



# **AGENDA**

## **Ordinary Council Meeting**

**Monday, 14 June 2021**

**I hereby give notice that an Ordinary Meeting of Council will be held on:**

**Date: Monday, 14 June 2021**

**Time: 9.00am**

**Location: Mapoon Aboriginal Shire Council Chambers**

**Steve Linnane  
Chief Executive Officer**

MEETING NOTICE



COUNCIL  
MEETING NOTICE

**Reminder**

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*You are respectfully advised that the Council Meeting Scheduled for June 2021 is as follows:*

**Date:** *Monday 14 June 2021*

**Time:** *9.00am*

**Location:** *Mapoon Aboriginal Shire Council Meeting Chamber*

*The Meeting will be chaired by Cr. Aileen Addo, Mayor.*

Steve Linnane  
**Chief Executive Officer**

**Order Of Business**

<b>1</b>	<b>Open Meeting .....</b>	<b>5</b>
<b>2</b>	<b>Leave of Absence.....</b>	<b>5</b>
<b>3</b>	<b>Confirmation of Minutes .....</b>	<b>6</b>
3.1	Minutes of the Council held on 18 May 2021 .....	6
<b>4</b>	<b>Matters Arising from the Minutes.....</b>	<b>18</b>
<b>5</b>	<b>Confidential Reports.....</b>	<b>18</b>
	Nil	
<b>6</b>	<b>Mayor and Councillor Reports .....</b>	<b>18</b>
	Nil	
<b>7</b>	<b>Operational Reports .....</b>	<b>19</b>
7.1	Executive Manager of Infrastructure & Works Report .....	19
7.2	Mapoon Barge Landing, Tender Assessment Report.....	22
7.3	Lot 171 Reconfiguration. ....	27
7.4	Planned Horse Muster.....	97
7.5	Executive Finance Manager Report .....	99
7.6	Acting Executive Manager Environmental Services, Land & Sea, Parks & Gardens .....	135
7.7	Human Resource Manager's Report .....	140
7.8	Statutory Policies for Review .....	143
7.9	Governance Manager's Report responseto the Internal Auditor's Report on the Mapoon Store. ....	194
7.10	Governance Manager's Report on Mapoon Store, Accommodation and Camp Grounds. ....	206
7.11	Community, Aged and Disability Services .....	208
7.12	Community Services - Playgroup.....	210
<b>8</b>	<b>Any Other Business .....</b>	<b>211</b>
	Nil	
<b>9</b>	<b>Correspondence In .....</b>	<b>211</b>
	Nil	
<b>10</b>	<b>Correspondence Out.....</b>	<b>211</b>
	Nil	
<b>11</b>	<b>Next Meeting Date .....</b>	<b>211</b>
<b>12</b>	<b>Close Meeting .....</b>	<b>211</b>





- 1 OPEN MEETING**
- 2 LEAVE OF ABSENCE**

### 3 CONFIRMATION OF MINUTES

#### 3.1 MINUTES OF THE COUNCIL HELD ON 18 MAY 2021

**Author:** Royleen Wolski, Governance Manager

**Authoriser:** Steve Linnane, Acting CEO

**Attachments:** 1. Minutes of the Council held on 18 May 2021

#### HEADING

##### RECOMMENDATION

1. That the Minutes of the Council held on 18 May 2021 be accepted as a true and correct record



# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 18 May 2021**

**MINUTES OF MAPOON ABORIGINAL SHIRE COUNCIL MEETING  
HELD AT THE MAPOON ABORIGINAL SHIRE COUNCIL CHAMBERS  
ON TUESDAY, 18 MAY 2021 AT 9.09AM**

**PRESENT:** Mayor Aileen Addo (Chair), Cr Margaret Mara, Cr Dawn Braun, Cr Daphne de Jersey, Cr Cameron Hudson

**IN ATTENDANCE:** Steve Linnane (Chief Executive Officer)

**1 OPEN MEETING**

The meeting was opened at 9.09am

**2 LEAVE OF ABSENCE**

Nil

It was agreed that the meeting would deal with Item 8.1 at this stage.

Cr Hudson arrived at 9.22am during this item.

**3 CONFIRMATION OF MINUTES**

**3.1 MINUTES OF THE COUNCIL HELD ON 30 APRIL 2021**

**RESOLUTION C074/21**

Moved: Cr Margaret Mara

Seconded: Cr Daphne de Jersey

1. That the Minutes of the Council held on 30 April 2021 be accepted as a true and correct record.

**CARRIED**

**4 MATTERS ARISING FROM THE MINUTES**

Nil

**5 CONFIDENTIAL REPORTS****5.1 CHIEF EXECUTIVE OFFICER'S REPORT – ORGANISATIONAL STRUCTURE****PURPOSE OF REPORT**

The Chief Executive Officer tabled a Draft Organisational Structure

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**RESOLUTION C075/21**

Moved: Cr Margaret Mara

Seconded: Cr Daphne de Jersey

That Council, in accordance with Section 254J (b) of the Local Government Regulations 2012, resolve to close the meeting to the public.

**CARRIED**

**RESOLUTION C076/21**

Moved: Cr Margaret Mara

Seconded: Cr Dawn Braun

That Council move out of closed Session.

**CARRIED**

**RESOLUTION C077/21**

Moved: Cr Cameron Hudson

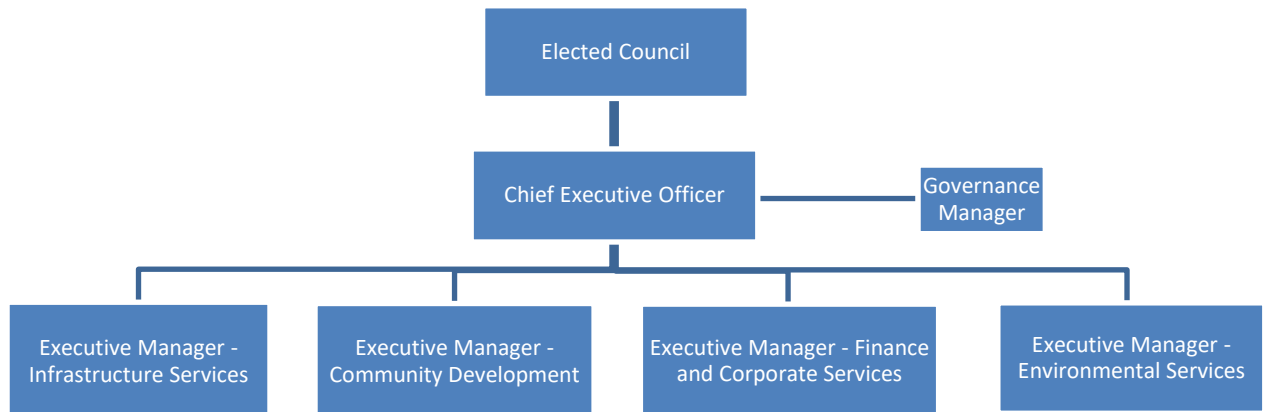
Seconded: Cr Margaret Mara

That:

- (a) Council adopt the Organisational Structure as tabled by the Chief Executive Officer, and attached to the Minutes.
- (b) The Chief Executive Office be authorized to commence recruitment for the Executive Manager of Community Development and the Executive Manager of Environmental Services.

**CARRIED**

**Item 5.1 Continued** MAPOON ABORIGINAL SHIRE COUNCIL ORGANISATIONAL CHART  
ADOPTED 18 May 2021



## 6 MAYOR AND COUNCILLOR REPORTS

### Mayor Addo's Report:

The Mayor reported on the following meetings/events:

- Council Meeting in Cairns 30 April 2021
- Technical Working Group Meeting on 6 May 2021
- Apunipima Meeting on 6 May 2021
- Meeting with Officer in Charge of Weipa Police in relation to Mapoon Police Liaison Officer 13 May 2021
- Torres & Cape Indigenous Council Alliance Inc. Meeting on 21 May 2021

### Cr. Braun's Report

Cr. Braun reported on the following meetings/events:

- Council Meeting in Cairns on 30 April 2021

### Cr. Hudson's Report

Cr. Hudson reported on the following meetings/events:

- Council Meeting in Cairns on 30 April 2021

**Cr de Jersey's Report**

Cr. de Jersey reported on the following meetings/events:

- Council Meeting in Cairns on 30 April 2021

**Cr. Mara's Report**

Cr. Mara reported on the following meetings/events:

- Council Meeting in Cairns on 30 April 2021

**RESOLUTION C078/21**

Moved: Cr Cameron Hudson

Seconded: Cr Daphne de Jersey

That the Mayor and Councillor's Reports be received and noted.

**CARRIED**

**7 OPERATIONAL REPORTS****7.1 CHIEF EXECUTIVE OFFICER'S REPORT - MEETINGS ATTENDED****PURPOSE OF REPORT**

To brief Council on the Meetings attended by the Chief Executive Officer.

**RESOLUTION C079/21**

Moved: Cr Cameron Hudson

Seconded: Cr Margaret Mara

That Council note the meetings attended by the Chief Executive Officer.

**CARRIED**

**7.2 CHIEF EXECUTIVE OFFICER'S REPORT - INDIGENOUS LEADERS FORUM****PURPOSE OF REPORT**

To brief Council on the Motions that were tabled at the Indigenous Leaders Forum (ILF) held in Cairns on 27 & 28 April 2021.

All Councillors attended the Indigenous Leadership Forum.

**RESOLUTION C080/21**

Moved: Cr Margaret Mara

Seconded: Cr Dawn Braun

That Council receive the report and note the following motions that were tabled at the Indigenous Leaders Forum was held in Cairns on 27 & 28 April 2021 –

- a) The LGAQ lobby the state government and NIAA to establish and periodically release to councils the relevant data sets for each local government area against each of the Closing the Gap targets.
- b) The LGAQ lobby the federal government to work with ORIC to establish a mechanism for regularly informing and educating PBC's across Australia on any legislation, regulatory changes, governance and performance arrangements and to ensure that a similar mechanism is in place at state level to inform DOGIT Trustees.
- c) The LGAQ lobby the state government to provide First Nation councils with a progress report against each of the recommendations contained within the Queensland Productivity Commission's Report into the Review of service delivery in remote and discrete First Nation communities.
- d) The LGAQ to lobby the state government to ensure that any expenditure on First Nation communities identifies the proportion of expenditure actually spent on service delivery on the ground in communities and the proportion spent on administration and external third parties.
- e) The LGAQ call upon the state government to include reporting against relevant closing The Gap Targets in KPI's of all Director-General contracts.
- f) The LGAQ request the state government review freight and transport charges of food and consumable items to discrete communities to ensure equitable pricing and access to quality, healthy food.
- g) The LGAQ request the state government to extend the Local Airfare Scheme which expires in June 2021.
- h) The LGAQ support Mornington Council's call for an urgent review/audit of all government funded service delivery on Mornington Island.
- i) The LGAQ lobby the state government to re-introduce a funding program for the construction of contemporary and practical local council chambers.

**CARRIED**

### **7.3 CHIEF EXECUTIVE OFFICER'S REPORT - ECONOMIC AND TOURISM DEVELOPMENT STRATEGIES**

#### **PURPOSE OF REPORT**

To brief Council on the development of the proposed Economic and Tourism Development Strategies.

#### **RESOLUTION C081/21**

Moved: Cr Cameron Hudson

Seconded: Cr Dawn Braun

That Council receive and note the report.

**CARRIED**



**7.4 CHIEF EXECUTIVE OFFICER'S REPORT - MAPOON ADDRESSING SYSTEM****PURPOSE OF REPORT**

To brief Council on a proposed address system for Mapoon

**RESOLUTION C082/21**

Moved: Cr Cameron Hudson

Seconded: Cr Margaret Mara

That Council

- a) Receive and note the report,
- b) Authorise the Chief Executive Officer to commence community engagement on the Addressing System,
- c) Authorise the Chief Executive Officer to make minor amendments to the numbering system, if required, prior to the community engagement.

**CARRIED**

The Meeting adjourned at 12.40pm for lunch.

The Meeting resumes at 1.00pm

The Executive Manager of Infrastructure and Works was admitted to the meeting for Items 7.5 and 7.6.

**7.5 EXECUTIVE MANAGER OF INFRASTRUCTURE & WORKS REPORT****PURPOSE OF REPORT**

To present to Council a report of program performance and operational actions for the previous month.

**RESOLUTION C083/21**

Moved: Cr Dawn Braun

Seconded: Cr Daphne de Jersey

That:

- (a) the Report of the Executive Manager of Infrastructure and Works be received and noted.
- (b) Council note the commencement of Horse Removal Program.

**CARRIED**

Mayor Addo declared an interest in Item 7.6 as she is on the Board of Apunipima and left the Meeting.

The Deputy Mayor assumed the Chair.

Cr. Daphne de Jersey declared an interest in Item 7.6 as she is an employee of Apunipima, and left the meeting.

## **7.6 PLANNING ASSESSMENT REPORT FOR EXCAVATION AND FILLING OF THE NEW PRIMARY HEALTH CARE CENTRE BUILDING LOCATED AT 52 HUDSON STREET, MAPOON.**

### **PURPOSE OF REPORT**

The following documents have been prepared in accordance with previous resolutions of the Council and/or the provisions of the Local Government Act, 2012 and other relevant statutes.

### **RESOLUTION C084/21**

Moved: Cr Margaret Mara

Seconded: Cr Dawn Braun

That:

- a) Council note that it is the Local Government Authority for the Mapoon Aboriginal Shire and the Trustee of the Mapoon Deed of Grant in Trust (DOGIT).
- b) As the Local Government Authority and Trustee for the DOGIT the Council has the responsibility of deciding what is in the best interest of the community.
- c) Council considers that approving (with conditions) the Operational Works Development Permit will ensure that the Primary Health Care Centre development is able to achieve flood immunity with the proposed Besser Block on Slab design.
- d) Council as the Local Government Authority and Trustee of the DOGIT resolves to approve (subject to conditions contained in the report):
  - a. The Development Application lodged with Council for:
    - i.) Operational Works for Excavation and Filling (>50m) to support proposed earthworks over a portion of 52SP278077 to ensure that the future development of the Health Care Centre is able to achieve immunity to the defined flood event.

**CARRIED**

The Mayor returned to the Meeting and assumed the Chair.

Cr. Daphne de Jersey returned to the meeting.

The Executive Manager of Infrastructure and Works left the Meeting.

The Executive Manager of Finance was admitted to the Meeting for Item 7.7

**7.7 EXECUTIVE FINANCE MANAGER APRIL 2021 REPORT****PURPOSE OF REPORT**

Present to the council a report outlining program performance and operational actions for the previous month. This report contains listed activities and points for decisions in Council meeting.

**RESOLUTION C085/21**

Moved: Cr Daphne de Jersey

Seconded: Cr Dawn Braun

That Council receive the report and endorse the Financial Reports for the financial period April 2021.

**CARRIED**

The Executive Manager of Finance left the Meeting.

The Acting Executive Manager of Environmental Services, Land & Sea Rangers & Parks and Gardens was admitted to the Meeting for Item 7.8

**7.8 EXECUTIVE MANAGER ENVIRONMENTAL SERVICES, LAND & SEA & PARKS & GARDENS****PURPOSE OF REPORT**

To present to the council a report of Program Performance and Operational actions for the previous month.

It was agreed that the report of Acting Executive Manager of Environmental Services, Land & Sea Rangers and Parks & Gardens be received.

**7.9 HUMAN RESOURCE MANAGER'S REPORT FOR APRIL 2021****PURPOSE OF REPORT**

To advise Council of the operations of the Human Resource Department.

It was agreed that Council the Report of the Human Resource Manager be received.

**7.10 GOVERNANCE MANAGER'S REPORT****PURPOSE OF REPORT**

To update Council on Governance and enterprises matters.

It was agreed that the report of the Governance Manager be received.

Cr. de Jersey left the Meeting.

Cr de Jersey returned to the Meeting.

**8 ANY OTHER BUSINESS**

Item 8.1 was dealt with after Item 2

**8.1 PRESENTATION BY MICHELLE ELVY, GENERAL MANAGER OF RIO TINTO OPERATIONS WEIPA****PURPOSE OF REPORT**

The General Manager of Rio Tinto Weipa Operations, Michelle Elvy presented a Business Update to Council.

In attendance: Michelle Elvy (General Manager, Rio Tinto Weipa Operations),

Janine Schleich (Acting Communities and Social Performance Manager

Raymond Ahmat (Superintendent Indigenous Business Development)

**9 CORRESPONDENCE IN****9.2 CORRESPONDENCE IN FROM THE OFFICE OF INDUSTRIAL RELATIONS, DATED 30 APRIL 2021 IN RELATION TO THE GAZETTING OF SPECIAL HOLIDAY NAIDOC DAY 9 JULY 2021****PURPOSE OF REPORT**

To update Council on the approval of a Special Holiday by the Office of Industrial Relations.

It was agreed that the report addressing the approval of a Special Holiday for NAIDOC DAY on 9 July 2021 be received.

**10 CORRESPONDENCE OUT**

Nil

**11 NEXT MEETING DATE**

Proposed date for next meeting: 14 June 2021

**12 CLOSE MEETING**

The Meeting closed at 4.06pm.

**4 MATTERS ARISING FROM THE MINUTES**

**5 CONFIDENTIAL REPORTS**

Nil

**6 MAYOR AND COUNCILLOR REPORTS**

Nil

## 7 OPERATIONAL REPORTS

### 7.1 EXECUTIVE MANAGER OF INFRASTRUCTURE & WORKS REPORT

**Author:** Tom Smith, Executive of Infrastructure & Works

**Authoriser:** Steve Linnane, Acting CEO

**Attachments:** Nil

#### PURPOSE OF REPORT

Present to Council a report of program performance and operational actions for the previous month

#### BACKGROUND

Council Has several larger projects currently under construction which are at various stages of completion.

#### DISCUSSION

Works Activities to Date:

<b>Social Housing blocks:</b>	<ul style="list-style-type: none"> <li>• Works to commence Mid-June 2021</li> <li>• Community Owned trainees have been engaged and are currently being safety inducted, the trainees are expected to commence work on the 21<sup>st</sup> June.</li> </ul>
<b>Church Works:</b>	<ul style="list-style-type: none"> <li>• Ergon have given a date for connection of early July, conversations with Ergon indicate this is still on track.</li> <li>• The stormwater droppers are currently being installed</li> </ul>
<b>Building Our Regions 5 (BoR 5) Paanja Lodge Cabins:</b>	<p>In relation to all four units</p> <ul style="list-style-type: none"> <li>• Walls external are 100% complete,</li> <li>• Windows are 100% complete,</li> <li>• Trusses, roof sheeting and gutters are 100% complete,</li> <li>• External doors to Lock-up 100% complete,</li> <li>• Internal all battening and blocking 100% complete,</li> <li>• First fix electrical 100%,</li> </ul>

<b>Building Our Regions 5; Paanja Lodge Cabins (Continued):</b>	<ul style="list-style-type: none"> <li>• First fix Plumbing 100% complete,</li> <li>• In Ground Plumbing 50% ,</li> <li>• Internal door frames 100%, complete,</li> <li>• Installation of fencing 80% complete,</li> <li>• External decking 70%,</li> <li>• Internal Plaster boarding 100%</li> <li>• Kitchen/wardrobe manufacture 60%</li> <li>• Concrete works driveways and carparks 60%,</li> <li>• Bathrooms 25%</li> <li>• Tiling 15%</li> </ul>
<b>The Works for Queensland (W4QLD 20-21) Store Project:</b>	<ul style="list-style-type: none"> <li>• Pad filling is underway engineers are booked in to deliver site compaction inspection on 21 June.</li> <li>• Once inspection criteria is achieved, set-up and pouring of slab is to commence.</li> </ul>
<b>Designs for the Project “Monsoon Rain Relief”:</b>	<ul style="list-style-type: none"> <li>• Final draft designs for Hudson/Clermont Street are completed and area between Paanja/Bond Street is underway.</li> </ul>
<b>The Works for Queensland (W4QLD 19-21) Cultural Centre:</b>	<ul style="list-style-type: none"> <li>• Roof purlins installed,</li> <li>• Wall framing installed,</li> <li>• Large roof sheet delivered to site,</li> <li>• Speed bracing to external walls installed.</li> </ul>
<b>Building Our Regions 4 ( BoR 4) New Staff Housing:</b>	<ul style="list-style-type: none"> <li>• Ergon connection early July and still on track, landscaping to commence 21 June.</li> </ul>
<b>Repainting of Council Office and Land and Sea Building:</b>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
<b>Water Tank Construction</b>	<ul style="list-style-type: none"> <li>• Main slab poured</li> </ul>



	<ul style="list-style-type: none"><li>• Tank walls formed steeled and poured</li><li>• New water connections are ready</li><li>• The Supervisory Control and Data Acquisition (SCADA) is currently delayed expected completion and commissioning due in August 2021</li></ul>
<b>Mapoon Airport:</b>  <b>Mapoon Airport: (Continued)</b>	<ul style="list-style-type: none"><li>• Airport light bulbs have arrived, once electrical check completed bulbs will be installed,</li><li>• Construction defects to runway have been assessed and there is now a Request For Quote currently open on the Vendor Panel</li><li>• Airport defects will be completed before the next wet season.</li></ul>
<b>QBuild Maintenance:</b>	<ul style="list-style-type: none"><li>• Currently up to date and Accounts are closing off Invoices.</li></ul>
<b>QBuild Upgrades:</b>	<ul style="list-style-type: none"><li>• Lot 4: minor works underway,</li><li>• Lot 38: rear veranda underway,</li><li>• Other works are nearing completion and accounts are closing off Invoices</li></ul>

**RECOMMENDATION**

That the Report of the Executive Manager of Infrastructure and Works be received and noted.

**7.2 MAPOON BARGE LANDING, TENDER ASSESSMENT REPORT**

**Author:** Tom Smith, Executive of Infrastructure & Works  
**Authoriser:** Steve Linnane, Acting CEO  
**Attachments:** Nil

**PURPOSE OF REPORT**

Award of works Contract for the installation of the new 8m wide x 88m long Barge Landing at the Cullen Point Boat Ramp Site.

**BACKGROUND**

Mapoon Aboriginal Shire Council (MASC) and the township of Mapoon are located within the north-western corner of Cape York Peninsula, approximately 80 kilometres north of Weipa. The community is home to approximately 317 full time residents.

The Mapoon Barge Landing Project site is at Cullen Point, which is approximately 9.5 km north of the MASC Office. Cullen Point has an existing recreational Flexmat boat ramp; however, the existing infrastructure suffers from significant sand and sediment burial borne as a result of coastal morphology. This burial significantly limits the accessibility and resultant extent of use of the current boat ramp. In very recent times the boat ramp has transferred ownership from the Department of Transport and Main Roads (TMR) to MASC following execution of a Deed of Agreement.

As a result of the above, MASC intend to upgrade the existing boat ramp to a facility that will allow both recreational and commercial use. We understand that MASC intend to use the boat ramp for food and fuel deliveries in events where the community is isolated following natural disaster events. The objective of this report is to document the tender process from inception to completion and the reasoning why the preferred tenderer was selected. This report includes details of the following:

- the tender period (from the call of tenders to the close of tenders)
- the tender opening
- preliminary tender review and clarifications
- tender assessment
- tender award recommendations.

**2.1 Tender scope**

The proposed works involve the construction of a new 8-metre-wide concrete boat ramp structure, which includes the scope below:

- Demolition of redundant infrastructure including the existing Flexmat boat ramp.
- Earthworks including foundations and subgrade treatments, general earthworks and backfilling activities.
- Concrete works, including the installation pre-cast barge ramp deck units, cast in-situ anchor beam and cast in-situ concrete connection road.
- Rock armouring of the new infrastructure.

- All other works on the drawings and in accordance with the Contract.

The tender documents consisted of the following returnable schedules along with the Conditions of Tender, Technical Specification, Requirements for Compliance Assessment Testing and Contract Information (Non-Technical Specification, Formal Instrument of Agreement, Annexure A to the General Conditions of Contract).

- Tender form
- Schedule of Lump Sums
- Schedule of Contractor's details
- Indigenous Economic Opportunity plan
- Code of Conduct
- Declaration of Compliance.

## 2.2 Tender period

A select tender process was initiated by Council for MASC2020-002 via Vendor Panel. Tender documents were uploaded onto Vendor Panel on 16-October-2020 and remained open for 15 business days (closed on 6-November-2020). The below Contractors (all prequalified with Local Buy) were invited to submit a tender for Contract MASC2020-002.

- Koppen Construction Pty Ltd (Koppen Construction)
- LDI Constructions Civil Pty Ltd
- Gulf Civil Pty Ltd (Gulf Civil).

## 2.3 Tender Period Correspondence

During the tender period there was no tender correspondence received. It is noted that Council granted an extension of the closing date for an additional two weeks.

## 3.0 Tender Opening

### 3.1 Tenders received

At the Close of Tenders (5:00pm Friday 6-November-2020) two (2) tenders had been received.

Table 1 provides a status of the tender completeness and price at opening.

<b>Table 1 Summary of Tenders Received: Full name of Tenderers</b>	<b>Appears Complete</b>	<b>Date and Time Received</b>	<b>Amount of conforming tender (GST excl.)</b>
Koppen Construction	Yes	6-November-2020 (10:13am)	\$ 1,851,728.08
Gulf Civil	Yes	6-November-2020 (8:07am)	\$ 844,347.05

#### 4.6 Post tender correspondence 02 to 07

During tender assessment, numerous correspondence was issued to tenderers (post tender correspondence 02 to post tender correspondence 07) to value engineer the scope of works so that the construction cost was less than the available funding. This was further complicated by the fact that Council received additional funding during tender assessment which led to more revisions to the scope of works.

A timeline of events, including the dates when post tender correspondence was issued to the tenderers and when additional funding was received is provided in Figure 2.

More details of the revisions that were made to the scope of construction works is summarised in Table 4. It is noted that the scope of works that was priced as part of post tender correspondence 06 is greater than the scope originally tendered in that it includes the connection road works and should protection.

**Table 4 Post tender correspondence scope**

Post Tender Correspondence	Barge ramp planks including anchor beam	Rock shoulders	Connection road	Connection road shoulders
PTC #2	√	√ (reduced scope)	?	?
PTC #3	administrative only			
PTC #4	√ *	√ *	?	?
PTC #5	√ *	√ *	?	?
PTC #6	√ * *	√ * *	√	√
PTC #7	administrative only			

**Notes:**

\* - scope includes principal supplied items

\*\* - scope includes principal supplied items and contractor supplied items for additional scope of works.

Accordingly, tender pricing also changed during the evaluation period and these changes are summarised in Table 5, on the following page.

**Table 5 Post Tender Correspondence Scope**

Post Tender Correspondence		Koppen Constructions	Gulf Civil	
		Price	Response provided	Price
Original Tender		\$ 1,851,728.08	\$ 844,347.05	
PTC #2	✓	NA	✓	\$ 847,547.05
PTC #3	✓	NA	✓	NA
PTC #4	✗*	\$ 1,775,964.13	✓	\$ 802,631.61
PTC #5	-	-*	✓	\$ 439,531.37
PTC #6	-	-	✓	\$ 402,131.12
PTC #7	-	-	✓	\$ 698,830.99

Correspondence was sent to the Tenderer on the 28-April-2021, 29-April-2021 and 30-April-2021 requesting a response and advising that their tender would not be considered if a response was not received. By Koppen failing to respond:

- The Koppen's tender expired on 5-May-2021.
- Koppen did not provide a lump sum price for the final scope of works.
- It was not possible to complete an assessment of Koppen's tender to compare it against the Gulf Civil tender.

## 5.2 Final assessment

Following submission of Gulf Civils' final response to post tender correspondence 06 the tender assessment panel held an assessment meeting on Tuesday 26-May-2021 and undertook the final tender assessment of the submitted tender.

Table 7 Summary of final assessment scores	Tender evaluation score	Final tender price (GST excl)
Tenderer		
Gulf Civil	NA	\$ 698,830.99

Gulf Civil were the only tenderer to respond to all of the post tender correspondence and as such, were the only Tenderer that provided a valid tender. As such, they were selected as the preferred tenderer.

Despite being the only Tenderer to provide a valid tender, the following points are noted:

- Tender Price: The scope detailed in PTC #6 is generally greater than the scope originally tendered (it includes the connector roadworks) by MASC. Notwithstanding this, it is noted that Gulf Civil's price for the increased scope is less than the cost tendered by Koppen in response to PTC #4 which

was for a significantly reduced scope of works. This is a good measure that the Gulf Civil price represents value for money.

- Local, Relevant Experience: Gulf Civil has a proven track record of project delivery in Mapoon, having just completed the Reconstruction of Mapoon's Essential Public Assets. Furthermore, they have significant experience working in remote and isolated indigenous communities. Koppen Construction had no previous experience in Mapoon.
- Financial: Gulf Civil have indicated that they can successfully deliver a project of this size through their past performance.

## 9.2 Recommendation

That Council:

1. Award Contract MASC2020-002 to Gulf Civil Pty Ltd in the amount of \$689,830.99 (GST Exclusive)
2. Agree to hold \$70,000.00 of the funded amount as project contingency.
3. Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to negotiate, finalise and execute any and all matters (including the endorsement of a revised IEOP based on the final tender price which complies with the Building and Construction Training Policy) associated with entering into contracts under this arrangement.

**7.3 LOT 171 RECONFIGURATION.**

<b>Author:</b>	Tom Smith, Executive of Infrastructure & Works
<b>Authoriser:</b>	Steve Linnane, Acting CEO
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Attach A - Location Plan PR145516-10-Proposed ROL 171</li> <li>2. Attach B - Survey Plan SP321485 lot 171</li> <li>3. G79829 Owners Consent Lot 171</li> <li>4. R79825 -Application ROL lot 171 SP321485_v1</li> </ol>

**PURPOSE OF REPORT**

To obtain planning approval for Reconfiguration of a Lot on Survey Plans SP321485

**BACKGROUND**

Mapoon Aboriginal Shire Council (applicant) wishes to create Lot 171 on land at Clermont, Mapoon.

**Attachment A Location Plan** shows the site location and the proposed lot 171. The subject land is Deed of Grant in Trust land registered to the Mapoon Aboriginal Shire Council as Trustee

**Attachment B Approved Plans** shows Survey Plan SP321485. **These plans** have been prepared by RPS on Councils behalf.

The application and supporting material has been assessed against the Mapoon Aboriginal Shire Council Planning Scheme – November 2019 and is not considered to be in conflict with the Planning Scheme. It is recommended that the application be approved in full, subject to conditions.

**APPLICATION DETAILS**

<b>APPLICANT</b>	Mapoon Aboriginal Shire Council
<b>DATE LODGED</b>	26 October 2020
<b>ADDRESS</b>	Clermont Street, Mapoon
<b>RPD</b>	Lot 36 SP313350
<b>AREA</b>	3.411ha
<b>TYPE OF APPROVAL</b>	Development Permit
<b>PROPOSED DEVELOPMENT</b>	Reconfiguration of a Lot (1 lots into 2 lots)
<b>TRUSTEE</b>	Mapoon Aboriginal Shire Council – Deed of Grant in Trust
<b>LODGED BY</b>	Mapoon Aboriginal Shire Council
<b>FILE NO</b>	RPS PR145516





## PLANNING SCHEME DESIGNATIONS

<b>PLANNING SCHEME</b>	Mapoon Aboriginal Shire Council Planning Scheme – November 2019
<b>STRATEGIC MAP</b>	Township
<b>ZONE &amp; PRECINCT</b>	Township Zone and Red Beach Precinct
<b>OVERLAY</b>	<b>Mapping</b>
<b>ENVIRONMENTALLY SENSITIVE AREA</b>	MSES – Regulated Vegetation (essential habitat)
<b>Wenlock River Basin Area</b>	Not Applicable
<b>Natural Hazards (Bushfire Hazard)</b>	Bushfire Hazard Exclusion Area
<b>Natural Hazards (Coastal Protection)</b>	Not Applicable
<b>Natural Hazards (Flood)</b>	Not Applicable
<b>LEVEL OF ASSESSMENT</b>	Code Assessment
<b>APPLICABLE CODES</b>	<ol style="list-style-type: none"> <li>1. Township Zone Code</li> <li>2. Reconfiguring a Lot Code</li> </ol>

An assessment of the proposed development against the applicable codes was attached to the application. This disclosed the following departures from assessment benchmarks:

## 1. TOWNSHIP ZONE CODE

- Meets the Objectives of the code - the proposed Reconfiguration will create a lot consistent with the non-residential precinct of Red Beach.
- The development meets the assessment benchmarks apart from
  - a. PO3 fencing, PO5 Air-conditioning units, PO6 safety, privacy and amenity (setbacks, building heights, landscaping, driveway crossovers, PO7 promoting walking and cycling, PO8 carparking, PO9 onsite landscaping, PO13 Building orientation, PO14 climatic, PO15 pedestrian/cyclists

It is considered that these benchmarks are better addressed once a future use is determined for the lot and a subsequent application is made to Council.

- b. PO18 Infrastructure Standards – the approval will be conditioned
  - i. to connect to reticulated water
  - ii. To provide stormwater overland flow systems
  - iii. To connect to Energy and telecommunications;
  - iv. To connect to Stormwater and drainage systems;
  - v. To provide Refuse and recycling facilities at MCU stage
  - vi. Constructed vehicular access in accordance with FNQROC development manual at MCU stage
  - vii. Maximise the opportunities to provide or upgrade existing footpaths at MCU stage
  - viii. Where parking is required on site, it is located at the rear of non-residential buildings at MCU stage

## 2. RECONFIGURATION of a LOT CODE

- Meets the Objectives of the Code
- The development meets the assessment benchmarks.

**RECOMMENDATION**

1. That in accordance with the Planning Act 2016, the applicant be notified that the application for a development permit for the development specified in (A) is:

Approved by Council in accordance with the approved plans/documents listed in (B), subject to assessment manager conditions in (C), assessment manager's advice in (D), relevant period in (E), further permits in (F), and further approvals from Council listed in (G);

and

The assessment manager does not consider that the assessment manager's decision conflicts with a relevant instrument.

**(A) APPROVED DEVELOPMENT:**

- Development Permit for a Reconfiguration of a Lot approval for Proposed Lot 171 and Lot 36

**(B) APPROVED PLANS:**

Plan	Document Title	Prepared by	Dated
SP321485	Survey Plan of Lots 36 & 171 cancelling Lot 36 on SP313350	RPS	27-08-2020

**(C) ASSESSMENT MANAGER'S CONDITIONS (COUNCIL)**

- Development must be carried out substantially in accordance with the approved plans and the facts and circumstances submitted with the application, subject to any alterations:
  - found necessary by Council's delegated officer at the time of examination of the engineering plans or during construction of the development because of particular engineering or cultural heritage requirements; and
  - to ensure compliance with the following conditions of approval.
- All works must be carried out in accordance with the approved plans, conditions and specifications, to the requirements and satisfaction of the Chief Executive Officer.
- Council's examination of the documents should not be taken to mean that the documents have been checked in detail and Council takes no responsibility for their accuracy. If during construction, inadequacies of the design are discovered, it is the responsibilities of the Consulting Engineers to resubmit amended plans to Council for Approval and rectify works accordingly.

4. Notwithstanding any approval given to engineering documents, where a discrepancy occurs between these documents and Council's standards, then Council's standards shall apply. All works must be performed in accordance with Council standards and Local Laws and other statutory requirements, unless specifically listed in the project specific conditions.
5. In in fact there are errors, omissions of insufficient detail on the plans for the purpose of construction, these deficiencies shall be made good during construction and Council reserves the right to withhold approval of construction until such deficiencies are made good to its satisfaction.
6. All works must be carried out in accordance with the approved plans, conditions and specifications, to the requirements and satisfaction of the Chief Executive Officer.

## **7. General**

- 7.1. The applicant/developer is responsible for the cost of necessary alterations to existing public utility mains, services or installations required by works in relation to the proposed development or any works required by condition(s) of this approval.
- 7.2. All payments or bonds required to be made to the Council pursuant to any condition of this approval must be made prior to the endorsement of the plan of survey and at the rate applicable at the time of payment.
- 7.3. The developer must relocate (in accordance with FNQROC standards) any services such as water, sewer, drainage, telecommunications and electricity that are not wholly located within the lots that are being created/serviced where required by the relevant authority, unless approved by Council's delegated officer.
- 7.4. Where utilities traverse the subject property to service another lot, an easement must be created or alternate measure be implemented to protect the service infrastructure, to the satisfaction of Council's delegated officer. The developer is to pay all costs (including Council's legal expenses) to prepare and register the easement document.
- 7.5. All works must be designed, constructed and carried out in accordance with FNQROC Development Manual requirements (as amended) and to the satisfaction of Council's delegated officer.

## **8. Timing of Effect**

- 8.1. The conditions of the development permit must be complied with to the satisfaction of Council's delegated officer prior to the endorsement of the plan of survey, except where specified otherwise in these conditions of approval.

**9. Infrastructure Services and Standards****9.1. Stormwater Drainage**

The applicant/developer must take all necessary steps to ensure a non- worsening effect on surrounding land as a consequence of the development and must take all reasonable and practical measures to ensure discharge occurs in compliance with the Queensland Urban Drainage Manual (QUDM) and the FNQROC Development Manual, to the satisfaction of Council's delegated officer.

All stormwater drainage must be collected from site and discharged to an approved legal point of discharge.

**9.2. Water Supply**

The developer is required to extend or upgrade the reticulated water supply infrastructure to connect the site to Council's existing infrastructure at a point that has sufficient capacity to service the development in accordance with FNQROC Development Manual standards (as amended).

A water service connection must be provided to each of the proposed lots in accordance with the FNQROC Development Manual standards (as amended) to the satisfaction of Council's delegated officer.

**9.3. Electricity provision/supply**

The applicant/developer must ensure that an appropriate level of electricity supply is provided to the proposed lots in accordance with FNQROC Development Manual standards (as amended) to the satisfaction of Council's delegated officer.

