



**Tuesday, 27 July 2021**

**9:00 AM Council Chambers**

8:30 am	Opening of Meeting
10:45 am to 11:00 am	Morning Tea
12:30 pm to 1:00 pm	Lunch

- 1. Opening of Meeting & Acknowledgement to Country**
- 2. Condolences**
- 3. Prayer**
- 4. Record of Attendance & Apologies**
- 5. Housekeeping**
- 6. Consideration of application for leave of absence**
- 7. Councillors declaration of prescribed or declarable COI**
- 8. Confirmation of Minutes of previous meeting(s)**
  - 8.1. Minutes of Meeting 29 June, 2021
- 9. Mayoral Report**
  - 9.2. July Mayoral Report
- 10. Chief Executive Officer Report**
  - 10.3. Council Policies
  - 10.4. Debtors Write Off
  - 10.5. Department of Housing Property Allocations
  - 10.6. Reframing our Regulatory Relationship
  - 10.7. 2020/21 Operational Update June 2021
- 11. Divisional Manager's Team Reports**
  - 11.8. Finance Division Report
- 12. Late Items**
  - 12.9. Purchase from Rob Roy
  - 12.10. Housing Allocations
- 13. Councillor Reports**
- 14. Closure of meeting**

## **Council Meeting Minutes**

*Napranum Aboriginal Shire Council Ordinary General Meeting Minutes*

**Tuesday, 29 June 2021**

**Council Chambers**

**1. Opening of Meeting & Acknowledgement to Country**

**Mayor Janita Motton opened the meeting at 08:46 AM**

**2. Condolences**

**3. Prayer**

**4. Record of Attendance & Apologies**

**PRESENT:** Mayor Janita Motton, Cr. Kaylene Jawai, Cr. Egito Mairu, Cr. Margie Adidi, Cr. Marie Pitt

**APOLOGIES:**

**IN ATTENDANCE:** Janelle Menzies, Enya Lange (Minute Taker)

**INVITED GUESTS:** Paul Martin

**5. Housekeeping**

**6. Consideration of application for leave of absence**

**7. Councillors declaration of prescribed or declarable COI**

The Napranum Aboriginal Shire Council has noted Mayor Janita Motton has a declared a Conflict of Interest in 10.5 and 10.12 and Cr. Margie Adidi had a declared Conflict of Interest in 10.7 of today's Ordinary Council Meeting. There are no apologies from Councillors for the Ordinary General Meeting of Tuesday, 29 June 2021.

Break at 8:52am

Meeting resumed at 9:17am

**8. Confirmation of Minutes of previous meeting(s)**

8.1. Minutes of Meeting 25 May, 2021

The Napranum Aboriginal Shire Council resolves to: –

Adopt the minutes from the Council Meeting on 25 May, 2021.

**Resolution: 210629/01**

**Moved: Cr. Margie Adidi**

**Seconded: Cr. Marie Pitt**

**- Carried: 5/5**

**9. Mayoral Report**

The Napranum Aboriginal Shire Council resolves to: –

Receive and accept the Mayoral Report.

**Resolution: 210629/02**

**Moved: Cr. Marie Pitt**

**Seconded: Cr. Egito Mairu**

**- Carried: 5/5**

**10. Chief Executive Officer Report**

10.2. Council Policies

The Napranum Aboriginal Shire Council resolves to: –

Adopt the following Council Policies:

- Remuneration Review Policy
- Risk Management Policy
- Councillor Code of Conduct
- Leave Without Pay Policy
- Child and Youth Risk Management Plan and Policy

**Resolution: 210629/03**  
**Moved: Cr. Marie Pitt**  
**Seconded: Cr. Egito Mairu**

**- Carried: 5/5**

10.3. 2022 Public Holidays

The Napranum Aboriginal Shire Council resolves to: –

Adopt the following Public Holidays in 2022:

- Foundation Day – Event (Special Holiday)
- Cairns Show Day
- DOGIT Day – Event (Special Holiday)

**Resolution: 210629/04**  
**Moved: Deputy Mayor Kaylene Jawai**  
**Seconded: Mayor Janita Motton**

**- Carried: 5/5**

10.4. Department of Housing Property Allocations

The Napranum Aboriginal Shire Council resolves to: –

Agree that there are no cultural reasons for the housing allocations for 122 Waum Street and 35 Prengim Street to proceed.

**Resolution: 210629/05**  
**Moved: Cr. Margie Adidi**  
**Seconded: Cr. Marie Pitt**

**- Carried: 5/5**

10.5. Additions to Housing Waiting List

*I, Mayor Janita Motton, inform the meeting that I have a Prescribed conflict of interest as my name is on the Napranum Housing Waiting List.  
As a result of my conflict of interest I will now leave the meeting while the matter is considered and voted upon. Mayor Motton left the meeting at 9:56am.*

The Napranum Aboriginal Shire Council resolves to: –

Approve the additions to the Napranum housing waiting list.

**Resolution: 210629/06**

**Moved: Cr. Margie Adidi**

**Seconded: Cr. Marie Pitt**

**-Carried: 4/4**

Break at 10:05am

Meeting resumed at 10:25am

*Mayor Janita Motton joined the meeting at 10:25am*

#### 10.6. WCCCA Christmas Celebration Grant Application

The Napranum Aboriginal Shire Council resolves to: –

Apply for the following:

- Christmas vouchers (Weipa Butchers voucher and IBIS Store voucher) with longer expiry durations
- Community Christmas celebration (Catering, Christmas carols with Church)
- Christmas Tree with decorations and lights
- Christmas gift bags for local children
- Santa photo booth

Council will independently run a Christmas light competition.

**Resolution: 210629/07**

**Moved: Mayor Janita Motton**

**Seconded: Cr. Egito Mairu**

**- Carried: 5/5**

10.7. Prequalified Supplier List

*I, Cr. Margie Adidi, inform the meeting that I have a Prescribed conflict of interest as my business is on the prequalified supplier list.*

*As a result of my conflict of interest I will now leave the meeting while the matter is considered and voted upon. Cr. Margie Adidi left the meeting at 10:49am.*

The Napranum Aboriginal Shire Council resolves to: –

Adopt the Prequalified Supplier List which will expire on 30 June, 2023.

**Resolution: 210629/08**

**Moved: Mayor Janita Motton**

**Seconded: Cr. Egito Mairu**

**-Carried: 4/4**

10.9. CEO Meetings and Workshops

The Napranum Aboriginal Shire Council resolves to: –

Note the proposed CEO travel dates.

**Resolution: 210629/09**

**Moved: Cr. Marie Pitt**

**Seconded: Mayor Janita Motton**

**- Carried: 4/4**

10.10. Permission to Film in Napranum

*Cr. Margie Adidi joined the meeting at 11:10am.*

The Napranum Aboriginal Shire Council resolves to: –

Accept proposal for the filming of The Master File in Cape York/Napranum.

**Resolution: 210629/10**

**Moved: Cr. Marie Pitt**

**Seconded: Cr. Egito Mairu**

**- Carried: 5/5**

## UNCONFIRMED



### 10.8. Works for Queensland 2021-2024 Approval

The Napranum Aboriginal Shire Council resolves to: –

Accept the W4Q Allocation.

**Resolution: 210629/11**

**Moved: Mayor Janita Motton**

**Seconded: Cr. Margie Adidi**

**- Carried: 5/5**

### 10.11. Apunipima Lease

The Napranum Aboriginal Shire Council resolves to: –

a) Enter into the option period for lease with Apunipima Cape York Health Council Limited over land described as Lot 412 SP2732044.

b) Delegate to Chief Executive Officer the power to agree the terms of the lease and to sign the lease on behalf of Council.

**Resolution: 210629/12**

**Moved: Deputy Mayor Kaylene Jawai**

**Seconded: Mayor Janita Motton**

**- Carried: 5/5**

### 10.12. Items for Sale Tender

*I, Mayor Janita Motton, inform the meeting that I have a Prescribed conflict of interest as my name is on the Tender for Sale List.*

*As as a result of my conflict of interest I will now leave the meeting while the matter is considered and voted upon. Mayor Janita Motton left the meeting at 11:24am.*

The Napranum Aboriginal Shire Council resolves to: –

Adopt the recommendations for the Items for Sale Tender.

**Resolution: 210629/13**

**Moved: Cr. Margie Adidi**

**Seconded: Cr. Egito Mairu**

UNCONFIRMED

**UNCONFIRMED**



**- Carried: 4/4**

*Mayor Janita Motton joined the meeting at 11:28am*

10.13. Correspondence from DSDSATSIP funding for Local Thriving Communities.

The Napranum Aboriginal Shire Council resolves to: –

Receive and accept the \$10,000 from DSDSATSIP for LTC.

**Resolution: 210629/14**

**Moved: Cr. Marie Pitt**

**Seconded: Mayor Janita Motton**

**- Carried: 5/5**

10.14. Operational Plan 2021/22

The Napranum Aboriginal Shire Council resolves to: –

Adopt the 2021/22 Operational Plan.

**Resolution: 210629/15**

**Moved: Cr. Margie Adidi**

**Seconded: Mayor Janita Motton**

**- Carried: 5/5**

## **11. Divisional Manager's Team Reports**

11.15. Finance Division Report

The Napranum Aboriginal Shire Council resolves to: –

Receive and accept the Finance Division Reports.

**Resolution: 210629/16**

**Moved: Cr. Marie Pitt**

**Seconded: Cr. Margie Adidi**

**- Carried 5/5**

**UNCONFIRMED**



11.16. Finance Budget

The Napranum Aboriginal Shire Council resolves to: –

1. Adopt the Revenue Policy and Revenue Statement as included with the budget documents in relation to the year ending 30 June 2022

**Resolution: 210629/17**

**Moved: Cr. Margie Adidi**

**Seconded: Deputy Mayor Kaylene Jawai**

**- Carried: 5/5**

2. In accordance with Section 94(2) of the Local Government Act 2009, adopt the schedule of fees and utility charges as included with the budget documents in relation to the year ending 30 June 2022.

**Resolution: 210629/18**

**Moved: Cr. Egito Mairu**

**Seconded: Cr. Margie Adidi**

**- Carried: 5/5**

3. In accordance with Section 170(1) the Local Government Regulation 2012, adopt the budget as presented.

**Resolution: 210629/19**

**Moved: Deputy Mayor Kaylene Jawai**

**Seconded: Cr. Margie Adidi**

**- Carried: 5/5**

12. Late Items

13. Councillor Reports

**UNCONFIRMED**



**14. Closure of meeting**

Meeting close at 12:15PM.

**I, Janita Motton, Mayor of Napranum Aboriginal Shire Council endorse and accept the minutes.**

**Signature:** .....

**Date:**

**UNCONFIRMED**



## July 2021 Mayoral Report

Date	Visit	Purpose
29/06/2021	Napranum Audit Committee Meeting	Run through the internal audit works
29/06/2021	Premier teleconference	Mayoral Meeting
30/06/2021	Weipa Police - Warren Flegg	Police & Council Catchup
9/07/2021	Women Leading in Local Government Program - 2021	Online training
12/07/2021	DSDSATSIP	Joint Coordinating Committee Pre-Briefing
13/07/2021	DSDSATSIP	Napranum Technical Working Group Meeting
14/07/2021	Local Thriving Communities Joint Coordinating Committee	LTC Joint Coordinating Committee meeting
22/07/2021	Hon. Warren Entsch MP	
23/07/2021	Peak Services Training	New Media Relations & Speech Writing Course
23/07/2021	Ruhook Festival	Speech
24/07/2021	Ruhook Festival	Speech

**NAPRANUM ABORIGINAL SHIRE COUNCIL**  
**Council Policies**

**MEETING DATE** 27 July 2021

**REPORT DATE** 20 July 2021

**RECOMMENDATION**

**Recommended Action:** Adopt  
Item requiring resolution

**Suggested Resolution:**

Endorse the following Council Policies:

- Acceptable Request Guideline Policy
- Annual Budget Review Policy
- Code of Conduct
- Conflict of Interest
- Council Bus and Hearse Policy
- Debt Policy
- Employee Assistant Program Policy
- Performance and Misconduct Policy & Disciplinary Procedure
- Policy and Procedure Procedure
- Procurement Policy
- Public Interest and Disclosure Policy and Procedure

**Discussion**

This information supports your recommendation to Council and the body of your monthly report is typed here.

**REPORT AUTHOR** Enya Lange, Executive Assistant

**POSITION** Executive Assistant

**PROGRAM AREA** Corporate & Communities

**ATTACHMENTS**

Acceptable Request Guideline Policy - July 2021, Annual Budget and Review Policy - July 2021, Code of Conduct - July 2021, Conflict of Interest Policy - July 2021, Council

Please note – all reports will be reviewed by the CEO prior to the meeting and if required editing may occur.

Hearse Use Policy - July 2021, Debt Policy - July 2021, Employee Assistance Program Policy - July 2021, Performance and Misconduct Policy - July 2021, Policy and Procedure Framework - July 2021, Procurement Policy - July 2021, PID Policy - July 2021, PID Procedure - July 2021

## NAPRANUM ABORIGINAL SHIRE COUNCIL

### Acceptable Request Guideline Policy

<b>EFFECTIVE DATE:</b>	Council Ordinary Meeting – 27 <sup>th</sup> March 2018
<b>LINK TO CORPORATE PLAN:</b>	Good Governance
<b>REVIEW DATE:</b>	<b>July 2026</b>
<b>DELEGATION:</b>	Authority in respect of this Policy is hereby delegated to CEO
<b>RELATED DOCUMENTS:</b>	Administrative and Human Resource Policy

#### PURPOSE

These guidelines enable the efficient delivery of advice to Councillors by establishing rules for Councillor requests for advice to undertake official duties.

#### POLICY OBJECTIVES

To provide clear guidelines to Councillors and staff in instances when Councillors need to make requests for assistance or advice to undertake official duties.

Section 13(3)(e) and (f) of the LG Act 2009 provides that CEO has, inter alia, the following responsibilities:-

- (e) the safe custody of—
  - (i) all records about the proceedings, accounts or transactions of the local government or its committees; and
  - (ii) all documents owned or held by the local government;
- (f) complying with requests from Councillors under section 170A of the LG Act —
  - (i) for advice to assist the Councillor carry out his or her role as a Councillor; or
  - (ii) for information, that the local government has access to, relating to the local government.

Requests for assistance or information are to be made in accordance with Section 170A of the Local Government Act 2009.

#### SCOPE

These guidelines are made pursuant to the relevant legislation and apply to all Councillors including the Mayor. Section 170A of the Local Government Act 2009 provides that Council adopt guidelines to manage requests for information by Councillors.

To assist Councillors undertake their official roles as set out in Section 12 of the Local Government Act 2009 Councillors need information to carry out the responsibilities under the Act.

However Councillors should be mindful of the number of requests made, and the amount of information requested through the guidelines, and ensure that they do not hinder Councils' ability to serve the community.

#### Standard and Procedures

##### ***The Way Advice Requests May be Made (LG Act s170A (6)(a))***

Councillors' request for advice or assistance from an employee, (pursuant to section 170A (1) of the LG Act 2009) must comply with the following:-

- a) Requests by Councillors for advice or assistance should be submitted to either the CEO, Division Manager or Executive Assistant.

- b) Councillors' requests for advice should be made in writing (e.g. letter, memo, facsimile or email) unless the officer receiving the request agrees to accept the request verbally.
- c) Councillors' requests for advice should clarify the purpose of their request.
- d) Councillors must inform the Chief Executive Officer if they believe an officer has not appropriately responded to a request for advice.
- e) A copy of any written responses received by the Councillor must also be provided to the CEO, or Division Manager by the officer who provided the response.
- f) The CEO may provide the copy of the response to all Councillors.

#### ***Reasonable Limits on Requests (LG Act s170A (6)(b))***

Councillors' requests for advice must not take the form of an attempt to direct or pressure an officer to prepare a response in a certain manner.

A request for advice must not be made if:-

- a) the advice is likely to disclose information to which 170A(3) of the LG Act 2009 applies;
- b) a statutory obligation or privilege exists for Council, the Chief Executive Officer or a local government employee and provision of the advice is likely to:-
  - i. result in a breach of the statutory obligation; or
  - ii. waive legal professional privilege; or
  - iii. the advice is likely to disclose confidential or other sensitive information relating to a local government employee.

The Chief Executive Officer also has confidentiality obligations under a number of Acts and must not disclose documents to Councillors in the circumstances provided by specific obligations under that other legislation.

Councillors should consider the likely cost implications in making requests for advice or information and should also be mindful of operational workloads and priorities. Councillors and staff are encouraged to work collaboratively to ensure that requests do not significantly impact on resources and priorities.

#### **Use of Information by Councillors**

In accessing the information, Councillors are reminded of their obligations:-

- a) under section 171 and 171A of the LG Act 2009;
- b) to avoid the release of personal information in breach of the Information Privacy Act 2009; and
- c) in respect to Council's Confidentiality Policy.

#### **Council Employee's Responsibilities When Replying to Councillor Requests for Assistance or Information**

Employees have a responsibility to ensure that all reasonable steps are taken to ensure that the Councillor is provided with all the relevant information being sought, and where appropriate, provide any additional commentary or information required to ensure clarity or context around the information being provided.

Where the Employee has any doubt around the information request (e.g. the type of information being sought, the expenditure of significant resources required to process the request etc.) guidance should be sought from their Divisional Manager in the first instance.

The CEO will provide the Mayor with a report regarding Councillor requests for information on a quarterly basis.

If the CEO has concerns that the number of requests and the volume of information provided is hindering the ability of Council to serve the community the CEO should raise the matter with the Mayor.

### **Emergency Situations**

- Other than in emergency situations (as per section 5.2.3) Councillors are not to contact an employee outside normal office hours other than with the prior approval of the employee and CEO or senior executive employee.
- If an after-hours matter is of a non-emergency operational nature, Councillors will defer the matter for consideration until during normal office hours. Otherwise, Councillors must log a request through the general Council phone number.
- When an emergency situation occurs after hours, Councillors may contact one of the following:
  - CEO
  - Senior Executive Employee; or
  - Manager

### **Exemptions to this Policy**

- Pursuant to section 170A (3) of the Local Government Act 2009 Councillors may not ask for information that:
  - Is a record of the regional conduct review panel or the tribunal; or
  - If disclosure of the information to the Councillor would be contrary to an order of a court or tribunal; or
  - Would be privileged from production in a legal proceeding on the ground of legal professional privilege.
- Councillors cannot request information which has confidential obligations under legislation and cannot be disclosed to Councillors by specific obligations imposed by that legislation (for example, the Information Privacy Act 2009, Crime and Corruption Act 2001, Public Interest Disclosure Act 2010, Food Act 2006).

### **Breaches to the Policy**

- An allegation of a breach of this policy by a Councillor (including the Mayor) will be dealt with in accordance with sections 176 – 182 of the Local Government Act 2009.
- Breaches of this policy by a Councillor may lead to one, or a combination of the following:
  - A reprimand for inappropriate conduct (section 181 of the Local Government Act 2009); and
  - For repeat inappropriate breaches the matter will be referred to the Regional Conduct Review Panel as misconduct.

### **RESPONSIBILITIES**

The CEO or their delegate is responsible for administering the policy. Any variation of this policy will only be permitted through the negotiation and agreement of the CEO.

### **REVIEW OF POLICY**

This policy will be reviewed when any of the following occur:

- A. The related documents are amended or replaced;
- B. Other circumstances as determined from time to time by a resolution of Council



## RELEVANT LEGISLATION

- Local Government Act 2009
- Section 12 – Responsibilities of Councillors
- Section 13 – Responsibilities of local government employees
- Section 170 – Giving directions to local government staff
- Section 170A – Requests for assistance or information
- Section 171 – Use of information by Councillors
- Section 171A – Prohibited conduct by Councillor in possession of inside information
- Section 200 – Use of information by local government employees
- Chapter 6, Part 2, Division 6 – Conduct and Performance of Councillors
- Local Government Regulation 2012

<b>Adopted Date</b>	<b>27 July 2021</b>
<b>Resolution</b>	
<b>Review Date</b>	<b>July 2026</b>

## Next Review

This Policy remains in force until amended or repealed by resolution of council stemming from changes prescribed in the *Local Government Regulation 2012*. Council will review annually.

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## Version Control

Version number	Reviewed by	Date reviewed	Amendments made
V.01			Endorsed by Council at October meeting
V.02	Joanna Corney	August 2019	Reviewed
V .03	Enya Lange	July 2021	Reviewed

## NAPRANUM ABORIGINAL SHIRE COUNCIL POLICY STATEMENT

### Council Annual Budget and Review Policy

<b>EFFECTIVE DATE:</b>	Council Ordinary Meeting – 27 <sup>th</sup> July 2021
<b>LINK TO CORPORATE PLAN:</b>	Financial Management and Good Governance
<b>REVIEW DATE:</b>	July 2026
<b>DELEGATION:</b>	Authority in respect of this Policy is hereby delegated to CEO
<b>RELATED DOCUMENTS:</b>	Finance, Procurement, Administrative and Human Resource Policy

#### 1.0 Purpose

This policy provides a framework for the administration of council's budget and establishes guidelines to ensure that variations to the budget are addressed in a timely manner.

#### 2.0 Scope

This policy applies to council's corporate budgeting activities including the annual budget and any subsequent reviews.

#### 3.0 Reference

- Local Government Act Qld 2009
  - S104 Financial Management Systems – including systems of financial management, financial sustainability principles, contracting principles, requirement to review financial policies and implementation of the annual operational plan.
  - S107A Approval of Budget
    - 1) A local government must consider the budget presented by the mayor and, by resolution, adopt the budget with or without amendment.
    - 2) The mayor must give a copy of the budget, as proposed to be presented to the local government, to each councilor at least 2 weeks before the local government is to consider adopting the budget.
    - 3) The local government must adopt a budget before 1 August in the financial year to which the budget relates.
  - S110 Councillors liable for improper disbursements
  - S111 Councillors liable for loans to individuals
  - S112 Councillors liable for improper borrowings
- Local Government Regulation Qld 2012
  - S169 Preparation and content of the budget
  - S170 Adoption and amendment of the budget

#### 4.0 Definitions

To assist in interpretation the following definitions shall apply:

**Adopted Budget** shall mean *the original budget for Napranum Aboriginal Shire Council for the financial year including any amendments to the budget adopted by the council under section 170 of the Regulation*

**Corporate Plan** shall mean *a document that outlines the local government's objectives and the nature and scope of the activities proposed to be carried out*

**Council** shall mean *Napranum Aboriginal Shire Council*

**Long Term Financial Forecast** shall mean a document that:

- a) contains a forecast of income and expenditure and the value of assets, liabilities and equity for each year during the period of the forecast
- b) includes a statement of financial position, a statement of cash flow, a statement of income and expenditure and a statement of changes in equity for each year during the period of the forecast
- c) states the relevant measures of financial sustainability for the period of the forecast
- d) covers a period of at least ten (10) years and is reviewed annually.

**The Act** shall mean *Local Government Act 2009*

**The Regulation** shall mean *Local Government Regulation 2012*

## 5.0 Background

Council is a very large business providing a wide range of services, many of them significant, to all parts of the community. It is important guidelines are established to assist in providing financial rigour to these activities. This includes guidelines to:

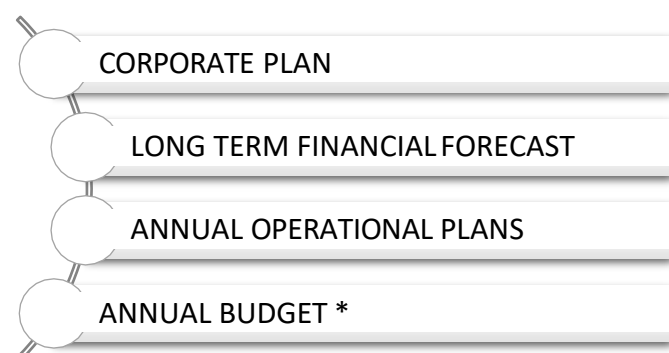
- clarify limitations on the release of budgetary information prior to the formal adoption of the budget
- ensure that council reports are presented in a fiscally responsible manner
- provide guidance in the preparation of the budget reviews
- ensure that required amendments to the budget are made in a timely manner
- ensure consistency with council's Long Term Financial Forecast including
- Long Term Asset Management Plans.

## 6.0 Policy Statement

Napranum Aboriginal Shire Council's budget cycle is aimed at addressing the need for:

- long term financial planning
- detailed annual budgets supporting council's operating plans and revenue decisions
- reviews to address progress against the annual operating plan
- reviews to align the budget with actual results

The overarching policy framework is illustrated as follows:



## 7.0 Council Reports:

The following principles are to be applied when compiling official council meeting reports:

- A. Recommendations that are presented to council that have the effect of increasing expenditure or reducing income (if adopted) **MUST** indicate where alternative funding is to be sourced from.

- B. No report is to include a recommendation that “funds are to be identified at the next review” or that “the project be included in next year’s budget” (although the item may be **listed for consideration** in either the next review or the following year’s budget).

*Note: These two statements have the effect of committing council to works that it may not be able to fund.*

- C. Where a recommendation states that the funds are to be allocated from various reserve pools the report **MUST** include the current balance of the relevant reserve. This will enable Councillors to be fully informed prior to approving the allocation.
- D. Only emergent projects / expenditure items should generally be incorporated into budget reviews.

*Note: The overall intention for the budget reviews is to review performance and assess council’s financial position.*

- E. Where an item that has a financial implication is raised in the General Business section at a council meeting, a report is to be presented to a future meeting so that possible funding can be identified before the recommendation is adopted.
- F. The budget is a "project" budget. Where projects are completed under budget, the funds are to be retained in consolidated revenue for those projects that may be over expended.

## **8.0 Annual Budget Consideration**

Throughout the financial year, council considers matters which may result in a referral to future budget considerations. Where this occurs in an open council meeting it becomes a matter of public knowledge. These matters must be consistent with council’s Long Term Financial Forecast, when adopted.

During the lead up to the adoption of the original annual budget for a particular financial year, detailed presentations and working papers are provided to Councillors. These working papers will be derived partly from direct involvement of Divisional Managers in budget development process. The presentations and working papers may include potential expenditure, pricing and rating considerations and various scenarios on options to be considered before the adoption of the budget. This includes information pertaining to council’s commercial and general activities.

In the case of commercial activities, the disclosure of detailed pricing and expenditure information may be detrimental to council’s competitive position. Consequently this information is to be treated as confidential. Commercial activities include those activities defined as significant business activities in accordance with *section 19 of the Local Government Regulation 2012*.

While there are no commercial considerations within council’s general activities, the premature release of financial information being considered as part of budget deliberations may cause conjecture on the likely outcomes. The subtlety between information presented to Councillors to assist them with decision making and the intent of council after considering all information, may be lost in public disclosure. In order to prevent misleading information in the media or unfounded public conjecture, it is therefore necessary to control the public release of information prior to the formal adoption of the budget.

As a matter of policy, all budget working papers including material presented on possible pricing, rating and expenditure is to be treated as ‘strictly confidential’.

In some instances portions of the above information may normally (outside of the budget process) be used to answer enquiries or comments from members of the public. In recognition of the operational need to continue to respond to public enquiries / comment during the budget preparation, the Mayor and CEO (or CEO delegate) are authorised to exercise discretion in releasing information which would otherwise be considered confidential under this policy.

## 9.0 Budget Reviews

Budget reviews must be in collaboration with divisional managers. It is recognised that (following finalisation of the June financial statements) the actual opening balance may be either more favorable or less favorable than the estimate in the original budget. In the case that it is more favorable, priority will be given to reducing any unfunded depreciation, transferring any surplus to appropriate reserves or to reduce the level of borrowings. A very conservative budget approach is to be taken at this early stage of the financial year due to the possibility of not meeting revenue targets or unpredicted / unavoidable expenditures.

Any rates growth income that arises during the financial year should also be constrained to an appropriate reserve or used to reduce borrowings.

Should other additional funding also become available during the year, the first priority will be to reduce borrowing where possible and ensure that approved projects have adequate allocations to meet the initial scope of the project.

## 10.0 Amendments to the Budget

There are a number of budget amendments that may be required during the year. The process for handling various types of amendments is as follows:

Type of Amendment	Process
Increased / decreased expectation of revenue.	Adjust at next review if it has an overall impact on council's adopted budget.
Increase or reduction in the scope of a council approved project [operating or capital].	Prepare report to council for decision/endorsement, outlining if there is any financial/budget impact and adjusted at next review if required.
Change in routine/operational item. [E.g. additional funds required in one project area, but savings available in another].	At Manager Financial Services discretion, provided it is within the one Program area.
Transfers between Programs.	Council approval required prior to work commencing. Ideally done at a quarterly review. However, if urgent, this can be handled as a separate report or as part of the Monthly Strategic Financial Report.
Incorrect classification of projects as either operational or capital nature or incorrect allocation of Operational Plan, which is for accounting purposes only and has a nil effect on council's bottom line.	At Manager Financial Services discretion.
Information regarding additional grant funded projects and associated revenue and expenditure.	To be included in Monthly Strategic Financial Report.

## 11. Monthly Statement of Accounts

The Local Government Act 2009 and the Local Government Regulation 2012 require the CEO to provide Council with a monthly statement of its accounts (S204 Local government regulation). The statement must be presented as near as practicable to the end of the previous month.

The Monthly Statement of Accounts must show the progress that has been made in relation to the budget. The budget is adopted as a series of financial statements that are prepared on an accrual basis (in accordance with S169 of the regulation). The monthly statement of accounts is presented as attachments to a monthly report to Council and consists of:

- A statement of Income and Expenditure; and
- A statement of Financial Position.

This report is prepared by the Finance Division Manager and includes the revised budget and actual results and any significant budgetary trend (either favourable or unfavourable) which may affect Council's budget for the current financial year or future budget years.

A trend is generally caused by an external influence outside of Council's control and could potentially result in a variation to the budget or the level of service provided by Council (e.g. legislative, economic/financial markets, weather etc). A trend does not include a potential budget variation where Council has the discretion to vary the budget or level of service.

## 12. Responsibilities:

The Chief Executive Officer or their delegate is responsible for administering the policy.

Any variation of this policy will only be permitted through the negotiation and agreement of the Chief Executive Officer.

## 13.0 Review of Policy

This policy will be reviewed when any of the following occur:

- The related documents are amended or replaced.
- Other circumstances as determined from time to time by a resolution of Council.
- Policy to be reviewed annually.

<b>Adopted Date</b>	<b>27<sup>th</sup> July 2021</b>
<b>Resolution</b>	
<b>Review Date</b>	<b>June 2026</b>

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## 11.0 Version Control

<b>Version number</b>	<b>Reviewed by</b>	<b>Date reviewed</b>	<b>Amendments made</b>
V.01		October 2017	Endorsed by Council at October meeting
V.02	Enya Lange	14th June 2021	Reviewed

**NAPRANUM ABORIGINAL SHIRE COUNCIL  
POLICY STATEMENT**

**CODE OF CONDUCT**

<b>EFFECTIVE DATE:</b>	28 <sup>th</sup> May 2019
<b>LINK TO CORPORATE PLAN:</b>	Good Governance
<b>REVIEW DATE:</b>	July 2026
<b>DELEGATION:</b>	Authority in respect of this Policy is hereby delegated to CEO
<b>RELATED DOCUMENTS:</b>	<b>Conflict of Interest Policy, Council's Anti-Discrimination and Equal Employment Opportunity Policy and Council's Bullying Policy, Dress Policy, Procurement Policy &amp; Drug and Alcohol Policy</b>

## **1.0 Purpose**

A Code of Conduct is a set of standards and behaviours related to the way we do our work. It puts a responsibility on each of us to use sound judgement while at work.

It aims to deliver best practice by ensuring those standards are clear and guided by sound ethics. By consistently applying these standards, we enhance public trust and confidence in each of us. Nothing in this Code interferes with your rights as a private citizen or a ratepayer.

The Code does not cover every situation. However, the values, ethics, standards and behaviours it outlines are a reference point to help make decisions in situations it does not cover. If you act in good faith and in keeping with the spirit of the Code, you can expect to be supported by your colleagues, your team leader/supervisor/manager and by Council.

A 'Guide for ethical decision-making' is included at Appendix B to help you in situations not covered by the Code.

## **2.0 Principles**

### **LEGISLATIVE PRINCIPLES & CORPORATE VALUES**

The *Public Sector Ethics Act 1994* (QLD) identifies four ethics principles fundamental to good public administration that guide our behaviour as Public Officials and form the basis for a local government Code of Conduct. The four principles are:

- a) integrity and impartiality;
- b) promoting the public good;
- c) commitment to the system of government; and
- d) accountability and transparency.

The *Local Government Act 2009* (QLD) sets out the way in which a local government is constituted and the nature and extent of its responsibilities and powers. The Act requires Council's actions are consistent with the following local government principles:

- a) transparent and effective processes, and decision-making in the public interest; and
- b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- c) democratic representation, social inclusion and meaningful community engagement; and
- d) good governance of, and by, local government; and
- e) ethical and legal behaviour of councillors and local government employees.

These legislated principles, together with Council's corporate values, form the basis of this Code of Conduct. They apply to all employees and guide our thinking, actions and decision-making.

The values we share as employees of Council are:

- a) passion for the Napranum Community
- b) respect for culture
- c) respect for people
- d) commitment to excellent customer service
- e) transparency and accountability
- f) ensuring value for money.
- g) Continuous improvement of work practices

## **WHEN DOES THE CODE APPLY?**

The Code is concerned with our conduct as Public Officials and behaviour as individuals at work and outside the workplace where particular behaviour may be directly related to our employment and Council activities and in other circumstances where our actions may impact upon the reputation and activities of Council.

### **1. ETHICAL PRINCIPLES, VALUES AND CONDUCT**

#### **1.1 The First Principle – Integrity and impartiality**

*Public Sector Ethics Act 1994* (QLD) section 6 states:

*"In recognition that public office involves a public trust, public service agencies, public sector entities and Public Officials seek to promote public confidence in the integrity of the public sector and—*

- a) *are committed to the highest ethical standards; and*
- b) *accept and value their duty to provide advice which is objective, independent, apolitical and impartial; and*
- c) *show respect towards all persons, including employees clients and the general public; and*
- d) *acknowledge the primacy of the public interest and undertake that any Conflict of Interest issue will be resolved or appropriately managed in favour of the public interest; and*
- e) *are committed to honest, fair and respectful engagement with the community."*

**Operationally, for you this requires the following standards of behaviour:**

#### **A. Conflicts of Interest**

When making decisions, you must declare any conflicts of interest that could affect your objectivity in carrying out your duties. This may include but are not limited to:

- Influences on decision-making
- Accepting Gifts and Benefits
- Employment outside Council
- External Activities

*Refer to Councils policy on Conflict of Interest*



## **B. Public Comments on Council Business**

As a general rule, Councillors comment publicly on Council business. Council business can be topical, sensitive and controversial and there is a process to be followed when making public comments.

