

AGENDA

Tuesday 27th October 2020

Umagico

**P O Box 200
Bamaga Qld 4876**

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Northern Peninsula Area Regional Council

NPARC ORDINARY MEETING AGENDA

Time: 9:00am

Date: Tuesday 27th October 2020

Venue : **Umagico Conference Room**

Mayor & Councillor

Mayor Patricia Yusia

Cr Gina Nona

Cr Robert Tamwoy

Cr Kitty Gebadi

Cr Eric Cottis

Cr Francis Elu

Mayor

Division 1

Division 2

Deputy Mayor/ Division 3

Division 4

Division 5

Other Attendees

Interim CEO

D/CEO

Executive Manager of Operations

A/Executive Manager of Corporate

Executive Manager of Finance

Executive Assistant

Ms Renee Williams

Mr Danny Sebasio

Mr Keith Yorkston

Mr Ross Higgins

Mr Gavin Amarasiri

Ms Lanitta Jawai

9:00 am	1. Opening Prayer 2. Welcome and Declare Meeting Open – Mayor Yusia 3. Acknowledgement of Traditional Land Owners 4. Apologies 5. Declaration of Conflicts of Interest 6. Confirmation of Minutes of Council Ordinary Meeting Tuesday 15th September 2020 & Special Meeting Friday 2nd October 2020 7. Business Arising from Minutes of Council Ordinary Meeting Tuesday 15th September 2020 & Special Meeting Friday 2nd October 2020
10:00 am	8. Biosecurity Queensland – Presentation – Prevention & Control Program
10:30 am	9. Mayor Report 9.0 Progress Report
11:00 am	10. CEO Report 10.0 Alignment of Planning Scheme 10.1 Job Guarantee Policy 10.2 Christmas/New Year's Shutdown 10.3 Confidential ALT Compensation Proposals
11:30 am	11. Executive Manager of Community Services Report 11.0 Information Report 11.1 Community Services Department MOU between NPARC and NPAFACS
12:00 pm	12. Executive Manager of Finance Services Report 12.0 Progress Report 12.1 Audit Reports – Financial Year 2019 - 2020
12:30 pm	LUNCH
1:30 pm	13. Executive Manager of Corporate Services Report 13.0 Information Report 13.1 New Legislative Requirements post 12 October 2020 13.2 13.2 Road Dedication – Patterson Hill Road 13.3 2019 – 2020 Annual Report Discussion
2:00 pm	14. Executive Manager of Operations Services Report 14.0 Operation Update Report (1) Roads (2) Environmental Health (Operations) (3) Water Supply (4) Airport (5) Workshop (6) BAS Building and maintenance (7) NPARC Projects (8) Community Works (9) Building Works (Excludes BAS)
3:00 pm	15. Barbara Schmidt -
3:30pm	16. Other Business Closing Prayer -



6. Confirmation of Minutes Tuesday 15th September 2020 & Special Meeting Friday 2nd October 2020

Northern Peninsula Area Regional Council

NPARC ORDINARY MEETING

Time: 9:42am

Date: **Tuesday 15th September 2020**

Venue : Injinoo Conference Room

Mayor & Councillor

Mayor Patricia Yusia

Cr Gina Nona

Cr Robert Tamwoy

Cr Kitty Gebadi

Cr Eric Cottis

Cr Francis Elu

Mayor

Division 1

Division 2

Deputy Mayor/ Division 3

Division 4

Division 5

Other Attendees

Interim CEO

D/CEO

Executive Manager of Operations

A/Executive Manager of Corporate

Executive Manager of Finance

Executive Assistant

Ms Renee Williams

Mr Danny Sebasio

Mr Keith Yorkston

Mr Brian Wetzel

Mr Gavin Amarasiri

Ms Lanitta Jawai

9:42 am 1. Opening Prayer - Cr Tamwoy

Resolution:

That Councillor Nona be accepted on the phone until lunch.