Written advice from an Electricity Service Provider is to be provided to Council indicating that an agreement has been made for the provision of power reticulation.

**9.4. Telecommunications**

The applicant/developer must enter into an agreement with a telecommunication carrier to provide telecommunication services to Proposed Lots and arrange provision of necessary conduits and enveloping pipes.

Written advice from a communications service provider is to be provided to Council indicating that an agreement has been made to provide telecommunication services to the proposed lot.

**(D) ASSESSMENT MANAGER'S ADVICE****(a) Compliance with applicable codes/policies**

The development must be carried out to ensure compliance with the provisions of Council's Local Laws, Planning Scheme Policies, Planning Scheme and Planning Scheme Codes to the extent they have not been varied by a condition of this approval.

**(b) Compliance with Acts and Regulations**

The erection and use of the building must comply with the Building Act and all other relevant Acts, Regulations and Laws, and these approval conditions.

**(c) Cultural Heritage**

In carrying out the activity the applicant must take all reasonable and practicable measures to ensure that no harm is done to Aboriginal cultural heritage (the "cultural heritage duty of care"). The applicant will comply with the cultural heritage duty of care if the applicant acts in accordance with gazetted cultural heritage duty of care guidelines. An assessment of the proposed activity against the duty of care guidelines will determine whether or to what extent Aboriginal cultural heritage may be harmed by the activity. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au)

**(E) RELEVANT PERIOD**

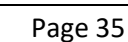
When approval lapses if development not started (s.85)

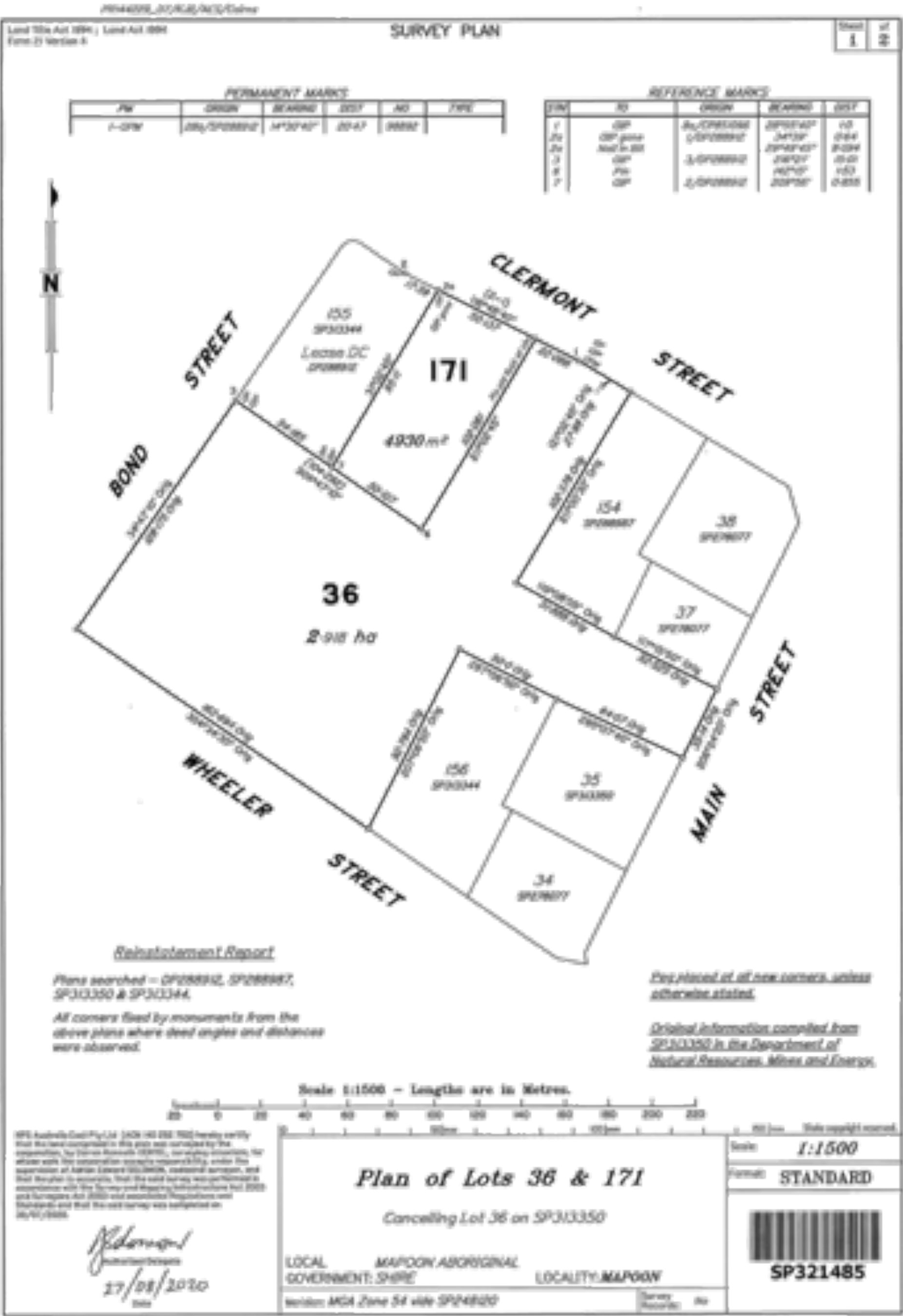
- Reconfiguring of a Lot – four (4) years (starting the day the approval takes effect); and

**(F) OTHER NECESSARY DEVELOPMENT PERMITS AND/OR COMPLIANCE PERMITS**

- Development Permit for Building Work









<p>Land Title Act 1994 / Land Act 1994 Form 270 (Version 1)</p> <p style="text-align: center;">(Dealing No.)</p>	<p><b>WARNING : Folded or Mutilated Plans will not be accepted.</b> <span style="float: right;">Sheet <u>2</u> of <u>2</u></span>  <b>Plans may be rolled.</b>  <b>Information may not be placed in the outer margins.</b></p> <p>a. Lodged by _____</p> <p><small>(Include address, phone number, reference, and Lodger Code)</small></p>																		
<p>1. Certificate of Registered Owners or Lessees.</p> <p><b>1/16 MAPOON ABORIGINAL SHIRE COUNCIL</b>  <b>DEED OF GRANT IN TRUST</b>  <b>THE GRANTEE IS TO HOLD THE SAID LAND IN TRUST FOR</b>  <b>ABORIGINAL RESERVE PURPOSES AND FOR NO OTHER</b>  <b>PURPOSE WHATSOEVER.</b></p> <p><small>(Names in full)</small></p> <p><b>As Registered Owners of this land agree to this plan and dedicate the Public Use</b>  <b>Land as shown hereon in accordance with Section 20 of the Land Title Act 1994.</b></p> <p><b>As Lessees of this land agree to this plan:</b></p> <p>_____  <b>Signature of Registered Owners / Lessees</b></p>	<p>4. Existing</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Title Reference</th> <th>Description</th> <th>New Lots</th> <th>Road</th> <th>Secondary Interests</th> </tr> </thead> <tbody> <tr> <td>(to 10/04)</td> <td>Lot 36 on SP303350</td> <td>36 &amp; (7)</td> <td>—</td> <td>—</td> </tr> </tbody> </table> <p style="text-align: center;"><b>EXISTING COVENANT ALLOCATIONS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Covenant</th> <th>Lots Encumbered</th> </tr> </thead> <tbody> <tr> <td>720457007</td> <td>36 &amp; (7)</td> </tr> </tbody> </table> <p style="text-align: center;"><b>EXISTING ADMINISTRATIVE ADVICE ALLOCATIONS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Administrative Advice</th> <th>Lots to be Encumbered</th> </tr> </thead> <tbody> <tr> <td>710454868</td> <td>36 &amp; (7)</td> </tr> </tbody> </table> <p style="text-align: center;"><i>SP303350 must register prior to this plan.</i></p>	Title Reference	Description	New Lots	Road	Secondary Interests	(to 10/04)	Lot 36 on SP303350	36 & (7)	—	—	Covenant	Lots Encumbered	720457007	36 & (7)	Administrative Advice	Lots to be Encumbered	710454868	36 & (7)
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710454868	36 & (7)																		
<p>2. Planning Body Approval.</p> <p><b>As</b> _____  <b>hereby approves this plan in accordance with the:</b>  <b>1/</b></p> <p>_____ day of _____</p> <p>_____ <b>1/</b></p> <p>_____ <b>1/</b></p> <p><small>1/ Insert the name of the Planning Body. 2/ Insert applicable governing legislation.</small></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">36 &amp; (7)</td> <td style="width: 50%; text-align: center;">Lot 4 on SP277144</td> </tr> <tr> <td style="text-align: center;">Lots</td> <td style="text-align: center;">Orig</td> </tr> </table> <p>3. Orig Grant Allocation :</p> <p>4. Passed &amp; Endorsed: <i>[Signature]</i> <b>14/04/2020</b></p> <p>By: <b>RPS Australia East Pty Ltd</b>  Date: <b>27/04/2020</b>  Signed: <i>[Signature]</i>  Designation: <b>Cadastral Surveyor</b></p>	36 & (7)	Lot 4 on SP277144	Lots	Orig														
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Lots	Orig																		
<p>3. Plans with Community Management Statement :</p> <p>CMS Number : _____</p> <p>Name : _____</p>	<p>5. Building Format Plans only.</p> <p><small>1/ Verify that :  2/ As far as it is practicable to determine, no part of the building shown on this plan encroaches onto adjoining lots or roads.  3/ Parts of the building shown on this plan encroaches onto adjoining 1/ lots and roads.</small></p> <p>Cadastral Surveyor / Director <b>1/</b> Date _____  <b>1/</b> <small>1/</small> <b>1/</b></p> <p>6. Lodgement Fees :</p> <table style="width: 100%;"> <tr> <td>Survey Deposit</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Lodgement</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>New Titles</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Photocopy</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Postage</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$ _____</td> </tr> </table> <p>7. Insert Plan Number <b>SP321485</b></p>	Survey Deposit	\$ _____	Lodgement	\$ _____	New Titles	\$ _____	Photocopy	\$ _____	Postage	\$ _____	TOTAL	\$ _____						
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Photocopy	\$ _____																		
Postage	\$ _____																		
TOTAL	\$ _____																		

**Owner's consent to the making of a development application under the Planning Act 2016**

MAPOON ABORIGINAL SHIRE COUNCIL

DEED OF GRANT IN TRUST - THE GRANTEE IS TO HOLD THE SAID LAND IN TRUST FOR ABORIGINAL RESERVE PURPOSES AND FOR NO OTHER PURPOSE WHATSOEVER

As trustee of the premises identified below:

Lot 36 SP313350

consent to the making of a development application under the *Planning Act 2016* for:

Reconfiguration of a Lot ( Subdivision ( one lot into 2 lots)



On behalf of trustees

Name .....

Position .....

Date .....

The *Planning Act 2016* is administered by the Department of Local Government, Infrastructure and Planning, Queensland Government.

PR145516 -G75629



## REPORT

## Document status

Version	Purpose of document	Authored by	Reviewed by	Approved by	Review date
1	Report	I. Doust	I. Doust	I. Doust	28 Oct 2020

## Approval for issue

Ian Doust



28 October 2020

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 to 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.

## Prepared by:

## RPS

Ian Doust

Principal

135 Abbott Street  
Cairns QLD 4870

T +61 7 4031 1336

E [ian.doust@rpsgroup.com.au](mailto:ian.doust@rpsgroup.com.au)

## Prepared for:

## Mapoon Aboriginal Shire Council

c/o Tom Smith

Works Manager

Mapoon

T 40825200

E [Mapoon.Works@mapoon.qld.gov.au](mailto:Mapoon.Works@mapoon.qld.gov.au)

## REPORT

**Contents**

<b>1</b>	<b>INTRODUCTION</b>	<b>1</b>
<b>2</b>	<b>SITE DETAILS</b>	<b>2</b>
2.1	Site Particulars	2
2.2	Planning context	3
2.3	Site characteristics	4
<b>3</b>	<b>PROPOSAL</b>	<b>5</b>
3.1	Overview	5
<b>4</b>	<b>LEGISLATIVE REQUIREMENTS</b>	<b>6</b>
4.1	Assessment Manager	6
4.2	Categories of Assessment	6
4.3	State Assessment Referral Agency	6
4.3.1	MappingSearch Results	6
4.3.2	Referrals	6
4.3.3	Non-Referrals	6
4.4	Public Notification	6
<b>5</b>	<b>STATUTORY PLANNING ASSESSMENT</b>	<b>7</b>
5.1	Regional Plan	7
5.2	State Planning Policy	7
5.3	State Development Assessment Provisions	7
5.4	Local Planning Assessment Provisions	7
5.4.1	Applicable Assessment Instrument	7
5.4.2	Defined Use	7
5.4.3	Level of Assessment	7
5.4.4	Code Summary	7
5.4.5	Planning Code responses	7
<b>6</b>	<b>CONCLUSION</b>	<b>8</b>

**Figures**

Figure 1	Site Location	2
Figure 2	Zoning Map	3

**Appendices**

Appendix A	Location Plan	9
Appendix B	Survey Plan	10
Appendix C	SARA Mapping	11
Appendix D	Planning Code Responses	12
Appendix E	DA Forms	13
Appendix F	Owners Consent	14
	End of report	15

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**REPORT**

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## **1 INTRODUCTION**

RPS Australia East Pty Ltd (RPS) has been engaged by Mapoon Aboriginal Shire Council (Applicant).

The subject site is more properly described as Lot 36 SP313350.

This development application seeks:

- Development Permit for Reconfiguration of a Lot to create lot 171 on SP321485 at Mapoon.

Refer to:

- **Appendix A Location Plan**, RPS Drawing No. PR145516-10-Proposed ROL 171
- **Appendix B Survey Plan SP321485**
- **Development Application Forms**
- **Owners Consent**

Under the Mapoon Planning Scheme 2008, the subject site is located within the Township Zone (Red Beach Precinct) and the proposed development is subject to Code assessable.

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.

## REPORT

**2 SITE DETAILS****2.1 Site Particulars**

APPLICANT	MASC
DATE LODGED	26 October 2020
ADDRESS	Clermont Street, Mapoon
RPD	Lot 36 SP313350
AREA	3.411ha
TYPE OF APPROVAL	Development Permit
PROPOSED DEVELOPMENT	Reconfiguration of a Lot (1 lots into 2 lots)
TRUSTEE	Mapoon Aboriginal Shire Council – Deed of Grant in Trust
LODGED BY	Mapoon Aboriginal Shire Council
FILE NO	RPS PR145516



Figure 1 Site Location



## REPORT

## 2.2 Planning context

The planning context of the site includes the following:

<b>PLANNING SCHEME</b>	Mapoon Aboriginal Shire Council Planning Scheme – November 2019
<b>STRATEGIC MAP</b>	Township
<b>ZONE &amp; PRECINCT</b>	Township Zone and Red Beach Precinct
<b>OVERLAY</b>	Mapping
<b>ENVIRONMENTALLY SENSITIVE AREA</b>	MSES – Regulated Vegetation (essential habitat)
Wenlock River Basin Area	Not Applicable
Natural Hazards (Bushfire Hazard)	Bushfire Hazard Exclusion Area
Natural Hazards (Coastal Protection)	Not Applicable
Natural Hazards (Flood)	Not Applicable
<b>LEVEL OF ASSESSMENT</b>	Code Assessment
<b>APPLICABLE CODES</b>	1. Township Zone Code 2. Reconfiguring a Lot Code



Figure 2 Zoning Map



## REPORT

**2.3 Site characteristics**

Site inspection and searches of local and state government records indicate that key site characteristics include:

**Table 3 Site Characteristics**

Site Features	Details
Existing use of the site	Vacant
Topography	The site is predominantly flat
Vegetation	Light, Mapped Category B, Least Concern
Road Frontages and Length	frontage to Clermont, Bond, Wheeler and Main Streets
Services	Electricity, water and telecommunication services are already located in the adjoining streets
Waterways	There are no waterways traversing the site.

**2.5 Surrounding Land Uses**

Immediately surrounding land uses comprise the following:

**Table 5 Surrounding Uses**

Search material	Details
North	Housing
East	Guest Accommodation, Shop
South	Vacant
West	Housing

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**REPORT**

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**3 PROPOSAL****3.1 Overview**

The proposed development involves

- the creation of lot 171 , approximately 50m wide by 95-102metres deep, area 4630m2
- the creation of lot 36 , balance lot, 2.918 ha

## REPORT

## 4 LEGISLATIVE REQUIREMENTS

### 4.1 Assessment Manager

In accordance with Schedule 8 of the *Planning Regulation 2017*, the assessment manager for this application is the Carpentaria Shire Council (Council).

### 4.2 Categories of Assessment

The table below summarises the categorising instruments and categories of assessment applicable to this application.

**Table 6 Categories of Assessment**

Aspect of development	Categorising instrument	Category of assessment
<ul style="list-style-type: none"> <li>Development Permit for Reconfiguration of a Lot</li> </ul>	Mapoon Aboriginal Planning Scheme Alignment Amendment November 2019	Code

### 4.3 State Assessment Referral Agency

#### 4.3.1 MappingSearch Results

The following searches of local and state records have been undertaken:

**Table 4 Searches**

Search material	Details
DA Mapping	<ul style="list-style-type: none"> <li>Coastal management district</li> <li>Great Artesian Water resource plan area</li> <li>Regulated Vegetation management Map</li> </ul>

See Appendix C SARA Mapping over the site.

#### 4.3.2 Referrals

A review of Schedule 10 of the *Planning Regulation 2017*, indicates that referral is triggered by the proposed development, the following referral applies:

**Table 7 Referral Agency**

Part	Division	Table	Referral Trigger	Referral Agency
Nil				

#### 4.3.3 Non-Referrals

Despite the site being mapped as containing remnant vegetation (least concern), the land is zoned Township and as such any vegetation clearing is Exempt Clearing under Planning Act Schedule 21 Part 2 Item 2 g "urban purposes in an Urban Area".

### 4.4 Public Notification

The application does not require public notification as it is subject to code assessment.

## REPORT

## 5 STATUTORY PLANNING ASSESSMENT

### 5.1 Regional Plan

Section 30 of the *Planning Regulation 2017* requires that the code assessment of this application must be carried out against the assessment benchmarks stated in the regional plan, to the extent the regional plan is not identified in the planning scheme as having been appropriately integrated.

The subject site is not subject to the a Regional Development Plan.

### 5.2 State Planning Policy

Section 26(2)(a)(ii) of the *Planning Regulation 2017* requires that the code assessment must be carried out against the State Planning Policy, part E, to the extent part E is not identified in the planning scheme as having been appropriately integrated.

A review of the changes within the SPP are not considered to impact the proposals compliance with the SPP.

### 5.3 State Development Assessment Provisions

No State Development Assessment provisions are applicable.

### 5.4 Local Planning Assessment Provisions

#### 5.4.1 Applicable Assessment Instrument

The Mapoon Aboriginal Shire Planning Scheme 2019 is the applicable Local Categorising Instrument for this development application.

In accordance with Schedule 8 of the *Planning Regulation 2017*, the assessment manager for this application is Mapoon Aboriginal Shire Council.

#### 5.4.2 Defined Use

This application seeks a reconfiguration of a lot approval.

#### 5.4.3 Level of Assessment

Pursuant to the Tables of Assessment for the Township Zone within the Planning Scheme, the proposal triggers Code Assessment.

#### 5.4.4 Code Summary

Table 9: Planning Scheme Codes Summary	Response
Code	
Township Zone Code	Generally Complies
Reconfiguring a Lot Code	Complies

#### 5.4.5 Planning Code responses

See Appendix D Planning Code responses

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**REPORT**

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**6 CONCLUSION**

This submission has been prepared to seek a Development Permit for reconfiguration of a lot.

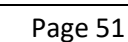
In summary, we submit that the proposed development is unlikely to have any significant impacts upon infrastructure, environment or community that cannot be adequately controlled through the application of relevant and reasonable conditions as part of approval. We therefore commend the development for Council approval.

REPORT

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## Appendix A – Location Plan



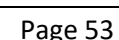


REPORT

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## Appendix B – Survey Plan





<p>Land Title Act 1994 : Land Act 1994 Form 270 (Version 1)</p> <p style="text-align: center;">(Dealing No.)</p>	<p><b>WARNING : Folded or Mutilated Plans will not be accepted.</b> <span style="float: right;">Sheet <u>2</u> of <u>2</u></span>  <b>Plans may be rolled.</b>  <b>Information may not be placed in the outer margins.</b></p> <p>a. Lodged by _____</p> <p><small>(Include address, phone number, reference, and Lodger Code)</small></p>																		
<p>1. Certificate of Registered Owners or Lessees.</p> <p><b>1/ We MAPOON ABORIGINAL SHIRE COUNCIL</b>  <b>DEED OF GRANT IN TRUST</b>  <b>THE GRANTEE IS TO HOLD THE SAID LAND IN TRUST FOR</b>  <b>ABORIGINAL RESERVE PURPOSES AND FOR NO OTHER</b>  <b>PURPOSE WHATSOEVER.</b></p> <p><small>(Names in full)</small></p> <p><b>We as Registered Owners of this land agree to this plan and dedicate the Public Use Land as shown hereon in accordance with Section 20 of the Land Title Act 1994.</b></p> <p><b>We as Lessees of this land agree to this plan:</b></p> <p>_____          Signature of <b>We as Registered Owners</b> <b>We as Lessees</b></p> <p><small><input type="checkbox"/> Rule out where not applicable</small></p>	<p>4. Existing <span style="float: right;">Created</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Title Reference</th> <th>Description</th> <th>New Lots</th> <th>Road</th> <th>Secondary Interests</th> </tr> </thead> <tbody> <tr> <td>(to 10/04/2020)</td> <td>Lot 36 on SP303350</td> <td>36 &amp; (7)</td> <td>—</td> <td>—</td> </tr> </tbody> </table> <p style="text-align: center;"><b>EXISTING COVENANT ALLOCATIONS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Covenant</th> <th>Lots Encumbered</th> </tr> </thead> <tbody> <tr> <td>720457007</td> <td>36 &amp; (7)</td> </tr> </tbody> </table> <p style="text-align: center;"><b>EXISTING ADMINISTRATIVE ADVICE ALLOCATIONS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Administrative Advice</th> <th>Lots to be Encumbered</th> </tr> </thead> <tbody> <tr> <td>710454868</td> <td>36 &amp; (7)</td> </tr> </tbody> </table> <p style="text-align: center;"><i>SP303350 must register prior to this plan.</i></p>	Title Reference	Description	New Lots	Road	Secondary Interests	(to 10/04/2020)	Lot 36 on SP303350	36 & (7)	—	—	Covenant	Lots Encumbered	720457007	36 & (7)	Administrative Advice	Lots to be Encumbered	710454868	36 & (7)
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710454868	36 & (7)																		
<p>2. Planning Body Approval.</p> <p><b>We</b> _____          Herewith approve this plan in accordance with the :  <b>1/</b></p> <p>_____ day of _____</p> <p>_____ <b>1/</b></p> <p>_____ <b>1/</b></p> <p><small><input type="checkbox"/> Insert the name of the Planning Body <input type="checkbox"/> Insert applicable governing legislation</small></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">36 &amp; (7)</td> <td style="width: 50%; text-align: center;">Lot 4 on SP277144</td> </tr> <tr> <td style="text-align: center;">Lots</td> <td style="text-align: center;">Orig</td> </tr> </table> <p>3. Orig Grant Allocation :</p> <p>4. Passed &amp; Endorsed : <i>14/04/2020</i></p> <p>By: <b>NPS Australia East Pty Ltd</b>          Date: <b>27/04/2020</b>          Signed: <i>[Signature]</i>          Designation: <b>Cadastral Surveyor</b></p>	36 & (7)	Lot 4 on SP277144	Lots	Orig														
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<p>3. Plans with Community Management Statement :</p> <p>CMS Number : _____</p> <p>Name : _____</p>	<p>4. References :</p> <p>Dept File : _____</p> <p>Local Gov : _____</p> <p>Surveyor : <b>PR144229-1</b></p>																		
<p>5. Building Format Plans only.</p> <p><small>Verify that :</small></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> As far as it is practicable to determine, no part of the building shown on this plan encroaches onto adjoining lots or roads</li> <li><input type="checkbox"/> Parts of the building shown on this plan encroaches onto adjoining <input type="checkbox"/> lots and road</li> </ul> <p>Cadastral Surveyor / Director <input type="checkbox"/> Date _____  <input type="checkbox"/> Date endorsed required</p> <p>6. Lodgement Fees :</p> <table style="width: 100%;"> <tr> <td>Survey Deposit</td> <td>\$ _____</td> </tr> <tr> <td>Lodgement</td> <td>\$ _____</td> </tr> <tr> <td>New Titles</td> <td>\$ _____</td> </tr> <tr> <td>Photocopy</td> <td>\$ _____</td> </tr> <tr> <td>Postage</td> <td>\$ _____</td> </tr> <tr> <td>TOTAL</td> <td>\$ _____</td> </tr> </table> <p>7. Insert Plan Number <b>SP321485</b></p>		Survey Deposit	\$ _____	Lodgement	\$ _____	New Titles	\$ _____	Photocopy	\$ _____	Postage	\$ _____	TOTAL	\$ _____						
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Photocopy	\$ _____																		
Postage	\$ _____																		
TOTAL	\$ _____																		

## Appendix C – SARA Mapping



### Matters of Interest for all selected Lot Plans

*Coastal management district*  
*Great artesian water resource plan area*  
*Regulated vegetation management map (Category A and B extract)*

### Matters of Interest by Lot Plan

**Lot Plan: 36SP313344 (Area: 34390 m<sup>2</sup>)**  
*Coastal management district*  
*Great artesian water resource plan area*  
*Regulated vegetation management map (Category A and B extract)*

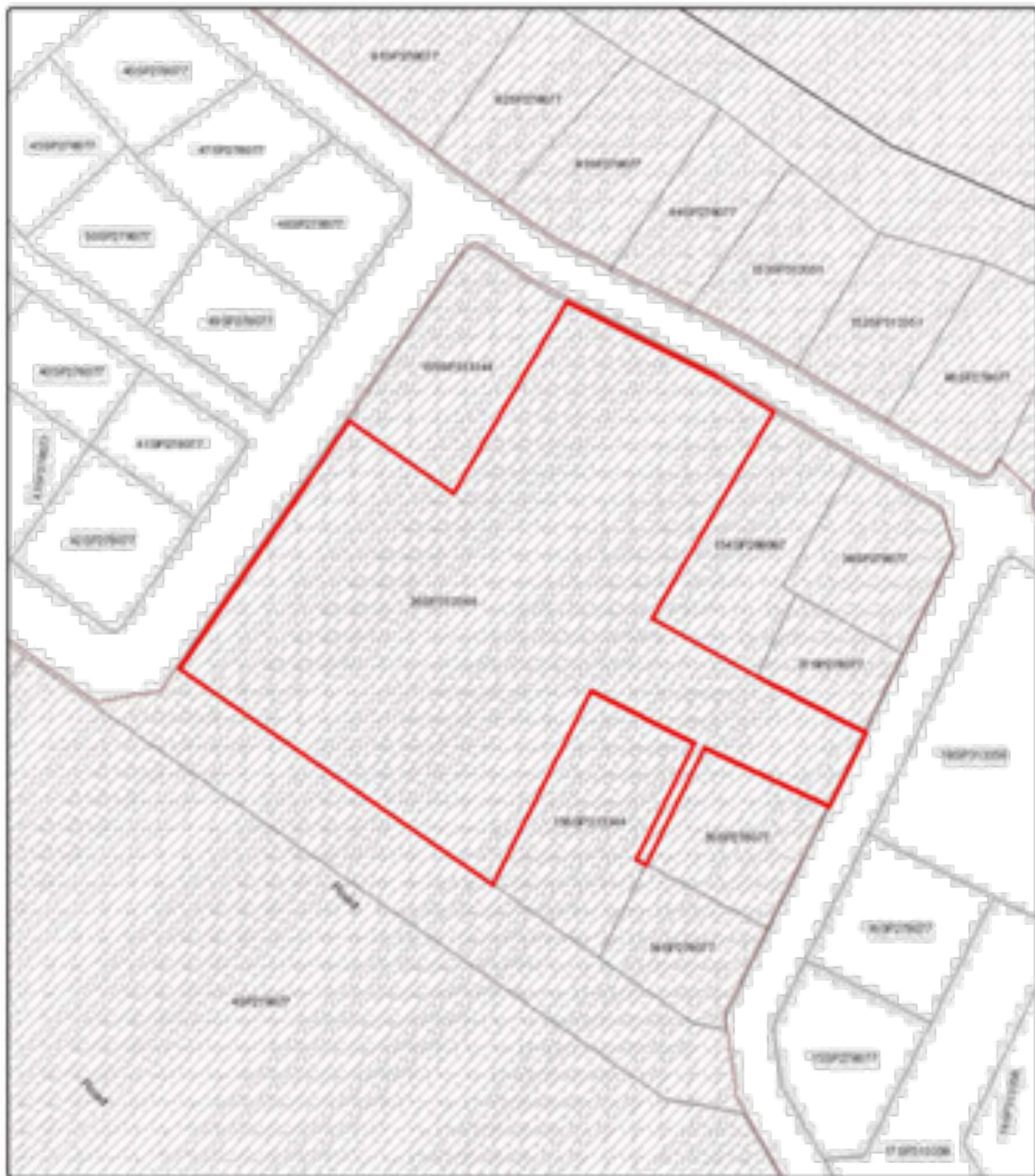


Global activities under resource plan area



**Disclaimer:** This map has been prepared by the Information supplied to the Department of State Development, Aboriginal and Torres Strait Islander Affairs Planning Directorate. The map is for information purposes only. The Department does not warrant the accuracy of the information provided. The map is for information purposes only. The Department does not warrant the accuracy of the information provided. The map is for information purposes only. The Department does not warrant the accuracy of the information provided.





### State Assessment and Referral Agency

(Date: 26/10/2020)



Department of State Development  
Manufacturing, Infrastructure  
and Planning

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### Legend

Coastal management district

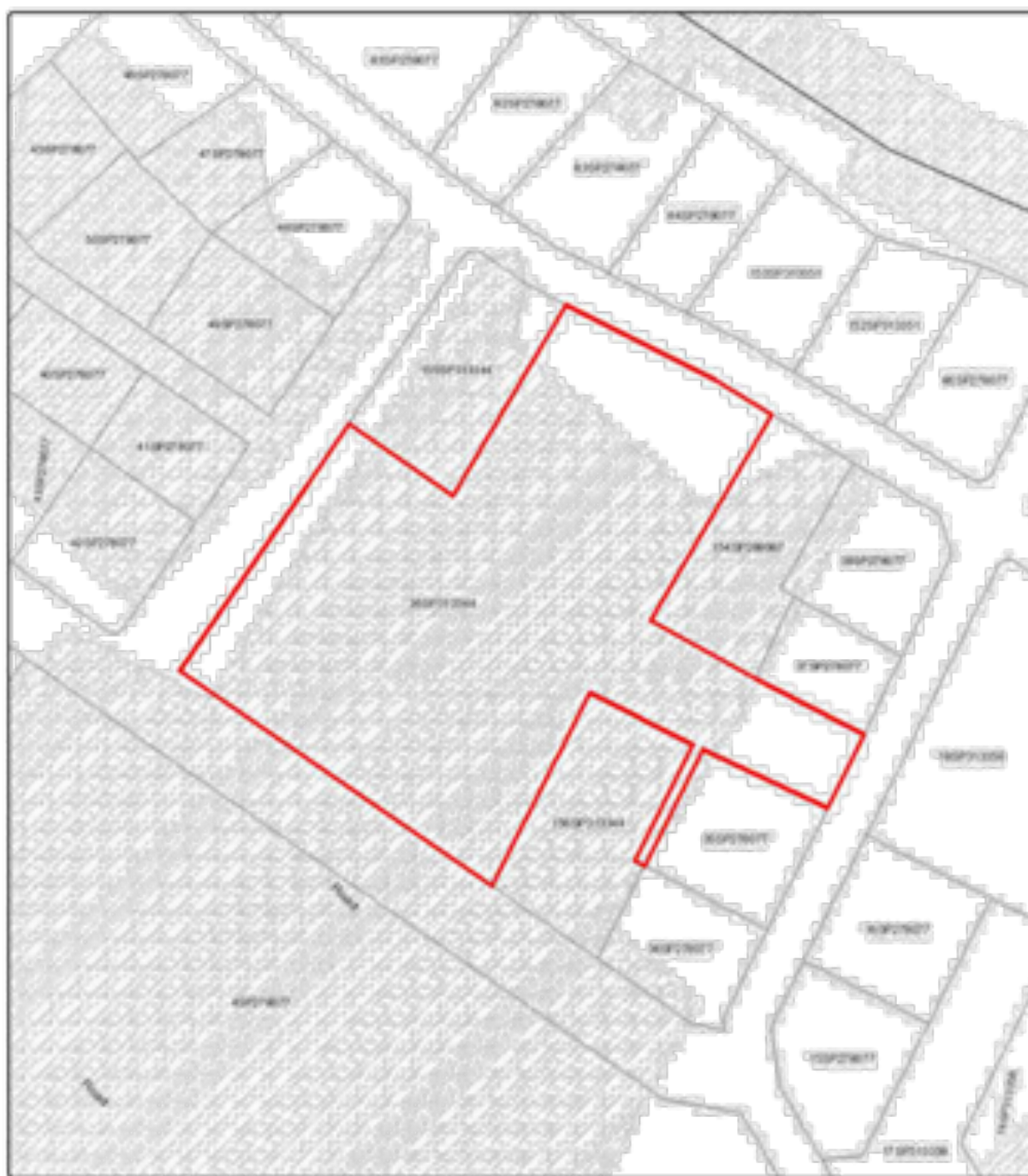


Coastal management district



### Disclaimer

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### State Assessment and Referral Agency

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Department of State Development  
Manufacturing, Infrastructure  
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#### Legend

Regulated vegetation management map  
(Category A and B extract)



Category A on the regulated vegetation  
management map



Category B on the regulated vegetation  
management map



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REPORT

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## Appendix D – Planning Code Responses



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TOWNSHIP ZONE CODE ASSESSMENTV2 ALIGNMENT

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Mapoon Planning Scheme V2 Alignment

Township Zone CodeOverall Outcomes In Red Beach Precinct

- The Red Beach precinct is promoted as the town centre and includes retail, business, community services and employment opportunities. It is the intention that Red Beach Precinct will be promoted as a centralised hub for the community in terms of the way that people live, work, socialise and spend leisure time;
- Development provides for a range of business and industrial activities where the potential for external impacts resulting from activities can be managed to maintain the viability of Red Beach as the centralised hub for the community. Development is designed and managed to maintain safety to people, avoid significant adverse effects on the natural environment and minimise amenity impacts on any adjacent residential activities;
- A variety of residential dwelling choices are provided within the Red Beach Precinct including dwelling houses, dual occupancy multiple dwellings, special needs, aged care and short term accommodation for visitors;
- The coastline and foreshore maintains public access, provides places for recreation and supports community and cultural identity.
- **Assessment** - the proposed Reconfiguration will create a lot consistent with the non-residential precinct of Red Beach.

## TOWNSHIP ZONE CODE ASSESSMENT

## V2 ALIGNMENT

Table 6.2.1.4 – Benchmarks for development that is accepted subject to requirements or assessable development

Performance outcomes	Acceptable outcomes	Assessment
<b>For development that is accepted subject to requirements and assessable development</b>		
<b>Built Form, Character and Amenity – Residential Uses</b>		
<b>PO1</b> Development is appropriately sited to ensure safety, privacy and amenity of adjoining properties and public spaces.	<b>AO1.1</b> Residential buildings and structures are setback: (1) At least 6m from road boundary or the same distance as dwellings next door; and (2) At least 5m from side boundary (where defined) where the building is up to 4.5m in height; (3) At least 10m from side boundary (where defined) where the building is between 4.5m and 7.5m in height; and (4) 10m from any adjoining dwelling. <i>Note – Where there is no surveyed boundary, the side boundary is a line measured equally between two buildings.</i> <i>Note – A road boundary is typically 4m from the edge of any road pavement.</i>	Not applicable as the future use should be non-residential
	<b>AO1.2</b> Building height is not to exceed 8.5m above natural ground.	Not Applicable as the application is for only a ROL
	<b>AO1.3</b> A single dwelling house does not exceed a Gross Floor Area (GFA) of 300m <sup>2</sup>	Not Applicable as the application is for only a ROL

## TOWNSHIP ZONE CODE ASSESSMENT

## V2 ALIGNMENT

<p><b>PO2</b> Sufficient areas of open space for residents are required to meet with expectations for relaxation and privacy.</p>	<p><b>AO2.1</b> In relation to Permanent Residential Accommodation Activities:</p> <p>(1) At least 50m<sup>2</sup> for a dwelling house;</p> <p>(2) At least 25m<sup>2</sup> for all other accommodation types;</p> <p>(3) Where a balcony is provided above ground then:</p> <p>(a) Minimum 5m<sup>2</sup>; and</p> <p>(b) At least 2.0 metres in length and width</p>	<p>Not applicable as the future use should be Non-residential</p>
<p><b>PO3</b> Fencing is provided to all allotments separating dwellings and between differing land uses within the Township Zone</p>	<p><b>AO3.1</b> Fencing is provided along the side and rear boundaries of allotments and is no higher than 1.8 metres</p>	<p>The site adjoins the Church on one side and vacant lot on the other. Any requirement for fencing should be applied when the use on the lot is determined.</p>

Performance outcomes	Acceptable outcomes	
<p><b>PO4</b> Carparking and access to each residential use is provided from a constructed road and sufficient for expected demand</p>	<p><b>AO4.1</b> Residential uses provide a minimum of 1 car park on-site for each dwelling or dwelling unit.</p>	<p>Not applicable as the future use should be Non-residential</p>
<p><b>PO5</b> Air-conditioning units and condensers are screened or located so that:</p> <p>(1) Not easily viewed from the street;</p> <p>(2) Noise of impacts on adjoining premises are minimised.</p>	<p><b>AO5.1</b> No Acceptable Outcome is identified</p>	<p>Not applicable - Any requirement should be applied when the use on the lot is determined.</p>

## TOWNSHIP ZONE CODE ASSESSMENT

## V2 ALIGNMENT

Built Form, Character and Amenity – Non-Residential Uses		
PO8 Development of Non-Residential Uses is appropriately designed and sited to ensure safety, privacy and amenity of adjoining properties and public spaces.	<p>AO8.1 Non-Residential buildings and structures are setback:</p> <p>(1) At least 6m from road boundary or the same distance as dwellings next door; and</p> <p>(2) At least 1.5m from side boundary (where defined) where the building is up to 4.5m in height;</p> <p>(3) At least 2m from side boundary (where defined) where the building is between 4.5m and 7.5m in height; and</p> <p>(4) At least 3m from side boundary (where defined) where buildings are greater than 7.5m in height; or</p> <p>(5) 10m from any adjoining dwelling.</p> <p>Note – where there is no surveyed boundary, the side boundary is a line measured equally between two buildings. A road boundary is typically 4m from the edge of any road pavement.</p> <p>AO8.2 Building height is not to exceed 8.5m above natural ground</p> <p>AO8.3 Landscaped buffers are established within the front and side setbacks up to 2.0m in depth.</p> <p>AO8.4 The following maximum site coverage (%) may be considered by Council to maintain the character and amenity of the township zone:</p> <p>(1) Red Beach Precinct – Max 70% of the Site Area</p> <p>(2) High Rise Precinct – Max 50% of the Site Area</p> <p>(3) Airport and Industry Precinct – Max 80% of the Site Area</p> <p>AO8.5 Driveway crossovers and accesses utilise shared driveways where possible</p>	Not Applicable as the application is for only a ROL. Any requirement should be applied when the use on the lot is determined.

