"/> Water infrastructure <input type="checkbox"/> Sewage infrastructure <input type="checkbox"/> Clearing vegetation
14.2) Is the operational work necessary to facilitate the creation of new lots? (e.g. subdivision)	
<input type="checkbox"/> Yes – specify number of new lots:	
<input type="checkbox"/> No	
14.3) What is the monetary value of the proposed operational work? (include GST, materials and labour)	
\$	

PART 4 – ASSESSMENT MANAGER DETAILS

15) Identify the assessment manager(s) who will be assessing this development application
Northern Peninsula Area Regional Council
16) Has the local government agreed to apply a superseded planning scheme for this development application?
<input type="checkbox"/> Yes – a copy of the decision notice is attached to this development application <input type="checkbox"/> The local government is taken to have agreed to the superseded planning scheme request – relevant documents attached <input checked="" type="checkbox"/> No

PART 5 – REFERRAL DETAILS

17) Does this development application include any aspects that have any referral requirements?

Note: A development application will require referral if prescribed by the Planning Regulation 2017.

- ☐ No, there are no referral requirements relevant to any development aspects identified in this development application – proceed to Part 6

Matters requiring referral to the **Chief Executive of the Planning Act 2016:**

- ☐ Clearing native vegetation
- ☐ Contaminated land (*unexploded ordnance*)
- ☐ Environmentally relevant activities (ERA) (*only if the ERA has not been devolved to a local government*)
- ☐ Fisheries – aquaculture
- ☐ Fisheries – declared fish habitat area
- ☐ Fisheries – marine plants
- ☐ Fisheries – waterway barrier works
- ☐ Hazardous chemical facilities
- ☐ Heritage places – Queensland heritage place (*on or near a Queensland heritage place*)
- ☐ Infrastructure-related referrals – designated premises
- ☐ Infrastructure-related referrals – state transport infrastructure
- ☐ Infrastructure-related referrals – State transport corridor and future State transport corridor
- ☐ Infrastructure-related referrals – State-controlled transport tunnels and future state-controlled transport tunnels
- ☐ Infrastructure-related referrals – near a state-controlled road intersection
- ☐ Koala habitat in SEQ region – interfering with koala habitat in koala habitat areas outside koala priority areas
- ☐ Koala habitat in SEQ region – key resource areas
- ☐ Ports – Brisbane core port land – near a State transport corridor or future State transport corridor
- ☐ Ports – Brisbane core port land – environmentally relevant activity (ERA)
- ☐ Ports – Brisbane core port land – tidal works or work in a coastal management district
- ☐ Ports – Brisbane core port land – hazardous chemical facility
- ☐ Ports – Brisbane core port land – taking or interfering with water
- ☐ Ports – Brisbane core port land – referable dams
- ☐ Ports – Brisbane core port land – fisheries
- ☐ Ports – Land within Port of Brisbane's port limits (*below high-water mark*)
- ☐ SEQ development area
- ☐ SEQ regional landscape and rural production area or SEQ rural living area – tourist activity or sport and recreation activity
- ☐ SEQ regional landscape and rural production area or SEQ rural living area – community activity
- ☐ SEQ regional landscape and rural production area or SEQ rural living area – indoor recreation
- ☐ SEQ regional landscape and rural production area or SEQ rural living area – urban activity
- ☐ SEQ regional landscape and rural production area or SEQ rural living area – combined use
- ☐ Tidal works or works in a coastal management district
- ☐ Reconfiguring a lot in a coastal management district or for a canal
- ☒ Erosion prone area in a coastal management district
- ☐ Urban design
- ☐ Water-related development – taking or interfering with water
- ☐ Water-related development – removing quarry material (*from a watercourse or lake*)
- ☐ Water-related development – referable dams
- ☐ Water-related development – levees (*category 3 levees only*)
- ☐ Wetland protection area

Matters requiring referral to the **local government:**

- ☐ Airport land
- ☐ Environmentally relevant activities (ERA) (*only if the ERA has been devolved to local government*)

<input type="checkbox"/> Heritage places – Local heritage places
Matters requiring referral to the Chief Executive of the distribution entity or transmission entity:
<input type="checkbox"/> Infrastructure-related referrals – Electricity infrastructure
Matters requiring referral to:
<ul style="list-style-type: none"> • The Chief Executive of the holder of the licence, if not an individual • The holder of the licence, if the holder of the licence is an individual
<input type="checkbox"/> Infrastructure-related referrals – Oil and gas infrastructure
Matters requiring referral to the Brisbane City Council:
<input type="checkbox"/> Ports – Brisbane core port land
Matters requiring referral to the Minister responsible for administering the Transport Infrastructure Act 1994:
<input type="checkbox"/> Ports – Brisbane core port land <i>(where inconsistent with the Brisbane port LUP for transport reasons)</i>
<input type="checkbox"/> Ports – Strategic port land
Matters requiring referral to the relevant port operator , if applicant is not port operator:
<input type="checkbox"/> Ports – Land within Port of Brisbane's port limits <i>(below high-water mark)</i>
Matters requiring referral to the Chief Executive of the relevant port authority:
<input type="checkbox"/> Ports – Land within limits of another port <i>(below high-water mark)</i>
Matters requiring referral to the Gold Coast Waterways Authority:
<input type="checkbox"/> Tidal works or work in a coastal management district <i>(in Gold Coast waters)</i>
Matters requiring referral to the Queensland Fire and Emergency Service:
<input type="checkbox"/> Tidal works or work in a coastal management district <i>(involving a marina (more than six vessel berths))</i>

18) Has any referral agency provided a referral response for this development application?		
<input type="checkbox"/> Yes – referral response(s) received and listed below are attached to this development application		
<input checked="" type="checkbox"/> No		
Referral requirement	Referral agency	Date of referral response
Identify and describe any changes made to the proposed development application that was the subject of the referral response and this development application, or include details in a schedule to this development application <i>(if applicable)</i> .		

PART 6 – INFORMATION REQUEST

19) Information request under Part 3 of the DA Rules
<input checked="" type="checkbox"/> I agree to receive an information request if determined necessary for this development application
<input type="checkbox"/> I do not agree to accept an information request for this development application
Note: By not agreeing to accept an information request I, the applicant, acknowledge: <ul style="list-style-type: none"> • that this development application will be assessed and decided based on the information provided when making this development application and the assessment manager and any referral agencies relevant to the development application are not obligated under the DA Rules to accept any additional information provided by the applicant for the development application unless agreed to by the relevant parties • Part 3 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules. Further advice about information requests is contained in the DA Forms Guide .

PART 7 – FURTHER DETAILS

20) Are there any associated development applications or current approvals? (e.g. a preliminary approval)

- ☐ Yes – provide details below or include details in a schedule to this development application
☒ No

List of approval/development application references	Reference number	Date	Assessment manager
<input type="checkbox"/> Approval <input type="checkbox"/> Development application			
<input type="checkbox"/> Approval <input type="checkbox"/> Development application			

21) Has the portable long service leave levy been paid? (only applicable to development applications involving building work or operational work)

- ☐ Yes – a copy of the receipted QLeave form is attached to this development application
☐ No – I, the applicant will provide evidence that the portable long service leave levy has been paid before the assessment manager decides the development application. I acknowledge that the assessment manager may give a development approval only if I provide evidence that the portable long service leave levy has been paid
☒ Not applicable (e.g. building and construction work is less than \$150,000 excluding GST)

Amount paid	Date paid (dd/mm/yy)	QLeave levy number (A, B or E)
\$		

22) Is this development application in response to a show cause notice or required as a result of an enforcement notice?

- ☐ Yes – show cause or enforcement notice is attached
☒ No

23) Further legislative requirements

Environmentally relevant activities

23.1) Is this development application also taken to be an application for an environmental authority for an **Environmentally Relevant Activity (ERA)** under section 115 of the *Environmental Protection Act 1994*?

- ☐ Yes – the required attachment (form ESR/2015/1791) for an application for an environmental authority accompanies this development application, and details are provided in the table below
☒ No

Note: Application for an environmental authority can be found by searching “ESR/2015/1791” as a search term at www.qld.gov.au. An ERA requires an environmental authority to operate. See www.business.qld.gov.au for further information.

Proposed ERA number:		Proposed ERA threshold:	
Proposed ERA name:			

- ☐ Multiple ERAs are applicable to this development application and the details have been attached in a schedule to this development application.

Hazardous chemical facilities

23.2) Is this development application for a **hazardous chemical facility**?

- ☐ Yes – Form 69: Notification of a facility exceeding 10% of schedule 15 threshold is attached to this development application
☒ No

Note: See www.business.qld.gov.au for further information about hazardous chemical notifications.

Clearing native vegetation

23.3) Does this development application involve **clearing native vegetation** that requires written confirmation that the chief executive of the *Vegetation Management Act 1999* is satisfied the clearing is for a relevant purpose under section 22A of the *Vegetation Management Act 1999*?

☐ Yes – this development application includes written confirmation from the chief executive of the *Vegetation Management Act 1999* (s22A determination)

☒ No

Note: 1. Where a development application for operational work or material change of use requires a s22A determination and this is not included, the development application is prohibited development.
2. See <https://www.qld.gov.au/environment/land/vegetation/applying> for further information on how to obtain a s22A determination.

Environmental offsets

23.4) Is this development application taken to be a prescribed activity that may have a significant residual impact on a **prescribed environmental matter** under the *Environmental Offsets Act 2014*?

☐ Yes – I acknowledge that an environmental offset must be provided for any prescribed activity assessed as having a significant residual impact on a prescribed environmental matter

☒ No

Note: The environmental offset section of the Queensland Government's website can be accessed at www.qld.gov.au for further information on environmental offsets.

Koala habitat in SEQ Region

23.5) Does this development application involve a material change of use, reconfiguring a lot or operational work which is assessable development under Schedule 10, Part 10 of the Planning Regulation 2017?

☐ Yes – the development application involves premises in the koala habitat area in the koala priority area

☐ Yes – the development application involves premises in the koala habitat area outside the koala priority area

☒ No

Note: If a koala habitat area determination has been obtained for this premises and is current over the land, it should be provided as part of this development application. See koala habitat area guidance materials at www.des.qld.gov.au for further information.

Water resources

23.6) Does this development application involve **taking or interfering with underground water through an artesian or subartesian bore, taking or interfering with water in a watercourse, lake or spring, or taking overland flow water under the Water Act 2000?**

☐ Yes – the relevant template is completed and attached to this development application and I acknowledge that a relevant authorisation or licence under the *Water Act 2000* may be required prior to commencing development

☒ No

Note: Contact the Department of Natural Resources, Mines and Energy at www.dnrme.qld.gov.au for further information.

DA templates are available from <https://planning.dsdmp.qld.gov.au/>. If the development application involves:

- Taking or interfering with underground water through an artesian or subartesian bore: complete DA Form 1 Template 1
- Taking or interfering with water in a watercourse, lake or spring: complete DA Form 1 Template 2
- Taking overland flow water: complete DA Form 1 Template 3.

Waterway barrier works

23.7) Does this application involve **waterway barrier works?**

☐ Yes – the relevant template is completed and attached to this development application

☒ No

DA templates are available from <https://planning.dsdmp.qld.gov.au/>. For a development application involving waterway barrier works, complete DA Form 1 Template 4.

Marine activities

23.8) Does this development application involve **aquaculture, works within a declared fish habitat area or removal, disturbance or destruction of marine plants?**

☐ Yes – an associated resource allocation authority is attached to this development application, if required under the *Fisheries Act 1994*

☒ No

Note: See guidance materials at www.daf.qld.gov.au for further information.

Quarry materials from a watercourse or lake

23.9) Does this development application involve the **removal of quarry materials from a watercourse or lake** under the *Water Act 2000*?

- ☐ Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development
☒ No

Note: Contact the Department of Natural Resources, Mines and Energy at www.dnrme.qld.gov.au and www.business.qld.gov.au for further information.

Quarry materials from land under tidal waters

23.10) Does this development application involve the **removal of quarry materials from land under tidal water** under the *Coastal Protection and Management Act 1995*?

- ☐ Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development
☒ No

Note: Contact the Department of Environment and Science at www.des.qld.gov.au for further information.

Referable dams

23.11) Does this development application involve a **referable dam** required to be failure impact assessed under section 343 of the *Water Supply (Safety and Reliability) Act 2008* (the Water Supply Act)?

- ☐ Yes – the 'Notice Accepting a Failure Impact Assessment' from the chief executive administering the Water Supply Act is attached to this development application
☒ No

Note: See guidance materials at www.dnrme.qld.gov.au for further information.

Tidal work or development within a coastal management district

23.12) Does this development application involve **tidal work or development in a coastal management district**?

- ☒ Yes – the following is included with this development application:
- ☐ Evidence the proposal meets the code for assessable development that is prescribed tidal work (*only required if application involves prescribed tidal work*)
 - ☒ A certificate of title
- ☐ No

Note: See guidance materials at www.des.qld.gov.au for further information.

Queensland and local heritage places

23.13) Does this development application propose development on or adjoining a place entered in the **Queensland heritage register** or on a place entered in a local government's **Local Heritage Register**?

- ☐ Yes – details of the heritage place are provided in the table below
☒ No

Note: See guidance materials at www.des.qld.gov.au for information requirements regarding development of Queensland heritage places.

Name of the heritage place:		Place ID:	
-----------------------------	--	-----------	--

Brothels

23.14) Does this development application involve a **material change of use for a brothel**?

- ☐ Yes – this development application demonstrates how the proposal meets the code for a development application for a brothel under Schedule 3 of the *Prostitution Regulation 2014*
☒ No

Decision under section 62 of the Transport Infrastructure Act 1994

23.15) Does this development application involve new or changed access to a state-controlled road?

- ☐ Yes – this application will be taken to be an application for a decision under section 62 of the *Transport Infrastructure Act 1994* (subject to the conditions in section 75 of the *Transport Infrastructure Act 1994* being satisfied)
☒ No

Walkable neighbourhoods assessment benchmarks under Schedule 12A of the Planning Regulation

23.16) Does this development application involve reconfiguring a lot into 2 or more lots in certain residential zones (except rural residential zones), where at least one road is created or extended?

☐ Yes – Schedule 12A is applicable to the development application and the assessment benchmarks contained in schedule 12A have been considered

☒ No

Note: See guidance materials at www.planning.dsdmip.qld.gov.au for further information.

PART 8 – CHECKLIST AND APPLICANT DECLARATION

24) Development application checklist

I have identified the assessment manager in question 15 and all relevant referral requirement(s) in question 17

☒ Yes

Note: See the Planning Regulation 2017 for referral requirements

If building work is associated with the proposed development, Parts 4 to 6 of [DA Form 2 – Building work details](#) have been completed and attached to this development application

☐ Yes

☒ Not applicable

Supporting information addressing any applicable assessment benchmarks is with the development application

Note: This is a mandatory requirement and includes any relevant templates under question 23, a planning report and any technical reports required by the relevant categorising instruments (e.g. local government planning schemes, State Planning Policy, State Development Assessment Provisions). For further information, see [DA Forms Guide: Planning Report Template](#).

☒ Yes

Relevant plans of the development are attached to this development application

Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see [DA Forms Guide: Relevant plans](#).

☒ Yes

The portable long service leave levy for QLeave has been paid, or will be paid before a development permit is issued (see 21)

☐ Yes

☒ Not applicable

25) Applicant declaration

☒ By making this development application, I declare that all information in this development application is true and correct

☒ Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the assessment manager and any referral agency for the development application where written information is required or permitted pursuant to sections 11 and 12 of the *Electronic Transactions Act 2001*

Note: It is unlawful to intentionally provide false or misleading information.

Privacy – Personal information collected in this form will be used by the assessment manager and/or chosen assessment manager, any relevant referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the development application. All information relating to this development application may be available for inspection and purchase, and/or published on the assessment manager's and/or referral agency's website.

Personal information will not be disclosed for a purpose unrelated to the *Planning Act 2016*, Planning Regulation 2017 and the DA Rules except where:

- such disclosure is in accordance with the provisions about public access to documents contained in the *Planning Act 2016* and the Planning Regulation 2017, and the access rules made under the *Planning Act 2016* and Planning Regulation 2017; or
- required by other legislation (including the *Right to Information Act 2009*); or
- otherwise required by law.

This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002*.

PART 9 – FOR COMPLETION OF THE ASSESSMENT MANAGER – FOR OFFICE USE ONLY

Date received: Reference number(s):

Notification of engagement of alternative assessment manager

Prescribed assessment manager	
Name of chosen assessment manager	
Date chosen assessment manager engaged	
Contact number of chosen assessment manager	
Relevant licence number(s) of chosen assessment manager	

QLeave notification and payment

Note: For completion by assessment manager if applicable

Description of the work	
QLeave project number	
Amount paid (\$)	Date paid (dd/mm/yy)
Date receipted form sighted by assessment manager	
Name of officer who sighted the form	

TAMWOY STREET AND PETER STREET, INJINOO

Town Planning Report for Reconfiguring a Lot (1 Lot into 2 Lots and Creation of Lease Exceeding 10 Years) over Lot 308 on SP2733363.



NPARC AU013653/R82518

A

14 February 2024

rpsgroup.com

REPORT

Document status					
Version	Purpose of document	Authored by	Reviewed by	Approved by	Review date
A	Planning Report	S. Devaney	S. Devaney	S. Devaney	14/2/2024

Approval for issue		
Stacey Devaney		14 February 2024

This report was prepared by RPS within the terms of RPS’ engagement with its client and in direct response to a scope of services. This report is supplied for the sole and specific purpose for use by RPS’ client. The report does not account for any changes relating the subject matter of the report, or any legislative or regulatory changes that have occurred since the report was produced and that may affect the report. RPS does not accept any responsibility or liability for loss whatsoever to any third party caused by, related to or arising out of any use or reliance on the report.

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Appendix A Certificate of Title

Appendix B Search Results and Planning Context Mapping

Appendix C Proposal Plan

Appendix D State Code Response

Appendix E Planning Scheme Code Responses

SUMMARY

Table 1: Summary

Details			
Site Address:	Tamwoy Street and Peter Street, Injinoo		
Real Property Description:	Lot 308 on SP273363		
Site Area:	1.011 hectares		
Regional Plan Land Use Designation:	Priority Living Area (NPARC)		
Zone/Precinct:	Township Zone – Open Space/Recreation Precinct		
Owner(s):	Northern Peninsula Area Regional Council as Trustees under the DOGIT		
Proposal			
Brief Description/ Purpose of Proposal	Development Permit for Reconfiguring a Lot (1 Lot into 2 Lots and Creation of Lease Exceeding 10 Years)		
Application Details			
Aspect of Development	Preliminary approval	Development permit	
Material change of use	<input type="checkbox"/>	<input type="checkbox"/>	
Building Work	<input type="checkbox"/>	<input type="checkbox"/>	
Operational Work	<input type="checkbox"/>	<input type="checkbox"/>	
Reconfiguration of a Lot	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Assessment Category	<input checked="" type="checkbox"/> Code	<input type="checkbox"/> Impact	
Public Notification	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes:	
Superseded Planning Scheme Application	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Referral Agencies			
Agency	Concurrence	Advice	Pre-lodgement response
State Assessment and Referral Agency (SARA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Pre-lodgement / Consultation			
Entity	Pre-lodgement response		
Council	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Applicant contact person	Stacey Devaney Senior Planner D: +61 7 4276 1033 E: stacey.devaney@rpsgroup.com.au		

1 INTRODUCTION

RPS AAP Consulting has been engaged by the Northern Peninsula Area Regional Council (the 'applicant') to seek a Development Permit for Reconfiguring a Lot to subdivide land located at Tamwoy Street and Peter Street, Injinoo, described as Lot 308 on SP273363 and creation of a lease for a period exceeding 10 years.