Moved: Cr Gebadi

Second: Cr Cottis

Vote: 5/0

Resolution: 1.0 - 18092020

2. Welcome and Declare Meeting Open – Mayor

3. Acknowledgement of Traditional Land Owners

4. Apologies -

5. Declaration of Conflicts of Interest

6. Confirmation of Minutes of Council Ordinary Meeting Tuesday 18th August 2020

Resolution

The Council notes and confirms the minutes of Council Ordinary Meeting Tuesday 18th August 2020

Moved: Cr Tamwoy

Second: Cr Elu

Vote: 5/0

Resolution: 6.0 – 18092020

7. Business Arising from Minutes of Council Ordinary Meeting Tuesday 18th August 2020

8. Mayor Report

a. Progress Report

This report represents progress report by the Mayor.

Recommendation:

That the Council notes the Mayors monthly Report for September 2020

Moved: Cr Gebadi

Second: Cr Elu

Vote: 5/0

Resolution: 8.0 – 18092020

9. CEO Report

a. Progress Report

- Building and Construction Manager Report – Robert James

- Work Health and Safety Manager Report – Jaenelle Wetzel

This report presents a progress report by the Interim Chief Executive Officer.

Resolution:

That Council resolves;
to accept the updated NPA Local Disaster Management Plan updated on 29th July 2020

Moved:

Second:
Vote: 5/0
Resolution: 9.0 – 18092020

Confidential In Committee- 11:26am

In pursuant to Section 275 (a) of the Local Government, Regulation 2012, the Council move into closed session to discuss the appointment, dismissal or discipline of employees.

Moved: Cr Tamwoy
Second: Cr Gebadi
Vote: 5/0
Resolution: 9.1 - 18092020

Out of Committee –

Moved:
Second:
Vote: 5/0
Resolution: 9.2 – 18092020

Confidential – CEO Recruitment and other staffing matters.

Resolution:
Council; resolves to select recruitment agency PEEK for the recruitment for the Chief Executive Officer.
Moved:
Second:
Vote: 5/0
Resolution: 9.0 – 18092020

Recommendation:
That the Council notes the Chief Executive Officers monthly Report for September 2020
Moved:
Second:
Vote: 5/0
Resolution: 9.0 – 18092020

10. Executive Manager of Community Services Report

a. Progress Report

This report is basically a brief progress on all the current operations under NPARC Community Services Department, with its aim and purpose of effective communication in updating Council of each department's current activities and service provision.

- (1) Age Care – CHSP & HCP
- (2) Events

- (3) Sport and Rec
- (4) Arts & Culture
- (5) RIBS (Remote Indigenous Broadcasting Services)
- (6) Swimming Pool
- (7) Hunter's Gym
- (8) IKC's (Indigenous Knowledge Centres)
- (9) Funeral

Recommendation:

That the Council notes the Executive Manager of Community Services monthly Report for September 2020

Moved: Cr Tamwoy

Second: Cr Elu

Vote: 5/0

Resolution: 10.0 – 18092020

11. Executive Manager of Finance Services Report

- a. Progress Report

This is the Council Financial Report for the month of August 2020.

The following financial information is provided for the period 1 August to 31 August 2020:

- (a) Revenue and Expenditure **Summary**
- (b) Breakdown of Income and Expenses
- (c) Cash Position Summary
- (d) Balance Sheet
- (e) Income Statement
- (f) Graphs
- (g) Debtors
- (h) Creditors
- (i) Related Parties

Recommendation:

That the Council notes the Executive Manager of Finance Report for August 2020

Moved: Cr Cottis

Second: Cr Elu

Vote: 5/0

Resolution: 11.0 – 18092020

12. Executive Manager of Operations Services Report

- a. Operation Update Report
 - (1) Roads
 - (2) Environmental Health (Operations)
 - (3) Water Supply

- (4) Airport
- (5) Workshop
- (6) BAS Building and maintenance
- (7) NPARC Projects
- (8) Community Works
- (9) Building Works (Excludes BAS)

Confidential In Committee- 4:17pm

In pursuant to Section 275 (a) of the Local Government, Regulation 2012, the Council move into closed session to discuss the appointment, dismissal or discipline of employees.

Moved: Cr Tamwoy

Second: Cr Elu

Vote: 5/0

Resolution: 12.0 - 18092020

Out of Committee – 4:31pm

Moved: Cr Tamwoy

Second: Cr Elu

Vote: 5/0

Resolution: 12.0 – 18092020

Recommendation:

Council approve the additional supplier, Noel Pai T/A Lockhart Landscaping Services to be placed on the NPARC 2019-02-02 Register of prequalified Suppliers, with an end date of 30 April 2021

Moved: Cr Cottis

Second: Cr Gebadi

Vote: 5/0

Resolution: 12.1 – 18092020

Recommendation:

That the Council:

Amend the 2020/21 Capital Budget for supply and delivery of suitable tractor for \$90,000.