## TOWNSHIP ZONE CODE ASSESSMENT

## V2 ALIGNMENT

PO7 Non-Residential Activities are located to promote walking and cycling and discourage unnecessary car trips	AO7.1 No Acceptable Outcome is identified	Any requirement should be applied when the use on the lot is determined.
PO8 Carparking and access to each non-residential use is provided on-site from a constructed road and is sufficient to deal with expected demand  Editor's note—Off-street parking is capable of being provided in relation to non-residential development only at Council's discretion	AO8.1 One carparking space per 100m <sup>2</sup> Gross Floor Area (GFA) is provided.	Any requirement should be applied when the use on the lot is determined.
PO9 Development seeks to maintain and improve the streetscape of Mapoon through: (1) On-site landscaping; (2) Maintaining tidy frontages and building areas.	AO9.1 On-site landscaping is provided at a Min of 10% of the Site Area  AO9.2 Shade trees are provided within the road frontage  AO9.3 Delivery, storage and waste refuge areas are located at the rear of premises or screened from the view of the street.	Any requirement should be applied when the use on the lot is determined.
PO10 Where Non-Residential Activities involve Park or Community Recreational Activities they provide opportunities for community interaction, meet recreational needs and enhance amenity and usability;	AO10.1 Parks and recreational activities which provide active areas for children's recreation are co-located with other Community Recreational Facilities to promote casual surveillance of the area  AO10.2 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

## TOWNSHIP ZONE CODE ASSESSMENT

## V2 ALIGNMENT

For home based businesses only		
<b>PO11</b> Home based businesses are ancillary to the primary purpose of a Dwelling House and, through their operation, do not detrimentally affect the amenity of the surrounding residential area through increase in traffic, noise or other disturbance.	<b>AO11.1</b> Home based businesses: (1) Are located within an existing dwelling or outbuilding; (2) The total floor area does not exceed 10% of total floor area of the existing dwelling; (3) Do not include any retail, display or hiring of goods, food preparation or industrial activities; (4) Does not generate vehicle deliveries; (5) Includes a sign of no greater than 1m <sup>2</sup> displayed upon the dwelling façade or fence; (6) Limited to one (1) additional employee; and (7) Do not require external building works.	Not Applicable
<b>PO12</b> Hours of operation are reflective of the low-density residential environment	<b>AO12.1</b> The use is conducted within the hours of: (a) 7am to 6pm Monday to Friday; and (b) 8am to 12pm weekends and public holidays	Not Applicable

## TOWNSHIP ZONE CODE ASSESSMENT

## V2 ALIGNMENT

Performance outcomes	Acceptable outcomes	
<b>All development</b>		
PO13 Buildings are designed and constructed to front the street and improve safety of residents and community through visual surveillance.	AO13.1 No Acceptable Outcome is identified.	Any requirement should be applied when the use on the lot is determined.
PO14 Development is designed to consider the particular climatic conditions of Far north Queensland and the western Cape York for sustainable practices including maximising energy efficiency and water conservation.	AO14.1 No Acceptable Outcome is identified.	Any requirement should be applied when the use on the lot is determined.
PO15 Development provides pedestrian and cyclist access between sites and township areas where people live, work and spend time socialising.	AO15.1 No Acceptable Outcome is identified.	Any requirement should be applied when the use on the lot is determined.
PO16 The coastline and foreshore maintains public access, provides places for recreation and supports community and cultural identity.	AO16.1 No Acceptable Outcome is identified.	Not Applicable
<b>Cultural Heritage</b>		
PO17 All development is located, designed and operated to ensure that any impact on land with known cultural heritage values is appropriately managed.  <small>Note – Non-Indigenous heritage places are registered on Local Heritage Register. For Indigenous cultural heritage places, please consult Traditional Owners.</small>	AO17.1 Development is not undertaken in an area where there is known cultural heritage values, including both physical artefacts and historical significance and built heritage.  AO17.2 Where circumstances require that development cannot be relocated then all activities must be in accordance with an approved Cultural Heritage Management Plan endorsed by the responsible parties and Traditional Owners.	There are no known cultural heritage values affecting the site.

## TOWNSHIP ZONE CODE ASSESSMENT

## V2 ALIGNMENT

Infrastructure Standards		
<p><b>PO18</b> All uses are serviced with appropriate levels and standards of infrastructure that is logical, efficient, cost effective and minimises the impacts on the environment.</p>	<p><b>AO18.1</b> Uses and other development are provided with –</p> <ul style="list-style-type: none"> <li>(1) Reticulated water; or</li> <li>(2) A minimum of 20,000 l water tank per dwelling;</li> <li>(3) Provision of on-site effluent system that complies with the appropriate guidelines in particular suitable on-site wastewater system to ensure wastewater –             <ul style="list-style-type: none"> <li>(a) Is treated and disposed of on-site subject to site, soil and locational constraints;</li> <li>(b) Reduces the potential for –                 <ul style="list-style-type: none"> <li>i. Contaminating groundwater, surface water or wetland environments;</li> <li>ii. Risks to reticulated water supply or public health;</li> </ul> </li> </ul> </li> <li>(4) Stormwater management systems that –             <ul style="list-style-type: none"> <li>i. Utilise existing overland systems;</li> <li>ii. Incorporate measures to reduce stormwater run-off quantity and improve stormwater quality;</li> </ul> </li> <li>(5) Energy and telecommunications;</li> <li>(6) Stormwater and drainage systems;</li> <li>(7) refuse and recycling facilities;</li> <li>(8) Constructed vehicular access in accordance with Inpos development manual;</li> <li>(9) Maximise the opportunities to provide or upgrade existing footpaths;</li> <li>(10) Where parking is required on site, it is located at the rear of non-residential buildings;             <ul style="list-style-type: none"> <li>i. Parking rates for non-residential activities should be provided at 1 space per 100m<sup>2</sup> of GFA</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>(1) Water services exist in the adjoining Street</li> <li>(2) Not required</li> <li>(3) The lot size is a large and should be able to comply for on-site effluent systems once a future use is determined.</li> <li>(4) There are no underground drainage systems on the land</li> <li>(5) Electricity and telecommunications services exist in Clermont Street</li> <li>(6) There are no underground drainage systems on the land</li> <li>(7) Conditions relating to refuse and recycling facilities can be applied once a future landuse is determined.</li> <li>(8) Constructed vehicular access can be applied once a future landuse is determined.</li> <li>(9) The need for footpaths can be determined can be applied once a future landuse is determined.</li> <li>(10) The amount and need for carparking can be applied once a future landuse is determined.</li> </ul> <p>Lots will be conditioned</p> <ul style="list-style-type: none"> <li>(1) To connect to reticulated water</li> <li>(2) To provide stormwater overland flow systems</li> <li>(3) To connect to Energy and telecommunications;</li> <li>(4) To connect to Stormwater and drainage systems;</li> <li>(5) To provide Refuse and recycling facilities at MCU stage</li> <li>(6) Constructed vehicular access in accordance with FHQROC development manual at MCU stage</li> <li>(7) Maximise the opportunities to provide or upgrade existing footpaths at MCU stage</li> <li>(8) Where parking is required on site, it is located at the rear of non-residential buildings at MCU stage</li> </ul>



## TOWNSHIP ZONE CODE ASSESSMENT

## V2 ALIGNMENT

Performance outcomes	Acceptable outcomes	
<b>Where in Red Beach Precinct Only</b>		
<p>PO19 Land is predominately used for the following types of uses:</p> <ul style="list-style-type: none"> <li>a) Residential development such as dwelling houses, dual occupancies, multiple dwellings, special needs accommodation, aged care accommodation and short term accommodation;</li> <li>b) Retail, business, community services and other employment uses;</li> <li>c) Industrial activities that manage amenity, environmental and safety impacts.</li> </ul>	<p>AO19.1 No Acceptable Outcome is identified.</p>	<p>The proposed use is not determined at this stage, however the master planning indicates a non-residential use compatible with the central business precinct is preferred.</p>
<p>PO20 Development of Non-Residential Uses is appropriately sited to ensure safety, privacy and amenity of adjoining properties and public spaces.</p>	<p>AO20.1 Non-Residential buildings and structures are setback:</p> <ul style="list-style-type: none"> <li>(1) 3m from the road boundary, or the same distance as the adjoining building; and</li> <li>(2) 2m from side boundaries where adjoining a non- residential use;</li> </ul> <p>Note – where there is no surveyed boundary, the side boundary is a line measured equally between two buildings. A road boundary (where not surveyed) is approximately 4m from the edge of any road pavement.</p>	<p>Any requirement should be applied when the use on the lot is determined.</p>

## TOWNSHIP ZONE CODE ASSESSMENT

## V2 ALIGNMENT

<i>Where in High Rise Precinct Only</i>		
PO21 Development is limited to dwelling houses.	AO21.1 No Acceptable outcome is identified.	Not Applicable
PO22 Residential development is undertaken in way that improves casual surveillance and separation of dwellings	AO22.1 No Acceptable Outcome is identified	Not Applicable

Performance outcomes	Acceptable outcomes	
<i>Where in Airport Land and Industry Precinct Only</i>		
<i>Site layout, built form and amenity</i>		
PO23 Land is predominately used for the following types of uses: (1) Uses associated with the Mapoon Airport; and (2) High Impact Industry  Business Activities ancillary to the uses and which support the primary function of the airport./ industrial uses, such as offices and including caretaker residence uses must not limit the efficient use of the airport./ industrial land.	AO23.1 No Acceptable Outcome is identified	Not Applicable

## TOWNSHIP ZONE CODE ASSESSMENT

## V2 ALIGNMENT

<p>PO24 All development must consider the operational efficiency and the safety of airport operations</p>	<p>AO24.1 Suitable development will ensure that design has considered and minimises the potential impacts resulting from: a) Lighting associated with activities on airport operations; b) Potential emissions resulting from activities that would impact of airport operations; c) Potential for attractive wildlife that would impact of airport operations; or d) Any structure or buildings that would intrude into the operational environment of the Mapoon airport.</p>	<p>Not Applicable</p>
<p>PO25 All development is appropriately sited to ensure that: (1) The function of the site is maximised and demand/supply impacts on adjoining sites are minimised; (2) Adequate manoeuvring areas commensurate with the use of vehicles are provided to maintain and enhance road safety and that of the community; (3) New access and improvements to the site resulting from development do not compromise the function of the road network from which the access is gained; (4) An effective mix of landscaping and fencing is established at a suitable scale, having regard to the nature and scale of the use, which screens outdoor working and storage areas. (5) The location of lighting and other noise sensitive operations does not result in negative impacts on adjoining premises</p>	<p>AO25.1 Buildings and structures are setback a minimum of: (1) 10m from the road boundary, or the same distance as the adjoining building; (2) 5m from side boundary;  Editor's note—where there is no surveyed boundary, the side boundary is a line measured equally between two buildings. A road boundary (where not surveyed) is approximately 4m from the edge of any road pavement.  AO25.2 Landscaped buffers are established within the front and side setbacks up to 2.0m in depth and covers a minimum of 10% of total site area.  AO25.3 Access to the site ensures the function of the road network from which the access is gained, is not compromised  AO25.4 Site coverage does not exceed 80% of total site area, including all hardstand parking and manoeuvring areas.</p>	<p>Not Applicable</p>

## TOWNSHIP ZONE CODE ASSESSMENT

## V2 ALIGNMENT

PO26 Adverse impacts on natural features and processes, both on-site and from adjoining areas, are avoided and any unavoidable impacts are minimised through location, design, operation and management of development.	AO26.1 No Acceptable Outcome is identified.	Not Applicable
<b>For High Impact Industry only</b>		
PO27 Development for High Impact Industry is sited to ensure that the potential impacts on the community and other sensitive areas are considered and managed	AO27.1 A minimum separation distance of 200 metres is provided between proposed development and sensitive 'landuse' activities  AO27.2 Minimum separation of 500 metres must be provided to the Water Infrastructure Precinct unless additional technical reporting can be provided to demonstrate grounds for an alternative solution.	Not Applicable
PO28 Development must not result in sensitive land uses being exposed to industrial air, noise and odour emissions.	AO28.1 The use is designed to ensure that: (1) Noise objectives meet the <i>Environmental Protection (Noise) Policy 2008</i> ; (2) Air quality objectives meet the <i>Environmental Protection (Air) Policy 2008</i> .	Not Applicable
<b>Key infrastructure sites</b>		
PO29 Key infrastructure sites identified in Map 002 – Township Zone Code Map 1 and Map 003 – Township Zone Code Map 2 are protected from incompatible development.	AO29.1 No Acceptable Outcome is identified.	Not Applicable

## RECONFIGURATION OF A LOT CODE ASSESSMENT

## V2 ALIGNMENT

Mapoon Planning Scheme V2 Alignment

ROL Code - Objective

(1) The purpose of the reconfiguring a lot code is to:

- a) provide for good subdivision design that is capable of maintaining the distinct character of the particular zone and features of the land on which development is proposed;
- b) manage development of land to appropriately recognise and manage the physical and natural constraints that affect the creation of lots such as flooding, coastal protection, bushfire and provision of infrastructure;
- c) protect areas of cultural heritage significance from inappropriate development;
- d) ensure that subdivision accommodates future development opportunities (for infill) particularly in the Red Beach Precinct and consolidation of serviceable land in a logical and sequential manner, where required;
- e) make sure that new lots have suitable access to town services;
- f) make sure that development does not result in unnecessary and unreasonable impacts on the environmental values identified throughout the shire.

(2) The purpose of the code will be achieved through the following overall outcomes:

- a) the layout, size and dimensions of the lots are best suited to the intended use of the land and in such a way that the development maintains character and amenity of the Mapoon Township Area and natural environment;
- b) development helps create interesting, pleasant, safe and attractive living environments that are consistent with the character of the zone and/or the precinct in which it is proposed;
- c) the design and layout of allotments is responsive to the environment and natural features including the topography, vegetation, overland drainage, slopes and biodiversity values;
- d) no new allotments will be created on land that is physically constrained by Flooding or Coastal Protection unless an overriding community benefit exists and is demonstrated;
- e) for subdivision of land located in the Township zone; development appropriately reflects the 'key' design principles and masterplan provisions contained in the Mapoon Urban Area Masterplan Planning Scheme Policy (Policy No.1)

**Assessment - the proposed Reconfiguration complies with the Objectives of the ROL Code.**

## RECONFIGURATION OF A LOT CODE ASSESSMENT

## V2 ALIGNMENT

Table 8.2.1.3 – Benchmarks for assessable development

Site suitability and locational requirements		
<b>P01</b> Reconfiguring a Lot does not occur outside of the Township Zone (Refer to Schedule 2 – Mapping)	<b>A01.1</b> No Acceptable Outcome is identified	Complies
<b>P02</b> Development helps create interesting, pleasant, safe and attractive living environments that are consistent with the character of the zone and/or the precinct in which it is proposed.	<b>A02.1</b> No Acceptable Outcome is identified	Complies
<b>P03</b> Lots are positioned, designed and constructed to ensure that physical constraints and the potential impacts of flood, bushfire, coastal hazards and landslide are minimised.  Suitable development will result in lots that can maintain the safety of people and property during an event;	<b>A03.1</b> Lots have suitable area and access above the identified flood level of 7.0metres AHD as shown on Overlay Map OVL-004 - Natural Hazards (Flood); <b>A03.2</b> Lots have sufficient area to incorporate a fire break (generally 1.5 times the height of adjoining vegetation) or a minimum of 10 metres between existing vegetation and development; <b>A03.3</b> No lots are created on land and that is considered to be in a 'high' storm tide inundation area shown on Overlay Map OVL-005a to OVL-005c – Natural Hazards (Coastal Protection).	Complies. The ground level of the site is approximately RL7.8 to RL8.0  The surrounding Clermont St, Bond St, Main St and Wheeler Street provide a suitable firebreak.  Complies – lots are above high storm tide level
<b>P04</b> Each lot has separate access and frontage to a constructed road.	<b>A04.1</b> No Acceptable Outcome is identified	Complies – lots front constructed road

## RECONFIGURATION OF A LOT CODE ASSESSMENT

## V2 ALIGNMENT

Cultural Heritage		
PO5 Development is positioned, 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 – the land has no known cultural values
Environmental and Physical Values		
PO6 Development is not undertaken on contaminated land.	AO6.1 For Residential Development only: • No previous history of industrial activities (including land fill) have occurred on subject site.	Not Applicable
PO7 Development is positioned, designed and operated to avoid impacts upon environmentally sensitive areas including vegetation, wetlands and coastal areas.	AO7.1 Development responds appropriately to sensitive environmental features of the site or locality, by: (1) avoiding steep slopes to minimise landscape disturbance and vegetation loss; (2) avoiding penetrating or fragmenting remnant vegetation or wetland areas; (3) avoiding drainage features, particularly in the location of access places and access streets; (4) providing for safe wildlife movement where habitat corridors are interrupted.	Complies – the land has no steep slopes  Complies – The vegetation on the area is not considered environmentally sensitive  Complies The surrounding Clermont St, Bond St, Main St and Wheeler Street inhibit safe wildlife movement in any case.

## RECONFIGURATION OF A LOT CODE ASSESSMENT

## V2 ALIGNMENT

<p><b>POB</b></p> <p>Development is undertaken where it can demonstrate that access and connection to the necessary infrastructure/services can be provided efficiently to Council's network.</p>	<p><b>AOB.1</b></p> <p>Each new lot is designed and created having regard to the works required to service each development to the standards contained in Local Government Infrastructure Plan (Part 4) including the following:</p> <ul style="list-style-type: none"><li>▪ connection to Council's reticulated water supply system;</li><li>▪ use of an effluent disposal system that can demonstrate consistency with the appropriate statutory requirements for the demands proposed by development;</li></ul> <p>connection to telecommunications and electricity networks</p>	<p>Able to comply.</p>
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## RECONFIGURATION OF A LOT CODE ASSESSMENT

## V2 ALIGNMENT

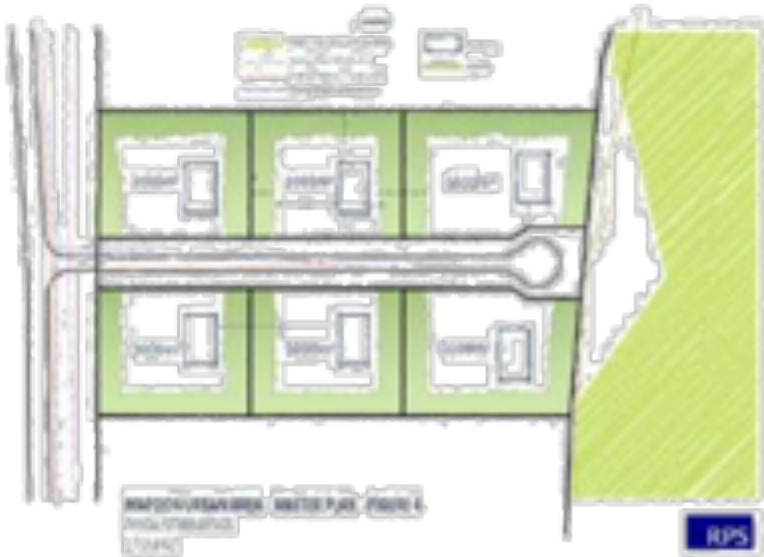
Lot design and amenity		
Where lot is created to accommodate an existing development:		
<b>PO9</b> Each lot contains sufficient area and is located so that: <ul style="list-style-type: none"> <li>adequate private open space is provided for the existing dwelling;</li> <li>appropriate setbacks between adjacent dwellings, boundary or structures are achieved;</li> <li>adequate fire breaks are established between dwelling and any existing vegetation;</li> <li>suitable land for vehicle access to a road is provided;</li> <li>the lot does not contain footpath area or other public thoroughfare;</li> <li>access to publicly owned infrastructure is uninhibited;</li> <li>buffers to natural features are maintained to areas such as wetlands, waterways and drainage lines.</li> </ul>	<b>AO9.1</b> Allotment boundaries are established: <ol style="list-style-type: none"> <li>at least 20m from each edge of a constructed dwelling where the site adjoins bushland;</li> <li>an area with a dimension of at least 4m is available at the road frontage to enable vehicle parking on site;</li> <li>so that it does not contain existing infrastructure such as electricity lines/poles, reticulated sewer and water mains etc.</li> <li>so that no drainage line, waterway or wetland is included within the allotment boundary.</li> </ol>	Not Applicable
Where involving the creation of a vacant lot:		
<b>PO10</b> Each lot has sufficient dimensions and area to accommodate: <ul style="list-style-type: none"> <li>intended future use with adequate setbacks;</li> <li>inclusion of vegetated buffers (min 20 metres in width) to maintain a high level of amenity between dwellings;</li> <li>Private open space around residential dwellings;</li> <li>Vehicle or parking area; and</li> <li>Access to town infrastructure and services</li> </ul>	<b>AO10.1</b> Allotment Sizes comply with the minimum areas set out below: <p><u>RedBeachPrecinct</u></p> <ul style="list-style-type: none"> <li>Minimum = 1,000m<sup>2</sup></li> </ul> <p><u>HighFlowPrecinct</u></p> <ul style="list-style-type: none"> <li>Minimum = 3,000m<sup>2</sup></li> </ul> <p><u>Airport/Land and Industry Precinct</u></p> <ul style="list-style-type: none"> <li>Minimum = 4,000m<sup>2</sup></li> </ul> <p><u>Other Areas</u></p> <ul style="list-style-type: none"> <li>At the discretion of Council</li> </ul>	Allotment Sizes comply with the minimum areas <u>RedBeachPrecinct</u> Minimum = 1,000m <sup>2</sup>

Ref RPS/PR345536\_G78849 ROL 2 into 4 lots

Page 5

RECONFIGURATION OF A LOT CODE ASSESSMENT

V2 ALIGNMENT

Performance Outcome	Acceptable Outcome	
<b>EXAMPLE:</b> The arrangement below reflects the preferred development design of allotments within the High Rise (Waggon Urban Area Masterplan)		Not Applicable
		

## RECONFIGURATION OF A LOT CODE ASSESSMENT

## V2 ALIGNMENT

<p>PO11 Each lot can be adequately and safely accessed by vehicles.</p>	<p>AD11.1 Each lot has a frontage and practicable access to a constructed public road via direct road frontage, or access strip (for a rear lot) or an access easement;</p> <p>AD11.2 Where an access strip is required:</p> <p>(1) no more than two access strips are located adjacent to each other; and</p> <p>(2) are at least 5m in width; and</p> <p>(3) do not exceed 50m in length</p>	<p>Complies</p> <p>Access Strip not required</p>
<b>Where involving the creation of more than 10 lots</b>		
<p>PO12 A mixture of lot sizes is provided to accommodate variety of housing types and styles.</p>	<p>AD12.1 No Acceptable Outcome is identified</p>	<p>Not Applicable</p>
<p>PO13 Land must be dedicated for sufficient open space to:</p> <ul style="list-style-type: none"> <li>Meet the needs of the future residents and provide opportunity for active living for the community;</li> <li>Link with existing public space and create a network for the urban area</li> </ul>	<p>AD13.1 No Acceptable Outcome is identified</p>	<p>Not Applicable</p>

## RECONFIGURATION OF A LOT CODE ASSESSMENT

## V2 ALIGNMENT

Performance Outcome	Acceptable Outcome	
Within the Township Zone		
PO14 Where within the Township Zone, development appropriately reflects the 'key' design principles and masterplan provisions contained in the Mapoon Urban Area Masterplan Planning Scheme Policy (Policy No.1).	AO14.1 No Acceptable Outcome is identified.	Complies

REPORT

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## Appendix E – DA Forms

## 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)	Mapoon Aboriginal Shire Council Deed of Grant in Trust Trustee
Contact name (only applicable for companies)	c/o RPS Group c/o Ian Doust
Postal address (P.O. Box or street address)	PO Box 1949
Suburb	Calms
State	Qld
Postcode	4870
Country	Australia
Contact number	07 40311336
Email address (non-mandatory)	
Mobile number (non-mandatory)	
Fax number (non-mandatory)	
Applicant's reference number(s) (if applicable)	PR145516-171

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

<b>3) Location of the premises (complete 3.1) or 3.2, and 3.3) as applicable)</b>				
<b>Note:</b> Provide details below and attach a site plan for any or all premises part of the development application. For further information, see DA Form Guide: Relevant plans.				
<b>3.1) Street address and lot on plan</b>				
<input type="checkbox"/> Street address <b>AND</b> lot on plan (all lots must be listed), <b>or</b> <input type="checkbox"/> Street address <b>AND</b> 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
			Clermont Street	Mapoon
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)
		36	SP313350	Mapoon
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)
<b>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 Morton Bay)</b>				
<b>Note:</b> Place each set of coordinates in a separate row.				
<input type="checkbox"/> Coordinates of premises by longitude and latitude				
Longitude(s)		Latitude(s)		Datum
				<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other:
<input type="checkbox"/> Coordinates of premises by easting and northing				
Easting(s)		Northing(s)		Datum
				<input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56 <input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other:
<b>3.3) Additional premises</b>				
<input type="checkbox"/> Additional premises are relevant to this development application and the details of these premises have been attached in a schedule to this development application <input checked="" type="checkbox"/> Not required				
<b>4) Identify any of the following that apply to the premises and provide any relevant details</b>				
<input type="checkbox"/> In or adjacent to a water body or watercourse or in or above an aquifer				
Name of water body, watercourse or aquifer:				
<input type="checkbox"/> 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:				
<input type="checkbox"/> In a tidal area				
Name of local government for the tidal area (if applicable):				
Name of port authority for tidal area (if applicable):				
<input type="checkbox"/> 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" value="No"/>
<input type="checkbox"/> Listed on the Contaminated Land Register (CLR) under the <i>Environmental Protection Act 1994</i>
CLR site identification: <input type="text" value="No"/>

**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

<b>6.1) Provide details about the first development aspect</b>
a) What is the type of development? <i>(tick only one box)</i>
<input type="checkbox"/> Material change of use <input checked="" type="checkbox"/> Reconfiguring a lot <input type="checkbox"/> Operational work <input type="checkbox"/> Building work
b) What is the approval type? <i>(tick only one box)</i>
<input checked="" type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval <input type="checkbox"/> Preliminary approval that includes a variation approval
c) What is the level of assessment?
<input checked="" type="checkbox"/> Code assessment <input type="checkbox"/> Impact assessment <i>(requires public notification)</i>
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):
Reconfiguration of a Lot to create Lot 171 SP321485
e) Relevant plans
<i>Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms guide: Relevant plans.</i>
<input checked="" type="checkbox"/> Relevant plans of the proposed development are attached to the development application
<b>6.2) Provide details about the second development aspect</b>
a) What is the type of development? <i>(tick only one box)</i>
<input type="checkbox"/> Material change of use <input type="checkbox"/> Reconfiguring a lot <input type="checkbox"/> Operational work <input type="checkbox"/> Building work
b) What is the approval type? <i>(tick only one box)</i>
<input type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval <input type="checkbox"/> Preliminary approval that includes a variation approval
c) What is the level of assessment?
<input type="checkbox"/> Code assessment <input type="checkbox"/> Impact assessment <i>(requires public notification)</i>
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
<i>Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms Guide: Relevant plans.</i>
<input type="checkbox"/> Relevant plans of the proposed development are attached to the development application
<b>6.3) Additional aspects of development</b>
<input type="checkbox"/> 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
<input checked="" type="checkbox"/> 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 <sup>2</sup> ) (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?	
1	
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:
				Township
Number of lots created				1
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?				

<b>11) Dividing land into parts by agreement – how many parts are being created and what is the intended use of the parts?</b>				
Intended use of parts created	Residential	Commercial	Industrial	Other, please specify:
Number of parts created				

<b>12) Boundary realignment</b>			
<b>12.1) What are the current and proposed areas for each lot comprising the premises?</b>			
Current lot		Proposed lot	
Lot on plan description	Area (m <sup>2</sup> )	Lot on plan description	Area (m <sup>2</sup> )

<b>12.2) What is the reason for the boundary realignment?</b>				

<b>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)</b>				
Existing or proposed?	Width (m)	Length (m)	Purpose of the easement? (e.g. pedestrian access)	Identify the land/lot(s) benefited 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.*

<b>14.1) What is the nature of the operational work?</b>		
<input type="checkbox"/> Road work	<input type="checkbox"/> Stormwater	<input type="checkbox"/> Water infrastructure
<input type="checkbox"/> Drainage work	<input type="checkbox"/> Earthworks	<input type="checkbox"/> Sewage infrastructure
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Signage	<input type="checkbox"/> Clearing vegetation
<input type="checkbox"/> Other – please specify: _____		
<b>14.2) Is the operational work necessary to facilitate the creation of new lots? (e.g. subdivision)</b>		
<input type="checkbox"/> Yes – specify number of new lots: _____		
<input type="checkbox"/> No		
<b>14.3) What is the monetary value of the proposed operational work? (include GST, materials and labour)</b>		
\$ _____		

### PART 4 – ASSESSMENT MANAGER DETAILS

<b>15) Identify the assessment manager(s) who will be assessing this development application</b>	
Mapoon Aboriginal Shire Council	
<b>16) Has the local government agreed to apply a superseded planning scheme for this development application?</b>	
<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

<p><b>17) Does this development application include any aspects that have any referral requirements?</b>  <b>Note:</b> A development application will require referral if prescribed by the Planning Regulation 2017.</p> <p><input checked="" type="checkbox"/> No, there are no referral requirements relevant to any development aspects identified in this development application – proceed to Part 6</p>
<p><b>Matters requiring referral to the Chief Executive of the Planning Act 2016:</b></p> <p><input type="checkbox"/> Clearing native vegetation</p> <p><input type="checkbox"/> Contaminated land (unexploded ordnance)</p> <p><input type="checkbox"/> Environmentally relevant activities (ERA) (only if the ERA has not been devolved to a local government)</p> <p><input type="checkbox"/> Fisheries – aquaculture</p> <p><input type="checkbox"/> Fisheries – declared fish habitat area</p> <p><input type="checkbox"/> Fisheries – marine plants</p> <p><input type="checkbox"/> Fisheries – waterway barrier works</p> <p><input type="checkbox"/> Hazardous chemical facilities</p> <p><input type="checkbox"/> Heritage places – Queensland heritage place (on or near a Queensland heritage place)</p> <p><input type="checkbox"/> Infrastructure-related referrals – designated premises</p> <p><input type="checkbox"/> Infrastructure-related referrals – state transport infrastructure</p> <p><input type="checkbox"/> Infrastructure-related referrals – State transport corridor and future State transport corridor</p> <p><input type="checkbox"/> Infrastructure-related referrals – State-controlled transport tunnels and future state-controlled transport tunnels</p> <p><input type="checkbox"/> Infrastructure-related referrals – near a state-controlled road intersection</p> <p><input type="checkbox"/> Koala habitat in SEQ region – interfering with koala habitat in koala habitat areas outside koala priority areas</p> <p><input type="checkbox"/> Koala habitat in SEQ region – key resource areas</p> <p><input type="checkbox"/> Ports – Brisbane core port land – near a State transport corridor or future State transport corridor</p> <p><input type="checkbox"/> Ports – Brisbane core port land – environmentally relevant activity (ERA)</p> <p><input type="checkbox"/> Ports – Brisbane core port land – tidal works or work in a coastal management district</p> <p><input type="checkbox"/> Ports – Brisbane core port land – hazardous chemical facility</p> <p><input type="checkbox"/> Ports – Brisbane core port land – taking or interfering with water</p> <p><input type="checkbox"/> Ports – Brisbane core port land – referable dams</p> <p><input type="checkbox"/> Ports – Brisbane core port land – fisheries</p> <p><input type="checkbox"/> Ports – Land within Port of Brisbane's port limits (below high-water mark)</p> <p><input type="checkbox"/> SEQ development area</p> <p><input type="checkbox"/> SEQ regional landscape and rural production area or SEQ rural living area – tourist activity or sport and recreation activity</p> <p><input type="checkbox"/> SEQ regional landscape and rural production area or SEQ rural living area – community activity</p> <p><input type="checkbox"/> SEQ regional landscape and rural production area or SEQ rural living area – indoor recreation</p> <p><input type="checkbox"/> SEQ regional landscape and rural production area or SEQ rural living area – urban activity</p> <p><input type="checkbox"/> SEQ regional landscape and rural production area or SEQ rural living area – combined use</p> <p><input type="checkbox"/> Tidal works or works in a coastal management district</p> <p><input type="checkbox"/> Reconfiguring a lot in a coastal management district or for a canal</p> <p><input type="checkbox"/> Erosion prone area in a coastal management district</p> <p><input type="checkbox"/> Urban design</p> <p><input type="checkbox"/> Water-related development – taking or interfering with water</p> <p><input type="checkbox"/> Water-related development – removing quarry material (from a watercourse or lake)</p> <p><input type="checkbox"/> Water-related development – referable dams</p> <p><input type="checkbox"/> Water-related development – levees (category 3 levees only)</p> <p><input type="checkbox"/> Wetland protection area</p>
<p><b>Matters requiring referral to the local government:</b></p> <p><input type="checkbox"/> Airport land</p> <p><input type="checkbox"/> Environmentally relevant activities (ERA) (only if the ERA has been devolved to local government)</p>

<input type="checkbox"/> Heritage places – Local heritage places
Matters requiring referral to the <b>Chief Executive of the distribution entity or transmission entity:</b>
<input type="checkbox"/> Infrastructure-related referrals – Electricity infrastructure
Matters requiring referral to:
<ul style="list-style-type: none"> <li>• The <b>Chief Executive of the holder of the licence</b>, if not an individual</li> <li>• The <b>holder of the licence</b>, if the holder of the licence is an individual</li> </ul>
<input type="checkbox"/> Infrastructure-related referrals – Oil and gas infrastructure
Matters requiring referral to the <b>Brisbane City Council:</b>
<input type="checkbox"/> Ports – Brisbane core port land
Matters requiring referral to the <b>Minister responsible for administering the Transport Infrastructure Act 1994:</b>
<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 <b>relevant port operator</b> , 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 <b>Chief Executive of the relevant port authority:</b>
<input type="checkbox"/> Ports – Land within limits of another port <i>(below high-water mark)</i>
Matters requiring referral to the <b>Gold Coast Waterways Authority:</b>
<input type="checkbox"/> Tidal works or work in a coastal management district <i>(in Gold Coast waters)</i>
Matters requiring referral to the <b>Queensland Fire and Emergency Service:</b>
<input type="checkbox"/> Tidal works or work in a coastal management district <i>(involving a marina (more than six vessel berths))</i>

<b>18) Has any referral agency provided a referral response for this development application?</b>		
<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 (if applicable).		

## PART 6 – INFORMATION REQUEST

<b>19) Information request under Part 3 of the DA Rules</b>
<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
<b>Note:</b> By not agreeing to accept an information request I, the applicant, acknowledge:
<ul style="list-style-type: none"> <li>• 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</li> <li>• Part 3 of the DA Rules will still apply if the application is an application listed under section 11.2 of the DA Rules.</li> </ul>
Further advice about information requests is contained in the <a href="#">DA Forms Guide</a> .