The intent of the proposed subdivision is to create a lot for lease to facilitate expansion of the Injinoo Junior Campus of the Northern Peninsula Area State College, on land adjoining the existing campus and outside the erosion prone area. Northern Peninsula Area Regional Council (NPARC) seeks to reconfigure Lot 308 on SP273363 for the purpose of creating one (1) lot (Proposed Lot 999) for expansion of the school and one (1) balance lot that would be retained as open space for the Injinoo community. Proposed Lot 999 would be leased to the Department of Education for a period exceeding 10 years.

In accordance with the *Land Titles Act 1994* and *Planning Act 2016*, registering leases over ten (10 years) requires a Development Permit for Reconfiguring of a Lot.

Lot 308 on SP273363 forms part of the NPARC Injinoo Deed of Grant in Trust (DOGIT). The site has been historically cleared and is partly used as a park. A drainage channel traverses the site from north to south. The proposed development would create two (2) separate titles within the existing Injinoo DOGIT.

The locality containing the site is characterised by a mix of residential and special purpose development. Directly to the north, the site adjoins Peter Street and residential development, to the south and east the site adjoins Tamwoy Street and residential development. The subject site directly adjoins a mix of residential development and the Injinoo Junior Campus of the Northern Peninsula Area State College to the west.

In accordance with the Northern Peninsula Area Regional Council Planning Scheme 2018 (v1.1), the site is identified within the Open Space/Recreation Precinct and partially within the Special Purpose Precinct of the Township Zone and is subject to the following overlays:

- Natural Hazards (Bushfire – Potential Bushfire Impact Buffer), in part; and
- Natural Hazards (Coastal – Erosion prone area), in part.

Pursuant to the Tables of Assessment, the development of the site identify the subdivision of land as being subject to code assessable and requires a development application for a Reconfiguring a Lot. In determining the application, NPARC can only have regard to the applicable Assessment Benchmarks and other relevant planning matters.

The proposal would trigger referral to the State Assessment and Referral Agency for consideration of the impacts of the proposed development on the erosion prone area of the Coastal Management District. This response is required to be included in any decision of NPARC.

This report provides greater detail on the nature of the proposal and provides an assessment of the proposal against the intents and code requirements of relevant statutory planning documents.

Based on these assessments the proposal is recommended for approval subject to reasonable and relevant conditions.

2 SITE DETAILS

2.1 Site Particulars

The subject site is located at Tamwoy Street and Peter Street, Injinoo, described as Lot 308 on SP273363. The subject site is an irregular shaped urban allotment with an area of 1.011 hectares and frontage to Tamwoy Street of approximately 157 metres, Peter Street of approximately 161 metres and Bowie Street of approximately 9 metres. Lot 308 forms part of the Northern Peninsula Area Regional Council (NPARC) Injinoo Deed of Grant in Trust (DOGIT). The site is partially used as a park, has been historically cleared and a drainage channel traverses the site from north to south.

Key details of the subject site are as follows:

Table 2: Site Particulars

Site Particulars	
Site Address	Tamwoy Street and Peter Street, Injinoo
Real Property Description	Lot 308 on SP273363
Site Area	1.011 ha
Landowner(s)	Northern Peninsula Area Regional Council as Trustees under the DOGIT

The site location and its extent are shown in **Figure 1** and Error! Reference source not found. below respectively.

Certificate/s of title confirming site ownership details are included at **Appendix A**.



Figure 1 Site Location

Source: QLD Globe

2.2 Planning Context

The planning context of the site includes the following:

Table 3: Planning Context

Instrument	Designation
State Planning Policy	
Environment and Heritage	Coastal Environment <ul style="list-style-type: none"> Coastal management district
Safety and Resilience to Hazards	Natural Hazards Risk and Resilience <ul style="list-style-type: none"> Flood hazard area - Level 1 - Queensland floodplain assessment overlay* Bushfire prone area Erosion prone area
Development Assessment Mapping	
SARA DA Mapping	Coastal Protection <ul style="list-style-type: none"> Coastal management district Coastal area – erosion prone area
Cape York Regional Plan 2014	
Regional Plan designation	Priority Living Area (NPARC)
Northern Peninsula Area Regional Council Planning Scheme 2018 Version 1.1	
Strategic framework designation	Urban
Zoning	Township Zone
Precincts	Open Space/Recreation and Special Purpose
Overlays	<ul style="list-style-type: none"> Natural Hazard (Bushfire – Potential Bushfire Impact Buffer), in part Natural Hazards (Coastal – Erosion Prone area), in part

Zoning of the subject site and surrounding lands is shown on **Figure 2**.

Other relevant mapping, including state interests is provided at **Appendix B**.

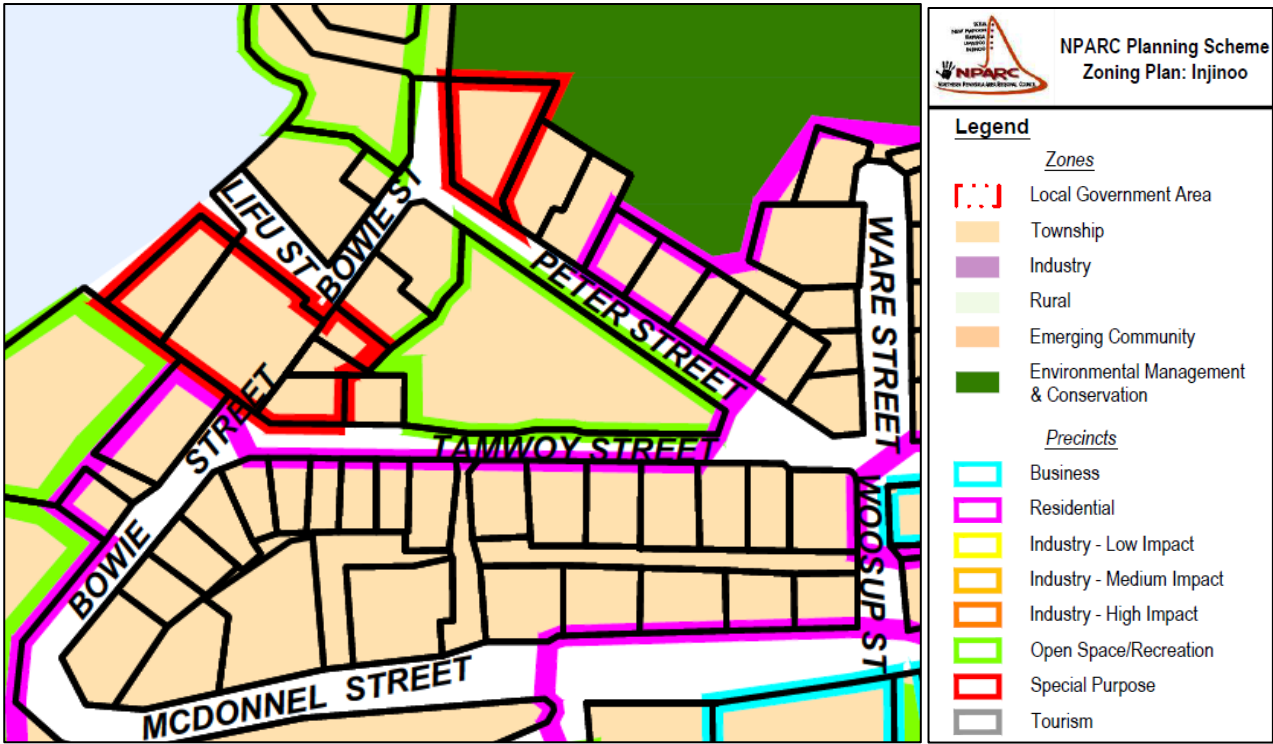


Figure 2 Zoning

Source: NPARC Planning Scheme 2018 (v3.1)

3 PROPOSAL

3.1 Overview

The application seeks a Development Permit for Reconfiguring a Lot (1 Lot into 2 Lots) for the creation of a lease over a portion of the site for the expansion of the Injinoo Junior Campus of the Northern Peninsula Area State College. Lot 308 on SP273363 forms part of the Northern Peninsula Area Regional Council Injinoo DOGIT.

The intent of the proposal is to facilitate expansion of the Injinoo Junior Campus outside the mapped erosion prone area of the Coastal Management District. Current school buildings and infrastructure are located within the mapped erosion prone area.

The proposed development seeks to subdivide Lot 308 on SP273363 for the purposes of creating two (2) separate titles within the existing DOGIT, as follows:

- Proposed Lot 999 for the purposes of the Injinoo Junior Campus, would comprise an irregular shaped lot with an approximate area of 2,561m² and would have frontage to Tamwoy Street of approximately 32 metres and Bowie Street of approximately 9 metres; and
- Proposed Lot 308 would comprise the balance land, an irregular shaped lot with an approximate area of 7,548m² and frontage to Tamwoy Street of approximately 125 metres and retain frontage to Peter Street of approximately 161 metres.

The proposed development is detailed in **Figure 3**.

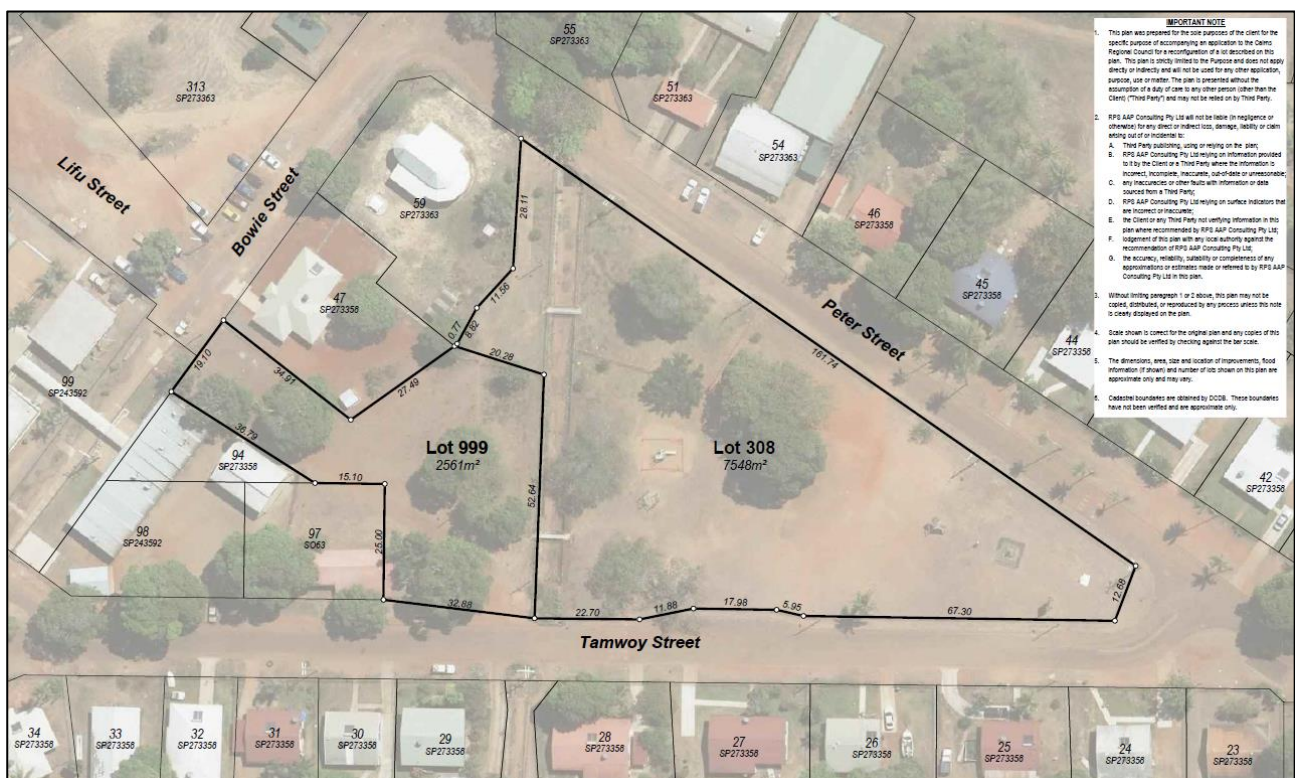


Figure 3 Proposed Development

Source: QLD Globe

In order to cater for increased student numbers and provide for improved educational outcomes, the Department of Education (DoE) previously sought to expand the campus to adjoining indigenous community land. An Indigenous Land Use Agreement (ILUA) was signed in 2009 to facilitate expansion of the campus. The ILUA provided for the grant of a Trustee Lease over the identified area for the establishment of a Pre-Prep facility.

The Injinoo Junior Campus is located on the banks of the mouth of Cowal Creek Estuary, which is identified as being located within the erosion prone area of the Coastal Management District. The Queensland

Government, including DoE, acknowledges that climate change impacts, including rising sea levels, increased risk of storm tide inundation and coastal flooding, and increased coastal erosion are likely to impact property and infrastructure associated with the Injinoo Junior Campus. The need for future coastal protection works may be partially offset by potential for partial relocation of existing buildings and infrastructure to areas outside the erosion prone area, thus avoiding the need for significant coastal defence works.

In recognition of the need to adequately address potential climate change impacts and allow for further expansion of the Injinoo Junior Campus, DoE has sought to obtain a further lease over area included within the Injinoo DOGIT. The proposed lease for a period exceeding 10 years, would facilitate expansion of campus offerings and to enable the relocation of existing buildings in the event of impacts associated with sea level rise and storm tide inundation.

The lease over part of Lot 308 on SP273363, depicted as Lot 999 on **Figure 3**, would have proposed terms in excess of ten (10) years. Therefore, in accordance with the provisions of the *Land Titles Act 1994* and the *Planning Act 2016*, a requirement exists that approval for Reconfiguration of Lot is obtained from the Local Authority, in this case the Northern Peninsula Area Regional Council.

The detail of the proposal is discussed further below.

3.2 Stormwater Management

Given that the proposal relates to the creation of a lease area and two separate titles within the subject site, it is anticipated that stormwater will continue to be lawfully discharged as per existing arrangements. The application relates solely to the proposed Reconfiguration of a Lot, any future building works and/operational works would be required to adequately address stormwater drainage.

3.3 Services

The site subject for proposed expansion of the school campus, may be adequately serviced by electricity services via the existing Ergon Energy network.

Telecommunication services are provided to the established junior school campus and there is provision for services to Proposed Lot 999, as depicted in **Figure 4**.



Figure 4 Electricity and Telecommunication Services

Source: Cardno – Digital Asset Management



Source: DILGP

There are no proposed earthworks as part of this application.



Figure 7 Mapped Calculated Erosion Distance

Source: Queensland Globe

The intent of the proposed development is to facilitate creation of a lease area that exists largely outside the erosion prone area of the Coastal Management District. The proposal would allow for the expansion of the Injinoo Junior Campus and to enable buildings and structures that are currently located within the mapped erosion prone area to be potentially relocated to lower risk areas, thus avoiding the need for significant costs associated with coastal defence works to protect existing school infrastructure.

4.2 Bushfire

4.2.1 Overview

The bushfire attack level for the subject site may be considered acceptable based upon the following:

- The proposed lots are partially located within a potential impact buffer area;
- Peter Street and Bowie Street act as perimeter roads and potential firebreaks;
- The subject site has been historically cleared and minimal vegetation exists on the site or immediately adjacent lots; and
- Tamwoy Street, which is located outside the mapped potential impact buffer area, would provide a potential evacuation route in the event of an emergency and would be readily accessible for fire-fighting purposes.

4.2.2 Proposed Lot Access

Each of the proposed lots is provided with safe and efficient access for future occupants to evacuate in the event of a bushfire and emergency crews to respond safely via the proposed new roads.

5 LEGISLATIVE REQUIREMENTS

5.1 Assessment Manager

In accordance with Schedule 8 of the *Planning Regulation 2017*, the assessment manager for this application is the Northern Peninsula Area Regional Council.

5.2 Categories of Assessment

The table below summarises the categorising instruments and categories of assessment applicable to this application.

Table 4: Categories of Assessment

Aspect of development	Categorising instrument	Category of assessment
Reconfiguring a Lot (1 Lot into 2 Lots)	Northern Peninsula Area Regional Council 2018 (version 1.1)	Code
Reconfiguring a Lot (creation of a Lease exceeding 10 years)	Northern Peninsula Area Regional Council 2018 (version 1.1)	Code

5.3 Referrals

Schedule 10 of the *Planning Regulation 2017* identify the matters that the assessment manager and/or referral agency assessment must have regard to.

The State Development Assessment Provisions (SDAP) nominate applicable State Codes based on the referral triggers. The current State Codes (Version 3.0) applicable to the proposal are identified in

Table 5: Schedule 10 Referral Matters

Table 5: Schedule 10 Referral Matters

Section of Regulation	Referral topic	Referral Agency	Response
10.17.3.5.1	Reconfiguring a lot in a coastal management district	SARA, DSDILGP	Appendix D

5.4 Public Notification

This application does not require public notification as it is subject to code Statutory planning assessment.

6 STATUTORY PLANNING ASSESSMENT

6.1 Overview

This section assesses the application against relevant assessment benchmarks.

As the application is subject to impact assessment, the assessment benchmarks, and the matters the assessment manager must have regard to, are those identified in Section 45(5) of the *Planning Act 2016* and Sections 30 and 31 of the *Planning Regulation 2017*.

As the Northern Peninsula Area Regional Council is the assessment manager, the relevant local authority categorising instrument is the Northern Peninsula Area Regional Council Planning Scheme 2018, Version 1.1.

6.2 State and Regional Assessment Benchmarks

6.2.1 State Planning Policy

The *Planning Regulation 2017* at Section 30(2)(a)(ii) requires the assessment manager to assess the application against the assessment benchmarks stated in the State Planning Policy, Part E, to the extent Part E of the State Planning Policy is not identified in the planning scheme as being appropriately integrated into the planning scheme.

As identified in Part 2 of the Northern Peninsula Area Regional Council Planning Scheme 2018, Version 1.1, it is understood that all aspects of the State Planning Policy have been adequately reflected in the Planning Scheme. Accordingly, no further assessment against the State Planning Policy is required in this instance.

6.2.2 Regional Plan

The *Planning Regulation 2017* at Section 30(2)(a)(i) requires the assessment manager to assess the application against the assessment benchmarks stated in the regional plan, to the extent the Regional Plan is not identified in the planning scheme as being appropriately integrated into the planning scheme.

As identified in Part 2 of the Northern Peninsula Area Regional Council Planning Scheme 2018 (v1.1), it is understood that all aspects of the Cape York Regional Plan 2014 have been adequately reflected in the Planning Scheme.

The purpose of the Cape York Regional Plan is to enhance the quality of life throughout the region by facilitating opportunities for appropriate economic development while recognising the need to protect Cape York's regionally important environmental areas.

The plan achieves this purpose through a combination of:

- regional policies
- regional land use categories
- regional interest mapping
- supporting information about other matters relevant to land use planning in the region.

Regional policy 1

Provide for economic opportunities and appropriate development by facilitating opportunities for land uses that contribute to diverse economic and employment opportunities in the region.

The proposed development fully complies with Policy 1. The proposed development would generate economic opportunities in the area through employment both during and after construction.

Regional policy 2

Safeguard areas of significant biological diversity and ecological function (Map 1) by protecting the:

- integrity of the Steve Irwin Wildlife Reserve from incompatible activities

- *ecological integrity of Strategic Environmental Areas from incompatible development.*

Policy 2 is not applicable as the development does not affect either area.

Regional policy 3

Planning schemes provide for potential recreation and commercial development opportunities that complement and contributes to the community value of national parks (Map 1).

Policy 3 is not applicable. The site is not within a Strategic Environmental Area or a National Park.

Regional policy 4

Protect Priority Agricultural Land Uses within Priority Agricultural Areas.

Policy 4 is not applicable. The site is not in a Priority Agricultural Area.

Regional policy 5

Maximise opportunities for co-existence of resource and agricultural land uses in Priority Agricultural Areas

Policy 5 is not applicable. The site is not in a Priority Agricultural Area.