If you are asked to comment on any Council matter via the media or other public relations firms, Councillors must first refer to the Mayor, staff must first refer to the CEO.

## **C. Advice given to Elected Officials**

Councillors may, from time to time, ask local government employees for advice for the purpose of assisting the Councillor to carry out their responsibilities under the *Local Government Act 2009* (QLD). Where requests for advice are made, these must be consistent with the 'acceptable requests guidelines' which has been adopted by resolution of Council.

Council employees have a responsibility to provide such relevant advice as requested by a Councillor, and in doing so must ensure that such advice is thorough, responsive, objective, independent, apolitical and impartial.

Where an employee believes that a request for advice by a Councillor is not in accordance with Council's adopted 'acceptable requests guidelines', you must discuss this with your team leader/supervisor/manager. – For further information refer to Councillor/Staff interaction Policy

## **D. Behaviour Towards Each Other**

We must all treat others with trust, respect, honesty, fairness, sensitivity and dignity. Employees who supervise or manage other employees have a special responsibility to model this kind of behaviour, and to ensure that the people they supervise understand the standard of performance and behaviour that is expected of them at work and when dealing with ratepayers and the public generally.

Council values diversity, and expects all its employees, contractors or volunteers to accommodate and respect different opinions and perspectives, and to manage interpersonal disagreements by rational debate. You must not behave towards any other person in a way that could be perceived as intimidating, overbearing or bullying, or that may constitute unwelcome conduct of a sexual nature.

Effective teamwork is an essential part of a productive workplace culture. Each team member needs to work co-operatively with fellow employees and actively and willingly take part in team activities (e.g. meetings).

## **E. Non-discriminatory workplace**

Council is an equal opportunity employer and as such is proactive in ensuring that its practices do not discriminate based on an attribute, or based on a person's association with another person who maintains an attribute relating to:-

<ul style="list-style-type: none"><li>• race/ethnicity;</li><li>• gender;</li><li>• national origin;</li><li>• marital status;</li><li>• sexual preference/lawful sexual activity;</li><li>• age;</li><li>• disability/impairment, including infectious disease;</li></ul>	<ul style="list-style-type: none"><li>• industrial/employment activity;</li><li>• physical features;</li><li>• pregnancy;</li><li>• family responsibilities;</li><li>• religious beliefs;</li><li>• political conviction;</li><li>• breast feeding; or</li><li>• gender identity.</li></ul>
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As an employee of Council you have a shared responsibility to ensure that discrimination is not part of our workplace or our practices in dealing with ratepayers and the public generally. If you witness discriminatory behaviour you have a positive obligation to report such actions to your supervisor or manager, or if such action involves your supervisor or manager, another senior officer. Found cases of unlawful discrimination may lead to disciplinary action taken against offending staff.

#### **F. Sexual and other forms of Workplace Harassment**

Council is also committed to the prevention of any form of sexual harassment, victimisation or other forms of bullying in the workplace, or at any place where work-related activities are performed, including at social functions. This commitment applies to all employees in their relationships with each other, to applicants for employment at Council and to persons who have dealings with Council.

As an employee of Council it is expected that you proactively contribute to building a workplace that is free from sexual harassment, victimisation and bullying. You have a joint responsibility to respect the rights of fellow employees, by not taking part in any action that may constitute harassment of any form, and in doing so supporting and promoting the achievement of equal employment opportunity.

Some examples of behaviour which may constitute either sexual harassment or workplace bullying includes:-

- Acting towards, or speaking to a person in a manner which threatens or vilifies that person;
- Deliberately excluding a particular individual from relevant work related activities or functions;
- Making jokes, suggestive comments or offensive gestures related to a person's race, appearance, colour, ethnic origin, disability, gender, sexual characteristics, or a personal appearance;
- Distribution or display of sexually explicit material (including through email) which may be offensive, including posters, pictures or MPEGs, racist or sexist jokes or cartoons;
- Persistent questions about a person's private life;
- Personal comments about appearance, size, clothing;
- Demands for sexual favours, either directly or by implication;
- Unwanted and deliberate physical contact;
- Indecent assault, rape and other criminal offences.

For further information refer to Council's Anti-Discrimination and Equal Employment Opportunity Policy and Council's Bullying Policy

## 1.2 The Second Principle – Promoting the Public Good

*Public Sector Ethics Act 1994 (QLD) section 7 states:*

*“In recognition that the public sector is the mechanism through which the elected representatives deliver programs and services for the benefit of the people of Queensland, public service agencies, public sector entities and Public officials –*

- a) *accept and value their duty to be responsive to both the requirements of government and to the public interest; and*
- b) *accept and value their duty to engage the community in developing and effecting official public sector priorities, policies and decisions; and*
- c) *accept and value their duty to manage public resources effectively, efficiently and economically; and*
- d) *value and seek to achieve excellence in service delivery; and*
- e) *value and seek to achieve enhanced integration of services to better service clients.”*

**Operationally, for you this requires the following standards of behaviour:**

### **A. Customer Service**

As a Council employee it is expected that you will strive to provide excellent customer service. You must treat members of the public equitably and with honesty, fairness, sensitivity and dignity.

All Council employees serve community members directly or indirectly. If your role in Council involves regular contact with the public, it is important to know how to deal comfortably and calmly with difficult situations and difficult people.

You are expected to treat all complaints seriously and respond to constructive feedback as an opportunity for improvement.

Customers have a right to complain or criticise Council. Council expects its employees to show respect towards complainants. While you must make all reasonable efforts to help customers lodge complaints, if you think a situation is threatening or intimidating, you are entitled to withdraw. Council will support any employee who believes they are under threat from a member of the public.

Council’s image can be impacted by the presentation of staff. Council requires all employees to appear neat and tidy and maintain a professional business standard of dress.

For further information refer to Council’s Dress Policy.

### **B. Fairness to suppliers**

Council’s contracting activities are regulated pursuant to the *Local Government Act 2009 (QLD) s104*. Further, Council has established procedures and delegations of authority for various stages of procurement of goods and services which reflect sound contracting principles as defined pursuant to the *Local Government Act 2009 (QLD) s104 (3)*. You must ensure you comply with the sound contracting principles as defined by the *Local Government Act 2009 (QLD) s104 (3)* and follow all Council procurement procedures when seeking suppliers for goods or services.

For further information refer to Council’s Procurement Policy.

### **C. Public money**

You must maintain high standards of accountability if you collect and use public money.

You are not to borrow or use Council money for private purposes. This also applies to items such as taxi vouchers, power cards or other vouchers and personal pay advancements.

Officers using Council monies for the purpose of entertainment and/or hospitality expenditure on Council's behalf must do so strictly in accordance with Council's Entertainment and Hospitality Policy.

For further information refer to Council's Entertainment and Hospitality Policy.

### **D. Intellectual property**

Council expects its employees to ensure that their actions do not breach or infringe the *Copyright Act 1968* (Cth), by unlawfully using the intellectual property of any individual or organisation.

### **E. Concern for the environment**

We all share the responsibility to protect our natural environment, creating healthy surroundings for our community, and for managing the impacts of air, water, land and noise pollution. This includes individual responsibility for our own actions (e.g. taking care in disposing of waste and using and storing chemicals, reducing energy consumption and waste in our work spaces where we can and applying high standards of environmental protection across the region).

In performing your duties at Council, you must ensure that you comply with your general environmental duty and where applicable, your duty to notify of environmental harm: Refer to Chapter 7, Part 1 of the *Environmental Protection Act 1994* (QLD)

### 1.3 The Third Principle – Commitment to the system of government

*Public Sector Ethics Act 1994 (QLD) section 8 states:*

- 1) *In recognition that the public sector has a duty to uphold the system of government and the laws of the State, Commonwealth and local government, public service agencies, public sector entities and Public officials -*
  - i. *accept and value their duty to uphold the system of government and the laws of the state, the Commonwealth and local government; and*
  - ii. *are committed to effecting official public sector priorities, policies and decisions professionally and impartially; and*
  - iii. *accept and value their duty to operate within the framework of Ministerial responsibility to government, the Parliament and the community.*

*Subsection 1) does not limit the responsibility of a public service agency, public sector entity or Public official to act independently of government if the independence of the agency, entity or official is required by legislation or government policy, or is a customary feature of the work of the agency, entity or official*

**Operationally, for you this requires the following standards of behaviour:**

#### **A. Acting within the law**

As an employee of Council, you are expected to comply with applicable legislation, awards, certified agreements, Council policies and local laws.

You have the right and responsibility to respectfully question how you do your work, particularly if you think there is an imminent risk to the safety of yourself or others, or there is a better way of doing something, or if you think that a direction may be in breach of the law. When you have recorded your suggestion or concern you are required to work as directed by your team leader/supervisor/manager, except where there is an imminent risk to safety. If the matter cannot be resolved within the workgroup, it should be immediately referred to your manager.

If you are charged with having committed any indictable offence, are subject to an indictable offence conviction, or are subject to a summary conviction, you should immediately report the circumstances to your divisional manager. Such disclosure shall be treated as confidential.

#### **B. Acting in accordance with delegations and signing documents on behalf of Council**

If you are requested to undertake an action on behalf of the CEO or Council, prior to exercising any power on behalf of the Chief Executive Officer you must ensure there exists an appropriate delegation pursuant to State or Federal legislation that allows you to exercise the power.

The following persons are the only persons who may sign a document on behalf of Council:-

- the Mayor;
- a delegate of Council; or
- a Councillor or Council employee who is authorised, in writing, by the Mayor to sign documents.

### **C. Raising concerns**

You have the right to comment on or raise concerns with your team leader/supervisor/manager about Council policies, practices or priorities where they impact on your employment. However, you must do this in a reasonable and constructive way and take responsibility for your comments and views. Further, you must accept that Council has the right to determine its policy, practices and priorities and that you must comply with all reasonable and lawful instructions, whether or not you personally agree with a given policy direction.

When raising complaints or grievances, employees are expected to act with honesty and in good faith. Complaints that are considered vexatious or frivolous will not be progressed, and such complaints may be managed as acts of misconduct in accordance with the Council's Performance and Misconduct Policy. For further information refer to Performance and Misconduct Policy

### **D. Privacy**

Council maintains information about individuals, businesses and commercial issues which is private and sensitive and which could be harmful to a person's interest if released. Employees should only access personal information and records they require to perform their official Council duties.

Employees must ensure that the collection, storage and use of personal information is done so in accordance with the Privacy Principles outlined pursuant to the *Information Privacy Act 2009* (QLD). A copy of the Privacy Principles is outlined at Appendix D.

As a general rule you can maintain privacy by:

- not discussing work matters with persons not entitled to know such information; and
- taking responsibility to safeguard confidential files and information; and
- ensuring collected information is only used in a manner consistent with the purpose for which it was originally collected; and
- ensuring that you are complying with Council policy in relation to maintaining privacy of personal information.

It may be appropriate to share information based on your personal and professional experience (e.g. in seminars or training programs). However in sharing your experiences, you must ensure that where personal information is involved, you don't breach Council's privacy obligations. You may breach this obligation even if comments are made or personal information other than your own is shared in your personal life, including via social media outlets.

In addition to the *Information Privacy Act 2009* (QLD), the *Local Government Act 2009* (QLD) s200 (5) makes it an offence for a person who is, or has been, a Council employee to release information that the person knows, or should reasonably know, is information that:-

- is confidential to Council; and
- Council wishes to keep confidential

Personal and other information may on occasion be sought from Council by an employee or other members of the public pursuant to the *Right to Information Act 2009* (QLD). If such a request is made of you, you must ensure that you refer such requests to the CEO to be properly considered.

## **1.4 The Fourth Principle – Accountability and transparency**

Public Sector Ethics Act 1994 (QLD) section 9 states:

In recognition that public trust in public office requires high standard of public administration, public service agencies, public sector entities and public officials -

- a) are committed to exercising proper diligence, care and attention; and
- b) are committed to using public resources in an effective and accountable way; and
- c) are committed to managing information as openly as practicable within the legal framework; and
- d) value and seek to achieve high standards of public administration; and
- e) value and seek to innovate and continuously improve performance; and
- f) value and seek to operate within a framework of mutual obligation and shared responsibility between public services agencies, public sector entities and Public Officials.

**Operationally, for you this requires the following standards of behaviour:**

### **A. Using Council assets**

Council's assets include property, plant, equipment, information systems, computing resources, goods, products and/or valuables (this includes surplus material, waste material and off-cuts). All employees share the responsibility for looking after them.

If you are in charge of assets you must take good care of them while they are in your possession or use, and ensure they are used economically and efficiently. It is an offence to misuse or allow anyone else to misuse Council assets. You must make sure assets are secured against theft and properly stored, maintained and repaired.

You must ensure that you use Council assets only for official Council business, unless written approval has been granted by your manager.

You must not store personal files on Council's IT assets. Any files stored on, or information accessed using Council assets, are discoverable by Council.

You can use council landlines on a limited basis for local calls that you cannot make conveniently outside working hours.

If you use Council vehicles or a Council issued mobile device for non-official purposes, you must ensure that your use is in accordance with Council policy.

Council allows limited personal use of electronic mail and World Wide Web browsing, subject to and in accordance with Council Policy.

Upon your employment terminating with Council, you must return all Council property and work-related documents immediately.

For further information refer to Internet Mobile and Computer Use Policy, Mobile Device Policy and Vehicle Use Policy

## **B. Diligence, care and attention**

Council aims to conduct its business with integrity, honesty and fairness and to achieve the highest standards in service delivery. You contribute to this aim by carrying out your duties honestly, responsibly, in a conscientious manner and to the best of your ability. This includes and is not limited to:

- maintaining punctuality and not being absent from your work station/location during work time without reason;
- giving priority to official duties over personal activities during work time;
- ensuring you do not undertake personal work during work time;
- not wasting time chatting about personal matters and interrupting other staff;
- helping Council achieve its mission and goals by acting to improve systems and practices;
- conducting yourself in a way so others gain confidence and trust in the way Council does business;
- not allowing your conduct to distract or prevent others from working;
- not exposing Council to a judgment for damages against it, as a result of your negligence or breach of any law or policy.
- If you are responsible for managing or supervising others, you must also ensure that:
  - you model the values and principles outlined in this Code and ensure that employees within your area of responsibility understand and comply with the Code;
  - you do not come under a financial obligation to any employee you supervise or manage;
  - your work and the work of those you supervise contribute to the achievement of Council's goals;
  - employee performance is monitored and individuals are given constructive and regular feedback on their performance in line with procedures;
  - where practicable, employees are given training opportunities to assist them in developing their careers;
  - employees are provided with information that is vital for effective work performance;
  - the opinions of employees are respected and considered;
  - workloads are fairly distributed;
  - resourcing for a work team is neither excessive nor inadequate for the job;
  - employees who collect, handle or disburse public money are properly supervised;
  - employee work times, overtime, allowances and absences are correctly recorded on time/flex sheets and pay summary reports;
  - appropriate action is taken if breaches of this Code occur.



### **C. Attendance at and absence from duty**

You are expected to follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval, accurately and truthfully recording work and leave periods and appropriate use of the Bundy clock where one exists in the workplace..

Council's operational efficiency depends on your punctuality and attendance at your work station/location. If you are unavoidably detained you are required to advise your team leader/supervisor/manager as soon as reasonably possible before your expected start time.

Absence without approval and without reasonable excuse can create concerns for your safety and lead to unproductive time for others. All employees have an obligation to ensure that they promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work. Failure to promptly notify Council may result in the non-payment of salary/wages for the period of absence and/or may result in Council taking disciplinary action.

For further information refer to Councils Bundy Clock and Timesheet policy

### **D. Self-development**

All Local Government employees have an obligation to be proactive in the continual improvement of all aspects of their work performance: refer to *Local Government Act 2009* (QLD) s13. You should aim to maintain and improve your work performance and that of your work unit in the delivery of customer service. You have a continuing responsibility to maintain and enhance your skills and expertise and keep up to date the knowledge associated with your area of work.

Council will assist you by providing equitable access to training and development opportunities. This may include accessing the study assistance program, learning new work duties, participating in project work or undertaking internal or external training.

### **E. Workplace health and safety**

As Council employees we are all committed to zero harm in the way we conduct our business and Council activities.

Council will endeavour to ensure that persons are free from:-

- death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work; and
- the risk of death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work.

You must take reasonable steps to ensure your own safety, health and welfare in the workplace. You also have a duty of care to both fellow employees and members of the public. As a worker you have the following obligations at the workplace:-

- to comply with the instructions given for workplace health and safety at the workplace by Council;
- to use personal protective equipment provided by Council for your use if you have been properly instructed in its use;
- not to wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace;
- not to wilfully place at risk the workplace health and safety of any person at the workplace;
- not to wilfully injure yourself.

You also have a duty to:

- identify hazards and manage risks to health and safety;
- perform all work safely and follow safe work practices;
- inform supervisors/managers if they suffer from any health and medical condition that may impact their ability to conduct workplace tasks safely and without risk of injury.
- report any incidents or hazards immediately and support investigations;
- take corrective action to 'make safe' the workplace, relevant workplace area or work activities and implement improvements;
- participate in rehabilitation and return to work programs if required.

We must keep our workplace drug and alcohol free if we are to maintain the trust and confidence of the broader public, and ensure the health and safety of all employees. The use of drugs or alcohol can adversely affect productivity, attendance and on-the-job safety.

As such you must not:

- use, possess or be impaired by the effects of illegal drugs whilst on duty;
- come to work impaired by the effects of alcohol or drugs;
- consume alcohol while on duty or in the workplace
- gamble or bet on Council premises (except for authorised sweeps and tipping competitions);
- undermine Council's service to customers by leaving your work station/location in order to smoke. Smoking is only permissible during meal breaks;
- smoke anywhere within Council's buildings, in Council vehicles, in any enclosed spaces whilst on site or within limits imposed by the Queensland Government or Council from time to time that places restrictions on smoking.

For more information refer to Council's Drug and Alcohol policy.

## BREACHES OF THE CODE

Council expects all employees whilst engaged in official duties, to ensure they demonstrate the basic standards of acceptable conduct as enshrined in this Code. All employees have the responsibility to comply with this Code of Conduct and all other policies which Council implements and/or varies from time to time.

A breach of the Code of Conduct damages business effectiveness, public perception of Council and interpersonal work relationships. Any act or lack of action by an employee of Council that contravenes this Code may result in Council taking disciplinary action against that employee, and which may include dismissal. All suspected breaches will be dealt with on a case by case basis

Suspected Official Misconduct must be referred to Council's Chief Executive Officer, and the Chief Executive Officer has a duty to notify the Crime and Misconduct Commission of the suspected Official Misconduct.

In cases where a suspected breach of this Code is under investigation, and if the Chief Executive Officer deems it appropriate and believes disciplinary action in some form will occur, any employee suspected of a breach of this Code may be suspended from duty on full pay until such time as the investigation has been completed.

All disciplinary action taken by Council against an employee for suspected breaches of this Code will be in accordance with Council's Performance and Misconduct and Policy in compliance with Council's obligations pursuant to Part 3 of Chapter 8 of the *Local Government Regulation 2012* (QLD).

Refer to Council's Performance and Misconduct and Policy

## IF YOU HAVE A CONCERN

The *Public Interest Disclosure Act 2010* (QLD) and the *Public Sector Ethics Act 1994* (QLD) aim to create a work environment where public sector and local government employees understand and maintain appropriate standards of conduct.

Where you honestly believe on reasonable grounds that you possess information about another Council Officer's conduct that relates to:

- Official Misconduct; or
- maladministration that adversely affects a person's interests; or
- a substantial misuse of public resources, other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes or priorities of expenditure; or
- a substantial and specific danger to public health or safety; or
- a substantial and specific danger to the environment

you have the right to make a Public Interest Disclosure to a proper authority subject to, and in accordance with, the *Public Interest Disclosure Act 2010* (QLD)

Should you wish to make such a disclosure please contact the;

- CEO or Corporate & Community Services Division Manager; or
- In a case where conduct relates to the CEO other external channels (e.g. Crime and Corruption Commission, Anti-Discrimination Commission etc.).

## **PUBLICATION**

In accordance with the requirements of Section 20 of the *Public Sector Ethics Act 1994*, the Chief Executive Officer will keep a printed copy of the Code available for inspection in the Executive Office and Council will publish the Code on its website and local server for all employees to access.

## **TRAINING**

Education and training about public sector ethics will be offered at induction and as frequently as the Chief Executive Officer determines.

### **3.0 Scope**

This Policy applies to all NASC employees Mayor, Councillors and all Council employees regardless of their employment status, role or position, all contractors and volunteers must be familiar with and follow the spirit and content of the Code of Conduct.

### **4.0 Policy Statement**

Council conducts its business with integrity, honesty and fairness and complies with all relevant laws, regulations, codes and corporate standards.

Everyone working for Council must follow the highest standards of behaviour when dealing with customers and each other. Our leaders must encourage a culture where ethical conduct is recognised, valued and followed at all levels.

Council actively supports, encourages and develops its employees to work safely, be customer focused, use technology and Council assets effectively, adapt to changes and improve their own capabilities and contribute to Council's Community, Corporate and Operational Plans.

## 5.0 Definitions

**Benefit** – means something that is similar to a Gift in that it is of value to the recipient, but it is less tangible in nature (e.g. a new job or promotion, preferential treatment, or access to confidential information).

**Conflict of Interest** – means a conflict between a Council employee's work responsibilities and their personal or private interests. A Conflict of Interest can arise from either gaining a personal advantage or avoiding a personal loss. Conflicts of interest can be real (actual) or perceived (apparent).

**Gift** – means an item of value – money, voucher, entertainment, hospitality, travel, commodity, property – that one person gives to another. Gifts may be offered as an expression of gratitude with no obligation to repay, or given to create a feeling of obligation.

**Impaired by the effects of alcohol or drugs means:**

- for employees operating/driving heavy vehicles and buses, a blood alcohol content greater than 0.00% (zero tolerance);
- for employees driving light vehicles or operating mechanical tools or equipment, a blood alcohol content greater than 0.00%;
- for all employees – a positive drug test result in excess of the cut-off levels specified in Australian Standard AS4308 (urine testing) and/or Australian Standard AS4760 (oral testing); and/or physical or mental condition and/or behaviour which limits the employee's ability to undertake work in a safe and effective manner.

**Indictable offence** – means a crime or misdemeanour for which an offender cannot, unless otherwise expressly allowed, be prosecuted or convicted except upon indictment.

**Indictable offence conviction** – means a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction is recorded, in relation to an indictable offence.

**Limited Personal Use (Electronic Mail and World Wide Web) – means the following:**

- Use that is infrequent and brief and is performed during the employee's non-paid time. That is, before and after work or during meal breaks.
- Use that does not breach this Code of Conduct, Council policy, Public Sector Ethics Act 1994 (QLD), Local Government Act 2009 (including Regulations) (QLD), Crime and Misconduct Act 2001 (QLD) or related State and Federal legislation and regulations.
- Personal use is activity conducted for purposes other than undertaking official business, professional duties, and/or professional development.
- Personal use refers to personal related activities which do not interfere with the operations of the Council.
- Examples of permitted limited personal use of the internet include:
  - a) internet access that is incidental to employment or personal business transactions such as accessing government information sites and online banking and bill paying;
  - b) participation in approved online training or personal development programs;
  - c) sending or receiving infrequent personal messages by email, providing the content of the message does not breach Council's Code of Conduct or Corporate Policies.
- Examples of limited personal use of the internet that is NOT permitted (not an exhaustive list) include:
  - a) gambling (e.g. gaming, online betting, bookmaker odds, lottery pages, bingo, football tipping);

- b) games (e.g. traditional board games, card games and role playing games, for example, Solitaire and Minecraft, SIMS, Fortnite);
- c) participation in online auctions (e.g. eBay, Gumtree);
- d) dating (including the use of online dating services e.g. EHarmony, Tinder);
- e) downloading and storage of music, video files and pictures (e.g. the use of YouTube, iTunes, Soundcloud, Limewire, Spotify, Apple Music, Pandora , BitTorrent and similar sites/programs);
- f) accessing social networking sites (including Facebook, Instagram, Twitter, Snapchat and similar sites) unless the use is directly connected with your duties, is for the purpose of communicating approved Council publications and/or media releases and has been approved by your team leader/supervisor/manager;
- g) accessing, downloading, storing or sending racially and/or sexually offensive, obscene and/or other threatening, belligerent or libellous electronic communications.

**Official Misconduct** – means wrongdoing by a public sector official (including police) in carrying out their official duties or exercising their powers. It must involve one of the following:

- a) dishonesty or lack of impartiality;
- b) a breach of the trust put in a person by virtue of their position; or
- c) a misuse of officially obtained information.

It must also be a criminal offence or serious enough to justify dismissal of the person from their position.

**Public official** – means an employee of Council.

**Summary conviction** – means a summary conviction of an Indictable offence by a Magistrates Court.

## **6.0 RELATED POLICIES AND DELEGATIONS**

- Conflict of Interest Policy,
- Council's Anti-Discrimination and Equal Employment Opportunity Policy
- Council's Bullying Policy,
- Dress Policy,
- Procurement Policy &
- Drug and Alcohol Policy
- Timesheet Policy
- Bundy Clock Policy

## **7.0 LEGISLATION**

- Local Government Act 2009
- Local Government Regulation 2012

## **8.0 Supporting Documents**

- Conflict of Interest Policy,
- Council's Anti-Discrimination and Equal Employment Opportunity Policy
- Council's Bullying Policy,
- Dress Policy,
- Procurement Policy &
- Drug and Alcohol Policy
- Timesheet Policy
- Bundy Clock Policy

## **9.0 Responsibilities:**

The Chief Executive Officer, Division Managers or their delegate is responsible for administering the policy and to ensure that adherence by all workers.

Any variation of this policy will only be permitted through the negotiation and agreement of the Chief Executive Officer.

## 10.0 Review of Policy

This policy will be reviewed when any of the following occur:

- A. The related documents are amended or replaced;
- B. Other circumstances as determined from time to time by a resolution of Council

<b>Adopted Date</b>	<b>27<sup>th</sup> July 2021</b>
<b>Resolution number</b>	
<b>Review Date</b>	<b>July 2026</b>

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## 11.0 Version Control

<b>Version number</b>	<b>Reviewed by</b>	<b>Date reviewed</b>	<b>Amendments made</b>
V.01		April 2016	
V.02	Amelia Ahwang-Sam & Stephen Frost	May 2019	Amendments made to make document relevant and entered onto new NASC template.
V.03	Julie Guest	January 2020	Amendments made to include addition of Councils Bundy Clock Policy
V.04	Enya Lange	July 2021	Reviewed



## Appendix A - Definitions

**Benefit** – means something that is similar to a Gift in that it is of value to the recipient, but it is less tangible in nature (e.g. a new job or promotion, preferential treatment, or access to confidential information).

**Conflict of Interest** – means a conflict between a Council employee's work responsibilities and their personal or private interests. A Conflict of Interest can arise from either gaining a personal advantage or avoiding a personal loss. Conflicts of interest can be real (actual) or perceived (apparent).

**Gift** – means an item of value – money, voucher, entertainment, hospitality, travel, commodity, property – that one person gives to another. Gifts may be offered as an expression of gratitude with no obligation to repay, or given to create a feeling of obligation.

**Impaired by the effects of alcohol or drugs means:**

- for employees operating/driving heavy vehicles and buses, a blood alcohol content greater than 0.00% (zero tolerance);
- for employees driving light vehicles or operating mechanical tools or equipment, a blood alcohol content greater than 0.00%;
- for all employees – a positive drug test result in excess of the cut-off levels specified in Australian Standard AS4308 (urine testing) and/or Australian Standard AS4760 (oral testing); and/or physical or mental condition and/or behaviour which limits the employee's ability to undertake work in a safe and effective manner.

**Indictable offence** – means a crime or misdemeanour for which an offender cannot, unless otherwise expressly allowed, be prosecuted or convicted except upon indictment.

**Indictable offence conviction** – means a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction is recorded, in relation to an indictable offence.

**Limited Personal Use (Electronic Mail and World Wide Web) – means the following:**

- Use that is infrequent and brief and is performed during the employee's non-paid time. That is, before and after work or during meal breaks.
- Use that does not breach this Code of Conduct, Council policy, Public Sector Ethics Act 1994 (QLD), Local Government Act 2009 (including Regulations) (QLD), Crime and Misconduct Act 2001 (QLD) or related State and Federal legislation and regulations.
- Personal use is activity conducted for purposes other than undertaking official business, professional duties, and/or professional development.
- Personal use refers to personal related activities which do not interfere with the operations of the Council.
- Examples of permitted limited personal use of the internet include:
  - d) internet access that is incidental to employment or personal business transactions such as accessing government information sites and online banking and bill paying;
  - e) participation in approved online training or personal development programs;
  - f) sending or receiving infrequent personal messages by email, providing the content of the message does not breach Council's Code of Conduct or Corporate Policies.
- Examples of limited personal use of the internet that is NOT permitted (not an exhaustive list) include:

- h) gambling (e.g. gaming, online betting, bookmaker odds, lottery pages, bingo, football tipping);
- i) games (e.g. traditional board games, card games and role playing games, for example, Solitaire and Minecraft, SIMS, Fortnite;
- j) participation in online auctions (e.g. eBay, Gumtree);
- k) dating (including the use of online dating services e.g. EHarmony, Tinder);
- l) downloading and storage of music, video files and pictures (e.g. the use of YouTube, iTunes, Soundcloud, Limewire, Spotify, Apple Music, Pandora , BitTorrent and similar sites/programs);
- m) accessing social networking sites (including Facebook, Instagram, Twitter, Snapchat and similar sites) unless the use is directly connected with your duties, is for the purpose of communicating approved Council publications and/or media releases and has been approved by your team leader/supervisor/manager;
- n) accessing, downloading, storing or sending racially and/or sexually offensive, obscene and/or other threatening, belligerent or libellous electronic communications.

**Official Misconduct** – means wrongdoing by a public sector official (including police) in carrying out their official duties or exercising their powers. It must involve one of the following:

- d) dishonesty or lack of impartiality;
- e) a breach of the trust put in a person by virtue of their position; or
- f) a misuse of officially obtained information.

It must also be a criminal offence or serious enough to justify dismissal of the person from their position.

**Public official** – means an employee of Council.

**Summary conviction** – means a summary conviction of an Indictable offence by a Magistrates Court.

The following guide is designed to help you reach an ethical decision based on the relevant facts and circumstances of a situation.

**Step 1: assess the situation.**

- What is your aim?
- What are the facts and circumstances?
- Does it break the law or go against Council policy?
- Is it in line with the Code's principles?
- What principles does it relate to? Why?
- Who is affected? What rights do they have?
- What are your obligations or responsibilities?

**Step 2: look at the situation from Council's viewpoint.**

- As a Public official, what should you do?
- What are the relevant laws, rules and guidelines?
- Who else should you consult?

**Step 3: how would others see your actions?**

- Would a reasonable person think you used your powers or position improperly?
- Would the public see your action or decision as honest and impartial?
- Do you face a Conflict of Interest?
- Will your decision or action stand up to public scrutiny?

**Step 4: consider the options.**

- Ask your team leader/supervisor/manager, or any person who is able to give sound, relevant advice.
- What options and consequences are consistent with Council's values, the five local government principles, the four ethics principles fundamental to good public administration and your obligations?
- What are the costs and long-term consequences of each option?
- How would the public view each option?
- What will be the outcome for Council, your colleagues, others and you?

**Step 5: choose your course of action.**

Make sure your actions are:

- within your power to take, legal and in line with policy and this Code;
- fair and able to be justified to your manager and the public;
- documented so a statement of reasons can be supplied;
- consistent with Council's mission, goals and values; and
- backed by advice from Council specialists, if this is appropriate.

The following guide is designed to help you deal with lobbyists appropriately and in compliance with provisions of the Integrity Act 2009.

## 1. Contact by Registered Lobbyists

Councillors and Council employees who receive contact from a lobbyist must establish whether the lobbyist is registered. The Lobbyist Register may be viewed at:

<http://lobbyists.integrity.qld.gov.au/who-is-on-the-register.aspx>

Councillors and Council employees who receive contact by a registered lobbyist must create a record of that contact and forward the following core information to the Corporate Services Manager:

- Date of Contact
- Name and title of Councillors and Council employees present
- Name and title of Lobbyist/s present
- Name and title of Lobbyist's clients/s present
- Method of contact (e.g. telephone call)
- Purpose of contact (e.g. follow up of progress with application)
- Brief description of issue
- Outcome of contact

## 2. Contact by Unregistered Lobbyists

Councillors and Council employees must not engage in lobbying activity with unregistered lobbyists. If you reasonably believe someone is an unregistered lobbyist and undertaking a lobbying activity, please follow the below steps:

- Advise the person (in a professional manner) that you believe that:-
  - a) This contact may be a "lobbying activity" under the Integrity Act 2009;
  - b) You are required under that Act to seek some clarification as to the person's standing as a unregistered lobbyist under the Integrity Act 2009;
  - c) You can no longer discuss with this person any lobbying activity matters, but you can assist with any "unrelated lobbying activity" discussions.
- Make a note of the person's details and circumstances of the lobbying activity (i.e. time, date and place of incident, who were the people involved in the incident and how you believe this was a "lobbying activity");
- Report the matter (including a copy of your notes of the incident) to Coordinator Governance and Policy; and
- Discontinue contact with the person on any "lobbying activity", until the matter is resolved. This does not mean you cannot assist the person with other "unrelated lobbying activity" matters.

**1 IPP 1 - Collection of personal information (lawful and fair)**

- (1) An agency must not collect personal information for inclusion in a document or generally available publication unless--
  - (a) the information is collected for a lawful purpose directly related to a function or activity of the agency; and
  - (b) the collection of the information is necessary to fulfil the purpose or is directly related to fulfilling the purpose.
- (2) An agency must not collect personal information in a way that is unfair or unlawful.