## PART 7 – FURTHER DETAILS

<b>20) Are there any associated development applications or current approvals? (e.g. a preliminary approval)</b>			
<input type="checkbox"/> Yes – provide details below or include details in a schedule to this development application <input checked="" type="checkbox"/> 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			

<b>21) Has the portable long service leave levy been paid? (only applicable to development applications involving building work or operational work)</b>		
<input type="checkbox"/> Yes – a copy of the receipted QLeave form is attached to this development application <input type="checkbox"/> 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 <input checked="" type="checkbox"/> 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)
\$		

<b>22) Is this development application in response to a show cause notice or required as a result of an enforcement notice?</b>
<input type="checkbox"/> Yes – show cause or enforcement notice is attached <input checked="" type="checkbox"/> No

<b>23) Further legislative requirements</b>	
<b>Environmentally relevant activities</b>	
<b>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?</b>	
<input type="checkbox"/> 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 <input checked="" type="checkbox"/> No <small>Note: Application for an environmental authority can be found by searching "ESR/2015/1791" as a search term at <a href="http://www.qld.gov.au">www.qld.gov.au</a>. An ERA requires an environmental authority to operate. See <a href="http://www.business.qld.gov.au">www.business.qld.gov.au</a> for further information.</small>	
Proposed ERA number:	Proposed ERA threshold:
Proposed ERA name:	
<input type="checkbox"/> Multiple ERAs are applicable to this development application and the details have been attached in a schedule to this development application.	
<b>Hazardous chemical facilities</b>	
<b>23.2) Is this development application for a hazardous chemical facility?</b>	
<input type="checkbox"/> Yes – Form 69: Notification of a facility exceeding 10% of schedule 15 threshold is attached to this development application <input checked="" type="checkbox"/> No <small>Note: See <a href="http://www.business.qld.gov.au">www.business.qld.gov.au</a> for further information about hazardous chemical notifications.</small>	

<p><b>Clearing native vegetation</b></p> <p>23.3) Does this development application involve <b>clearing native vegetation</b> 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?</p> <p><input type="checkbox"/> Yes – this development application includes written confirmation from the chief executive of the Vegetation Management Act 1999 (s22A determination)</p> <p><input checked="" type="checkbox"/> No</p> <p><b>Note:</b> 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 <a href="https://www.qld.gov.au/environment/land/vegetation/applying">https://www.qld.gov.au/environment/land/vegetation/applying</a> for further information on how to obtain a s22A determination.</p>
<p><b>Environmental offsets</b></p> <p>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?</p> <p><input type="checkbox"/> 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</p> <p><input checked="" type="checkbox"/> No</p> <p><b>Note:</b> The environmental offset section of the Queensland Government's website can be accessed at <a href="http://www.qld.gov.au">www.qld.gov.au</a> for further information on environmental offsets.</p>
<p><b>Koala habitat in SEQ Region</b></p> <p>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?</p> <p><input type="checkbox"/> Yes – the development application involves premises in the koala habitat area in the koala priority area</p> <p><input type="checkbox"/> Yes – the development application involves premises in the koala habitat area outside the koala priority area</p> <p><input checked="" type="checkbox"/> No</p> <p><b>Note:</b> 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 <a href="http://www.dcs.qld.gov.au">www.dcs.qld.gov.au</a> for further information.</p>
<p><b>Water resources</b></p> <p>23.6) Does this development application involve <b>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?</b></p> <p><input type="checkbox"/> 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 <u>may be</u> required prior to commencing development</p> <p><input checked="" type="checkbox"/> No</p> <p><b>Note:</b> Contact the Department of Natural Resources, Mines and Energy at <a href="http://www.dnrm.qld.gov.au">www.dnrm.qld.gov.au</a> for further information.</p> <p>DA templates are available from <a href="https://planning.dnrm.qld.gov.au/">https://planning.dnrm.qld.gov.au/</a>. If the development application involves:</p> <ul style="list-style-type: none"> <li>• Taking or interfering with underground water through an artesian or subartesian bore: complete DA Form 1 Template 1</li> <li>• Taking or interfering with water in a watercourse, lake or spring: complete DA Form 1 Template 2</li> <li>• Taking overland flow water: complete DA Form 1 Template 3.</li> </ul>
<p><b>Waterway barrier works</b></p> <p>23.7) Does this application involve waterway barrier works?</p> <p><input type="checkbox"/> Yes – the relevant template is completed and attached to this development application</p> <p><input checked="" type="checkbox"/> No</p> <p>DA templates are available from <a href="https://planning.dnrm.qld.gov.au/">https://planning.dnrm.qld.gov.au/</a>. For a development application involving waterway barrier works, complete DA Form 1 Template 4.</p>
<p><b>Marine activities</b></p> <p>23.8) Does this development application involve aquaculture, works within a declared fish habitat area or removal, disturbance or destruction of marine plants?</p> <p><input type="checkbox"/> Yes – an associated resource allocation authority is attached to this development application, if required under the Fisheries Act 1994</p> <p><input checked="" type="checkbox"/> No</p> <p><b>Note:</b> See guidance materials at <a href="http://www.daf.qld.gov.au">www.daf.qld.gov.au</a> for further information.</p>



<b>Quarry materials from a watercourse or lake</b>		
23.9) Does this development application involve the removal of quarry materials from a watercourse or lake under the Water Act 2000?		
<input type="checkbox"/> Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development <input checked="" type="checkbox"/> No		
Note: Contact the Department of Natural Resources, Mines and Energy at <a href="http://www.dnrm.qld.gov.au">www.dnrm.qld.gov.au</a> and <a href="http://www.business.qld.gov.au">www.business.qld.gov.au</a> for further information.		
<b>Quarry materials from land under tidal waters</b>		
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?		
<input type="checkbox"/> Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development <input checked="" type="checkbox"/> No		
Note: Contact the Department of Environment and Science at <a href="http://www.des.qld.gov.au">www.des.qld.gov.au</a> for further information.		
<b>Referable dams</b>		
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)?		
<input type="checkbox"/> Yes – the 'Notice Accepting a Failure Impact Assessment' from the chief executive administering the Water Supply Act is attached to this development application <input checked="" type="checkbox"/> No		
Note: See guidance materials at <a href="http://www.dnrm.qld.gov.au">www.dnrm.qld.gov.au</a> for further information.		
<b>Tidal work or development within a coastal management district</b>		
23.12) Does this development application involve tidal work or development in a coastal management district?		
<input type="checkbox"/> Yes – the following is included with this development application:		
<input type="checkbox"/> Evidence the proposal meets the code for assessable development that is prescribed tidal work (only required if application involves prescribed tidal work)		
<input type="checkbox"/> A certificate of title		
<input checked="" type="checkbox"/> No		
Note: See guidance materials at <a href="http://www.des.qld.gov.au">www.des.qld.gov.au</a> for further information.		
<b>Queensland and local heritage places</b>		
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?		
<input type="checkbox"/> Yes – details of the heritage place are provided in the table below <input checked="" type="checkbox"/> No		
Note: See guidance materials at <a href="http://www.des.qld.gov.au">www.des.qld.gov.au</a> for information requirements regarding development of Queensland heritage places.		
Name of the heritage place:	Place ID:	
<b>Brothels</b>		
23.14) Does this development application involve a material change of use for a brothel?		
<input type="checkbox"/> 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 <input checked="" type="checkbox"/> No		
<b>Decision under section 62 of the Transport Infrastructure Act 1994</b>		
23.15) Does this development application involve new or changed access to a state-controlled road?		
<input type="checkbox"/> 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) <input checked="" type="checkbox"/> 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.dadmp.qld.gov.au](http://www.planning.dadmp.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	

GLeeve notification and payment			
Note: For completion by assessment manager if applicable			
Description of the work			
GLeeve project number			
Amount paid (\$)		Date paid (dd/mm/yy)	
Date receipted form sighted by assessment manager			
Name of officer who sighted the form			

REPORT

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## Appendix F – Owners Consent

**Owner's consent to the making of a development application under the *Planning Act 2016***

MAPOON ABORIGINAL SHIRE COUNCIL

DEED OF GRANT IN TRUST - THE GRANTEE IS TO HOLD THE SAID LAND IN TRUST FOR ABORIGINAL RESERVE PURPOSES AND FOR NO OTHER PURPOSE WHATSOEVER

As trustee of the premises identified below:

Lot 36 SP313350

consent to the making of a development application under the *Planning Act 2016* for:

Reconfiguration of a Lot ( Subdivision ( one lot into 2 lots)



On behalf of trustees

Name .....

Position .....

Date .....

The *Planning Act 2016* is administered by the Department of Local Government, Infrastructure and Planning, Queensland Government.

PR145516 -G75629

REPORT

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**End of report**

**7.4 PLANNED HORSE MUSTER**

**Author:** Tom Smith, Executive of Infrastructure & Works

**Authoriser:** Steve Linnane, Acting CEO

**Attachments:** 1. Preferred Route for horse transport.

**PURPOSE OF REPORT**

To present to Council with recommendation to assist with the safe removal and control of the local horse population.

**BACKGROUND**

Council has a large roaming horse problem which is causing problems with both residents and motorists alike.

In the first week of June, Lionel Simpson visited Mapoon and he and the Executive Manager of Infrastructure and Works inspected the town and produced a plan to round up and sort the horses in a safe and controlled manner.

The outcome of the meeting with Mr Simpson was that he would control the majority of the horses by moving them with salt licks and flavoured feeds to a central point for muster. To minimise as much contact with the main road and vehicles while feeding them, the proposed route is outlaid in the plan attached. Areas that would be used are the old farm, the bottom of the sports oval and a couple of portable yards in between as this is the well-used track where the horses regularly group.

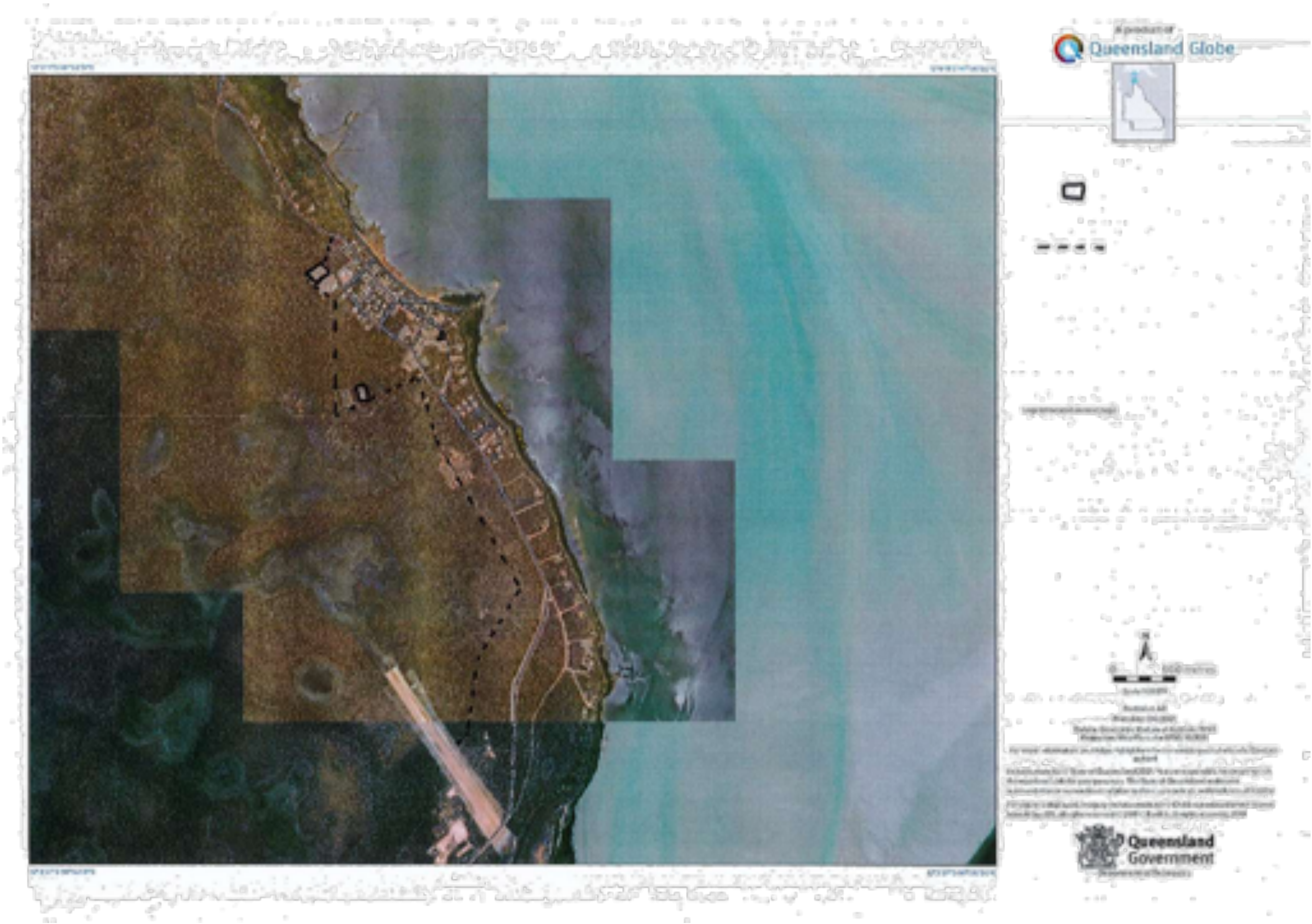
Since this meeting has taken place, I have been contacted by someone local who intends to Muster and sort out horses, and then transport them to Batavia. I am currently chasing up this lead to discuss timeframe and what plan or method they intend to use for the process.

Also, during my meeting with Lionel, he advised that he would also be willing to Geld any of the stallions that may remain in people's possession.

Going forward I suggest that once I have made contact with the local party, we plan to deliver a combined project where Council assists with a safe muster. This would include providing water and food to keep animals calm while sorting. Then it is proposed that the horses that are going to Batavia would be removed safely, leaving Council with the horses that are unrequired, to then freight them to Kuranda where they will be re-homed.

**RECOMMENDATION**

That the Executive Manager of Infrastructure & Works' Report be received and noted.



**7.5 EXECUTIVE FINANCE MANAGER REPORT**

**Author:** Elzebie Groenewald, Executive Manager Financial Services

**Authoriser:** Steve Linnane, Acting CEO

**Attachments:**

1. May 2021 Financial Report
2. Fees and Charges 2021-2022
3. New Accounting Standard Position Paper
4. Landfill Provision Position Paper
5. Revenue Recognition Position Paper

**PURPOSE OF REPORT**

Present to the council a report outlining program performance and operational actions for the previous month. This report contains listed activities and points for decisions in Council meeting.

**DISCUSSION****Finance**

Finance department has been busy with the Interim Audit with Queensland Audit Office and we are on target on meeting their due dates. We have also had a site visit from our Internal Auditor and are waiting at this time. We are also reviewing the Draft Asset Valuations prepared by APV Valuers for finalisation at 30th June 2021.

**Profit & Loss**

As at 31st May 2021 the council made a net loss of \$86,154. This is better than the budgeted loss of \$1.125M. Prior year we received the FAG grants in advance due to COVID19 which has not happened this year.

**Revenue**

As at 31st May 2021 the council received revenue totalling \$17.907M, this is below budget \$5.531M. This is due to timing of funds expected and the finalisation of projects for 30th June 2021.

**General Expenses & Cost of Goods Sold**

As at 31st May 2021 Council total expenditure was \$17.993M, 32% below the budget of \$26.656M. This is due to a timing difference on completing projects with the extended wet season and closure of PDR.

**Store**

The store has made a Net Profit of \$1,385 for the month of May. The operating loss for the year to 31st May 2021 is \$76,837.

**Untied Funds**

The Council currently holds \$3.169M in untied funds which is consistent with the previous month.

**Fees and Charges 2021-2022**

The Schedule of Fees and Charges for 2021 -2022 has been reviewed and has been attached to this report.

**Queensland Audit Office - Position Papers**

QAO 2021 External Audit Plan has identified the following key accounting issues that require resolution this year. Our consultants Altius Advisors have prepared these Position Papers attached to this report, which the Acting CEO has approved and ask Council to adopt these as they are normally presented to an Audit Committee.

**RECOMMENDATION**

That Council endorses the following: -

1. Financial Reports for the financial period May 2021.
2. Council adopts the Schedule of Fees and Charges 2021- 2022.
3. Council adopts the QAO Position Papers
  - (i) New Accounting Standards
  - (ii) Landfill Provision
  - (iii) Revenue Recognition



PO Box 213 Weipa Qld 4874 <b>Profit &amp; Loss [Budget Analysis]</b> July 2020 through May 2021				
	Selected Period	Budgeted	\$ Difference	% Difference
<b>Income</b>				
Agency Fees				
Income - Centrelink Agency Fee	\$22,107.49	\$22,000.00	\$107.49	0%
Income - Postal Agency Commis	\$10,144.75	\$9,646.08	\$498.67	5%
Landing Fees	\$189.09	\$4,583.33	-\$4,394.24	-96%
Revenue - Hire - Plant & Equip	\$715.99	\$200,727.08	-\$200,011.09	-100%
Revenue - Hire of Vehicle	\$24,260.00	\$32,714.92	-\$8,454.92	-26%
Income - Fishing Licence	\$4,545.50	\$3,836.42	\$909.08	25%
Membership Fee	\$4,331.78	\$458.33	\$3,873.45	845%
Ranger Contract Services	\$59,760.96	\$48,598.00	\$11,162.96	23%
Rental Receipts Social Housing	\$17,295.51	\$6,040.83	\$11,254.68	186%
Staff Housing	\$8,098.11	\$39,807.17	-\$31,709.06	-80%
Rates	\$13,230.94	\$149,974.00	-\$136,743.06	-91%
Lease payments Housing	\$267,207.54	\$139,018.92	\$128,188.62	92%
Dongas Accommodation	\$339,116.83	\$480,495.58	-\$141,378.75	-29%
Rental - Misc properties	\$127,670.51	\$176,686.42	-\$49,017.91	-28%
Income - Administration Fees	\$414,060.55	\$498,550.25	-\$84,489.70	-17%
Income - Bank Interest	\$23,246.65	\$58,924.25	-\$35,677.60	-61%
Works Sales - Houses	\$936,025.75	\$2,783,629.75	-\$1,847,604.00	-66%
Works sales - not houses	\$16,623.28	\$0.00	\$16,623.28	
Workshop Sales - Mech External	\$21,442.83	\$4,742.83	\$16,700.00	352%
Workshop sales Internal	\$267,659.50	\$366,666.67	-\$159,007.17	-43%
Store Sales - GST	\$487,361.43	\$641,666.67	-\$154,305.24	-24%
Store Sales - GST Free	\$478,037.19	\$458,333.33	\$19,703.86	4%
Camping Fees- Town , Cullen Pt	\$24,283.53	\$13,635.42	\$10,648.11	78%
Camping Fees-Outside town area	\$1,645.45	\$2,312.75	-\$667.30	-29%
Store sales - Fuel	\$354,801.00	\$303,382.83	\$51,408.17	17%
Store Sales- Phone IT Services	\$68,871.87	\$57,720.67	\$9,151.20	16%
Store Sales- Electricity cards	\$157,164.58	\$132,979.00	\$24,185.58	18%
ATM - Rebates	\$7,426.99	\$7,032.67	\$394.32	6%
Store Sales - Cigarettes	\$574,481.73	\$480,063.08	\$114,398.65	25%
Aged Care Meals	\$3,563.71	\$7,908.08	-\$4,344.37	-55%
Sales - Gas Bottles	\$16,230.96	\$16,979.42	-\$748.46	-4%
Washing Machine, Coin operated	\$392.73	\$1,553.75	-\$1,161.02	-75%
Sales - AMO Service	\$2,811.82	\$4,583.33	-\$1,771.51	-39%
Reimbursements	\$123,592.99	\$24,652.83	\$98,940.16	401%
Refunds/Claims	\$63,681.26	\$68,097.33	-\$4,416.07	-6%
Unexpended Grants billed	\$3,821,578.31	\$3,495,456.25	\$326,122.06	9%
Unexpended Grants - Cfltd	-\$119,228.99	-\$448,328.83	\$329,099.84	-73%
Grants - General Purpose	\$5,901.02	\$514,658.75	-\$508,758.73	-99%
Grants - Operating - State	\$3,358,050.55	\$2,825,124.50	\$530,926.05	19%

Grants - Operating - C'with	\$1,783,481.10	\$2,187,391.25	<b>-\$403,930.15</b>	-18%
Grants - Operating - Other	\$76,332.51	\$4,583.33	\$71,749.18	1565%
Grants - Capital - State	\$1,785,117.24	\$7,688,645.25	<b>-\$5,903,528.01</b>	-77%
Grants - Capital - C'With	\$750,000.00	\$687,500.00	\$62,500.00	9%
Grants - Capital - Other	\$1,304,035.64	\$1,418,541.67	<b>-\$114,506.03</b>	-8%
Donations	\$220,454.58	<b>-\$69,792.25</b>	\$290,246.83	-416%
Disposal of assets	\$34,181.81	\$0.00	\$34,181.81	
<b>Total Income</b>	<b>\$17,987,892.12</b>	<b>\$25,631,594.92</b>	<b>-\$7,643,692.80</b>	-30%

**Cost of Sales****Store**

Store rebates	<b>-\$8,450.14</b>	<b>-\$7,239.83</b>	<b>-\$1,210.31</b>	17%
Store CoS General	\$638,393.17	\$554,079.17	\$74,314.00	13%
Store CoS- Cigarettes	\$438,712.73	\$374,896.50	\$63,816.23	17%
Phone IT cards	\$64,766.49	\$63,821.08	\$945.41	1%
Store CoS Powercards	\$141,414.10	\$103,365.17	\$38,048.93	37%
StoreStock Adj, Spoilage/Theft	\$155,681.01	\$155,267.25	\$413.76	0%
Store Freight	\$190,966.03	\$168,053.42	\$22,903.21	14%
Store CoS Fuel	\$207,459.68	\$175,998.17	\$31,461.51	18%
Store Camp Fee Royalties	\$17,096.36	\$14,096.33	\$2,999.03	21%
Purchases - Workshop Stock	\$93,554.97	\$108,504.92	<b>-\$14,949.95</b>	-14%
Purchases - Workshop Fuel	\$26,521.69	\$23,650.92	\$2,870.77	12%
Freight-Workshop	\$15,377.79	\$12,672.00	\$2,705.79	21%
Purchases - Construction Stock	\$3,322.50	\$1,193.50	\$2,129.00	178%
Works Materials - Houses	\$324,565.01	\$148,391.83	\$176,173.18	119%
Works Materials - not-Houses	\$876,516.29	\$199,692.17	\$676,824.12	339%
Freight - Works - houses	\$39,605.80	\$24,388.83	\$15,216.97	62%
Freight General	\$11,197.17	\$24,438.33	<b>-\$13,241.16</b>	-54%
Works - Contractors - Houses	\$484,728.27	\$2,045,848.92	<b>-\$1,560,920.65</b>	-76%
Works Contractors - not houses	\$4,988,922.86	\$4,421,753.42	\$567,169.44	13%
LittleHotelierTransaction Fees	<b>-\$9.35</b>	\$714.08	<b>-\$723.43</b>	-101%
Works - Small tools	\$868.73	\$0.00	\$868.73	
Purchases - Gas Bottles	\$9,576.31	\$13,411.75	<b>-\$3,835.44</b>	-29%
gas bottles - Connection fee	\$170.00	\$0.00	\$170.00	
Water Supply expenses	\$18,888.58	\$7,334.25	\$11,552.31	158%
<b>Total Cost of Sales</b>	<b>\$8,783,199.05</b>	<b>\$8,634,974.17</b>	<b>\$68,124.88</b>	1%

<b>Gross Profit</b>	<b>\$9,204,393.07</b>	<b>\$16,897,520.75</b>	<b>-\$7,693,127.68</b>	-46%
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**Expenses****Employment Expenses****Wages and Salaries**

Wages & Salaries	\$2,748,311.51	\$3,374,452.58	<b>-\$626,141.07</b>	-19%
Annual Leave	\$286,477.06	\$97,229.92	\$189,247.14	195%
Long service leave	\$27.24	\$47.67	<b>-\$20.43</b>	-43%
Sick leave	\$69,894.73	\$8,438.83	\$61,455.90	728%
Superannuation	\$370,615.90	\$293,461.67	\$77,154.23	26%

Staff Amenities	\$2,725.14	\$2,088.17	\$636.97	31%
Staff Housing Rents	\$48,593.18	\$25,336.67	\$23,256.51	92%
Staff Recruitment & Relocation	\$38,978.64	\$34,253.08	\$4,725.56	14%
Training Costs	\$45,331.69	\$46,551.08	<b>-\$1,219.39</b>	-3%
Employee Allowances	\$48,709.97	\$31,963.25	\$16,746.72	52%
Uniforms	\$16,193.74	\$7,227.00	\$8,966.74	124%
Workers' Compensation	\$38,701.51	\$34,123.83	\$5,577.68	16%
Flight entitlements	\$10,975.72	\$5,500.00	\$5,475.72	100%
Workplace Health & Safety	\$85,594.15	\$5,712.67	\$79,881.48	1398%
Administration / Overheads	\$408,387.96	\$488,550.25	<b>-\$89,162.29</b>	-18%
Advertising (not employment)	\$13,415.27	\$5,523.83	\$7,891.44	143%
Freight	\$13,212.89	\$0.00	\$13,212.89	
Hire of Equipment - non works	\$2,496.09	<b>-\$76.08</b>	\$2,572.17	-3381%
Accounting Fees (not overhead)	\$0.00	\$0.00	\$0.00	
Insurance	\$208,785.95	\$124,254.17	\$84,531.78	68%
Tools & Minor Equipment	\$36,432.46	\$13,082.75	\$23,339.71	178%
Tools & Equipment >\$500	\$23,595.47	\$19,437.00	\$4,158.47	21%
Catering	\$9,512.53	\$32,103.50	<b>-\$22,590.97</b>	-70%
Cleaning Expenses	\$25,447.59	\$2,832.50	\$22,615.09	798%
Fees/Charges/Licences	\$105,701.58	\$75,771.67	\$29,929.91	40%
Legal Fees	\$73,341.92	\$81,813.42	<b>-\$8,471.50</b>	-10%
x Management Fees	\$0.00	\$22.00	<b>-\$22.00</b>	
First Aid Supplies	\$17.46	\$0.00	\$17.46	
Admin Freight Paid	\$9,175.44	\$338.25	\$8,837.19	2613%
Sundry Expenses	\$53.00	\$18,721.08	<b>-\$18,668.08</b>	-100%
Service Fees	\$3,737.96	\$6,280.08	<b>-\$2,542.12</b>	-40%
Computer Equipment	\$31,133.99	\$1,273.25	\$29,860.74	2345%
Office Supplies	\$14,338.69	\$7,177.50	\$7,161.19	100%
Printing & Stationery	\$18,029.49	\$9,048.42	\$8,981.07	99%
Security Expenses	\$6,991.40	\$5,400.08	\$991.32	12%
Grounds Maintenance	\$3,560.74	\$45.83	\$3,514.91	7869%
Audit Fees	\$66,464.87	\$63,570.83	\$2,894.04	5%
IT - Data Control	\$2,745.38	\$23,282.42	<b>-\$20,537.04</b>	-88%
IT - Internet & Email Fee	\$29,579.75	\$1,116.50	\$28,463.25	2549%
IT - Support (Helpdesk)	\$11,160.52	\$0.00	\$11,160.52	
IT - Server & Data Storage	\$3,944.73	\$0.00	\$3,944.73	
IT - Website	\$8,043.18	\$0.00	\$8,043.18	
Telephone & Fax	\$135,480.22	\$98,300.58	\$37,159.64	38%
Postage	\$236.13	\$205.33	\$30.80	15%
Consultancy Fees	\$277,695.25	\$216,935.58	\$60,759.67	28%
Contractors	\$374,945.11	\$306,626.58	\$38,318.53	11%
Council Donation	\$16,795.73	\$18,333.33	<b>-\$1,537.60</b>	-8%
Electricity	\$86,193.76	\$112,711.50	<b>-\$26,517.74</b>	-24%
Gas Bottles - Council Use	\$968.49	\$0.00	\$968.49	
R&M: Council Buildings	\$6,209.01	\$96,188.58	<b>-\$89,979.57</b>	-94%
R&M: Equipment	\$31,898.47	\$16,412.92	\$15,485.55	94%
R&M: Infrastructure	\$30,425.98	\$0.00	\$30,425.98	
R&M: Plant & Equipment	\$49,415.39	\$14,170.75	\$35,244.64	249%
R&M Water Supply	\$0.00	\$348.33	<b>-\$348.33</b>	

Office Rental	\$6,250.00	\$17,469.83	-\$11,219.83	-64%
Subscriptions & Fees	\$13,180.27	\$46,682.17	-\$33,501.90	-72%
MV Fuel	\$88,231.60	\$134,970.92	-\$46,739.32	-35%
MV Hire	\$26,400.65	\$29,628.50	-\$3,227.85	-11%
MV Insurance	-\$4,882.11	\$916.67	-\$5,798.78	-833%
MV Registration	\$28,834.08	\$22,676.50	\$6,157.58	27%
MV Repairs & Maintenance	\$174,542.85	\$43,637.00	\$130,905.85	300%
Accommodation	\$159,662.24	\$26,326.67	\$133,335.57	506%
Airfares	\$35,493.61	\$63,091.42	-\$27,597.81	-44%
Taxi Fares (inc Cab Charge)	\$590.15	\$829.58	-\$269.43	-32%
Travel Allowance	\$35,999.08	\$37,419.25	-\$1,420.17	-4%
Travel Other	\$5,221.56	\$632.50	\$4,589.06	726%
Artist Costs	\$3,600.00	\$10,534.33	-\$6,934.33	-66%
Visitor Management	\$7,010.00	\$0.00	\$7,010.00	
Rangers - Camping Equipment	\$2,386.26	\$0.00	\$2,386.26	
Rangers - Field Consumables	\$9,258.82	\$83,416.67	-\$74,157.85	-89%
Elders Activity	\$0.00	\$1,151.33	-\$1,151.33	
AMO - Equipment	\$0.00	\$9,166.67	-\$9,166.67	
HACC Client Groceries	\$35,826.62	\$28,481.75	\$7,344.87	26%
Materials & Supplies	\$84,828.95	\$309,204.42	-\$124,275.47	-59%
Meeting & Seminar Costs	\$7,768.18	\$10,481.17	-\$2,712.99	-26%
Pest Control	\$4,431.10	\$17,400.17	-\$12,969.07	-75%
Sports & Recreation Expenses	\$7,404.88	\$0.00	\$7,404.88	
Turtle Camp Costs	\$5,012.18	\$4,987.58	\$24.60	0%
Cultural Heritage-Elders Payts	\$2,490.45	\$0.00	\$2,490.45	
Finance Charges - non bank	-\$0.89	\$0.41	-\$1.30	-316%
Bank Fees & Charges	\$8,675.62	\$8,189.50	\$486.32	6%
Impairment of Debts	\$464.43	\$0.00	\$464.43	
Depn - Houses	\$122,009.80	\$119,617.67	\$2,392.13	2%
Depreciation, Buildings	\$623,830.68	\$443,880.25	\$179,950.43	41%
Depn - Major Plant	\$35,246.31	\$15,276.25	\$19,970.06	131%
Depreciation, Office Equipment	\$15,183.85	\$11,350.17	\$3,833.68	34%
Depreciation, Plant & Equipmt	\$198,374.33	\$153,365.67	\$45,008.66	29%
Depreciation, Store Equip't	\$34,814.90	\$33,378.58	-\$8,563.68	-26%
Depn - Roads	\$896,581.29	\$838,205.50	\$58,375.79	7%
Depn - Water	\$166,326.93	\$160,233.33	\$6,093.60	4%
Depreciation Landfill	\$21,400.94	\$20,777.17	\$623.77	3%
Depreciation, Airstrip	\$116,527.18	\$66,637.08	\$49,890.10	75%
Depn - Boat ramp	\$5,532.23	\$5,370.75	\$161.48	3%
Depn- Fibre Optic Cable	\$5,733.20	\$5,470.67	\$262.53	5%
Capital Expenditure	\$358,452.36	\$9,431,277.17	-\$9,072,824.81	-96%
<b>Total Expenses</b>	<b>\$9,290,547.43</b>	<b>\$18,622,558.98</b>	<b>-\$8,732,016.65</b>	<b>-48%</b>
<b>Operating Profit</b>	<b>-\$86,154.36</b>	<b>-\$1,125,837.33</b>	<b>\$1,608,882.97</b>	

Mapoon Aboriginal Shire Council  
Balance Sheet  
As at May 31, 2021

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**Assets**

**Current Assets**

11110-GOCU - General Account	2,940,634.17
11112-GOCU Shares	10.00
11118-GOCU - Online Save A/C Roll	3,944,953.84
11119-GOCU - Online Banking - Remote Capital Program	611,923.49
11120-CBA Main account	578,356.40
11121-CBA Store Account	300.00
11190-Electronic Clearing Account	(900.00)
Account Receivable	524,574.60
Inventories	66,725.23
Other Current Assets	1,154,088.39

<b>Total Current Assets</b>	<b>9,827,046.12</b>
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Property, Plant and Equipment	25,543,425.19
Accumulated Depreciation	(10,605,826.30)
Intangible Assets	65,000.00

<b>Total Assets</b>	<b>24,829,664.38</b>
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**Liabilities**

**Current Liabilities**

Accounts Payable	496,795.92
Taxes Payable	(63,465.01)
Other Current Liabilities	5,528,361.34

<b>Total Current Liabilities</b>	<b>5,963,692.25</b>
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<b>Total Liabilities</b>	<b>5,963,692.25</b>
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**Shareholders' Equity**

Net Income / (Loss)	80,063,553.65
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<b>Total Shareholders' Equity</b>	<b>80,063,553.65</b>
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<b>Total Liabilities &amp; Shareholders' Equity</b>	<b>86,027,245.90</b>
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Mapoon Aboriginal Shire Council					
Budget Analysis by Department					
May-21					
Accommodation	Actual	BudgetYTD	Variance to Budget	Variance %	Comments
Income	350,999	495,223	-144,223	-29%	
Expense	198,154	276,266	-78,112	-28%	
Profit / (Loss)	152,845	218,957	-66,112	-30%	
Administration & Corporate Services	Actual	BudgetYTD	Variance to Budget	Variance %	
Income	4,552,837	3,729,404	823,433	22%	
Expense	5,439,025	4,717,152	721,873	15%	Includes Depn \$2.23M
Profit / (Loss)	-886,188	-987,748	101,560	-11%	
Store	Actual	BudgetYTD	Variance to Budget	Variance %	
Income	2,215,809	2,090,209	125,600	6%	
Expense	2,292,545	2,041,148	251,400	12%	
Profit / (Loss)	-76,737	49,061	-125,800	-257%	
Parks & Gardens	Actual	BudgetYTD	Variance to Budget	Variance %	
Income	3,025	0	3,025	0%	Funded from unlied funds
Expense	96,778	82,312	14,466	100%	
Profit / (Loss)	-93,753	-82,312	-11,441	100%	
Land & Sea	Actual	BudgetYTD	Variance to Budget	Variance %	
Income	1,414,547	1,281,770	132,778	12%	
Expense	964,835	121,764	843,072	880%	
Profit / (Loss)	449,712	44,149	405,563	917%	
Aged Care Services	Actual	BudgetYTD	Variance to Budget	Variance %	
Income	711,801	425,889	285,912	67%	
Expense	351,457	425,889	-74,432	-17%	
Profit / (Loss)	360,344	0	360,344		
Water & Sanitation	Actual	BudgetYTD	Variance to Budget	Variance %	
Income	239	0	239		Funded from unlied funds
Expense	196,831	220,687	-24,055	-11%	
Profit / (Loss)	-196,592	-220,687	24,094	-11%	
Works Contract & Housing Maintenance	Actual	BudgetYTD	Variance to Budget	Variance %	
Income	1,627,156	1,567,900	59,256	4%	
Expense	1,354,549	1,132,095	222,454	20%	
Profit / (Loss)	272,607	435,804	-163,197	-37%	
Works Other	Actual	BudgetYTD	Variance to Budget	Variance %	
Income	6,795,752	15,679,478	-8,883,726	-68%	
Expense	8,798,092	16,175,988	-7,377,896	-58%	
Profit / (Loss)	-5,340	-596,510	591,170	-99%	
Workshop	Actual	BudgetYTD	Variance to Budget	Variance %	
Income	238,461	581,743	-343,282	-58%	
Expense	303,580	321,349	-17,769	-6%	
Profit / (Loss)	-65,119	260,394	-325,513	-211%	
Total Works	Actual	BudgetYTD	Variance to Budget	Variance %	
Income	8,654,608	17,529,121	-8,874,513	-51%	
Expense	8,650,852	17,850,118	-9,199,266	-148%	
Profit / (Loss)	3,756	-320,997	324,753	-101%	
Total Division	Actual	BudgetYTD	Variance to Budget	Variance %	
Income	17,907,592	25,531,594	-7,624,002	-30%	
Expense	17,993,746	26,610,482	-8,616,736	-32%	
Profit / (Loss)	-86,154	-1,078,888	992,734	-92%	

Mapoon Aboriginal Shire Council  
Statement of untied funds as at May-2021

Cash & Money in bank	8,082,178	
Debtors	524,575	
<b>Total Cash &amp; Debtors</b>		<b>8,606,753</b>
Less		
Tied Grants	11,401,337	
Liabilities	-5,963,692	
<b>Total Tied Grants &amp; Liabilities</b>		<b>5,437,644</b>
<b>Untied Funds</b>		<b>3,169,108</b>
Total cash less liabilities		2,644,534
Debtors		524,575
<b>Total untied cash &amp; Debtors</b>		<b>3,169,108</b>