Regional policy 6

Safeguard the areas required for the growth of towns through establishment of Priority Living Areas (Maps 3 to 15, Schedule 2).

The development complies as it is within the *Priority Living Areas* for the Northern Peninsula Area Regional Council.

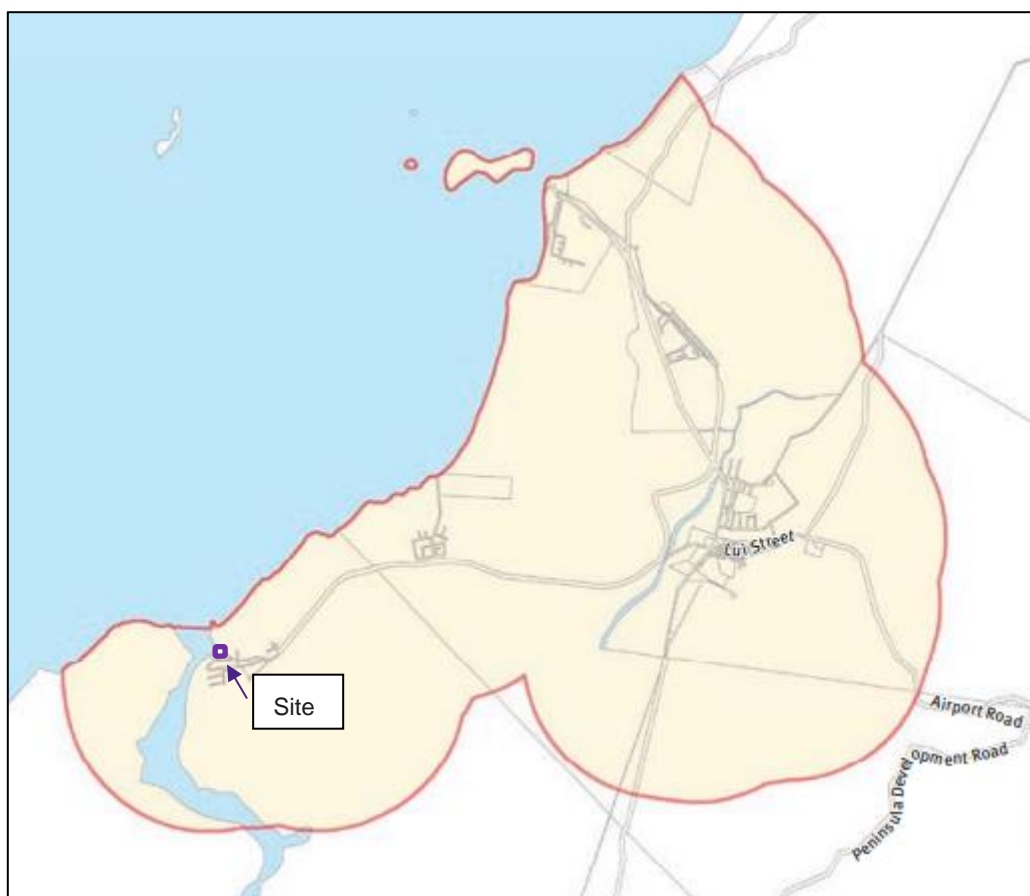


Figure 8 Cape York Regional Plan Priority Living Area

Source: Cape York Regional Plan

6.2.3 Development Assessment under Schedule 10 (SDAP)

Schedule 10 of the *Planning Regulation 2017* identify the matters that the assessment manager and/or referral agency assessment must have regard to.

The State Development Assessment Provisions (SDAP) nominate applicable State Codes based on the referral triggers. The State Codes applicable to the proposal are identified in the table below.

Table 6: SDAP State Code

Schedule 10	Referral Topic	State Code
10.17.3.5	Reconfiguring a lot in a coastal management district	State code 8 – Coastal development and tidal works

A response to the State Codes is included in **Appendix D**.

6.3 Local Authority Assessment Benchmarks

This application is to be assessed against the Northern Peninsula Area Regional Council Planning Scheme 2018 Version 1.1. The assessment benchmarks applicable under the Planning Scheme are addressed below.

Table 7 Planning Scheme Code Responses

Planning Scheme Codes	Applicability	Comment
Zone code		
Township zone code	Applies	Complies with applicable assessment benchmarks.
Overlay Codes		
Natural Hazards Overlay Code - Bushfire	Applies	Complies with applicable assessment benchmarks.
Natural Hazards Overlay Code - Coastal	Applies	Complies with applicable assessment benchmarks.
Development Codes		
Reconfiguring a Lot Code	Applies	Complies with applicable assessment benchmarks.
Operational Works Code	Applies	Complies with applicable assessment benchmarks.

A detailed assessment of the proposed development against the applicable codes is attached to this report as **Appendix E**.

7 CONCLUSION

RPS AAP Consulting has been engaged by the Northern Peninsula Area Regional Council (the 'applicant') to seek a Development Permit for Reconfiguring a Lot to subdivide land located at Tamwoy Street and Peter Street, Injinoo, described as Lot 308 on SP273363 and creation of a lease for a period exceeding 10 years.

The intent of the proposed subdivision is to create a lot for lease to facilitate expansion of the Injinoo Junior Campus of the Northern Peninsula Area State College, on land adjoining the existing campus and outside the erosion prone area. Northern Peninsula Area Regional Council (NPARC) seeks to reconfigure Lot 308 on SP273363 for the purpose of creating one (1) lot (Proposed Lot 999) for expansion of the school and one (1) balance lot that would be retained as open space for the Injinoo community. Proposed Lot 999 would be leased to the Department of Education for a period exceeding 10 years.

In accordance with the *Land Titles Act 1994* and *Planning Act 2016*, registering leases over ten (10 years) requires a Development Permit for Reconfiguring of a Lot.

Lot 308 on SP273363 forms part of the NPARC Injinoo Deed of Grant in Trust (DOGIT). The site is partially used as a park, has been historically cleared and a drainage channel traverses the site from north to south. The proposed development would create two (2) separate titles within the existing Injinoo DOGIT.

The locality containing the site is characterised by a mix of residential and special purpose development. Directly to the north, the site adjoins Peter Street and residential development, to the south and east the site adjoins Tamwoy Street and residential development. The subject site directly adjoins a mix of residential development and the Injinoo Junior Campus of the Northern Peninsula Area State College to the west.

In accordance with the Northern Peninsula Area Regional Council Planning Scheme 2018 (v3.1), the site is identified within the Open Space/Recreation Precinct and partially within the Special Purpose Precinct of the Township Zone and is subject to the following overlays:

- Natural Hazards (Bushfire – Potential Bushfire Impact Buffer), in part; and
- Natural Hazards (Coastal – Erosion prone area), in part.

Pursuant to the Tables of Assessment, the development of the site identify the subdivision of land as being subject to code assessable and requires a development application for a Reconfiguring a Lot. In determining the application, NPARC can only have regard to the applicable Assessment Benchmarks and other relevant planning matters.

The proposal would trigger referral to the State Assessment and Referral Agency for consideration of the impacts of the proposed development on the erosion prone area of the Coastal Management District. This response is required to be included in any decision of NPARC.

Based on these assessments the proposal is recommended for approval subject to reasonable and relevant conditions.

Appendix A

Certificate of Title

Queensland Titles Registry Pty Ltd
ABN 23 648 568 101

Title Reference:	51095878	Search Date:	04/12/2023 15:47
Date Title Created:	29/05/2017	Request No:	46497508
Previous Title:	51077054		

ESTATE AND LAND

Estate in Fee Simple

LOT 308 SURVEY PLAN 273363

Local Government: NORTHERN PENINSULA AREA

REGISTERED OWNER

Dealing No: 717986581 27/04/2017

NORTHERN PENINSULA AREA REGIONAL COUNCIL DEED OF GRANT IN TRUST
THE GRANTEE TO HOLD THE SAID LAND IN TRUST FOR THE BENEFIT
OF ABORIGINAL INHABITANTS AND FOR NO OTHER PURPOSE
WHATSOEVER

EASEMENTS, ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by
Deed of Grant No. 21328058 (Lot 102 on CP SO67)
2. COVENANT No 717986585 27/04/2017 at 13:53
restricts dealings over
THE LAND IDENTIFIED AT ITEM 2 OF THIS DOCUMENT

ADMINISTRATIVE ADVICES

NIL

UNREGISTERED DEALINGS

NIL

Caution - Charges do not necessarily appear in order of priority

** End of Current Title Search **

**Company owner's consent to the making of a development application
under the *Planning Act 2016***

I, Kate Galloway

Chief Executive Officer of the Northern Peninsula Area Regional Council

Of the Northern Peninsula Area Regional Council (NPARC)

ABN 27 853 926 592

NPARC being the Trustee of the premises identified as follows:

Lot 308 on SP273363 under the Deed of Grant in Trust

consent to the making of a development application under the *Planning Act 2016* by:

Northern Peninsula Area Regional Council

on the premises described above for:

Reconfiguring a Lot (1 Lot into 2 Lots and creation of a lease exceeding 10 years).

Northern Peninsula Area Regional Council (NPARC)

ABN 27 853 926 592

.....
Signature of Chief Executive

.....
Date

Appendix B

Search Results and Planning Context Mapping

State Assessment and Referral Agency

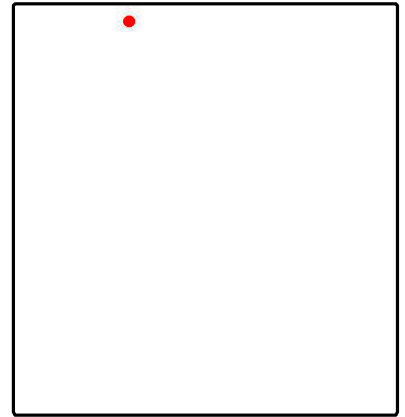
Date: 06/12/2023



Queensland Government

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Matters of Interest for all selected Lot Plans

Coastal management district
Coastal area - erosion prone area
Great artesian water resource plan area

Matters of Interest by Lot Plan

Lot Plan: 308SP273363 (Area: 10110 m²)
Coastal management district
Coastal area - erosion prone area
Great artesian water resource plan area



State Assessment and Referral Agency

Date: 06/12/2023



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Legend

Great artesian water resource plan area



Great artesian water resource plan area

0 25 50 75 100
Metres

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State Assessment and Referral Agency

Date: 06/12/2023



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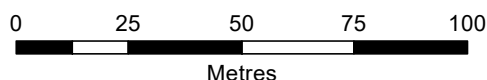
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Legend

Coastal management district



Coastal management district



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State Assessment and Referral Agency

Date: 06/12/2023



Queensland Government

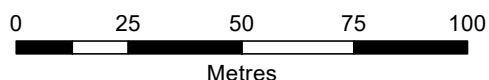
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Legend

Coastal area - erosion prone area



Coastal area - erosion prone area



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State Planning Policy - Lot Plan Search

Making or amending a local planning instrument
and designating land for community infrastructure

Date: 06/12/2023



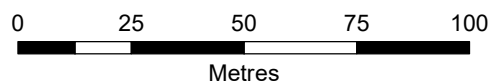
Location Diagram

Queensland



Queensland Government

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State Planning Policy mapping layers - consolidated list for all selected Lot Plans

(Note: Please refer to following pages for State Interests listed for each selected Lot Plan)

COASTAL ENVIRONMENT

- Coastal management district

NATURAL HAZARDS RISK AND RESILIENCE

- Flood hazard area - Level 1 - Queensland floodplain assessment overlay*
- Bushfire prone area
- Erosion prone area



Queensland Government

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State Planning Policy

Making or amending a local planning instrument
and designating land for community infrastructure

Date: 06/12/2023

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State Planning Policy mapping layers for each selected Lot Plan

Lot Plan: 308SP273363 (Area: 10110 m²)

COASTAL ENVIRONMENT

- Coastal management district

NATURAL HAZARDS RISK AND RESILIENCE

- Flood hazard area - Level 1 - Queensland floodplain assessment overlay*
- Bushfire prone area
- Erosion prone area



Queensland Government

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State Planning Policy

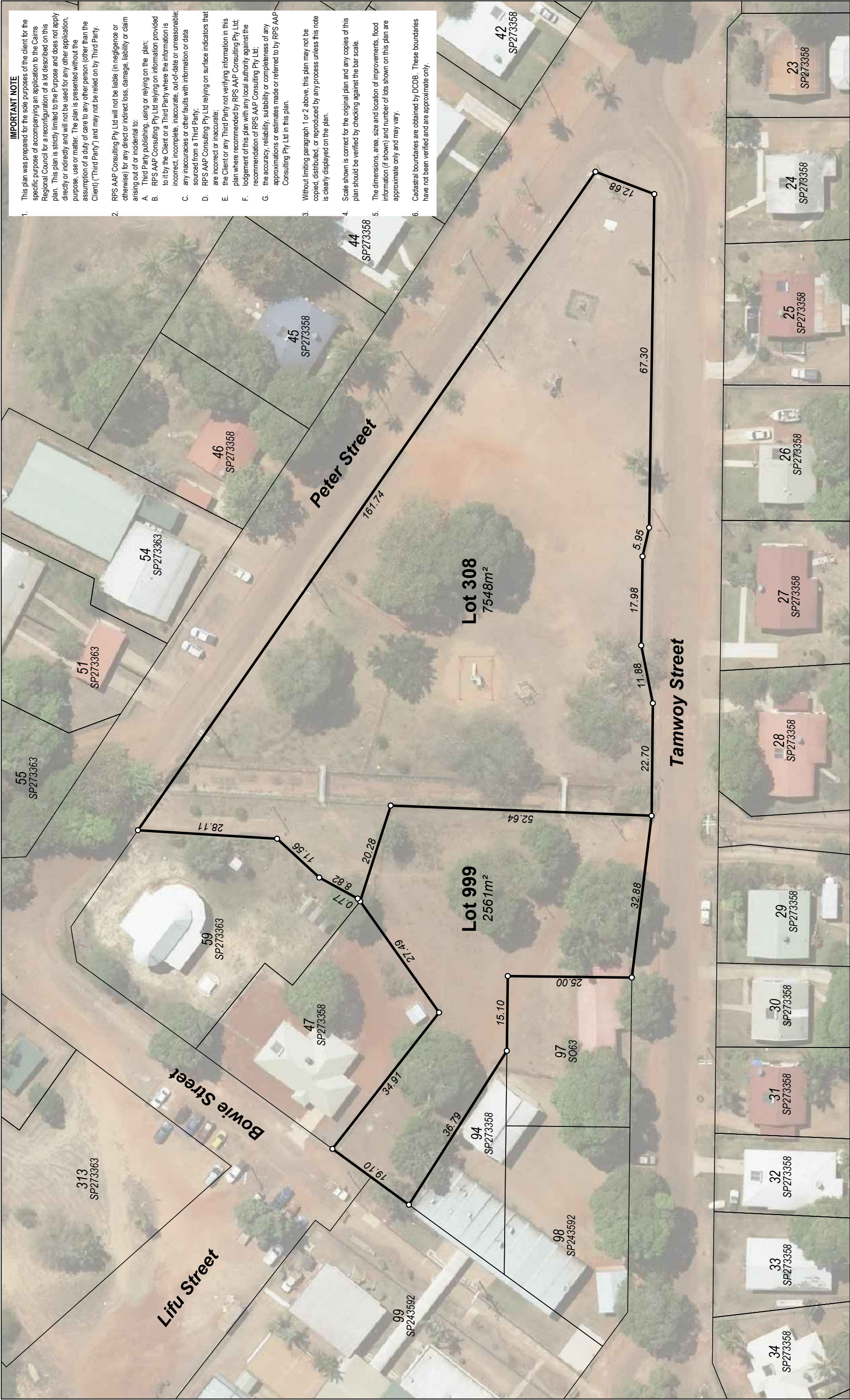
**Making or amending a local planning instrument
and designating land for community infrastructure**

Date: 06/12/2023

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Appendix C

Proposal Plan



- IMPORTANT NOTE**
1. This plan was prepared for the sole purposes of the client for the specific purpose of accompanying an application to the Cairns Regional Council for a reconfiguration of a lot described on this plan. This plan is strictly limited to the Purpose and does not apply directly or indirectly and will not be used for any other application, purpose, use or matter. The plan is presented without the assumption of a duty of care to any other person (other than the Client) ("Third Party") and may not be relied on by Third Party.

2. RPS AAP Consulting Pty Ltd will not be liable (in negligence or otherwise) for any direct or indirect loss, damage, liability or claim arising out of or incidental to:

A. Third Party publishing, using or relying on the plan;

B. RPS AAP Consulting Pty Ltd relying on information provided to it by the Client or a Third Party where the information is incorrect, incomplete, inaccurate, out-of-date or unreasonable;

C. any inaccuracies or other faults with information or data sourced from a Third Party;

D. RPS AAP Consulting Pty Ltd relying on surface indicators that are incorrect or inaccurate;

E. the Client or any Third Party not verifying information in this plan where recommended by RPS AAP Consulting Pty Ltd;

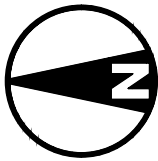
F. lodgement of this plan with any local authority against the recommendation of RPS AAP Consulting Pty Ltd;

G. the accuracy, reliability, suitability or completeness of any approximations or estimates made or referred to by RPS AAP Consulting Pty Ltd in this plan.

3. Without limiting paragraph 1 or 2 above, this plan may not be copied, distributed, or reproduced by any process unless this note is clearly displayed on the plan.

4. Scale shown is correct for the original plan and any copies of this plan should be verified by checking against the bar scale.

5. The dimensions, area, size and location of improvements, flood information (if shown) and number of lots shown on this plan are approximate only and may vary.

6. Cadastral boundaries are obtained by DCDB. These boundaries have not been verified and are approximate only.
- 

Reconfiguration of a Lot, Cancelling Lot 308 on SP273363

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-
- 261
-
- Datum: MGA2020 Z54 | Scale: 1:700 @ A3 | Date: 12-2-2024 | Drawing: AU013653-1

Appendix D

State Code Response

State code 8: Coastal development and tidal works

State Development Assessment Provisions Guidance Material: State code 8: Coastal Development and tidal works provides direction on how to address this code.

Table 8.1: All development

Performance outcomes		Response
Development in the erosion prone area		
PO1 Development is only permitted in the erosion prone area where it: <ol style="list-style-type: none"> is one of the following types of development: <ol style="list-style-type: none"> coastal-dependent development; or temporary, readily relocatable or able to be abandoned; or essential community infrastructure; or redevelopment of an existing permanent building or structure that cannot be relocated or abandoned; and cannot feasibly be located elsewhere; or is located landward of: <ol style="list-style-type: none"> a fit for purpose revetment; or a proposed revetment that is consistent with: <ol style="list-style-type: none"> an agreement with a local government; or the alignment of adjacent lawful revetments; or is on a lot less than 2000m² where a coastal building line is present. 		Complies The proposal for reconfiguring a lot is to create an additional lot for lease for the expansion of the existing Injinoo Junior Campus of the Northern Peninsula Regional Council. The existing College campus is partially located within the erosion prone area of the Coastal Management District. The proposal would facilitate expansion of the school and enable the location of buildings and structures outside the erosion prone area. Given that the existing school is located within the erosion prone area, any future expansion of the campus must occur on adjoining land and cannot be located at another location.
PO2 Development (other than coastal protection work) in the erosion prone area : <ol style="list-style-type: none"> does not adversely impact coastal processes; and ensures that the protective function of landforms and vegetation is maintained. <p>Note: In considering reconfiguring a lot applications, the State may require land in the erosion prone area to be surrendered to the State for coastal management purposes under the <i>Coastal Protection and Management Act 1995</i>.</p> <p>Where the planning chief executive receives a copy of a land surrender requirement or proposed land surrender notice under the <i>Coastal Protection and Management Act 1995</i>, this must be considered in assessing the application.</p>		Complies The proposal for reconfiguring a lot would not adversely impact coastal processes and would allow for the future expansion of the school, with future building and structures to be located outside the erosion prone area. The proposal, for expansion of the school outside the erosion prone area, would effectively mitigate the need for significant coastal protection works for existing school infrastructure.
PO3 Development is sited, designed and constructed to limit the risk of impacts of coastal erosion to an acceptable level by: <ol style="list-style-type: none"> locating development outside the erosion prone area; or mitigating or otherwise accommodating the risks posed by coastal erosion. 		Complies The proposal for reconfiguring a lot only. Given that the subject site is only partially mapped as being within the erosion prone area, any future development of the site would likely be located outside the erosion prone area.