**2 IPP 2--Collection of personal information (requested from individual)**

- (1) This section applies to the collection by an agency of personal information for inclusion in a document or generally available publication.
- (2) However, this section applies only if the agency asks the individual the subject of the personal information for either--
  - (a) the personal information; or
  - (b) information of a type that would include the personal information.
- (3) The agency must take all reasonable steps to ensure that the individual is generally aware of--
  - (a) the purpose of the collection; and
  - (b) if the collection of the personal information is authorised or required under a law—
    - (i) the fact that the collection of the information is authorised or required under a law; and
    - (ii) the law authorising or requiring the collection; and
  - (c) if it is the agency's usual practice to disclose personal information of the type collected to any entity (the first entity)--the identity of the first entity; and
  - (d) if the agency is aware that it is the usual practice of the first entity to pass on information of the type collected to another entity (the second entity)--the identity of the second entity.
- (4) The agency must take the reasonable steps required under subsection (3)--
  - (a) if practicable--before the personal information is collected; or
  - (b) otherwise--as soon as practicable after the personal information is collected.

(5) However, the agency is not required to act under subsection (3) if--

(a) the personal information is collected in the context of the delivery of an emergency service; and

Example--

Personal information collected during a triple 0 emergency call or during the giving of treatment or assistance to a person in need of an emergency service

(b) the agency reasonably believes there would be little practical benefit to the individual in complying with subsection (3) in the circumstances; and

(c) the individual would not reasonably expect to be made aware of the matters mentioned in subsection (3).

### **3 IPP 3--Collection of personal information (relevance etc.)**

(1) This section applies to the collection by an agency of personal information for inclusion in a document or generally available publication.

(2) However, this section applies to personal information only if the agency asks for the personal information from any person.

(3) The agency must take all reasonable steps to ensure that--

(a) the personal information collected is--

(i) relevant to the purpose for which it is collected; and

(ii) complete and up to date; and

(b) the extent to which personal information is collected from the individual the subject of it, and the way personal information is collected, are not an unreasonable intrusion into the personal affairs of the individual.

### **4 IPP 4--Storage and security of personal information**

(1) An agency having control of a document containing personal information must ensure that--

(a) the document is protected against--

(i) loss; and

(ii) unauthorised access, use, modification or disclosure; and

(iii) any other misuse; and

(b) if it is necessary for the document to be given to a person in connection with the provision of a service to the agency, the agency takes all reasonable steps to prevent unauthorised use or disclosure of the personal information by the person.

(2) Protection under subsection (1) must include the security safeguards adequate to provide the level of protection that can reasonably be expected to be provided.

### **5 IPP 5--Providing information about documents containing personal information**

(1) An agency having control of documents containing personal information must take all reasonable steps to ensure that a person can find out--

(a) whether the agency has control of any documents containing personal information; and

(b) the type of personal information contained in the documents; and

- (c) the main purposes for which personal information included in the documents is used; and
- (d) what an individual should do to obtain access to a document containing personal information about the individual.

- (2) An agency is not required to give a person information under subsection (1) if, under an access law, the agency is authorised or required to refuse to give that information to the person.

#### **6 IPP 6--Access to documents containing personal information**

- (1) An agency having control of a document containing personal information must give an individual the subject of the personal information access to the document if the individual **asks for access**.
- (2) An agency is not required to give an individual access to a document under subsection (1) if--
  - (a) the agency is authorised or required under an access law to refuse to give the access to the individual; or
  - (b) the document is expressly excluded from the operation of an access law.

#### **7 IPP 7--Amendment of documents containing personal information**

- (1) An agency having control of a document containing personal information must take all reasonable steps, including by the making of an appropriate amendment, to ensure the personal information--
  - (a) is accurate; and
  - (b) having regard to the purpose for which it was collected or is to be used and to any purpose directly related to fulfilling the purpose, is relevant, complete, up to date and not misleading.
- (2) Subsection (1) applies subject to any limitation in a law of the State providing for the amendment of personal information held by the agency.
- (3) Subsection (4) applies if--
  - (a) an agency considers it is not required to amend personal information included in a document under the agency's control in a way asked for by the individual the subject of the personal information; and
  - (b) no decision or recommendation to the effect that the document should be amended wholly or partly in the way asked for has been made under a law mentioned in subsection (2).
- (4) The agency must, if the individual asks, take all reasonable steps to attach to the document any statement provided by the individual of the amendment asked for.

#### **8 IPP 8--Checking of accuracy etc. of personal information before use by agency**

- (1) Before an agency uses personal information contained in a document under its control, the agency must take all reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, complete and up to date.

#### **9 IPP 9--Use of personal information only for relevant purpose**

- (1) This section applies if an agency having control of a document containing personal information proposes to use the information for a particular purpose.
- (2) The agency must use only the parts of the personal information that are directly relevant to fulfilling the particular purpose.

#### **10 IPP 10--Limits on use of personal information**

- (1) An agency having control of a document containing personal information that was obtained for a particular purpose must not use the information for another purpose unless--
  - (a) the individual the subject of the personal information has expressly or impliedly agreed to the use of the information for the other purpose; or
  - (b) the agency is satisfied on reasonable grounds that use of the information for the other purpose is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or
  - (c) use of the information for the other purpose is authorised or required under a law; or
  - (d) the agency is satisfied on reasonable grounds that use of the information for the other purpose is necessary for 1 or more of the following by or for a law enforcement agency--
    - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;
    - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime;
    - (iii) the protection of the public revenue;
    - (iv) the prevention, detection, investigation or remedying of seriously improper conduct;
    - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal; or
  - (e) the other purpose is directly related to the purpose for which the information was obtained; or

Examples for paragraph (e)—

1 An agency collects personal information for staff administration purposes. A new system of staff administration is introduced into the agency, with much greater functionality. Under this paragraph, it would be appropriate to transfer the personal information into the new system.

2 An agency uses personal information, obtained for the purposes of operating core services, for the purposes of planning and delivering improvements to the core services.

- (f) all of the following apply--
  - (i) the use is necessary for research, or the compilation or analysis of statistics, in the public interest;
  - (ii) the use does not involve the publication of all or any of the personal information in a form that identifies any particular individual the subject of the personal information;
  - (iii) it is not practicable to obtain the express or implied agreement of each individual the subject of the personal information before the use.

- (2) If the agency uses the personal information under subsection (1) (d), the agency must include with the document a note of the use.

## 11 IPP 11--Limits on disclosure

### 11IPP 11—Limits on disclosure

- (1) An agency having control of a document containing an individual's personal information must not disclose the personal information to an entity (the **relevant entity**), other than the individual the subject of the personal information, unless—



- (a) the individual is reasonably likely to have been aware, or to have been made aware, under IPP 2 or under a policy or other arrangement in operation before the commencement of this schedule, that it is the agency's usual practice to disclose that type of personal information to the relevant entity; or
- (b) the individual has expressly or impliedly agreed to the disclosure; or
- (c) the agency is satisfied on reasonable grounds that the disclosure is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or
- (d) the disclosure is authorised or required under a law; or
- (e) the agency is satisfied on reasonable grounds that the disclosure of the information is necessary for 1 or more of the following by or for a law enforcement agency—
  - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;
  - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime;
  - (iii) the protection of the public revenue;
  - (iv) the prevention, detection, investigation or remedying of seriously improper conduct;
  - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal; or
- (ea) all of the following apply—
  - (i) ASIO has asked the agency to disclose the personal information;
  - (ii) an officer or employee of ASIO authorised in writing by the director-general of ASIO for this paragraph has certified in writing that the personal information is required in connection with the performance by ASIO of its functions;
  - (iii) the disclosure is made to an officer or employee of ASIO authorised in writing by the director-general of ASIO to receive the personal information; or
- (f) all of the following apply—
  - (i) the disclosure is necessary for research, or the compilation or analysis of statistics, in the public interest;
  - (ii) the disclosure does not involve the publication of all or any of the personal information in a form that identifies the individual;
  - (iii) it is not practicable to obtain the express or implied agreement of the individual before the disclosure;
  - (iv) the agency is satisfied on reasonable grounds that the relevant entity will not disclose the personal information to another entity.
- (2) If the agency discloses the personal information under subsection (1)(e), the agency must include with the document a note of the disclosure.
- (3) If the agency discloses personal information under subsection (1), it must take all reasonable steps to ensure that the relevant entity will not use or disclose the information for a purpose other than the purpose for which the information was disclosed by the agency.
- (4) The agency may disclose the personal information under subsection (1) if the information may be used for a commercial purpose involving the relevant entity's marketing of anything to the individual only if, without limiting subsection (3), the agency is satisfied on reasonable grounds that—
  - (a) it is impracticable for the relevant entity to seek the consent of the individual before the personal information is used for the purposes of the marketing; and
  - (b) the relevant entity will not charge the individual for giving effect to a request from the individual to the entity that the individual not receive any marketing communications; and
  - (c) the individual has not made a request mentioned in paragraph (b); and

- (d) in each marketing communication with the individual, the relevant entity will draw to the individual's attention, or prominently display a notice, that the individual may ask not to receive any further marketing communications; and
- (e) each written marketing communication from the relevant entity to the individual, up to and including the communication that involves the use, will state the relevant entity's business address and telephone number and, if the communication with the individual is made by fax, or other electronic means, a number or address at which the relevant entity can be directly contacted electronically

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## NAPRANUM ABORIGINAL SHIRE COUNCIL

### Conflict of Interest Policy

<b>EFFECTIVE DATE:</b>	May 2019
<b>LINK TO CORPORATE PLAN:</b>	Financial Management and Good Governance
<b>REVIEW DATE:</b>	<b>July 2026</b>
<b>DELEGATION:</b>	Authority in respect of this Policy is hereby delegated to CEO
<b>RELATED DOCUMENTS:</b>	Procurement, Purchasing and Risk Management

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#### Purpose

This policy defines council's commitment to assist employees of NASC to identify and manage conflicts of interest and to foster:

- a) integrity and impartiality;
- b) promoting the public good;
- c) commitment to the system of government; and
- d) accountability and transparency.

#### Scope

This Policy applies to all Divisions within the NASC, all Officers and the Councillors of the NASC.

#### Definitions

**CEO** refers to Chief Executive Officer

**Council** refers to Napranum Aboriginal Shire Council

**The Act** shall mean the Local Government Act 2009 (as amended)

**The Regulation** shall mean the Local Government Regulation 2012 (as amended)

**Employees** refers to members of staff who are employed on a permanent, part-time, fixed term or casual basis under award and enterprise bargaining agreement conditions. It also includes managers, contracted staff and volunteers.

#### Policy Statement

##### Responsibilities

The Chief Executive Officer is responsible for:

- a) maintaining a register of disclosed conflicts for Councillors and Senior Executive Management
- b) ensuring the conflicts of interest policy is kept current;
- c) arranging investigations of possible conflicts of interest as required; and
- d) ensuring the policy is enforced.

A Conflict of interest is defined by the Public Sector Act 1994 as a conflict between a person's private interests and person's official duties. It is therefore set out that:

"The established test is an objective one, namely whether a reasonable member of the public properly informed, would feel that the conflict was unacceptable. Essentially it means that such reasonable

member of the public would conclude that inappropriate factors could influence an official action or decision”.

There are three (3) types of conflicts of interest:

1. Actual conflict of interest.
2. Perceived (or apparent) conflict of interest.
3. Potential conflict of interest.

All employees, contractors and volunteers are directed to the Conflict of Interest Procedure and checklist on the Queensland Crime and Corruption website; “Identifying Conflicts of Interest in the Public Sector” and “Managing Conflicts of Interest in the Public Sector” – <http://www.ccc.qld.gov.au> for further information.

#### **Areas of activity where conflicts may arise**

A conflict of interest may arise as a result of the council’s involvement in any of the following matters:

- a) Appointing and managing staff
- b) Providing sponsorships
- c) Use of resources or assets that could be used for private gain
- d) Entering into contracts to procure goods or services from the private sector or engaging in projects with the private sector
- e) Collecting, retaining, accessing or using confidential information
- f) Providing financial assistance and concessions
- g) Performing a regulatory role in relation to the monitoring of standards
- h) Disciplinary role
- i) Providing advice

#### **When conflicts of interest arise**

Primarily a conflict of interest will arise when there is a possibility or a perception that an employee could be influenced by a personal (private) interest when carrying out their duties. For example, the following are some of the matters that may lead to a conflict of interest:

- a) Financial interests of an employee (a financial interest of an employee’s spouse or family may also be relevant)
- b) Personal bias in relation to a particular topic
- c) Memberships of other organisations held by the employee or affiliations with political, trade union or professional organisations
- d) Personal or business relationships

#### **Responsibilities of employees**

All employees of council must consider the public interest when carrying out the official duties and place this above their own private or personal interests. This is achieved by:

- Carrying out all official duties in accordance with council and legislative ethical principles as documented in council’s Code of Conduct
- Assessing their own private and personal interest to identify any action, potential or perceived conflicts of interest
- Identifying and declaring all conflicts of interest
- Avoiding all situations which may give rise to conflicts of interest
- Managing all conflicts of interest in accordance with agreed management strategies

All levels of management will:

- Encourage a culture of disclosure within council;
- Regularly remind employees of their obligation to identify and declare conflicts of interest;
- Actively liaise with employees to resolve and manage conflicts of interest;
- Monitor their employee's work to develop management strategies to minimize conflicts;
- Maintain confidentiality with regards to conflict of interest declarations.

All reported conflicts of interest must be recorded in the Conflict of Interest Register maintained by Corporate Division.

### **Responsibilities**

The Chief Executive Officer or their delegate is responsible for administering the policy.

### **Legislation**

Local Government Act 2009

Local Government Regulation 2012

Public Service Act 2008

Public Sector Ethics Act 1994

Crime and Misconduct Act 2001

### Review of Policy

This policy will be reviewed when any of the following occur:

- A. As required by legislation
- B. The related documents are amended or replaced;
- C. Other circumstances as determined from time to time by a resolution of Council

<b>Adopted Date</b>	<b>27 July 2021</b>
<b>Resolution</b>	
<b>Review Date</b>	<b>July 2026</b>

\_\_\_\_\_  
Chief Executive Officer

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Date

### 11.0 Version Control

<b>Version number</b>	<b>Reviewed by</b>	<b>Date reviewed</b>	<b>Amendments made</b>
V.01		March 2021	Endorsed by Council at October meeting
V.02		23 September 2014	Reviewed
V.03		July 2016	Reviewed
V.04		28 May 2019	Reviewed
V.05	Enya Lange	20 June 2021	Reviewed

**NAPRANUM ABORIGINAL SHIRE COUNCIL  
POLICY STATEMENT**

**Council Hearse Use Policy**

<b>EFFECTIVE DATE:</b>	Council Ordinary Meeting – 30 March 2021
<b>LINK TO CORPORATE PLAN:</b>	Financial Management and Good Governance
<b>REVIEW DATE:</b>	<b>July 2026</b>
<b>DELEGATION:</b>	Authority in respect of this Policy is hereby delegated to CEO
<b>RELATED DOCUMENTS:</b>	Procurement, Administrative and Human Resource Policy

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## **1.0 PURPOSE**

The purpose of this policy is to set outline a clear guideline as to the operations of the council hearse service.

## **2.0 OBJECTIVE**

The intention of the policy is to:

- a) Make Council Employees and Community Members aware of the terms and conditions for using the vehicles
- b) A guide for Managers to ensure correct management of the vehicles and service
- c) Outlines Council's obligations and the applicants wishing to use the vehicles obligations

## **3.0 BACKGROUND**

This Policy applies to community members and Council employees.

Council employees and community members are expected to be familiar with the Policy. All applicants for use of this service should be aware of their responsibilities under the Policy.

NAPRANUM ABORIGINAL SHIRE COUNCIL operates a hearse whose main use is to assist community members and staff during funerals.

The following are the guidelines for use of this hearse service.

### **HEARSE**

#### **USE OF THE HEARSE FOR FUNERALS**

- The applicant must be a Napranum Aboriginal Shire Council community member or Council employee.
- The assistance for use of the hearse is for vehicle use to carry the body of a deceased community member or Council staff from/to the following locations: Weipa Airport, Napranum, Weipa Hospital, Weipa Town.
- The hearse is not a 4wd vehicle and should not be driven to Old Mapoon.
- The Hearse will be driven by a Council approved driver only. Council rates are:
  - Monday to Friday 7am - 5pm \$45 per hour
  - Weekends/After Hours/Public Holidays/RDO's \$90 per hour
- Any damages to the Hearse will be charged to the applicant

## **COUNCIL RESPONSIBILITIES**

- The vehicle will be cleaned and serviced by Council prior to use.
- The vehicle will be supplied with a full tank of fuel prior to use.
- The vehicle will be maintained in a roadworthy condition, with insurances and registrations kept current.
- The CEO/ Council representative will give a response on the availability of the hearse and whether the vehicle is in a good condition for travel and whether a Council approved driver is available.

## **APPLICANTS RESPONSIBILITIES**

- The applicant will be responsible for obtaining fuel for their return journey if required, and Council will not reimburse the applicant for the cost of fuel.
- The application will be in writing on a prescribed application form.
- The applicant will sign a letter of agreement.
- Deposit monies and fees are to be paid to Council prior to departure.
- All expenses incurred for and by the driver is the applicant's responsibility. This includes meals and accommodation where required.

## **GENERAL CONDITIONS TO ALL VEHICLES**

- Consumption of Drugs/Alcohol or carriage of Drugs/Alcohol is not permitted in Council Vehicles
- Smoking is not permitted in Council owned vehicles
- The vehicle will only carry the authorised number of passengers and travel at the legal speed limits.

### **4.0 Supporting Documents**

- Code of Conduct
- Performance and Misconduct Policy

### **5.0 Responsibilities:**

The Chief Executive Officer, Division Managers or their delegate is responsible for administering the policy and to ensure that adherence by all workers.

Any variation of this policy will only be permitted through the negotiation and agreement of the Chief Executive Officer.

### **6.0 Review of Policy**

This policy will be reviewed when any of the following occur:

- A. The related documents are amended or replaced;
- B. Other circumstances as determined from time to time by a resolution of Council

<b>Adopted Date</b>	<b>27 July 2021</b>
<b>Resolution number</b>	
<b>Review Date</b>	<b>July 2026</b>

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



## 11.0 Version Control

Version number	Reviewed by	Date reviewed	Amendments made
V.01	Stephen Frost	31 October 2017	Endorsed by Council at October Council Meeting
V.02	Andrina East	28 March 2018	Reviewed and Application form updated
V.03	Andrina East	23 April 2018	Reviewed and put into new Policy template
V.04	Janelle Menzies	30 March 2021	Review and update of poilcy

## APPLICATION FORM TO HIRE COUNCIL HEARSE

APPLICATION INFORMATION					
Name of Applicant:			Contact Number:		
Address:			Town:		
State:			Postcode:		
Date of application:			Date Required:		
Purpose of use:					
I require to use the NAPRANUM ABORIGINAL SHIRE COUNCIL Hearse on the following days to transport family/community members:					
Date:	From	To	Time From	Time To	Total hours
FEES AND CHARGES					
Monday to Friday 7am - 5pm			\$45 per hour		
Weekends/After Hours/Public Holidays/RDO's			\$90 per hour		
<b><u>All payments are to be made by direct transfer or Purchase Order. No cash payments.</u></b>					
Please indicate below which vehicle and hourly rate you will be charged. A fuel deposit and Cleaning deposit is required before the vehicle is used.					
Bus/ Hearse Hire		\$45/ hour	\$90/ hour	Total amount owing	
<input type="checkbox"/>	Hearse Hire	<input type="checkbox"/>	<input type="checkbox"/>	\$	
<input type="checkbox"/>	Fuel deposit - \$300				
<input type="checkbox"/>	Cleaning deposit - \$100				
Office Use Only:					
<i>This section will only be signed after confirmation of availability of Bus/Hearse and approved driver</i>					

I confirm that the hearse is available, in good condition and an approved driver is available:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	Name:	Signature:
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### TO BE COMPLETED BY NASC DRIVER

*Please complete below details and have it approved by an authorised person.*

To:	From:	Total hours worked will be: _____
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Issued by:	Signature:
Position:	Date:

I \_\_\_\_\_ understand the attached NAPRANUM ABORIGINAL SHIRE COUNCIL Bus and Hearse use Policy and agree to comply with all the requirements and fully understand and agree to the consequences of non-compliance. I confirm that I am personally liable for damages to the vehicle and agree to reimburse the Council the cost of repairing such damages.

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

### Confirmation of receipt of bus/hearse in good order:

*I confirm that the bus/hearse has been received at the NAPRANUM ABORIGINAL SHIRE COUNCIL Workshop in good condition*

Received by:	Date received	Signature:
Position:		

**NB: Provide details of damages (if applicable) and cost of repair on a separate document.**

Cleaning deposit of \$100 returned ☐ Yes ☐ No Processed by:

Fuel deposit of \$300 returned ☐ Yes ☐ No Date:

**NAPRANUM ABORIGINAL SHIRE COUNCIL  
POLICY STATEMENT**

**DEBT POLICY**

**EFFECTIVE DATE:** 28 August, 2020  
**LINK TO CORPORATE PLAN:** Good Governance, Statutory, Financial Management  
**REVIEW DATE:** July 2026  
**DELEGATION:** Authority in respect of this Policy is hereby delegated to CEO  
**RELATED DOCUMENTS:**

### **1.0 Purpose**

To provide council with a debt management strategy based on sound financial management guidelines.

### **2.0 Principles**

A local government must prepare and adopt a debt policy for a financial year.

The debt policy must state

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

### **3.0 Scope**

This policy applies to all forms of borrowing undertaken by Council.

### **4.0 Policy Statement**

Council aims to finance capital works and new assets to the greatest extent possible from revenue, grants and subsidies or any specific reserves primarily established to fund capital works.

Borrowings will only be made for: a. Capital expenditure; or b. Short-term working capital; or c. A genuine emergency or hardship

Borrowing will be undertaken in accordance with Queensland Treasury Corporation guidelines and the Statutory Bodies Financial Arrangements Act 1982.

Borrowings to support capital expenditure will be for a period which is less than or equal to the estimated useful life of the related asset(s). However, in the case of road, water and sewerage infrastructure with useful lives ranging from 20 to 60 years the term will be limited to between 10 and 20 years unless longer terms are recommended by the Queensland Treasury Corporation;

Detailed capital works and assets acquisition programs (Asset Management Plans, Strategies, and Policies) for the next 10 years together with Council's 10 year Long Term Financial Forecast will provide the basis for deciding between funding options. P

Council will use the Queensland Treasury Corporation for the management of its long-term debt facilities.

Borrowings planned for the next 10 financial years will be based on estimated new capital expenditure recorded in Council's Long-Term Financial Forecast.

Proposed new debt for the next 10 years is outlined below including the term for repayment.

Year	Purpose	Amount (\$)	Original Terms (Yrs)	Year of Final Repayment
2020/21	N/A	\$Nil	Nil	N/A
2021/22	N/A	\$Nil	Nil	N/A
2022/23	N/A	\$Nil	Nil	N/A
2023/24	N/A	\$Nil	Nil	N/A
2024/25	N/A	\$Nil	Nil	N/A
2025/26	N/A	\$Nil	Nil	N/A
2026/27	N/A	\$Nil	Nil	N/A
2027/28	N/A	\$Nil	Nil	N/A
2028/29	N/A	\$Nil	Nil	N/A
2029/30	N/A	\$Nil	Nil	N/A
	<b>Total</b>	<b>\$NIL</b>		

## 5.0 Definitions

## 6.0 RELATED POLICIES AND DELEGATIONS

## 7.0 LEGISLATION

For the purpose of this Policy, debt of all funds is to be made in accordance with:

- *Section 192 of the Local Government Regulation 2012.*
- *Statutory Bodies Financial Arrangement (SBFA) Act 1982.*
- *Financial Management (Sustainability) Guideline 2009 (FMG)*

## 8.0 Supporting Documents

This policy complements and is to be implemented in conjunction with other Council policies and directives (but not limited to:

- Risk Management Policy
- 10 Year Financial Forecast Report

## 9.0 Responsibilities:

The Chief Executive Officer, Division Managers or their delegate is responsible for administering the policy and to ensure that adherence by all workers.

Any variation of this policy will only be permitted through the negotiation and agreement of the Chief Executive Officer.

## 10.0 Review of Policy

This policy will be reviewed when any of the following occur:

- A. The related documents are amended or replaced;
- B. Other circumstances as determined from time to time by a resolution of Council

<b>Adopted Date</b>	<b>27<sup>th</sup> July 2021</b>
<b>Resolution number</b>	
<b>Review Date</b>	<b>July 2026</b>

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

### 11.0 Version Control

<b>Version number</b>	<b>Reviewed by</b>	<b>Date reviewed</b>	<b>Amendments made</b>
V.01	Julie Guest	September, 2016	Endorsed by Council at September, Council meeting
V.02	Andrina East	20 April, 2018	Reviewed and put in to new Policy template
V.03	Janelle Menzies	26 August, 2020	Reviewed and updated
V.04	Enya Lange	20 July, 2021	Reviewed

**NAPRANUM ABORIGINAL SHIRE COUNCIL  
POLICY STATEMENT**

**Employee Assistance Program Policy**

<b>EFFECTIVE DATE:</b>	Ordinary Council Meeting 27 March 2018
<b>LINK TO CORPORATE PLAN:</b>	Good Governance, Financial Management
<b>REVIEW DATE:</b>	<b>July 2026</b>
<b>DELEGATION:</b>	Authority in respect of this Policy is hereby delegated to CEO
<b>RELATED DOCUMENTS:</b>	Code of Conduct, Expense Reimbursement Policy

**1.0 Purpose**

This Policy documents outlines the level of support and assistance provided through Napranum Aboriginal Shire Council's (Council) Employee Assistance Program (EAP)

**2.0 Principles**

The overall objective of this policy is to achieve early identification, referral and resolution of personal and work related problems before they become serious.

**3.0 Scope**

This Policy applies to Councillors, Council staff and contactors (referred to as staff in this policy).

**4.0 Policy Statement**

The Council values the importance of its employees in the success of its business. In common with every other employer, Council will have some employees who experience personal or work related problems, which may be affecting their quality of life, and in some cases, this may have an adverse effect on their work performance.

Left unresolved, these problems might not only be detrimental to the individuals health, wellbeing and performance, but also have the potential to jeopardise the safety of fellow employees and members of the public.

To ensure that support is available for employees experiencing difficulties, an Employee Assistance Program (EAP) is available whereby employees can access an external counselling service. NASC has engaged Cape Counselling and Wellbeing Centre to provide this service. This provider also acknowledges the culturally appropriate practices that are part of the Community that we work and live in.

**Employee Assistance Program Services**

<b>Work Issues:</b>	<b>Personal Issues:</b>	<b>Family Issues:</b>
<ul style="list-style-type: none"><li>• Problems with performance</li><li>• Relationships between co-workers</li><li>• Bullying and Harassment</li></ul>	<ul style="list-style-type: none"><li>• Anxiety or depression</li><li>• Stress Management</li><li>• Grief and loss</li><li>• Midlife and life transition issues</li></ul>	<ul style="list-style-type: none"><li>• Work-life balance</li><li>• Concerns about children</li><li>• Relationship issues</li><li>• Separation and divorce</li></ul>

<ul style="list-style-type: none"> <li>• Managing conflict and anger management</li> <li>• Adjusting to change in the workplace</li> <li>• Career change</li> <li>• Managing work related stress</li> </ul>	<ul style="list-style-type: none"> <li>• Emotional or physical abuse</li> <li>• Low self-esteem</li> <li>• Substance abuse</li> <li>• Gambling problems</li> <li>• Anger Management</li> </ul>	<ul style="list-style-type: none"> <li>• Financial and legal problems</li> <li>• Domestic Violence</li> </ul>
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Additional support for those who prefer to speak to a male can be sought from the Social and Emotional Wellbeing Men's Health worker at Apunipima, Mr Les Drahm or support worker Vincent Barkley.

### Short term Counselling

This program is available to all NASC employees. Council will cover up to four counselling sessions subject to CEO approval or delegate approval.

### Specialist Assistance

If the nature of the problem is such that further professional help is considered desirable, Cape Counselling and Wellbeing Centre will refer the employee to an appropriate agency. NASC employees will be advised prior to take up of specialist services whether NASC support will continue.

### Referrals

There are three methods to referral to the Employee Assistance Program for counselling

**Self-Referral** – A self-referral is made when an employee has personal or work related problems which he/she wants to discuss in a private and confidential setting without anyone in Council being involved in any way. Appointments may be made by seeking approval from the CEO (or approved by persons nominated by the CEO) before contacting Cape Counselling and Wellbeing Centre directly.

**Suggested Referrals** – Occurs when someone else recognises that an employee is distressed or going through a difficult time and suggests using the EAP. This might be a colleague, a Supervisor/ Manager, family member or doctor. Appointments may be made by seeking approval from the CEO (or approved persons nominated by the CEO) before contacting Cape Counselling and Wellbeing directly.

**Management Referral** – Although the EAP is designed to encourage self-referral, there may be occasions when Supervisors/ Managers recommend an employee seek counselling to assist with personal issues when work performance has declined below the agreed standard. Employees retain the right to refuse the offer of counselling assistance. Any employee who exhibits unsatisfactory job performance will not be prejudiced because of personal problems, without first being given the opportunity to seek assistance and then to improve his/her work performance to a satisfactory level. Referral to the EAP is only one option for dealing with sub-standard performance. Appointments may be made by seeking approval from the CEO (or approved persons nominated by the CEO) before contacting Cape counselling and Wellbeing Centre directly.

### Leave to Attend Counselling



Cape Counselling and Wellbeing Centre Counsellors are available both during work time and out of hours. The arrangements for taking time off during business hours will be the same as exist between Supervisors and employees for any form of absence from the workplace. The Supervisor does not need to be informed of the nature of the problem.

### **Confidentiality**

The strict client confidentiality will be maintained by the service provider, except where the client gives written permission to release information or where obliged to release due to the application of any legislation.

Information on the uptake of services provided to Council will be statistical in nature and will not lead to any individuals being identified. Cape Counselling and Wellbeing Centre produces quarterly reports which are sighted only by the Human Resource Manager and Chief Executive Officer (or other person as approved by the CEO) to enable monitoring of the service provision and to track organisational issues within Council.

### **Complaints**

If anyone experiences difficulties with accessing or using Cape Counselling and Wellbeing Centre, the concerned person may contact the Human Resource representative. Concerns and any issues discussed will be kept strictly confidential

### **Promotion, Education and Training**

Promotion of the EAP is undertaken by the Human Resources Section by: -

- Provision of resources for the promotion, education and training
- Distribution of wallet cards and pamphlets to employees
- Written information included in induction packages for new employees
- Posters in the workplace
- Information sessions

### **Responsibilities**

Employees are responsible for recognising when personal or work-related issues may be affecting their health and/or work performance and knowing how to access the EAP to prevent the problems from reaching crisis point

It is the responsibility of the Human Resource Section to:

- Oversee the EAP Contractual agreement
- Coordinate the promotion, education and training of employees in relation to the EAP service
- Oversee the implementation of the program
- Deal with employee concerns in relation to the provision of EAP
- Assist Supervisors/ Managers with the process of informal and formal referral

## 5.0 Definitions

**Employee Assistance Program (EAP)** is an external professional, confidential counselling service that the organization provides to employees that affect their wellbeing, work performance, or enjoyment of the workplace

## 6.0 Related Policies and Delegations

- Code of Conduct

## 7.0 LEGISLATION

- Local Government Act 2009
- Local Government Regulation 2012

## 8.0 Supporting Documents

- Expense Reimbursement Policy

## 9.0 Responsibilities:

The Chief Executive Officer, Division Managers or their delegate is responsible for administering the policy and to ensure that adherence by all workers.

Any variation of this policy will only be permitted through the negotiation and agreement of the Chief Executive Officer.

## 10.0 Review of Policy

This policy will be reviewed when any of the following occur:

- A. The related documents are amended or replaced;
- B. Other circumstances as determined from time to time by a resolution of Council

<b>Adopted Date</b>	<b>27 July 2021</b>
<b>Resolution number</b>	
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\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## 11.0 Version Control

Version number	Reviewed by	Date reviewed	Amendments made
V.01	Andrina East	27 March 2018	Endorsed by Council at March Council Meeting
V.02	Andrina East	23 April 2018	Reviewed and put into new Policy template
V.03	Enya Lange	22 July 2021	Reviewed

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**NAPRANUM ABORIGINAL SHIRE COUNCIL  
POLICY STATEMENT**

**Performance and Misconduct Policy and Procedure**

<b>EFFECTIVE DATE:</b>	Ordinary Council Meeting 27 September 2016
<b>LINK TO CORPORATE PLAN:</b>	Good Governance
<b>REVIEW DATE:</b>	<b>July 2026</b>
<b>DELEGATION:</b>	Authority in respect of this Policy is hereby delegated to CEO
<b>RELATED DOCUMENTS:</b>	<b>Code of Conduct</b>

### **1.0 Purpose**

This Policy applies when dealing with necessary discipline arising from matters associated with poor performance and/or misconduct, in any circumstances arising out of employment with Council.

If conduct involves a potential breach of any Australian law, Council may notify the police or other relevant government authority.

### **2.0 Principles**

The objectives of Napranum Aboriginal Shire Council (Council) performance and misconduct policy/disciplinary Procedures are to:

1. correct and/or improve the standard of conduct of an employee where appropriate or necessary;
2. provide any particular employee with an opportunity to correct unacceptable conduct (other than in situations where summary dismissal is appropriate);
3. ensure that all employees are treated fairly, equally and consistently and in accordance with Local Government legislation; and
4. ensure that each situation is reviewed and addressed on an individual basis and in relation to the particular facts of each circumstances.
5. outline the various types of disciplinary action which may be taken by Council.

### **3.0 Scope**

This Policy applies to all employees, agents and contractors (including temporary contractors, volunteers or subcontractors) of NASC (and its related entities), collectively referred to in this Policy as 'Council employees.

The following circumstances are inclusive of this policy which is:

- a) conduct at work-related functions (work lunches, dinners, conferences, Christmas functions and client/customer functions)
- b) conduct whilst attending other workplaces to undertake Council business

Council will take appropriate actions if Council employees:

1. fail to perform responsibilities in accordance with an employee's contract of employment or the *Local Government Act 2009* (QLD) (Act); or
2. not follow the local government principles, and which may include persistent poor performance; or
3. action taken under the Act in a way that is not consistent with the local government principles, and which may include misconduct.