<p style="text-align: center;"><b>MAPOON ABORIGINAL SHIRE COUNCIL</b></p> <p style="text-align: center;"><b>SCHEDULE OF 2021-2022 FEES &amp; CHARGES</b></p> <p style="text-align: center;"><b>Commercial and Regulatory Fees &amp; Charges</b></p>							
Details	2020-2021	2021-2022		GST	Legislation	Section	Fee Type
<b>RETRENCHING</b>							
Sewerage Installation Charge	\$ 3,315.00	\$ 3,350.00	Per House	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Grease Trap Installation	\$ 3,315.00	\$ 3,350.00	Per House	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
White Water Installation	\$ 3,315.00	\$ 3,350.00	Per House	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Solar Hot Water System including new	\$ 10,420.00	\$ 10,500.00	Per System	GST incl	Local Government Act 2010	Section 262 (3) (a)	Commercial
Solar Hot Water System - parts replaced	\$ 4,620.00	\$ 4,670.00	Per System	GST incl	Local Government Act 2011	Section 262 (3) (a)	Commercial
New Stoves	\$ 2,360.00	\$ 2,385.00	Per House	GST incl	Local Government Act 2011	Section 262 (3) (a)	Commercial
Gas Buries	\$ 298.00	\$ 300.00	Install New	GST incl	Local Government Act 2011	Section 262 (3) (a)	Commercial
<b>CLEANING</b>							
Annual Cleaning (Garbage) Utility Charge	\$ 288.00	\$ 300.00	Per Bin (Residential)	No GST	Local Government Act 2009	Section 94 (2) (a)	Regulatory
	Nil	\$ 3,600.00	Commercial and other Non Residential Properties	No GST	Local Government Act 2009	Section 94 (2) (a)	Regulatory
Replacement Wharfedale Bin (Beyond normal wear and tear)	\$ 115.00	\$ 120.00	Per Bin	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Repairs Wharfedale Bin	At Cost	At Cost	Per Bin	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Commercial Waste Disposal (Per Tonne or m3) whichever is greater	\$51.00	\$ 61.00		GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Contaminated Waste (subject to CEO approval and compliance with Environmental Authority)	Nil	Full Cost Recovery + 10% Minimum Charge (CWA)		GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Pest Control - Extermination of all pests	\$ 220.00	\$ 220.00	Per treatment	GST incl	Local Government Act 2011	Section 262 (3) (a)	Commercial
<b>WATER</b>							
Water Utility Charge - Residential	\$ 1.35	\$ 1.35	Per 1,000 litres	No GST	Local Government Act 2009	Section 94 (2) (a)	Regulatory
Water Utility Charge - Commercial	\$ 1.30	\$ 1.30	Per 1,000 litres	No GST	Local Government Act 2009	Section 94 (2) (a)	Regulatory
Water Utility Charge - Community Free Usage Threshold	Nil	Nil	600 litres per day	No GST	Local Government Act 2009	Section 94 (2) (a)	Regulatory
Water Connection Charge							
Standard 20mm Connection (> Meter and fittings)		PCA	Per Connection	No GST	Local Government Act 2009	Section 262 (3) (a)	Commercial
Other Size		PCA	Per Connection	No GST	Local Government Act 2009	Section 262 (3) (a)	Commercial

Page 1 of 8



MAPOON ABORIGINAL SHIRE COUNCIL							
SCHEDULE OF 2021-2022 FEES & CHARGES							
Commercial and Regulatory Fees & Charges							
Details	2020-2021	2021-2022		GST	Legislation	Section	Fee Type
<b>TENANCIES</b>							
Standard Commercial Service Fee (Tenancy Agreements) This includes maintenance and management of yard and air conditioning servicing.	N/A	\$ 12,500.00	Per Lease/Tenancy	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Rates Equivalent Component Charge - Minor Leases/Licences	N/A	\$ 1,000.00	Per Lease/Tenancy	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Rates Equivalent Component Charge - Other Leases/Licences	N/A	As determined by Council	Per Lease/Tenancy	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
<b>AIRPORT LANDING FEES</b>							
Minimum Landing Charge	\$ 60.00	\$ 60.00	Per plane	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Parking Fees	\$ 14.00	\$ 14.00	Per hour	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Parking Fees	\$ 115.00	\$ 115.00	Per day	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
<b>ADMINISTRATION CHARGES</b>							
Annual Report, Budget & Financial Statements per printed copy	\$ -	\$ 60.00		No GST	Local Government Act 2009	Section 97 (2) (c)	Regulatory
Council Minutes & Business Papers - printed copy	\$ -	\$ 20.00		No GST	Local Government Act 2009	Section 97 (2) (c)	Regulatory
Council Minutes & Business Papers - emailed copy	\$ -	\$ -		No GST	Local Government Act 2009	Section 97 (2) (c)	Regulatory
Council Local Laws - full copy	\$ -	\$ 105.00	Per Set	No GST	Local Government Act 2009	Section 97 (2) (c)	Regulatory
Freedom of Information Application (non Personal) plus asset cost	Legislated Rates	Legislated Rates	per Application	No GST	Right to Information Regulation 2009	Section 4	Regulatory
<b>Photocopying</b>							
A4 Sheet (Black & White) Per Sheet	\$ 0.30	\$ 0.30	Per Sheet	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
A4 Sheet (Colour) Per Sheet	\$ 0.30	\$ 0.30	Per Sheet	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
A3 Sheet (Black & White) Per Sheet	\$ 0.30	\$ 0.20	Per Sheet	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
A3 Sheet (Colour) Per Sheet	\$ 0.50	\$ 0.30	Per Sheet	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
NB: Photocopying on both sides of a single sheet is equivalent to 2 sheets of paper.							
Fax Per Page - Sending	\$ 2.30	\$ 2.30	Per Page	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Fax Per Page - Receiving	\$ 1.20	\$ 1.20	Per Page	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
<b>Laminating</b>							
A4 Sheet	\$ 3.50	\$ 3.50	per Sheet	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
A3 Sheet	\$ 5.50	\$ 5.50	per Sheet	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial

MAPOON ABORIGINAL SHIRE COUNCIL							
SCHEDULE OF 2021-2022 FEES & CHARGES							
Commercial and Regulatory Fees & Charges							
Details	2020-2021	2021-2022		GST	Legislation	Section	Fee Type
<b>Printing</b>							
A4 Sheet (Black & White) Per Sheet	\$ 0.05	\$ 0.05	per Sheet	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
A4 Sheet (Colour) Per Sheet	\$ 5.50	\$ 5.50	per Sheet	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
Key-Cutting	\$ 12.00	\$ 20.00	Per Key	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
<b>BARGE LANDING FEES</b>							
Docking Fee	\$ 60.00	\$ 60.00	Per hour	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
Docking Fee	\$ 130.00	\$ 230.00	Per day	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
<b>ACCOMMODATION</b>							
Contractor Dunga - Single Room With Shared Facilities	\$ 80.00	\$ 85.00	Per Person/Night	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
Contractor Dunga - Single Room With Ensuite	\$ 95.00	\$ 95.00	Per Person/Night	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
House - when available	\$ 200.00	\$ 280.00	Per Night (2 Pax)	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
House - when available	N/A	\$ 320.00	Per Night (3 Pax)	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
One Bedroom Cabin	\$ 175.00	\$ 180.00	Per Unit/Night	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
Two Bedroom Cabin	\$ 275.00	\$ 280.00	Per Unit/Night (2 Pax)	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
Two Bedroom Cabin	N/A	\$ 320.00	Per Unit/Night (3 or 4 Pax)	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
Dryer Per Load	\$ 4.00	\$ 4.00	Per Load	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
Washing Machine	\$ 3.00	\$ 3.00	Per Load	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
Lost Key Charge	N/A	\$ 20.00	Per Key	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
<b>PRIVATE WORKS</b>							
Labour - Trade Qualified Plumber	\$ 130.00	\$ 130.00	Per Hour	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
Labour - Trade Qualified Builder	\$ 130.00	\$ 130.00	Per Hour	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
Labour - Trade Qualified Carpenter	\$ 130.00	\$ 130.00	Per Hour	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
Labour - Trade Qualified Mechanic	\$ 130.00	\$ 130.00	Per Hour	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
Labour - Other	\$ 80.00	\$ 80.00	Per Hour	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
After Hours Call Outs	\$ 260.00	\$ 260.00	Per Hour	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
Material Mark-up	25.75%	25.75%	Per Work Order	GST Incl	Local Government Act 2009	Section 242 (3) (a)	Commercial
Subcontractor Mark-Up	20.00%	20.00%	Per Work Order	GST Incl	Local Government Act 2011	Section 242 (3) (a)	Commercial

Page 5 of 8

MAPOON ABORIGINAL SHIRE COUNCIL							
SCHEDULE OF 2021-2022 FEES & CHARGES							
Commercial and Regulatory Fees & Charges							
Details	2020-2021	2021-2022		GST	Legislation	Section	Fee Type
Other Services – Quoted on Application	PGA	PGA - Full Cost Plus 12%		Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
<b>PRIVATE WORKS - MECHANICAL WORKSHOP</b>							
Labour - Mechanic	\$ 130.00	\$ 130.00	Per Hour	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Labour - Apprentice	\$ 80.00	\$ 80.00	Per Hour	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Tyre Repair – Patches	\$ 30.00	\$ 30.00	Each	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Materials/Parts – Costs Plus Freight	PGA	PGA - Full Cost Plus 12% plus freight		Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Tyre Repair – Patches	\$ 30.00	\$ 30.00	Each	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
<b>MATERIALS</b>							
River Sand	\$ 58.00	\$ 65.00	Per cubic metre	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Road Base Gravel	\$ 58.00	\$ 65.00	Per cubic metre	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
<b>PLANT HIRE WITH OPERATOR</b>							
Logistics Truck 802G – Wet Hire	\$ 130.00	\$ 130.00	Per Hour	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Logistics Truck 802G – Dry Hire	\$ 90.00	\$ 90.00	Per Hour	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Backhoe – Wet Hire	\$ 175.00	\$ 175.00	Per Hour	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Backhoe – Dry Hire	\$ 125.00	\$ 125.00	Per Hour	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Backhoe – Wet Hire	\$ 1,390.00	\$ 1,390.00	Per Day	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Backhoe – Dry Hire	\$ 900.00	\$ 900.00	Per Day	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
CAT Grader 12G – Wet Hire	\$ 242.00	\$ 242.00	Per Hour	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
CAT Grader 12G – Dry Hire	\$ 170.00	\$ 170.00	Per Hour	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
CAT Grader 12G – Wet Hire	\$ 2,420.00	\$ 2,420.00	Per Day	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
CAT Grader 12G – Dry Hire	\$ 1,650.00	\$ 1,650.00	Per Day	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
825 Loader – Wet Hire	\$ 185.00	\$ 185.00	Per Hour	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
825 Loader – Dry Hire	\$ 125.00	\$ 125.00	Per Hour	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
825 Loader – Wet Hire	\$ 1,390.00	\$ 1,390.00	Per Day	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
825 Loader – Dry Hire	\$ 900.00	\$ 900.00	Per Day	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Tractor Hire – Wet Hire	\$ 130.00	\$ 130.00	Per Hour	Not Incl	Local Government Act 2009	Section 262 (3) (a)	Commercial

Page 11 of 8

MAPOON ABORIGINAL SHIRE COUNCIL							
SCHEDULE OF 2021-2022 FEES & CHARGES							
Commercial and Regulatory Fees & Charges							
Details	2020-2021	2021-2022		GST	Legislation	Section	Fee Type
Tractor Hire – Dry Hire	\$ 100.00	\$ 100.00	Per Hour	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Tractor & Trailer Hire – Wet Hire	\$ 140.00	\$ 140.00	Per Hour	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Tractor & Trailer Hire – Dry Hire	\$ 112.00	\$ 112.00	Per Hour	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Bobcat Hire – Wet Hire	\$ 150.00	\$ 150.00	Per Hour	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Bobcat Hire – Dry Hire	\$ 112.00	\$ 112.00	Per Hour	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Roll on Mower	\$ 92.00	\$ 92.00	Per Hour	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Sweeper	\$ 75.00	\$ 75.00	Per Hour	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Tip Truck – Wet Hire	\$ 185.00	\$ 185.00	Per Hour	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Tip Truck – Dry Hire	\$ 115.00	\$ 115.00	Per Hour	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Tip Truck – Wet Hire	\$ 1,390.00	\$ 1,390.00	Per Day	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Tip Truck – Dry Hire	\$ 875.00	\$ 875.00	Per Day	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Trailer Hire (plus \$100.00 deposit)	\$ 14.00	\$ 14.00	Per Hour	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Trailer Hire (plus \$100.00 deposit)	\$ 80.00	\$ 80.00	Per Half Day	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
Trailer Hire (plus \$100.00 deposit)	\$ 115.00	\$ 115.00	Per Day	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
PerMTR	\$ 120.00	\$ 120.00	Per Hour	GST incl	Local Government Act 2009	Section 262 (3) (a)	Commercial
<b>DEVELOPMENT APPLICATION FEES</b>							
Lodgement of Private Certifier Approvals - Building	N/A	\$ 105.00	Per application	No GST	Planning Act 2016	Section 73A	Regulatory
Lodgement of Applications for Assessment - Planning	N/A	\$ 105.00	Per application	No GST	Planning Act 2016	Section 51	Regulatory
Assessment Fees - Planning Application Assessment Fees	N/A	Full Cost Recovery (Deposit \$500 on application)	Per application	No GST	Planning Act 2016	Section 51	Regulatory
Copies of any Approvals	N/A	As per Photocopying Charges plus \$6.00 postage	Per Copy	No GST	Planning Act 2016	Section 51	Regulatory
Planning Certificates – Full	N/A	Full Cost Recovery (Deposit \$500 on application)	Per Certificate	No GST	Planning Act 2016	Section 285	Regulatory
Planning Certificate - Standard (No Inspection Required)	N/A	\$ 440.00	Per Certificate	No GST	Planning Act 2016	Section 285	Regulatory
Planning Certificates – Limited	N/A	\$ 324.00	Per Certificate	No GST	Planning Act 2016	Section 285	Regulatory
<b>REGISTRATION OF ANIMALS</b>							

MAPOON ABORIGINAL SHIRE COUNCIL							
SCHEDULE OF 2021-2022 FEES & CHARGES							
Commercial and Regulatory Fees & Charges							
Details	2020-2021	2021-2022		GST	Legislation	Section	Fee Type
Regulated Dog Registration (Fee waived for 2020/21 financial year unless unregistered dog is impounded)	N/A	\$ 200.00	Per animal	No GST	Animal Management (Cats & Dogs) Act 2019	Chapter 4	Regulatory
Dog, Cat Registration	\$ 30.00	\$ 30.00	Per animal	No GST	Animal Management (Cats & Dogs) Act 2019	Section 128	Regulatory
Dog, Cat Registration – Pensioner Concession	\$ 12.00	\$ 12.00	Per animal	No GST	Animal Management (Cats & Dogs) Act 2019	Section 46	Regulatory
Dog Registration – deceased	N/A	\$ -	Per animal	No GST	Animal Management (Cats & Dogs) Act 2019	Section 46	Regulatory
Permit for extra dog per household	\$ 115.00	\$ 115.00	Per animal	No GST	Animal Management (Cats & Dogs) Act 2019	Section 46	Regulatory
<b>IMPOUNDING OF ANIMALS</b>							
Dogs, Cats	\$ 28.00	\$ 28.00	Per animal per day	No GST	Local Government Act 2009	Section 97(2)(b)	Regulatory
<b>RELEASE FEE (Payment of Impound Fee PLUS)</b>							
Dogs, Cats – animals will only be released if registered.	\$ 28.00	\$ 28.00	Per animal per day	No GST	Local Government Act 2009	Local Law 2	Regulatory
Sustenance and maintenance fee per day	N/A	\$ 28.00	Per animal	No GST	Local Government Act 2009	Local Law 2	Regulatory
<b>ENVIRONMENTAL HEALTH</b>							
<b>GENERAL</b>							
Application Fees		Full Cost Recovery	Applicable to all applications. Approval fee to be invoiced after assessment	No GST	Local Government Act 2009	Section 97(2)(a)	Regulatory
<b>ENVIRONMENTAL PROTECTION ACT</b>							
Environmentally Relevant Activity (ERA) Applications		Full Cost Recovery	Applicable to all applications. Approval fee to be invoiced after assessment	No GST	Environmental Protection Regulation 2019	Section 156	Regulatory
Annual Licensing Fee		\$ 130.00	Per licence	No GST	Environmental Protection Act 1994	Section 116(2)	Regulatory
<b>FOOD BUSINESS LICENCE IN PERMANENT PREMISES &amp; MOBILE FOOD BUSINESSES</b>							
Application Fees	\$ 170.00	\$ 170.00	Per Application	No GST	Food Act 2006	Section 11	Regulatory
Annual Licence Fee	\$ 170.00	\$ 170.00	Per licence	No GST	Food Act 2006	Section 11	Regulatory
Pre-Sale Inspection		Full Cost Recovery	Per inspection	No GST	Food Act 2006	Section 11	Regulatory
<b>TEMPORARY FOOD BUSINESS LICENCE (includes kitchen inspection)</b>							
Application Fees	N/A	\$ 30.00	Per Application	No GST	Food Act 2006	Section 49	Regulatory
Annual licence Fee	N/A	\$ 115.00	Per licence	No GST	Food Act 2006	Section 49	Regulatory

Page 4 of 8

MAPOON ABORIGINAL SHIRE COUNCIL							
SCHEDULE OF 2021-2022 FEES & CHARGES							
Commercial and Regulatory Fees & Charges							
Details	2020-2021	2021-2022		GST	Legislation	Section	Fee Type
Charitable or not for profit organisations can request Council (in writing) for fees to be waived	N/A	Free					
<b>WASTE MANAGEMENT</b>							
Car Body	\$ 175.00	\$ 175.00	Per Item	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Car Tyre Disposal	\$ 20.00	\$ 20.00	Per Item	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
WHD Tyre Disposal	\$ 25.00	\$ 25.00	Per Item	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Whitewoods	\$ 25.00	\$ 25.00	Per Item	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
<b>HIRING OF FACILITIES</b>							
<b>SPORT AND RECREATION HALL</b>							
Hall Hire (including chairs, tabled)	\$ 100.00	\$ 100.00	Per Day	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Refundable Bond (if left in clean condition)	\$ 100.00	\$ 100.00		No GST	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Funeral (seating) - no cost	\$ -	\$ -		GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Funeral (seating) - Refundable Bond (if left in clean condition)	\$ 100.00	\$ 100.00		No GST	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
<b>FITNESS CENTRE</b>							
Ready Membership	\$ 80.00	\$ 100.00	Per Year	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Half Yearly Membership	\$ 40.00	\$ 60.00	Per Half Year	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Casual Membership	\$ 5.50	\$ 5.50	Per Session per person	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
<b>HARD COURT HIRE FEES</b>							
Club	\$ 100.00	\$ 100.00	Per Year	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Community Groups	\$ 30.00	\$ 30.00	Per Hour	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Community Groups	\$ 170.00	\$ 170.00	Per Day	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
<b>EQUIPMENT HIRE</b>							
Council BBQ	\$ 50.00	\$ 70.00	Per Day	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Lectern	\$ 50.00	\$ 65.00	Per Day	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Marquee	\$ 50.00	\$ 65.00	Per Day	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Chair	\$ 1.50	\$ 1.50	Per Chair Per Day	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Microphone & P.A.	\$ 10.00	\$ 100.00	Per Day	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Table	\$ 12.00	\$ 15.00	Per Day	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial

MAPOON ABORIGINAL SHIRE COUNCIL							
SCHEDULE OF 2021-2022 FEES & CHARGES							
Commercial and Regulatory Fees & Charges							
Details	2020-2021	2021-2022		GST	Legislation	Section	Fee Type
<b>EQUIPMENT REPLACEMENT</b>							
Chair	\$ 18.00	\$ 18.00	Each	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Table	\$ 115.00	\$ 115.00	Each	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
<b>MEETING ROOM HIRE</b>							
Training Room/Conference Facilities	\$ 115.00	\$ 115.00	Per Half Day	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Training Room/Conference Facilities	\$ 175.00	\$ 175.00	Per Full Day	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Training Room/Conference Facilities - includes digital projector & screen	\$ 295.00	\$ 295.00	Per Day	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
<b>CEMETERIES</b>							
Purchase of reserving land for plot	\$ -	\$ -	No cost for local community members	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial
Grave reservation	\$ -	\$ -	No cost for local community members	GST Incl	Local Government Act 2009	Section 97(2) & 3(a)	Commercial









Mapoon Aboriginal Shire Council  
Year Ended 30 June 2021



## Position Papers on changes to accounting Standards - impact on revenue recognition

### Background

During the year ended 30 June 2020, Mapoon Aboriginal Shire Council adopted AASB 15 *Revenue from Contracts with Customers*, AASB 1058 *Income of NFP Entities* for the first time.

During the 2020-21 financial year, a detailed review has been performed of all revenue streams to assess the correct accounting treatment required under AASB 1058 and AASB 15. Review is also necessary to ensure that the assessment is consistent to the approach adopted in the prior year. All revenue streams will be reviewed to ensure no changes to the conditions or performance obligations. Particular focus will be given to any new revenue streams.

### AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of NFP Entities*

Under the new income recognition model, a NFP entity first considers whether AASB 15 applies to a transaction or part of a transaction. For AASB 15 to apply to a transaction, the performance obligation(s) arising from the transaction needs to be 'sufficiently specific' and 'enforceable'.

Where AASB 15 does apply to a transaction or part of a transaction, the NFP applies the general AASB 15 principles to determine the appropriate revenue recognition.

When AASB 15 does not apply to a transaction or part of a transaction, the NFP then considers whether AASB 1058 applies. AASB 1058 will apply when an NFP:

- enters into a transaction where the consideration to acquire an asset is significantly less than fair value principally to enable the NFP to further its objectives; and
- receives volunteer services (recognition of volunteer services is only mandatory to entities in the public sector).

Transactions include those where the entity acquires or receives an asset including cash in exchange for no consideration. Cash grants received by an entity or taxes and rates received by governments to further their objectives are some of the examples.



Mapoon Aboriginal Shire Council  
Year Ended 30 June 2021



## Impact of the Standards

Revenue has been categorised between recurrent grants, capital revenue and other recurrent income. For grants, Council provided the latest grants summary up for the period from 1 July 2020 to 30 April 2021 which served as the bases for our review of grants.

### Recurrent Grants

- For recurrent grants, we have identified accounts in which revenue will be recognised under AASB 1058. These include Mapoon Cullen Point Barra Bash, Work First Start Program 2020-21, Financial Assistance Grant ("FAG"), Get ready QLD 2019-20, Get ready QLD 2020-21, SGFA 2020-21, IEDG 2020-21, State Library QLD, QILSR 2020-21, , ATSI Community Living Support, MASC Service Agreement- Operation, Management, Grant assistance for Cyclone Penny, EHW- Public health, Indigenous Rangers, Children and School Care, COVID-19 Emergency support, maintenance of splash park, LRCI Program, Nest to Ocean- Round 4, Nest to Ocean- Round 5 and Donations.
- We have also identified the grants that qualified under AASB 15 such as NDRRA Restoration of essential public assets, Community Transport, DRFA Category D- Flood Warning Infrastructure Network, Storm Water Improvement Planning- FNQ NQ Monsoon Trough, Community Home Support Program (CHSP)- meals and Consumer directed care (CDC).  
*We note that further discussions are necessary to confirm whether the nature of these grants is recurrent or whether they are actually considered to be capital in nature. This will be confirmed at the year end and updated in the year end work papers, if necessary.*
- Adjustments on the adoption of AASB 15 and AASB 1058 for recurrent grants were taken to retained earnings at 1 July 2019. In addition, Council also recognised contract assets of \$115,176 and liabilities of \$1,532,000 as at 30 June 2020.  
*We note that further commentary is included on the prior year balances in this report under "Review of prior year accounting treatment".*
- Council's recurrent grants are summarised in [Appendix 1](#).

Council will revisit and update the summary at year-end which will include the revenue received. A detailed review of the costs incurred and percentage of completion will also be performed as part of the year end accounting work to ensure that any potential contract assets or liabilities can be quantified as necessary.



Mapoon Aboriginal Shire Council  
Year Ended 30 June 2021



#### Capital Revenue

- Capital grants which relate to a recognisable non-financial asset do not comply with AASB 15 as per paragraph 5 of the Standard:  
*"An entity shall apply this Standard to all contracts with customers, except the following:  
 ... AusS.1 In addition to paragraph 5, in respect of not-for-profit entities, a transfer of a financial asset to enable an entity to acquire or construct a recognisable non-financial asset that is to be controlled by the entity, as described in AASB 1058 Income of Not-for-Profit Entities, is not within the scope of this Standard"*
- Any capital grant received to enable Council to acquire or construct an item of property, plant and equipment to identified specifications which will be under Council's control and which is enforceable are recognised as revenue as and when the obligation to construct or purchase is completed.
- We further note that such grants will qualify for the exemption to the general principle in AASB 1058 for assets controlled by the entity. Therefore, Council intends to recognise a contract liability on receipt of funds. Revenue will be recognised as / when acquisition or construction takes place (i.e. the obligation is satisfied).
- For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project as there is no profit margin. Council will also review the physical completion of the project to ensure that the costs incurred is consistent with the performance obligation and that it appropriately reflects the revenue to be recognised at year-end.
- In substance, these are donations and should be accounted for under AASB 1058. Council should recognise a contract asset for the financial asset received and a contract liability for the related obligation to acquire or construct the non-financial asset. These obligations should be accounted for in a similar way to a performance obligation under AASB 15.
- 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.
- As of the review date, Council has capital grants which were carried forward from prior year. These are related to construction projects which include Indigenous Councils Critical infrastructure program ("ICCP") 16-21 Construction of New Concrete Reservoir, Staff Accommodation project-BOR RO4, CMTY Funeral Equipment, Sports Field, Headstone- Community project, L&S Centre-S-DOC, Aged care facility, Cultural Centre, CCTV & Street Lighting, Remote Airstrip upgrade, Dongas-S- QH, Asbestos removal, Aged Care Day Centre, Marine Facility MIPP2 and QRA- Barge Landing Phase.



**Mapoon Aboriginal Shire Council  
Year Ended 30 June 2021**

- Adjustments on the adoption of AASB 1058 for capital grants were taken to retained earnings at 1 July 2019. In addition, Council also recognised contract assets of \$658,791 and liabilities of \$3,203,494 as at 30 June 2020.  
*We note that further commentary is included on the prior year balances in this report under 'Review of prior year accounting treatment'.*
- For 2020-21 financial year, we note that additional funding was received, and that related costs have been incurred in relation to the brought forward projects.
- In addition, there are also new construction projects that have commenced in the current financial year such as COVID- Works for Queensland, Staff Accommodation Project, Mapoon Short Stay Accommodation, Rio Tinto Contribution towards Mapoon Community Aged and Disabled Services, Mapoon Multipurpose Centre/ Arts Cultural Centre and Community Development. The same revenue recognition approach will be applied by Council as at 30 June 2021 for these capital grants.
- Council's capital grants are summarised in [Appendix 2](#). As Council receives the capital grants to construct or acquire the non-financial assets for its own use, the transactions do not establish rights and obligations for the transfer of the underlying assets to the transferor or other parties. Therefore, the transactions are not within the scope of AASB 15.

Council will revisit and update the summary at year-end which will include the revenue received. A detailed review of the costs incurred and percentage of completion will also be performed as part of the year end accounting work to ensure that any potential contract assets or liabilities can be quantified as necessary.



Mapoon Aboriginal Shire Council  
Year Ended 30 June 2021



#### Other Recurrent Income

For other recurrent revenue, we also reviewed the trial balance as at 30 April 2021. We assessed the recurrent revenue accounts based on their classification in the financial statements. It was noted that the classifications of the sub accounts which are mapped to the financial statements, including the disclosures.

The table below summarises the revenue standards classification of other recurrent revenue accounts.

	Revenue recognised at a point in time AASB 1058	Revenue recognised at a point in time AASB 15	Revenue recognised over time AASB 15
Other Recurrent Revenue	\$	\$	\$
Fees and charges	-	35,930	-
Sales - contract and recoverable works	-	1,970,479	883,343
Other income	13,230	66,877	-
	<b>13,230</b>	<b>2,072,686</b>	<b>883,343</b>

These accounts are presented in more detail in [Appendix B](#). The accounting policies as disclosed in the 2020-21 financial statements are as follows:

- **Fees and charges** – This group of accounts mainly consists of agency commissions and other fees and charges. Revenue arising from fees and charges is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods or services being provided.
- **Sales revenue** – This comprises of Exploration Permits, Ranger Contract Services, contract and recoverable works such as Works Sales-houses and not houses, workshop sales, store sales, camping fees, client contribution fees, sales of gas bottles, washing machine, coin operated and AMO service. Contract and recoverable works revenue and associated costs are recognised by reference to the stage of completion of the project activity at the reporting date.
- **Other income** – The majority of the balance comprises of membership fee, L&S miscellaneous income, rates, reimbursements, refunds, and disposal of assets. It is noted that ATM rebates, reimbursements, refunds, and disposal of assets are outside the scope of AASB 15 and AASB 1058.

Council will revisit and update the summary at year-end which will include the revenue received.

Rental income and interest received were also covered in the review. These are covered by AASB 16 Leases and AASB 9 Financial Instruments, respectively.





Mapoon Aboriginal Shire Council  
Year Ended 30 June 2021



### Review of prior year accounting treatment

30 June 2020	Contract assets	Contract liabilities
Recurrent grants	\$115,176	\$1,532,000
Capital grants	\$658,791	\$3,203,494
Other recurrent revenue (works sales)	\$103,374	\$628,979
<b>Total</b>	<b>\$877,342</b>	<b>\$5,364,474</b>

1 July 2019	Contract assets	Contract liabilities
AASB 15	107,799	897,998
AASB 1058	305,000	4,759,336
<b>Total</b>	<b>412,800</b>	<b>5,657,334</b>

Initial review of the prior year treatment for revenue suggests that there are some inconsistencies between the approach proposed for current year revenue.

For example, it appears that a contract liability of \$639,404 has been recognised in relation to Financial Assistance Grant ("FAGs"). For the purpose of this position paper, it is assumed that the FAG to local councils (i.e. general and road components) are not expected to meet the criteria for deferral under AASB 15, as the grants are united in the hands of local government. This allows councils discretion to spend the grants according to local priorities. Even though the certain elements of FAGs are specifically for roads, it is considered that the grants are similarly untied in the hands of Council. It is considered that FAGs qualify under AASB 1058 and therefore upfront revenue recognition is appropriate.

It is intended that a full review of the balances as at 1 July 2019 and 30 June 2020 be undertaken to ensure that the treatment for all revenue streams is consistent with the approach to be adopted for the year ended 30 June 2021. Council will then liaise with audit to re-assess whether any differences are considered material and consider whether a prior year adjustment is necessary.



Mapoon Aboriginal Shire Council  
Year Ended 30 June 2021



## Conclusion

- For any additional or newly identified recurrent grants and capital revenue and other recurrent income after this review, Council will analyse whether it is within the scope of AASB 15 or AASB 1058.
- Council will monitor the performance of the obligations and compare them with the revenue recognised as at 30 June 2021. It is noted that the performance obligations are either satisfied over time or at a point in time.
- Council will assess the impact of the revenue standard to recognise a contract asset or liability under AASB 15 as at 30 June 2021, where appropriate.
- A final review will be performed at the year end and updated workpapers provided to audit for review to support the balances of contract assets and contract liabilities.
- It is intended that a full review of the balances as at 1 July 2019 and 30 June 2020 be undertaken to ensure that the treatment for all revenue streams is consistent with the approach to be adopted for the year ended 30 June 2021. Council will then liaise with audit to re-assess whether any differences are considered material and consider whether a prior year adjustment is necessary.

## Disclaimer

The services provided in connection with this engagement comprise an advisory engagement which is not subject to assurance or other standards issued by the Australian Auditing and Assurance Standards Board and, consequently, no opinions or conclusions intended to convey assurance are expressed. This report has been prepared based on the scope requested by the Mapoon Aboriginal Shire Council.

The procedures performed were not designed to detect all errors and weaknesses as they were not performed continuously throughout the period and the tests performed were on a sample basis. Any projection of the results to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate. Altius Accountants and Advisers Pty Ltd provides no warranty regarding the accuracy or completeness of the information. All opinions, conclusions, forecasts or recommendations are reasonably held at the time of completion but are subject to change without notice by Altius Accountants and Advisers Pty Ltd. Altius Accountants and Advisers Pty Ltd assumes no obligation to update this document after it has been issued. Except for any liability which by law cannot be excluded, Altius Accountants and Advisers Pty Ltd, its Directors, employees and agents disclaim all liability (whether in negligence or otherwise) for any error, inaccuracy, or omission from the information contained in this document or any loss or damage suffered by the recipient or any other person directly or indirectly through relying upon the information.

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Mapoon Aboriginal Shire Council  
Year Ended 30 June 2021

## LANDFILL PROVISION

### Background

Council landfills are subject to Department of Environment and Heritage Protection (DEHP) requirements that result in Councils having an obligation to rehabilitate or restore the landfill sites and continue to monitor and provide aftercare for up to 30 years after their closure.

In previous years, there has been no recognition of a provision for the rehabilitation of landfill sites in Mapoon.

Accounting for landfills is a technically complex accounting issue that gives rise to a number of specific challenges in the local government sector.

Provisions for landfill is to be accounted for in accordance with **AASB 137 Provisions, Contingent Liabilities and Contingent Assets**.

Council currently operates solid waste/landfill site approximately five kilometres south of the town centre with access off the Weipa Road. The existing landfill site was originally opened in 2004. Waste management is regulated through the provisions of the Environmental Protection Act 1994 and Environmental Protection Regulation 2008 (License EPPR04324416, issued 30 August 2016).



Council is operating a landfill which gives rise to obligations to rehabilitate and monitor the site for significant periods into the future. For Council this creates a liability which is potentially material, so the correct measurement and treatment is essential to ensure financial reports are presented fairly.

The DES website ([https://apps.des.qld.gov.au/waste-facilities/?council=mapoon-aboriginal-shire-council&facility\\_type=landfill](https://apps.des.qld.gov.au/waste-facilities/?council=mapoon-aboriginal-shire-council&facility_type=landfill)) confirms that there is currently one landfill site in Mapoon.



**Mapoon Aboriginal Shire Council**  
**Year Ended 30 June 2021**

**Detailed Findings**

- 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 such shorter period until the landfill unit and surrounding site are geotechnically stable and that no release of waste materials, leachate, landfill gas or other contaminants to the environment is likely.
- The current landfill site is partly closed already with only two of the original cells remaining open.
- Funding has been received through the ICCIP program for the development of a new landfill site. As part of the funding application process, detailed costings were prepared by Black and Moore which included an estimate of costs to close off the existing site. These costs have been used as the basis for the calculation.
- It is expected that the new landfill site will be ready for operation by June 2023 and therefore this is assumed to be the closure date of the existing site.
- As required in the guideline issued by DES, rehabilitation and post-closure care of the landfill must be undertaken until the landfill has stabilised. With reference to the Best Practice Environmental Management, Council adopted the 30 years typical period of after-care.



- The environmental permit issued to the Council on 30 August 2016 requires that, when the landfill ceases to be operated, a final capping system must be installed to minimise infiltration of water, water ponding on the surface and the likelihood of erosion occurring, and then some grass seed must be placed on the top surface.

- Council determined a best estimate of the current costs to rehabilitate the landfill site based on the

existing licence conditions including post-closure monitoring and aftercare costs.

- The cost of closing the existing landfill cells has been assessed at \$60,980.
- The future landfill maintenance costs including vegetation management, site security and fire management are estimated to be \$3,500 per year, based on advice also received from Council's engineer.



**Mapoon Aboriginal Shire Council**  
**Year Ended 30 June 2021**

- The current costs were then indexed by 2.20% per year to future values, using reasonable estimates of likely cost increases (the mid-point of the Reserve Bank of Australia's target range for inflation), before being discounted back to net present value (NPV) by applying the long-term government bond rate applicable to the discount period, as shown in [Appendix 1](#).
- Based on this draft calculation the NPV of the liability for landfill rehabilitation and restoration costs was determined to be \$167,244 [Appendix 1](#) (2020: \$180,680 [Appendix 2](#)). The rehabilitation and restoration costs were not capitalised as an asset.
- We note that a provision for the landfill site has not been recognised in prior years, despite the liability existing. It appears that the balance calculated as at 30 June 2020 at \$180,680 is likely to be material.

It is noted that in recent years correct accounting for the provision of landfill restorations has been a focus area for QAO with the aim of ensuring all restoration provisions are captured in the Local Government sector. We are aware that on the initial recognition of landfill provisions, an exemption in relation to prior year adjustments in accordance with **AASB 108 Accounting policies, changes in accounting estimates and errors** has been possible for Councils in previous year. We seek to clarify whether this approach will be acceptable for Council, with the provision being recognised initially as at 30 June 2021.



## Mapoon Aboriginal Shire Council Year Ended 30 June 2021

### Conclusion

- Council has determined that the current cost to rehabilitate and restore the landfill site, based on the current licence conditions, including post-closure monitoring and aftercare costs, is a best estimate.
- The conditions of the permit resulted in Council assuming a legal obligation to rehabilitate and restore the landfill.
- For the purpose of this position paper, reasonable estimates were applied in determining both the projected cost increases of 2.20% per annum for future costs and the NPV of those costs using the most appropriate long-term government bond rate as at May 2021.
- Council has determined that the provision for landfill will be approximately \$167,000 as at 30 June 2021. A final review and update will be performed as part of the year end accounting work to ensure cost increase percentages and discount rates are still considered appropriate.
- The methodology adopted was in accordance with relevant Australian Accounting Standards including AASB 137 – Provisions, Contingent Liabilities and Contingent Assets, AASB 116 Property, Plant and Equipment and Interpretation 1 – Changes in Existing Decommissioning, Restoration and Similar Liabilities.
- Treatment for the calculated provision as at 30 June 2020, and potentially 1 July 2019, is to be discussed to ensure a suitable approach can be agreed with audit.