Performance outcomes		Response
P04 Development in the erosion prone area does not significantly increase the risk or impacts to people and property from coastal erosion .		Complies The existing Injinoo Junior Campus of the Northern Peninsula State College is located within the erosion prone area. The proposal for reconfiguring a lot would create a new lot (Proposed Lot 999) for expansion of the existing school campus. The proposed expansion of the school would facilitate the siting of proposed buildings/structures outside the erosion prone area and would mitigate the impact and risk associated with coastal erosion.
P05 Development (other than coastal protection work) in the erosion prone area does not directly or indirectly increase the severity of coastal erosion either on or off the site.		Complies The proposed development for reconfiguring a lot would enable expansion of the existing school campus and facilitate the future development of school buildings and structures outside the erosion prone area. It should be noted that only a small portion of the subject site is located within the erosion prone area and development within this area is not likely to directly or indirectly increase the severity of coastal erosion on or off the site.
P06 In erosion prone areas where a coastal building line is present, building work is located landward of the coastal building line unless coastal protection work has been constructed to protect the development.		Not applicable There is no coastal building line.
Artificial waterways		
P07 Development of artificial waterways , canals and dry-land marinas conserves coastal resources by: 1. ensuring changes to water flows, water levels and sediment movement do not adversely impact the natural waterway to which it is connected; 2. demonstrating appropriate storage, treatment and disposal of dredged material for the life of the development.		Not applicable The proposal for reconfiguring a lot.
Coastal protection work		
P08 Works for beach nourishment minimises adverse impacts on coastal processes .		Not applicable The proposal for reconfiguring a lot.
P09 Works for beach nourishment do not increase the severity of erosion on adjacent land.		Not applicable The proposal for reconfiguring a lot.
P010 Erosion control structures (excluding revetments) are only constructed where there is an imminent threat to significant buildings or infrastructure , and there is no feasible option for either: 1. beach nourishment ; or		Not applicable The proposal for reconfiguring a lot.

Performance outcomes		Response
2. relocation or abandonment of structures.		
PO11 Erosion control structures (revetments only) are only constructed where: 1. there is an imminent threat to significant buildings or infrastructure , and there is no feasible option for either: a. beach nourishment ; or b. relocation or abandonment of structures; or 2. the development: a. is in a consistent alignment with adjacent lawful revetments; or b. is consistent with an agreement with a local government that a revetment is appropriate in the proposed location.		Not applicable The proposal for reconfiguring a lot.
PO12 Erosion control structures minimise interference with coastal processes and reduce the severity of erosion on adjacent land.		Not applicable The proposal for reconfiguring a lot.
Water quality		
PO13 Development: 1. maintains or enhances environmental values of receiving waters; 2. achieves the water quality objectives of Queensland waters; 3. avoids the release of prescribed water contaminants to tidal waters .		Not applicable The proposal for reconfiguring a lot.
Public use of and access to State coastal land		
PO14 Development maintains or enhances public use of and access to and along State coastal land (except where this is contrary to the protection of coastal resources or public safety).		Complies The proposal for reconfiguring a lot would not impact public access to State coastal land.
PO15 Private marine development does not reduce public use of and access to State coastal land and ensures that works: 1. are used for marine access purposes only; 2. minimise the use of State coastal land ; 3. are designed to accommodate the berthing of one vessel only per waterfront residence; 4. do not interfere with access between navigable waterways and adjacent properties.		Not applicable The proposal for reconfiguring a lot.
PO16 Development does not reduce public use of and access to State coastal land and ensures that erosion control structures , intended to protect a freehold or leasehold (not State land) premises, are wholly located within the lot: 1. except where impeded by significant buildings or infrastructure that cannot be removed or relocated; or 2. for revetments the development is: a. in a consistent alignment with adjacent lawful revetments; or b. consistent with an agreement with a local government that a revetment is appropriate in the proposed location.		Not applicable The proposal for reconfiguring a lot.

Performance outcomes		Response
Matters of state environmental significance PO17 Development is designed and sited to: <ol style="list-style-type: none"> 1. avoid impacts on matters of state environmental significance; or 2. minimise and mitigate impacts on matters of state environmental significance after demonstrating avoidance is not reasonably possible; and 3. provide an offset if, after demonstrating all reasonable avoidance, minimisation and mitigation measures are undertaken, the development results in an acceptable significant residual impact on a matter of state environmental significance. <p>Statutory note: For Brisbane core port land, an offset may only be applied to development on land identified as E1 Conservation/Buffer, E2 Open Space or Buffer/Investigation in the Brisbane Port LUP precinct plan.</p>		Not applicable There are no matters of state environmental significance on the subject site.

Appendix E

Planning Scheme Code Responses

6.1.5 Township Zone Code

6.1.5.1 Application

This code applies to assessing Material Change of Use, Reconfiguring a Lot and Operational Works Development where the Township Zone Code is shown as being applicable in the table of assessment.

When using this code, reference should be made to section 5.3.2 and, where applicable, section 5.3.3, in Part 5.

Editor's Note: All development is mindful of obligations under the provisions of the Aboriginal Cultural Heritage Act 2003 and the Torres Strait Islander Cultural Heritage Act 2003.

6.1.5.2 Purpose

- 1) The purpose of the township zone is to provide for:
 - (a) small to medium urban areas in a rural or coastal area; and
 - (b) a variety of uses and activities to service local residents, including, for example, business, community, education, industrial, open space, recreation, residential and retail uses and activities and
 - (c) tourist attractions and short-term accommodation, if appropriate for the area.
- 2) The local government purpose of the code is to facilitate consolidation of all business, residential, tourism accommodation, recreational and community facilities and infrastructure within the Township Zone within defined precincts.
- 3) The Township Zone is divided into five precincts:
 - (a) Business Precinct;
 - (b) Open Space/Recreation Precinct;
 - (c) Residential Precinct;
 - (d) Special Purpose Precinct; and
 - (e) Tourism Precinct.
- 4) The purpose of the Township Zone will be achieved through the following overall outcomes:
 - (a) The Business Precinct is the only location where non-residential uses including retail, commercial, administrative functions and support facilities are to be established, to facilitate the establishment of a business centre in each community;
 - (b) The Open Space and Recreation Precinct is the preferred location for the establishment of community facilities (youth centres, swimming pools, playgrounds and community halls);

- (c) The Residential Precinct is the preferred location for a range of residential dwelling choices including dwelling houses, multiple dwellings, special needs, aged care and short term accommodation for visitors;
- (d) Within the Residential Precinct multiple dwellings and higher density residential development is located within 400m of the Business Precinct to promote an active and walkable community;
- (e) The Special Purpose Precinct is the preferred location for special uses and works that are owned or operated by government, statutory authority, government owned corporation, or private organisation including defence, seaports, water, sewerage, electricity, gas, telecommunications, transport, drainage and like infrastructure;
- (f) The Special Purpose Precinct's viability is not diminished by locating inappropriate development which may compromise the ongoing operation of existing uses or prejudice the establishment of new uses which are the preferred form of development in the Precinct.
- (g) The Tourism Precinct is the preferred location for the establishment of tourist accommodation including camping and caravan parks and resort style accommodation;
- (h) Tourism, in particular short term accommodation and complementary nature based tours, are established at coastal locations such as Injinoo, Seisia and Umagico;
- (i) Development within close proximity to the Seisia Wharf is to complement the efficient freight and passenger operations and the scale of development on the immediate foreshore shall be limited to activities that are essentially required to be located on the foreshore;
- (j) Development protects Native Title interests and is consistent with Native Title agreements and determinations;
- (k) Low impact and commercial industries and businesses are to be co-located with supporting residential uses or co-located with land uses of a similar nature to encourage business to establish in the Region;
- (l) Low Impact Industrial / Business opportunities may be established in residential areas, where co-located with domestic uses;
- (m) Any industrial uses are limited to service industry and low-impact industrial use types which are appropriately sited and adequately separated from sensitive land uses to minimise environmental harm and nuisance;
- (n) Development considers both indigenous and non-indigenous cultural heritage values and avoids any culturally sensitive sites;
- (o) Development is designed to incorporate sustainable and healthy practices including maximising energy efficiency, water conservation and transport use;
- (p) Development has access to adequate levels of infrastructure;
- (q) Development provides a high level of amenity, has an appropriate level of privacy and reflects the surrounding character of the townships which is low-scale, low-density development;
- (r) Development is responsive to environmental features and constraints such as topography, bushfire and flooding constraints;

- (s) Development that is not coastal dependant development maintains and/or enhances important natural landscapes, views and vistas along the coast;
- (t) Development which promotes the appreciation of, and has a direct connection with, traditional cultural values, is facilitated;

6.1.5.3 Specific benchmarks for assessment

Table 6.1.5.3.a – Benchmarks for development that is accepted subject to requirements and assessable development

Performance outcomes		Acceptable outcomes	Applicant Response
<i>Built Form, Character and Amenity – Residential Uses</i>			
PO1	Development is appropriately sited to ensure safety, privacy and amenity of adjoining properties and public spaces.	AO1.1 Residential buildings and structures are setback: <ul style="list-style-type: none"> (a) At least 6m from road boundary or the same distance as dwellings next door; and (b) At least 1.5m from side boundaries (where defined) where the building is up to 4.5m in height; (c) At least 2m from side boundaries (where defined) where the building is between 4.5m and 7.5m in height; and (d) At least 3m from side boundaries (where defined) where buildings are great that 7.5m in height; or (e) 10m from any adjoining dwelling; <i>Note – where there is no surveyed boundary, the side boundaries is a line measured equally between two buildings. A road boundary is typically 4m from the edge of any road pavement.</i>	Not applicable This application is for Reconfiguring a Lot only.

Performance outcomes		Acceptable outcomes	Applicant Response
		AO1.2 Building height is not to exceed 8.5m above natural ground;	Not applicable This application is for Reconfiguring a Lot only.
Built Form, Character and Amenity – Business Activities			
PO2 Development is appropriately sited to ensure safety, privacy and amenity of adjoining properties and public spaces.	AO2.1 Non-Residential buildings and structures are setback: (a) 3m from the road boundary, or the same distance as the adjoining building; or (b) Built to the road boundary where awning is provided over the footpath; and (c) Built to boundary where adjacent non-residential buildings exist; or (d) 2.0m from side boundaries where adjoining a residential use; <i>Note – where there is no surveyed boundary, the side boundaries is a line measured equally between two buildings. A road boundary is typically 4m from the edge of any road pavement.</i>		Not applicable This application is for Reconfiguring a Lot only.
	AO2.2 Landscaped buffers are established within the front and side setbacks up to 1.5m in depth.		Not applicable This application is for Reconfiguring a Lot only.
	AO2.3		Not applicable

Performance outcomes		Acceptable outcomes	Applicant Response
		Driveway crossovers and accesses utilise shared driveways where possible;	This application is for Reconfiguring a Lot only.
Built Form, Character and Amenity – Community Facilities			
PO3 Development is appropriately sited to ensure safety, privacy and amenity of adjoining properties and public spaces.	AO3.1 Buildings associated with community facilities and structures are setback: (a) 3m from the road boundary, or the same distance as the adjoining building; or (b) Built to the road boundary where awning is provided over the footpath; and (c) 5.0m from side boundaries where adjoining a residential use; Note – where there is no surveyed boundary, the side boundaries is a line measured equally between two buildings. A road boundary is typically 4m from the edge of any road pavement.	Not applicable This application is for Reconfiguring a Lot only.	
For home based businesses only			
PO5 Home based businesses are ancillary to the primary purpose of a residential dwelling and do not affect the amenity of the surrounding residential area through increase in traffic, noise or other disturbance.	AO5.1 Home based businesses: (a) Are located within an existing dwelling or outbuilding; (b) the total floor area does not exceed 10% of total floor area of the existing dwelling;	Not applicable This application is for Reconfiguring a Lot only.	

Performance outcomes		Acceptable outcomes	Applicant Response
		<p>(c) do not include any retail, display or hiring of goods, food preparation or industrial activities;</p> <p>(d) do not generate vehicle deliveries;</p> <p>(e) includes a sign of no greater than 1m² displayed upon the dwelling façade or fence;</p> <p>(f) do not require external building works;</p> <p>(g) are restricted to the hours of 8am to 8pm Monday to Friday, 8am to 5pm Saturdays and is not operated on Sundays or on public holidays;</p> <p>(h) are operated by a resident or residents of the premises and employs no more than one other non-resident;</p> <p>(i) do not require more than one vehicle associated with the use (including staff vehicle parking) to be parked, on or adjacent, to the premises and such vehicle does not exceed 4 tonnes of gross vehicle mass (gvm).</p>	
For multiple dwellings			
PO6 The development occurs on a lot of sufficient size to provide for the needs of the housing type proposed.		AO6.1 The multiple dwelling is established on land that has a minimum site area of 800m ² .	Not applicable This application is for Reconfiguring a Lot only.
		AO6.2	Not applicable

Performance outcomes		Acceptable outcomes	Applicant Response
PO7 Layout and design enhances the built form of the surrounding streetscape by: <ul style="list-style-type: none"> (a) contributing to the establishment of an attractive streetscape; (b) ensuring that the development addresses the street; (c) reducing building bulk through a combination of verandas, recesses and variations in building form and materials; (d) ensuring building height is consistent with surrounding development; (e) ensuring that setbacks complement the existing Streetscape and maximise open space areas, solar access and provide for service areas. 		The development does not exceed the density of one dwelling per 400m ² .	This application is for Reconfiguring a Lot only.
	AO7.1	The multiple dwelling is limited to two storeys and a maximum of 8.5 metres in height.	Not applicable This application is for Reconfiguring a Lot only.
	AO7.2	Buildings and structures are setback to be <ul style="list-style-type: none"> (a) a minimum of 6 metres from the street frontage; or (b) within 20% of the average setback of adjoining development. (c) a minimum of 2.0 metres to side boundaries where single storey and 2.5 metres for two storey buildings; (d) a minimum of 4.5 metres to a rear boundary. 	Not applicable This application is for Reconfiguring a Lot only.
	AO7.3	The development addresses the street by presenting balconies, verandas, a front door and/or windows from habitable rooms or kitchen window to the street.	Not applicable This application is for Reconfiguring a Lot only.
	AO7.4	Garages are setback behind the main building façade and the maximum width of a garage or carport facing the street is 6 metres.	Not applicable This application is for Reconfiguring a Lot only.

Performance outcomes		Acceptable outcomes	Applicant Response
PO8 The development achieves a tropical design and vernacular through: <div><div>(a) the use of structural elements and building materials of varying scales and textures;</div><div>(b) variations in exterior colours;</div><div>(c) variations in the size and patterning of windows;</div><div>(d) use of pitched rooves, wide eaves, awnings and other sun protection and rain protection devices.</div></div>		AO8 No acceptable outcomes are prescribed.	Not applicable This application is for Reconfiguring a Lot only.
PO9 Buildings are designed to: <div><div>(a) permit cross-breezes through buildings;</div><div>(b) minimise solar heat loads;</div><div>(c) promote natural light penetration.</div></div>	AO9.1 Buildings are orientated on site to: <div><div>(a) allow south-east and north-east breezes to penetrate the site;</div><div>(b) permit the exposure of individual dwelling units to prevailing cross breezes.</div><div>(c) minimise exposure to western sun, particularly to habitable rooms.</div></div>	AO9.2 Individual dwelling units are designed to promote natural light and ventilation.	Not applicable This application is for Reconfiguring a Lot only.
		AO9.3 Living areas and bedrooms are provided with	Not applicable

Performance outcomes		Acceptable outcomes	Applicant Response
PO10 Privacy between dwellings on the site and to adjoining sites is achieved through the design and siting of windows and decks to reduce overlooking into other habitable rooms.		openings on at least two different walls to permit cross-ventilation. <i>Editor's note – partitioned walls, vents in or above doors, internal louvers are design elements that will assist in achieving this outcome.</i>	This application is for Reconfiguring a Lot only.
		AO9.4 Units are not located on both sides of a central common corridor (i.e. – not double banked), unless the central corridor is designed to permit free flowing breezes to penetrate for ventilation.	Not applicable This application is for Reconfiguring a Lot only.
		AO10 Where habitable rooms (including decks) look directly at habitable rooms (including decks) within 2 metres at ground level and within 9 metres at non-ground level, privacy is protected by: <ul style="list-style-type: none"> (a) sill heights being a minimum of 1.5 metres in height; or (b) fixed obscure glazing for any part of the window below 1.5 metres in height; and/or <i>Editor's note - obscure glazed hopper windows that open to a fixed position that prevents direct view is a potential option that will satisfy this outcome.</i> <ul style="list-style-type: none"> (c) fixed external screening devices; and (d) in the case of ground floor level, fencing to a height of 1.8 metres in height with a maximum paling gap of 10mm. 	Not applicable This application is for Reconfiguring a Lot only.

Performance outcomes		Acceptable outcomes	Applicant Response
PO11 Adequate parking areas and facilities are provided and are adequately designed and constructed to meet user requirements.	AO11.1	Parking provision is provided at the following rate: (a) 1 space per dwelling containing 1 or 2 bedrooms; or (b) 1.5 spaces per dwelling containing 3 or more rooms; (c) 1 visitor space per 5 dwellings.	Not applicable This application is for Reconfiguring a Lot only.
	AO11.2	Parking spaces meet the requirements of AS 2890 <i>Parking Facilities</i> .	Not applicable This application is for Reconfiguring a Lot only.
	AO11.3	Parking spaces for people with disabilities are designed and constructed in accordance with AS 2890 <i>Parking Facilities</i> and AS1428 <i>Design for Access and Mobility</i> .	Not applicable This application is for Reconfiguring a Lot only.
	AO11.4	Visitor parking is not located closer than 2 metres to the street frontage;	Not applicable This application is for Reconfiguring a Lot only.
	AO11.5	Parking is not located any closer than 2.0 metres to a side boundary.	Not applicable This application is for Reconfiguring a Lot only.
PO12	AO12.1		Not applicable

Performance outcomes		Acceptable outcomes	Applicant Response
PO13 Private open space areas are: (a) clearly defined for private use; (b) are of dimensions that enable recreational use of the space; (c) directly accessible form a main indoor living area of the dwelling.	The development provides safe and convenient vehicle access between the road and on-site car parking while maintaining the standard of infrastructure in the road.	Dwellings are serviced by: (a) a shared driveway with a minimum width of 3.6 metres; or by individual driveways of minimum width of 3 metres each; (b) imperviously sealed driveway surfaces.	This application is for Reconfiguring a Lot only.
		AO12.2 Driveways and crossovers require no alteration to existing on-street infrastructure, including street trees, footpaths, drainage pits, street signs, service pillars and electricity infrastructure.	Not applicable This application is for Reconfiguring a Lot only.
		AO13.1 A minimum area of 35m ² private open space is provided for each dwelling which has a minimum dimension of 4.5 metres and is directly accessible to the living area of the dwelling.	Not applicable This application is for Reconfiguring a Lot only.
		AO13.2 Each dwelling is provided with a minimum of 12m ² external covered hardstand area with its main private open space area directly adjacent to the living area of the dwelling.	Not applicable This application is for Reconfiguring a Lot only.
		AO13.3 In the case of an above ground dwelling, open space is provided in the form of a covered balcony, having a minimum of 8m ² and a	Not applicable This application is for Reconfiguring a Lot only.