#### 4.0 Policy Statement

Council will endeavour to investigate all allegations of unsatisfactory performance, unacceptable conduct, or wilful or serious misconduct by an employee promptly and fairly. All investigation will follow the support performance and misconduct procedure.

Nothing in this Policy prevents Council from issuing a first and final warning or outcome as an initial disciplinary step, subsequent to having carried out the disciplinary procedures outlined in this policy.

#### 5.0 Definitions

**Investigation** means the way in which the allegations is handled against a Council employee

**Notice of proposed Disciplinary Action** refers to a letter with supporting facts or allegations issued by Council to an employee to defend and justify reasoning behind their misconduct

**Disciplinary Action** refers to the type of action taken by Council as a result the investigation taken against the employee

**Deduction from Salary or wages** means a form of disciplinary action taken by Council because of the investigation but complying with the *Penalty and Sentences Act 1992 (Qld)*

#### 6.0 RELATED POLICIES AND DELEGATIONS

- Code of Conduct

#### 7.0 LEGISLATION

- Local Government Act 2009
- Local Government Regulation 2012

#### 8.0 Supporting Documents

- OMBUDSMAN
- Appendix 1: Disciplinary Procedures

#### 9.0 Responsibilities:

The Chief Executive Officer, Division Managers or their delegate is responsible for administering the policy and to ensure that adherence by all workers.

Any variation of this policy will only be permitted through the negotiation and agreement of the Chief Executive Officer.

#### 10.0 Review of Policy

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Chief Executive Officer

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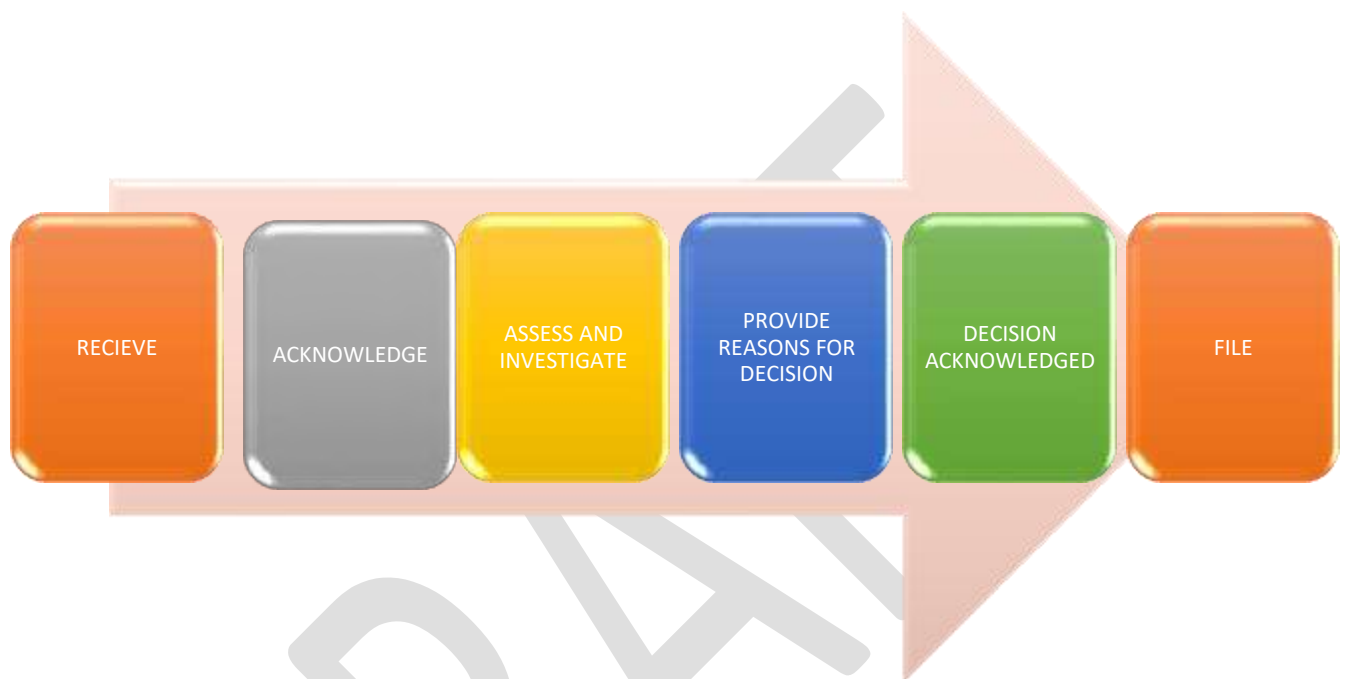
Date

### 11.0 Version Control

<b>Version number</b>	<b>Reviewed by</b>	<b>Date reviewed</b>	<b>Amendments made</b>
V.01	Julie Guest	27 September 2016	Endorsed by Council
V.02	Andrina East	18 April 2018	Reviewed and put into new Policy Template
V.03	Amelia Ahwang-Sam	16 January 2019	Reviewed
V.04	Enya Lange	20 July 2021	Reviewed

## APPENDIX 1: Disciplinary Procedures

### PROCEDURE



#### 1. Introduction

The purpose of this procedure is to outline to Council staff and relevant Manager/Supervisors the appropriate types of action taken in the case of an allegation made against an employee. In every case, the actual disciplinary procedures adopted will be a matter of Council discretion but in all circumstances, Council will comply with the requirements outlined by in the Performance and Misconduct Policy and procedure and the Local Government Regulation 2012 (Qld) s283

#### 2. Investigation

Depending on the circumstances, it may be necessary to conduct an investigation into incidents and/or allegations against a particular employee, which may include:

- Collecting relevant data
- interviewing relevant witnesses (employee's co-workers or supervisors, or anyone with whom the employee has had contact)

Council will on reasonable grounds, suspend an employee from duty on ordinary pay pending completion of an investigation if:

- a) there is sufficient evidence supporting the allegations

- b) the allegations were proven

In such circumstances, Council will inform the employee in writing of the conditions of the suspension at the time of the suspension and must pay the employee's full remuneration from the start of the suspension for the period of suspension.

### **3. Notice of proposed disciplinary action and disciplinary interview**

Council will present a 'Notice of Proposed Disciplinary Action' to an employee if Council believe that the allegations made require justification.

All responses to a 'Notice of Proposed Disciplinary Action' is to be in writing, and in addition, the employee is asked to attend a meeting to discuss the issue(s) of concern.

As a minimum, the following details must be contained in a written 'Notice of Proposed Disciplinary Action':

- the disciplinary action to be taken;
- the grounds on which the disciplinary action is taken;
- the particulars of conduct (*facts*) claimed to support the grounds;

If additional facts or allegations are brought to Council's attention after the accused employee has been issued a 'Notice of proposed Disciplinary Action', a supplementary 'Notice of proposed Disciplinary Action' containing the relevant details of those additional facts or allegations must be presented prior to a disciplinary interview.

The following procedure will apply when carrying out a proposed disciplinary interview subsequent to the provision of a written Notice of Proposed Disciplinary Action:

1. The employee given advance notice of the meeting and type of discussions.
2. The employee has the opportunity to have a support person present at the meeting.
3. At the meeting the issue(s) of concern or allegations will be clearly put to the employee, including any evidence upon which those concerns or allegations are based, and this must be consistent with the details contained in the written Notice of Proposed Disciplinary Action
4. The employee is aware that they must address each of the allegations put to them in the Notice of Proposed Disciplinary Action, and if relevant, provide to Council any evidence that the employee has in support of their response to each allegation.
5. The employee has the opportunity to respond to each allegation and to raise any concerns. If a support person is speaking for or on behalf of the employee, the support person and employee is made aware that Council will make its decision about proposed disciplinary action based on what the support person has stated on behalf of the employee in response to each of the allegations.
6. At the conclusion of the interview the manager/supervisor conducting the interview will consider the employee's response, including written response to the Notice of Proposed Disciplinary Action, and make any further enquires or investigations that may be necessary.
7. further enquiries or investigations will be made if necessary
8. where a supplementary 'Notice of Proposed Disciplinary Action' is issued the employee is given the opportunity to respond to those additional facts or allegations before Council makes a decision

At the conclusion of the disciplinary interview, if it is determined that all or some of the concerns or allegations are proven, and after consideration of:



- the seriousness of the poor performance/misconduct;
- the response or explanation given by the employee;
- the employee's employment history and record; and
- whether there are appropriate and reasonable alternatives to dismissal, the manager/supervisor will make a decision on what, if any, disciplinary action is appropriate.

Council may take disciplinary action against the employee in a form which feels is appropriate in the circumstances.

#### **4. Disciplinary Action**

The type of disciplinary action taken may vary from case to case, depending upon all of the circumstances, including a consideration of whether the employee has received any prior verbal or written warnings in relation to their performance or conduct.

Regardless of whatever disciplinary action is imposed, where it does not lead to dismissal, such action may be relied on in future to support dismissal due to ongoing unsatisfactory performance, unacceptable conduct or misconduct of any kind.

Nothing contained in this policy prevents an employee from exercising their rights under the *Industrial Relations Act 1999* (Qld) or other applicable law if Council takes disciplinary action against an employee.

#### **5. Formal Discipline**

The types of formal disciplinary action which may be taken by Council include, but are not limited to, the following:

1. termination of employment;
2. demotion, including a reduction in remuneration;
3. a deduction from salary or wages of an amount of not more than 2 penalty units;
4. a written reprimand or warning.

#### **5. Informal Discipline**

Other forms of disciplinary action which may be taken by Council include, but are not limited to, the following:

1. redirection, retraining;
2. reorganisation/redeployment; and
3. Counselling.

Informal disciplinary action is not appropriate where the employee's conduct amounts to wilful or serious misconduct.

#### **6. Dismissal**

If the decision is made to dismiss the employee, the employee should be given:

- a) written notice of the day of the dismissal or payment in lieu of notice, except where dismissal is due to serious misconduct;
- b) payment of all accrued entitlements;

- c) payment of any outstanding entitlements;
- d) a Separation Certificate; and
- e) a Statement of Service, if one is requested.

On dismissal, the employee must immediately return all Council property in the employee's possession or control to the employee's supervisor or manager.

#### **7. Deduction from salary or wages**

As defined by the *Penalty and Sentences Act 1992 (Qld)* Council may not exceed 2 penalty units from an employee salary or wages as a result of disciplinary action taken unless, an appeal of the decision is filed by the employee in the form of a 'notification of industrial dispute' with Queensland Industrial Relations Commission (QIRC) against Council.

If Council is presented with a 'notification of industrial dispute' by (QIRC) in relation to the deduction from salary or wages of the employee, the deducted amount resolved by resolution from the dispute.

#### **8. Written/reprimand or warning**

If disciplinary action taken against an employee consists of a written warning or reprimand, it will form part of the employee's employment record and must as a minimum state the following:

1. the employee's conduct that is disapproved of;
2. the remedial action needed to rectify the conduct;
3. the period within which the remedial action is to be taken; and
4. the possible consequences for a repeat of the conduct by the employee.

#### **9. Documentation**

Council should make and file notes of disciplinary discussions, disciplinary interviews and subsequent actions, all conversations and/or disciplinary interviews should be signed by the employee as an acknowledgement that they have attended and all notes are accurate to reflect what was discussed. If an employee refuses to sign a file note this should be noted on the file and reasons for employees objections, if provided.

All notes recorded are to be placed on the employee's personnel file summarising:

- The nature of the allegations
- details and outcome of any investigation undertaken
- Any conversations with the employee
- Type of disciplinary action taken, including a copy of any warning or termination letters issued.



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# POLICY DEVELOPMENT

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## FRAMEWORK

COUNCIL RESOLUTION

DATE: 27/03/2018

## NAPRANUM ABORIGINAL SHIRE COUNCIL

### Policy Development Framework

<b>EFFECTIVE DATE:</b>	Council Ordinary Meeting – 27 <sup>th</sup> March 2018
<b>LINK TO CORPORATE PLAN:</b>	Good Governance
<b>REVIEW DATE:</b>	<b>July 2026</b>
<b>REVIEWED DATE:</b>	Council Ordinary Meeting – 27 <sup>th</sup> July 2021
<b>DELEGATION:</b>	Authority in respect of this Policy is hereby delegated to CEO
<b>RELATED DOCUMENTS:</b>	Administrative and Human Resource Policy

#### 1.0 Purpose

This Policy establishes a Policy and Procedures Framework incorporating a policy hierarchy, a template for the preparation of new policies and methodology for the management of policies and procedures whether adopted by Council or introduced by the Chief Executive Officer and the administration.

The purpose of the Policy and Procedures Framework is to contribute to the consistency, clarity, transparency and accountability of the Council's decision-making processes and in the delivery of services. This will be achieved by providing a mechanism whereby Elected Members and staff create and access a comprehensive collection of the current Council and administrative policies and procedures.

The Framework will apply to all Council and administrative policies and procedures.

The Napranum Aboriginal Shire council [NASC] is committed to maintaining a robust and integrated Corporate Governance Framework that will assure stakeholders that the Council is pursuing its objectives and fulfilling its responsibilities with due diligence and accountability.

The operational aspects of policies should be separated and detailed in a procedural format to provide a consistent and accountable framework for service delivery.

#### 2.0 Objective

The objectives of the Council's Policy and Procedures Framework are to:

- Develop a holistic and hierarchical policy and procedural framework which logically accommodates all of Council's policies and underlying procedures to guide effective decision-making and service delivery.
- Create a common, consistent and timely process for the development and endorsement of policy and procedures which promotes alignment with the Council's values.
- Establish a common standard for the development of policy and procedures including the collection of adequate information to support implementation and review.
- Establish controls for the management and retention of the Council's policies.
- Establish a common standard for policy documents to ensure adequate information is collected to assist implementation and review.

#### 3.0 Policy Statement

The following framework is established.

## Policy Framework

Category	Approval Source	Comment
Governance	Council	<p>Mandatory policy required by legislation AND Policies established by Council for the guidance or direction of the organisation.</p> <p>For ease of reference these can be grouped into common subject headings:</p> <ul style="list-style-type: none"> <li>– Community and Cultural Services</li> <li>– Corporate Governance</li> <li>– Economic Development</li> <li>– Elected Members</li> <li>– Financial Management</li> <li>– Human Resources</li> <li>– Information Management</li> <li>– Internal Audit</li> <li>– Recreation, Parks and Reserves</li> <li>– Risk Management</li> <li>– Roads and Traffic</li> <li>– Waste Management</li> </ul> <p>N.B. This list is indicative only and is not intended as a holistic listing of those areas where Council policies may be potentially required now or in the future and may be varied as work progresses.</p>

Category	Approval Source	Comment
Corporate	Chief Executive Officer or Senior Leadership Group	<p>Policies introduced by the Chief Executive Officer [CEO] and/or adopted by the Senior Leadership Group [SLG] to guide and direct staff. For convenience of use these may be broken into sub-categories such as.</p> <ul style="list-style-type: none"> <li>- Administrative / Financial</li> <li>- Asset Management</li> <li>- Contracts and Procurement</li> <li>- Corporate Information and Knowledge</li> <li>- Information Communications Technology</li> <li>- Human Resources</li> <li>- Workplace Health &amp; Safety</li> </ul>
Departmental	Divisional Managers	Policies adopted by the Divisional Manager to direct business unit or work group

It is acknowledged that some policies, while administrative in nature, may also fall within the charter of Council. For example Fraud and Privacy Policies. Decisions as to whether these policies are endorsed by the CEO/SLG or Council are to be made on a case by case basis.

The creation of Council Policy can frequently bring about the creation of a lower level Administrative Policy to more specifically guide staff in the application of the Council's intent. Policies may be supported by procedures which direct organisational action.

## Writing and Reviewing Policies

### Format

All policies shall be presented in a standard format and will include:

- Policy Summary
- Policy Objectives
- Background
- Policy Statement
- Legislation, Terminology and References
- Implementation and Delegation; and
- Evaluation and Review.

A policy template is attached.

## Writing New Policies

Step 1 <b>POLICY RESEARCH</b>	Undertake research, review legislation, existing policies [which may require amending] and best practice. Informally consult with other work groups which may be affected.
Step 2 <b>DRAFT POLICY</b>	Draft document. Council and Administrative Policies have a number of different stakeholders [i.e. Elected Members, management, staff, community, regulators, media, etc.] and care will need to be taken to frame policy pronouncements in an appropriate tone and style for the respective stakeholders.  The standard template must be used. Refer Attachment to this Policy.
Step 3 <b>POLICY CONSULTATION</b>	For all corporate policies and those requiring consideration by Council. <ul style="list-style-type: none"> <li>• First, submit to CEO or relevant Division Manager for approval to seek comment.</li> <li>• Policies should be reviewed by the relevant Council Committee or business unit based on subject: <ul style="list-style-type: none"> <li>– Policies that may have an impact on other Divisions to be submitted to relevant Division Managers for consideration.</li> <li>– Draft policy reviewed and updated in light of comments and resubmit to responsible Division Manager for in principle approval.</li> </ul> </li> </ul>

<p>Step 4</p> <p><b>POLICY APPROVAL</b></p>	<p>The approval process is as follows:</p> <ul style="list-style-type: none"> <li>• Departmental policies submitted to relevant Division Manager for final approval.</li> <li>• Corporate policies submitted to Division Manager for final approval.</li> <li>• Governance and Legislative policies submitted to SLG for approval. If approved by SLG, Governance and Legislative policies submitted to Council for formal endorsement.</li> </ul> <p>Policies for endorsement by Council should be submitted as an attachment to a report. The report's recommendation, should include the following:</p> <p>"THAT the (insert subject) Policy as contained in the Attachment to Report be adopted as Council Policy".</p>								
<p>Step 5</p> <p><b>POLICY RECORDING</b></p>	<p>Once adopted, the Executive Assistant or relevant Division Manager [case of Departmental Policies] will ensure that the adopted policy has a unique identifier from adopted record management system.</p> <p>New approved policies are then to be forwarded to the Corporate Services Division Manager for assignment of policy number and inclusion in the Policy Register.</p> <table border="1"> <thead> <tr> <th>Policy Category</th><th>Responsibility</th></tr> </thead> <tbody> <tr> <td>Governance</td><td>Relevant Divisional Manager</td></tr> <tr> <td>Corporate</td><td>CSDM</td></tr> <tr> <td>Departmental</td><td>Relevant Divisional Manager</td></tr> </tbody> </table>	Policy Category	Responsibility	Governance	Relevant Divisional Manager	Corporate	CSDM	Departmental	Relevant Divisional Manager
Policy Category	Responsibility								
Governance	Relevant Divisional Manager								
Corporate	CSDM								
Departmental	Relevant Divisional Manager								
<p>Step 6</p> <p><b>POLICY IMPLEMENTATION</b></p>	<p>Once adopted, the CEO or relevant Division Manager will be responsible for implementing the policy.</p> <p>Depending upon the policy this may necessitate:</p> <ul style="list-style-type: none"> <li>• Advice to staff</li> <li>• Upload to website, Media releases</li> <li>• Drafting of complementary policies, or detailed operational procedures.</li> </ul>								

## Reviewing Existing Policies

Policies will be reviewed as follows:

Governance	During each Council term in line with any reviews to the Corporate Plan or when there is a change to circumstances or legislation.
Corporate	During each Council term in line with any reviews to the Corporate Plan or when there is a change to circumstances or legislation.
Departmental	During each Council term in line with any reviews to the Corporate Plan or when there is a change to circumstances or legislation.

Individual policies may be reviewed more frequently if circumstances warrant. When reviewing policies, the steps set out for writing new policies should be followed.

After each Council election, the CEO will establish a program for the review of all Governance policies during the term of the new Council.

The review process will be initiated by Corporate Division Manager who will maintain the Policy Database.

## Legislation, Terminology and References

### ***Policy***

A policy is a statement of Council's philosophical position on a specific issue. It is a high-level commitment to guide present and future decisions in relation to specific issues, or, principles of acceptable behaviour and action. The policies provide the overall framework in which the Council operates.

Policies are developed at two distinct levels:

- Council Policies: those policies that support the work of Council, some of which may be required by legislation and are created by a resolution of Council i.e. Governance Policies
- Administrative Policies: those policies that support the work of the CEO and are created by a decision of the CEO or SLG.

It should be noted, however, that some policies, while administrative in nature, also fall within the charter of Council.

For example, the Procurement Policy. Decisions as to whether these policies are endorsed by CEO/SLG or Council are to be made on a case by case basis. Some policies of this type may also include operational procedures and guidelines.

The creation of Council Policy can frequently bring about the creation of a lower level Administrative Policy to more specifically guide staff in the application of the Council's intent.

Both Council and Administrative Policies have a number of different stakeholders. For example, Funding Bodies, Elected Members, management, staff, community, regulators etc. and care will need to be taken to frame policy pronouncements in an appropriate tone and style for the respective stakeholders.



### ***Procedures***

Procedures are more stringent rules for action. Procedures define the specific rules, steps or actions required to apply or implement a Council or Administrative Policy.

Procedures will define management directives or rules, inputs, responsibilities, tasks to be completed, outputs and other elements necessary for the understanding and performance of a process.

Procedures set parameters, geared to implementing policy or complying with legislation, about which choices may not be made.

Procedures:

- Are mandatory steps (processes, templates);
- Must be supportive of laws and corporate policies;
- Respond to corporate policy and/or laws in a way that reflects corporate principles;
- Is a way of ensuring uniformity of behaviour across the organisation; and
- Ensures consistency and continuity of services.

### ***Strategies***

Strategies form the master plan for how objectives will be achieved. These can be developed at the corporate, business unit or functional levels e.g. Asset Management Plans.

The Policy and Procedure Framework does not intend to record or classify strategies but plan developers should be aware that elements of policy and procedure are often incorporated into strategies.

These elements should be distilled from the approved strategies and translated into the standard formats to maintain the completeness of the Framework.

## **Implementation and Delegation**

### ***Responsibilities***

#### ***Council***

Section 9 of the Local Government Act sets out the statutory 'Powers of local government generally' of the Council.

Establishing Policies is one of the key mechanisms by which the Council carries out its statutory responsibilities.

The role of the Council is therefore to determine Council's policies and be knowledgeable of policy precedents to ensure a complementary Council policy environment.

#### ***Senior Leadership Group***

Led by the Chief Executive Officer [CEO] to determine the Council's Administrative policies and be knowledgeable of the Council and Administrative policy precedents to ensure a complementary organisational policy environment.

#### ***CEO***

Sections 194 of the Local Government Act states that local government appoints a CEO to meet the performance standards expected by the local government and appoint employees.

The CEO is also responsible for ensuring that the Council has appropriate administrative policies and procedures to ensure services are delivered with accountability and due diligence.

The CEO will also ensure that all approved Council Policies are uploaded onto Council's website, Division Managers are responsible to ensure Policies and Procedures are filed in Council's database.

All NASC staff will be able to access copies of all Policies and Procedures on the Council website with one printed set at the NASC held by the Executive Assistant.

Note that for any printed copies of Policies or Procedures that the default reference should always be made to the Electronic version as the primary current record.

### ***Division Managers, Supervisors, Managers and Staff***

Ensure that Council and Administrative policies and procedures are developed and maintained in accordance with this Framework and to be knowledgeable of, and act in accordance with, the policy and procedural environment.

### **Records Management**

Current practice is a policy data base. It's envisaged that a new system will be introduced to ensure education and training to facilitate the classification of policies and procedures within an established file referencing hierarchy, and to establish universal accessibility and appropriate document management and retention.

### ***Corporate Service Division Manager***

Manage the implementation of the Framework including the policy development and review timetable. Moreover, provide a quality assurance and moderation service in relation to the development of policies and procedures.

### **Delegation**

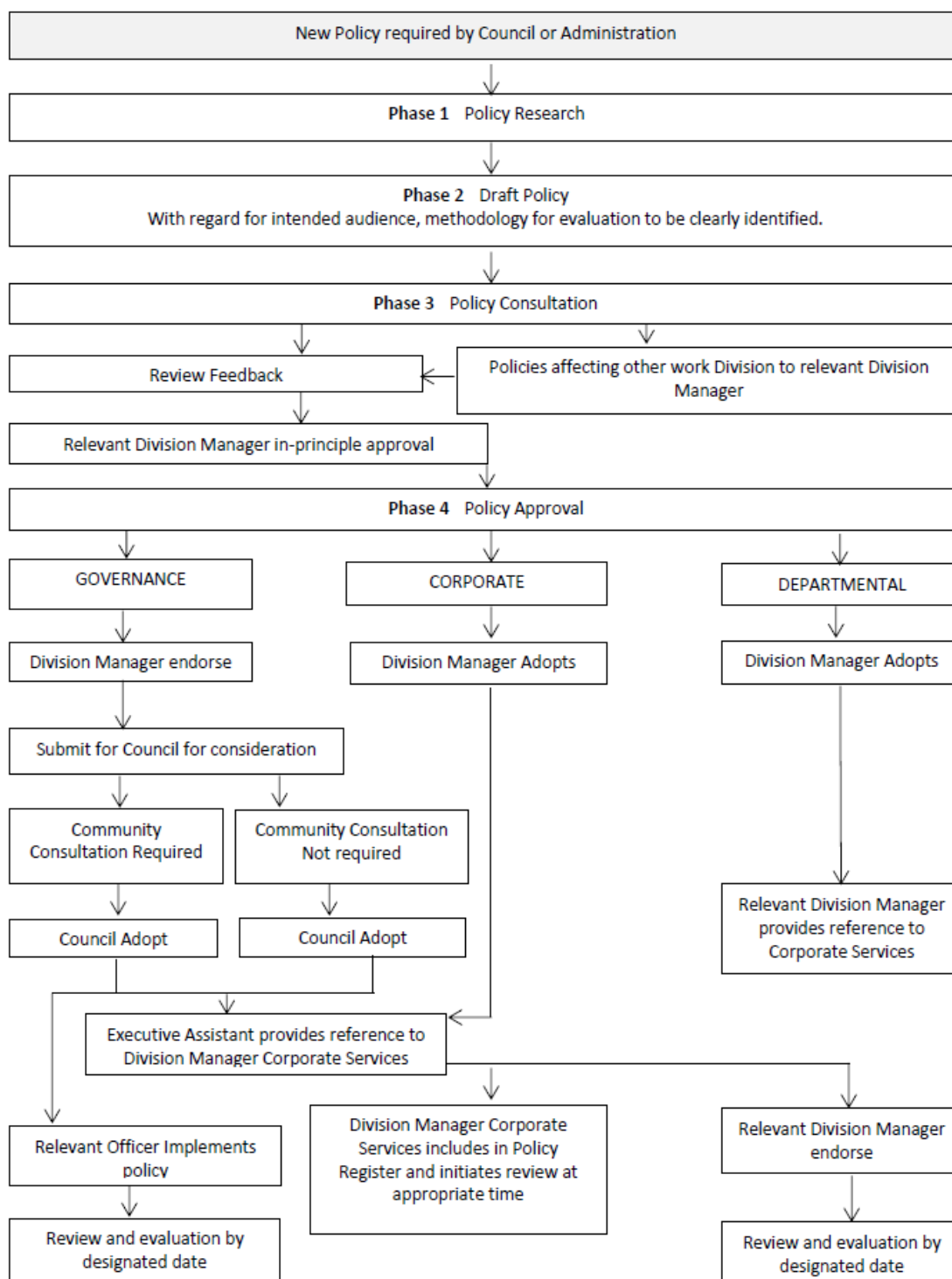
The Council delegates to the CEO the authority to determine those matters that need to be referred to Council for adoption utilising the Policy and Procedures Framework.

### **Evaluation and Review**

Performance measures for monitoring the effectiveness of the Council Policy and Procedures Framework are:

- Extent to which the programmed policy initiatives are delivered;
- Availability and currency of strategy and Council policy documents covering all the major areas of interest on the NASC web site;
- Availability and currency on the intranet policy database of all operating procedures necessary to give effect to Council strategies and policies; and
- Consistency of terminology and format of policy documents.

## Policy Development Matrix



## Policy Template

POLICY TITLE : XXXXXX  
POLICY NUMBER : XXXXXX  
EFFECTIVE DATE : XXXXXX  
LINK TO CORPORATE PLAN : XXXXXX  
REVIEW DATE : XXXXXX  
DELEGATION : XXXXXX  
RELATED DOCUMENTS/POLICY : XXXXXX

---

### Policy Purpose

Insert 1 – 2 paragraphs.

### Policy Objectives

The objectives of the Procurement Policy are to:

- a. XXXXXX;
- b. XXXXXX;

### Background

This policy applies to the XXXXXXXXXXXXXXXX.

Insert paragraphs as needed on why the policy is needed or what has led to it being written.

1 – 4 paragraphs

### Policy Statement

How the policy will work – for example –

Council officers must have regard to the following procurement principles in all purchasing activities:

- a. Value for money
- b. Open and effective competition
- c. Enhancement of the capabilities of local business and industry
- d. Environmental protection
- e. Ethical behaviour and fair dealing

Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment, in line with council's vision of quadruple bottom line [Social / Environment / Economic / Civic Leadership] must include consideration of:

- 1. contribution to the advancement of Council's priorities; and
- 2. fitness for purpose, quality, services and support; and
- 3. whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
- 4. internal administration costs; and

5. technical compliance issues; and
6. risk exposure; and,
7. the value of any associated environmental benefits.

### **Legislation, Terminology and References**

List the legislation that relates to the policy or the policy from which it is drawn.

Explain terminology (definition) if needed.

And references if required.

For Example: In this policy, a reference to a price or purchase value is intended to be inclusive of Goods and Services Tax. (Incl. GST).

This policy document is based on the Local Government Act 2009 (Qld) (LGA 2009) and Local Government Regulation 2012 (Qld) (LGR 2012).

Current asset – an asset that can be turned into cash within 12 months.

### **Implementation and Delegation**

This section contains the details of the policy, the parameters under which it operates, etc

### **Evaluation and Review**

It is the responsibility of the [person listed on front page as having responsibility] to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every three years or as needed, whichever comes first.

Other related NASC policies

Enter other existing related NASC policies by name e.g. Financial Delegations

Version	Decision Number	Adoption Date	History
1			

**NAPRANUM ABORIGINAL SHIRE COUNCIL  
POLICY STATEMENT**

**Procurement Policy**

<b>EFFECTIVE DATE:</b>	Ordinary Council Meeting 28 July, 2020
<b>LINK TO CORPORATE PLAN:</b>	Statutory, Financial Management, Good Governance
<b>REVIEW DATE:</b>	<b>July 2026</b>
<b>DELEGATION:</b>	Authority in respect of this Policy is hereby delegated to CEO
<b>RELATED DOCUMENTS:</b>	<b>Code of Conduct, Investment Policy</b>

### **1.0 Purpose**

This document sets out the Council's policy for the acquisition of goods and services and the carrying out of sound contracting principles. This policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance).

Council officers responsible for purchasing goods and services and officers with financial delegation must comply with this policy. It is the responsibility of all Council officers involved in the procurement process to understand the meaning and intent of this policy.

**Sustainable Procurement** means that when buying goods and services organisations practicing sustainable procurement will consider:

- Strategies to avoid unnecessary consumption and manage demand;
- minimising environmental impacts of the goods and services over the whole-of-life of the goods and services;
- Suppliers' socially responsible practices including compliance with legislative obligations to employees;
- Value for money over the whole-of-life of the goods and services, rather than just initial cost;
- the cost value of money and associated payback periods

Council's procurement decisions should encompass the consideration of goods and services which have a lower impact on the environment and human health than competing goods and services from suppliers, and which are ethically and socially responsible in value for money considerations.

### **2.0 Principles**

All Council purchases must be carried out in compliance with Sound Contracting Principles of the *Local Government Act 2009 section 104(3)*, and The *Local Government Regulation 2012*, in particular, *section 198*, "Procurement Policy" of the Regulation applies.

Council's purchasing activities aim to achieve advantageous procurement outcomes by:

- Promoting value for money with probity and accountability; and
- Advancing Council's economic, social and environmental policies; and
- Providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council; and
- Promoting compliance with relevant legislation.

In accordance with Part 3, this policy incorporates relevant requirements regarding the acquisition of goods and services and the carrying out of the procurement principles as stated in the Act.

### **3.0 Scope**

Council officers' financial delegation or responsibility for purchasing goods and services must comply with this policy. It is the responsibility of these Council officers to understand the meaning and intent of this policy.

“Procurement” means purchase, hire, lease, rental, exchange or any other commercial transaction, involving the outlay of funds in return for the provision of goods, services, equipment, consultancy services, construction contracts and services contracts (including maintenance)

Only the Council officers holding the positions listed in Council Delegation Register - Financial, Procurement, and Acquittal Delegation are entitled to sign requisitions, and then only in accordance with their respective financial delegation limits.

By signing a requisition/purchase order all officers are confirming that they have taken full notice of this policy and will comply with all of the requirements of this policy. The Delegation Authority is available on the Council’s intranet.

### **4.0 Policy Statement**

All procurement transactions must comply with the *Local Government Regulation 2012*. The dollar amounts quoted in this section are to be exclusive of GST.

Council pre-qualified or preferred suppliers shall be used in the first instance for all transactions, subject to availability of goods and services.

#### Petty Cash

Purchases up to \$500 (exclusive of GST) may be spent out of petty cash, except as defined otherwise by the CEO in accordance with petty cash procedures and contractual arrangements.

#### Purchase made up to \$1000.00 (exclusive of GST) that are not made from petty cash

At least one verbal quote is required and purchases must be made by placing a written purchase order. Details of quotes received must be entered into Councils corporate accounting software.

#### Purchases between \$1001 - \$14,999 (exclusive of GST)

At least two verbal quotes are required and purchases must be made by placing a written purchase order. Details of quotes received must be entered into Council's corporate accounting software. One written quotes is required when utilizing Council pre-qualified, preferred supplier arrangements or a Local Buy Supplier

#### Medium Sized Contracts – purchases between \$15,000 and \$199,999 (Exclusive of GST)

The Regulation requires that Council invites written quotes before making a contract for the carrying out of work or the supply of goods and services involving a cost between \$15,000 and \$199,999.

The invitation must be given to at least three (3) persons who Council considers can meet the requirements, at competitive pricing.