### Disclaimer

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**Mapoon Aboriginal Shire Council**  
**Year Ended 30 June 2021**

**APPENDIX 1**

Mapoon Aboriginal Shire Council  
Landfill Provision PV Computation  
30 June 2021

**Assumptions:**

Full utilisation of the landfill**	Jun-23
Cost of closing the landfill**	\$0,980.00
Estimated maintenance cost per year**	\$,500.00

			Projected cost increase	Long term bond rate***	Cashflow	Indexation Factor	Fair value	Discount factor	Present value
2021	Year 0	0	2.30%	0.000%	-	100.000%	-	1.000	-
2022	Year 1	1	2.30%	0.000%	-	102.300%	-	1.000	-
2023	Year 2	2	2.30%	0.000%	\$0,980.00	104.440%	\$0,952.63	0.999	\$1,952.56
2024	Year 3	3	2.30%	0.000%	\$,500.00	106.740%	\$,476.12	0.998	\$,477.57
2025	Year 4	4	2.30%	0.000%	\$,500.00	109.090%	\$,488.30	0.982	\$,478.88
2026	Year 5	5	2.30%	0.720%	\$,500.00	111.490%	\$,502.32	0.965	\$,493.88
2027	Year 6	6	2.30%	0.940%	\$,500.00	113.940%	\$,508.17	0.945	\$,498.33
2028	Year 7	7	2.30%	1.200%	\$,500.00	116.450%	\$,509.50	0.920	\$,469.39
2029	Year 8	8	2.30%	1.500%	\$,500.00	119.030%	\$,465.58	0.898	\$,428.89
2030	Year 9	9	2.30%	1.840%	\$,500.00	121.690%	\$,423.22	0.870	\$,370.58
2031	Year 10	10	2.30%	2.230%	\$,500.00	124.430%	\$,400.88	0.843	\$,348.71
2032	Year 11	11	2.30%	2.670%	\$,500.00	127.240%	\$,448.90	0.820	\$,368.40
2033	Year 12	12	2.30%	3.160%	\$,500.00	129.840%	\$,544.42	0.804	\$,437.89
2034	Year 13	13	2.30%	3.700%	\$,500.00	132.490%	\$,644.40	0.790	\$,508.98
2035	Year 14	14	2.30%	4.290%	\$,500.00	135.210%	\$,748.58	0.780	\$,580.48
2036	Year 15	15	2.30%	4.930%	\$,500.00	138.000%	\$,851.00	0.795	\$,664.85
2037	Year 16	16	2.30%	5.630%	\$,500.00	141.640%	\$,953.72	0.798	\$,750.00
2038	Year 17	17	2.30%	6.390%	\$,500.00	144.340%	\$,1,066.79	0.891	\$,950.00
2039	Year 18	18	2.30%	7.210%	\$,500.00	147.990%	\$,1,178.26	0.899	\$,1,054.81
2040	Year 19	19	2.30%	8.100%	\$,500.00	151.690%	\$,1,293.18	0.944	\$,1,220.24
2041	Year 20	20	2.30%	9.050%	\$,500.00	154.330%	\$,1,408.61	0.938	\$,1,333.09
2042	Year 21	21	2.30%	1.000%	\$,500.00	157.910%	\$,1,527.80	0.932	\$,1,424.93
2043	Year 22	22	2.30%	1.000%	\$,500.00	161.400%	\$,1,649.21	0.987	\$,1,626.84
2044	Year 23	23	2.30%	1.000%	\$,500.00	164.890%	\$,1,773.49	0.973	\$,1,708.75
2045	Year 24	24	2.30%	1.000%	\$,500.00	168.380%	\$,1,900.52	0.959	\$,1,800.67
2046	Year 25	25	2.30%	1.000%	\$,500.00	171.790%	\$,2,030.32	0.946	\$,1,921.82
2047	Year 26	26	2.30%	1.000%	\$,500.00	176.090%	\$,2,163.99	0.932	\$,2,023.88
2048	Year 27	27	2.30%	1.000%	\$,500.00	179.990%	\$,2,298.52	0.899	\$,2,041.38
2049	Year 28	28	2.30%	1.000%	\$,500.00	183.910%	\$,2,433.14	0.886	\$,2,128.83
2050	Year 29	29	2.30%	1.000%	\$,500.00	187.960%	\$,2,578.29	0.874	\$,2,250.31
2051	Year 30	30	2.30%	1.000%	\$,500.00	192.300%	\$,2,723.49	0.862	\$,2,355.88
2052	Year 31	31	2.30%	1.000%	\$,500.00	196.320%	\$,2,872.42	0.850	\$,2,441.47
2053	Year 32	32	2.30%	1.000%	\$,500.00	200.640%	\$,3,022.58	0.861	\$,2,596.79
					140,980.00		220,099.80		187,244.29

2020 Calculated provision	180,080.26
<b>Increase</b>	<b>13,435.96</b>
Change in discount rate	13,435.96
Change in estimate	-

\*\*\* based on ratings prepared as part of the funding application for the new landfill site

\*\*\* Commonwealth Bond Rates as at May 2021





**Mapoon Aboriginal Shire Council**  
**Year Ended 30 June 2021**

**APPENDIX 2**

Mapoon Aboriginal Shire Council  
 Landfill Provision (PV) Computation  
 30 June 2020

**Assumptions:**

Full utilisation of the landfill*	Jun-20
Cost of closing the landfill**	60,500.00
Estimated maintenance cost per year**	3,500.00

		Projected cost increase	Long-term bond rate**	Cashflow	Indexation factor	Fair value	Discount factor	Present value
2020 Year 1	0	2.30%	0.175%	-	100.000%	-	1.000	-
2021 Year 2	1	2.30%	0.240%	-	100.000%	-	0.998	-
2022 Year 3	2	2.30%	0.250%	-	102.300%	-	0.995	-
2023 Year 4	3	2.30%	0.250%	60,500.00	104.440%	60,692.63	0.993	60,217.32
2024 Year 5	4	2.30%	0.300%	3,500.00	106.340%	3,796.32	0.988	3,690.88
2025 Year 6	5	2.30%	0.300%	3,500.00	108.090%	3,818.30	0.981	3,744.72
2026 Year 7	6	2.30%	0.400%	3,500.00	111.490%	3,902.32	0.971	3,790.66
2027 Year 8	7	2.30%	0.500%	3,500.00	113.940%	3,968.17	0.960	3,826.94
2028 Year 9	8	2.30%	0.710%	3,500.00	116.450%	4,075.90	0.945	3,851.62
2029 Year 10	9	2.30%	0.790%	3,500.00	119.010%	4,165.58	0.931	3,876.04
2030 Year 11	10	2.30%	0.870%	3,500.00	121.630%	4,257.22	0.916	3,900.87
2031 Year 12	11	2.30%	0.940%	3,500.00	124.310%	4,350.88	0.902	3,925.37
2032 Year 13	12	2.30%	0.980%	3,500.00	127.040%	4,446.60	0.889	3,950.52
2033 Year 14	13	2.30%	1.000%	3,500.00	129.840%	4,544.42	0.879	3,991.01
2034 Year 15	14	2.30%	1.000%	3,500.00	132.690%	4,644.40	0.870	4,040.60
2035 Year 16	15	2.30%	1.100%	3,500.00	135.610%	4,746.58	0.857	4,071.87
2036 Year 17	16	2.30%	1.190%	3,500.00	138.600%	4,851.00	0.847	4,111.31
2037 Year 18	17	2.30%	1.300%	3,500.00	141.640%	4,957.72	0.834	4,137.29
2038 Year 19	18	2.30%	1.380%	3,500.00	144.760%	5,066.79	0.823	4,169.62
2039 Year 20	19	2.30%	1.510%	3,500.00	147.950%	5,178.26	0.812	4,199.08
2040 Year 21	20	2.30%	1.610%	3,500.00	151.300%	5,292.19	0.801	4,231.56
2041 Year 22	21	2.30%	1.610%	3,500.00	154.810%	5,408.62	0.790	4,267.41
2042 Year 23	22	2.30%	1.610%	3,500.00	157.810%	5,527.60	0.784	4,306.87
2043 Year 24	23	2.30%	1.610%	3,500.00	161.400%	5,648.22	0.693	4,312.46
2044 Year 25	24	2.30%	1.610%	3,500.00	164.950%	5,773.49	0.682	4,335.17
2045 Year 26	25	2.30%	1.610%	3,500.00	168.560%	5,900.50	0.671	4,356.02
2046 Year 27	26	2.30%	1.610%	3,500.00	172.290%	6,030.30	0.660	4,381.00
2047 Year 28	27	2.30%	1.720%	3,500.00	176.080%	6,162.99	0.651	4,406.84
2048 Year 29	28	2.30%	1.720%	3,500.00	179.900%	6,298.57	0.620	4,407.19
2049 Year 30	29	2.30%	1.720%	3,500.00	183.910%	6,437.14	0.610	4,425.63
2050 Year 31	30	2.30%	1.720%	3,500.00	187.900%	6,578.26	0.600	4,444.15
2051 Year 32	31	2.30%	1.720%	3,500.00	192.000%	6,723.49	0.589	4,462.76
2052 Year 33	32	2.30%	1.720%	3,500.00	196.320%	6,872.40	0.579	4,481.46
2053 Year 34	33	2.30%	1.720%	3,500.00	200.640%	7,025.58	0.570	4,500.25
				165,500.00		230,095.80		185,680.26

\*\* Based on the recent tender

\*\*\* Commonwealth Bond Rates as at 30 June 2020





Mapoon Aboriginal Shire Council  
Year Ended 30 June 2021

## ASSESSMENT OF THE IMPACT OF AASB 1059 SERVICE CONCESSION: GRANTOR

### Background

The Australian Accounting Standards Board (AASB) has issued the AASB 1059 Service Concession Arrangements - Grantors for all entities including not-for-profit (NFP) entities.

This new requirement is effective for annual reporting periods beginning on or after 1 January 2020 with earlier application permitted. In practice, for Council, this means they are effective initially for the reporting period beginning on 1 July 2020.

AASB 1059 describes the accounting for a service concession arrangement by a grantor that is a public sector entity by determining the accounting for the arrangement from the grantor's perspective.

### Detailed Findings

- The purpose of AASB 1059 is to address the accounting for a service concession arrangement by a grantor that is a public sector entity by prescribing the accounting for the arrangement from the grantor's perspective. The standards specify that it applies to arrangements that involve an operator providing public services related to a service concession asset on behalf of a public sector grantor for a specified period and managing at least some of those services.
- The standard defines the grantor, the operator, the service concession arrangement and the service concession asset as follows:
  - A **grantor** is the entity that grants the right to access the service concession asset to the operator.
  - An **operator** is the entity that has a right of access to the service concession asset to provide public services.
  - A **service concession arrangement** is a contract effective during the reporting period between a grantor and an operator in which:
    - a) the operator has the right of access to the service concession asset (or assets) to provide public services on behalf of the grantor for a specified period of time;
    - b) the operator is responsible for at least some of the management of the public services provided through the asset and does not act merely as an agent on behalf of the grantor; and
    - c) the operator is compensated for its services over the period of the service concession arrangement.





## Mapoon Aboriginal Shire Council Year Ended 30 June 2021

- A **service concession asset** is an asset (other than goodwill) to which the operator has the right of access to provide public services on behalf of the grantor in a service concession arrangement that:
    - a) the operator constructs, develops, upgrades or replaces major components, or acquires from a third party or is an existing asset of the operator; or
    - b) is an existing asset of the grantor, including a previously unrecognised identifiable intangible asset and land under roads, or an upgrade to or replacement of a major component of an existing asset of the grantor.
- Based on this information, Council as a NFP must first assess if it has any contractual agreements with third parties that are within the scope of AASB 1059 and then apply the accounting requirements of the standard. **Appendix 1** summarises the standard's guidance on the scope assessment and accounting requirements.
- Discussions with Council revealed that there are no transactions where Council is a service concession grantor. Although Council provides grants to support community activities and programs, there are no transactions that currently fall within the scope of AASB 1059. Therefore, there is no impact on Council's financial statements when AASB 1059 became effective on 1 July 2020.

## Conclusion

Council does not engage in any service concession arrangement in which Council granted any entity or organisation to operate and manage any Council asset in order to provide a public service(s) on behalf of Council. There is no impact on its financial statements resulting from AASB 1059 in 2020-21 financial year.

### Disclaimer

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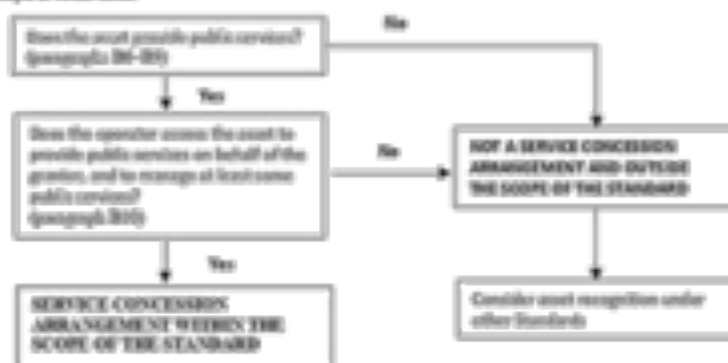


Mapoon Aboriginal Shire Council  
Year Ended 30 June 2021

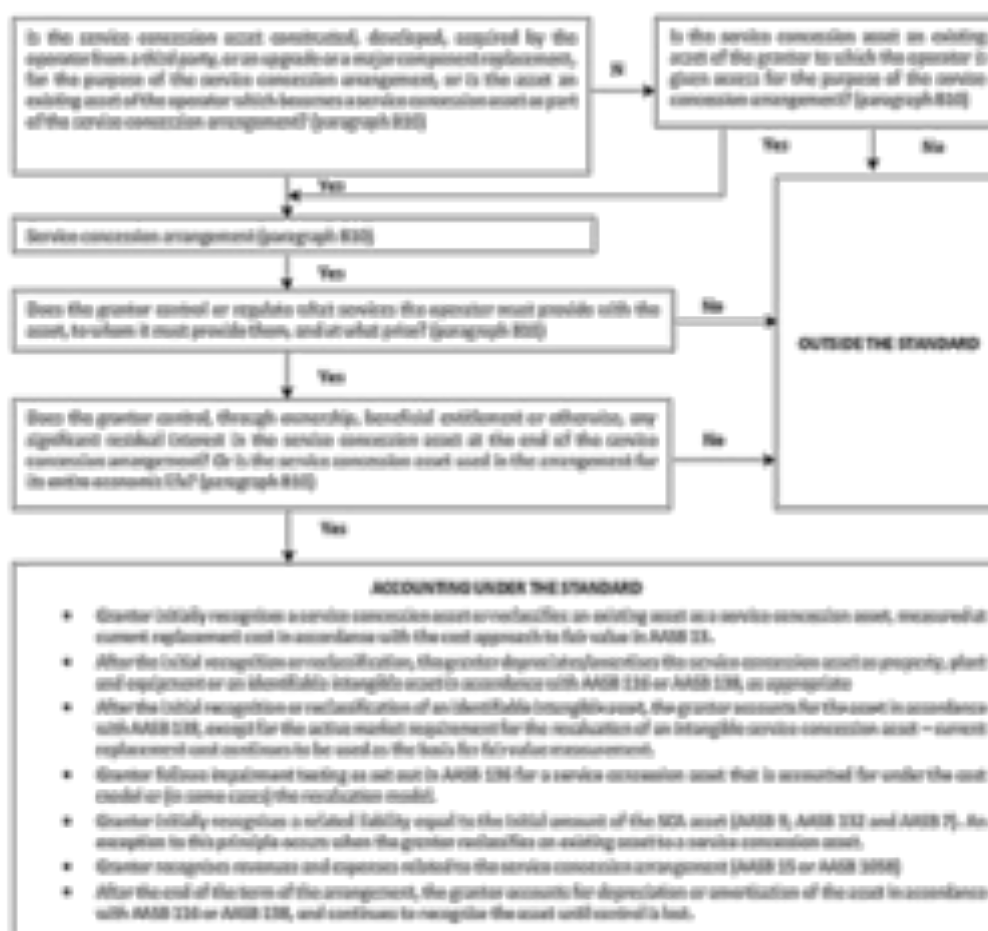


## APPENDIX 1

The diagram below summarises some of the key decisions in determining whether an arrangement is a service concession arrangement within the scope of AASB 1059.



The diagram below summarises the accounting for service concession arrangements in accordance with AASB 1059.



**7.6 ACTING EXECUTIVE MANAGER ENVIRONMENTAL SERVICES, LAND & SEA, PARKS & GARDENS**

**Author:** Kelli Leatham, Acting Executive of Environmental Services, Parks & Gardens

**Authoriser:** Steve Linnane, Acting CEO

**Attachments:** 1. Renewal of Fishing License.pdf

**PURPOSE OF REPORT**

To present to the Council a report of Program Performance and Operational actions for the previous month.

**BACKGROUND**

This report details the program performance and operational actions from Mapoon Land and Sea Rangers, Cultural Heritage Officer and Parks and Gardens employees for the month of April.

**DISCUSSION**

- **Biosecurity –**
  - A Coastal Surveillance trip took place on the 13<sup>th</sup> of May between Cullen Point and the Skardon River, including right up the river to the barge loading area.
  - A GPS track was taken of trip and photos sent off on the biosecurity Top Watch App.
  - Rangers have been continuing with Marine Debris clean-ups on Back Beach, and another 46 bags were collected totalling 461kg of marine debris.
  - All preparation is in place for Tangaroa Blue volunteers to visit Mapoon and work with Rangers between the 4<sup>th</sup> to the 8<sup>th</sup> of July to which should get the entire Back Beach to Janie Creek clean.
  - Flinders and Skardon will be targeted during Turtle conservation.
- **Community –**
  - Jocelyn de Jersey and Edwin Ling provided Western Cape College Mapoon with another very successful Junior Ranger session, covering lifecycles of animals relevant to our area to the special education students of all ages. They once again thoroughly enjoyed the Rangers' visit as this is a topic which students are covering this term.
- **Visitor Management –**
  - With the opening of the PDR there has been a large influx of visitors to the Cullen Point Campground. Permit checks are needed several times a week with visitors being supplied with information on closures, rules, and regulation of the area. Janie Creek and Batavia have been closely monitored for camping closures.
  - Facilities are cleaned weekly at Cullen Point and rubbish bins have had to be emptied by Rangers as rubbish is being placed outside the bins when full and dogs have been having a field day. Six extra bins have been acquired and Rangers will change them out twice a week to avoid future problems.

- **Fresh Water Management –**

- Refresher training for long term Rangers and training for new Rangers on operation of water quality equipment was provided by Cape York Water Partnerships, who have worked with the Rangers on this program for many years. Monitoring bullets have been placed around swamp areas that are all now accessible to provide important data on the condition of these water holes during the dry season.

- **Fire Management –**

- Firescape Science consultant attended Mapoon to renew Mapoon's Fire Management Plans for 2021.
- Rangers' knowledge of areas and cultural sites contributed greatly to the action plans put in place for this season.
- Sites to be preserved have been mown and whipper snipped to ensure fire will not encroach on these areas.
- GPS marks of all cultural sites are mapped, and Rangers are to work from these areas outwards.

- **Cultural Heritage Maintenance –**

- Rangers continue to keep the Old Cemetery, New Cemetery and First Contact Site mowed and whipper snipped, and in addition have spent numerous days at The Old Peoples Resting place, whipper snipping to avoid fire entering this area.

- **Cultural Heritage –**

- Researching of furnishings and resources for upcoming Cultural Keeping Place/Museum, Art Gallery, Studio and Café. Rangers attended the Wenlock Catchment Management Group Two-day Workshop in Weipa (finalisation of the Healthy Country Plan for the Wenlock River Catchment).
- Final purchasing of furnishings and resources for the Indigenous Knowledge Centre are underway.
- A Tele-meeting was held with State Library Queensland regarding the extension of the Service Level Agreement and the Coordination of the Indigenous Knowledge Centre.
- Creation of Cultural and Historical site mapping/booklet, for Ranger's reference – Maps and GPS points of sites on Mapoon Dogit.
- Recommended next two units with Tafe for the Diploma in Library and Information Services., but due to Jason's Mother's declining health, Jason has now deferred his studies, until further notice.
- Re-establishment of the Mapoon Community Database and gathering of information for uploading (due to the failure of the last computer, copious amounts of data is missing and will need to be uploaded again).

- Monitoring and Management of Cemeteries, and Cultural and Historical sites, as conducted by the Mapoon Land and Sea Rangers.
- Working with Design Lab Cairns for the final designs of the *Welcome to Mapoon* signage (work in progress).
- Promotional story on the upcoming Indigenous Knowledge Centre, for the Australian Library and Information Association magazine, *Incite*.
- **Cultural Emersion Program Rio Tinto –**
  - Provided programs to Ray Ahmat for participants to take part in, these included Marine Debris, Fire Management (observation only) Turtle conservation, Coastal Surveillance and Shorebird Monitoring.
  - Spots were filled immediately for all programs.
- **Fishing License –**
  - Ian Dick holds the temporary transfer of the fishing license. This transfer is coming up for renewal.
  - Ian would like to continue operating under this license. Please see letter attached for your consideration.
- **Parks and Gardens –**
  - Mowing and whipper snipping of Council Yard, Anzac Park, Water treatment plant, Contractors Dongas, Aged Care and Disability Clients, New Aged Care Centre, front gates of Rec Hall and all nature strips within the town area.
  - Mulching to stop weeds and reduce water consumption along with irrigation repairs in Anzac Park.

**RECOMMENDATION**

That the report of Acting Executive Manager of Environmental Services, Land and Sea Rangers and Parks and Gardens be received and noted.

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## IAN DICK

5 Grevillea Street,  
Trunding  
WEPA, QLD. 4874  
0467 778 428  
[ian250@gmail.com](mailto:ian250@gmail.com)

Friday 4<sup>th</sup> June 2021

KELI LEATHAM  
MAPOON ABORIGINAL SHIRE COUNCIL  
PO BOX 213  
WEPA, QLD. 4874

Dear Kelli,

**PRIMARY COMMERCIAL FISHING LICENSE 4525 BOAT MARK FXGU**

I am writing an Expression of Interest to re-apply for the Community Fishing License (Lease) of the Mapoon Aboriginal Shire Council – Primary Commercial Fishing License 4525 Boat Mark FXGU.

I am aware that this License is due to expire on 30<sup>th</sup> June 2021.

As a Sole Business owner my partner and I are in the process of growing our Business.

Josephine Bianco manages our Enterprise who is of Aboriginal & Torres Strait Islander and has historical connection to Mapoon through her [Late Mother] Georgina Bianco.

Whilst I endeavour to still occupy this License I will continue to engage Employment and Training opportunities for Local Aboriginal People in Community.

I currently employ Brenton Ludwick who has been working in the fishing industry for the past (7) years. At the moment Brenton is at a Maritime Course attaining his Coxswain Ticket. If

Brenlon is successful this is an achievable outcome for the community, thus giving him skills, confidence and the ability to further himself in the Fishing Industry.

We presently sell and supply our local Crab and Fishing Product in community as well as Weipa outlying areas and Southern Regions.

I am in the process of completing the Primary Commercial Fishing License Application which will be forwarded to you in the following days, as Jose is away in Cairns.

Please consider my application as an Expression of Interest to continue the Leasing of the Community Commercial Fishing License.

I look forward to working along side you and the Mapoon Council greatly appreciated.

Yours Sincerely,

Ion Ross Dick

**7.7 HUMAN RESOURCE MANAGER'S REPORT**

**Author:** Carolyn Marshall, Mapoon HRO

**Authoriser:** Steve Linnane, Acting CEO

**Attachments:** Nil

**PURPOSE OF REPORT**

To advise Council of the operations of the Human Resource Department.

**DISCUSSION****HUMAN RESOURCES****Social Media****Facebook:**

- 28 Posts during May 2021.
- 177 Likes.
- 138 Shares.
- 21 Comments.

**Training**

- Certificate III Civil Construction - 3 employees.
- Diploma in Library Services - 2 employees (1 currently deferred).
- Apprenticeships.
  - Plumber -1 employee.
  - Mechanic -1 employee.
  - Painter & Decorator -1 employee.
- Building Licence Training – 1 employee.
- Water Management Training – 1 employee.
- Land & Sea Ranger – 1 work experience student.

**Current Vacancies**

- Executive Manager of Community Development.
- Community Services Assistants.
- Playgroup Assistants.
- Casual Receptionist.
- Casual Centrelink Officer.

**New Appointments - May**

- 2 x Casual Store Assistants.
- 1 x Carpenter.



**Statistics**

	<b><u>2021</u></b>	<b><u>%</u></b>	<b><u>2020</u></b>	<b><u>%</u></b>
<b>Annual Leave</b>	600.5	7.5%	300	4.0%
<b>Personal Leave</b>	208	2.5%	251.75	3.0%
<b>LWOP</b>	397	5.0%	614	7.5%
<b>Unauthorised Leave</b>	608.75	7.5%	438.25	5.5%
<b>Indigenous</b>	51	76%	50	80%
<b>Non- Indigenous</b>	15	24%	12	20%
<b>Male</b>	40	60%	41	66%
<b>Female</b>	27	40%	21	34%
<b>Other</b>	0		0	
<b>Employees Total</b>	67		62	
<b>Casual</b>	13	19.5%	9	15%
<b>Part Time</b>	9	13.5%	12	19%
<b>Full Time</b>	45	67%	41	66%

**WH&S**

- 4 x Toolbox meetings attended through May.
- Site visits to work and building sites checking safe practices.
- Electricity meter readings and checking for all of Council owned meters in Mapoon.
- Risk Assessment and recommendations compiled for the Troy Cassar-Daley Concert held on 6 June 2021 at the Recreational Hall.

**RECOMMENDATION**

That Council the Human Resource Manager's Report be received and noted.



**7.8 STATUTORY POLICIES FOR REVIEW**

**Author:** Royleen Wolski, Governance Manager

**Authoriser:** Steve Linnane, Acting CEO

**Attachments:**

1. MASC Acceptable Request Guidelines Policy 2021-2024 .pdf
2. MASC Investment Policy 2021 -2024.pdf
3. MASC Debt Policy 2021-2022 .pdf
4. MASC Revenue Policy 2021-2022.pdf
5. MASC Community Grants Policy 2021-2022.pdf
6. MASC Entertainment & Hospitality Policy 2021-2022 .pdf
7. MASC Advertising Spending Policy 2021-2022.pdf
8. MASC Procurement Policy 2021-2022 .pdf

**PURPOSE OF REPORT**

To Present to Council Statutory Policies which require updating. These Policies have previously been adopted and require Review only.

**BACKGROUND**

The Following are Statutory Policies:

1. Acceptable Request Guidelines Policy
2. Investment Policy
3. Debt Policy
4. Revenue Policy
5. Community Grants Policy
6. Entertainment and Hospitality Policy
7. Advertising Spending Policy
8. Procurement Policy

**RECOMMENDATION**

That Council

- (a) note and receive the Report
- (b) adopt the Statutory Policies as presented.



## MAPOON ABORIGINAL SHIRE COUNCIL Investment Policy

RESOLUTION NO. XXX/2021. VERSION V3

This is an official copy of the **Investment Policy** of **Mapoon Aboriginal Shire Council**, made in accordance with the provisions of the Local Government Act and Regulations, Public Records Act, Mapoon Aboriginal Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.

The Investment Policy is an Statutory Policy.

Statutory policies are prepared in response to legislative requirements and mandate employee behaviour. This Policy is approved by the Mapoon Aboriginal Shire Council for the guidance of Council and Council staff.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION N°.	DETAILS
1.0	27/6/2017		<b>Responsible Officer:</b> Accountant <b>Policy Type:</b> Statutory Policy
2.0	16/6/2020	116/20	Transferred to new format <b>Responsible Officer:</b> Executive Manager Finance <b>Policy Type:</b> Statutory Policy
3.0	14/6/2021		<b>Responsible Officer:</b> Executive Manager Finance <b>Policy Type:</b> Statutory Policy
			<b>Recommended Review Date</b> 30 June 2024



## MAPOON ABORIGINAL SHIRE COUNCIL Investment Policy

RESOLUTION NO. XXX/2021. VERSION V3

### Investment Policy

#### 1. Introduction/Policy Statement

The purpose of this policy outlines the process of investing Council's funds.

#### 2. Policy scope

This policy applies to all cash funds of the Council.

#### 3. Definitions

Nil

#### 4. Policy statement

Council must only undertake investments within the framework set out in the Statutory Bodies Financial Arrangements Act in relation to Category One investments.

All investments must be denominated in Australian money.

Investments must have a minimum long-term credit rating of A (Standard & Poor's, Fitch, or Moody's Australian Ratings) or better.

Any surplus funds will be invested to capitalize on maximum return. Prior to any investment being undertaken a future cash flow analysis will be completed to determine the amount of surplus funds available for investment and the effective term of such investment.

A risk assessment should be undertaken on each investment based on the credit rating and cash flow requirements of Council.

The monthly financial report to Council will identify the interest received year to date as a line item.

For audit purposes, bank statements must be obtained from the bank managers confirming the amounts of investment held on Council's behalf at 30 June each year.

Authority in respect of this policy is delegated to the Chief Executive Officer and the CEO may delegate the authority to an appropriate position.

#### 5. Inclusions and exclusions:

For the purposes of this policy, the following inclusions and exclusions apply:

- The policy applies to all employees.



## MAPOON ABORIGINAL SHIRE COUNCIL

### Investment Policy

RESOLUTION NO. XXX/2021. VERSION V3

#### 6. Relevant Legislation

Statutory Bodies Financial Arrangement Act 1982

#### 7. Variations

Mapoon Aboriginal Shire Council reserves the right to vary, replace or review this policy from time to time.

#### 8. Related Policies and Procedures

- Code of Conduct

#### 9. Policy Version and Revision Information

**Policy authorised and adopted by:** Original issue: Unknown

Leon Yeatman: Chief Executive Officer and The Mapoon Aboriginal Shire Council.

**Policy authorised and adopted by:** Original issue: 27/6/2017

Naseem Begam Chetty: Chief Executive Officer and The Mapoon Aboriginal Shire Council.

**Policy Maintained by:** Executive Manager of Finance This version: 2.0

Date Adopted: 16 June 2020

**Policy Maintained by:** Executive Manager of Finance This version: 3.0

Date Adopted: 14 June 2021

**Recommended Review date:** 30/6/2024

**MAPOON ABORIGINAL SHIRE COUNCIL****Investment Policy**

RESOLUTION NO. XXX/2021. VERSION V3

**10. Workplace Participant Acknowledgement**

Your name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## MAPOON ABORIGINAL SHIRE COUNCIL

### Investment Policy 2021-2024

RESOLUTION NO. XXX/2021. VERSION V3

This is an official copy of the **Investment Policy** of **Mapoon Aboriginal Shire Council**, made in accordance with the provisions of the Local Government Act and Regulations, Public Records Act, Mapoon Aboriginal Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.

The Investment Policy is an Statutory Policy.

Statutory policies are prepared in response to legislative requirements and mandate employee behaviour. This Policy is approved by the Mapoon Aboriginal Shire Council for the guidance of Council and Council staff.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION N°.	DETAILS
1.0	27/6/2017		<b>Responsible Officer:</b> Accountant <b>Policy Type:</b> Statutory Policy
2.0	16/6/2020	116/20	Transferred to new format <b>Responsible Officer:</b> Executive Manager Finance <b>Policy Type:</b> Statutory Policy
3.0	14/6/2021		<b>Responsible Officer:</b> Executive Manager Finance <b>Policy Type:</b> Statutory Policy
			<b>Recommended Review Date</b> 30 June 2024



**MAPOON ABORIGINAL SHIRE COUNCIL****Investment Policy 2021-2024**

RESOLUTION NO. XXX/2021. VERSION V3

**Investment Policy****1. Introduction/Policy Statement**

The purpose of this policy outlines the process of investing Council's funds.

**2. Policy scope**

This policy applies to all cash funds of the Council.

**3. Definitions**

Nil

**4. Policy statement**

Council must only undertake investments within the framework set out in the Statutory Bodies Financial Arrangements Act in relation to Category One investments.

All investments must be denominated in Australian money.

Investments must have a minimum long-term credit rating of A (Standard & Poor's, Fitch, or Moody's Australian Ratings) or better.

Any surplus funds will be invested to capitalize on maximum return. Prior to any investment being undertaken a future cash flow analysis will be completed to determine the amount of surplus funds available for investment and the effective term of such investment.

A risk assessment should be undertaken on each investment based on the credit rating and cash flow requirements of Council.

The monthly financial report to Council will identify the interest received year to date as a line item.

For audit purposes, bank statements must be obtained from the bank managers confirming the amounts of investment held on Council's behalf at 30 June each year.

Authority in respect of this policy is delegated to the Chief Executive Officer and the CEO may delegate the authority to an appropriate position.

**5. Inclusions and exclusions:**

For the purposes of this policy, the following inclusions and exclusions apply:

- The policy applies to all employees.



**MAPOON ABORIGINAL SHIRE COUNCIL**  
**Investment Policy 2021-2024**  
 RESOLUTION NO. XXX/2021. VERSION V3

**6. Relevant Legislation**

Statutory Bodies Financial Arrangement Act 1982

**7. Variations**

Mapoon Aboriginal Shire Council reserves the right to vary, replace or review this policy from time to time.

**8. Related Policies and Procedures**

- Code of Conduct

**9. Policy Version and Revision Information**

**Policy authorised and adopted by:** Original issue: Unknown

Leon Yeatman: Chief Executive Officer and The Mapoon Aboriginal Shire Council.

**Policy authorised and adopted by:** Original issue: 27/6/2017

Naseem Begam Chetty: Chief Executive Officer and The Mapoon Aboriginal Shire Council.

**Policy Maintained by:** Executive Manager of Finance This version: 2.0

**Date Adopted:** 16 June 2020

**Policy Maintained by:** Executive Manager of Finance This version: 3.0

**Date Adopted:** 14 June 2021

**Recommended Review Date:** 30/6/2024

**MAPOON ABORIGINAL SHIRE COUNCIL****Investment Policy 2021-2024**

RESOLUTION NO. XXX/2021. VERSION V3

**10. Workplace Participant Acknowledgement**

I acknowledge:

- (a) Receiving this MASC Policy;
- (b) That I should comply with this policy; and
- (c) That there may be disciplinary consequences if I fail to comply, including termination of employment.

Your name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## MAPOON ABORIGINAL SHIRE COUNCIL

**Debt Policy 2021-2022**

**Res XX/2021 Version 4**

This is an official copy of the **Debt Policy 2021-2022** of Mapoon Aboriginal Shire Council, made in accordance with the provisions of the Local government Act and Regulations, Public Records Act, Mapoon Aboriginal Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.

The Debt Policy 2021-2022 is a Statutory Policy. The Debt Policy 2021-2022 is required by legislation to be updated each year for consideration in the development of the Council Budget.

Statutory policies are prepared in response to legislative requirements and mandate employee behaviour. This Policy is approved by the Mapoon Aboriginal Shire Council for the guidance of Council and Council staff.

### DOCUMENT VERSION CONTROL

VERSION	DATE	RESOLUTION N°	DETAILS
1.0	1/7/2017		Mandated Annual Review Responsible Officer: Accountant <b>Policy Type: Statutory Policy</b>
2.0	16/07/2019	86/2019	Minor changes to text.
3.0	16/06/2020	116/2020	Change to Responsible Officer Mandated Annual Review Responsible Officer: Executive Finance <b>Policy Type: Statutory Policy</b>
			Recommended Review Date: 30/6/2022



## MAPOON ABORIGINAL SHIRE COUNCIL

Debt Policy 2021-2022

Res XX/2021 Version 4

### Debt Policy 2021-2022

#### 1. Introduction/Policy Statement:

The purpose of this policy is to outline Council's debt strategy and provides for responsible financial management on loan funding by ensuring the level of Council indebtedness is within acceptable limits.

#### 2. Policy scope:

This policy applies to all loan instruments of the Council and applies for the 10 years commencing 1 July 2019 and may be amended as budget assumptions change during the year.

#### 3. Definitions:

Debt

Funds borrowed by Council.

#### 4. Policy statement:

Council will only undertake financing for its assets and operations where its long-term financial forecast indicates Council can make the principle and interest repayments without reducing the essential services to the community.

In those circumstances where Council's financial position allows for the establishment of debt the following must also be considered before entering into a loan agreement.

- Council will restrict all debt to expenditure on identified capital projects that are considered by Council to be of the highest priority and which cannot be fully funded by revenue, grants or subsidies.
- Debt used to acquire assets for business activities, which generate income or net worth, be limited to a maximum loan term of twenty (20) years.
- Debt used to acquire assets for social and other non-business activities, which do not generate income or net worth, be limited to a maximum loan term of five (5) years.
- Council intends to maintain a repayment schedule consistent with an interest and principal repayment calculation so that the exposure to interest rate fluctuations are minimised.
- Council will continually evaluate its financing options to ensure it assesses the relative risks and benefits, including the performance of its finances.

Current and Future Planned Debt is contained in Table 1.



## MAPOON ABORIGINAL SHIRE COUNCIL

Debt Policy 2021-2022

Res XX/2021 Version 4

### 5. Inclusions and exclusions

For the purposes of this policy, the following inclusions and exclusions apply:

The following controls must be applied to any proposed debt:

- Approval must be granted by the Queensland Treasurer in relation to debt;
- The debt portfolio of Council is raised solely with the Queensland Treasury Corporation (QTC);
- Council will endeavour to keep the net financial liabilities ratio to a positive value of not greater than 30%. This indicates that Council has the capacity to fund its liabilities and appears to have the capacity to increase its debt; and
- The interest coverage ratio indicates the extent to which Council's operating revenues are committed to interest expenses. Council's aim is to maintain a ratio between 0% - 10%

### 6. Relevant Legislation

- Local Government Act 2009
- Local Government Regulation 2012

#### 192 Debt policy

*(1) A local government must prepare and adopt a debt policy for a financial year.*

*(2) The debt policy must state—*

- (a) the new borrowings planned for the current financial year and the next 9 financial years; and*
- (b) the period over which the local government plans to repay existing and new borrowings.*

### 7. Variations

MASC reserves the right to vary, replace or terminate this policy from time to time.