Moved: Cr Elu

Second: Cr Tamwoy

Vote: 5/0

Resolution: 12.2 – 18092020

Recommendation:

That the Council notes the Executive Manager of Operations monthly Report for September 2020

Moved: Cr Tamwoy

Second: Cr Gebadi

Vote: 5/0

Resolution: 12.0 – 18092020

13. Executive Manager of Corporate Services Report

13.0 Progress Report

This progressive monthly report contains an overview of the various components, which make up the Corporate Services area of Council.

Notable activities, progress since the previous meeting and information on issues or developments in the Corporate Services area.

- (1) Property and Leasing
- (2) NPARC Apudthama Ranger Operations
- (3) Injinoo Cement Batch Plant
- (4) Administration
- (5) Local Post Office
- (6) Umagico Supermarket
- (7) Jardine River Ferry Operations
- (8) Stores
- (9) Injinoo Service Station
- (10) Records System Management
- (11) Communication and Media
- (12) Courier Service
- (13) Tourism

Recommendation:

That Council does not accept the A/ Executive Manager of Corporate Services report as it is the same report from last month.

Moved: Cr Gebadi

Second: Cr Elu

Vote: 5/0

Resolution: 13.0 – 18092020

4:00pm

14. Other Business

Resolution:

Trustee Meeting and Council Ordinary meeting dates for October 2020 are to be amended to Monday 26th October 2020 for the Trustees and Tuesday 27th of October 2020 for the Council Ordinary Meeting.

Moved: Cr Tamwoy

Second: Cr Gebadi

Vote: 4/0

Resolution: 14.0– 18092020

Resolution:

That Council refer the matter of tree and solar light in Injinoo to the CEO to look into.

Moved: Cr Elu

Second: Cr Tamwoy

Vote: 4/0

Resolution: 14.0 – 18092020

14.1 Letter from Bamaga Dreamtime Pty LTD

Resolution:

That Council resolves to write to CEQ, to delay the process of vacating the property whilst a new location is secured for the tenant.

Moved: Cr Tamwoy

Second: Cr Gebadi

Vote: 4/0

Resolution: 14.1 – 18092020

Closing Prayer - Cr Tamwoy

Meeting Closed - 05:27pm

Resolution:

That Council notes and confirms the minutes of Ordinary Meeting Tuesday 18th September 2020.

Moved:

Second:

Vote:

Resolution:



Northern Peninsula Area Regional Council

NOTICE AND AGENDA OF NPARC SPECIAL MEETING

Time: 9:00 am

Date: **Friday 2nd October 2020**

Venue: Bamaga Conference Room

Mayor & Councillor

Mayor Patricia Yusia

Cr Gina Nona

Cr Kitty Gebadi

Cr Eric Cottis

Cr Francis Elu

Mayor

Division 1

Deputy Mayor/ Division 3

Division 4

Other Attendees

Interim CEO

A/Executive Manager of Corporate

Executive Assistant

Ms Renee Williams

Mr Ross Higgins

Ms Lanitta Jawai

1. **Opening Prayer** - Cr Gebadi
2. **Welcome and Declare Meeting Open** – Mayor Yusia
3. **Acknowledgement of Traditional Land Owners**
4. **Apologies**
 - Cr Tamwoy – Attending Tombstone Unveiling
 - Cr Cottis – Dentist Appointment
 - Cr Elu – Returning from Weipa
5. **Declaration of Conflicts of Interest** - NIL
6. **Items to Discuss**
 - 6.1 Home Ownership House Purchase Prices
 - 6.2 Licence Variation Bamaga Tavern
 - 6.3 Confidential Matter
 - Request by Bamaga Enterprise Ltd to sublease Snack Bar

ITEM 6.1**Special Council Meeting – Friday 2 October 2020**

PREPARED BY: Ross Higgins
Acting Executive Manager, Corporate Services

SUBJECT: Home Ownership House Purchase Prices

SUPPORTING DOCUMENTS: Home Ownership Information Pack

EXECUTIVE SUMMARY

The Queensland Government through the Department of Housing and Public Works is introducing a new home ownership option in remote discrete communities. There is an opportunity for Council to review the proposed sale prices as set by the Queensland Government for social housing dwellings in Bamaga, Injinoo, New Mapoon, Seisia and Umagico. The agreed pricing methodology will be used for sales under 99-year home ownership leases, and freeholding provisions if/when introduced.