Performance outcomes		Acceptable outcomes	Applicant Response
PO14 Functional communal open space is provided for developments consisting of 8 dwelling units or more.		minimum depth of 3 metres, and is directly accessible to the living area of the unit.	
		<p>AO14.1 For multiple dwelling developments consisting of fewer than 8 units, private open space is maximised.</p> <p>AO14.2 For multiple dwellings consisting of 8 or more units:</p> <p>(a) at least 35% of the site is provided as communal landscape and recreational area including:</p> <p>(i) at least 1/2 of the required landscape area consisting of a minimum dimension of 5 metres;</p> <p>(ii) deep planting is provided for at least 1/3 of the required area;</p> <p>(iii) paved and sealed areas do not exceed 1/3 of the required area.</p>	<p>Not applicable This application is for Reconfiguring a Lot only.</p> <p>Not applicable This application is for Reconfiguring a Lot only.</p>
PO15 Fencing is designed to ensure privacy, while maintaining a high standard of streetscape amenity.		AO15.1 A screen fence (minimum height 1.8 metres and maximum paling gap of 10mm) is provided to the side and rear of boundaries of the lot.	Not applicable This application is for Reconfiguring a Lot only.
		AO15.2 Fences or walls along road frontages do not	Not applicable

Performance outcomes		Acceptable outcomes	Applicant Response
		exceed 1.2 metres in height.	This application is for Reconfiguring a Lot only.
		AO15.3 The side fencing tapers in height between the front façade of the dwelling and the road frontage to a height not exceeding 1.2 metres at the road frontage.	Not applicable This application is for Reconfiguring a Lot only.
		AO15.4 Fences that exceed 10 metres in length along a road frontage are articulated or provide visual interest.	Not applicable This application is for Reconfiguring a Lot only.
PO16 Landscaping provides an attractive appearance to the streetscape.		AO16 A minimum width of 2 metres of space capable of deep planting with semi-advanced planting stock is provided along the frontage (excluding access crossovers), the side boundaries and the rear boundaries of the site.	Not applicable This application is for Reconfiguring a Lot only.
PO17 The multiple dwelling is connected to essential infrastructure services sufficient to support individual ownership of each dwelling.		AO17 Each dwelling is connected separately to: <ul style="list-style-type: none"> (a) water; (b) sewerage; (c) drainage; (d) electricity; (e) telephone. 	Not applicable This application is for Reconfiguring a Lot only.

Performance outcomes		Acceptable outcomes	Applicant Response
PO18 Storage space is provided for each dwelling unit.		AO18 Storage facilities are provided for each dwelling unit designed to meet the following requirements: <ul style="list-style-type: none"> (a) the storage facility located to allow access to a vehicle (ie inside a garage) or is external to the dwelling unit; (b) each storage facility has a minimum space of 3.5m²; (c) each storage facility has a minimum height of 2.1 metres; (d) each storage facility is weather proof; (e) each storage facility is lockable. 	Not applicable This application is for Reconfiguring a Lot only.
PO19 Adequate waste storage facilities are provided on site with suitable access for waste collection.		AO19 No acceptable outcomes are prescribed.	Not applicable This application is for Reconfiguring a Lot only.
Cultural Heritage			
PO20 Development is located, designed and operated to ensure that any impact on land with known cultural heritage values is appropriately managed. Note – non-indigenous heritage places are registered on Local Heritage Register. For indigenous cultural heritage places, please consult Traditional Owners		AO20 Development is not undertaken in an area where there is known cultural heritage values, including both physical artefacts and historical significance.	Complies with AO20 The site is not identified as containing any known cultural heritage value.

Performance outcomes		Acceptable outcomes		Applicant Response
Building Design				
PO21	Building Design incorporates architectural elements and styles which create interest and reduce scale and bulk of buildings including roof pitches, angles, and materials, use of lightweight structures such as decks, window hoods and eaves.	AO21.1 Building design incorporates various lightweight materials such as fibre cement, timber or metal for external cladding and roof materials such a corrugated iron sheeting;	Not applicable This application is for Reconfiguring a Lot only. Building design may be conditions as part of any future Building Approval sought by the school.	Not applicable This application is for Reconfiguring a Lot only.
		AO21.2 Verandas, decks and patios are located within the front setback to promote casual surveillance of the street;		
Infrastructure and servicing				
PO23	All uses are serviced with appropriate levels and standards of infrastructure that is cost effective and minimises the impacts on the environment.	AO23 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 maximise the use of tank storage and/or permeable surfaces to allow stormwater infiltration or run off which is designed to minimise erosion and provide for a lawful	Complies with AO23 The proposed development would be serviced by: (a) Existing water and sewer connections; (b) Existing electricity and telecommunications connections; (c) The site is within the township of Injinoo and is fronted by three constructed council maintained roads; (d) The existing stormwater and drainage system would be retained, including the open drain that traverses the site from north to south,;	

Performance outcomes	Acceptable outcomes	Applicant Response
	<p>point of discharge;</p> <p>(e) refuse and recycling facilities;</p> <p>(f) constructed vehicular access in accordance with FNQROC Development Manual;</p> <p>(g) maximise the opportunities to provide or upgrade existing footpaths;</p> <p>(h) where parking is required on site, it is located at the rear of non-residential buildings;</p> <p>(i) Parking rates should be provided at 1 space per 100m² of GFA for non-residential uses.</p>	<p>(e) Existing refuse and recycling facilities both within the school and park;</p> <p>(f) Existing access points from gazetted roads;</p> <p>(g) There are no footpaths to Peter or Tamway Street, the area of the site with frontage to Bowie Street is already provided with a footpath;</p> <p>(h) No additional parking is required on site; and</p> <p>(i) No additional parking is required on site.</p>
Scenic amenity		
PO24 Development is to maximise opportunities to maintain and/ or enhance important natural landscapes, views and vistas through the maintenance and restoration of vegetated buffer zones between development and coastal waters, unless the development is within a port or airport or is marine development.	AO24.1 Development maintains or enhances natural landscape features, view and vistas; AND	Complies with AO24.1 The application is for Reconfiguring a Lot only. The existing landscape features of the site would be maintained.
	AO24.2 Trees and vegetation are used to screen buildings and infrastructure; AND	Complies with AO24.2 The site has been historically cleared, however, remaining vegetation would be retained on the balance lot (Proposed Lot 308).
	AO24.3 Development is constructed of materials and with	Not applicable

Performance outcomes	Acceptable outcomes	Applicant Response
	finishes that complement the scenic landscape.	The application is for Reconfiguring a Lot only. No new buildings or structures are proposed.

8.2.2 Natural Hazards Overlay Code – Bushfire

Note: land shown on the bushfire hazard overlay map is designated as the bushfire prone area for the purposes of section 12 of the Building Regulations 2006. The bushfire hazard area (bushfire prone area) includes land covered by the high and medium hazard areas as well as the buffer area category on the overlay map.

8.2.2.1 Application of the Code

This code is applicable to all development referenced in the Overlays Categories of Assessment Table 5.10.1 and involving land wholly or partially within the Bushfire Hazard Area and/or Potential Bushfire Impact Buffer in the Natural Hazards Overlay - Bushfire.

When using this code, reference should be made to section 5.3.2 and where applicable, section 5.3.3 located in Part 5.

8.2.2.2 Purpose

- (1) The purpose of the Natural Hazards Overlay Code – Bushfire is to ensure that risk to life, property, and the environment as a result of bushfire is mitigated to an acceptable or tolerable level.
 - (2) The purpose of the code will be achieved through the following overall outcomes:
 - (a) development avoids the establishment or intensification of vulnerable uses within or near areas that are subject to bushfire hazard;
 - (b) development is designed and located to minimise risks to people and property from bushfires;
 - (c) bushfire risk mitigation treatments are accommodated in a manner that avoids or minimises impacts on the natural environment and ecological processes; (d) development involving the manufacture or storage of hazardous materials does not increase the risk to public safety or the environment in a bushfire event;
 - (e) development contributes to effective and efficient disaster management response and recovery capabilities.
- Note: A site based assessment may ground-truth the extent of hazardous vegetation and extent and nature of the bushfire hazard area (bushfire prone area).

8.2.2.3 Specific benchmarks for assessment

Table 8.2.2.3.a —benchmarks for development that is accepted development subject to requirements and assessable development

Performance outcomes		Acceptable outcomes		Compliance
Compatible development				
PO1 A vulnerable use is not established or materially intensified within a bushfire hazard area (bushfire	AO1 ▼ Vulnerable uses are not established or expanded within a bushfire hazard area (bushfire prone area).	Complies with AO1 The proposed development is for Reconfiguring a Lot only. Whilst the proposal would facilitate expansion of the Injinoo Junior Campus partially		

Performance outcomes		Acceptable outcomes	Compliance
prone area) unless there is an overriding need or other exceptional circumstances.			within the mapped Potential Bushfire Impact Buffer, it is noted that the existing is also established within this buffer. The proposed lease area would permit the potential relocation of existing buildings and structures from outside the erosion prone area. The proposed expansion area would include bushfire mitigation strategies, including continued access to evacuation routes in the event of a bushfire.
PO2 Emergency services and uses providing community support services are able to function effectively during and immediately after a bushfire hazard event.		AO2 Emergency Services and uses providing community support services are not located in a bushfire hazard (bushfire prone) area and have direct access to low hazard evacuation routes.	Not applicable No emergency services or community support services are proposed.
PO3 Development involving hazardous materials manufactured or stored in bulk is not located in bushfire hazard area (bushfire prone area).		AO3 The manufacture or storage of hazardous material in bulk does not occur within bushfire hazard area (bushfire prone area).	Not applicable The application does not involve hazardous materials manufacturing or storage.
Development design and separation from bushfire hazard – reconfiguration of lots			
PO4 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). Note: "Urban purposes" and "urban area" are defined in the Sustainable Planning Regulations 2009. Reconfiguration will be taken to be for rural		AO4.1 No new lots are created within the bushfire prone area. OR AO4.2 Lots are separated from hazardous vegetation by a distance that: (1) achieves radiant heat flux level of 29kW/m2 at all boundaries; and	Complies with AO4.2 The proposed development would be located partially within the potential impact buffer. The development site has been historically cleared and minimal vegetation exists on the site or on immediately adjacent lots. The separation distance of the site from hazardous vegetation of approximately 80m (minimum) would achieve a radiant heat flux of 29kW/m².

Performance outcomes		Acceptable outcomes	Compliance
<p>residential purposes where proposed lots are between 2000m² and 2ha in area. "Smaller scale" rural residential purposes will be taken to be where the average proposed lot size is 6000m² or less.</p> <p>Note: The radiant heat levels and separation distances are to be established in accordance with method 2 set out in AS3959-2009.</p>		<p>(2) is contained wholly within the development site.</p> <p>Note: Where a separation distance is proposed to be achieved by utilising existing cleared developed areas external to the site, certainty must be established (through tenure or other means) that the land will remain cleared of hazardous vegetation. For staged developments, temporary separation distances, perimeter roads or fire trails may be absorbed as part of subsequent stages.</p> <p>Note: The achievement of a cleared separation distance may not be achievable where other provisions within the planning scheme require protection of certain ecological, slope, visual or character features or functions.</p>	
<p>PO5</p> <p>Where reconfiguration is undertaken for other purposes, a building envelope of reasonable dimensions is provided on each lot which achieves radiant heat flux level of 29kW/m² at any point.</p>		<p>No acceptable outcome is prescribed.</p>	<p>Not applicable</p> <p>The application involves urban land for an urban purpose.</p>
<p>PO6</p> <p>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.</p> <p>The access is available for both fire fighting and maintenance/defensive works.</p>	<p>AO6.1</p> <p>Lot boundaries are separated from hazardous vegetation by a public road which:</p> <ul style="list-style-type: none"> (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 	<p>Complies with AO6.1</p> <ul style="list-style-type: none"> (1) The lot boundaries would be separated from hazardous vegetation by Peter Street, a sealed two lane gazetted road; (2) Reticulated water supply is available to the subject site; (3) The subject site is accessible from Tamwoy Street and Bowie Street; (4) The proposed lots would be of sufficient area and dimension to enable vehicle manoeuvring 	

Performance outcomes	Acceptable outcomes	Compliance
	<p>radius in accordance with Qld Fire and Emergency Services' Fire Hydrant and Vehicle Access Guidelines;</p> <p>(5). a minimum of 4.8m vertical clearance above the road;</p> <p>(6). is designed to ensure hydrants and water access points are not located within parking bay allocations; and</p> <p>(7). incorporates roll-over kerbing.</p> <p>AO6.2</p> <p>Fire hydrants are designed and installed in accordance with AS2419.1 2005, unless otherwise specified by the relevant water entity. Note: Applicants should have regard to the relevant standards set out in the reconfiguration of a lot code and works codes in this planning scheme.</p>	<p>on-site;</p> <p>(5) There is a min of 4.8 vertical clearance above the road;</p> <p>(6) Fire hydrants are located in Tamwoy Street, Peter Street and Bowie Street; and</p> <p>(7) A new crossover may be conditioned as part any future Building Approval.</p> <p>Complies with AO6.2</p> <p>Sufficient number of fire hydrants are located Tamwoy Street, Peter Street and Bowie Street, adjoining the site.</p>
<p>PO7</p> <p>Where reconfiguration is undertaken for smaller scale rural residential purposes, either a constructed perimeter road or a formed, all weather fire trail is established between the lots and the hazardous vegetation and is readily accessible at all times for the type of fire fighting vehicles servicing the area.</p> <p>The access is available for both fire fighting and maintenance/hazard reduction works.</p>	<p>AO7</p> <p>Lot boundaries are separated from hazardous vegetation by a public road or fire trail which has:</p> <p>(1) a reserve or easement width of at least 20m;</p> <p>(2) a minimum trafficable (cleared and formed) width of 4m capable of accommodating a 15 tonne vehicle and which is at least 6m clear of vegetation;</p> <p>(3) no cut or fill embankments or retaining walls adjacent to the 4m wide trafficable path;</p>	<p>Not applicable</p> <p>The application is not for smaller scale rural residential purposes.</p>

Performance outcomes		Acceptable outcomes	Compliance
		<p>(4) a minimum of 4.8m vertical clearance;</p> <p>(5) turning areas for fire-fighting appliances in accordance with Qld Fire and Emergency Services' Fire Hydrant and Vehicle Access Guidelines;</p> <p>(6) a maximum gradient of 12.5%;</p> <p>(7) a cross fall of no greater than 10 degrees;</p> <p>(8) drainage and erosion control devices in accordance with the standards prescribed in a planning scheme policy;</p> <p>(9) vehicular access at each end which is connected to the public road network at intervals of no more than 500m;</p> <p>(10) designated fire trail signage;</p> <p>(11) if used, has gates locked with a system authorised by Qld Fire and Emergency Services; and</p> <p>(12) if a fire trail, has an access easement hat is granted in favour of council and Qld Fire and Emergency Services.</p>	
<p>PO8</p> <p>Where reconfiguration is undertaken for other purposes, a formed, all weather fire trail is provided between the hazardous vegetation and either the lot boundary or building envelope, and is readily accessible at all times for the type of fire fighting vehicles servicing the area. However, a fire trail will not be required where it would not serve a practical</p>	<p>AO8</p> <p>Lot boundaries are separated from hazardous vegetation by a public road or fire trail which has:</p> <p>(1) a reserve or easement width of at least 20m;</p> <p>(2) a minimum trafficable (cleared and formed) width of 4m capable of accommodating a 15 tonne vehicle and which is at least 6m clear of vegetation;</p>	<p>Not applicable</p> <p>The application involves urban land for an urban purpose.</p>	

Performance outcomes		Acceptable outcomes	Compliance
PO9 The development design responds to the potential threat of bushfire and establishes clear evacuation routes which demonstrate an acceptable or tolerable risk to people.	fire management purpose.	(2) no cut or fill embankments or retaining walls adjacent to the 4m wide trafficable path; (3) a minimum of 4.8m vertical clearance; (4) turning areas for fire-fighting appliances in accordance with Qld Fire and Emergency Services' Fire Hydrant and Vehicle Access Guidelines; (5) a maximum gradient of 12.5%; (6) a cross fall of no greater than 10 degrees; (7) drainage and erosion control devices in accordance with the standards prescribed in a planning scheme policy; (8) vehicular access at each end which is connected to the public road network; (9) designated fire trail signage; (10) if used, has gates locked with a system authorised by Qld Fire and Emergency Services; and (11) if a fire trail, has an access easement that is granted in favour of council and Qld Fire and Emergency Services.	
		AO9 The lot layout: (1) minimises the length of the development perimeter exposed to, or adjoining hazardous vegetation; (2) avoids the creation of potential bottle-neck points in the movement network;	Complies with AO9 (1) The subject site does not adjoin and hazardous vegetation; (2) The proposal would create bottlenecks in the movement network; (3) Existing evacuation routes to Tamwoy, Bowie

Performance outcomes		Acceptable outcomes	Compliance
		<p>(3) establishes direct access to a safe assembly /evacuation area in the event of an approaching bushfire; and</p> <p>(4) ensures roads likely to be used in the event of a fire are designed to minimise traffic congestion.</p> <p>Note: For example, developments should avoid finger-like or hour-glass subdivision patterns or substantive vegetated corridors between lots. In order to demonstrate compliance with the performance outcome, a bushfire management plan prepared by a suitably qualified person may be required. The bushfire management plan should be developed in accordance with the Public Safety Business Agency (PSBA) guideline entitled "Undertaking a Bushfire Protection Plan Advice from the Queensland Fire and Emergency Services (QFES) should be sought as appropriate.</p>	<p>and Peter Streets would be maintained; and</p> <p>(4) The proposal would not create any new roads and the existing road network is sufficient to provide for safe evacuation in the event of an emergency.</p>
PO10	Critical infrastructure does not increase the potential bushfire hazard.	AO10 Critical or potentially hazardous infrastructure such as water supply, electricity, gas and telecommunications are undergrounded.	Not applicable No critical infrastructure is proposed as a part of this application.
Development design and separation from bushfire hazard – material change of use			
PO11	Development is located and designed to ensure proposed buildings or building envelopes achieve a radiant heat flux level at any point on the building or envelope respectively, of: (1) 10kW/m2 where involving a vulnerable use; or (2) 29kW/m2 otherwise. The radiant heat flux level is achieved by	AO11 Buildings or building envelopes are separated from hazardous vegetation by a distance that: (1) achieves a radiant heat flux level of at any point on the building or envelope respectively, of 10kW/m2 for a vulnerable	Not applicable No material change of use is proposed.