### 8. Related Policies and Procedures

Revenue Policy



## MAPOON ABORIGINAL SHIRE COUNCIL

Debt Policy 2021-2022

Res XX/2021 Version 4

### 9. Policy Version and Revision Information

Policy authorised and adopted by:	Original issue: 1/7/2017
Naseem Begam Chetty: Chief Executive Officer and The Mapoon Aboriginal Shire Council.	
Policy Maintained by: Accountant	This version: 2.0
	Adoption Date: 18/6/2019
Policy Maintained by: Executive Finance	This version: 3.0
	Adoption Date: 16/6/2020
Policy Maintained by: Executive Finance	This version: 4.0
	Adoption Date: 14/6/2021
Recommended Review date: 30/6/2022	

### 10. Workplace Participant Acknowledgement

I acknowledge:

- (a) Receiving this MASC Policy;
- (b) That I should comply with this policy; and
- (c) That there may be disciplinary consequences if I fail to comply, including termination of employment.

### 11.

Your name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**MAPOON ABORIGINAL SHIRE COUNCIL**  
**Debt Policy 2021-2022**  
**Res XX/2021 Version 4**

Table 1: Past, Current and Future Planned Debt

Year	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
New Debt	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Current Debt Redemption Repayments	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Current Debt Interest Payments	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil





## MAPOON ABORIGINAL SHIRE COUNCIL Revenue Policy 2021-2022

RESOLUTION NO. XXX 2021 VERSION V4

This is an official copy of the **Revenue Policy 2021-2022** of Mapoon Aboriginal Shire Council, made in accordance with the provisions of the Local government Act and Regulations, Public Records Act, Mapoon Aboriginal Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.

The Revenue Policy 2021-2022 is a Statutory Policy.

The Revenue Policy 2021-2022 Policy is required by legislation to be updated each year for consideration in the development of the Council Budget.

Statutory policies are prepared in response to legislative requirements and mandate employee behaviour. This Policy is approved by the Mapoon Aboriginal Shire Council for the guidance of Council and Council staff.

### DOCUMENT VERSION CONTROL

VERSION	DATE	RESOLUTION N°.	DETAILS
1.0	13/7/2015		Responsible Officer: Accountant <b>Policy Type: Statutory Policy</b>
2.0	18/6/2019	88/2019	Minor text revisions
3.0	16/6/2020	116/2020	Responsible person & Dates revised Responsible Officer: Executive Manager Finance <b>Policy Type: Statutory Policy</b>
4.0	14/6/2021		Responsible Officer: Executive Manager Finance <b>Policy Type: Statutory Policy</b>
		Recommended Review Date:	30/6/2022



**MAPOON ABORIGINAL SHIRE COUNCIL**  
**Revenue Policy 2021-2022**

RESOLUTION NO. XXX 2021 VERSION V4

## **Revenue Policy 2021-2022**

### **1. Introduction/Policy Statement:**

This policy documents the basis for Council to:

- (a) Make and levy rates and charges, when they apply and to whom.
- (b) Adopt rebates and concessions to be granted in the financial year, when they apply and to whom.
- (c) Adopt and implement an equitable system for the levying and collection of rates and charges by the Council

### **2. Policy Scope:**

The rates and charges, concessions and rebates described in this policy apply to the 2019-20 financial year.

### **3. Definitions:**

- Nil

### **4. Policy Statement:**

In accordance with the Local Government Act 2009, this Revenue Policy is used in developing the revenue budget for 2021-2022.

This policy encompasses the following principles applied by the Council:

- The need to consider suitable operation of internal control,
- The need to consider equity between people presently living in the shire area and between different generations,
- The need to consider the interests of all people living in the shire area,
- The need to consider the efficient, effective and proper management of the shire,
- The need to consider sustainable self-funding revenue options; and
- The need to consider planning for the future.



## MAPOON ABORIGINAL SHIRE COUNCIL Revenue Policy 2021-2022

RESOLUTION NO. XXX 2021 VERSION V4

### Making of Rates and Charges

In the making of rates and charges council will be guided by the principles of user pays so as to minimise the impact of rating on the efficiency of the local economy

Council will also have regard to the principles of:

- Transparency in the making of rates and charges,
- Having in place a rating system that is simple and inexpensive to administer
- Equity by taking account of the different levels of capacity to pay within the local community; and
- Flexibility to take account of changes in the local community.

Council will ensure the various sectors of the community contribute equitably towards the cost of delivering Council's services by making and levying general rates and applying a 'subsidised' rate with regard all utility charges.

Council may consider levying special and separate rates and charges when appropriate, to recover the costs associated with a particular service, project or facility that provides direct or additional benefit to the ratepayers or class of ratepayer.

Prior to the first approval being granted by Council for any new development, council may require a contribution from the developer for necessary associated infrastructure works.

Where a property developer proposes a subdivision with a higher standard of landscaping, recreation equipment, building or maintenance than would ordinarily be required by Council in accordance with its policies, practices and standards the Council will use a Special Rate to recover the additional costs of maintenance from the ratepayers that directly benefit from the increased amenity of the subdivision. The agreement to apply a Special Rate between Council and the developer shall occur prior to the first approval being granted by Council.

Council may allow a discount on rates and charges levied where full payment is received on or before the due date for the rates.

### Levying of Rates and Charges

To ensure there is a clear understanding on what is the Council's and each ratepayer's or service users responsibility to the rating and charging system, the following principles will be applied:

- The levying system will be simple and inexpensive to administer,
- The timing for levying of rates and the review of the charging structure must take into account the financial cycle of the local economy; and
- Allowing for a flexible payment arrangement for ratepayers or debtors with a lower capacity to pay.



## MAPOON ABORIGINAL SHIRE COUNCIL Revenue Policy 2021-2022

RESOLUTION NO. XXX 2021 VERSION V4

### Recovery of Rates and Charges

In exercising its rates and charges recovery powers and to reduce the overall burden on ratepayers or debtor council will be guided by the following principles:

- Ensuring there is transparency in the processes used by council to meet financial obligations,
- Ratepayers or debtors are clear on their obligations,
- Ensuring processes used to recover outstanding rates and charges are clear, simple to administer and cost effective,
- Ensuring capacity of ratepayers or debtor is considered in determining arrangements for payment,
- Ensuring there is equity in arrangements for ratepayers or debtor with similar circumstance; and
- Ensuring flexibility to respond to local economic issues.

The Council may use at least the following processes (but not be limited to) to collect outstanding rates and charges:

- Issue notification letters to individuals/corporations,
- Attempt to work out a schedule of repayment,
- Initiate formal recovery procedures where debt is not realizable,
- Withdraw service until debt is recovered; and
- Other actions consistent with council's debt recovery policies.

### Concessions

In considering the application of concessions, council will be guided by the following principles:

- Ensuring equity by having regard to the different levels of capacity to pay within the local community,
- Ensuring the same treatment for ratepayers with similar circumstances,
- Ensuring transparency by clearly setting out the requirements necessary to receive concessions; and
- Ensuring flexibility to respond to local economic issues



## MAPOON ABORIGINAL SHIRE COUNCIL Revenue Policy 2021-2022

RESOLUTION NO. XXX 2021 VERSION V4

### 5. Inclusions and Exclusions

For the purposes of this policy, the following inclusions and exclusions apply:

- Nil

### 6. Relevant Legislation

- Local Government Act 2009
- Local Government Regulations 2012

#### 193 Revenue policy

(1) A local government's revenue policy for a financial year must state—

(a) the principles that the local government intends to apply in the financial year for—

- (i) levying rates and charges; and
- (ii) granting concessions for rates and charges; and
- (iii) recovering overdue rates and charges; and
- (iv) cost-recovery methods; and

(b) if the local government intends to grant concessions for rates and charges—the purpose for the concessions; and

(c) the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.

(2) The revenue policy may state guidelines that may be used for preparing the local government's revenue statement.

(3) A local government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

### 7. Variations

MASC reserves the right to vary, replace or terminate this policy from time to time.

### 8. Related Policies and Procedures

Capitalisation



## MAPOON ABORIGINAL SHIRE COUNCIL Revenue Policy 2021-2022

RESOLUTION NO. XXX 2021 VERSION V4

### 9. Policy Version and Revision Information

Policy authorised and adopted by:	Original issue: 1/5/19
Naseem Begam Chetty: Chief Executive Officer and The Mapoon Aboriginal Shire Council.	Mandated Annual Review
Policy Maintained by: Accountant	Version: 2.0
	Date Adopted: 16/7/19
Policy Maintained by: Executive Manager Finance	Version 3.0
	Date Adopted: 16 June 2020
Policy Maintained by: Executive Manager Finance	Version 4.0
	Date Adopted: 14 June 2021
Recommended Review date: 30/6/2022	

### 10. Workplace Participant Acknowledgement

I acknowledge:

- (d) Receiving this MASC Policy;
- (e) That I should comply with this policy; and
- (f) That there may be disciplinary consequences if I fail to comply, including termination of employment.

### 11.

Your name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## MAPOON ABORIGINAL SHIRE COUNCIL Community Grants Policy 2021-2022

RESOLUTION NO. XXX 2021 VERSION V5

This is an official copy of the **Community Grants Policy 2021- 2022** of **Mapoon Aboriginal Shire Council**, made in accordance with the provisions of the Local Government Act and Regulations, Public Records Act, Mapoon Aboriginal Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.

The Community Grants Policy is a Statutory Policy.

Statutory policies are prepared in response to legislative requirements and mandate employee behaviour. This Policy is approved by the Mapoon Aboriginal Shire Council for the guidance of Council and Council staff.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION N°.	DETAILS
1.0	23/09/2009		Responsible Officer: Accountant Policy Type: Statutory Policy
2.0	13/07/2015		Policy reviewed
3.0	16/07/2019	84/2019	Criteria amended and process transferred to procedure document.
4.0	21/07/2020	116/2020	Responsible Officer: Executive Manager Finance Policy Type: Statutory Policy
5.0	16/4/2021		Responsible Officer: Executive Manager Finance Policy Type: Statutory Policy
			<b>EXPIRY</b> 30 June 2022





**MAPOON ABORIGINAL SHIRE COUNCIL**  
**Community Grants Policy 2021-2022**  
RESOLUTION NO. XXX 2021 VERSION V5

## **Community Grants Policy 2021-2022**

### **1. Introduction/Policy Statement:**

The Community Grants Policy provides a fair, equitable and transparent framework to enable Council to support individuals and not-for-profit organisations operating in the Mapoon community. The grants are to support and encourage the development of a more creative, innovative and self-reliant Mapoon community.

### **2. Policy scope:**

All grants made by the Council must comply with the requirements of this policy. The process for evaluating grant applications is contained in the Community Grants Procedure document. Grants are to be approved by the Council at an ordinary or special meeting. Grant applications may be made at any time to the Council for consideration. The Council may also choose to call for applications to be determined and allocated through a competitive process.

### **3. Definitions:**

#### **Grant**

Contribution of cash to an individual or organisation that meets the criteria stated in this policy.

#### **Community Organisation**

An entity that carries on activities for a public benefit and purpose, and whose primary objective is not directed at making a profit.

#### **Cultural Activity**

Includes all forms of artistic expression including dance, painting, sculpture, music and story-telling, both oral and written.

#### **Science and Technology Activity**

Short courses, summer schools or the like for students in the fields of science and technology.

### **4. Policy Statement:**

Grants, either in-kind or in cash may be made to individuals, teams or groups which fit the criteria contained within the following categories:

Assistance under this program will be available to:

- (a) Individuals. Individual residents who live within the Mapoon Aboriginal Shire Council's boundaries who require assistance for sporting, academic, cultural and artistic endeavours including competing in their chosen field outside the community or compassionate and/or





## MAPOON ABORIGINAL SHIRE COUNCIL Community Grants Policy 2021-2022

RESOLUTION NO. XXX 2021 VERSION V5

cultural purposes not covered by any other source of assistance. Individual grants may not be used for self-profit or for any other purpose than as approved.

(b) Groups and Organisations. To qualify for assistance, groups and organisations must be located within the Mapoon Aboriginal Shire Council's boundaries or the program, if it proceeds, will provide benefits to a significant number of the region's residents. The groups or organisations must be registered as not-for-profit, community based or public charities.

Grants, either in-kind or in cash may be made to individuals, teams or groups which fit the criteria contained within the following categories:

### (a) Young People in Sport, Culture, Science and Technology Grants

The Young People in Sport, Culture, Science and Technology Grants aims to assist young athletes, artists, and young people studying science and technology living in, or having strong links to the Mapoon Aboriginal Shire Council area by providing financial assistance towards the cost of state or national level Cultural and Science and Technology Activities or to attend state, national or international Sporting Competitions. Grants are based on the location of the competition and are allocated as follows:

- Attending within Queensland - \$300 per individual, or a maximum of \$3,000 for multiple individuals attending a single event.
- Attending Interstate or Internationally - \$500 grant per individual or a maximum of \$5,000 for multiple individuals attending a single event.

A maximum of \$500 per individual per financial year is available. This funding is NOT available for athletes competing at school-based sporting events or competitions.

Eligible Applicants must:

- Be strongly connected to the Mapoon Aboriginal Shire; and
- Be 18 years of age or under at the time of the activity or event; and
- Be invited to attend a state, national or international sporting competition, cultural activity or science and technology activity.

Eligible Applicants must not have outstanding Council grants that have not been acquitted satisfactorily at the time of application. Assistance will be of a purely financial nature and be provided as a cash contribution. The minimum amount per application is \$100 the maximum amount per application is \$500.

### (b) Team Sports & Recreation Grants

The Team Sports and Recreation stream aims to provide financial assistance to sport and active recreation organisations to pursue opportunities to increase participation and to provide opportunities to increase a club's capacity to provide facilities to members and therefore increase its viability.



**MAPOON ABORIGINAL SHIRE COUNCIL**  
**Community Grants Policy 2021-2022**

RESOLUTION NO. XXX 2021 VERSION V5

**Eligible Applicants must:**

- Be based within the boundaries of Mapoon Aboriginal Shire Council; and
- Be a not-for-profit organisation; and
- Be an active sport and/or recreation club, organisation or association.

**Eligible Applicants must not:**

- Have outstanding Council grants that have not been acquitted satisfactorily;
- Have overdue outstanding payments to Council for rents, fees, etc;
- Be a commercial organisation; or
- Be a political group or organisation.

Grant assistance will be of a purely financial nature and be provided as a cash contribution. The minimum amount per application is \$500 and the maximum amount per application is \$6,000. A maximum amount of \$6,000 may be provided within a term of Council.

**(b) Grants to other Individuals or Groups, as approved by Council**

Grants for Applicants who do not fit into either the Young People in Sport, Culture, Science and Technology Stream or the Team Sport & Recreational Stream, but who are deemed to have a worthy project or request.

**Eligible Applicants must:**

- Be based within the boundaries of Mapoon Aboriginal Shire Council;

**Eligible Applicants must not:**

- Have outstanding Council grants that have not been acquitted satisfactorily;
- Have overdue outstanding payments to Council for rents, fees, etc;
- Be a commercial organisation; or
- Be a political group or organisation.

**Major Events Grants**

Major Events Grants are provided to individuals and not-for-profit organisations to assist in running sports carnivals and arts and cultural events within the Mapoon Aboriginal Shire Council area.

**Eligible Applicants must:**

- Conduct the event within the boundaries of Mapoon Aboriginal Shire Council; and
- Be a not-for-profit organisation; or
- Be an individual; or
- Be a Charitable Organisation registered or sanctioned under the Collections Act 1986.



## MAPOON ABORIGINAL SHIRE COUNCIL Community Grants Policy 2021-2022

RESOLUTION NO. XXX 2021 VERSION V5

Eligible Applicants must not:

- Be a political group or organisation;
- Be a commercial organisation;
- Be a School, University or TAFE college;
- Have outstanding Council grants that have not been acquitted satisfactorily; or
- Have overdue outstanding payments to Council for rents, fees, etc.

Assistance will be of a purely financial nature and be provided as a cash contribution. The minimum amount per application is \$500 the maximum amount per application is \$6,000. Grants of this type will be awarded no more frequently than once per year to an individual or organisation.

### 5. Inclusions and exclusions

For the purposes of this policy, the following inclusions and exclusions apply:

- The policy applies to all grants to community organisations and individuals within the Mapoon community.
- The policy should be read in conjunction with the Community Grants Procedure which provides the mechanism for evaluating grant applications.
- Grant applications will need to meet the minimum requirements for consideration and Council may choose not to award a grant based on the results of the evaluation or because of funding not being available.

### 6. Relevant Legislation

- Local Government Regulation 2012

#### 195 Community grants policy

A local government must prepare and adopt a policy about local government grants to community organisations (a *community grants policy*), which includes the criteria for a community organisation to be eligible for a grant from the local government.

### 7. Variations

MASC reserves the right to vary, replace or terminate this policy from time to time.

### 8. Related Policies and Procedures

- Community Grants Procedure.



**MAPOON ABORIGINAL SHIRE COUNCIL**  
**Community Grants Policy 2021-2022**

RESOLUTION NO. XXX 2021 VERSION V5

**9. Policy Version and Revision Information**

Policy authorised and adopted by:  
Naseem Begam Chetty: Chief Executive  
Officer and The Mapoon Aboriginal Shire  
Council.

Original Issue: 23/9/2009

Policy Maintained by: Executive Manager  
Finance

This version: 4.0

Date Adopted: 21 June 2020

Policy Maintained by: Executive Manager  
Finance

This version: 5.0

Date Adopted: 14 June 2021

Recommended Review Date: 30/6/2022

**10. Workplace Participant Acknowledgement**

I acknowledge:

- (a) Receiving this MASC Policy;
- (b) That I should comply with this policy; and
- (c) That there may be disciplinary consequences if I fail to comply, including termination of employment.

Your name:

\_\_\_\_\_

Signed:

\_\_\_\_\_

Date:

\_\_\_\_\_



## MAPOON ABORIGINAL SHIRE COUNCIL Entertainment & Hospitality Policy 2021-2022

RESOLUTION NO. XXX 2021 VERSION 4

This is an official copy of the Entertainment & Hospitality Policy 2021-2022 of Mapoon Aboriginal Shire Council, made in accordance with the provisions of the Local Government Act and Regulations, Public Records Act, Mapoon Aboriginal Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.

The Entertainment & Hospitality Policy is a Statutory Policy.

Statutory policies are prepared in response to legislative requirements and mandate employee behaviour. This Policy is approved by the Mapoon Aboriginal Shire Council for the guidance of Council and Council staff.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION N°.	DETAILS
1.0			Responsible Officer: Executive Manager Financial Services Policy Type: Statutory Policy
2.0			Responsible Officer: Executive Manager Financial Services Policy Type: Statutory Policy
3.0	21 July 2020	150/20	Transferred to new format Responsible Officer: Executive Manager Financial Services Policy Type: Statutory Policy
4.0	14 June 2021		Responsible Officer: Executive Manager Financial Services Policy Type: Statutory Policy
		Recommended Review Date	30 June 2022



## MAPOON ABORIGINAL SHIRE COUNCIL Entertainment & Hospitality Policy 2021-2022

RESOLUTION NO. XXX 2021 VERSION 4

### Entertainment & Hospitality Policy

#### 1. Introduction/Policy Statement

The aim of the Entertainment and Hospitality Policy (this policy) is to assist Councillors and Council Officers in the discharge of their responsibilities, by providing clarity about the reasonable and appropriate use of public funds.

#### 2. Policy Scope

This policy applies to Councillors and Council Officers when representing the council at conferences and meetings outside of Mapoon. The intention of the policy is to identify principles and to provide clarification of issues and examples of reasonable and appropriate practices regarding expenditure for the provision of entertainment and hospitality. The rules relating to disclosures must be read for third party gifts and benefits.

#### 3. Definitions

Nil

#### 4. Policy Statement

Council recognizes that there are circumstances where the provision of entertainment and hospitality is appropriate, and can result in significant benefits to the Mapoon Aboriginal Shire Council (MASC). As a publicly funded body, however, it must ensure that public sector standards of accountability are maintained and associated practices are understood and consistently applied across the organization. The following principles must be followed:-

- Expenditure must be for official purposes and Council officers must identify the benefit for Council and demonstrate the benefit to the public interest.
- The expenditure must be properly documented, substantiated and available for scrutiny by internal and external audit.
- Expenditure must be appropriate and reasonable, and where there is doubt on this issue, advice must be sought at the time the expenditure is pre-authorized.





## MAPOON ABORIGINAL SHIRE COUNCIL Entertainment & Hospitality Policy 2021-2022

RESOLUTION NO. XXX 2021 VERSION 4

- Expenditure must be pre-authorized by the Executive Leadership Team (ELT): Executive Manager Financial Services], Chief Executive Officer (CEO). In the case of the CEO, the approval will come from another member of the ELT.
- The officer who incurs an expense must not authorize that expenditure.
- Expenditure must be within budget.
- Where there is any potential for a perceived conflict of interest or future obligation for Council or Council officers, full disclosure must be included when requesting authorization to incur expenditure.

### Reasonable and Appropriate Use of Funds

The following are examples of entertainment or hospitality that are considered an appropriate use of funds:

**Civic events:** Including citizenship ceremonies that provide community recognition or a welcome by the Council. The decision as to reasonable and appropriate costs will take into consideration the numbers of attendees, the timing of the function, the venue and the location within the Region.

**Employee award and recognition presentations:** These presentations are held to recognize Council officers and reward outstanding achievement in the provision of services to the public. This may include official reward and recognition events, length of service presentations and officer farewells where the officer has been with Council greater than 3 years. An officer farewell must be held on Council premises and expenditure is capped at \$50.00 per branch. Refer to the Recognition & Award Strategy Operational Guidelines for expenditure limits. Such expenditure is to be approved by the CEO or the relevant Executive Director.

**Special achievements and innovation:** To reward innovative performance by providing hospitality entertainment of a small gift to celebrate special achievements or occasions, the CEO may authorize expenses up to a maximum value of \$100.00.

**Condolence wreaths:** In the event of death or serious injury to a Councillor (past or present) or Council officer or their immediate family, condolence wreaths may be sent in recognition of service and as a mark of respect to his/her family.

**Floral presentations:** Floral presentations may be sent to celebrate the birth of a baby by a Council officer and their partner (maximum of 1), and to Council officers under treatment for major illnesses or operations, or on compassionate grounds, at the discretion of the relevant Executive Director.

**Visits by overseas delegates:** These visits occur for cultural or economic development reasons and have the potential to increase investment in the Mapoon Aboriginal Shire.



## MAPOON ABORIGINAL SHIRE COUNCIL Entertainment & Hospitality Policy 2021-2022

RESOLUTION NO. XXX 2021 VERSION 4

**Annual Christmas celebration:** To recognize and appreciate Council officers for their dedication and commitment to the provision of Council services to the public, a contribution will be provided for the annual Christmas function. Where a Branch Manager chooses to incorporate the regular branch meeting with an opportunity to celebrate Christmas, the time to attend the meeting will be considered normal working hours up to the hours expected for a normal meeting. However, the cost of food and beverages is not to be met by Council.

**Meetings within ordinary hours:** Entertainment and hospitality for meetings held within ordinary working hours should be kept to a minimum. Where Council or Council officers are required to work through a meal break or outside normal hours due to the impracticality of holding the meeting at any other time, the relevant meal allowance is to be used as a guide. Such entertainment and hospitality should not be substituted for business meetings that would ordinarily be conducted in the workplace. Examples may include Ordinary or Committee meetings of Council and management team meetings. Where there are regular meetings that are similar in nature each time, there will be no need to justify the reasonableness and appropriateness of expenditure for each meeting. It will be sufficient if the first meeting passes the public defensibility test.

**Associate persons expenditure:** Only in exceptional circumstances, specifically approved by Council, Mayor, CEO or the relevant Executive Director and where the attendance of an Associate is of demonstrated benefit to the Council, are the entertainment and hospitality costs for such a person to be met by Council. In these instances, the Associate will be considered an official representative of the Council and will be expected to comply with Council's Code of Conduct.

**Other Hospitality Expenses:** Other types of expenditure considered reasonable as official hospitality includes the provision of tea, coffee, sugar, milk, and morning or afternoon tea for official visitors and appropriate staff.

### Non-Official Expenditure

Where there is doubt about the validity of claiming particular expenditure, the CEO or relevant Executive Director should make a determination in relation to the guiding principles of this policy. Consideration should be given to the public defensibility test, i.e. would you be comfortable with disclosure to the public; the quantum of the expenditure; the frequency of expenditure; custom; and the accepted community practice or standard?

The following are given as examples of **non-official** or **private expenditure**:

- Tips or gratuities – tipping is not customary in Australia, however when travelling overseas and tipping is the custom, these will be considered official expenditure,
- Dinners/functions at the private residence of a Council officer
- Drinks only costs – including hot and cold beverages,
- Morning/afternoon tea outside Council premises, where only Council officers are attending.





## MAPOON ABORIGINAL SHIRE COUNCIL Entertainment & Hospitality Policy 2021-2022

RESOLUTION NO. XXX 2021 VERSION 4

- Stocking of bar fridges (except in the instance of the CEO and Executive Directors for small-scale entertainment),
- Floral presentations (except as specified above);
- Mini Bar expenses,
- Staff working on Council premises where food and beverages are on sale (e.g. the Store) are not entitled to charge food and beverages to Council in the normal course of their duties.

Personal expenses must not be paid by Council. In the event that Council has met costs that are considered nonofficial/ private, the Council officer incurring the costs must make restitution to the Council within ten (10) working days from the date the costs have been paid.

### Methods of Payment for Expenditure

All expenditure for entertainment and hospitality must be recognized in the financial system at the correct natural account – refer to the Finance Department for advice. The preferred payment method is to raise a purchase order to ensure that the correct approval processes are followed and that expenditure is authorized by a suitably delegated Officer. Where it can be demonstrated that the use of a Corporate Purchasing Card (CPC) or Petty Cash is more efficient, it will be an acceptable method of payment. The purchase of alcohol by CPC or Petty Cash is not permitted except with the prior written approval of the CEO or relevant Executive Director. This written approval must be attached to the CPC Transaction log or Petty Cash Voucher. When catering is purchased from Council premises where food and beverages are on sale (e.g. the Civic Centre), an internal invoice will be issued to the internal customer and billed through the internal charging process of Council. The authorization process to incur such expenditure will be the same as if Council was transacting with an external organization.

### Transparency and Accountability

The following responsibilities apply to all Council officers:

- Be aware of and comply with the Entertainment and Hospitality Policy and other associated policies listed in this document.
- Ensure the expenditure is reasonable and appropriate and pass the public defensibility test.
- Report suspected breaches of policy in accordance with the Employee Code of Conduct
- A tax invoice must be obtained for all costs, and fringe benefits tax declarations must be completed in accordance with the Fringe Benefits Tax Guidelines. Where a tax invoice cannot be provided, the Council officer incurring the expense must provide a detailed list of items of expenditure, together with a statutory declaration certifying that the expenditure was incurred for official purposes.
- Ensure all expenditure for entertainment and hospitality is correctly recognized in the financial



**MAPOON ABORIGINAL SHIRE COUNCIL**  
**Entertainment & Hospitality Policy 2021-2022**

RESOLUTION NO. XXX 2021 VERSION 4

system at natural. This will assist Council in meeting the Annual Report disclosure requirements of the

*Local Government Regulation 2012.*

**5. Inclusions and exclusions:**

For the purposes of this policy, the following inclusions and exclusions apply:

- The policy applies to all employees.

**6. Relevant Legislation**

MASC Code of Conduct

MASC Statutory Policy - Procurement

Fringe Benefits Tax Guidelines

MASC General Policy - Credit Card

MASC General Policy – Recognition of Services as a Councillor

MASC Fraud and Corruption Policy

**7. Variations**

MASC reserves the right to vary, replace or terminate this policy from time to time.

**8. Related Policies and Procedures**

- Code of conduct



**MAPOON ABORIGINAL SHIRE COUNCIL**  
**Entertainment & Hospitality Policy 2021-2022**

RESOLUTION NO. XXX 2021 VERSION 4

**9. Policy Version and Revision Information**

Policy authorised and adopted by: Chief Executive Officer  
Original Issue: Nov 2012

Policy authorised and adopted by: Issue: Version 2  
Naseem Begam Chetty: Chief Executive Officer  
and The Mapoon Aboriginal Shire Council.

Policy Maintained by: Executive Manager  
Financial Services  
This version: Version 3  
Date Adopted: 21 July 2020

Policy Maintained by: Executive Manager  
Financial Services  
This version: Version 4  
Date Adopted: 14 June 2021

Recommended Review date: 30/6/2022

**10. Workplace Participant Acknowledgement**

I acknowledge:

- (a) Receiving this MASC Policy;
- (b) That I should comply with this policy; and
- (c) That there may be disciplinary consequences if I fail to comply, including termination of employment.

Your name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**MAPOON ABORIGINAL SHIRE COUNCIL**  
**Advertising Spending Policy 2021-2022**  
 RESOLUTION NO. XXX 2021 VERSION 4

This is an official copy of the Advertising Spending Policy 2021- 2022 of Mapoon Aboriginal Shire Council, made in accordance with the provisions of the Local government Act and Regulations, Public Records Act, Mapoon Aboriginal Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.

The Advertising Spending Policy is a Statutory Policy.

Statutory policies are prepared in response to legislative requirements and mandate employee behaviour. This Policy is approved by the Mapoon Aboriginal Shire Council for the guidance of Council and Council staff.

**DOCUMENT VERSION CONTROL**

VERSION	DATE	RESOLUTION N°.	DETAILS
1.0	14/05/2018	4/2018	Responsible Officer: Corporate Services Manager Policy Type: Statutory Policy
2.0	18/06/2019	83/2019	Responsible Officer: Corporate Services Manager Policy Type: Statutory Policy
3.0	21/06/2020	116/2020	Responsible Officer: Governance Manager Policy Type: Statutory Policy
4.0	14/6/2021		Responsible Officer: Governance Manager Policy Type: Statutory Policy
			Recommended Review Date 30 June 2022



**MAPOON ABORIGINAL SHIRE COUNCIL**  
**Advertising Spending Policy 2021-2022**  
RESOLUTION NO. XXX 2021 VERSION 4

## **Advertising Spending Policy 2021-2022**

### **1. Introduction/Policy Statement:**

This policy is to ensure that Mapoon Aboriginal Shire Council advertising is in accordance with legislation, public interest and to ensure Council obtains value for money in placing advertising.

### **2. Policy scope:**

This policy applies to any paid advertisement or notice in any media to promote goods or services (including facilities) provided by the Council.

This policy does not apply to: -

- (a) Advertising for employees,
- (b) Advertising for the acquisition or disposal of property plant and equipment used, or to be used by the Council in its business,
- (c) Advertisements for tenders or expressions of interest under Council's Procurement Policy or under the Local Government Act 2009,
- (d) Reports published in media where no payment is made for the report.

### **3. Definitions:**

#### **Advertising**

Promoting, for the payment of a fee, an idea, goods or services to the public.

### **4. Policy statement:**

Council advertises in various media to inform, involve and educate the community about matters affecting them. The following regulates the way in which Council uses advertising for this purpose.

Mapoon Aboriginal Shire Council may incur expenditure for the purposes of advertising providing:

- (a) The basis of the advertising is to educate and/or inform the public of Council matters;
- (b) the informative and/or educational material is seen to be in the best interest of the local community;
- (c) Advertising is provided in a manner consistent and compliant with this policy document.

Mapoon Aboriginal Shire Council may engage in advertising to:

- (a) Maximise compliance and/or awareness of new or amended laws, promote and/or encourage feedback on Council's plans, goals and/or objectives;
- (b) Raise awareness of a Council led initiative or activity;
- (c) Assist Council preserve and maintain law and order during an emergency or crisis;
- (d) Advise the community of a time and/or location of a scheduled meeting;
- (e) Advise of a new service to be provided by Council;



## MAPOON ABORIGINAL SHIRE COUNCIL Advertising Spending Policy 2021-2022

RESOLUTION NO. XXX 2021 VERSION 4

- (f) Increase the patronage of a service, facility and/or event provided by Council on a commercial basis with the express intent of making a profit;
- (g) Advise of decisions made within Council meetings;
- (h) Report on Council's performance;
- (i) Advise about a change to an existing Council service, facility and/or event;
- (j) Ensure public safety, personal security and/or encouraging responsible behaviour and a sense of civic pride to obtain social cohesion;
- (k) Promote key initiatives, events and/or activities deemed to be in the best interest of the community;
- (l) Conduct an employee recruitment campaign;
- (m) Acquire or dispose of property, plant and equipment; and
- (n) Publish details about tenders, expressions of interest, requests for quote and the like.

### GENERAL RESTRICTIONS ON ADVERTISING

Mapoon Aboriginal Shire Council may not engage in advertising where:

- (a) It would be commonly determined that the message may be misinterpreted as being on behalf of a political party or local group;
- (b) A political party or local group or individual is being disparaged or held to ridicule;
- (c) Members and/or staff of Mapoon Aboriginal Shire Council are named, depicted or otherwise promoted in a way that would be commonly deemed as being excessive or gratuitous;
- (d) The method or medium of advertising could be perceived as being manifestly excessive or extravagant in relation to the objectives being pursued.

### RESTRICTIONS DURING ELECTIONS

In accordance with the requirements contained within the Local Government Regulation 2012, Mapoon Aboriginal Shire Council may not during the three-month period preceding an election of local government, other than a by-election; or during the period after the date of a by-election is advertised until the day of the election:

- (a) Place advertisements relating to future plans unless, and only to the extent that, those plans have been formally adopted by Council;
- (b) Advertise the activities of Council other than in the manner and form it is customary for the Council to advertise its activities;
- (c) Place advertisements which seek to influence support for candidates, groups of candidates or potential candidates in the election;
- (d) Must not bear the cost of advertisements featuring one or more councillors or containing quotations attributed to individual councillors.





## MAPOON ABORIGINAL SHIRE COUNCIL Advertising Spending Policy 2021-2022

RESOLUTION NO. XXX 2021 VERSION 4

### ADVERTISING APPROVALS

When approving advertising expenditure, Mapoon Aboriginal Shire Council must ensure there is a clear line of accountability for content and expenditure and that Council's advertising policy is strictly adhered to.

All advertising undertaken by and/or on behalf of Mapoon Aboriginal Shire Council must be approved by the Chief Executive Officer or delegate.

All expenditure on advertising must be approved by the Chief Executive Officer or as delegated. The approving officer must ensure that:

- (a) The expenditure is in accordance with this policy;
- (b) The cost of the advertisement is appropriate for the number of people it is intended to inform and provides a commensurate benefit to the Council and to the public;
- (c) The cost is available in the relevant budget item and meets the usual requirements for expenditure approvals.

### 5. Inclusions and exclusions

For the purposes of this policy, the following inclusions and exclusions apply:

### 6. Relevant Legislation

- Local Government Regulation 2012

#### 197 Advertising spending

- (1) A local government must prepare and adopt a policy about the local government's spending on advertising (an *advertising spending policy*).
- (2) A local government may spend money on advertising only—
  - (a) if—
    - (i) the advertising is to provide information or education to the public; and
    - (ii) the information or education is provided in the public interest; and
  - (b) in a way that is consistent with the local government's advertising spending policy.
- (3) *Advertising* is promoting, for the payment of a fee, an idea, goods or services to the public.

### 7. Variations

MASC reserves the right to vary, replace or terminate this policy from time to time.

### 8. Related Policies and Procedures

- MASC Procurement Policy

### 9. Policy Version and Revision Information



**MAPOON ABORIGINAL SHIRE COUNCIL**  
**Advertising Spending Policy 2021-2022**

RESOLUTION NO. XXX 2021 VERSION 4

**Policy authorised and adopted by:**

Naseem Begam Chetty: Chief Executive  
Officer and The Mapoon Aboriginal Shire  
Council.

**Original issue:** 14 May 2018

**Policy Maintained by:**

Corporate Services Manager

**Version:** 2

**Adoption Date:** 18 June 2019

**Policy Maintained by:**

Governance Manager

**Version:** 3

**Adoption Date:** 16 June 2020

**Policy Maintained by:**

Governance Manager

**Version:** 4

**Adoption Date:** 14 June 2021

**Recommended Review date:** 30/6/2022

**10. Workplace Participant Acknowledgement**

I acknowledge:

- (d) Receiving this MASC Policy;
- (e) That I should comply with this policy; and
- (f) That there may be disciplinary consequences if I fail to comply, including termination of employment.

**Your name:**

\_\_\_\_\_

**Signed:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_





## MAPOON ABORIGINAL SHIRE COUNCIL Procurement Policy 2021-22

RESOLUTION NO. XXX 2021 VERSION 4

This is an official copy of the Procurement Policy 2021-22 of Mapoon Aboriginal Shire Council, made in accordance with the provisions of the Local Government Act and Regulations, Public Records Act, Mapoon Aboriginal Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.

The Procurement Policy 2021-22 is a Statutory Policy.

Statutory policies are prepared in response to legislative requirements and mandate employee behaviour. This Policy is approved by the Mapoon Aboriginal Shire Council for the guidance of Council and Council staff.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION N°.	DETAILS
1.0	13/07/2017		Responsible Officer: Accountant Policy Type: Statutory Policy
2.0	20/3/2018	2/2018	Responsible Officer: Accountant Policy Type: Statutory Policy
3.0	16/06/2020	116/2020	Major Revision Responsible Officer: Executive Manager Finance Policy Type: Statutory Policy
4.0	14/6/2021		Responsible Officer: Executive Manager Finance Policy Type: Statutory Policy
			Recommended Review Date:
			30 June 2022.



**MAPOON ABORIGINAL SHIRE COUNCIL**  
**Procurement Policy 2021-22**

RESOLUTION NO. XXX 2021 VERSION 4

**Procurement Policy 2021-2022**

**1. Introduction/Policy Statement:**

The purpose of this policy is to outline Council's approach to developing and maintaining procurement practices for the acquisition of goods and services which optimise value for money and promote effective supplier relationships. Value for money, does not necessarily mean selecting the lowest price.