RECOMMENDATION**Resolution:**

That Council (as Trustee) resolves to:

1. Propose alternative sale prices for each category of dwellings as below:

House Type	New Condition	Good Condition	Fair Condition
2 bed detached house	65,000	50,000	35,000
3 bed detached house	75,000	60,000	45,000
4 bed detached house	90,000	75,000	60,000
5 bed detached house	100,000	85,000	67,500
6 bed detached house	110,000	90,000	75,000

2. Authorise the Chief Executive Officer to write to the Director General of the Department of Housing and Public Works to seek approval for the proposed alternative sale prices for social housing dwellings in Bamaga, Injinoo, New Mapoon, Seisia and Umagico

Move: Cr Gebadi

Second: Cr Nona

Vote: 3/3

Resolution: 6.1 - 02102020

BACKGROUND**INFORMATION**

The Department of Housing and Public Works is introducing a new home ownership option in remote discrete communities which Aboriginal or Torres Strait Islander people can achieve, by applying to the trustee to purchase their home under a 99-year home ownership lease or apply to purchase a vacant block and build their own home.

For this to occur in NPA, a sale price will need to be agreed between the Department of Housing and NPARC as trustee. The sale prices included in this document was given as a recommendation from the former Minister for Housing & Public Works however it is up for negotiation.

The table below is provided for consideration, and is based on an existing pricing schedule agreed for similar communities.

House Type	New Condition	Good Condition	Fair Condition
2 bed detached house	\$130,000	\$100,000	\$70,000
3 bed detached house	\$150,000	\$120,000	\$90,000
4 bed detached house	\$180,000	\$150,000	\$120,000
5 bed detached house	\$200,000	\$170,000	\$135,000
6 bed detached house	\$220,000	\$190,000	\$150,000

LINK TO CORPORATE PLAN

Theme 6 – Land and Housing

“Negotiate a Community Indigenous Land Use Agreement (ILUA) to enable residential leases, commercial leases and home ownership”

LEGAL IMPLICATIONS

Proposed purchasers will have to ensure that any legal requirements are met as part of the purchase arrangements however these will be part of the process for people to follow.

POLICY IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

FINANCE AND RESOURCE IMPLICATIONS

Limited implications for Council. Funds received from the sale of houses must be used in accordance with the agreement

PREPARED BY: Ross Higgins
Acting Executive Manager, Corporate Services

SUBJECT: Application for Permanent Variation of Licence Condition – Bamaga Tavern

EXECUTIVE SUMMARY

An application has been made by Bamaga Enterprises Limited for a permanent variation of the licence conditions at the Bamaga Tavern. The Office of Liquor and Gaming Regulation has written to Council requesting comment on the application.

RECOMMENDATION

That Council resolve to, authorise the CEO to write OLGR to seek an extension for Councils response to coincide with the finalisation of the community safety plan which is due second week of November 2020

Move: Cr Gebadi
Second: Cr Nona
Vote: 3/3
Resolution: 6.2 - 02102020

BACKGROUND INFORMATION

Bamaga Enterprises Limited (BEL) has written to the Office of Liquor and Gaming Regulation seeking to remove a licence condition LL231 from their liquor licence which states “The sale or supply of liquor or non-alcoholic drinks in a glass container is prohibited”.

Reasons for this application provided by BEL are included in the attached letter.

The Executive Director of OLGR is now seeking comment from the Northern Peninsula Area Regional Council on the application in terms of the following:

“An application for a permanent variation of their licence conditions, specifically the removal of condition LL231 (The sale or supply of liquor or non-alcoholic drinks in a glass container is prohibited) within your area of authority has been received at this office. Details of the application are as follows:

Applicant: Bamaga Enterprises Limited
Name of Premises: BAMAGA TAVERN
Type of licence: Commercial Hotel Licence

This email is to inform you of the above and give you the opportunity to comment on the application.