Performance outcomes	Acceptable outcomes	Compliance
<p>separation unless this is not practically achievable.</p> <p>Note: The radiant heat levels and separation distances are to be established in accordance with method 2 set out in AS3959-2009</p>	<p>use or 29kW/m2 otherwise; and</p> <p>(2) is contained wholly within the development site.</p> <p>Note: Where a separation distance is proposed to be achieved by utilising existing cleared developed areas external to the site, certainty must be established (through tenure or other means) that the land will remain cleared of hazardous vegetation.. For staged developments, temporary separation distances, perimeter roads or fire trails may be absorbed as part of subsequent stages.</p> <p>Note: The achievement of a cleared separation distance may not be achievable where other provisions within the planning scheme require protection of certain ecological, slope, visual or character features or functions.</p>	
<p>PO12</p> <p>A formed, all weather fire trail is provided between the hazardous vegetation and the site boundary or building envelope, and is readily accessible at all times for the type of fire fighting vehicles servicing the area. However, a fire trail will not be required where it would not serve a practical fire management purpose.</p> <p>Note: Fire trails are unlikely to be required where a development site involves less than 2.5ha.</p>	<p>AO12</p> <p>Development sites are separated from hazardous vegetation by a public road or fire trail which has:</p> <ol style="list-style-type: none"> (1) a reserve or easement width of at least 20m; (2) a minimum trafficable (cleared and formed) width of 4m capable of accommodating a 15 tonne vehicle and which is at least 6m clear of vegetation; (3) no cut or fill embankments or retaining walls adjacent to the 4m wide trafficable path; (4) a minimum of 4.8m vertical clearance; (5) turning areas for fire-fighting appliances in accordance with Qld Fire and Emergency 	<p>Not applicable</p> <p>No material change of use is proposed.</p>

Performance outcomes		Acceptable outcomes	Compliance
		<p>Services' Fire Hydrant and Vehicle Access Guidelines;</p> <p>(6) a maximum gradient of 12.5%;</p> <p>(7) a cross fall of no greater than 10 degrees;</p> <p>(8) drainage and erosion control devices in accordance with the standards prescribed in a planning scheme policy;</p> <p>(9) vehicular access at each end which is connected to the public road network which is connected to the public road network at intervals of no more than 500m;</p> <p>(10) designated fire trail signage;</p> <p>(11) if used, has gates locked with a system authorised by Qld Fire and Emergency Services; and</p> <p>(12) if a fire trail, has an access easement that is granted in favour of council and Qld Fire and Emergency Services.</p>	
All development			
PO13 All premises are provided with vehicular access the enables safe evacuation for occupants and easy access by fire fighting appliances.	AO13 Private driveways: <ol style="list-style-type: none"> (1) do not exceed a length of 60m from the street to the building; (2) do not exceed a gradient of 12.5%; (3) have a minimum width of 3.5m; (4) have a minimum of 4.8m vertical clearance; 	Not applicable The driveways are existing on site and no new buildings are proposed as a part of this application.	

Performance outcomes		Acceptable outcomes	Compliance
PO14 Development outside reticulated water supply areas include a dedicated static supply that is available solely for fire fighting purposes and can be accessed by fire fighting appliances.		(5) accommodate turning areas for fire-fighting appliances in accordance with Qld Fire and Emergency Services' Fire Hydrant and Vehicle Access Guidelines; and (6) serve no more than 3 dwellings or buildings.	
		<p>AO14 A water tank is provided within 10m of each building (other than a class 10 building) which:</p> <ul style="list-style-type: none"> (1) is either below ground level or of non flammable construction; (2) has a take off connection at a level that allows the following dedicated, static water supply to be left available for access by fire fighters: <ul style="list-style-type: none"> (a) 10,000l for residential buildings; (b) 45,000l for industrial buildings; and (c) 20,000l for other buildings; (3) includes a hardstand area allowing medium rigid vehicle (15 tonne fire appliance) access within 6m of the tank; (4) is provided with fire brigade tank fittings – 50mm ball valve and male camlock coupling and, if underground, an access hole of 200mm (minimum) to accommodate suction lines; and (5) is clearly identified by directional signage provided at the street frontage. 	<p>Not applicable The development is inside the reticulated water supply area.</p>

Performance outcomes			Acceptable outcomes		Compliance
PO15	Landscaping does not increase the potential bushfire risk	AO15	Landscaping uses species that are less likely to exacerbate a bushfire event, and does not increase fuel loads within separation areas.	Not applicable	No additional landscaping is proposed.
PO16	The risk of bushfire and the need to mitigate that risk is balanced against other factors (such as but not limited to, biodiversity or scenic amenity).	AO16	Bushfire risk mitigation treatments do not have a significant impact on the natural environment or landscape character of the locality where this has value.	Not applicable	No bushfire risk mitigate treatments are proposed or required.

AU013653: Tamwoy and Peter Street, Injinoo – Reconfiguring a Lot (1 Lot into 2 Lots)

8.2.3 Natural Hazards Overlay Code – Coastal

8.2.3.1 Application of the Code

This code is applicable to all development referenced in the Overlays Categories of Assessment Table 5.10.1 and involving land wholly or partially within a coastal hazard area in the Natural hazard overlay - coastal.

8.2.3.2 Purpose

The purpose of the Natural hazard overlay code - coastal is to ensure development in a coastal hazard area is planned, designed, constructed and operated to:

- (a) avoid risk to people and property from coastal hazards; and
- (b) manage the protection of coastal processes and fluctuations of the coast as far as possible.
- (c) The purpose of the code will be achieved through the following overall outcomes:
- (d) the exposure of communities and development to coastal hazards is mitigated;
- (e) coastal landforms and vegetation are protected or enhanced to mitigate coastal hazard risk;
- (f) where practicable, vulnerable community infrastructure is located and designed to function effectively during and immediately after a coastal hazard event.

8.2.3.3 Specific benchmarks for assessment

Table 8.2.3.3.a Benchmarks for development that is accepted subject to requirements and assessable development

Performance Outcomes		Acceptable Outcomes	Applicants Response
For Assessable Development			
PO1	Protecting people and property from coastal hazard impacts.	AO1.1 New urban development is situated wholly outside of the mapped coastal hazard areas. OR A report certified by an appropriately qualified person demonstrating to the satisfaction of the	Complies with PO1 The proposed development for Reconfiguring a Lot, is to facilitate creation of a lease over Proposed Lot 999 for expansion of the Injinoo Junior Campus, which adjoins the subject site. Existing building and structures are located within the erosion prone area of the Coastal Management District. The Department of Education seeks to create the lease for further expansion of the school

Performance Outcomes	Acceptable Outcomes	Applicants Response
	<p>assessment manager, that the development site is not at risk from coastal hazards.</p> <p>OR</p> <p>Where urban development is:</p> <ul style="list-style-type: none"> ▪ 'community infrastructure' ▪ 'coastal-dependent development' ▪ 'temporary and/or relocatable' ▪ 'tourism access infrastructure' ▪ 'redevelopment of existing built structures' <p>and it is not practical to locate the development elsewhere outside the coastal hazard area, a report certified by an appropriately qualified person demonstrates to the satisfaction of the assessment manager that:</p> <p>(a) impacts on people and property from coastal hazards will be mitigated through appropriate location, design, construction and operating standards.</p>	<p>outside mapped erosion prone areas, which provides for potential relocation of buildings as an offset to significant coastal protection works.</p> <p>Refer to the Planning Report.</p>

9.3.2 Operational Works Code

9.3.2.1 Application

This code applies where identified as assessment benchmarks in the categories of assessment tables in Section 5.8 of the Planning Scheme.

When using this code, reference should be made to section 5.3.2 and, where applicable, section 5.3.3, in Part 5.

Editor's Note: All development is mindful of obligations under the provisions of the Aboriginal Cultural Heritage Act 2003 and the Torres Strait Islander Cultural Heritage Act 2003.

9.3.2.2 Purpose

- (1) The purpose of the operational works code is to:
 - a. Ensure that development is provided with adequate infrastructure and services;
 - b. Manage the impact of development on the environmental values identified in the Council area.
- (2) The purpose of the code will be achieved through the following overall outcomes:
 - (a) The standards of water supply, waste water treatment and disposal, stormwater drainage, local electricity supply, telecommunications, footpaths and road construction meet the needs of development and are safe and efficient;
 - (b) Development maintains high environmental standards;
 - (c) Development is located designed, constructed and managed to avoid or minimise impacts arising from altered stormwater quality or flow, wastewater discharge, and the creation of non- tidal artificial waterways;
 - (d) The integrity of existing infrastructure is maintained;
 - (e) Development does not detract from environmental values or the desired character and amenity of an area.

9.3.2.3 Specific benchmarks for assessment

Table 9.3.2.3.a Benchmarks for development that is accepted subject to requirements and assessable development

Performance Outcomes		Acceptable Outcomes		Applicants Response
Design and Construction of Infrastructure				
PO1	Premises are provided with adequate water supply to cater for the expected demands of development	AO1.1	Premises in the Township Zone are connected to the reticulated water supply system generally in accordance with the requirements of the FNQROC	Complies with AO1.1 The subject site serviced by reticulated water supply, with non-trunk infrastructure traversing the site.

Performance Outcomes		Acceptable Outcomes	Applicants Response
		Development Manual	
		AO1.2 Premises outside the Priority Infrastructure Area (PIA) include suitable on-site water to meet with the Queensland Development Code provisions	Not applicable The subject site is located within the PIA.
PO2 Premises are provided with adequate waste water disposal (on- site sewerage) to cater for the expected demands of development		AO2.1 Premises in the Township Zone are connected to the reticulated water supply system generally in accordance with the requirements of the FNQROC Development Manual	Complies with AO2.1 The subject site is serviced by reticulated water supply, with non-trunk infrastructure traversing the site.
PO3 Premises are provided with adequate reticulated electricity supply		AO3.1 Premises are connected to the reticulated electricity supply network in accordance with the electricity supply provider's requirements	Able to Comply with AO3.1 The subject site may be serviced by the Ergon Energy Network.
PO4 Premises are provided with adequate telecommunication services		AO4.1 Premises are connected to the telecommunications network in accordance with the telecommunications provider's requirements	Complies with AO4.1 Existing telecommunications connections are provided to the school.
PO5 New roads within the Township zone are built to the suitable standard and include provision for Council's network infrastructure. Rural roads outside the Township zone are to be designed for all weather travel maintaining accessibility between the community and areas outside of the shire		AO5.1 Roads and road infrastructure located in urban areas are designed and constructed generally in accordance with the requirements of the FNQROC Development Manual AO5.2 Maintenance of rural roads should be undertaken at regular intervals of no more than 12 months to	Not applicable No new roads are proposed or required. Not applicable No new roads are proposed or required.

Performance Outcomes		Acceptable Outcomes	Applicants Response
PO6 Development is planned, designed, constructed and operated to avoid or minimise adverse impacts on stormwater quality in natural and developed catchments by: <ul style="list-style-type: none"> a) achieving stormwater quality objectives; b) protecting water environmental vaules; c) maintaining waterway hydrology. 		AO6.1 The premises is already connected to Council's drainage system; or AO6.2 A drainage system is designed, constructed and maintained to convey stormwater from the premises to Council's drainage system in accordance with the Design Guidelines set out in sections D4 and D5 of the FNQROC Development Manual.	Complies with AO6.1 The subject site is connected to Council's drainage system.
		AO6.3 Where the development footprint is greater than 2500m ² or more than six lots or dwellings are proposed, a stormwater quality management plan is prepared, and provides for achievable stormwater quality treatment measures meeting design objectives listed in Table 9.4.2.3.b and Table 9.4.2.3.c, reflecting land use constraints, such as: <ul style="list-style-type: none"> • erosive, dispersive and/or saline soil types; • landscape features (including landform); • acid sulfate soil and management of nutrients of concern; • rainfall erosivity. • Development Manual. 	Not applicable Less than six lots are proposed.
		AO6.4 Erosion and sediment control practices are	Not applicable The proposed development is for reconfiguring a lot.

Performance Outcomes		Acceptable Outcomes	Applicants Response
		designed, installed, constructed, monitored, maintained, and carried out in accordance with the Design Guidelines set out in Section D5 of the FNQROC	No excavation or filling is proposed as part of this application.
PO7	Filling and excavation works are designed and completed in a way that does not cause environmental harm through future instability and mobilisation of sediment and the sedimentation of streams and receiving waters.	AO7.1 No Acceptable Outcome is identified	Not applicable No excavation or filling is proposed.
PO8	Development manages the potential for environmental harm associated with the disturbance of Potential or Actual Acid Sulfate Soils on: a) Environmental Values (Water Quality etc); b) Property and Infrastructure.	AO8.1 Disturbance of soils is limited to 100m ³ of excavation and 500m ³ of filling (excluding top soil dressing) AO8.2 Works that involved greater than 100m ³ of excavation or 500m ³ of filling will: <ul style="list-style-type: none"> Complete the necessary investigations to determine the likelihood of encountering PASS or ASS within the development area: and Complete and implement an Acid Sulphate Soils Management Plan to provide alternatives or measures for adoption to manage the potential development impacts 	Not applicable No excavation or filling is proposed.
Tree Clearing			
PO9	Where clearing of vegetation is undertaken in the Township zone vegetated buffers are maintained	AO9.1 Clearing of vegetation in the Township zone seeks to maintain a minimum vegetated buffer width of	Not applicable The subject site has been historically cleared with a few individual trees remaining. Vegetation within the

Performance Outcomes		Acceptable Outcomes		Applicants Response
	between dwellings, other landuse activities and natural features.		20 metres between shared lot/lease boundaries and along watercourse/drainage lines.	balance lot (Proposed Lot 308) would be maintained. No vegetation clearing is proposed as part of this application.
Amenity				
PO10	All development is located, designed and operated in a manner that contributes to the amenity and landscape of the area.	AO10.1	Minimise need for excavation and fill by utilising natural topographical features for drainage where possible and limiting removal of vegetation.	Complies with AO10.1 No exaction or filling is proposed, and no vegetation removal is required.
PO11	Filling and/or excavation must not result an adverse impact affecting adjoining premises or community infrastructure	AO11.1	No Acceptable Outcome is identified	Not applicable No excavation or filling is proposed.
PO12	Filling and excavation does not cause ponding on the premises or adjoining land	AO12.1	No Acceptable Outcome is identified	Not applicable No excavation or filling is proposed.
Cultural Heritage				
PO13	Development is located, designed and operated to ensure that any impacts on land with known cultural values can be appropriately managed in collaboration with Traditional Owners	AO13.1	Development is not undertaken on land with known cultural values (including both historical significant and physical artefacts) unless created for cultural protection.	Complies with AO13.1 The site has not been identified as containing any known cultural value.
Non-tidal artificial waterways				
PO14	Development involving non-tidal artificial	AO14		Not applicable

Performance Outcomes		Acceptable Outcomes	Applicants Response
waterways is planned, designed, constructed and operated to:		No acceptable outcomes are prescribed.	No artificial waterways are proposed.
a) protect water environmental values; b) be compatible with the land use constraints for the site for protecting water environmental values; c) be compatible with existing tidal and non-tidal waterways; d) perform a function in addition to stormwater management; e) achieve water quality objectives.			
Wastewater discharge			
PO15		AO15	Not applicable
Discharge of wastewater to waterways, or off site:		No acceptable outcomes are prescribed.	The proposed development is for reconfiguring a lot only.
a) meets best practice environmental management; b) is treated to: c) meet water quality objectives for its receiving waters; d) avoid adverse impact on ecosystem health or waterway health; e) maintain ecological processes, riparian vegetation and waterway integrity; f) offset impacts on high ecological value waters.			No wastewater would be discharged to waterways.

Table 9.3.2.3.b Stormwater management design objectives (Construction phase)

Design Objectives	
Drainage control (Temporary drainage works)	<ol style="list-style-type: none"> (1) Design life and design storm for temporary drainage works: <ol style="list-style-type: none"> (a) Disturbed area open for <12 months—1 in 2-year ARI event; (b) Disturbed area open for 12–24 months—1 in 5-year ARI event; (c) Disturbed area open for > 24 months—1 in 10-year ARI event. (2) Design capacity excludes minimum 150 mm freeboard. (3) Temporary culvert crossing—minimum 1 in 1-year ARI hydraulic capacity.
Erosion control (Erosion control measures)	<ol style="list-style-type: none"> (1) Minimise exposure of disturbed soils at any time. (2) Divert water run-off from undisturbed areas around disturbed areas. (3) Determine the erosion risk rating using local rainfall erosivity, rainfall depth, soil- loss rate or other acceptable methods. (4) Implement erosion control methods corresponding to identified erosion risk rating.

Design Objectives	
Issue	Design Objectives
Sediment control (Sediment control measures, Design storm for sediment control basins, Sediment basin dewatering)	<ol style="list-style-type: none"> Determine appropriate sediment control measures using: <ol style="list-style-type: none"> potential soil loss rate; or monthly erosivity; or average monthly rainfall. Collect and drain stormwater from disturbed soils to sediment basin for design storm event: <ol style="list-style-type: none"> design storm for sediment basin sizing is 80th% five-day event or similar. Site discharge during sediment basin dewatering: <ol style="list-style-type: none"> TSS < 50 mg/L TSS; Turbidity not > 10% receiving waters turbidity; pH 6.5–8.5.
Water quality (Litter and other waste, hydrocarbons and other contaminants)	<ol style="list-style-type: none"> Avoid wind-blown litter; remove gross pollutants. Ensure there is no visible oil or grease sheen on released waters. Dispose of waste containing contaminants at authorised facilities.
Waterway stability and flood flow management (Changes to the natural waterway hydraulics and hydrology)	<ol style="list-style-type: none"> For peak flow for the 100% AEP event and 1% AEP event, use constructed sediment basins to attenuate the discharge rate of stormwater from the site

Table 9.3.2.3.c Stormwater management design objectives (post-construction phase)

Design Objectives		Application	
Minimum reductions in mean annual load from unmitigated development (%)			
Total suspended solids (TSS)	Total phosphorous (TP)	Total nitrogen (TN)	Gross pollutants >5mm

80	60	40	90	<p>Development for urban purposes</p> <p>Excludes development that is less than 25% impervious.</p> <p>In lieu of modelling, the default bio-retention treatment area to comply with load reduction targets of 1.5% of the contributing catchment area.</p>
<p>Waterway stability management</p> <p>(1) Limit the peak 100% AEP event discharge within the receiving waterway to the pre-development peak 100% AEP event discharge</p>				<p>Catchments contributing to un-lined receiving waterway. Degraded waterways may seek alternative discharge management objectives to achieve waterway stability.</p> <p>For peak flow for the 100% AEP event, use collocated storages to attenuate site discharge rate of stormwater.</p>

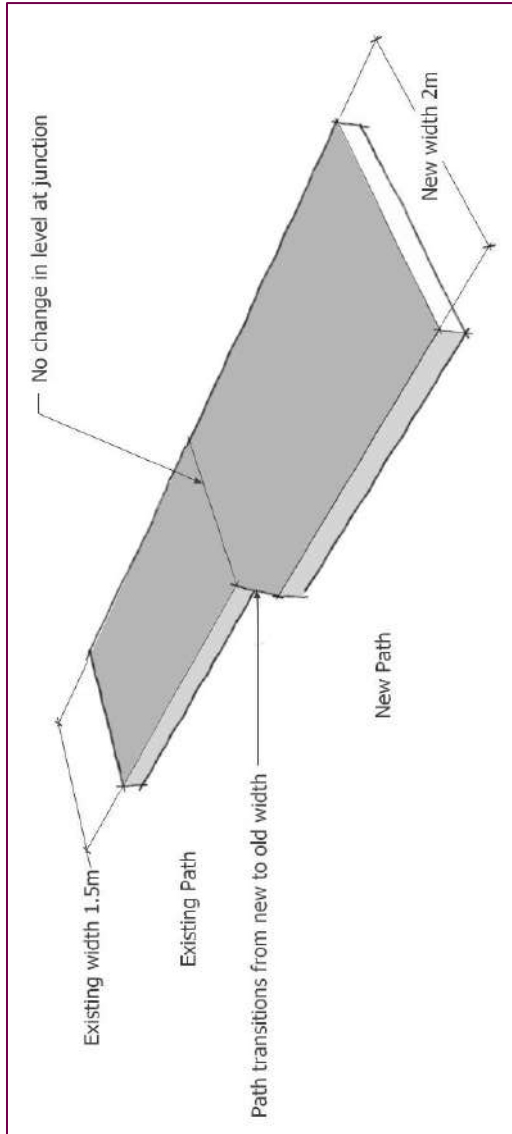


Figure 9.4.2.3.a New Footpath Sections

9.3.1 Reconfiguring a Lot Code

9.3.1.1 Application

This code applies where identified as assessment benchmarks in the categories of assessment tables in Section 5.6 of the Planning Scheme.

When using this code, reference should be made to section 5.3.2 and, where applicable, section 5.3.3, in Part 5.

Editor's Note: All development is mindful of obligations under the provisions of the Aboriginal Cultural Heritage Act 2003 and the Torres Strait Islander Cultural Heritage Act 2003.