When seeking quotations, Council offices should consider the likelihood of exceeding the value threshold in a financial year or over the proposed term of the contractual arrangement, if it exceeds the threshold then the Large Sized Contracts or exemption should be applied.

*Large Sized Contracts – purchases above \$200,000 (exclusive of GST)*

The Regulation requires that Council invites tenders before making a contract for the carrying out of work, or for the supply of goods and services involving a cost of more than \$200,000.00.

Council must invite tenders by:

- Advertising in a newspaper that circulates generally in the region; and
- Allow written tenders to be given to Council for at least 21 days after the advertisement is published.

*Expressions of Interest*

Council may invite expressions of interest before inviting tenders if:

- Council decides, by resolution, that it would be in the public interest to invite expressions of interest before inviting tenders; and
- Keeps a record of its reasons for making the resolution.

Invitations for expressions of interest must be made by:

- Advertising in a newspaper that circulates generally in the region; and
- Allowing written expressions of interest to be given to Council for at least 21 days after the advertisement is published.

After receipt of expressions of interest Council may:

- Prepare a shortlist from the persons who respond to the invitation for expressions of interest; and
- Invite written tenders from those persons.

*Exceptions for medium and large sized contracts*

The Regulation allows Council to enter into contracts without first inviting quotes, for medium sized contracts, and inviting tenders, for large sized contracts.

*Exception if quote or tender consideration plan prepared*

Council may enter into a medium or large sized contract without first inviting written quotes or inviting tenders if Council resolves to prepare a quote or tender consideration plan and prepares and adopts the plan.

The quote or tender consideration plan must state:

- The objectives of the plan; and
- How the objectives will be achieved; and
- How the achievement of the objectives will be measured; and
- Any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and
- The proposed terms of the contract for the goods and services; and
- A risk analysis of the market from which the goods or services are to be obtained.

*Exception for contractor on approved contractor list*



Council may enter into a contract for a medium or large sized contract without first seeking written quotes or inviting tenders for services only, if the contract is made with a person who is on an approved contractor list.

An *approved contractor list* is a list of persons who the local government considers to be appropriately qualified to provide the services.

The local government must put together the approved contractor list by:

- inviting expressions of interest from suitably qualified persons, by an advertisement in a newspaper that circulates generally in the local government area; and
- allowing expressions of interest to be given to the local government for at least 21 days after the invitation is advertised; and
- choosing persons for the approved contractor list on the basis of the sound contracting principles.

*Exception for register of pre-qualified suppliers*

Council may enter into a contract for a medium or large sized contract without first seeking written quotes or inviting tenders for services only, if the contract is entered into with a supplier from a register of pre-qualified suppliers.

Prior to the formation of a register of pre-qualified suppliers Council must establish that:

- The preparation and evaluation of invitations every time that the goods or services are needed would be costly; and
- The capability and financial capacity of the supplier of the goods and services is critical; or
- The supply of the goods and services involves significant security considerations; or
- A precondition of an offer to contract for the goods or services is compliance with particular standards or conditions set by the Local Government; or
- The ability of local business to supply the goods or services needs to be discovered or developed.

*Exemption for preferred supplier arrangement*

Council may enter into a contract for a medium or large sized contract without first seeking written quotes or inviting tenders for services only, if the contract is entered into with a preferred supplier under a preferred supplier arrangement.

To enter into a preferred supplier arrangement Council must:

- Invite tenders as described in this policy; and
- Describe the terms of the preferred supplier arrangement; and
- Must give regard to the *Sound Contracting Principles* when selecting persons; and
- Ensure the terms allow for termination for the poor performance of the supplier; and
- Enter into the arrangement for a term greater than two years only if Council is satisfied that it will get better value for doing so.

*Exception for LGA arrangement*

Council may enter into a contract for a medium or large sized contract without first seeking written quotes or inviting tenders for services only, if the contract is entered into under a LGA arrangement.

A LGA arrangement is an arrangement that has been entered into by the LGAQ Ltd or a Council registered under the Corporations Act, if LGAQ Ltd. is its only shareholder.

#### Other exemptions

Council may enter into a contract for a medium or large sized contract without first seeking written quotes or inviting tenders if:

- Council resolves that it is satisfied that there is only one supplier reasonably available; or
- Council resolves that, because of the specialized or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders; or
- A genuine emergency exists; or
- The contract is for the purchase of goods and is made by auction; or
- The contract is for the purchase of second-hand goods; or
- The contract is made with, or under an arrangement with, a government body.

#### Approved exemption from Purchase Order Requirements

Council has approved the following services from purchase order

Telstra	Ergon
Insurances	Subscriptions: LGMA, LGAQ
Datapel	Bit IT – monthly subscription
Assetval	Crowe
Queensland Audit Office	Transport & Main Road Registrations
Flight Centre	Credit Card Transactions – Requisitions required
Mitre 10 – Requisition Required	

#### Sale and/disposal of Valuable non-current assets

A **non-current asset contract** is a contract for the disposal of a valuable non-current asset.

The **disposal** of a valuable non-current asset by a local government includes the disposal of all or any part of an interest in the asset.

*Example—*

the grant of a lease over land or a building

A **valuable non-current asset** is—

- (a) land; or
- (b) another non-current asset that has an apparent value that is equal to or more than a limit set by the local government.

A limit set by the local government under subsection (7)(b) can not be more than the following amount—

- (a) for plant or equipment—\$5,000;
- (b) for another type of non-current asset—\$10,000.

*Valuable non-current asset contract* – tenders or auction needed first

Council cannot enter into a valuable non-current asset contract unless it first:

- Invites written tenders for the contract under s6.1.5 of this policy.
- Offers the non-current asset for sale by auction.

#### *Exceptions for valuable non-current asset contracts*

Council may dispose of valuable non-current assets other than by tender or auction if:

- The valuable non-current asset:
- Was previously offered for sale by tender or auction and was not sold.
- Is sold for more than the highest tender or auction bid that was received.

The valuable non-current asset is disposed of to:

- A government body; or
- A community organisation.

For the disposal of land:

- The land will not be rateable land after the disposal; or
- The land is disposed of to a person whose restored enjoyment of the land is consistent with Aboriginal tradition or Island custom.

For the disposal of valuable non-current asset, other than land, by way of trade-in for the supply of goods or services to Council:

The disposal is, or is to be, part of the contract for the supply.

The Minister exempts Council from complying with section 177 of the Regulation.

## **5.0 Definitions**

To assist in interpretation the following definitions for Sound Contracting Principles shall apply:

### **Value for money**

Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to the purchase price alone. The value for money assessment must include consideration of:

- Contribution to the advancement of Council's Key Strategic Priorities
- Fitness for purpose, quality, services and support; and
- Maintaining and disposal; and
- Internal administration costs; and
- Technical compliance issues; and
- Risk exposure; and,
- The value of any associated environmental or sustainable benefits.

### **Open and effective competition**

Procurement should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.

### **The development of competitive local business and industry**

Council encourages the development of competitive local businesses within the region first, the northern and central Queensland region second and then within Queensland.

When price, performance, quality, suitability, legislative compliance and other evaluation criteria are comparable, the following areas may be considered in evaluating offers:

- Creation of local employment opportunities;
- More readily available servicing support;
- More convenient communications for contract management;
- Economic growth within the local area;
- Benefit to Council of associated local commercial transaction.

### **Environmental protection**

One of Councils key Strategic Priorities is the promotional and adoption of Environmental Sustainability. In undertaking any procurement activity Council will:

- Promote the purchase of environmentally friendly goods and services that satisfy value for money criteria, taking into account the whole of life costs of the procurement transaction; and
- Foster the development of products and processes of low environmental and climatic impact; and
- Provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- Encourage environmentally responsible activities by stipulating minimum environmental requirements in procurement documentation.

### **Ethical behavior and fair dealing.**

Council officers involved in procurement are to behave with impartiality, fairness, independence, openness, integrity and professionalism in their discussions and negotiations with suppliers and their representatives.

## **6.0 RELATED POLICIES AND DELEGATIONS**

- Code of Conduct
- Investment Policy

## **7.0 LEGISLATION**

- Local Government Act 2009
- Local Government Regulation 2012

## **8.0 Responsibilities:**

The Chief Executive Officer, Division Managers or their delegate is responsible for administering the policy and to ensure that adherence by all workers.

Any variation of this policy will only be permitted through the negotiation and agreement of the Chief Executive Officer.

## **8.0 Review of Policy**

This policy will be reviewed when any of the following occur:

- A. The related documents are amended or replaced;
- B. Other circumstances as determined from time to time by a resolution of Council

<b>Adopted Date</b>	<b>27 July 2021</b>
<b>Resolution number</b>	
<b>Review Date</b>	<b>July 2026</b>

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## 9.0 Version Control

<b>Version number</b>	<b>Reviewed by</b>	<b>Date reviewed</b>	<b>Amendments made</b>
V.01	Ilario Sabatino	31 October 2017	Endorsed by Council
V.02	Andrina East	20 April 2018	Reviewed and put into new Policy Template
V.03	Janelle Menzies	26 August 2020	Reviewed and updated
V.04	Enya Lange	20 July 2021	Reviewed

**NAPRANUM ABORIGINAL SHIRE COUNCIL  
POLICY STATEMENT**

**Public Interest Disclosure Policy**

<b>EFFECTIVE DATE:</b>	Council Ordinary Meeting – 27 <sup>th</sup> March
<b>LINK TO CORPORATE PLAN:</b>	Good Governance
<b>REVIEW DATE:</b>	<b>July 2026</b>
<b>DELEGATION:</b>	Authority in respect of this Policy is hereby delegated to CEO
<b>RELATED DOCUMENTS:</b>	Procurement, Administrative, and Human Resource Policy

## **1.0 Purpose**

NASC is committed to the disclosure of information about suspected wrongdoing within the organisation so that it can be properly evaluated and, if necessary, appropriately investigated. This Policy confirms this commitment by ensuring practical and effective procedures are developed and embedded in the complaints and integrity framework of the organisation, which comply with the requirements of the Public Interest Disclosure Act 2010 (PID Act).

A Public Interest Disclosure (PID) is a disclosure of perceived wrongdoing by one or more persons within Council concerning an action or activity that the discloser reasonably believes constitutes:

- Corrupt Conduct;
- Maladministration;
- A substantial misuse of public resources;
- A specific and substantial danger to public health and safety;
- A specific and substantial danger to health or safety of a person with a disability;
- A specific and substantial danger to the environment; or
- A reprisal.

Members of the public may also make a PID about:

- A substantial and specific danger to the health or safety of a person with a disability
- A substantial and specific danger to the environment (as set out in the PID Act)
- A reprisal action in relation to a PID.

## **2.0 Policy Statement**

By complying with the relevant provisions of the PID Act, Council will strive to ensure the following:

- The promotion of public interest by facilitating public interest disclosures (PID) of wrongdoing;
- PIDs are properly assessed and, where appropriate, properly investigated and dealt with;
- Appropriate consideration is given to the interests of persons who are the subject of a PID;
- Afford protection from reprisals to persons making PIDs; and
- Procedures are in place to afford protection from reprisals to persons making a PID.

Pursuant to s28 of the Public Interest Disclosure Act 2010, the CEO must establish and maintain reasonable procedures to ensure that:

- a) Councillors, employees and the public who make PIDs are given appropriate support;
- b) PIDs made to Council are properly assessed and, when appropriate, properly investigated and dealt with;

- c) Appropriate Action is taken in relation to any wrongdoing that is the subject of a PID made to the entity;
- d) A management program for PIDs made to Council is developed and implemented, and that the program is consistent with the standards prescribed by the Queensland Ombudsman, which reviews the management of PIDs; and
- e) Councillors and employees of Council who make PIDs are offered protection from reprisals by Councillors or employees.

Council's Public Interest Disclosure Policy and Procedure must be available for public viewing on Council's website, and must be reviewed annually and updated (as required) to ensure that the procedure meets the legislative requirements of the PID Act and the standards prescribed by the Queensland Ombudsman.

### **3.0 Responsibilities:**

Council has delegated via the 'Public Interest Disclosure' Delegation of Authority, under the Public Interest Disclosure Act 2010, to Council's Chief Executive Officer and Corporate Services Division Manager. Council's associated Public Interest Disclosure Procedure provides further detail of the specific accountabilities and responsibilities in relation to PIDs.

### **4.0 Relevant Legislation**

- Public Interest Disclosure Act 2010
- Local Government Act 2009
- Public Sector Ethics Act 1994
- Crime and Corruption Act 2001

### **5.0 Related Policies**

- Administrative Action Complaints Process
- Employee Code of Conduct
- Councillor Code of Conduct
- Risk Management Policy

### **6.0 Review of Policy**

This policy will be reviewed when any of the following occur:

- A. The related documents are amended or replaced;
- B. Other circumstances as determined from time to time by a resolution of Council

<b>Adopted Date</b>	<b>27<sup>th</sup> July, 2021</b>
<b>Resolution number</b>	
<b>Review Date</b>	<b>July 2026</b>

Version number	Reviewed by	Date reviewed	Amendments made
V.01	Ilario Sabatino	27 March 2018	Endorsed at March Council Meeting
V.02	Enya Lange	22 July 2021	Reviewed

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# PUBLIC INTEREST DISCLOSURE PROCEDURE

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## PID POLICY

Council Resolution  
27 JULY, 2021

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## ORGANISATION COMMITMENT

NASC is committed to ethical practices across all levels of operation and compliance with this Public Interest Disclosure Procedure. The regulation of Public Interest Disclosures forms part of the Queensland Government's broader Integrity Framework for public sector entities.

Council's ongoing commitment to a practical and effective Public Interest Disclosure management shall be met by:

1. Council and Senior Management's support and encouragement with regard to the internal and external reporting of wrongdoing;
2. The high value which Council and Senior Management places on public interest disclosures (PIDs);
3. The proper management of PIDs including the protection of disclosers;
4. Providing a consistent and professional response in line with this document and standards prescribed by the Queensland Ombudsman in response to any PIDs received by Council in accordance with the Public Interest Disclosure Act 2010 (PID Act);
5. Developing and implementing a comprehensive training program to ensure that:
  - a. All Council officers are aware of their responsibilities with regard to making a PID; and
  - b. All Council officers are aware of, and have access to, the support structures Council has in place for those who are affected by a PID; and
  - c. All Council officers are aware of their responsibilities with regard to reprisals.
6. Encouraging all Council officers to be accountable for their actions and maintain the highest standards of professional conduct and ethical service.

## COMMUNICATION STRATEGY

Council's strategy for raising staff awareness about PIDs and the organisation's PID procedures includes:

1. Promotion of Council's PID Policy and this PID Procedure via Council's website, Council's Intranet, Council Factsheets, flowcharts and various Leadership and Management meetings;
2. Introducing the PID Policy and PID Procedures to new employees as part of Council's Induction Program and within the Employee Code of Conduct;
3. Ensuring that Council's PID Policy and Procedure will be incorporated into Council's PID Training Strategy.

## Organisational training strategy

Council's PID Coordinator will develop a training strategy to ensure:

1. Staff across Council are able to identify 'wrongdoing' and know how to make a PID;
2. Staff are aware of the support and protection afforded to disclosers;
3. Staff are aware of how PIDs will be managed; and
4. The provision of specialist training and awareness about PIDs' to senior managers and other staff who may receive or manage PIDs, disclosers or workplace issues relating to a PID.

Council's Training Strategy will be aligned to the resources, publications and standards prescribed by the Queensland Ombudsman.

## NOMINATED OFFICER FOR THE MANAGEMENT OF PIDs

NASC Corporate Service Manager has been nominated by the CEO as the PID Coordinator who will be responsible for the management of issues relating to PIDs. The PID Coordinator has direct access to the CEO in relation to PID matters; delegated authority to appropriately manage PIDs; and access to appropriate resources to properly manage PIDs. Council's Senior Leadership Group all have authority via Council Delegation with respect to a number of powers under the Public Interest Disclosure Act 2010.

The PID Coordinator will be responsible for the following:

1. Applying consistent and appropriate assessment procedures to determine which complaints meet the requirements of the PID Act for treatment as a PID;
2. Monitoring the investigation and resolution of PIDs;
3. Managing and coordinating the support and protection offered to disclosers;
4. Collecting, reporting and reviewing data about PIDs received;
5. Providing clear guidance to staff about how to make a PID;
6. Reporting PID information to the Queensland Ombudsman, as required;
7. Coordinating or providing staff training regarding PID reporting and PID management; and
8. Ensuring that Council's PID Policy and PID Procedures are regularly reviewed in accordance with the recommendations provided by the Queensland Ombudsman. An update will also be provided to Council's Audit Committee at least annually on PID matters.

## WHO CAN MAKE A PID

### All Persons

Anyone person (including those internal to Council) can report a wrongdoing about:

1. A substantial and specific danger to public health and safety of a person with a disability;
2. A contravention of environmental law which is a substantial and specific danger to the environment; or
3. A reprisal. A complaint regarding a reprisal can also be made under Anti-Discrimination Act 1991.

### Internal Council Personnel

A Council Officer (including the Mayor, Councillors and Employees) can report a PID about:

1. The conduct of another person that could, if proved, be:
  - a) Corrupt conduct; or
  - b) Maladministration that adversely affects a person's interests in a substantial and specific way;
2. A substantial misuse of public resources;
3. A substantial and specific danger to public health and safety; or
4. A substantial and specific danger to the environment.

## MAKING A PID

All PIDs referred to Council will be appropriately assessed. If a person is aware of any activity or incident that they consider is wrongdoing or would impact adversely on the operation of the organisation, they are encouraged to speak up and let someone know.

Any disclosure nominated by a discloser as PID will be assessed as a PID in the first instance. However, for a disclosure to be considered a PID and receive the unique protection of the PID Act, it must concern:

- Corrupt conduct;
- Maladministration;
- A substantial misuse of public resources;
- A substantial and specific danger to public health and safety;
- A substantial and specific danger to the health and safety of a person with a disability;
- A substantial and specific danger to the environment; or
- A reprisal.

The above terms are further defined in Appendix One.

If a Council Officer is unsure as to whether the information they hold should be disclosed as a PID or otherwise, they may contact the PID Coordinator for further advice. Alternatively, they may wish to utilise the guidance provided by the PID oversight Agency, The Office of the Queensland Ombudsman via its website or otherwise.'

## ANONYMOUS PID

Council encourages disclosers to identify themselves when making a PID. Whilst anonymous PIDs can be made, they are often more difficult to investigate.

It is important to keep in mind that if a person makes a PID, the organisation is required to make every effort to keep the discloser's identity confidential.

## REPORTING PATHWAYS

A PID can be reported to:

- The Mayor;
- The Chief Executive Officer; or
- If the matter concerns the conduct of any Council officer, Corporate Services Division Manager, or the Manager or the Officer's immediate Supervisor.

These officers will forward PIDs received to Council's PID Coordinator for assessment and appropriate action. A PID can also be directly reported to the PID Coordinator.

A PID can also be made to an external agency if that agency has the power to investigate and remedy that type of disclosure. See table below:

<i>Type of disclosure</i>	<i>Appropriate External Agency</i>
<i>Corrupt conduct</i>	Crime and Corruption Commission
<i>Maladministration</i>	Queensland Ombudsman
<i>Substantial misuse of public funds</i>	Queensland Audit Office
<i>Substantial danger to public health and safety</i>	Health Quality and Complaints Commission
<i>Substantial danger to health and safety of a person with a disability</i>	Disability and Community Care services
<i>Substantial danger to the environment</i>	Department of Environment and Resources
<i>Reprisal</i>	Crime and Corruption Commission

A PID can be made in person, by telephone or via email. It is the responsibility of the organisation to keep a secure and confidential record of the PID. It is recommended that if a person makes a PID they also keep a personal record of what was disclosed and when. This may assist them later in establishing an entitlement to protection under the PID Act.

When making a PID it is important to be clear and factual. Avoid speculation, emotive language or embellishment as this may divert attention from the real issues.

Further information on how to report a PID will be made available on Council's intranet and website.

## PID ASSESSMENT PROCESS

For a disclosure to be considered an appropriate disclosure covered by these procedures and the

PID Act, the disclosure must be assessed by the PID Coordinator and satisfy the subjective or objective test. The disclosure must satisfy the subjective test unless the disclosers motives are in doubt or the discloser is unaware they have made a disclosure in which case the objective test applies.

### Subjective Test

The subjective test takes into account:

1. The honest belief of the discloser; and
2. Whether that belief is reasonable.

If the discloser honestly believes on reasonable grounds that the information provided in the disclosure tends to show the conduct alleged, then the disclosure is an appropriate disclosure. The discloser must be appropriately protected when making a disclosure even if the information contained in the disclosure is proven incorrect or unsubstantiated.

### Objective Test

This test applies where a discloser's motives are in doubt or where the discloser does not know that the information they have provided is a PID.

If the information tends to demonstrate probable conduct covered by the PID Act, regardless of the discloser's beliefs, it is considered an appropriate disclosure. The objective test only takes into account the quality and credibility of the information received.

If it a disclosure is not determined to be a PID matter, it may still be important and referred to one of Council's other appropriate complaints processes or senior management for action.

## APPROPRIATE ACTION

If a PID meets the Subjective or Objective Test (above), the organisation has a number of actions available to it depending on the nature of the PID including:

1. Resolving the PID managerially;
2. Conducting an internal audit, or a review of an issue or the operations of a particular area;
3. Implementing or changing policies, procedures or practices;
4. Formally investigating the allegations; or
5. Referring the allegations to an appropriate external entity.

Depending on the nature of the PID, the PID Coordinator in consultation with the CEO may determine it appropriate to investigate and manage the PID internally or engage an external investigator to conduct an investigation.

The investigator (internal or external) of a PID should be independent and not have an actual or potential conflict of interest in the matter. They should be separate from any workgroup that includes the discloser or the subject(s) of the PID. Where the allegation is serious, involves senior management or implicates a group of employees, it is recommended that the CEO or PID Coordinator may choose to employ outside investigators in order to ensure objectivity and remove any potential conflict of interest.

At the commencement of an investigation, the discloser should be:

1. Notified by the investigator that they have been appointed to conduct the investigation;
2. Asked to clarify any matters;
3. Asked to provide any additional material they might have; and
4. Made aware that people might attempt to guess their identity.

All interviews should be conducted in private, and care should be taken not to divulge any unauthorised information about the PID during the investigation process. Investigation techniques that are least likely to result in the discloser being identified include:

1. Conducting an internal audit of an area, program or activity that covers, but is not focused solely on, the issues disclosed;
2. Alluding to a range of possible triggers for an audit or investigation, without confirming any particular one or acknowledging that a PID has been made; and
3. Ensuring that the discloser is also called for an interview if all other in the workplace are being interviewed.

## REFERRING A PID

The organisation may (where appropriate) refer a PID to another public sector entity if the disclosure relates to conduct of the referral entity or an officer of the referral entity. A referral may also occur if the referral entity has the power to investigate or remedy the conduct of the entity that is subject to the disclosure.

The table below provides guidance as to the powers of external referral entities to investigate various PIDs.

<i>Type of disclosure</i>	<i>Appropriate External Agency</i>
<i>Corrupt conduct</i>	Crime and Corruption Commission
<i>Maladministration</i>	Queensland Ombudsman
<i>Substantial misuse of public funds</i>	Queensland Audit Office
<i>Substantial danger to public health and safety</i>	Health Quality and Complaints Commission
<i>Substantial danger to health and safety of a person with a disability</i>	Disability and Community Care services
<i>Substantial danger to the environment</i>	Department of Environment and Resources
<i>Reprisal</i>	Crime and Corruption Commission

## NO ACTION REQUIRED

The organisation may determine not to take any action in relation to a PID if any of the following occurs:

1. The substance of the disclosure has already been investigated or dealt with;
2. It is reasonable that the disclosure should be dealt with by an alternative process;
3. It is impractical to investigate the disclosure due to the age of the information contained in the disclosure;
4. It is reasonable to believe that disclosure is too trivial to warrant investigation and that dealing with the disclosure would substantially and unreasonably divert the resources of Council from their use in the performance of its functions; or
5. Another entity, that has jurisdiction to investigate the disclosure, has notified Council that the investigation of the disclosure is not warranted.

Any decision to take no action in relation to a PID after an initial assessment must be considered carefully. The details of the PID and the reasons for not taking any action must be recorded. The discloser must also be notified in writing of the reasons for the decision not to take action.

A decision to take no action in relation to a PID after an initial assessment does not mean that the discloser does not need support and protection from reprisal.

## INAPPROPRIATE PIDS

The following disclosures would not amount to a PID, and would not be covered by these procedures:

- False or misleading information (i.e. intentional);
- Information which does not satisfy a subjective or objective test (defined above);
- Entirely a policy dispute;
- Entirely an employee complaint (to be referred to Council's employee complaint process);
- A disclosure made to avoid disciplinary action; or
- Frivolous (abuse of process).

## RIGHTS OF REVIEW

If a decision is made that no action is required in regards to a PID, the discloser may request a review by the CEO within 28 days after receiving written reasons outlining why the organisation determined to take no action in relation to the PID.

If the discloser is dissatisfied with the action taken on a decision relating to a PID, the further review options are shown in the following table.

<i>Type of Conduct relates to</i>	<i>Review Options</i>
<i>Corrupt conduct</i>	Crime and Corruption Commission
<i>Maladministration</i>	Queensland Ombudsman
<i>Reprisal</i>	Anti-Discrimination Commission Queensland; Queensland Industrial Relations Commission; Supreme Court.
<i>Any type of disclosure</i>	Judicial Review through the discloser's own legal advisor
<i>Disciplinary action taken against an officer, transfer or appointment to another position, unfair treatment.</i>	Public Service Appeal through the Industrial Relations Commission.

## FALSE OR MISLEADING INFORMATION

It is an offence (subject to significant penalty) under the PID Act to intentionally give information relating to a PID that is false or misleading.



## COMMITMENT TO CONFIDENTIALITY

Maintaining confidentiality is extremely important in the handling of a PID. Confidential information in this instance means:

1. The fact that a PID has been made;
2. Any information that may identify the discloser or any person who may be the subject of a PID;
3. The actual information that has been disclosed;
4. Information relating to the disclosure that, if known, may cause detriment.

The organisation will ensure that the details of a PID, the investigation and related decisions will be kept secure.

Whilst every attempt to protect confidentiality will be made, there will be occasions when the disclosure of the discloser's identity may be necessary. These include:

1. Providing natural justice to the subject officer;
2. Responding to a Court Order or legal directive; and
3. In Court proceedings.

The fewer people who know about a PID both before and after it is made, the more likely it is that the organisation will be able to keep a discloser's identity confidential, and protect he/she from reprisal. Disclosers are encouraged not to talk about their PID with colleagues or other unauthorised persons.

## COMMITMENT TO SUPPORT AND PROTECTION FOR DISCLOSERS

Reporting a wrongdoing is rarely an easy experience and support – both informal and professional – is essential for a discloser. All disclosers will be supported by the organisation to ensure so far as is reasonably practical that they do not suffer harassment, victimisation or any other form of reprisal by colleagues or the officer/s subject of the disclosure.

As soon as possible after receiving a PID, the CEO, PID Coordinator, or appropriate delegate must assess the risks of the discloser's need for support and protection from reprisal. If required, protective measures must be proportionate to the risk of reprisal, and the potential consequences of a reprisal.

If the risks are assessed as sufficiently high, a protection plan must be prepared to ensure the discloser is adequately protected.

Actions of support from the organisation may include:

- Acknowledging that making a PID was the right thing to do and is valued;
- Making a clear statement that the organisation will support the disclosure;
- Appointing an appropriate person (separate from the investigation unit) to ensure the discloser has appropriate support and protection;
- Advising the discloser about the resources available to handle any concerns as a result of making a disclosure;
- Generating support for the discloser within their work unit;
- Ensuring that any suspicions of victimisation or harassment are dealt with appropriately;
- Maintaining ongoing contact with the disclosure;
- Regularly checking on the discloser's well-being.

An employee who makes a PID has a right to apply for relocation within the organisation, if:

1. It is likely a reprisal will be taken against an employee if the employee continues in their existing work location; and
2. The only practical way to remove or substantially remove the risk of a reprisal is to relocate the employee.

All employees are obligated to notify the PID coordinator if they believe any staff member is suffering detriment as a result of reporting a wrongdoing.

## COMMITMENT TO RESPOND TO REPRISALS

A reprisal is a detriment to the person as a result of making a PID. Reprisal may include any action that:

- Causes personal injury or prejudice to safety;
- Results in property damage or loss;
- Intimidates or harasses;
- Discriminates against or disadvantages the discloser's career, profession, employment, trade or business;
- Causes financial loss; and/or
- Causes damage to reputation.

A discloser who considers they are the subject of a reprisal should report it immediately to the PID Coordinator. Any staff member who becomes aware of a reprisal or suspect one may occur must report it to the PID Coordinator.

Each allegation of reprisal must be taken seriously, reported and responded to. Each reprisal must be assessed separately from the initial PID as a separate PID.

In the event of a reprisal being alleged or suspected, Council has a duty to support and protect the Council officer who made the initial PID by:

- Attending to the safety of the discloser or any affected third parties as a matter of priority;
- Reviewing and updating the risk assessment of reprisal and any protective measures needed; and
- Managing any allegation of a reprisal as a PID in its own right.

Disclosers of a reprisal will be informed of the progress of the investigation and the outcome of any investigation into the reprisal.

Where evidence of a reprisal is established the organisation will take all steps possible to stop the reprisal and protect the discloser. The action taken by the organisation will depend on the circumstances and seriousness of the reprisal. Any employee found to be engaging in an activity that is deemed a reprisal under the PID Act will be subject to disciplinary action in accordance with

Council's Employee Code of Conduct and HR Disciplinary Procedures.

It is important to note that unrelated disciplinary action or other work-related action against a discloser may be considered as reasonable management action and therefore not a reprisal under the PID Act.

The table below outlines the relevant responsibilities in relation to reprisals.

RESPONSIBLE OFFICER	RESPONSIBILITIES
<b>MANAGERS AND SUPERVISORS</b>	Not behave in a manner that causes, or attempts to conspire to cause, detriment to another person because they have made or may make a PID.
<b>PID COORDINATOR</b>	Report reprisal and arrange for appropriate investigation.
<b>DISCLOSURE SUBJECT OFFICER</b>	Report reprisal Not to behave in a manner that causes, or attempts to conspire to cause, detriment to another person because of a PID
<b>ALL EMPLOYEES/COUNCILLORS</b>	Not to behave in a manner that causes, or attempts to conspire to cause, detriment to another person because of a PID. Report any identified reprisals to CEO or PID Coordinator.

## COMMITMENT TO KEEPING THE DISCLOSER INFORMED

The discloser must be provided with reasonable information from the CEO or PID Coordinator regarding the PID process, including:

- The likely timeframes;
- Their involvement in the investigation process;
- The importance of maintaining confidentiality;
- The protections under the Public Interest Disclosure Act 2010 that will apply;
- That the entity will keep the information disclosed, including the discloser's identity confidential, except as allowed under the Public Interest Disclosure Act 2010.
- How they will be advised of progress and outcomes; and
- Who to contact if they want further information or are concerned about reprisals.

Regular follow ups with the discloser will also be arranged to keep them informed of the process.

## COMMITMENT TO RIGHTS OF THE SUBJECT OFFICER(S)

The Council officer about whom a PID is made is likely to find the PID experience stressful. Once it is appropriate to advise the subject officer of the process, they will be reassured that the PID will be dealt with impartially, fairly, and reasonably, and is only an allegation until evidence collected shows otherwise.

Subject officers will be provided with information about their rights, and the progress and outcome of any investigation. At an appropriate time, subject officers will be provided natural justice and given the opportunity to respond to an adverse allegation made about them before any adverse finding is made.

## COMMITMENT TO IMPROVING SYSTEMS AND PROCEDURES

At the conclusion of the PID process, Council is committed to ensuring that the organisation is responsive and incorporates any recommendations or improvements to service delivery, business processes and internal controls that were identified during the PID process.

## DISCLOSING PIDS

It is important to note that unauthorised disclosure of a PID to any person may expose the discloser to disciplinary action and/or civil action.

Accordingly, any person considering disclosing the contents of a PID to a member of the public (including a journalist) must check with the CEO and PID Coordinator to ensure that they are not breaching the confidentiality provision of the PID Act or any other of Council's Policies and Procedures.

## COMMITMENT TO RECORD-KEEPING AND REPORTING, AND INFORMING THE OVERSIGHT AGENCY

Council is committed to strict record keeping and reporting relating to PIDs. The PID Coordinator will maintain a register to record the following information, which must be provided (at appropriate times as the process is managed), to the Queensland Ombudsman via its electronic portal or as otherwise instructed:

- The date a PID was received, and where it was received from;
- The status of the discloser (e.g. entity staff, staff from another entity, member of the public, anonymous);
- The gender and status of the subject officer (staff member, non-staff member);
- The relationship between the discloser and the subject officer;
- The location of the subject officer (geographical region);
- A summary of the allegation/information received;
- The involvement of an external agency/party;
- The action taken to minimise any risk of reprisal;
- Date inquiry/investigation commenced and completed;
- The outcome of the assessment, inquiry/investigation;
- The date the PID was resolved or closed;
- When the outcome was advised to the discloser;
- If no action was taken, the reasons for the decision; and
- Other legal processes associated with the disclosure.

Council will ensure that all PID records are stored securely with restricted access and remain confidential. No details will be placed on personnel files.

## COMMITMENT TO REGULAR REVIEW

This procedure will be reviewed annually and updated to ensure that improvements identified by Council are incorporated into the procedure.

Any legislative changes and additional recommendations or standards prescribed by the Queensland Ombudsman will be incorporated into the program as part of the review process.