**2. Policy scope:**

This Procurement Policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts. The policy applies to the Chief Executive Officer and all Council employees. It is the responsibility of Council employees involved in the procurement process to understand the meaning and intent of the policy.

**3. Definitions:**

**Goods and Services Tax**

All values quoted in this policy are exclusive of GST.

***Large-sized procurement arrangement***

A contractual arrangement with a supplier that is expected to be worth (exclusive of GST) \$200,000 or more in a financial year.

**Life Cycle Costing**

An evaluation of the costs of procuring, owning, operating and disposing an asset.

**Local Supplier**

A local supplier is a business entity operating locally as described in Section 4.3 of this policy.

***Medium-sized procurement arrangement***



## MAPOON ABORIGINAL SHIRE COUNCIL Procurement Policy 2021-22

RESOLUTION NO. XXX 2021 VERSION 4

A contractual arrangement with a supplier that is expected to be worth (exclusive of GST) \$10,000 or more, but less than \$200,000.

### **MRPQS**

The Mapoon Aboriginal Shire Council Register of Pre-Qualified (Preferred) Suppliers. The selection criteria of the MRPQS are contained in the Mapoon Aboriginal Shire Council Pre-Qualified Supplier Procedure.

### **Preferred Supplier Arrangement**

A form of standing offer where a pre-qualified supplier has provided a standing quotation for the goods or services.

### **Preferred Supplier**

A supplier who has been assessed by Council as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

### **Purchase Order**

The official document, normally generated by Council's finance system, used to authorise and record the purchase of goods or services by Council. It is, in most cases, the prime reference confirming the contractual situation between Council and the supplier.

### **Purchase Requisition**

The official document which records Council's requirements for goods and/or services and records the details of any quotes obtained. It is used to raise a Purchase Order in the Finance System. Any staff member may complete a Purchase Requisition, but it must be co-signed by a manager.

### **Registered Business**

A company or entity as defined by the Australian Securities and Investment Commission (ASIC) and that also appears as "Active" in the ASIC Business Name Register and as amended from time to time.

### **Sound Contracting Principles**

As defined in the Local Government Act 2009, the sound contracting principles are:

- a) Value for money; and



## MAPOON ABORIGINAL SHIRE COUNCIL Procurement Policy 2021-22

RESOLUTION NO. XXX 2021 VERSION 4

- b) Open and effective competition; and
- c) The development of competitive local business and industry; and
- d) Environmental protection; and
- e) Ethical behaviour and fair dealing.

### Standing Offer Arrangement

An agreement subject to specified terms and conditions whereby Council agrees to purchase their requirements of a specified number or range of items, during a specified time period from the supplier at agreed prices or on an agreed price basis. Normally no obligation to purchase a specified quantity exists although estimates for the guidance of the supplier may be given.

### 4. Policy statement:

There are four aspects to the Procurement Policy.

- a) The Procurement Principles provide guidance in regard to ethical behaviour and sound contracting principles;
- b) The Procurement Arrangements provide the procedures to be followed for each procurement category.
- c) The Local Supplier Preference provides guidance on how to apply the Council's desire to give preference to local suppliers; and
- d) The Delegations proscribe the limits for staff to authorise the procurement of goods and services.

#### 4.1. Procurement Principles

Council officers are required to:

- a) Adhere to the "Sound contracting principles" as stipulated in the *Local Government Act 2009*;
- b) Preserve Council's integrity in the procurement process to ensure that Council may be seen to have acted beyond reproach in all dealings;
- c) Abide by Council's Code of Conduct and all applicable policies and instructions; and
- d) Source quotations and raise purchase orders prior to receiving goods and services.

Council officers involved in purchasing must act with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives. All employees must:

- Perform the procurement task honestly and without favour or prejudice;



## MAPOON ABORIGINAL SHIRE COUNCIL Procurement Policy 2021-22

RESOLUTION NO. XXX 2021 VERSION 4

- Spend Council funds efficiently and effectively and in accordance with the law and Council policy;
- Deal fairly, impartially and consistently with supplies and prospective suppliers;
- Keep confidential all sensitive information obtained as part of the procurement activity;
- Not have an actual conflict of interest in relation to the procurement activity; and
- Not seek or accept any remuneration, gift or advantage.

Purchase Orders are to be generated for all purchases of goods and services other than:

- Staff reimbursement;
- Corporate card transactions; or
- Long-term supply contracts (Ergon, Telstra, etc.); or
- Direct payments and fees (bank charges etc.); or
- Other purchases where an Executive Manager or the CEO has determined in extenuating circumstances that a Purchase Order is not required prior to purchase.

Purchasing activities must, whenever possible, result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.

### 4.2. Procurement Arrangements

Council staff are to achieve the best value for money over the long term in their purchasing decisions. The concept of value for money is not restricted to price alone. The value for money assessment may include consideration of:

- Contribution to the advancement of Council's priorities;
- Fitness for purpose, quality, after sales servicing and support;
- Whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
- Internal administration costs;
- Price;
- Technical compliance issues;
- Risk exposure and reputation of the supplier;
- The value of any associated environmental benefits; and
- Advantages of local knowledge, networks and relationships.

The relative weighting of the different components will depend both on the value of the transaction and the materials or services being procured.

Consideration must be given to the use of evaluation criteria for Medium-sized procurement arrangements where it will assist in determining the most advantageous supply arrangement to Council over the long term.

The use of evaluation criteria is mandatory for all Large-scale procurement arrangements.



## MAPOON ABORIGINAL SHIRE COUNCIL Procurement Policy 2021-22

RESOLUTION NO. XXX 2021 VERSION 4

The purchasing thresholds described in Table 1 below must be adhered to unless directed in writing by the CEO. The value of the purchase contract is to be calculated over the full contract period. Approval of all Purchase Orders must be undertaken by the appropriate delegated purchasing officer. Purchasing delegations are provided in Table 2.

Amount of Purchase	Requirement
Under \$1,000	<ul style="list-style-type: none"> <li>a) The Preferred Supplier List shall be utilised for these procurements where such goods and services are on the Preferred Supplier list.</li> <li>b) Quotations are not required, but staff must be able to demonstrate that Council is receiving value for money with the purchase;</li> <li>c) Payment for purchases under \$1,000 can be made with a Corporate Card;</li> <li>d) Staff may make purchases with the prior approval of a purchasing delegate and request re-imbursement;</li> <li>e) Staff may request a Purchase Order to be used for the purchase.</li> </ul>
\$1,000 to \$5,000	<ul style="list-style-type: none"> <li>e) The Preferred Supplier List shall be utilised for these procurements where such goods and services are on the Preferred Supplier list.</li> <li>f) A local supplier may be given preference for purchases in this category with the application of a maximum 10% local preference up to a maximum of \$200.</li> <li>c) Goods and Services may also be sought from the Local Buy panel arrangements.</li> <li>d) Payment for purchases under \$5,000 can be made with a Corporate Card up to the individual item limit of the card;</li> <li>e) Where practicable, two verbal quotes shall be requested, and the details recorded on the Purchase Requisition.</li> </ul>
\$5,000 - \$15,000	<ul style="list-style-type: none"> <li>a) The Preferred Supplier List shall be utilised for these procurements where such goods and services are on the Preferred Supplier list. A single written quote shall be obtained.</li> <li>b) Where suppliers cannot be sought from the Preferred Suppliers List, a minimum of two written quotes shall be requested, with the details recorded on the Purchase Requisition. A minimum of</li> </ul>





## MAPOON ABORIGINAL SHIRE COUNCIL Procurement Policy 2021-22

RESOLUTION NO. XXX 2021 VERSION 4

Amount of Purchase	Requirement
	<p>two working days is to be allowed for the receipt of such quotes from time of request.</p> <p>c) A local supplier will be given preference for purchases in this category with the application of a maximum 7.5% local preference up to a maximum of \$650 to encourage the development of local business and the availability of such goods and services to the community locally.</p> <p>d) Suppliers may be sourced from Local Buy Panel Arrangements with a written quotation.</p> <p>e) Relevant Quality Assurance and Workplace Health &amp; Safety requirements are to be considered in the procurement of such goods and services.</p> <p>f) Reasons for not accepting the lowest quote from the lowest conforming local supplier must be recorded.</p> <p>g) Where local preference has been applied to award the procurement to a local supplier, the local preference amount applied will be noted.</p> <p>h) The procurement of these goods and services shall be in accord with the conditions of delegation under this policy and the Chief Executive Officer's delegation to relevant Council Officers.</p>
\$15,000 - \$200,000	<p>a) A specification shall be prepared for all goods and services in this category.</p> <p>b) The Preferred Supplier List shall be utilised for these procurements where such goods and services are on the Preferred Supplier list. A minimum of one single written quote shall be obtained.</p> <p>c) Where suppliers cannot be sought from the Preferred Suppliers List, or a Local Buy Panel Arrangement, a minimum of three written quotes shall be requested, with the details recorded on the Purchase Requestion. A minimum of four working days, except in the case of emergencies is to be allowed for the receipt of such quotes from time of request.</p> <p>d) A Local Supplier will be given preference for purchases in this category with the application of a maximum 5% local preference up to a maximum of \$2,000 to encourage the development of</p>



## MAPOON ABORIGINAL SHIRE COUNCIL Procurement Policy 2021-22

RESOLUTION NO. XXX 2021 VERSION 4

Amount of Purchase	Requirement
	<p>local business and the availability of such goods and services to the community locally.</p> <p>e) Public advertising may also be used for this category. Where public advertising is used to source quotations, a minimum of four selection criteria shall be used to assess the submissions. A minimum of ten working days is to be allowed for the receipt of such quotes from time of advertising.</p> <p>f) Relevant Quality Assurance and Workplace Health &amp; Safety requirements are to be considered in the procurement of such goods and services.</p> <p>g) The procurement of these goods and services shall be in accord with the conditions of delegation under this policy and the Council's delegation to the Chief Executive Officer.</p> <p><b>Note: Council approval is required for all procurements of \$100,000 or more.</b></p>
\$200,000 and Above	<p>a) Council approval is required for all procurements of \$200,000 or more.</p> <p>b) A detailed specification shall be prepared and shall include any relevant Quality Assurance requirements and Workplace Health and Safety requirement in accordance with the <i>Work Health &amp; Safety Act 2011</i> for all goods and services in this category.</p> <p>c) A minimum of four selection criteria shall be used to assess the submissions. Relevant Quality Assurance and Workplace Health requirements are to be considered in the procurement of such goods and services.</p> <p>d) A form of contract will be included with the specification.</p> <p>e) The Local Supplier preference arrangements do not apply to this category.</p> <p>f) Procurements in this category will be by way of tender and shall be advertised in local and/or regional newspapers, public notices, flyers and council email distribution list for public notices or as directed by the Chief Executive Officer from time to time. Invitations may also be invited from members of Local Buy panel arrangements where appropriate.</p> <p>g) The tender advisement/notice shall allow at least 21 days from the date of the advertisement for the submission of tenders.</p>





## MAPOON ABORIGINAL SHIRE COUNCIL Procurement Policy 2021-22

RESOLUTION NO. XXX 2021 VERSION 4

Amount of Purchase	Requirement
	h) All offers shall be evaluated, and a report prepared for Council's consideration. Purchase Orders cannot be placed or contracts entered into until Council has approved the purchase.

Table 1: Purchasing Thresholds.

### 4.3. Local Supplier Preference

Council encourages the development of competitive local businesses within its local government area. In this policy, a "local supplier" is a:

- Registered Business that is beneficially owned and operated by persons who are residents within the MASC local government area; or
- Registered Business or individual that has its principal place of business within the local government area of council; or otherwise a
- Registered Business that has a place of business within the Local Government area of Council which solely or primarily employs persons who are residents of the MASC Local Government area

Where goods or services are available locally but procured from outside the shire, documentation is required to demonstrate that local preference has been considered. Council has a scaled local preference policy for the procurement of goods and services other than plant hire as follows:

Contract Value	Evaluation preference
Up to \$5,000	10.0% up to a maximum of \$200
Greater than \$5,000 up to 15,000	7.5% up to a maximum of \$650
Greater than \$15,000 up to \$200,000	5.0% up to a maximum of \$2,000
Greater than \$200,000	None

Table 2: Local Supplier Preference values

Plant Hire is excluded from the application of the Local Supplier Preference as local suppliers have an advantage in regard to the transport of plant to site.

### 4.4. Purchasing Delegations



## MAPOON ABORIGINAL SHIRE COUNCIL Procurement Policy 2021-22

RESOLUTION NO. XXX 2021 VERSION 4

The Chief Executive Officer has the delegated authority to allocate financial delegation to positions within Council. These are provided below in Table 3. Any new positions or changes/variations must be approved by the Chief Executive Officer in accordance with the relevant legislation.

Position	Amount
Chief Executive Officer	\$100,000
Executive Infrastructure & Services Manager	\$20,000
Executive Finance Manager	\$20,000
Executive Environmental Services Manager	\$20,000
Store Manager, Store stock only	\$20,000
Governance Manager	\$5,000
Office Manager	\$5,000
Aged Care Coordinator	\$3,000
Fleet Manager	\$3,000
Building Supervisor	\$3,000

Table 3: Purchasing Delegations.

### 5. Inclusions and exclusions

For the purposes of this policy, the following inclusions and exclusions apply:



## MAPOON ABORIGINAL SHIRE COUNCIL Procurement Policy 2021-22

RESOLUTION NO. XXX 2021 VERSION 4

- Disposal of land and valuable non-current assets. Section 227 of the *Local Government Regulation 2012* provides that land and valuable non-current assets must be disposed of by way of auction or by inviting tenders.
- Additional exceptions are permissible where Council considers that one of the following circumstances is evident:
  - Council is satisfied that only 1 supplier is reasonably available;
  - Council determines that due to the specialised or confidential nature of the services sought, it would be impractical or disadvantageous for Council to invite quotes or tenders;
  - A genuine emergency exists as determined by the Mayor or CEO;
  - The contract is for the purchase of goods and is made by auction;
  - The contract is for the purchase of second-hand goods; or
  - The contract is made with, or under arrangement with, a government body.

### 6. Relevant Legislation

- Local government Act 2009

### Local Government Regulation

#### 198 Procurement policy

- (1) A local government must prepare and adopt a policy about procurement (a *procurement policy*).
- (2) The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.
- (3) A local government must review its procurement policy annually.



## MAPOON ABORIGINAL SHIRE COUNCIL Procurement Policy 2021-22

RESOLUTION NO. XXX 2021 VERSION 4

### 7. Variations

MASC reserves the right to vary, replace or terminate this policy from time to time.

### 8. Related Policies and Procedures

- Code of Conduct
- Contract Negotiations Policy
- Credit Card Policy
- Disposal of Current Assets Policy
- Fraud and Corruption Plan

### 9. Policy Version and Revision Information

**Policy authorised and adopted by:**

Chief Executive Officer and The Mapoon  
Aboriginal Shire Council.

**Original issue:** 13/07/2017

**Policy authorised and adopted by:**

Naseem Begam Chetty: Chief Executive Officer  
and The Mapoon Aboriginal Shire Council.

**Issue:** 1/05/2019

**Policy Maintained by:** Executive Manager  
Finance

**Mandated Annual Review LGA 104 (5) This  
Version:** 3.0

**Date Adopted:** 16 June 2020

**Policy Maintained by:** Executive Manager  
Finance

**Mandated Annual Review LGA 104 (5) This  
Version:** 4.0

**Date Adopted:** 14 June 2021

**Recommended Review Date:** 30/6/2022



**MAPOON ABORIGINAL SHIRE COUNCIL**  
**Procurement Policy 2021-22**

RESOLUTION NO. XXX 2021 VERSION 4

**10. Workplace Participant Acknowledgement**

I acknowledge:

- a) Receiving this MASC Policy;
- b) That I should comply with this policy; and
- c) That there may be disciplinary consequences if I fail to comply, including termination of employment.

Your name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**7.9 GOVERNANCE MANAGER'S REPORT RESPONSE TO THE INTERNAL AUDITOR'S REPORT ON THE MAPOON STORE.**

**Author:** Royleen Wolski, Governance Manager

**Authoriser:** Steve Linnane, Acting CEO

**Attachments:** 1. Mapoon Aboriginal Shire Council Stores Internal Audit Report.pdf

**PURPOSE OF REPORT**

To update the Council on actions taken in order to address issues identified in the Internal Auditor's Report.

**BACKGROUND**

An Internal Auditor was engaged to independently undertake an evaluation of the risk management controls and governance procedures in place over the Retail Stores operations, in particular how they relate to the management of inventory with the purpose of reporting recommendations to management and the Council.

**DISCUSSION**

The Internal Auditor's findings confirmed a number of positive governance issues, in particular that the Internal Auditor agreed:

- that stocktake procedures appeared to be comprehensive and easy to follow,
- that he was satisfied that daily cash reconciliations were being properly performed,
- that he performed test counts on a significant number of stock items (sample of 576 from 2,135 stock lines) from across all departments and traced these through to the final count performed by the Store Manager subsequent to their site visit. Allowing for reasonable movement due to sales, there were no significant variances noted,
- that he checked the cost prices shown on 135 stock items out of the population of 2,135 stock lines with insignificant errors noted.

The Audit confirmed that there were some errors identified:

- a number of errors in prices and quantities entered into the POS system,
- GST was not properly recorded on a number of inventory items,
- No snap shot stock takes were being taken, and that known errors were not being rectified on a timely basis,
- Treatment of layby items are not covered by any specific Council policy and the layby monies received are not presently recorded in any Council accounting systems.
- Stock departments and locations in ProfitTrack could be improved to enable more efficient rolling stock checks to occur throughout the reporting year and reduce the impost of a full stocktake being performed more than once annually.

- Key performance measures have not been formally defined for the Retail Store Manager and there is no reliable monitoring of the Retail Stores performance against pre-determined measures such as gross margin, inventory turnover days or budgeted sales.

In response to these comments, the Governance Manager has made a detailed examination of the issues highlighted and offers the following information in relation to each:

- a number of errors in prices and quantities entered into the POS system,
  - ***The Governance Manger has arranged to have an additional Profit Track access provided to her, in addition to those in place at the store, and is now able to commence:***
    - (a) cross checking pricing and***
    - (b) sending spot check requests to the Store Manager to check items on a random basis***
- GST was not properly recorded on a number of inventory items,
  - ***The additional Profit Track terminal will allow the Governance Manager, and later the Executive Manager of Community Development to oversee these operational aspects of the Store.***
- No “snap shot stock takes” were being taken, and that known errors were not being rectified on a timely basis,
  - ***“Snap shot stock takes” are now conducted on a regular basis.***
- Treatment of layby items are not covered by any specific Council policy and the layby monies received are not presently recorded in any Council accounting systems.
  - ***The lay by system was reintroduced by the most recent managers without consultation with either the Governance Manager or the Chief Executive Officer, and despite being instructed that Lay-bys were not permitted due to anomalies which had occurred previously. At the time the most recent managers took over there were no lay-bys, and when they introduced them, they did not introduce the documentation required by consumer law.***
  - ***Moving forward, no new lay-bys are being taken, and there are only four laybys still current.***
  - ***The current Profit Track system does have a system whereby laybys can be entered into the system and the monies added as they are received. Should laybys be continued, the new managers will be instructed to enter them correctly into the system and this will be one of the KPI’s they are required to achieve.***

- Stock departments and locations in ProfitTrack could be improved to enable more efficient rolling stock checks to occur throughout the reporting year and reduce the impost of a full stocktake being performed more than once annually.
  - ***The ability to conduct rolling stock takes has always existed through profit track and the use of this feature will be a KPI of the new management.***

The Internal Auditor's Report contained the following detailed findings:

## 1. DETAILED FINDINGS

### 6.1 MAINTENANCE OF POS SYSTEMS

#### Observation

During our site visit, we noted that there were a number of discrepancies noted on the entry of invoices into ProfitTrack. For example, we noted on three invoices where the cost price excluding GST for items had not properly considered the correct GST amount as shown on the invoice. Similarly, we noted that the prices and quantities shown on two invoices did not agree to the amounts entered into ProfitTrack. These errors, although not significant in quantum or price, could lead to incorrect stock information being maintained in the POS System.

#### Recommendation

An additional review on invoices entered into the stock system by an appropriate level of management would ensure that errors are identified on a timely basis.

#### **Response:**

***Over the entire internal audit, only five invoices were found to be inaccurate, and in view of the large volumes of invoices involved this is a minute problem, as the internal auditor pointed out.***

### 6.2 FREQUENCY OF STOCKTAKES

#### Observation

We note that the Store has recently implemented the procedure of performing monthly stocktakes of all stock items in the Store. This means that Council is only aware of stock discrepancies on a monthly basis and this limits the ability to properly investigate the cause of any variance.

#### Recommendation

The POS system used by the Store has the capability to manage "snapshot" stock counts throughout the month and the utilisation of this feature on high-risk/high-volume items would ensure issues are being identified on a timely basis. For example, fuel and cigarette counts could be done daily to identify any stock losses on the day. This would ensure that any investigation would be likely to properly identify the cause of the discrepancies.

By improving the stock departments and locations in ProfitTrack, the ability to perform more efficient rolling stock checks throughout the reporting year would reduce the impost of a full stocktake being performed more than once annually.

#### **Response:**

***Snap Shot Stock takes are already being implemented.***



### 6.3 LAYBY POLICY

#### Observation

We note that the Store has implemented a layby process by which community members can make payments over time towards the purchase of major equipment like televisions, bikes or whitegoods. These items are set aside by Council staff and a spreadsheet is maintained to manage the outstanding balances. However, we note that the stock continues to be owned by Council until such time that the final payment is made and the monies are kept separately from the Council accounting systems. There is no formal policy in place to ensure proper process is followed in respect to the holding of monies and the treatment of stock under layby.

This exposes Council to the risk that monies received is not being properly recorded in the council records, stock items are held by Council for laybys that may not be sold and procurement limits may be exceeded outside delegated authorities.

#### Recommendation

Council should formalise a policy in respect of layby goods and ensure that this is distributed to all stakeholders in the process. Proper procedures should be developed to ensure that Council is properly recording the monies held in trust and the stock items in its accounting records. Delegation authorities should also be set to ensure that there is limits on what exposure Council may have on this type of transaction.

#### **Response:**

***A formal layby contract was provided however the most recent managers failed to use it. The stock which has been held on layby includes expensive white goods and the long term storage of unsold goods is not a good practice. The short term turn over of big ticket items will be a KPI of the new management.***

***The Governance Manager has commenced overseeing the Store's ProfitTrack System, and a new procedure has been implemented where lay-by payments are entered into Profit Track as they are taken, all money taken is recorded in Council's system, and no unaccounted-for money will be held in the store safe.***

### 6.4 MONITORING OF STORE PERFORMANCE

#### Observation

We note that there is no regular review of actual store performance against key performance indicators, such as gross margins, net profit margin or inventory turnover days. As such, there is no clear communication of what performance measures the Store is expected to receive and the lack of meaningful information being available to monitor performance means issues are not highlighted on a timely basis.

#### Recommendation

Council should clearly identify key performance indicators for the Retail Store and ensure that this information is regularly monitored and appropriate corrective action taken for significant variations from expected results.

**Response:**

*The Governance Manager now has access to Profit Track at all times and is able to counter check both orders, mark ups, and KPI's of stock purchase and stock movement.*

KPI's are currently being formulated for the incoming management team.

**RECOMMENDATION**

That the Governance Manager's report in relation to the Store Internal Audit be received and noted.



## MAPOON ABORIGINAL SHIRE COUNCIL

INTERNAL AUDIT REPORT - STORES  
PRESENTED APRIL 2021

**CONTENTS**

1. INTRODUCTION	1
2. SUMMARY OF FINDINGS	2
3. REVIEW RATING	3
4. CONCLUSION	3
5. LIMITATIONS	3
6. DETAILED FINDINGS	4



## 1. INTRODUCTION

### 6.1 PURPOSE

In accordance with the Mapoon Aboriginal Shire Council's (MASC) internal audit process and program schedule, Jessups has undertaken an evaluation of the effectiveness of the risk management controls and governance procedures in place over the Retail Stores operations, in particular how they relate to the management of inventory with the purpose of reporting recommendations to management and the Council.

### 6.2 OBJECTIVES AND SCOPE

Key risks identified in the review of the Retail Stores include:

- Failure to properly record inventory on hand
- Failure to identify damaged or defective goods on a timely basis
- Excess inventory levels regularly occur resulting in unnecessary carrying costs
- Insufficient inventory levels regularly occur resulting in missed business opportunities
- Goods sold by the store (such as layby items) to be returned for credit may not accounted for properly
- Purchases through ProfitTrack are not independently authorised or reviewed

The scope of our engagement was to provide limited assurance that the internal controls framework over Retail Stores inventory are appropriately designed and is operating effectively by assessing the adequacy of policies and procedures and analysing data to identify control deficiencies and/or non bona fide transactions.

### 6.3 METHODOLOGY

Our approach included the following steps:

- Developed an understanding of the internal audit process and determined the associated risks through discussion with key staff;
- Confirmed existing documented key processes and controls, identified any changes and performed walkthroughs;
- Selected key controls and performed specific testing to ensure that these controls were operating effectively;
- Perform test counts on inventory at 26 March 2020 and trace to stock-take performed on 31 March 2020;
- Discuss findings with appropriate levels of management;
- Issue a report outlining our findings and recommendations.

This internal audit included interviews with staff and the inspection of a sample of documents sufficient to form an opinion on the effectiveness of internal controls.

### 6.4 KEY CONTACTS

- Mr. Dale Pye (Store Manager)
- Ms. Elzobie Groenewald (Finance Manager)
- Ms Royleen Wolski (Governance Manager)



## 2. SUMMARY OF FINDINGS

We attended the Council Retail Stores operations during the week ended 26<sup>th</sup> March 2021 as the Council had planned a full stock-take to be performed over the weekend. We held discussions with key staff to ensure that we had a good understanding of the stock-take procedures to be carried out.

Although we were not in attendance for the weekend stock count, we performed detailing testing over the stock in hand at the Retail Stores during our site visit to ensure that the March 2021 stocktake could be relied upon.

The following detailed testing was performed:

- Review of stocktake procedures
- Discussions with Store Manager and Assistant Store Manager regarding store operations
- Inventory test counts
- Review of stock for obsolete or damaged items
- Tracing cost prices of inventory to recent purchase to ensure that items are recorded at cost

### 6.5 RESULTS

The stock-take procedures issued by the Store Manager appear to be comprehensive and easy to follow. The use of marked locations and pre-counts of warehouse stock were observed and found to be appropriately performed.

We walked through the daily cash counts on Tuesday 23<sup>rd</sup> March 2021 and were satisfied that these daily reconciliations were being properly performed.

We performed test counts on a significant number of stock items (sample of 576 from 2,135 stock lines) from across all departments and traced these through to the final count performed by the Store Manager subsequent to our site visit. Allowing for reasonable movement due to sales, there were no significant variances noted.

We agreed the cost prices shown on 135 stock items out of the population of 2,135 stock lines with insignificant errors noted.

We observed the following weaknesses in internal controls and/or performance improvement observations:

- Noted a number of errors in prices and quantities entered into POS system.
- Noted that GST was not properly recorded on a number of inventory items entered.
- No snapshot stock-takes being conducted and known errors are not being rectified on a timely basis
- Treatment of layby items are not covered by any specific Council policy and the layby monies received are not presently recorded in any Council accounting systems.
- Stock departments and locations in ProfitTrack could be improved to enable more efficient rolling stock checks to occur throughout the reporting year and reduce the impact of a full stocktake being performed more than once annually.
- Key performance measures have not been formally defined for the Retail Store Manager and there is no reliable monitoring of the Retail Stores performance against pre-determined measures such as gross margin, inventory turnover days or budgeted sales.



### 3. REVIEW RATING

Based on the scope of our engagement, MASC performance relevant to this internal audit review is outlined below. This rating is based on observations made during the engagement and in some areas, these observations may have been limited by the scope of work performed.

This rating is to assist MASC senior management and the Council to focus on areas of greatest concern and does not form part of our opinion. The rating is from 1 to 5 and is explained in more detail as follows:

		RATING
1	Minimal opportunities for improvement identified	
2	A small number of minor control weaknesses / performance improvement opportunities (efficiency, effectiveness, economy)	
3	Several control weaknesses of concern identified / several performance improvement opportunities (efficiency, effectiveness, economy)	✓
4	Significant control weaknesses found in a number of areas / significant opportunities for performance improvement (efficiency effectiveness, economy)	
5	Pervasive, significant weaknesses in controls identified / processes are not efficient, effective or economic	

### 4. CONCLUSION

Based on the work performed, there are some weaknesses in the design and application of controls and/or opportunities to improve the efficiencies in Retail Stores inventory management.

In particular, improvements are required to ensure management of the following key risks:

- Failure to properly record inventory on hand
- Failure to identify damaged or defective goods on a timely basis
- Excess inventory levels regularly occur resulting in unnecessary carrying costs
- Insufficient inventory levels regularly occur resulting in missed business opportunities
- Goods to be returned for credit are not accounted for properly

### 5. LIMITATIONS

Our internal audit work was limited to that described in this report and was performed in accordance with the objectives and approach agreed in the engagement document. It did not constitute an examination or a review in accordance with general accepted auditing standards or assurance standards. Accordingly, we provide no opinion or other form of assurance with regard to our work or the information upon which our work was based. We did not audit or otherwise verify the information supplied to us in connection with this engagement, except to the extent specified in this report or our approved objectives and scope.



## 6. DETAILED FINDINGS

### 6.1 MAINTENANCE OF POS SYSTEMS

#### Observation

During our site visit, we noted that there were a number of discrepancies noted on the entry of invoices into ProfitTrack. For example, we noted on three invoices where the cost price excluding GST for items had not properly considered the correct GST amount as shown on the invoice. Similarly, we noted that the prices and quantities shown on two invoices did not agree to the amounts entered into ProfitTrack. These errors, although not significant in quantum or price, could lead to incorrect stock information being maintained in the POS System.

#### Recommendation

An additional review on invoices entered into the stock system by an appropriate level of management would ensure that errors are identified on a timely basis.

### 6.2 FREQUENCY OF STOCKTAKES

#### Observation

We note that the Store has recently implemented the procedure of performing monthly stocktakes of all stock items in the Store. This means that Council is only aware of stock discrepancies on a monthly basis and this limits the ability to properly investigate the cause of any variance.

#### Recommendation

The POS system used by the Store has the capability to manage "snapshot" stock counts throughout the month and the utilisation of this feature on high-risk/high-volume items would ensure issues are being identified on a timely basis. For example, fuel and cigarette counts could be done daily to identify any stock losses on the day. This would ensure that any investigation would be likely to properly identify the cause of the discrepancies.

By improving the stock departments and locations in ProfitTrack, the ability to perform more efficient rolling stock checks throughout the reporting year would reduce the impact of a full stocktake being performed more than once annually.

### 6.3 LAYBY POLICY

#### Observation

We note that the Store has implemented a layby process by which community members can make payments over time towards the purchase of major equipment like televisions, bikes or whitegoods. These items are set aside by Council staff and a spreadsheet is maintained to manage the outstanding balances. However, we note that the stock continues to be owned by Council until such time that the final payment is made and the monies are kept separately from the Council accounting systems. There is no formal policy in place to ensure proper process is followed in respect to the holding of monies and the treatment of stock under layby.

This exposes Council to the risk that monies received is not being properly recorded in the council records, stock items are held by Council for laybys that may not be sold and procurement limits may be exceeded outside delegated authorities.





**Recommendation**

Council should formalise a policy in respect of layby goods and ensure that this is distributed to all stakeholders in the process. Proper procedures should be developed to ensure that Council is properly recording the monies held in trust and the stock items in its accounting records. Delegation authorities should also be set to ensure that there is limits on what exposure Council may have on this type of transaction.

**6.4 MONITORING OF STORE PERFORMANCE**

**Observation**

We note that there is no regular review of actual store performance against key performance indicators, such as gross margins, net profit margin or inventory turnover days. As such, there is no clear communication of what performance measures the Store is expected to receive and the lack of meaningful information being available to monitor performance means issues are not highlighted on a timely basis.

**Recommendation**

Council should clearly identify key performance indicators for the Retail Store and ensure that this information is regularly monitored and appropriate corrective action taken for significant variations from expected results.

**7.10 GOVERNANCE MANAGER'S REPORT ON MAPOON STORE, ACCOMMODATION AND CAMP GROUNDS.**

**Author:** Royleen Wolski, Governance Manager

**Authoriser:** Steve Linnane, Acting CEO

**Attachments:** Nil

**PURPOSE OF REPORT**

To update Council on Governance and enterprises matters.

**BACKGROUND**

Council operates two retail businesses, the Mapoon Council Store and the Accommodation Complexes, which include the Paanja Lodge Cabins, Contractors Dongas and Cullen Point Camp-Ground.

**DISCUSSION****BACKGROUND**

Council operates two retail businesses, the Mapoon Council Store and the Accommodation Complexes, which include the Paanja Lodge Cabins, Contractors Dongas and Cullen Point Camp-Ground.

**DISCUSSION****Accommodation & Camping Facilities****Cabins & Contractors Camp**

May 2021 overall Cabin Occupancy was 53.63%, however there were weeks where daily occupancy was 100%. The previous month's occupancy was 48.1%, and March 2021 was 39.11% so currently cabin occupancy is steadily improving.

By comparison, May 2020 Cabin Occupancy was still heavily affected by the COVID Closure of the Cape, was only 10.76%.

Ensuted Donga Occupancy was 40.05% predominantly due to the presence of Gulf Civil contractors.

The previous month's ensuted donga occupancy was only 23.7%, so again there has been a significant improvement.

Construction of the four new Cabins is progressing and the Executive Manager of Works and Infrastructure estimates that they will be completed by approximately July 2021.

**Cullen Point Camp-Ground**

May 2021 Occupancy of the Cullen Point Camp-Ground is recorded as being 42.11% which has picked up considerably on the previous month, which was only 11.85%.

By comparison, Cullen Point Camping Ground in May 2020 was busy with campers predominantly from Weipa with occupancy of 32.22%.

Both the Rangers and the Accommodation & Governance Managers are monitoring incoming vehicles and guests in relation to their point of origin.

The Cabins made a net profit of \$118,092.97 and Dongas made a profit of \$34,419.21, making a total net profit of \$152,512.

**Store**

The Store Managers departed at short notice, stating that ill health was their reason for not continuing. The Accommodation Manager is providing relief management in the short term, and the Governance Manager is assisting with Accommodation until the new store management team arrives.

The incoming management team has a stable employment background, including over eleven years managing a remote store at the Community of Alpururulam (Lake Nash) in the Northern Territory. That community has a population of approximately 420 people, of whom 387 (92%) identify as being Aboriginal. The new team is expected to arrive on 21 June 2021 and will be in place in time for the end of Financial Year Stock Take. They will be assisted in their transition by the current Relief Manager.

The End of Financial Year Stocktake is scheduled for Wednesday 30<sup>th</sup> June, and in preparation for this the Store Manager is conducting "Snapshot Stocktakes" to ensure recorded stock levels are correct. It is strongly advised that the store trade for the morning of Wednesday 30 June 2021, and then close to allow an accurate stocktake to be conducted.

**RECOMMENDATION**

That the report of the Governance Manager be received and noted.

**7.11 COMMUNITY, AGED AND DISABILITY SERVICES****Author:** Wilma Gibson, Community Services Coordinator**Authoriser:** Steve Linnane, Acting CEO**Attachments:** Nil**PURPOSE OF REPORT**

To give updated information for council

**BACKGROUND**

This report provides available data in relation to service delivery.

**DISCUSSION**

Data is available from the Recording of Client Services (ROCS) Program after it has been entered. At the time of the preparation of this report, the data from April and May had not been completed.

**CHSP PROGRAM: Jan -March 2021**

Clients	19
Domestic Assistance	24
Social Support (Individual)	38
Social Support (Group)	60
Meals	332
Home Maintenance Visits	20
Client Transports	94
Personal Care Visits (Due to Nil Assessment Approval by Regional Assessment Services)	0

**QCSS Program: Jan -March 2021**

Clients	2
In Home Supports	54
Community Connection Support	14

**Home Care Packages-**

Clients	7
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Service data was unavailable at the time of the preparation of this report.

**RECOMMENDATION**

That the Community Aged and Disability Services Report be received and noted.

**7.12 COMMUNITY SERVICES - PLAYGROUP**

**Author:** Wilma Gibson, Community Services Coordinator  
**Authoriser:** Steve Linnane, Acting CEO  
**Attachments:** Nil

**PURPOSE OF REPORT**

To give an update to Council on the progress of the Playgroup Program.

**BACKGROUND**

This report will give information about current attendance and re-engagement with community families, and partnership with external stakeholders.

**DISCUSSION****Outcomes and Achievements**

- Mapoon Playgroup has commenced re-engagement with Napranum Parents and Learning Program (PAL Program) who have made two visits to Mapoon. This has resulted in a stock take of resources being completed for the Parents And Learning (PAL) Packs, with a plan to visit weekly to coach and support new staff.
- PAL Packs are designed activities for children under three years of age. The packs have specific themes designed by Early Childhood. Each week a new pack is delivered to the families, and the previous pack is collected and returned to the Centre.

**Highlights for the Month**

- Families and children are showing positive interest in re-engaging with Play Group activities. This has been via enquiries and asking questions around what day is Playgroup on and when can we come.

**Statistical Data**

Details	Statistic
Home Visits	Four Families
PAL Packs Delivered	Four x Two Weeks Activities for May 2021
Number of Participants	Four
Number of Indigenous Participants	Four

**RECOMMENDATION**

That the Community Services -Playgroup Report be read and accepted.

**8 ANY OTHER BUSINESS**

Nil

**9 CORRESPONDENCE IN**

Nil

**10 CORRESPONDENCE OUT**

Nil

**11 NEXT MEETING DATE**

Proposed date for next meeting: 20 July 2021

**12 CLOSE MEETING**