9.3.1.2 Purpose

- 1) The purpose of the Reconfiguring a Lot code is to provide detailed standards for assessing reconfiguration, to ensure that development is appropriately located, considers constraints, is able to be efficiently serviced and promotes best practice standards.
- 2) The purpose of the code will be achieved through the following overall outcomes;
 - (a) Reconfiguration development provides a mix of lot sizes of adequate size and configuration suitable for the intended use in response to population growth and accommodation requirements; Reconfiguration design creates safe, functional, convenient and attractive neighbourhoods, functional industrial and commercial areas, which meet the diverse and changing needs of the community;
 - (b) Lots are designed having regard to efficient servicing capabilities in terms of transport, water, sewerage, electricity, gas and telecommunications infrastructure;
 - (c) Reconfiguration is responsive to environmental features of the site and does not diminish environmental value of the site and adjoining sites;
 - (d) Subdivision utilises best practice design, incorporates sustainable practices in relation to stormwater treatment, road design, lot orientation and infrastructure provision;
 - (e) Infill lots (or leases) within the established township to accommodate existing buildings, considers the location of adjoining buildings, ensures setbacks can be achieved;
 - (f) Road networks are designed to allow for safe passage of vehicles and promote walking and cycling.

9.3.1.3 Specific benchmarks for assessment

Table 9.3.1.3.a – Benchmarks for development that is accepted subject to requirements and assessable development

Performance outcomes		Acceptable outcomes	Applicant response
Site suitability and locational requirements.			
PO1	AO1		Complies with AO1

Performance outcomes	Acceptable outcomes	Applicant response
Lots are located, designed and constructed to ensure that adverse impacts from emissions that will affect the health and safety, wellbeing and amenity of communities and individuals is avoided or otherwise minimised.	Lots for sensitive land uses such as residential are adequately separated from lots for industrial activities that have the potential to have adverse impacts on the sensitive land uses.	The proposed lots are located within the residential area of Injinoo and are sufficiently setback from lots containing industrial activities.
PO2 Lots are located to reduce risk and exposure of people and property to coastal hazards and ensures development is resilient to climate change impacts;	AO2.1 No new lots are created partially or wholly within a defined Erosion Prone Area as shown on the Natural Hazards (Coastal) Overlay to avoid new lots being impacted by coastal erosion.	Complies with PO2 The proposed development for Reconfiguring a Lot, is to facilitate creation of a lease over Proposed Lot 999 for expansion of the Injinoo Junior Campus, which adjoins the subject site. Existing building and structures are located within the erosion prone area of the Coastal Management District. The Department of Education seeks to create the lease for further expansion of the school outside mapped erosion prone areas, which provides for potential relocation of buildings out of the erosion prone area, as an offset to significant coastal protection works. Refer to the Planning Report.
	AO2.2 Land within a defined Erosion Prone Area as shown on the Natural Hazards (Coastal) Overlay is excluded from new lot development to maintain public access along the coast	Able to Comply with AO2.2 Whilst the subject site partially mapped within the erosion prone area, the community would still retain public access to the coast via Lifu Street.
	AO2.3 No new lots are created within the high or medium hazard area as shown on the Natural	Complies with AO2.3 No new lots would be created within the high or medium hazard area.

Performance outcomes		Acceptable outcomes	Applicant response
		Hazards (Coastal) Overlay	
PO3 Development manages the potential for environmental harm associated with the disturbance of Potential or Actual Acid Sulfate Soils		AO3.1 Where land is located below 20m AHD the disturbance of soils is limited to 100m ³ of excavation and 500m ³ of filling (excluding top soil dressing)	Complies with AO3.1 No excavation or filling is proposed.
PO4 Development is not undertaken on contaminated land;		AO4.1 For residential Development Only: No previous history of industrial activities (including land fill have occurred on subject site;	Not applicable No residential development is proposed.
PO5 Development is located, designed and operated to ensure that any impacts on land with known cultural values can be appropriately managed in collaboration with Traditional Owners		AO5.1 Development is not undertaken on land with known cultural values (including both historical significant and physical artefacts) unless created for cultural protection.	Complies with AO5.1 The site is not identified as containing any known cultural values.
Lot Design and Amenity			
Where a lease or lot is created to accommodate an existing development			
PO7 Each lot contains sufficient area and is located so that: (a) Adequate open space is provided for the existing dwelling; (b) appropriate setbacks between adjacent		AO7.1 Lot/Lease boundaries are established: (a) So that at least 100m ² of open space area with a minimum dimension of 6m is included; (b) A minimum 2m from adjacent dwellings and structures;	Not applicable The proposed lots are not being created to accommodate existing development.

Performance outcomes		Acceptable outcomes	Applicant response
<p>dwelling or structures are achieved;</p> <p>(c) Adequate fire breaks are established between dwelling and any existing vegetation;</p> <p>(d) Adequate space for vehicle access to a road is provided for within the lease area;</p> <p>(e) The lease area does not contain footpath area or other public thoroughfare;</p> <p>(f) Access to publicly owned infrastructure is uninhibited;</p> <p>(g) Buffers to (and should not include) natural features such as wetlands, waterways and drainage lines;</p>		<p>(c) A minimum 20m where the boundary adjoins land included in</p> <p>(d) the Rural Zone or Environmental Management and Conservation Zone;</p> <p>(e) So that an area with a dimension of at least 6m is available at the road frontage to enable vehicle parking on site;</p> <p>(f) At least 6m from the edge of any constructed road;</p>	
Where involving the create of a vacant lease/s or lot/s within established township area			
<p>PO8</p> <p>Each lot has sufficient dimensions and area to accommodate:</p> <p>(a) Intended future use with adequate setbacks;</p> <p>(b) Private open space;</p> <p>(c) Vehicle access and/or parking area; and</p> <p>(d) Appropriate infrastructure, such as on site effluent disposal</p>		<p>AO8.1</p> <p>Allotment Sizes comply with the minimum areas set out below:</p> <p><u>Township Zone and Residential Precinct</u></p> <p>(a) 800m² minimum for detached dwellings, multiple dwellings and dual occupancy.</p> <p><u>Industry Zone and Industry Low, Medium or High Impact Precinct</u></p> <p>(a) 1500m² minimum for Low or Medium Impact</p> <p>(b) 4000m² minimum for High Impact Precinct</p> <p><u>Industry Zone</u></p>	<p>Complies with AO8.1</p> <p>The proposed lots contain an area of 2,561m² and 7,548m².</p>

Performance outcomes		Acceptable outcomes	Applicant response
		<p>(a) 4000m² minimum <u>Rural Zone</u></p> <p>(a) 100 hectare minimum</p>	
PO9	Each lot can be adequately and safely accessed by vehicles.	<p>AO9.1</p> <p>Each lot has a frontage and practicable access to a constructed public road via direct road frontage, an access strip (for a rear lot) or an access easement;</p> <p>Where an access strip is required:</p> <p>(a) no more than two access strips are located adjacent to each other; and</p> <p>(b) are at least 5m in width; and</p> <p>(c) do not exceed 40m in length</p>	<p>Complies with AO9.1</p> <p>Each proposed lot would be provided with their own road frontage.</p>
Where involving the creation of more than 10 vacant leases or lots for residential purposes			
PO10	A mixture of lot sizes is provided to accommodate variety of housing types and styles;	<p>AO10.1</p> <p>Average allotment size for detached dwellings is 800m² and minimum allotment size for multiple dwellings and dual occupancy is 800m².</p>	<p>Not applicable</p> <p>The proposed development would create two lots.</p>
PO11	The street network is designed to: (a) provide a high level of internal accessibility and appropriate external connections for vehicles, pedestrian and cycle movements;	<p>AO11.1</p> <p>Use of rear access lots is minimised and does not exceed 1 per standard lot</p>	<p>Not applicable</p> <p>The proposed development would create two lots.</p>
		<p>AO11.2</p>	<p>Not applicable</p>

Performance outcomes	Acceptable outcomes	Applicant response
(b) incorporates street junctions and access to lots which are located and spaced to facilitate safe and convenient vehicle, pedestrian and cycle movements;	Roads are designed to follow the natural contours of the land and contain stormwater flows;	The proposed development would create two lots.
(c) provides for street widths and lengths that optimise the cost effectiveness of the network and the provision of public utilities; and	AO11.3 Intersections are adequately spaced (minimum 40m) to reduce traffic conflicts;	Not applicable The proposed development would create two lots.
(d) allows for efficient and unimpeded movement of emergency services vehicles.	AO11.4 Road widths are constructed in accordance with relevant standards for the relevant area.	Not applicable The proposed development would create two lots.
PO12 Lots are climatically responsive and orientated to facilitate future development that takes advantage of prevailing breezes and sunlight relevant for local climate;	No Acceptable Outcome is prescribed	Not applicable The proposed development would create two lots.
PO13 Lots are within 400m of, or incorporate formed pedestrian access to, existing public open space and recreational facilities;	No Acceptable Outcome is prescribed	Not applicable The proposed development would create two lots.
PO14 Land must be dedicated for sufficient public open space to: <ul style="list-style-type: none"> Meet the needs of the future residents and provide opportunity for active living for the community; 	No Acceptable Outcome is prescribed	Not applicable The proposed development would create two lots.

Performance outcomes		Acceptable outcomes	Applicant response
PO15 Active public parks and recreational spaces are provided that enhance opportunities for community interaction, meets recreational needs and have appropriate equipment, furniture, sun and safety protection that enhances amenity and useability.	<ul style="list-style-type: none"> Link with existing public space and create a network for the urban area 		
		AO15.1 Parks and recreational spaces which provide active areas for children's recreation are co-located with other community facilities to promote casual surveillance of the area.	Not applicable The proposed development would create two lots.
		AO15.2 The following equipment is included in all active spaces: (a) art features and play equipment; (b) seating; (c) shelters and sun protection; and (d) water taps/bubblers.	Not applicable The proposed development would create two lots.
For all new lots or lease			
PO16 All development is capable of being provided with infrastructure relevant for its purpose and includes – (a) Water supply; (b) Sewerage treatment; (c) stormwater and drainage systems that maximise the use of permeable surfaces to allow stormwater infiltration or run off and		AO16.1 Each new lot is provided with: (a) connection to a potable water supply or alternative water source (rainwater/bore water) in accordance with FNQROC Development Manual; (b) connection to the reticulated sewerage system or on-site effluent disposal system; and	Complies with AO16.1 The new lots would be connected to Council's reticulated water and sewerage supply. Proposed Lot 999 is able to be connected to existing electricity infrastructure and the school would maintain existing connections to telecommunication services. No changes to the existing stormwater drainage regime is proposed.

Performance outcomes		Acceptable outcomes	Applicant response
	<p>minimises erosion;;</p> <p>(d) Energy and telecommunications;</p> <p>(e) Access and parking.</p>	<p>(c) stormwater drainage to a lawful point of discharge;</p> <p>(d) connection to the electricity network; and connection to a telecommunication provider.</p>	
<p>PO17</p> <p>Development is separated from any incompatible use having regard to:</p> <p>(a) The location of existing facilities and established development;</p> <p>(b) The health and safety of people;</p> <p>(c) The safe and efficient operation of the major infrastructure; and</p> <p>(d) The amenity of the locality.</p>	<p>AO17.1</p> <p>Residential leases are not created within 1 kilometre of:</p> <p>(a) an existing industrial use (including quarry);</p> <p>(b) a sewerage treatment facility;</p> <p>(c) airport runway;</p> <p>(d) landfill or transfer</p>	<p>Not applicable</p> <p>No residential leases are proposed.</p>	
<p>PO18</p> <p>Development maintains and enhances opportunities for public access and use of natural areas, rivers, dams, creeks and the coastal foreshore.</p>	<p>No Acceptable Outcome is prescribed</p>	<p>Complies with PO18</p> <p>The proposed development would not impact the publics access to natural areas, rivers, dams, creeks or the coastal foreshore.</p>	
Fire Services in developments access by common private title			
<p>PO19</p> <p>Hydrants are located in positions that will enable fire services to access water safely, effectively and efficiently.</p>	<p>AO19.1</p> <p>Residential streets and common access ways within a common private title should have hydrants placed at intervals of no more than 120 metres and at each intersection. Hydrants may have a single outlet and be situated above or</p>	<p>Not applicable</p> <p>No access via common private title is proposed.</p>	

Performance outcomes		Acceptable outcomes	Applicant response
		below ground.	
		AO19.2 Commercial and industrial streets and access ways within streets serving commercial properties such as factories, warehouses and offices should be provided with above or below ground fire hydrants at not more than 90 metre intervals and at each street intersection. Above ground fire hydrants should have dual valved outlets.	Not applicable No access via common private title is proposed.
PO20 Road widths and construction within the development are adequate for fire emergency vehicles to gain access to a safe working area close to dwellings and near water supplies whether or not on-street parking spaces are occupied.		AO20.1 Road access minimum clearances of 3.5 metres wide and 4.8 metres high are provided for safe passage of emergency vehicles.	Not applicable No access via common private title is proposed.
PO21 Hydrants are suitably identified so that fire services can locate them at all hours.		AO21.1 Hydrants are identified as specified in 'Identification of street hydrants for fire fighting purposes' available under 'Publications' on the Department of Transport and Main Roads website www.tmr.qld.gov.au/~media/busind/techstdpubs/trum/125Amend18.pdf	Not applicable No access via common private title is proposed.

SARA reference: 2403-39713 SRA
 Applicant reference: AUO13653
 Council reference: DA2024_005

3 May 2024

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Dear Kate Gallaway

SARA referral agency response—Reconfiguring a Lot (1 lot into 2 lots and lease) at Tamwoy and Peter Street, Injinoo

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 26 March 2024.

Response

Outcome:	Referral agency response – with conditions
Date of response:	3 May 2024
Conditions:	The conditions in Attachment 1 must be attached to any development approval
Advice:	Advice to the applicant is in Attachment 2
Reasons:	The reasons for the referral agency response are in Attachment 3

Development details

Description:	Development permit	Reconfiguring a Lot (1 lot into 2 lots and the creation of a lease exceeding 10 years)
SARA role:	Referral agency	
SARA trigger:	Schedule 10, Part 17, Division 3, Table 5, Item 1 (Planning Regulation	

2017) – Reconfiguring a lot in a coastal management district

SARA reference: 2403-39713 SRA
 Assessment manager: Northern Peninsula Area Region Council
 Street address: Tamwoy and Peter Street, Injinoo
 Real property description: Lot 308 on SP273363
 Applicant name: Northern Peninsula Area Regional Council
 Applicant contact details: C/- RPS AAP Consulting Pty Ltd 135 Abbott Street
 Cairns QLD 4870
 sam.leggerini@rpsgroup.com.au

Human Rights Act 2019 considerations: Section 58 of the *Human Rights Act 2019* specifies required conduct for public entities when acting or making a decision. Sections 15 – 37 of the *Human Rights Act 2019* identifies the human rights a public entity must consider in making a decision.
 This decision does not limit the above identified human rights.

Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules). Copies of the relevant provisions are in **Attachment 4**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Anthony Westbury, A/Senior Planning Officer, on 40373215 or via email CairnsSARA@dsdilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Graeme Kenna
 Manager (Planning)

cc Northern Peninsula Area Regional Council, sam.leggerini@rpsgroup.com.au
 enc Attachment 1 - Referral agency conditions
 Attachment 2 - Advice to the applicant
 Attachment 3 - Reasons for referral agency response
 Attachment 4 - Representations about a referral agency response
 Attachment 5 - Documents referenced in conditions

Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (Copies of the documents referenced below are found at **Attachment 5**)

No.	Conditions	Condition timing
Reconfiguring a lot		
Schedule 10, Part 17, Division 3, Table 5, Item 1 – Reconfiguring a lot in a coastal management district—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Environment, Science and Innovation to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	<p>The reconfiguring a lot must be undertaken generally in accordance with the following plan:</p> <ul style="list-style-type: none"> • NPARC Reconfiguration of a Lot, Cancelling Lot 308 on SP273363 Tamwoy, Peter & Bowie Streets, Injinoo, prepared by RPS AAP Consulting Pty Ltd, dated 12-2-2024, Drawing: AU013653-1. 	Prior to submitting the Plan of Survey to the local government for approval.

Attachment 2—Advice to the applicant

General advice	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> its regulation or the State Development Assessment Provisions (SDAP) v3.0. If a word remains undefined it has its ordinary meaning.

Attachment 3—Reasons for referral agency response

(Given under section 56(7) of the *Planning Act 2016*)

The reasons for the SARA decision are:

The proposed development, with conditions, complies with the relevant provisions of State code 8: Coastal development and tidal works in that:

- The proposed development will maintain coastal processes and resources, and does not increase the risk of adverse impacts on people or property from coastal erosion.
- Future buildings on proposed Lot 999 are to be located outside the erosion prone area.
- Adverse impacts to Matters of State Environmental Significance (MSES) have been avoided as there are no mapped MSES on site.

Material used in the assessment of the application:

- the development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- the State Development Assessment Provisions (version 3.0)
- the Development Assessment Rules
- SARA DA Mapping system
- State Planning Policy mapping system
- *Human Rights Act 2019*

Attachment 4— Representations about a referral agency response

(page left intentionally blank – attached separately)

Attachment 5—Documents referenced in conditions

(page left intentionally blank – attached separately)

DATE 2024

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

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

DECISION NOTICE
Planning Act 2016

Section 63 of the Planning Act 2016, Development Permit for: Reconfiguring a Lot (1 Lot into 2 Lots including creation of a Lease exceeding 10 years) over Lot 308 on SP3273363, Tamwoy Street and Peter Street, Injinoo.

The application properly made on 22 March 2024 seeking approval for the following is noted:

- Development Permit for Reconfiguring a Lot (1 Lot into 2 Lots – proposed Lots 999 & 308) and creation of 1 lease exceeding 10 years).