## FURTHER INFORMATION AND ADVICE

Further information regarding PIDs can be obtained from the following sources:

- Council's Corporate Division.
- Council's website and Council's intranet;
- The Queensland Ombudsman Advisory Service <http://www.ombudsman.qld.gov.au/>

## Appendix 1 Definitions

Conduct	Definition
<b>Corrupt conduct</b>	<p>Pursuant to s15 of the <i>Crime and Corruption Act 2001</i>,</p> <p>(1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that –</p> <ul style="list-style-type: none"> <li>(a) Adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of – <ul style="list-style-type: none"> <li>(i) A unit of public administration; or</li> <li>(ii) A person holding an appointment; and</li> </ul> </li> <li>(b) Results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that – <ul style="list-style-type: none"> <li>(i) Is not honest or is not impartial; or</li> <li>(ii) Involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or</li> <li>(iii) Involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and</li> </ul> </li> <li>(c) Is engaged in for the purpose of providing a benefit to the person or another person or causing a detriment to another person; and</li> <li>(d) Would, if proved, be – <ul style="list-style-type: none"> <li>(i) A criminal offence; or</li> <li>(ii) A disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the hold of an appointment.</li> </ul> </li> </ul> <p>(2) Without limiting subsection (1), conduct that involves any of the following could be corrupt conduct under subsection (1) –</p> <ul style="list-style-type: none"> <li>(a) Abuse of public office;</li> <li>(b) Bribery, including bribery relating to an election;</li> <li>(c) Extortion;</li> <li>(d) Obtaining or offering a secret commission;</li> <li>(e) Fraud;</li> <li>(f) Stealing;</li> <li>(g) Forgery;</li> <li>(h) Perverting the course of justice;</li> <li>(i) An offence relating to an electoral donation;</li> <li>(j) Loss of revenue of the State;</li> <li>(k) Sedition;</li> <li>(l) Homicide, serious assault or assault occasioning bodily harm or grievous bodily harm;</li> <li>(m) Obtaining a financial benefit from procuring prostitution or from unlawful prostitution engaged in by another person;</li> <li>(n) Illegal drug trafficking;</li> <li>(o) Illegal gambling.</li> </ul>
<b>Discloser*</b>	Means the person making a PID to Council.



Conduct	Definition
<b>Maladministration</b>	<p>Defined in schedule 4 of the Public Interest Disclosure Act 2010, maladministration is administrative action that –</p> <ul style="list-style-type: none"> <li>(a) Was taken contrary to law; or</li> <li>(b) Was unreasonable, unjust, oppressive, or improperly discriminatory; or</li> <li>(c) Was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or</li> <li>(d) Was taken – <ul style="list-style-type: none"> <li>(i) For an improper purpose; or</li> <li>(ii) On irrelevant grounds; or</li> <li>(iii) Having regard to irrelevant considerations; or</li> </ul> </li> <li>(e) Was an action for which reasons should have been given, but were not given; or</li> <li>(f) Was based wholly or partly on a mistake of law or fact; or</li> <li>(g) Was wrong.</li> </ul>
<b>A substantial misuse of public resources</b>	<p>Section 13 of <i>Public Interest Disclosure Act 2010</i> provides that a substantial misuse of public resources is more than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes or priorities of expenditure.</p>
<b>A substantial and specific* danger to public health or safety</b>	<p>This includes any substantial and specific danger to the health and safety of the public.</p> <p><b>Public health or safety</b> is defined in schedule 4 of the <i>Public Interest Disclosure Act 2010</i> to include the health or safety of individuals who are:</p> <ul style="list-style-type: none"> <li>• Under lawful care or control (i.e. students, patients, prisoners); or</li> <li>• Using community facilities or services provided by the public or private sector; or</li> <li>• In employment workplaces.</li> </ul>
<b>A substantial and specific* danger to the health and safety of a person with a disability</b>	<p>Section 11 of <i>The Disability Services Act 2006</i>, defines 'disability' as follows:</p> <ul style="list-style-type: none"> <li>(1) A disability is a person's condition that – <ul style="list-style-type: none"> <li>(a) Is attributable to – <ul style="list-style-type: none"> <li>(i) an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or</li> <li>(ii) a combination of impairments mentioned in subparagraph (i); and</li> </ul> </li> <li>(b) Results in – <ul style="list-style-type: none"> <li>(i) a substantial reduction of the person's capacity for communication, social interaction, learning, mobility or self-care or management and</li> <li>(ii) The person needing support.</li> </ul> </li> </ul> </li> <li>(2) For subsection (1), the impairment may result from an acquired brain injury.</li> <li>(3) The disability must be permanent or likely to be permanent.</li> <li>(4) The disability may be, but not need be, of a chronic episodic nature.</li> </ul>

Conduct	Definition
	Danger to the health and safety of a person with a disability means any substantial and specific danger to the health or safety of a person with a disability as provided above.
<b>A substantial and specific danger to the environment</b>	This refers to any conduct that is an offence, or the contravention of a condition imposed, under Queensland environmental legislation (as listed in the Public Interest Disclosure Act, Schedule 2).
<b>The conduct of another person that could be considered a reprisal</b>	<p>Section 40 of the <i>Public Interest Disclosure Act</i> provides that a reprisal is a form of detriment to a person because it is believed that somebody has made or intends to make a public interest disclosure.</p> <p>A Reprisal may include any action that:</p> <ul style="list-style-type: none"> <li>• Causes personal injury or prejudice to safety;</li> <li>• Results in property damage or loss;</li> <li>• Intimidates or harasses;</li> <li>• Discriminates against or disadvantages the discloser's career, profession, employment, trade or business;</li> <li>• Causes financial loss; and/or</li> <li>• Causes damage to reputation.</li> </ul>
<b>Subject officer*</b>	Means the Council Officer that a PID is about.
<b>Natural justice</b>	<p>Means that persons who are the subject of a PID allegation have the following rights:</p> <ol style="list-style-type: none"> <li>1. To be informed of the substance of allegations that may affect their rights and interests in as much detail as possible.</li> <li>2. To be given a reasonable opportunity to present their case to a decision maker or investigator in writing or at a meeting.</li> <li>3. To have the decision maker act fairly without bias.</li> </ol>
<b>False and misleading information</b>	<p>Section 66 of the Public Interest Disclosure Act provides:</p> <p>(1) A person must not –</p> <ol style="list-style-type: none"> <li>(a) Make a statement to a proper authority intending that it be acted on as a PID; and</li> <li>(b) In the statement, or in the course of inquiries into the statement, intentionally give information that is false or misleading in a material particular.</li> </ol> <p>False information is information which is not true, regardless of whether you know that it is false. Misleading information is information given that creates a false impression, is uninformative, unclear, or deceptive.</p>

\* Term/s not defined in legislation.

## Appendix two: Summary of Roles and Responsibilities

<b>Roles</b>	<b>Responsibilities</b>
<b>PID Coordinator</b>	<ul style="list-style-type: none"> <li>• Providing advice and guidance regarding PID and procedure.</li> <li>• Assessing and managing PIDs received.</li> <li>• Appropriate recording keeping and reporting.</li> <li>• Providing or organising appropriate PID training.</li> <li>• Reviewing PID Policy and Procedures at Council.</li> <li>• Maintaining all confidential PIDs in a secure environment.</li> </ul>
<b>All employees/ Councillors</b>	<ul style="list-style-type: none"> <li>• Ensuring they are familiar with this Procedure and associated Policy.</li> <li>• Reporting reprisals.</li> <li>• Maintaining an awareness of their reporting obligations.</li> <li>• Ensuring that any PID made is based on honest belief and reasonable grounds.</li> <li>• Maintaining awareness of appropriate support processes in place for disclosers and subject officers.</li> </ul>
<b>Managers/ Supervisors/ Senior Management</b>	<ul style="list-style-type: none"> <li>• Monitoring the workplace for any reprisals against a discloser or subject officer and report such instances to the PID coordinator.</li> <li>• Promoting the importance of this procedure and reporting of wrongdoing within Council.</li> </ul>



**NAPRANUM ABORIGINAL SHIRE COUNCIL**  
**Debtors Write Off**

**MEETING DATE** 27 July 2021

**REPORT DATE** 21 July 2021

**RECOMMENDATION**

**Recommended Action:** Adopt  
Item requiring resolution

**Suggested Resolution:**

write off the the amount of \$330,322.79 which are been outstanding debtors since before 2016.

**Discussion**

Council has a number of Debtors that have been outstanding since before 2015.

Under statutory of limitations debts that have been non-active for 6 years cannot be collected.

Other Debtors \$194,164.66  
Preschool Debts \$135,348.98  
Motor Vehicle \$ 809.15

Total Write off \$330,322.79

This resolution was put to Council in the May, 2021 Council Meeting. An error was noted and we have now received advice to have the item put back onto the council agenda for reconsideration.

**REPORT AUTHOR** Enya Lange, Executive Assistant

**POSITION** Executive Assistant

**PROGRAM AREA** Corporate & Communities

**ATTACHMENTS**

Aged Recievables 300421

**Other Debts**

Date	Name	Amount	Invoice Description
14/06/2012	Act for Kids	\$ 2,164.61	Powerpass cards
30/06/2012	Boral Concrete	\$ 200.00	repairs to preschool gate due to damage from driver
	Community Enterprises Australia	\$ 1,714.53	electricity for training centre 2014
16/07/2015	DATSIMA	\$ 2,072.30	Reimbursement of Alcohol management plan
27/06/2013	Department of Local Government, Community Recovery	\$ 8,000.00	Second instalment for indigenous Economic plan
2/12/2014	Dept of Communities, Child Safety & Disability Ser	\$ 1,372.80	Annual Fees for property water and garbage 2014
10/09/2014	ENTERPRISE MANAGEMENT GROUP	\$ 3,432.00	rent 1st and 2nd quarter 2014
2/12/2014	Island and Cape	\$ 31,706.90	Works done for Napranum supermarket
15/04/2015	Job Find	\$ 6,022.31	Wage Connect payment for P.Ahmat
6/02/2013	Mapoon Aboriginal Shire Council	\$ 500.00	Fuel and Driver Costs for Bus Service
27/04/2012	MiHaven Pty Ltd	\$ 5,927.60	Payment for Napranum Twals
3/03/2014	NTL Timbers Pty Ltd	\$ 17,647.36	Workshop job charges and fuel for Jan to May 2011
1/07/2011	Professor David Lambert	\$ 400.00	Elders Consultation Fee
23/04/2013	QBuild	\$ 50,808.03	upgrade works
22/05/2015	QLD Government Project Services	\$ 7,573.00	instalment for new housing 2013
17/06/2013	QLD Police -Citizen Youth Welfare Association	\$ 15,100.80	PCYC rent 2014
2/09/2014	Queensland Reconstruction Authority	\$ 32,836.86	60 day emergency works 2013
13/08/2013	Safehouse PSL	\$ 4,440.00	Day Care/ Kindergarten Fee 2013
28/10/2013	The Program Office	\$ 789.33	travel for M.Barnes to attend meeting
1/07/2011	W Hennessy	\$ 1,456.23	Stock purchased from Stores
1/07/2011		<b>\$ 194,164.66</b>	

**Preschool Debts**

Date	Name	Amount	Invoice Description
5/11/2012	Asera, Helen PSL	\$ 300.00	Preschool Debt
5/11/2012	Booth, Alfreda PSL	\$ 620.00	Preschool Debt
1/04/2015	PS Aaleyah Gray, Dianne Ah Mat	\$ 842.13	Preschool Debt
27/01/2015	PS Aaliyah Kris, Lou-Ann Miskin	\$ 4,528.00	Preschool Debt
14/09/2015	PS Adhaphud Aken, Bobette Aken	\$ 51.43	Preschool Debt
30/06/2014	PS Adriana Tabuai-Mosby, Amanda Mosby	\$ 1,903.82	Preschool Debt
30/09/2014	PS Agiri & Berlie Bigie-Tabuai, Michelle Tabuai	\$ 1,500.00	Preschool Debt
7/10/2014	PS Agiri Tabuai-Biggie, Michelle Tabuai	\$ 800.00	Preschool Debt
30/09/2014	PS Alban Wallis-Sagaukauz, Thala Wallis	\$ 494.00	Preschool Debt
9/11/2015	PS Alion Gordon, Leemena Wapau, Belphina Wapau	\$ 3,356.58	Preschool Debt
31/07/2014	PS Amelia Neville, Carol Neville	\$ 1,450.00	Preschool Debt
20/04/2015	PS Ashandra & Peyton Bond, Christina Mark	\$ 804.43	Preschool Debt
12/08/2015	PS Ashok Wapau, Karen Coconut	\$ 924.00	Preschool Debt
6/05/2015	PS Ayla & Deklan Wigg, Shannon Clemment	\$ 3,234.51	Preschool Debt
30/06/2015	PS Blade and Kyzah, Jovita Madua	\$ 6,993.02	Preschool Debt
16/07/2015	PS Bob and Joseph Paipai, Georgina PaiPai	\$ 2,200.00	Preschool Debt
19/03/2014	PS Brian and Solomon Sigai, Christine Glanville	\$ 1,852.52	Preschool Debt
31/07/2015	PS Cassavaya & Charli-May, Trevor Chevathen	\$ 770.93	Preschool Debt
20/04/2015	PS Chaska Sagiba, Zoey Sagiba	\$ 3,676.48	Preschool Debt
12/08/2015	PS Cherylyn,Trinity Mene-Dick, Regina Mene	\$ 1,521.43	Preschool Debt
12/08/2015	PS Cyrus & Ky-marni Hart, Darea Jacob	\$ 1,453.09	Preschool Debt
6/05/2015	PS Danniqi Hopkins, Natasha Wales	\$ 2,300.00	Preschool Debt
2/06/2014	PS Debetu Ah-Wang, Sylvia Ah-Wang	\$ 350.00	Preschool Debt
12/08/2015	PS Deja-Ann Jingle, Marietta Matasia	\$ 894.14	Preschool Debt
27/01/2015	PS Devontay Miller, Natasha Christie	\$ 4,230.00	Preschool Debt
6/05/2015	PS Domic Clermont, Yantel Pitt	\$ 7,260.00	Preschool Debt
1/08/2015	PS Donzil Ingui, Francis Solomon	\$ 967.23	Preschool Debt
7/10/2014	PS Eli Schnell, Nikki Schnell	\$ 1,040.00	Preschool Debt
12/08/2015	PS Harry Hudson, Delena Hudson	\$ 610.00	Preschool Debt
1/09/2015	PS Heather Miller, Annie George	\$ 265.39	Preschool Debt
18/12/2015	PS Isaiah & Mathais & Saila, Amorita Asera	\$ 1,191.49	Preschool Debt
1/11/2012	PS Ishmael Motton, Melissa Motton	\$ 700.00	Preschool Debt
1/09/2015	PS Jairrell George, Roberta George	\$ 297.66	Preschool Debt
11/09/2015	PS Jason Burke, Jenni Ryan	\$ 1,980.50	Preschool Debt
30/09/2014	PS Jeremy Hoad, Chantel Hoad	\$ 1,567.99	Preschool Debt
30/06/2012	PS Joe Watson, Teilami Kepper, Beryl Kepper	\$ 560.00	Preschool Debt

10/09/2013	PS Juan Mene-Bana, Glenys Mene	\$ 1,640.00	Preschool Debt
30/09/2014	PS Jy Kedzlie, Vaciseva Kedzlie	\$ 20.00	Preschool Debt
30/09/2014	PS Kaelia Hall, Andrewena Hudson	\$ 510.00	Preschool Debt
30/09/2014	PS Kelinda Enoch, Charmaine Enoch	\$ 390.00	Preschool Debt
4/12/2015	PS Kiba & Jamaykah Blanco-Dau, Juanita PSL	\$ 9,001.78	Preschool Debt
30/09/2014	PS Klayten, Tyreke, Jacob Jawai, Sianne Dick	\$ 4,639.73	Preschool Debt
30/06/2014	PS Leona Ware, Justina Reid	\$ 500.00	Preschool Debt
1/09/2015	PS Luanna Grego, Tullia Grego	\$ 454.26	Preschool Debt
10/09/2013	PS Malithan Jerry, Celestine Jerry	\$ 500.00	Preschool Debt
10/09/2013	PS Maricah Day, Lavinia Kris	\$ 1,036.00	Preschool Debt
10/09/2013	PS Maurice Brumby, Mrs Brumby	\$ 1,040.00	Preschool Debt
16/07/2015	PS Melika Savo, Keisha Budby	\$ 1,510.00	Preschool Debt
1/10/2015	PS Narnia Gilbert, Nicole Gilbert	\$ 3,128.00	Preschool Debt
14/08/2015	PS Nathaniel Sabatino, Odessa Williams	\$ 1,107.07	Preschool Debt
16/07/2015	PS Navieyd Christie, Irene York	\$ 4,781.83	Preschool Debt
30/09/2014	PS Normane, Indiana Hall, Janelle Gordon	\$ 1,850.00	Preschool Debt
20/04/2015	PS Odin Lawrence, Jill Lawrence	\$ 9,507.44	Preschool Debt
30/06/2015	PS Olivia Horell, Erin & Wade Horell	\$ 3,025.36	Preschool Debt
10/09/2013	PS Quinten Wheeler, Debra Kris	\$ 2,040.00	Preschool Debt
18/12/2015	PS Rene, Ebbathea Booth-Bowie, Susan Booth	\$ 3,896.88	Preschool Debt
17/02/2014	PS Richard Nkosi, Chileya Nkosi	\$ 47.25	Preschool Debt
30/06/2015	PS Riley Wasiu, Rothana Wasiu	\$ 768.00	Preschool Debt
19/02/2013	PS Robert & Mairo Madua, Clarine Sands	\$ 840.00	Preschool Debt
1/12/2015	PS Samuel & Isobel Baira, Cicely Baira	\$ 2,266.44	Preschool Debt
30/09/2014	PS Samuel Asera, Rebecca Luta	\$ 2,210.00	Preschool Debt
1/02/2015	PS Sapphire Bootsman, Kerrie Kaarsberg	\$ 2,722.95	Preschool Debt
30/09/2014	PS Sarah Bond, Charraine Bond	\$ 550.00	Preschool Debt
11/09/2015	PS Shanelle Woodley, Vanessa Cant	\$ 1,158.71	Preschool Debt
7/12/2012	PS Shatani Motton, Janelle Ling	\$ 120.00	Preschool Debt
6/05/2015	PS Sienna Clarke, Amanda Woodley	\$ 1,000.00	Preschool Debt
30/09/2014	PS Sisco Bosuen, Jackeal Day, Kristine Wallace	\$ 610.00	Preschool Debt
16/07/2015	PS Sophira Kris, Clara Kris	\$ 300.00	Preschool Debt
16/07/2015	PS Talythia Scott, Bernadette Hudson	\$ 1,380.00	Preschool Debt
27/08/2014	PS Tamara Jumburra	\$ 100.00	Preschool Debt
1/02/2015	PS Tarisha McCall, Sandra Bosuen	\$ 290.00	Preschool Debt
30/06/2015	PS Tayehun & Yolandi, Bridgette Bandicootc	\$ 2,068.00	Preschool Debt
2/07/2013	PS Tayisha Wapau, Belphina Wapau	\$ 580.00	Preschool Debt
16/07/2015	PS T'Keyah-Lee Zamiak, Ella Seaton	\$ 1,050.00	Preschool Debt
16/07/2015	PS Tre Bobongie, Nicole Bobongie	\$ 1,300.00	Preschool Debt
31/07/2014	PS Tyrell Jingle, Rizella Jingle	\$ 980.00	Preschool Debt
1/04/2015	PS Uwan Savo, Nerida Hobson	\$ 638.51	Preschool Debt
30/09/2014	PS Zahrtari Ropeyarn, Desrae Kemp	\$ 300.00	Preschool Debt
		<b>\$135,348.98</b>	

24/09/2015	MV, Joseph Wallis	\$ 156.75	M/V Debt
26/08/2015	MV, Saila Miskin	\$ 60.00	M/V Debt
25/09/2015	MV, Thomas Bosuen	\$ 592.40	M/V Debt
		<b>\$ 809.15</b>	

**\$ 330,322.79**

**NAPRANUM ABORIGINAL SHIRE COUNCIL**  
**Department of Housing Property Allocations**

**MEETING DATE** 27 July 2021

**REPORT DATE** 22 July 2021

**RECOMMENDATION**

**Recommended Action:** Adopt  
Item requiring resolution

**Suggested Resolution:**

there are no cultural reasons for the housing allocations for 198 Twal Street, 170A & 170B Atakini

**Discussion**

The Department of Housing have provided recommended housing allocations and request Council to approve based on their being no cultural reasons for the allocations to be processed.

**REPORT AUTHOR** Janelle Menzies, Chief Executive Officer

**POSITION** Chief Executive Officer

**PROGRAM AREA** Office of CEO

**ATTACHMENTS**

Reviewed property-allocation for 198 Twal St, rc012-property-allocation-form (003)

## Property Allocation Form

Complete this form to advise the Department of Housing and Public Works the propose allocation/s is culturally appropriate.

If the Council is satisfied that the allocation/s is culturally appropriate, please sign in the appropriate field and return the form to the department.

If the Council disagrees with the allocation/s on cultural grounds please state reason/s, sign in the appropriate field and return the form to the department.

Address	Bedrooms	Applicant/s	Reason/s for allocation	Confirmation	Signature	Date
				Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /
				Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /
				Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /
				Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /
				Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /
				Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /
				Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /

## Property Allocation Form

Complete this form to advise the Department of Housing and Public Works the propose allocation/s is culturally appropriate.

If the Council is satisfied that the allocation/s is culturally appropriate, please sign in the appropriate field and return the form to the department.

If the Council disagrees with the allocation/s on cultural grounds please state reason/s, sign in the appropriate field and return the form to the department.

Address	Bedrooms	Applicant/s	Reason/s for allocation	Confirmation	Signature	Date
				Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /
				Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /
				Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /
				Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /
				Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /
				Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /
				Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /

**NAPRANUM ABORIGINAL SHIRE COUNCIL**  
**Reframing our Regulatory Relationship**

**MEETING DATE** 27 July 2021

**REPORT DATE** 23 July 2021

**RECOMMENDATION**

**Recommended Action:** Adopt  
Item requiring resolution

**Suggested Resolution:**

to endorse the document called Reframing our Regulatory Relationship with Aboriginal and Torres Strait Islander Councils in Queensland from the Department of Environment and Science

**Discussion**

Scott Sullivan from the Department of Environment and Science has written to Council to endorse their document called "Reframing our Regulatory Relationship with Aboriginal and Torres Strait Islander Councils in Queensland"

**REPORT AUTHOR** Janelle Menzies, Chief Executive Officer

**POSITION** Chief Executive Officer

**PROGRAM AREA** Office of CEO

**ATTACHMENTS**

Reframing our Regulatory Relationship report\_Confidential Draft, Email Scott Sullivan

**NAPRANUM ABORIGINAL SHIRE COUNCIL**  
**2020/21 Operational Update June 2021**

**MEETING DATE** 27 July 2021

**REPORT DATE** 23 July 2021

**RECOMMENDATION**

**Recommended Action:** Adopt  
Item requiring resolution

**Suggested Resolution:**

adopt the June 2021 update of the 2020/21 Operational Plan

**Discussion**

As required under the Local Government Act, the CEO is to report on the Operational Plan quarterly.

**REPORT AUTHOR** Janelle Menzies, Chief Executive Officer

**POSITION** Chief Executive Officer

**PROGRAM AREA** Office of CEO

**ATTACHMENTS**

Napranum Operations Report 2020\_21-2021-07-23-071458





104

GOALS

84%

GOAL COMPLETION

## OFFICE OF THE CHIEF EXECUTIVE OFFICER PLAN

## CEO - OPERATIONAL PLAN ACTIVITIES

Goal	Operational Activities	Success Measures	Budget	Update	Current Com...
<b>Annual Budget 2020/21</b>	That a comprehensive budget is prepared and reviewed for the organisation including separate budgets for the BAS operation, Aged Care and Child Care operations and for funded projects including capital works to enable Council to adopt its 2020/2021 Budget	<ul style="list-style-type: none"> <li>Budget is developed and reviewed for organisation</li> <li>Division projects in compliance with statutory requirements</li> </ul>	20/21 budget allocation	<p>2020/21 Budget is in place and endorsed by Council.</p> <p>21/01/2021</p> <p>text update</p> <p>19/01/2021</p>	Complete
<b>Audit plan</b>	Ensure that all steps employed will ensure that the Council prepares its final statutory financial reports ready for audit on time in accordance with the agreed audit plan	<ul style="list-style-type: none"> <li>Audit plan is followed and that the result of the audit is an unqualified/unmodified report result</li> </ul>	20/21 budget allocation	<p>External Audit Plan completed on 4 May, 2021</p> <p>05/05/2021</p> <p>Internal Plan has been finalised.</p> <p>External Plan current being negotiated</p> <p>23/04/2021</p>	Complete
<b>Financial Reporting</b>	A financial reporting regime is established that provides Council and Managers with management reports on at least a monthly basis	<ul style="list-style-type: none"> <li>Reporting system is established to allow Council and Managers to assess the financial performance of the functions under their control, and allow forecasting to be made of potential financial performance for the remainder of the current financial year</li> </ul>	20/21 budget allocation	<p>A report mechanism is in place, further work is being undertaken to improve the understanding of financial literacy within Council.</p> <p>21/01/2021</p>	Complete

<b>Annual Budget 2021/22</b>	That a comprehensive budget is prepared and reviewed for the organisation including separate budgets for the BAS operation, Aged Care and Child Care operations and for funded projects including capital works to enable Council to adopt its 2020/2021 Budget	<ul style="list-style-type: none"> <li>Budget is developed and reviewed for organisation</li> <li>Division projects in compliance with statutory requirements</li> </ul>	No value	Adopedat June 2021 Council Meeting 21/07/2021	Complete
<b>Asset Registers</b>	Oversee a comprehensive review of the assets will be undertaken including a physical inspection of each asset and an assessment of its condition	<ul style="list-style-type: none"> <li>Review completed and will be ongoing</li> </ul>	20/21 budget allocation	Refer finance department update on this matter 21/01/2021	Complete
<b>Policies Review</b>	Review of all policies is undertaken on a continuous basis throughout the period with a view to completing a review of all existing policies	<ul style="list-style-type: none"> <li>Balcarra Policies to be adopted by Council</li> <li>Expired Mandatory Policies to be Updated</li> <li>HR Policies to be reviewed and Updated to also include Human Rights Act provisions</li> </ul>	20/21 budget allocation	<p>All Council policies on the website have now been updated.</p> <p>21/07/2021</p> <p>In the March meeting five HR policies were adopted, our target is for four adopted policies a month.</p> <p>31/03/2021</p>	Complete
<b>Local Laws</b>	A suite of local laws that are relevant are developed to Council's requirements to enable effective management of its community and responsibilities	<ul style="list-style-type: none"> <li>Suite to Local Laws to be implemented</li> </ul>	20/21 budget allocation	<p>We have appointed a environmental manager with local laws experience and they commenced mid-March. Work has begun on animal control and land management have commenced implementation.</p> <p>31/03/2021</p> <p>We are currently recruiting a local laws officer to commence work on this task.</p> <p>21/01/2021</p>	Overdue
<b>Capital and infrastructure projects</b>	All projects as approved by Council is completed on time and within budget	<ul style="list-style-type: none"> <li>Approved works each year is completed on time and within approved budgets</li> </ul>	20/21 budget allocation	<p>We have established a capital project plan and will include reporting on Capital works in the scope of the reporting project.</p> <p>21/01/2021</p>	Complete

<b>Napranum Master Plan</b>	The master plan for the future development of Napranum is developed with extensive community involvement	Continually review and update of the Master Plan	20/21 budget allocation	<p>No Further updated required for 20/21</p> <p>21/07/2021</p> <p>A Draft foreshore plan has been completed and will go forward to Council in April.</p> <p>31/03/2021</p>	Complete
<b>Indigenous Land Use Agreement (ILUA)</b>	Negotiate with the Traditional Owners to establish an ILUA for the area of the Napranum township	<ul style="list-style-type: none"> <li>ILUA completed and implemented</li> </ul>	20/21 budget allocation	<p>Discussion have taken place with Algnith and waiting on report for Cape York Land Council</p> <p>21/07/2021</p> <p>This is due to commence in Q4, 2021.</p> <p>31/03/2021</p>	Overdue
<b>Statutory Council Meetings</b>	Facilitate all of Council's Statutory	<ul style="list-style-type: none"> <li>Meetings are conducted and meet statutory compliance</li> <li>Meetings and provide accurate and timely minutes of meetings</li> </ul>	20/21 budget allocation	<p>We are on track with meetings</p> <p>21/01/2021</p>	Complete
<b>Statutory Council Meetings Training</b>	Council training	<ul style="list-style-type: none"> <li>Council training is completed</li> </ul>	20/21 budget allocation	<p>Councilor training was completed covering legislative changes.</p> <p>21/01/2021</p>	Complete
<b>Statutory Compliance</b>	Assessment undertaken by the external auditor	<ul style="list-style-type: none"> <li>The organisation meets its statutory compliance obligations in terms of compliance with the Local Government Act and Regulation</li> </ul>	20/21 budget allocation	<p>All statutory compliance for 20/21 has been complete</p> <p>21/07/2021</p> <p>On track.</p> <p>21/01/2021</p>	Complete
<b>Information Technology</b>	Oversight of Purchase and installation of a new accounting and document management system for Council	<ul style="list-style-type: none"> <li>Oversee the migration of all data to the new system in a timely and accurate manner</li> </ul>	20/21 budget allocation	<p>To be completed in 21/22</p> <p>21/07/2021</p> <p>This project is expected to proceed to tender in Q4, 2021. Tender documentation is required to be prepared.</p> <p>31/03/2021</p>	Overdue

<b>Risk Management System</b>	Undertake a review of Risk Management Framework	<ul style="list-style-type: none"> <li>Review completed and ongoing as per regulatory and operational requirement</li> </ul>	20/21 budget allocation	<p>We have established a central risk register with controls and ownership distributed across the management team. Next step is to link the operation plan actions into the risk register so we can have visibility of the risk mitigating actions we are underway with in a single view.</p> <p><i>31/03/2021</i></p> <p>The risk register requires work and will include that in scope of our reporting framework project.</p> <p><i>21/01/2021</i></p>	Overdue
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## FINANCE SERVICE DIVISION PLAN

### FINANCE DIVISON - OPERATIONAL PLAN ACTIVITIES

Goal	Operational Activities	Success Measures	Budget	Update	Current Com...
<b>Financial Sustainability &amp; Planning</b>	Strengthen Council's long- term financial planning and quantify the long- term requirements for services, service levels and associated costs	<ul style="list-style-type: none"> <li>Preparation of 2019/20 Financial Statements</li> </ul>	Existing staff cost	<p>Preparation of 2019/20 Financial Statements is completed and signed off by the Qld Audit Office. The 20/21 interim audit visit is set down for the week commencing 22 March.</p> <p><i>21/01/2021</i></p>	Complete
<b>Budget Review - Finance Manager</b>	Lead the inclusive quarterly budget review consistent with council budget development and review policy and procedure	<ul style="list-style-type: none"> <li>Review is inclusive and completed accurately and timely manner consistent with organisation policy and procedure</li> </ul>	Existing staff cost	<p>The October 2020 review has been completed with no remedial action required. The next review is February 2021 scheduled for completion in time for the March Council meeting.</p> <p><i>21/01/2021</i></p>	Complete

<b>Budget Development - Finance Manager</b>	Lead the inclusive development and quarterly review of a comprehensive budget for the Council including separate detailed budgets for the BAS works, Aged Care and Child Care and other significant projects including capital works	<ul style="list-style-type: none"> <li>Budget is developed for the organisation, division and projects in compliance with statutory requirements that is endorsed by Council</li> <li>Fees and Charges schedule completed</li> <li>Statutory policies completed</li> </ul>	Existing staff cost	<p>2021/22 budget development has not commenced, we expect to commence initial budget workshops during April 2021. 2020/21 Fees and Charges schedule is complete and published on the website. Statutory policies are completed and in place.</p> <p>21/01/2021</p>	Complete
<b>Financial Sustainability Asset Plans</b>	Develop stronger link between Asset Management Plans and Councils budget development	<ul style="list-style-type: none"> <li>Conduct Council wide budget review 2021/22 original budget estimates and projections</li> </ul>	Existing staff cost	<p>Draft asset management plans are in place and it is proposed they be reviewed in conjunction with the 2021 asset revaluation process due to commence February 2021. The valuation team will be onsite during the week commencing 22 February.</p> <p>21/01/2021</p>	Behind
<b>Reporting suite</b>	Provide a suite of financial reports to both Council and Managers in a form that is readily understood by all stakeholders and allows management to assess the financial performance of the functions under their control	<ul style="list-style-type: none"> <li>Reports developed, relevant and understood</li> </ul>	Existing staff cost	<p>This due date may need to change as myself and CEO still looking at options</p> <p>24/04/2021</p> <p>Reporting through Magiq Performance is underway and operating reasonably well with ongoing improvements and refinements. Councilor workshops are proposed during the coming months to improve understanding financial reports.</p> <p>21/01/2021</p>	Overdue
<b>Information Technology</b>	Purchase and installation of a new information and accounting and document management system for Council	<ul style="list-style-type: none"> <li>Purchase and installation completed</li> </ul>	\$220,000	<p>We are progressing an assessment of vendors/solutions however any system change will not occur within this financial year.</p> <p>21/01/2021</p>	Overdue

<b>Information Technology - Data Migration</b>	Manage the migration of all data to the new system in a timely and accurate manner ensuring that there are no major problems or issues arising from the installation	<ul style="list-style-type: none"> <li>• Migration of data is completed</li> </ul>	Existing staff cost	Pending decisions on systems. 21/01/2021	Overdue
<b>Information Technology - Change Policy / Procedures</b>	Manage and address any consequent process and procedural changes that may be necessary as a result of the installation of the new system	<ul style="list-style-type: none"> <li>• Process and procedural changes are addressed in a timely manner</li> <li>• Current</li> </ul>	Existing staff cost	Also pending decision on the future financial system 21/01/2021	Overdue
<b>Information Technology - Training</b>	Manage all necessary training of finance and other staff that may be required in order for the installation to be successful	<ul style="list-style-type: none"> <li>• Training of identified staff is completed</li> <li>• To commence</li> </ul>	Existing staff cost	Pending system selection 21/01/2021	Overdue
<b>Debt Recovery</b>	To proactively manage the financial debtors of Council through lawful, ethical and culturally sensitive approaches to the recoupment of Council debts.	<ul style="list-style-type: none"> <li>• Allocation of un-applied credits to debtor accounts or transfer to Public Trustee for funds not identifiable and all avenues of identification exhausted.</li> <li>• Identification and write- off of "statute barred" debts. I.e. greater than 6 years old Assignment of Commercial debts to external debt recovery agency.</li> <li>• Assignment of Housing debts directed to debtors to establish Payment Arrangements</li> </ul>	Existing staff cost	<ul style="list-style-type: none"> <li>• Old childcare debts are a significant item requiring attention. Now the daycare centre is resuming service, there is potential to recover some debts.</li> <li>• We have made provision for reasonable impairment of debts. I.e. greater than 6 years old</li> <li>• Assignment of Housing debts are now managed by QLD state Government</li> </ul> 21/01/2021	Overdue
<b>Increase revenue to cover all planned activities</b>	Actively lobby, apply for and obtain State and Government funding and grants	<ul style="list-style-type: none"> <li>• Increase in grants received from government and NGO</li> <li>• Increase in State, Australian Government and NGO funding and grants received</li> </ul>	Existing staff cost	Ongoing with some recent successes. 22/01/2021	Complete
<b>Audit preparations</b>	Undertake all steps necessary to ensure that the Council prepares its final statutory financial reports ready for audit on time in accordance with the agreed audit plan	<ul style="list-style-type: none"> <li>• Timelines are met consistent with agreed audit plan and that the result of the audit is an unqualified/unmodified report result</li> <li>• As per signed Audit Plan</li> </ul>	\$120,000 Includes internal fees and audit committee representation	The interim visit for the 2021 audit has been set down for the week commencing 22 March. The audit plan will be endorsed by the audit committee around this same time. 22/01/2021	Complete

<b>Asset Registers</b>	Lead a comprehensive review of the assets will be undertaken including a physical inspection of each asset and an assessment of its condition	<ul style="list-style-type: none"> <li>Review completed</li> </ul>	Existing staff cost and 20/21 budget allocation	Valuation team will be onsite during the week commencing 22 February. Registers are expected to be completed by the end of March. <i>22/01/2021</i>	On Track
<b>Dashboard and Traffic Light Reporting</b>	Investigate options for development of Dashboards and Traffic Lights for each Division Manager	<ul style="list-style-type: none"> <li>Gathered reporting requirements from division managers completed</li> </ul>	Existing staff cost	Only just started. This will fall from Magiq and other applications once the data is mapped and graphed appropriately. <i>22/01/2021</i>	Overdue
<b>Insurance Renewal</b>	To achieve renewal of insurance policies of Council in accordance with sound contracting principles	Community consultation completed with final report to council for endorsement followed by lobbying for funding	\$400,000	Cover presently in place from 1 April 2021 to 30 June 2021. Premium rose approximately 25% compared to the 19/20 premium <i>24/04/2021</i>  Proposal questions are due with the broker by 15 February. <i>22/01/2021</i>	Complete
<b>Napranum school</b>	Feasibility study of reestablishing of P-Year 3 school including Community consultation and final report produced	<ul style="list-style-type: none"> <li>Preparation Market appraisal Assessment Award</li> </ul>	\$450K	This matter does not sit with finance <i>24/04/2021</i>  CEO has carriage of this matter. <i>22/01/2021</i>	Overdue
<b>Public Health Program</b>	Deliver an Environmental Health Program to the community	<ul style="list-style-type: none"> <li>Program continues to be delivered and in compliance with the program objectives and reporting requirements</li> </ul>	\$167,288	This has moved to Finance and Environment and is on track <i>23/07/2021</i>  An organisation change is being considered to how best deliver these services. <i>22/01/2021</i>	Complete

<b>Animal Management</b>	Undertake regulatory and advisory inspection programmes to maintain and improve health & environmental standards within the community such as animal control and vector control programmes	<ul style="list-style-type: none"> <li>Enforce Animal Control Local Law once introduced and promote responsible animal ownership</li> </ul>	Existing staff cost	<p>This has moved to Finance and Environment and is on track</p> <p>23/07/2021</p> <p>An organisation change is being considered to have Animal management services delivered and resourced effectively.</p> <p>22/01/2021</p>	Complete
<b>Ranger Program</b>	Promote and supports Indigenous people to combine traditional knowledge with conservation training to protect and manage their land, sea and culture	<ul style="list-style-type: none"> <li>Program continues to be delivered and in compliance with the program objectives and reporting requirements</li> </ul>	\$579,379	<p>This has moved to Finance and Environment and is on track</p> <p>23/07/2021</p> <p>An organisation change is being considered to have Local Laws and the Ranger program services delivered and resourced effectively.</p> <p>22/01/2021</p>	Complete
<b>Local Laws - Implementation</b>	Manage the implementation of the laws to enable their effective enforcement within the community	<ul style="list-style-type: none"> <li>Suitable training and support provided to enable the operation of the local laws to be implemented</li> </ul>	Existing staff cost	<p>This has moved to Finance and is on track</p> <p>23/07/2021</p> <p>See local laws comment above.</p> <p>22/01/2021</p>	Overdue

## CORPORATE AND COMMUNITY SERVICE DIVISION PLAN

### CORPORATE & COMMUNITY - OPERATIONAL PLAN ACTIVITIES

Goal	Operational Activities	Success Measures	Budget	Update	Current Com...
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<b>Budget development - Corporate &amp; Community</b>	<p>Provide all assistance necessary to enable the 2021/2022 budget to be prepared in a comprehensive manner that will provide sufficient information for the future management of the operations under your control.</p>	<ul style="list-style-type: none"> <li>• Accurate information is provided on a timely basis to allow the finance department to develop a complete budget for adoption by Council</li> </ul>	<i>No value</i>	<p>All available information requested supplied to Finance for consideration in 2021/22 Budget</p>	<p>22/06/2021</p>	<p>Further budget discussions to be held week commencing 24th May. Quotes received for items of consideration for 2021/22 Budget and new position required for Preservation Project (Cultural/Museum Officer). Additional items for consideration included:</p>	<ul style="list-style-type: none"> <li>• IT Phone upgrade for council Office in vicinity of \$30k</li> <li>• Security/Camera Upgrade for Council Office \$20K</li> <li>• Post office Boxes installation- Awaiting Quote</li> <li>• Repaint/Refresh Council entrance - Awaiting Quote</li> <li>• New Fence - Atukuny Elders Village</li> </ul>	<p>23/05/2021</p>	<p>Complete</p>
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<b>Policies review</b>	<p>Review of all policies is undertaken on a continuous basis throughout the period with a view to completing a review of all existing policies</p>	<ul style="list-style-type: none"> <li>• All policies are updated and are consistent with the NASC policy and Procedure development guideline</li> <li>• This process will involve review, rewriting and recession of existing policies if necessary</li> <li>• Statutory and administrative compliance conformed and are displayed on the council website</li> </ul>	Existing staff costs	<p>Policies reviewed as required. New policies developed as business needs change. Policies submitted to Council for endorsement.</p> <p><i>22/06/2021</i></p> <p>Policies updated as required. Policy dates to be extended to 5 years with provision to change in between as required. New Policies in draft format for consultation and future endorsement include:</p> <ul style="list-style-type: none"> <li>• UV Protection Policy <ul style="list-style-type: none"> <li>• Dress Policy may require alteration as a result</li> </ul> </li> <li>• AWOL Policy</li> <li>• Domestic and Family Violence Policy</li> </ul> <p><i>23/05/2021</i></p>	Complete
<b>Records and Information Management</b>	<p>Change management plan needs to be developed including training to ensure a successful transition to the new system</p>	<ul style="list-style-type: none"> <li>• Plan is developed that incorporates training</li> </ul>	As per Finance	<p>Altus training postponed in June due to Covid outbreaks and poor internet connection.</p> <p>to be rescheduled for Aust 2021, now that Fibre has been installed at council building</p> <p><i>20/07/2021</i></p> <p>Altus training to be rescheduled for Zoom due to COVID restrictions in some states for 24th June 2021</p> <p><i>22/06/2021</i></p>	Overdue

<b>Records and Information, Document Classification</b>	To bring records under control a document classification system needs to be devised that is suited to the organisation's needs	<ul style="list-style-type: none"> <li>Document classification is completed</li> </ul>	As per finance	<p>Altus training postponed in June due to Covid outbreaks and poor internet connection.</p> <p>to be rescheduled for Aust 2021, now that Fibre has been installed at council building</p> <p>20/07/2021</p> <p>Status to be updated when Altus training completed on 24th June 2021</p> <p>22/06/2021</p>	Overdue
<b>IT Implementation</b>	The proposed electronic accounting and information management package will provide an opportunity for records management to be introduced and enforced throughout the organisation	<ul style="list-style-type: none"> <li>Proposed system is realised and implemented</li> </ul>	No value	<p>Further delay due to Elmo officer having to undertake HR duties due to staff absences and vacant positions. Aiming for roll out Aug 2021 upon recruitment of HR Officer</p> <p>20/07/2021</p> <p>ELMO continues to be populated with information. Turnover of HR Staff will result in delay of implementation to July 2021</p> <p>22/06/2021</p>	Overdue
<b>Commercial Leases</b>	Conduct a review of all commercial premises to determine the best occupancy arrangements and the optimal rental that Council should expect	<ul style="list-style-type: none"> <li>Review under taken and completed</li> </ul>	No value	<p>Apunipima lease endorsed at June meeting. Lease documentation in progress</p> <p>20/07/2021</p> <p>commercial leases up to date.</p> <p>Apunipima have requested take up of 2 year option period. to be presented at June council meeting</p> <p>22/06/2021</p>	Overdue

Community Events	A standard project management framework that can be used to manage and control each event is developed	<ul style="list-style-type: none"> <li>• An events management and accountability framework will be prepared and implemented</li> </ul>	Existing staff cost	Events Handbook on hold due to outgoing Events officer having to go on Parental leave with no notice.	Complete
				<p>Foundation Day delivered successfully, however some lessons learned have been taken on board for future events including establishment of NASC internal Events committee for staff to assist Council Events</p> <ul style="list-style-type: none"> <li>• Ruchook Festival - on target with planning. Ely Trust have confirmed funding.</li> </ul>	
				<p>22/06/2021</p> <p>Events Handbook on hold due to outgoing Events officer having to go on Parental leave with no notice.</p> <p>Anzac DAY delivered successfully upcoming Events include:</p> <ul style="list-style-type: none"> <li>• Foundation Day - on target with cultural video and storytelling, meal provided and colour run for children</li> <li>• Ruchook Festival - on target with planning. Ely Trust have not confirmed funding/signed agreement. This has potential to result in significant change to Festival and what it can deliver due to Ely \$80k potential funding not yet being finalised.</li> </ul>	
				23/05/2021	

**Indigenous  
Knowledge Centre**

Empower communities through new technology and learning, embrace local knowledge, culture and heritage through use of IKCs

- Program continues to be delivered consistent with project objectives

\$44,135 per 20/21 budget

Reporting up to date for year.

Strong patronage during June 2021

Relocation/Upgrade still progressing. Aiming for completion 2nd Qtr of 2021/22

*20/07/2021*

New IKC Coordinator commenced 8th June 2021

Planning underway to relocate IKC to new location to allow for new space for Elected Members and CEO/EA to have office in same building

Extension applied for to SLQ to carry forward resource funding to 2021/22 year to allow suitable resources to be purchased for bigger space.

*22/06/2021*

Complete

<b>Disaster Management</b>	<p>In conjunction with the state government Improve our communities' resistance to disaster impacts by undertaking a disaster risk management process that is inclusive of training of key personnel</p>	<ul style="list-style-type: none"> <li>• Training is completed</li> <li>• Resources secured to enhance capability of LDMG</li> <li>• Get Ready Programs/Funding</li> </ul>	<p>Existing staff cost</p>	<p>LDMG Plan sent out to group for review</p> <p>IGEM reporting delayed until Sept by Department <i>20/07/2021</i></p> <p>LDMG up to Date</p> <p>IGEM report now due 30th Sept 2021</p> <p>LDMG Plan to be finalised and sent out for Final review by Mid July 2021</p> <p>QDMA training required for new members as they commence <i>22/06/2021</i></p>	<p>Complete</p>
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**Aged and Disability Services**

Provide high quality support, at a low intensity on a short- term or on-going basis, or higher intensity services delivered on a short term episodic basis to frail older people (65 years and over or 50 years and over for Aboriginal and Torres Strait Islander people) to maximise their independence at home and in the community for as long as they choose or are able to do so.

Program continues to be delivered consistent with project objectives:

- CHSP Domestic Assistance (\$10,085)
- CHSP Flexible Respite (\$3,960)
- CHSP Meals (\$54,332)
- CHSP Personal Care (\$16,355)
- CHSP Social Support - Group (\$94,492)
- CHSP Social Support - Individual (27,679)
- CHSP Transport (\$47,315)
- NDIS (Funding subject to referrals from My Aged Care for Home Care Packages based on client needs)

As listed in success measures

Recruitment process completed for New permanent Manager with start date 23rd Aug

NDIS worker screening resolved July 2021

20/07/2021

Judy Mole (former Manager) has come back on to fill role until replacement is sourced from Precruitment. Precruitment having difficulties locating suitable staff.

Reporting now on track.

Delays for New Starters due to introduction of NDIS screening tool which needs to be completed prior to staff commencing. Applications currently taking 21 days. Similar to blue Card process

Culturally appropriate care provided

22/06/2021

Complete

<b>Aged and Disability Services - Respite</b>	Support frail older people through the delivery of planned respite activities which allow carers to take a break from their usual caring responsibilities	<i>No value</i>	<i>No value</i>	Respite care options offered as required/requested.	Complete
				Consider rolling this Operational plan objective into broader Aged Care reporting line	
				23/05/2021	
				Respite activities are included in our existing program.	
				22/01/2021	
<b>Child Care</b>	Operate a long day care centre that is culturally safe and secure for primary service users	<ul style="list-style-type: none"> <li>• Program continues to be delivered consistent with project objectives</li> <li>• License is currently suspended and options investigated</li> </ul>	No budget allocation at this time	Long Daycare opened on 12th July	Overdue
				20/07/2021	
				CCS approval received	
				Recruitment completed. Centre to open on 12th July	
				22/06/2021	



<b>Preschool delivery</b>	Negotiate with key state government entities and community to continue the delivery of this service including aggressive promoting and marketing to increase participation	<ul style="list-style-type: none"> <li>• Preschool is delivered in community with an increase in numbers enrolled and retained</li> </ul>	<i>No value</i>	<p>NECC not accepted as a pilot site for program. No Cape communities were successful.</p> <p>No other changes</p> <p><i>20/07/2021</i></p> <p>Staffing levels acceptable. Staff recently completed Residential training in Cairns</p> <p>Centre working closely with C&amp;K on compliance with site visit completed in last 2 weeks. Report to be actioned in coming weeks</p> <p>NECC identified as Pilot site for 3yr olds (Term 3 and 4, 2021)to commence at centre with new funding allocated to this program and reduce to no or low coast for families. Still awaiting confirmation of outcome for rollout in Term 3, 2021.</p> <p><i>22/06/2021</i></p>	Complete
<b>Fire Safety</b>	To undertake comprehensive and regular assessment of fire safety equipment within Council's assets (excluding Community Buildings) to ensure operational and compliant with industry/statutory standards	<ul style="list-style-type: none"> <li>• 6 &amp; 12 monthly services undertaken and completed</li> <li>• All rectification works carried out for compliance</li> </ul>	20/21 budget allocation	<p>6 monthly visit completed in June. Not all areas covered due to minimal notification period from supplier of visit. Catch up in November and complete self assessment for areas not accessed.</p> <p><i>22/06/2021</i></p> <p>6 monthly site visit scheduled for June 4-11 period.</p> <p><i>23/05/2021</i></p>	Complete

<b>Leased Corporate Buildings Repairs</b>	Undertake repairs to Council's Corporate Buildings to maintain quiet enjoyment/safe standard/fitness for purpose for occupants in accordance with lease/license agreements	<ul style="list-style-type: none"> <li>• Work Requests received</li> <li>• Quotations obtained from Operations Division</li> <li>• Budget reviewed</li> <li>• Works undertaken</li> </ul>	\$90,000 plus allowance for insurance & replacements	<p><b>No change</b></p> <p>20/07/2021</p> <p>Repairs on maintenance on track and actioned as required.</p> <p>22/06/2021</p>	Complete
<b>Corporate Training</b>	Online Training WHS training Corporate Induction Short courses (non accredited)	<ul style="list-style-type: none"> <li>• Source courses</li> <li>• Approval</li> <li>• Courses loaded online</li> <li>• Launch</li> </ul>	\$36,000 plus existing staff costs and incidentals	<p>Requests submitted to Budget for consideration. Awaiting Budget confirmation to complete specialist training</p> <p>20/07/2021</p> <p>Training identified as required and opportunities made available to staff to continue development</p> <p>Training plan and scope being developed to assist with 2021/22 Budget and Council needs. Some Key programs identified include:</p> <ul style="list-style-type: none"> <li>• Traffic Management</li> <li>• Silica dust</li> <li>• Risk Management/Safety Circle</li> <li>• Supervisor training</li> </ul> <p>23/05/2021</p>	Overdue

<b>New Telephone System</b>	Installation of new telephone / communication system	<ul style="list-style-type: none"> <li>Installation of effective communication service meeting needs of all users within Civic Centre</li> </ul>	\$30,000 plus existing staff costs and incidentals	<p>Fibre to building installed successfully</p> <p>NBN backup to be relocated to directly above Council server</p> <p>1 x quote received for new phone system. 2nd quote requested <i>20/07/2021</i></p> <p>Fibre to building works underway.</p> <p>Phone system review completed and submitted for inclusion in 2021/22 Budget <i>22/06/2021</i></p>	Overdue
<b>WHS &amp; HR Systems</b>	Research, Review, recommend and implement effective platform/app that meets the needs of the relevant departments and functions of Council	Effective implementation and use of system	Will be allocated from information systems and document management	<p>Further delay due to Elmo officer having to undertake HR duties due to staff absences and vacant positions. Aiming for roll out Aug 2021 upon recruitment of HR Officer <i>20/07/2021</i></p> <p>WHS component of ELMO system delayed to June 2021 due to staff turnover. This will assist with training and record keeping.</p> <p>WHS Safety Management system being reviewed and new documents for simplification being developed and consulted with staff on effectiveness <i>23/04/2021</i></p>	Overdue

<b>Air-conditioning Servicing</b>	Undertake comprehensive and regular servicing of Air-conditioning units within Council Corporate buildings to ensure operational and compliance with industry/statutory standards	All rectification works carried out for compliance	20/21 budget allocation	<p>Air-conditioning service completed in April 2021</p> <p>Awaiting new Air-conditioner in Project Manager Office from Evercool</p> <p>Airconditioners replaced as required.</p> <p>Ongoing review required for maintenance/servicing and replacement</p> <p>Suggest review of Council office air-conditioning and look at options to change to individual units in each room</p> <p><i>23/05/2021</i></p> <p>Air-conditioning service completed</p> <p>Awaiting new Air-conditioner in Project Manager Office.</p> <p>Airconditioners replaced as required.</p> <p>Ongoing review required for maintenance/servicing and replacement</p> <p><i>23/04/2021</i></p>	Complete
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## OPERATIONS SERVICE DIVISION PLAN

### OPERATION SERVICES DIVISION - OPERATIONAL PLAN ACTIVITIES

Goal	Operational Activities	Success Measures	Budget	Update	Current Com...
<b>Public Health Program</b>	Deliver an Environmental Health Program to the community	<ul style="list-style-type: none"> <li>Program continues to be delivered and in compliance with the program objectives and reporting requirements</li> </ul>	\$167,288	<p>This has moved to Finance and Environment and is on track</p> <p><i>23/07/2021</i></p> <p>An organisation change is being considered to how best deliver these services.</p> <p><i>22/01/2021</i></p>	Complete

<b>Animal Management</b>	Undertake regulatory and advisory inspection programmes to maintain and improve health & environmental standards within the community such as animal control and vector control programmes	<ul style="list-style-type: none"> <li>Enforce Animal Control Local Law once introduced and promote responsible animal ownership</li> </ul>	Existing staff cost	<p>This has moved to Finance and Environment and is on track</p> <p>23/07/2021</p> <p>An organisation change is being considered to have Animal management services delivered and resourced effectively.</p> <p>22/01/2021</p>	Complete
<b>Ranger Program</b>	Promote and supports Indigenous people to combine traditional knowledge with conservation training to protect and manage their land, sea and culture	<ul style="list-style-type: none"> <li>Program continues to be delivered and in compliance with the program objectives and reporting requirements</li> </ul>	\$579,379	<p>This has moved to Finance and Environment and is on track</p> <p>23/07/2021</p> <p>An organisation change is being considered to have Local Laws and the Ranger program services delivered and resourced effectively.</p> <p>22/01/2021</p>	Complete
<b>Local Laws - Implementation</b>	Manage the implementation of the laws to enable their effective enforcement within the community	<ul style="list-style-type: none"> <li>Suitable training and support provided to enable the operation of the local laws to be implemented</li> </ul>	Existing staff cost	<p>This has moved to Finance and is on track</p> <p>23/07/2021</p> <p>See local laws comment above.</p> <p>22/01/2021</p>	Overdue
<b>Budget - Operations</b>	Provide all assistance necessary to enable the 2021/22 budget to be prepared in a comprehensive manner that will provide sufficient information for the future management of the operations under your control.	<ul style="list-style-type: none"> <li>Accurate information is provided on a timely basis to allow the finance department to develop a complete budget for adoption by Council</li> </ul>	Existing Staff Cost	<p>2021/22 budget complete</p> <p>23/07/2021</p> <p>Budget process is underway for next year.</p> <p>10/05/2021</p>	Complete
<b>Procurement and Contracting</b>	A comprehensive review of all procurement processes is required with appropriate procurement arrangements including preferred supplier arrangements, and contracts, to be instituted for purchase of goods and services including the development of appropriate standard contracts for the purchase of goods or services	<ul style="list-style-type: none"> <li>The review and implementation of new procedures completed</li> <li>Standard contracts developed endorsed and implemented</li> </ul>	Existing Staff Cost	<p>We have completed the review of new procedures, we are using the new procedures that are stored on the server. Staff training has been completed with workshops.</p> <p>22/01/2021</p>	Complete

<b>Fleet Management – rationalisation</b>	Review the current plant fleet with a view to retiring and removing all un- roadworthy and redundant vehicles	<ul style="list-style-type: none"> <li>Review completed</li> </ul>	Existing Staff Cost	<p>2 new toyota hiluxs have been ordered</p> <p><i>23/07/2021</i></p> <p>A broad plan has been formulated that will be executed under next years operational plan, subject to budget approvals. Some redundant machinery is included in the current tender package that moves ahead this week, May '21.</p> <p><i>10/05/2021</i></p>	Complete
<b>Fleet and Plant Replacements [Various]</b>	To purchase/lease new fleet and/or plant as necessitated through Asset Management planning	<ul style="list-style-type: none"> <li>Assessment of need</li> <li>Quote</li> <li>Procurement</li> </ul>	\$150,000	<p>Training for new equipment (Sewer Jet) is planned for June '21 that would complete this years program.</p> <p><i>10/05/2021</i></p> <p>Some fleet replacement has occurred Sewer Jetted has been delivered along with a new hydrovac. A Zero turn mower to maintain parks and open spaces. Operator training has been completed for the Hydovac. We are yet to complete training for the Sewer Jet.</p> <p><i>22/01/2021</i></p>	Overdue

<b>BAS Works</b>	BAS managed on a business-like basis generating a return on expenditure	<ul style="list-style-type: none"><li>• BAS work including maintenance, upgrades and construction work are completed at high standards and generates the agreed financial return to council</li><li>• Maintenance</li><li>• Upgrades</li><li>• Construction</li></ul>	\$1.2M, 1.2M, \$2.1M	<p>2019/20 &amp; 2020/21 upgrade programs are behind</p> <p>BAS maintenance works still has about 70 jobs over 60 days</p> <p>new construction has not been completed</p> <p><i>23/07/2021</i></p> <p>A project plan for schedule maintenance is driven through Q-build to quote and receive orders for maintenance or upgrade works. The works coordinator has two supervisor, painters, a boilermaker, five carpenters with 2 apprentices. Other specialist trades are contracted as required. We are currently looking at employing an additional supervisor and two more carpenters to add capacity to the program. We are also investigating changes with the paving crew to improve productivity.</p> <p><i>10/05/2021</i></p>	Overdue
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**QRA Resilience and Risk Reduction Fund 2019-20**

All projects as approved by Council is completed on time and within budget

- Approved works each year is completed on time within approved budgets
- Purchase of Disaster Management equipment

\$162,400

Two portable lighting systems has been purchased and are in transit to site. There are two new variable message signs (VMS) have arrived in Weipa and are due to be on site in the next week. The final task under this program is the fire break grading that required dry weather conditions to undertake, possibility in June.

10/05/2021

A QLD state Government grant has been secured to provide improved communications through 2 x sat phones, UHF handheld radios, 2 x portable lighting plants, 6 x portable 7 kva electric generators. This equipment will improve our ability to respond to emergency events.

22/01/2021

Complete

**Department of Infrastructure, Transport, Regional Development & Communications LRCI program**

All projects as approved by Council is completed on time and within budget

- Approved works each year is completed on time within approved budgets

\$41,000, \$25,000, \$15,455

- The reseal of the tavern carpark is complete on time and within budget.
- Wombat crossing commences immediately and will be completed this financial year
- Wheel stops in the supermarket carpark have been installed on time and in budget.

10/05/2021

- We have awarded the contract to reseal the tavern carpark, works are due to commence mid February (weather permitting).
- Wombat crossing at the PCYC has been awarded, works start due mid-Feb.
- Wheel stops in the supermarket carpark, project to be completed under our own Council internal resources.

22/01/2021

Complete



<b>Parks, gardens and public spaces</b>	Undertake maintenance of community parks and gardens including attending to maintenance matters	<ul style="list-style-type: none"> <li>Annual community parks and gardens program is developed and implemented</li> </ul>	\$304,588	<p>General Maintenance is on Track</p> <p>23/07/2021</p> <p>The annual community parks and gardens program has been developed however is frustrated by poor workplace attendance causing the schedule to fall behind. We respond to the backlog by contacting additional resources to maintain the town amenity.</p> <p>10/05/2021</p>	Complete
<b>Water and Sewerage</b>	Promote sustainable land and water management practices	<ul style="list-style-type: none"> <li>Submit annual report to government agency for the operation and environmental compliance of water and sewerage systems</li> </ul>	Existing staff cost	<p>General Works are on Track</p> <p>23/07/2021</p> <p>Dec 18, The annual DWQMP report has been submitted and accepted by the Department and published on the website. There are no overdue audits.</p> <p>22/01/2021</p>	Complete
<b>Local Laws</b>	Facilitate the process of adopting a suite of Local Laws to enable the Council to manage more effectively activities within the boundaries of the local government area	<ul style="list-style-type: none"> <li>Identification, recruitment of the officers who will be authorised under the local laws</li> <li>Local Laws to be revised where necessary.</li> </ul>	Existing staff cost	<p>See update on Ranger program for proposed organisational initiatives</p> <p>22/01/2021</p>	Overdue

## WORK PROGRAM 2021

Goal	Operational Activities	Success Measures	Budget	Update	Current Com...
<b>Civil maintenance and construction and projects as approved by Council</b>	All civil maintenance and construction and projects as approved by Council is completed on time and within budget	<ul style="list-style-type: none"> <li>Approved works each year will be delivered on time and within approved budgets</li> </ul>	\$3.85M		Overdue
→ Red Beach Road			No value	<p>NDRRA flood damage rectification complete</p> <p>22/01/2021</p>	Complete

→ Twenty mile Outstation Road		No value	Due to late and heavy wet season rains we plan to reschedule this work until later in the year how ere we are aiming for completion this financial year. 10/05/2021  Scheduled, contract is awarded for an April start in dry season. 22/01/2021	Behind
→ Pennefather Road		No value	NDRRA flood damage rectification complete 22/01/2021	Complete
→ Stones crossing access road		No value	NDRRA flood damage rectification complete 22/01/2021	Complete
→ Billys' Lagoon Road		No value	Complete 22/01/2021	Complete
→ Stones crossing road		No value	Completed 22/01/2021	Complete
→ Bouchat Road		No value	NDRRA flood damage rectification complete 22/01/2021	Complete
<b>Department of Housing &amp; Public Works 2019 Interim Capital Works Program</b>	All projects as approved by Council is completed on time and within budget  • Approved works each year is completed on time within approved budgets	\$2.1M		Overdue

→ Construction of two X 2B duplexes at 258 and 259 Kwokkunum Street

\$2.1M

The plans have been amended the construction shall be 2 x duplexes and one three bedroom house. The contract for construction has been awarded and the insurance issue satisfactorily resolved. The build is expected to commence in June ahead of a 20 week completion window.

10/05/2021

Tenders are complete and a successful tenderer has been appointed by Council subject to satisfying QCBC conditions by 29th March 2021. We will seek a construction schedule and advice once the contract is unconditionally awarded.

09/03/2021

Overdue

Works for Queensland Projects

No value

No value

No value

Overdue

→ Farm Development (stage 2)

\$500,000

The Tractor and farm implements have been ordered, the rest of the development is pending management decisions and there is no further action in scope under the 2021 ops plan for works.

10/05/2021

The business case for this development is being reconsidered.

22/01/2021

Complete

→ Workshop Modernisation (State 2)	\$150,000	<p>Works have commenced \$390k is allocated toward electrical upgrade, earth works and slabs around the waste transfer station. Contractor appointed and commencement date is planned for the end of May '21.</p> <p>10/05/2021</p> <p>Works have commenced \$390k is allocated toward electrical upgrade, earth works and slabs around the waste transfer station. Contractor appointed.</p> <p>09/03/2021</p>	Complete
→ Takeaway Refit (stage 2) 0	\$250,000	<p>Project suspended, alternatives are being investigated</p> <p>22/01/2021</p>	Complete
→ Keeping Place	\$110,000	<p>The Project is proceeding and the contractor has been appointed and works have commenced.</p> <p>10/05/2021</p> <p>The Project was initially suspended pending further development of the civic centre however we have commenced work now. \$22k of works under this budget related to internal works within the keeping place facility. We are seeking expressions of interest to contractors.</p> <p>09/03/2021</p>	Complete

→ Upgrade to Aged Care carpark facility	\$125,000	<p>Construction is proceeding to plan and expected to be completed in mid-May. The project implementation has gone very well and the new concrete surface will eliminate the workplace health and safety hazard that existed with the pot hole ridden tarmac surface that was flood prone.</p> <p>10/05/2021</p> <p>Design and pricing in progress, works seeking to commence in March.</p> <p>22/01/2021</p>	Complete
→ Community Footpath and Lighting	\$359,500	<p>95% Complete</p> <p>23/07/2021</p> <p>The 725 meters footpath in community streets is currently underway. The contract included the installation of 14 solar powered streetlights and these are 50% completed.</p> <p>10/05/2021</p>	Overdue
→ Community Playgrounds	\$355,500	<p>95% Complete</p> <p>23/07/2021</p> <p>Contractors appointed to install Shade structures over the splash park and two existing playground improvements and a further proposed shed over a four week construction period. We are seeking to commence work in June '21</p> <p>10/05/2021</p>	Overdue

<p>→ Upgrade to Child and Youth Services Facility</p>	<p>\$400,000</p>	<p>These works have been rescheduled, and now become weekend work so not to disrupt the School. The internal works is well advanced and scheduled to complete in May. Switchboard upgrade and generator will complete ahead of financial year end.</p> <p><i>10/05/2021</i></p> <p>We have received two quotes for internal works and seeking a third quote. Switchboard upgrade and generator is been quoted now. Installation targeted over school holidays in April 2-19.</p> <p><i>09/03/2021</i></p>	<p>Complete</p>
<p>→ Drainage Solutions</p>	<p>\$180,000</p>	<p>The draining program will improve flood resilience and road safety at four interactions. The works schedule is expected to complete mid-June. The Peninsula Development Road access has hindered progress but this is now resolved.</p> <p><i>10/05/2021</i></p> <p>Budget for this development is \$180k, not \$300k. Cascade has been updated. Drainage works are scheduled for an April start.</p> <p><i>09/03/2021</i></p>	<p>Complete</p>

<b>DLGRMA Works</b>  → <b>Water Treatment electrical upgrade</b> → <b>PH plant switchboard and probes</b>  → <b>WTP security and alarm</b>  → <b>Upgrades to Tapping bands, valves and hydrants (ICCIP)</b> → <b>Survey and condition report for existing water reticulation</b>	All projects as approved by Council is completed on time and within budget  • Approved works each year is completed on time within approved budgets	<i>No value</i>	The ICCIP program spans two years and is scheduled for completion in June 2022. There is some delay in the manhole replace project however we're confident we can recover the schedule to return to target. 22/01/2021	Overdue
			Works completed. 22/01/2021	Complete
			Design work is continuing, the project funding is in place until 30 June 2022. 10/05/2021  Design in progress for the sodium hypochlorite plant to replace the dangerous Chlorine gas plant to improve water security. 22/01/2021	On Track
			Alarm works completed 22/01/2021	Complete
			2 year program, has commenced. 22/01/2021	On Track
			Survey works have commenced, contractor booked for site visit in February. 22/01/2021	On Track

→ Survey and condition report for sewerage system	\$85,000	<p>The survey and condition report is on track.</p> <p>10/05/2021</p> <p>Survey works have commenced, contractor booked for site visit in February in conjunction with water survey.</p> <p>22/01/2021</p>	On Track
→ Upgrade to Chemical Storage Facility	\$45,000	<p>Done</p> <p>22/01/2021</p>	Complete
→ Sodium hypochlorite dosing system	\$75,000	<p>This project is being delivered in conjunction with <a href="https://napranum.executestrategy.net/user/goals/95">https://napranum.executestrategy.net/user/goals/95</a>, see that update for details.</p> <p>10/05/2021</p> <p>Design in progress.</p> <p>22/01/2021</p>	Complete
→ Wastewater SCADA and macerator installation PS2	\$100,000	<p>The SCADA installation at pumping station 2 is complete. Macerator is not in scope</p> <p>22/01/2021</p>	Complete
→ Wastewater and Scada	\$100,000		Complete
→ Pump replacements	\$50,000	<p>Completed</p> <p>22/01/2021</p>	Complete
→ Back up Generator PS2	\$150,000	<p>Commissioned.</p> <p>22/01/2021</p>	Complete
→ Solar powered surface aerator paddles	\$225,000	<p>Installed</p> <p>22/01/2021</p>	Complete



<p>→ Solid Waste Facility remediation works</p>	<p>\$450,000</p>	<p>The fencing work is completed. We are continuing to seek a site inspection from Dept. of Environment and Science to guide future options for improvement of the facility.</p> <p><i>10/05/2021</i></p> <p>We are seeking a site visit to decide on an approved appropriate remediation plan. We are awaiting dates of their availability. The fencing work is completed.</p> <p><i>09/03/2021</i></p>	<p>Overdue</p>
<p>→ Survey &amp; Condition Report for Reservoir</p>	<p>\$49,500</p>	<p>The preliminary condition report has been completed including a high level costing estimate for an additional 1.2ML capacity tank. The funding is in place, we are currently developing a specification before headlining to tender mid-April.</p> <p><i>09/03/2021</i></p> <p>Planning underway</p> <p><i>22/01/2021</i></p>	<p>Behind</p>

**NAPRANUM ABORIGINAL SHIRE COUNCIL**  
**Finance Division Report**

**MEETING DATE** 27 July 2021

**REPORT DATE** 22 July 2021

**RECOMMENDATION**

**Recommended Action:** Receive  
Accept  
Item requiring resolution

**Suggested Resolution:**

Receive and accept the Finance Division July Report.