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

Council resolved to:

Approve (subject to conditions):

- a. The Development Application lodged with Council for:
 - i. Reconfiguring a Lot (1 Lot into 2 Lots – (proposed lots 999 & 308) and creation of 1 lease exceeding 10 years)

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

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

Yours sincerely

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

APPLICATIONS DETAILS

Aspects of the development proposal are listed below:

Application Number	DA2024_005
Applicant Details	Northern Peninsula Area Regional Council
Property Description	Lot 308 on SP273363
Proposal	Development Permit for Reconfiguring a Lot (1 lot into 2 Lots (Proposed Lots 999 & 308) and creation of 1 lease exceeding 10 years)
Level of Assessment	Code Assessment

DECISION

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

Deemed Approval	The application has been deemed to be approved under s63 of the <i>Planning Act 2016</i> .
Decision	The application was approved subject to reasonable and relevant conditions which reflect and accord generally with the application as made.
Decision Date	DATE 2024
Decision Type	Development Permit
Planning Instrument	Northern Peninsula Area Regional Council Planning Scheme (Alignment Amendment 2021)
Submissions	Nil
CONDITIONS OF APPROVAL	
The conditions of this approval are set out in the Schedule of Conditions. The conditions are identified to indicate whether the Assessment Manager or a referral agency (if any) imposed them.	
REFERRAL AGENCIES	
The State Assessment and Referral Agency (SARA)	
PROPERTY NOTES	
Not Applicable	
FURTHER DEVELOPMENT PERMITS REQUIRED	
Nil	
RIGHTS OF APPEAL	
<p>The rights of an applicant to appeal to a tribunal or the Planning and Environment Court against a decision about a development application are set out in chapter 6, part 1 of the <i>Planning Act 2016</i>. There may also be a right to make an application for a declaration by a tribunal (see chapter 6, part 2 of the <i>Planning Act 2016</i>).</p> <p><u><i>Appeal by an applicant</i></u></p> <p>An applicant for a development application may appeal to the Planning and Environment Court against the following:</p> <ul style="list-style-type: none"> • The refusal of all or part of the development application; • A provision of the development approval; • The decision to give a preliminary approval when a development permit was applied for; and • A deemed refusal of the development application. <p>An applicant may also have a right to appeal to the Development tribunal. For more information, see schedule 1 of the <i>Planning Act 2016</i>.</p> <p><u><i>Appeal by an eligible submitter</i></u></p> <p>An eligible submitter for a development application may appeal to the Planning and Environment Court against the decision to approve the application, to the extent the decision relates to:</p> <ul style="list-style-type: none"> • Any part of the development application that required impact assessment; and • A variation request. <p>The timeframes for starting an appeal in the Planning and Environment Court are set out in section 229 of the <i>Planning Act 2016</i>.</p>	

APPROVAL CURRENCY PERIOD
Pursuant to s46(8) of the <i>Planning Act 2016</i> , the development approval will lapse within six (6) years after the date of approval.
APPROVED PLANS & SPECIFICATIONS
Copies of the approved plans, specifications and/or drawings are attached.
FURTHER INFORMATION
The development must be carried out in accordance with the approved plans, specifications and/or drawings, along with the requirements of all relevant laws. Any deviation must have prior approval from the Chief Executive Officer.
NOTICE ABOUT DECISION – STATEMENT OF REASONS
<p>This Notice is prepared in accordance with s63 (5) and s83 (7) of the <i>Planning Act 2016</i> to inform the public about a decision that has been made in relation to a development application. The purpose of the Notice is to enable a public understanding of the reasons for the planning decision specifically having regard to:</p> <ul style="list-style-type: none"> • The relevant parts of the Planning Scheme and Assessment Benchmarks against which the application was assessed; and • Any other information, documents or other material Council was either required to, or able to, consider in its assessment. <p>All terms used in this Notice have the meaning given then in the Planning Act 2016.</p>

REASONS FOR THE DECISION

- The proposal is consistent with the Northern Peninsula Area Regional Council Planning Scheme 2018.
- The site, Lot 308 on SP273363 is a Deed of Grant in Trust for the benefit of Torres Strait Islanders.
- The site is currently vacant and the proposed lease area is currently used by the Injinoo Junior Campus of the Northern Peninsula Area State College for the purposes of an oval.
- Council has agreed to lease Proposed Lot 999 to the Department of Education.
- The proposal utilises a small portion of land zoned Township and within the Open Space/Recreation Precinct and does not compromise the ability of the surrounding land to be used for Open Space/Recreation purposes.
- Whilst the subject site is located partially located within the erosion prone area of the coastal management district, the proposed development would maintain coastal processes and resources and would not increase the risk of potential adverse impacts on people or property from coastal erosion.
- The subject site has access to an existing sealed road (Tamwoy, Peter and Bowie Streets) and existing services.
- The subject site does not contain and mapped Matters of State Environmental Significance.
- The proposed Lot 308 would remain vacant and within the trusteeship of the DOGIT.
- The proposed development is consistent with strategic outcomes sought in respect of Theme 1 - 'Pattern of Development' and Theme 4 – 'Connectedness – Infrastructure and Services'.

SCHEDULE OF CONDITIONS

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

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

CONDITIONS OF APPROVAL		TIMING						
Administration		At all times						
1.1 The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:								
1.2 The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports;								
1.3 The development must unless stated, be designed, constructed, and maintained in accordance with relevant Council policies, guidelines, and standards and with the relevant design guidelines in the Far North Queensland Regional Organisation of Councils (FNQROC) Development Manual;								
1.4 The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering.								
Currency Period								
2.1 The currency period applicable to the Reconfiguring a Lot is six (6) years.		As per condition						
Approved Site Drawings/Plans								
3.1 The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval:		At all times						
<table><tr><th>Plan/Document Name</th><th>Drawing Number</th><th>Date/DWG</th></tr><tr><td>Reconfiguration of a Lot, Cancelling Lot 308 on SP273363 Tamwoy, Peter & Bowie Streets, Injinoo</td><td>AU013653-1</td><td>12/2/2024</td></tr></table>			Plan/Document Name	Drawing Number	Date/DWG	Reconfiguration of a Lot, Cancelling Lot 308 on SP273363 Tamwoy, Peter & Bowie Streets, Injinoo	AU013653-1	12/2/2024
Plan/Document Name	Drawing Number	Date/DWG						
Reconfiguration of a Lot, Cancelling Lot 308 on SP273363 Tamwoy, Peter & Bowie Streets, Injinoo	AU013653-1	12/2/2024						
3.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.		At all times						
3.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.		At all times						
Drainage								
4.1 The proposed development must not create ponding nuisances and/or a concentration of stormwater flows		At all times						

to adjoining properties.

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

Title of Report: Model Meeting Procedures

Agenda Item: 12.4

Classification: For endorsement

Author: Chief Executive Officer

Attachments: Model Meeting Procedures

Officers Recommendation:

That Council:

- Adopt the Model Meeting Procedures

PURPOSE OF REPORT

To enable adoption of the Model Meeting Procedures as required under the Local Government Act 2009.

BACKGROUND AND CONTEXT

The Local Government Act 2009 prescribes that all councils must adopt meeting procedures consistent with the model meeting procedures.

The *Local Government (Councillor Conduct) and other Legislation Amendment Act 2023* was passed by Queensland Parliament on 16 November 2023, introducing new amendments relating to model meeting procedures in relation to a range of matters.

As a result, it is recommended that the most up to date version of Model Meeting Procedures be adopted.

The most current version is attached. A summary of the changes include

Minor changes to the process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a Councillor

The changes are administrative with updated references to the legislation. The new requirements are that at a completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct.

New process for how the Councillors at a local government meeting may deal with the unsuitable meeting conduct by the Chairperson

This new process outlines the actions that the Councillor must take if they reasonably believe that the conduct of the chairperson during the meeting is unsuitable meeting conduct, and how the Councillor will raise the matter in the meeting by point of order.

Update to the process for how a suspected conduct breach by a Councillor, that is referred to the local government by the Independent Assessor (IA), must be dealt with at a local government meeting

This process has been updated to reflect the changes to Chapter 5A, Part 3, Division 3A of the Local Government Act 2009 whereby when the Independent Assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice. The process clarifies the steps that Council must take to investigate or decide not to investigate a complaint referred by the Independent Assessor.

Minor changes to the process for dealing with a conflict of interest (COI) arising during a local government meeting and recording the COI in the minutes of the meeting

The process has been updated to reflect the changes in legislation specifically the provisions on whether a Councillor can or cannot participate in a meeting.

Minor changes to the process for dealing with a loss of quorum due to the number of councillors with a COI

The changes to this section is minor administrative changes to reflect consistent language throughout the document.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

It is highly recommended the Council adopt the Model Meeting Procedures as defined by Department of Local Government to ensure compliance with the act.

LEGAL AND LEGISLATION CONSIDERATIONS

Local Government Act 2009

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

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

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

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.



ORDINARY COUNCIL MEETING # 2
Agenda Item 12.4
Thursday 30th May 2024
Bamaga Boardroom

CONSULTATION

NA

Model Meeting Procedures

Conduct of local government meetings and its committee meeting

Revised November 2023

Last updated:

Date	Version Number	Name	Approved
20 June 2023	004	P Cameron	
28 November 2023	005	P Cameron	



Queensland
Government

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Purpose of the Model Meeting Procedures

The purpose of the model meeting procedures is to set out certain procedures to ensure all the local government principles are reflected in the conduct of local government meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), *Local Government Regulation 2012* (LGR), the *City of Brisbane Act 2010* (COBA) and the *City of Brisbane Regulation 2012* (COBR). However, model meeting procedures do not apply to meetings of the local government's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in local government to deal with the conduct of councillors, conflict of interest of councillors, loss of quorum and closed meetings.

Meeting Principles

Local government meetings must adhere to the following principles:

- Transparent and effective processes and decision making in the public interest
- Sustainable development management and delivery of effective services
- Democratic representation, social inclusion, and community engagement
- Good governance of, and by the local government
- Ethical and legal behaviour of councillors, local government employees and councillor advisors.

Background

Under section 150F of the LGA, the chief executive of the department of local government must make model procedures for local government and committee meetings. These procedures must be adopted and if the local government adopts other procedures, they must not be inconsistent with the model procedures. If there is any inconsistency, the local government is taken to have adopted the model procedures to the extent of the inconsistency.

The model meeting procedures include the following:

- the process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor
- the process for how the councillors at a local government meeting may deal with the unsuitable meeting conduct by the chairperson
- the process for how a suspected conduct breach by a councillor, that is referred to the local government by the Independent Assessor (IA), must be dealt with at a local government meeting
- the processes for dealing with a conflict of interest (COI) arising during a local government meeting and recording the COI in the minutes of the meeting
- the process for dealing with a loss of quorum due to the number of councillors with a COI
- procedures for closing local government meetings to the public.

Application

A local government must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its local government meetings, standing and advisory committee meetings.

A local government's meeting procedures and standing orders must be consistent with the model meeting procedures. If there is any inconsistency with the documents, then the local government is taken to have adopted the model meeting procedures to the extent of the inconsistency.

To assist local governments the Department has published best practice example **standing orders** that local governments can choose to adopt. These are published on the departmental website.

A local government must conduct its meetings in a manner that is consistent with either the model meeting procedures, or its own standing orders provided they are consistent with sections 1-8 below of these model meeting procedures.

Processes

1. Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

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

- 1.1. The chairperson must reasonably believe that the conduct of a councillor during a meeting is unsuitable meeting conduct.
- 1.2. If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under 1.7 below.
- 1.3. If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
 - 1.3.1. Ceasing and refraining from exhibiting unsuitable meeting conduct
 - 1.3.2. Apologising for their conduct
 - 1.3.3. Withdrawing their comments.
- 1.4. If the councillor complies with the chairperson's request for remedial action, no further action is required.

- 1.5. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 1.6. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required
- 1.7. If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 1.5, the chairperson may make one or more of the orders below:
 - 1.7.1. An order reprimanding the councillor for the conduct
 - 1.7.2. An order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 1.8. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 1.9. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.
- 1.10. Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note):

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

2. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

- 2.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.
- 2.2. The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the councillor has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.

- 2.3. The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out in *part 5* below.
- 2.4. For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 2.5. If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the chairperson from the eligible councillors.
- 2.6. The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 2.7. If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors can make an order reprimanding the chairperson for the conduct.
- 2.8. Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 2.9. The chairperson then resumes the role of chairperson, and the meeting continues.

Note: Details of any reprimand order is recorded in the minutes of the meeting. The local governments chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register.

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

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a conduct breach under section 150K(2)(b) and (3) of the LGA, the local government is not required to notify the assessor about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next local government meeting.

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

Under chapter 5A, part 3, division 3A of the LGA, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the local government. The assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice.

Note: Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for councillors, or a policy, procedure or resolution of the local government; or the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances under paragraph 1.9.2 of this document.

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

Note: The local government investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation report must be prepared to assist the councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the City of Brisbane Act 2010 (COBA).

3.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section 257(2)(a), or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA.

3.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the IA:

3.3.1. The local government must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the City of Brisbane Regulation (CBR) section 242J, or the Local Government Regulation (LGR) section 254J.

3.3.2. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.

- 3.3.3. Where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under CBR section 242H and the LGR section 254H.
- 3.3.4. The subject councillor has a declarable conflict of interest in the matter but may remain in the closed meeting (unless the local government decides otherwise), during the debate about the investigation report and answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission provided by the councillor to the local government.
- 3.3.5. The subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
- 3.3.6. If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible councillors (do not have a COI in the matter) must decide how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.
- 3.3.7. After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a councillor or the CEO of the local government if they were complainants, or any councillor who declared a COI in the matter.
- 3.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
- 3.4.1. Delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and

Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or

3.4.2. Decide, by resolution, to defer the matter to a later meeting or

3.4.3. Decide, by resolution, not to decide the matter and take no further action in relation to the matter **unless this Act or another Act provides that the local government must decide the matter.**

Note: *Local government cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted councillors may apply to the Minister for permission to participate in the decision.*

3.5. If a decision is reached that the subject councillor has engaged in **a conduct breach**, then the councillors must decide what penalty or penalties from the orders detailed in 2.6, if any, to impose on the councillor. In deciding what penalty to impose the **local government** may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the **local government** is reasonably satisfied is true.

3.6. The **local government** may order that no action be taken against the councillor or make one or more of the following:

3.6.1. **An order that the councillor make a public apology, in the way decided by the local government,**

3.6.2. An order reprimanding the councillor for the conduct **breach**

3.6.3. An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense

3.6.4. An order that the councillor be excluded from a stated **local government** meeting

3.6.5. An order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee)

3.6.6. An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct

3.6.7. An order that the councillor reimburse the **local government** for all or some of the costs arising from the councillor's conduct **breach**.

3.6.8. A **local government** may not make an order in relation to a person who **has vacated their office** as a councillor.

3.7. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by **the local government** and if relevant any orders **made by resolution**.

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

4. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a **local government** meeting, standing or advisory committee meeting (other than ordinary business matters prescribed in section 150EF of the LGA or section 177C of the COBA. When dealing with a prescribed conflict of interest, councillors must abide by the following procedures,

4.1. A councillor who has notified the chief executive officer in writing of a prescribed conflict of interest in a matter to be discussed in a **local government** meeting must also give notice during the meeting at the time when the matter is to be discussed.

4.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a **local government** meeting must immediately inform the meeting of the conflict of interest.

4.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must, at a minimum, be provided:

4.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract

4.3.2. If it arises because of an application for which a submission has been made, the matters the subject of the application and submission

4.3.3. The name of any entity, other than the councillor, that has an interest in the matter

4.3.4. The nature of the councillor's relationship with the entity mentioned in 3.3.3 that has an interest in a matter

4.3.5. Details of the councillor's and any other entity's interest in the matter.

4.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister to participate in the matter.

4.5. Once the councillor has left the area where the meeting is being conducted, the **local government** can continue discussing and deciding on the matter at hand.

5. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at **local government** meetings and standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 150EO of the LGA and section 177L of the COB, and ordinary business matters prescribed in section 150EF of the LGA and section 177C of the COBA).

5.1. A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the other councillors may disclose their suspicion and the processes under section 150EW of the LGA or section 177T of COBA applies.

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

5.2.1. A councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a **local government** meeting must also give notice during the meeting at the time when the matter is to be discussed.

5.2.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a **local government** meeting must inform the meeting of the conflict of interest.

5.3. When notifying the meeting of a declarable conflict of interest, a councillor should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:

5.3.1. The nature of the declarable conflict of interest

5.3.2. If it arises because of the councillor's relationship with a related party

- the name of the related party and
- the nature of the relationship of the related party to the councillor and
- the nature of the related party's interest in the matter.

5.3.3. If it arises because of a gift or loan from another person to the councillor or a related party:

- the name of the other person and
- the nature of the relationship of the other person to the councillor or related party and
- the nature of the other person's interest in the matter and
- the value of the gift or loan and the date the gift or loan was made.

5.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.

5.4.1. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.

5.4.2. The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the councillor should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g., may stay for the debate but must leave for the vote.

5.4.3. The councillor must comply with any decision or condition imposed by the eligible councillors. **The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the minister for local government under section 150EV of the LGA.**

5.4.4. In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or do not form a quorum for the meeting consistent with section 150ET of the LGA and section 177Q of COBA.

5.5. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting

and participate in deciding the matter in which the councillor has a declarable conflict of interest.

5.6. When deciding whether a councillor may participate in the decision making on a matter in which the councillor has a declarable conflict of interest, the eligible councillors should consider the circumstances of the matter including, but not limited to:

5.6.1. How does the inclusion of the councillor in the deliberation affect the public trust

5.6.2. How close or remote is the councillor's relationship to the related party

5.6.3. If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received

5.6.4. Will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them

5.6.5. How does the benefit or detriment the subject councillor stands to receive compare to others in the community

5.6.6. How does this compare with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting

5.6.7. Whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest?

5.7. If the eligible councillors cannot decide whether the subject councillor has a declarable conflict of interest, then they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter.

5.8. A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g., workshops.

5.9. In making the decision about the councillor's conflict of interest in a matter, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).

5.10.A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

6. Reporting a Suspected Conflict of Interest

- 6.1. If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor who believes or suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 6.2. The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 6.3. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 6.4. The eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 6.5. If the councillors cannot reach a decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.
- 6.6. If the belief or suspicion of a COI relates to more than one councillor. The parts 5.1 to 5.5 of these procedures must be complied with in relation to each councillor separately.

7. Loss of Quorum

7.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, all the councillors including the conflicted councillors must resolve to:

7.1.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated

7.1.2. Defer the matter to a later meeting

7.1.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

7.2. The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

7.3. The local government must not delegate a power that an Act says must be decided by resolution of the local government under section 257(3) of the LGA or section 238(3) of the COBA.

7.4. The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:

7.4.1. The mayor or chief executive officer, or

7.4.2. A standing committee, or joint committee of the local government, or

7.4.3. The chairperson of a standing committee or joint standing committee of the local government – does not apply to Brisbane City Council, or

7.4.4. Another local government for a joint government activity.

7.4.5. The Establishment and Coordination Committee – only applies to Brisbane City Council

7.5. The local government may only delegate a power to make a decision about a councillors conduct under section 150AE or 150AG of the LGA pursuant to section 257(2) of the LGA, to:

7.5.1. The mayor or

7.5.2. A standing committee.

7.6. A **local government** may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:

7.6.1. The mayor, or

7.6.2. The Establishment and Coordination Committee, or

7.6.3. A standing committee of the **local government**.

7.7. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

8. Recording Prescribed and Declarable Conflicts of Interest

8.1. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (see section 150FA of the LGA or section 177X of the COBA):

8.1.1. The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest

8.1.2. The particulars of the prescribed or declarable conflict of interest provided by the councillor

8.1.3. The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest

8.1.4. Any decision then made by the eligible councillors

8.1.5. Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval

8.1.6. The **local government's** decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision

8.1.7. The name of each eligible councillor who voted on the matter and how each voted.

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

8.2.1. The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

8.3. Where a decision has been made under section 4 above – the minutes must include:

8.3.1. The decision and reasons for the decision, and

8.3.2. The name of each eligible councillor who voted, and how each eligible councillor voted.

9. Closed Meetings

9.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section **s242J**(3) of the COBR:

9.1.1. Appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees

9.1.2. Industrial matters affecting employees

9.1.3. The local government's budget, which does not include the monthly financial statements

9.1.4. Rating concessions

9.1.5. Legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government

9.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals

9.1.7. 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

9.1.8. Negotiations relating to the taking of land by the **local government** under the *Acquisition of Land Act 1967*

9.1.9. A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State

9.1.10. A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to the local government under the LGA chapter 5A, part 3, division 5.

- 9.2. A **local government** meeting, standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.
- 9.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the **local government** meeting, and the **local government** must resolve to:
- 9.3.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated:
 - 9.3.2. Defer the matter to a later meeting when a quorum may be available
 - 9.3.3. Not to decide the matter and take no further action in relation to the matter **unless the LGA or another Act provides that the local government must decide the matter.**
- 9.4. None of the above will be considered, discussed, voted on or made during a closed session.
- 9.5. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (**a failure to do so could be a contravention of** section 171(3) of the LGA or section 173(3) of the COBA).
- 9.6. To take a matter into a closed session the **local government** must abide by the following:
- 9.6.1. Pass a resolution to close all or part of the meeting
 - 9.6.2. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered (see section 8.1)
 - 9.6.3. If **it is** known in advance, the agenda should clearly identify that the matter **may** be considered in closed session, and an explanation of why **the councillors at the meeting may consider it** necessary to take the issue into closed session must be stated.
 - 9.6.4. Not make a resolution while in a closed meeting (other than a procedural resolution).

12.5 In Camera – Gravel Pits

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

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



AGENDA ITEM 13-14
ORDINARY COUNCIL MEETING #2
Thursday 30th May 2024
Bamaga Boardroom

13. General Discussion

14. Close of Meeting