**Discussion**

This information supports your recommendation to Council and the body of your monthly report is typed here.

**REPORT AUTHOR** Enya Lange, Executive Assistant

**POSITION** Executive Assistant

**PROGRAM AREA** Corporate & Communities

**ATTACHMENTS**

June 2021 Council Report for the July meeting, Balance Sheet at 30 June 2021  
Council, Profit & Loss Statement compared to budget to 30 June 2021, NASC by  
division - 30 June 2021, NASC by funding source - 30 June 2021



Napranum Aboriginal Shire Council

# Finance Division

Report to Council – June 2021 for the July Meeting

Paul Martin – Finance Division Manager  
21 July 2021

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## **KEY POINTS OF INTEREST**

### **Resolutions requested**

Finance Division is not seeking to have any resolutions passed at the meeting.

### **Detailed divisional reporting**

The Magiq performance reporting interface is in place and operating reasonably well. The divisional summaries and the capital works updates are enclosed.

## ACTION ITEMS CALENDER

### Status of prior action items from 1 January 2021

DUE DATE	MATTER	STATUS
16 February	Internal audit commencement	Done
22 February	AssetVal on site this week	Done
22 March	External auditors on site this week	Done
30 April	Interim stocktake	Done
10 May	Internal auditors on site	Done
31 May	Position papers and shell accounts to the auditors	Done
30 April	FBT matters up to date	Done
29 June	Audit committee meeting	Done

### Priorities through to 31 December 2021

DUE DATE	MATTER	STATUS
31 July	Valuation work complete	On track
20 August	Accounts to audit	On track
30 Sept	Sign the accounts	On track

## SUMMARY OF KEY FINANCIAL INDICATORS

### Cash at bank

DESCRIPTION & BALANCE AS AT	21 JULY 2021
All bank accounts	7,741,795
Less quarantined funds	2,382,506
Less new builds account	622,751
<b>Equals own funds</b>	<b>\$4,736,538</b>

## Trading results

DESCRIPTION / FOR THE PERIOD FROM 1 JULY 2020 TO	30 JUNE 2021
Operating grants	5,926,244
Capital & special purpose grants	3,480,085
NDRRA funding	4,960,769
QBuild maintenance & upgrades	2,449,212
Rental income	367,597
Interest received	38,907
Other income	506,075
<b>TOTAL INCOME</b>	<b>17,728,889</b>
<b>LESS EXPENDITURE</b>	
Wages & superannuation	4,822,626
Councillor remuneration	326,743
Contractors & consultants	9,948,408
Depreciation	2,895,173
All other costs	3,176,452
Less capitalised costs	4,977,426
<b>TOTAL EXPENDITURE</b>	<b>16,191,976</b>
<b>PROFIT FOR THE PERIOD</b>	<b>1,536,913</b>

## Debtors and creditors

Other than the ongoing battle with some of the older NECC debts, all monies due are coming in on time. All suppliers are paid in accordance with established trading terms and there are no material disputes in place at present.

### Cash flow forecasts

A summary of forecast cash flows for the rest of this month plus the next three months is provided within the table below.

OWN FUNDS AT THE END OF	JULY	AUGUST	SEP	OCT
Opening balance (21 July)	4,736,538	3,329,538	3,071,156	2,391,933
Add deposits	3,000	656,618	490,278	1,898,492
Less wages and super	210,000	420,000	630,000	420,000
Less all other costs	1,200,000	495,000	539,500	555,500
Closing balance	3,329,538	3,071,156	2,391,933	3,314,926

### Taxation & superannuation compliance

As at the date of preparing this report all super, staff tax and GST obligations have been met. The Business Activity Statement that was due on the 21<sup>st</sup> of June was submitted on the 10<sup>th</sup>



## QUARANTINED FUNDS

### Detail relating to quarantined funds

NATURE OF FUNDS QUARANTINED AS AT	21 JULY 2021
Indigenous Councils Critical Infrastructure Program	479,840
Roads to Recovery (Telstra)	41,032
Youth Center Project Management Fee	100,000
Sale of House	49,000
W4Q 19-21	125,000
W4Q COVID Response	219,575
ILGSP (Accounting & Information Systems Upgrade)	153,889
WCCCT – Men's Hub	35,000
WCCCT - Preservation Project	27,273
WCCCT – Ruchook Festival	68,182
WCCCT – Cyclone Shelter	50,000
WCCCT – Tennis Courts	181,818
WCCCT – Ranger Boat Refurbishment	40,909
WCCCT – NAIDOC celebrations	13,636
WCCCT – Portable Shade	2,047
Ely Trust – Ruchook Festival	72,727
Safer Communities – Lighting Upgrades	137,826
DATSIP – Splash Park Shade	87,500
Unspent Home Care Packages	484,749
<b>TOTAL</b> – balance of the QF account exceeds this amount, see below	<b>\$2,382,506</b>

### QF bank balance at 21 July 2021



**Queensland  
Country  
Bank**



ACCOUNTS



TRANSFER/PAY



APPLY



**Quarantined**  
ACC 41823911

**\$2,512,599.47**

Current \$2,512,599.47

## **PROJECT FUNDING**

Summary of capital works enclosed

## **AUDIT UPDATE**

Audit calendar

<b>DUE DATE</b>	<b>MATTER</b>	<b>STATUS</b>
22-26 March	Interim visit	Done
16 April	External audit plan finalised	Done
31 May	Pro-forma accounts due	Done
31 July	Asset work and position papers due	On track
1 July	Stock take at the warehouse and depot	Done
31 July	Audit feedback due	On track
20 August	Statutory accounts due	On track
23 September	Audit due to be finalized	On track
26 October	Adopt the accounts and the annual report	On track

### **Audit committee**

The first meeting has been held and the minutes have been tabled. The second meeting has been held, minutes yet to be distributed

### **Internal audit program**

Addressing stock management and asset valuation – complete

## **DETAILED REPORTS**

### **Cash forecasts**

Within the report

### **Balance sheet**

Enclosed

### **Statement of profit & loss**

Enclosed

### **Divisional Summaries**

Enclosed



# Napranum Aboriginal Shire Council

## Balance Sheet

30 June 2021

<b>CURRENT ASSETS</b>			
Cash at bank			6,873,497
Stock on hand			365,942
Prepaid expenses			3,460
Accrued income			668,668
Trade debtors			334,326
Forty year lease debtor			775,000
<b>TOTAL CURRENT ASSETS</b>			<b>9,020,893</b>
<b>NON CURRENT ASSETS</b>			
Social houses			1,036,380
Council buildings & structures			26,300,506
Road network			13,584,134
Water & sewerage infrastructure			10,270,241
Plant & equipment			867,953
IT & communications			9,841
Leased vehicles			62,087
Work in progress			3,048,966
Forty year lease debtor			23,772,258
<b>TOTAL NON CURRENT ASSETS</b>			<b>78,952,366</b>
<b>TOTAL ASSETS</b>			<b>87,973,259</b>
<b>CURRENT LIABILITIES</b>			
Trade creditors			916,972
Accrued expenses			367,341
Income received in advance			0
Lease liabilities			61,727
Contract liabilities			1,744,820
Payroll provisions			377,685
GST liability			-115,998
<b>CURRENT LIABILITIES</b>			<b>3,352,546</b>
<b>NON CURRENT LIABILITIES</b>			
Payroll provisions			63,782
<b>TOTAL NON CURRENT LIABILITIES</b>			<b>63,782</b>
<b>TOTAL LIABILITIES</b>			<b>3,416,329</b>
<b>NET ASSETS</b>			<b>84,556,930</b>
<b>COMMUNITY EQUITY</b>			
Retained earnings			37,697,794
Current Year Earnings			1,536,913
Asset Revaluation Reserve			45,322,223
<b>TOTAL COMMUNITY EQUITY</b>			<b>84,556,930</b>



**Napranum Aboriginal Shire Council**  
**Profit & Loss Statement**  
 July 2020 To June 2021

**SUMMARY & MAIN POINTS**

The biggest budget variations are due to the timing of projects being completed  
 Variances are expected to level out as the end of the financial year approaches and the projects are completed  
 No remedial budget work required

	ACTUAL	BUDGET	VARIANCE	COMMENTS ON THE VARIANCE
<b>INCOME</b>				
Operating grants	5,926,244	5,539,346	386,898	Over budget due to splash park funding and other minor variances
Capital & special purpose grants	3,480,085	9,402,106	-5,922,021	The under budget figure is due to capital projects being behind schedule
NDRRA funding	4,960,769	3,851,601	1,109,168	Over budget as most of the year's work happened in the first six months
Qbuild maintenance & upgrades	2,449,212	2,400,000	49,212	Maintenance and upgrades now both reasonably on track
Rental income	367,597	367,590	7	Reasonably in line with budget, no further explanation required
Interest received	38,907	75,000	-36,093	Under budget due to interest rate cuts
Other income	506,075	1,016,556	-510,481	Mostly under as project management fees not in the accounts yet
<b>TOTAL INCOME</b>	<b>17,728,889</b>	<b>22,652,199</b>	<b>-4,923,310</b>	
<b>LESS EXPENDITURE</b>				
Wages & superannuation	4,822,626	4,690,735	-131,891	Overbudget due to staff movements and new positions
Councillor remuneration	326,743	332,987	6,244	Reasonably in line with budget, no further explanation required
Contractor & consultants	9,948,408	14,636,369	4,687,961	Under budget due to net timing difference of capital projects and NDRRA works
Depreciation	2,895,173	2,895,173	0	No variance, made to work as depreciation was not in the operating budget
All other costs	3,176,452	2,954,487	-221,965	Over budget due to timing issues
Less capitalised costs	-4,977,426	-4,977,426	0	No variance, made to work as capitalisations was not in the operating budget
<b>TOTAL EXPENDITURE</b>	<b>16,191,976</b>	<b>20,532,325</b>	<b>4,340,349</b>	
<b>PROFIT FOR THE PERIOD</b>	<b>1,536,913</b>	<b>2,119,874</b>	<b>-582,961</b>	



# NASC twelve months to 30 June 2021

All of Council per MYOB

		Revenue	Expenses	Surplus / Deficit	YTD Budget	YTD Variance
		<b>17,729,153</b>	<b>16,194,833</b>	<b>1,534,320</b>	<b>37,261</b>	<b>1,497,059</b>
<b>CEO &amp; Council</b>						
U	Chief Executive	0	366,926	-366,926	-282,379	-84,547
U	Community Safety	50,000	132	49,868	0	49,868
U	Mayor & Councillors	4,829	444,070	-439,241	-421,987	-17,254
U	Whole of Council	3,338,866	603,686	2,735,180	2,253,823	481,357
		<b>3,393,695</b>	<b>1,414,813</b>	<b>1,978,882</b>	<b>1,549,457</b>	<b>429,424</b>
<b>Community</b>						
U	Admin & Management	186	61,692	-61,506	-81,156	19,650
T	ANZAC	11,364	11,274	89	-5,676	5,765
U	COVID	280	45,429	-45,149	0	-45,149
T	DOGIT	14,545	8,920	5,626	-8,513	14,139
U	Funeral Services	4,243	7,272	-3,029	0	-3,029
T	IKC	18,500	68,176	-49,676	-260	-49,416
T	NADS	1,392,196	934,231	457,965	100,515	357,450
T	NAIDOC	18,445	25,199	-6,755	-8,513	1,758
T	NECC	555,308	541,510	13,797	30,613	-16,815
U	Other	61,983	69,940	-7,957	0	-7,957
U	Post Office	15,358	46,054	-30,696	-43,984	13,288
T	Ruchook	44,400	25,573	18,827	-22,702	41,529
T	Seniors	0	525	-525	-10,000	9,475
		<b>2,136,808</b>	<b>1,845,795</b>	<b>291,012</b>	<b>-49,677</b>	<b>340,689</b>
<b>Corporate</b>						
U	Admin & Management	7,514	154,780	-147,267	-121,556	-25,711
U	Cleaning	0	78,872	-78,872	-136,150	57,278
U	Front Office	0	131,776	-131,776	-100,191	-31,585
U	HR & Recruitment	25,000	201,578	-176,578	-171,507	-5,071
U	IT	0	87,600	-87,600	-118,221	30,621
U	Legals	0	14,290	-14,290	-60,000	45,710
U	Other	0	9,882	-9,882	-24,000	14,118
U	Training	19,000	45,370	-26,370	-53,978	27,608
U	WH&S	0	183,990	-183,990	-68,933	-115,057
		<b>51,514</b>	<b>908,138</b>	<b>-856,624</b>	<b>-854,536</b>	<b>-2,089</b>
<b>Environment</b>						
U	Local Laws	0	70,862	-70,862	0	-70,862
T	Public Health	137,016	142,394	-5,378	2,433	-7,811
T	Rangers	631,400	466,187	165,213	34,454	130,759
		<b>768,416</b>	<b>679,443</b>	<b>88,973</b>	<b>36,887</b>	<b>52,086</b>
<b>Finance</b>						
U	Admin & Management	4,589	184,041	-179,453	-261,850	82,397
U	Assurance projects	223,709	70,083	153,626	0	153,626
U	Audit	0	70,986	-70,986	-120,000	49,014
U	Grants	0	72,017	-72,017	-63,432	-8,585
U	Payables	0	92,974	-92,974	-76,190	-16,784
U	Payroll	0	84,697	-84,697	-68,701	-15,996
U	Receivables	0	76,500	-76,500	-76,190	-310
U	Reporting	0	51,170	-51,170	-1,200	-49,970
U	Stores	0	141,009	-141,009	-113,099	-27,910
		<b>228,297</b>	<b>843,477</b>	<b>-615,180</b>	<b>-780,662</b>	<b>165,482</b>
<b>Operations</b>						
U	Admin and Other	12,262	1,511,033	-1,498,771	81,820	-1,580,591
U	Community Hall Upgrade	0	6,600	-6,600	0	-6,600
U	Essential Services	761,613	261,150	500,463	252,116	248,347

T	ICCIP	1,055,515	654,628	400,887	0	400,887
U	Parks & Gardens	0	221,903	-221,903	-301,328	79,424
U	QB Maintenance	1,457,982	1,017,787	440,195	357,196	82,999
U	QB New Builds	632,605	23,339	609,265	0	609,265
U	QB Upgrades	990,519	813,546	176,973	276,447	-99,474
T	REPA 2020	4,960,769	4,983,808	-23,039	0	-23,039
T	ROADS	40,728	46,103	-5,375	-81,145	75,770
U	Security	0	74,096	-74,096	-90,000	15,904
T	Splash Park	350,000	34,566	315,434	0	315,434
U	Sports Oval	0	8,103	-8,103	0	-8,103
U	Sundry	0	816	-816	0	-816
T	W4Q 19-21	655,000	635,808	19,192	0	19,192
T	W4Q COVID	620,000	1,063,668	-443,668	0	-443,668
U	Workshop	0	116,123	-116,123	-387,963	271,840
		11,536,992	11,473,078	63,915	107,143	-43,229

#### Properties

U	Council Properties	6,233	339,104	-332,870	-179,147	-153,723
U	Rentals	367,802	0	367,802	267,742	100,060
U	Staff Housing	5,880	83,577	-77,697	-59,947	-17,750
		379,915	422,681	-42,766	28,647	-71,413

#### Not Assigned in MAGIQ Trees

B	Not Assigned in MAGIQ Trees	-766,484	-1,392,592	626,108	0	626,108
		-766,484	-1,392,592	626,108	0	626,108



# NASC twelve months to 30 June 2021

All of Council per MYOB

		Revenue	Expenses	Surplus / Deficit	YTD Budget	YTD Variance
		17,729,153	16,194,833	1,534,320	37,261	1,497,059
<b><u>TIED FUNDING</u></b>						
T	ANZAC	11,364	11,274	89	-5,676	5,765
T	DOGIT	14,545	8,920	5,626	-8,513	14,139
T	IKC	18,500	68,176	-49,676	-260	-49,416
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T	Ruhook	44,400	25,573	18,827	-22,702	41,529
T	Seniors	0	525	-525	-10,000	9,475
T	Public Health	137,016	142,394	-5,378	2,433	-7,811
T	Rangers	631,400	466,187	165,213	34,454	130,759
T	ICCIIP	1,055,515	654,628	400,887	0	400,887
T	REPA 2020	4,960,769	4,983,808	-23,039	0	-23,039
T	ROADS	40,728	46,103	-5,375	-81,145	75,770
T	Splash Park	350,000	34,566	315,434	0	315,434
T	W4Q 19-21	655,000	635,808	19,192	0	19,192
T	W4Q COVID	620,000	1,063,668	-443,668	0	-443,668
		<b>10,505,185</b>	<b>9,642,570</b>	<b>862,614</b>	<b>31,205</b>	<b>831,409</b>
<b><u>UNTIED FUNDING</u></b>						
U	Chief Executive	0	366,926	-366,926	-282,379	-84,547
U	Community Safety	50,000	132	49,868	0	49,868
U	Mayor & Councillors	4,829	444,070	-439,241	-421,987	-17,254
U	Whole of Council	3,338,866	603,686	2,735,180	2,253,823	481,357
U	Admin & Management	186	61,692	-61,506	-81,156	19,650
U	COVID	280	45,429	-45,149	0	-45,149
U	Funeral Services	4,243	7,272	-3,029	0	-3,029
U	Other	61,983	69,940	-7,957	0	-7,957
U	Post Office	15,358	46,054	-30,696	-43,984	13,288
U	Admin & Management	7,514	154,780	-147,267	-121,556	-25,711
U	Cleaning	0	78,872	-78,872	-136,150	57,278
U	Front Office	0	131,776	-131,776	-100,191	-31,585
U	HR & Recruitment	25,000	201,578	-176,578	-171,507	-5,071
U	IT	0	87,600	-87,600	-118,221	30,621
U	Legals	0	14,290	-14,290	-60,000	45,710
U	Other	0	9,882	-9,882	-24,000	14,118
U	Training	19,000	45,370	-26,370	-53,978	27,608
U	WH&S	0	183,990	-183,990	-68,933	-115,057
U	Local Laws	0	70,862	-70,862	0	-70,862
U	Admin & Management	4,589	184,041	-179,453	-261,850	82,397
U	Assurance projects	223,709	70,083	153,626	0	153,626
U	Audit	0	70,986	-70,986	-120,000	49,014
U	Grants	0	72,017	-72,017	-63,432	-8,585
U	Payables	0	92,974	-92,974	-76,190	-16,784
U	Payroll	0	84,697	-84,697	-68,701	-15,996
U	Receivables	0	76,500	-76,500	-76,190	-310
U	Reporting	0	51,170	-51,170	-1,200	-49,970
U	Stores	0	141,009	-141,009	-113,099	-27,910
U	Admin and Other	12,262	1,511,033	-1,498,771	81,820	-1,580,591
U	Community Hall Upgrade	0	6,600	-6,600	0	-6,600
U	Essential Services	761,613	261,150	500,463	252,116	248,347
U	Parks & Gardens	0	221,903	-221,903	-301,328	79,424
U	QB Maintenance	1,457,982	1,017,787	440,195	357,196	82,999
U	QB New Builds	632,605	23,339	609,265	0	609,265
U	QB Upgrades	990,519	813,546	176,973	276,447	-99,474
U	Security	0	74,096	-74,096	-90,000	15,904
U	Sports Oval	0	8,103	-8,103	0	-8,103

U	Sundry	0	816	-816	0	-816
U	Workshop	0	116,123	-116,123	-387,963	271,840
U	Council Properties	6,233	339,104	-332,870	-179,147	-153,723
U	Rentals	367,802	0	367,802	267,742	100,060
U	Staff Housing	5,880	83,577	-77,697	-59,947	-17,750
		<b>7,990,453</b>	<b>7,944,855</b>	<b>45,598</b>	<b>6,056</b>	<b>39,542</b>
B	Not Assigned in MAGIQ Trees	-766,484	-1,392,592	626,108	0	626,108
		<b>-766,484</b>	<b>-1,392,592</b>	<b>626,108</b>	<b>0</b>	<b>626,108</b>



**NAPRANUM ABORIGINAL SHIRE COUNCIL**  
**Purchase from Rob Roy**

**MEETING DATE** 27 July 2021

**REPORT DATE** 26 July 2021

**RECOMMENDATION**

**Recommended Action:** Item requiring resolution

**Suggested Resolution:**

Endorse the purchase Order to Rob Roy dated 31 May, 2021 which was approved by the CEO due to time constraints and deadline of 30 June, 2021.

**Discussion**

Sealing of the Works Compound was part of the Works 4 Queensland 2019-2021 for Workshop Upgrade.

Divisional Manager for Operations was only able to get one Quote due to the one provided located in Weipa. Rob Roy is on the Council Preferred Supplier arrangement to 30 June, 2021. The total costs of the works including GST is \$243,042.80.

The variation for this project from Department of Local Government was only approved in April, 2021.

On the 31 May, 2021 the Operations Divisional Manager prepared a purchase order for \$243,042.80 was provided to the CEO for Signature. The CEO checked that Rob Roy was on the Preferred Supplier Arrangement but overlooked that her delegation to sign off on purchase order was only \$200,000. This was only picked up by a Governance Check done by the CEO when she realised that any contracts over \$200,000 must be approved and also be put on the Council website.

**REPORT AUTHOR** Janelle Menzies, Chief Executive Officer

**POSITION** Chief Executive Officer

**PROGRAM AREA** Office of CEO

**ATTACHMENTS**

Late Item - Rob Roy PO



# Napranum Aboriginal Shire Council

A.B.N: 43 593 215 992

Office: 320 Wa-Tyne Street,  
Napranum  
Postal: PO Box 538, Weipa QLD 4874

Tel #: 07 4090 5600 Fax #: 07 4069 9490

## Purchase Order


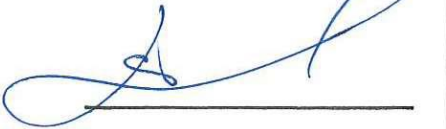
Purchase #: 00005232

Date: 31/05/2021

Page: Page 1 of 1

**Rob Roy Earthmoving Pty Ltd**  
**PO Box 511**  
**admin@robroyearthmoving.com.au**  
**WEIPA QLD 4874**  
**Fax #: 07 4069 9666**

Shipping Napranum Aboriginal Shire Council  
Attention Stephen Turner  
Napranum Aboriginal Shire Council

DESCRIPTION	COUNCIL USE	TOTAL	TAX
JOB ADDRESS: WORKSHOP JOB# A-*624		\$0.00	GST
		\$0.00	GST
PREPARATION, EARTHWORKS & PREP & APPLICATION OF 2 X COAT SEAL TO MECHANICAL WORKSHOP & DEPOT YARD	A-645	\$243,042.80	GST
 	<u>COUNCIL OFFICE USE</u>		
	REQ# 26754 ACC # 6-2045	Total Exc	\$220,948.00
	A-645; Rob Roy Earthmoving Pty Ltd	GST	\$22,094.80
		Total Inc	\$243,042.80
		Applied	\$0.00
SUPPLIER A.B.N 62 097 348 959	TAX GST	RATE 10%	GST \$22,094.80
SALE AMOUNT \$220,948.00			
	<b>Balance</b>		<b>\$243,042.80</b>


**Please Quote Purchase Order Number on Tax Invoices.**

**Please Email Tax Invoices To [payables.finance@napranum.qld.gov.au](mailto:payables.finance@napranum.qld.gov.au)**





ABN: 43 593 215 992

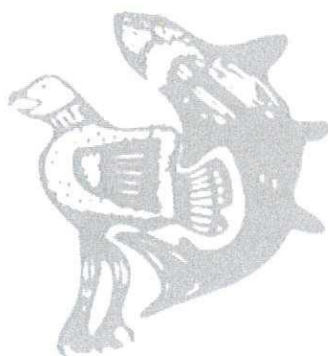
Requested by: \_\_\_\_\_ Approved by:  DATE: 31/5/21



# ANALYSIS OF QUOTES FOR GOODS AND SERVICES WORTH OVER \$5,000

ABN 43 593 215 992

<b>Description of goods/services</b> Preparation, Earthworks and two coat bitumen seal to the Council workshop and depot <b>Job No: A -624</b>			
<b>Requisition No.</b>	<b>26754</b>	<b>Date:31/06/2021</b>	
	<b>Quote 1</b>	<b>Quote 2</b>	<b>Quote 3</b>
<b>Supplier:</b>	Rob Roy Earthmoving	Carpentaria Contracting	Bama Civil
<b>Amount (ex GST)</b>	220,948.0	Declined	Declined
<b>Selected Supplier</b>	Rob Roy Earthmoving		
<b>Comments/ Reasons for selection</b> Sole available contractor			
<b>Prepared by</b>	Steve Turner	<b>Signature:</b> 	<b>Date:</b> 31/0/2021
<b>Authorised by</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>



## Stephen Turner - Napranum Aboriginal Shire Council

---

**From:** Rob Roy Earthmoving <admin@robroyearthmoving.com.au>  
**Sent:** Monday, 31 May 2021 10:37 AM  
**To:** Stephen Turner - Napranum Aboriginal Shire Council  
**Subject:** RE: Quote for additional work

Hi Steve,

As per your request, please find following our combined pricing for the earthworks, preparation and application of 2 coat bitumen seal to both the mechanical workshop and depot yards as discussed with you and your representatives during our walk around both sites.

Total price - \$220,948.00 +GST

This price does not include the proposed external drain to run outside the eastern fence line

Once again thanks for the opportunity to quote these works

Regards,

Brooke  
Administration Assistant  
Rob Roy Earthmoving Pty Ltd  
PO Box 511, Weipa QLD 4874  
Ph. 4069 9309  
Fax. 4069 9666  
E: admin@robroyearthmoving.com.au



**From:** Rob Roy Earthmoving  
**Sent:** Monday, 24 May 2021 9:34 AM  
**To:** stephen.turner@napranum.qld.gov.au  
**Subject:** Quote for additional work

Hi Steve,

Please find additional pricing for extra works as requested for council general works and workshop yards:

- To remove existing garden and concrete path and apply 2 coat bitumen seal in conjunction with yard seal program. Our additional pricing is \$5,316.00+ GST making a total for this section of \$116,936.00+ GST
- To include the secure vehicle storage area in the workshop yard seal program. Preparation includes removal of 2 internal fences, earthworks preparation including poisoning weeds in and around the storage area. Council to undertake removal and re-instatement of eastern end fence of this area. Our additional pricing is \$12,380+ GST, making a total of \$104,012+ GST for the workshop yard.
- For the construction of shallow drainage invert for the full length of the council yard along the eastern fence line which would include a concrete ramp over the drain on the entrance road as well our price includes the

length of the drain to be sprayed with a coat of bitumen prime to aid in long term preservation of drain. Our price for this is \$36,010+ GST

Thanks once again for this opportunity to quote

Regards,

Brooke  
Administration Assistant  
Rob Roy Earthmoving Pty Ltd  
PO Box 511, Weipa QLD 4874  
Ph. 4069 9309  
Fax. 4069 9666  
E: [admin@robroyearthmoving.com.au](mailto:admin@robroyearthmoving.com.au)



## Stephen Turner - Napranum Aboriginal Shire Council

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**From:** Paul Luke - Napranum Aboriginal Shire Council  
**Sent:** Tuesday, 15 September 2020 8:04 AM  
**To:** Stephen Turner - Napranum Aboriginal Shire Council  
**Subject:** FW: Yard seal.

fyi

**From:** Scott Campbell <project2@carpentariacontracting.com>  
**Sent:** Tuesday, 15 September 2020 7:40 AM  
**To:** Paul Luke - Napranum Aboriginal Shire Council <Paul.Luke@napranum.qld.gov.au>  
**Subject:** Yard seal.

Hi Luke,

Thank you for the opportunity to quote for the yard seal at your compound. Unfortunately at this time we are unable to assist with you with this project. Please consider Carpentaria Contracting for any future work and hopefully we will be able to help.

Regards

**Scott Campbell**

Project

**Carpentaria Contracting**

**P** +61 7 4030 9999

**M** +61 428 518 992

[www.carpentariacontracting.com](http://www.carpentariacontracting.com)



WEIPA | CAIRNS | CAPE YORK | TORRES STRAIT | GULF OF CARPENTARIA



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[www.avast.com](http://www.avast.com)



## Stephen Turner - Napranum Aboriginal Shire Council

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**From:** Trev Walker <feaspm@gmail.com>  
**Sent:** Tuesday, 15 September 2020 11:20 AM  
**To:** Stephen Turner - Napranum Aboriginal Shire Council  
**Subject:** Re: Proposed Seal works Council Yard

Steve,

Thanks mate, the weather pattern is a little worrying at the moment, I'm thinking we may get an early wet. That's why I'm not over committing.

Trevor Walker (BAMA Civil)  
(EMS, OHS, Dip. Surv. Eng. Advanced Dip. Project Management)  
[email:feaspm@gmail.com](mailto:feaspm@gmail.com)  
mob work: +61448 111 175  
Sat Ph: +61 405 644 669

On 15 Sep 2020, at 11:07 am, Stephen Turner - Napranum Aboriginal Shire Council  
<[Stephen.Turner@napranum.qld.gov.au](mailto:Stephen.Turner@napranum.qld.gov.au)> wrote:

Thanks Trevor,  
Unfortunate but I understand.  
If there is any opportunity in the future, I will let you know  
Regards  
Steve

**From:** Trev Walker <[feaspm@gmail.com](mailto:feaspm@gmail.com)>  
**Sent:** Tuesday, 15 September 2020 10:59 AM  
**To:** Stephen Turner - Napranum Aboriginal Shire Council <[Stephen.Turner@napranum.qld.gov.au](mailto:Stephen.Turner@napranum.qld.gov.au)>  
**Cc:** Craig Gordon <[cgordon@bama.net.au](mailto:cgordon@bama.net.au)>  
**Subject:** Proposed Seal works Council Yard

Stephen,

BAMA Civil were invited by CARPS to price the said works, however due to ongoing commitments with NASC and Aurukun Solid Waste Management works as well as some extra work that has been added to our contract at LRASC, we find that we will be unable to undertake any additional work this dry season.

But if you find that you can get another contractor to prep the works you may be able to talk to PNQ regarding your yard sealing job.

We have bitumen commencing about the 22/9/20 on Stones Crossing Access Road Betterment - to complete the sealing on approximately 7/10/20.

BAMA Civil would be happy to assist with any future works.



Trevor Walker (BAMA Civil)  
(EMS, OHS, Dip. Surv. Eng. Advanced Dip. Project Management)  
[email:feaspm@gmail.com](mailto:feaspm@gmail.com)  
mob work: +61448 111 175  
Sat Ph: +61 405 644 669

## Paul Martin - Napranum Aboriginal Shire Council

---

**From:** Janelle Menzies - CEO - Napranum Aboriginal Shire Council  
**Sent:** Tuesday, 1 June 2021 5:40 PM  
**To:** Paul Martin - Napranum Aboriginal Shire Council  
**Subject:** Re: Orders enclosed >

Hi

Approved for Stephen frost to sign except Rob Roy for wuam steet i want drainage addressed and I am sure LRCI 2 Doesn't have to be done by 30 June

Thanks

Janelle

Sent from my iPhone

> On 1 Jun 2021, at 5:05 pm, Paul Martin - Napranum Aboriginal Shire Council  
<financemanager@napranum.qld.gov.au> wrote:

>  
>  
>

> -----Original Message-----

> From: Reception - Napranum Aboriginal Shire Council <Reception@napranum.qld.gov.au>

> Sent: Tuesday, 1 June 2021 4:37 PM

> To: Paul Martin - Napranum Aboriginal Shire Council <financemanager@napranum.qld.gov.au>

> Subject: Scanned image from Sharp MX5070V

>

> Reply to: Reception <reception@napranum.qld.gov.au> Device Name: Sharp MX5070V Device Model: MX-5070V

> Location: Napranum Council

>

> File Format: PDF (Medium)

> Resolution: 200dpi x 200dpi

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> Attached file is scanned image in PDF format.

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**NAPRANUM ABORIGINAL SHIRE COUNCIL**  
**Housing Allocations**

**MEETING DATE** 27 July 2021

**REPORT DATE** 27 July 2021

**RECOMMENDATION**

**Recommended Action:** Item requiring resolution

**Suggested Resolution:**

**Discussion**

Last week Council met with the Madua Family representing part of the Alngith Traditional Owners.

In report titled Napranum National Aboriginal Health Strategy Works Scope Report - Housing 30 September, 1999. It identifies 12 Properites to be building and allocated to the Alngith Traditional Owners.

4 Tavern  
5 Tavern  
42 Bung  
54 Prenum  
102 Peppan  
103 Peppan  
104 Peppan  
49 Bung  
48 Bung  
35 Preng-lm  
Wa-Tyne Street

Housing were advised in 2008 that the following houses were to be allocated to Alngith Traditional Owners

4 Tavern  
5 Tavern  
54 Prenum  
94 Kwokkunum  
101 Peppan  
102 Peppan  
104 Peppan  
184 Wa-Tyne  
189 Lee Ding

At the meeting the Madua family wanted the original houses that were missing from the list included as well as 1487 & 407 Wa Tyne Street

**REPORT AUTHOR** Janelle Menzies, Chief Executive Officer

Please note – all reports will be reviewed by the CEO prior to the meeting and if required editing may occur.

<b>POSITION</b>	Chief Executive Officer
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<b>PROGRAM AREA</b>	Office of CEO
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<b>ATTACHMENTS</b>	None
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