A copy of the applicant’s cover letter has been included for your information.

If you do not support the application, your comments or objection should include full particulars of:

- the grounds upon which the objection is made; and*
- the facts, evidence or reasons upon which it is based.*

It is important to note that less weight will be given to statements that merely indicate that your organization does not support, or objects to the application.

In the interests of natural justice, any comment or objection you provide may be referred to the applicant who would be afforded the opportunity to make a formal submission to the decision maker.

In considering your comments, including the likelihood of adverse health, public safety and amenity issues, the Commissioner for Liquor and Gaming may also impose additional licence conditions to mitigate any risk posed by the application.

The Commissioner's decision may be subject to review by the independent Queensland Civil and Administrative Tribunal. Substantiating any comments or objections as requested will ensure the Commissioner's decision is appropriately evidence-based and more capable of withstanding scrutiny in any subsequent review."

RISK IMPLICATIONS

Council is only being asked to comment on the application with a final decision being made by the OLGR. Any comment from Council would need to consider the implications of what the community might think of the proposed change.

FINANCE AND RESOURCE IMPLICATIONS

Nil from a Council perspective.

POLICY IMPLICATIONS

Nil from a Council perspective

Bamaga Enterprises Ltd

P.O. Box 82 Bamaga Qld 4876

Tel: (07) 40693533 Fax (07) 40830015

17/9/2020

Liquor Licensing Officer
Office of Liquor and Gaming Regulation Locked
Bag 180
City East QLD 4002

To whom it may concern,

Re: Application for a permanent variation of license - Bamaga Tavern - Liquor License #81388

Bamaga Enterprises operates the Bamaga Tavern, located at Lot 182 Adidi Street, Bamaga QLD 4876. Attached is an application for a Permanent Variation of License in relation to no alcoholic or non-alcoholic beverages being allowed to be sold in a glass container.

Specifically, we are seeking a permanent variation to license condition LL231 which states:

'The sale or supply of liquor or non-alcoholic drinks in a glass container is prohibited'

We request that this condition be removed.

The application seeks to bring the Bamaga Tavern's license requirements into line with those of Thursday Island and nearly all other general licenses in Queensland by removing this restriction.

The reasons that we are requesting this condition be varied are:

1. Bamaga Tavern has a very low incidence rate, even on disco nights and during major events
2. There is no ban on glass containers in the NPA or Torres Strait Islands.

Example 1- Thursday Island bottle shops are able to sell alcohol in glass bottles which is regularly being brought across into the NPA.

Example 2 - With Council's recent approved permit, there has been a large Online ordering of alcohol in glass bottles coming through the Post Office.

3. A recent Tavern bistro renovation and revamping of the bistro menu and kitchen, is all contributing to an improved service that is of benefit to all residents of the NPA. We feel that allowing glass in the Tavern will contribute to our improved image and enhance our customers' overall experience.
4. These days, the preferred beer is in glass stubbies
5. The prohibition of selling alcohol in glass in the NPA encourages slygrogging

Examples of our alcohol harm minimization measures include:

- CCTV cameras installed throughout the venue and beer garden (inside and out)
- Trained security on duty for all functions that exceeds SO patrons, with regular patrols conducted in and around the premise.
- All staff trained in Responsible Service of Alcohol and Management trained and licensed with a Responsible Venue Manager License.

Bamaga Tavern also actively promotes and participates in the containers for change program, committed to recycling all glass bottles, plastic bottles and aluminium cans into IOOOL pods kept on site that gets recycled bi-monthly.

We would like to request that the following sections;

Section 10 of Application - Acoustic Report

Section 11 of Application - Community Impact Statement (CIS) Section 13 of Application - Advertising

Be waived for the following reasons:

1. The application does not involve a significant change to the licensed premises, or the nature or extent of the business carried on from the premises.
2. There is no effect or impact on the community
3. The remote location of the premises and the lack of resources required to carry out both the Acoustic Report and Community Impact Statement (CIS)

Your positive consideration of this application would be greatly appreciated.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Christopher J Foard', with a stylized flourish at the end.

Christopher J Foard
General Manager Bamaga
Enterprises Ltd

ITEM 6.3 CONFIDENTIAL MATTER
REQUEST BY BAMAGA ENTERPRISES LTD TO SUBLEASE SNACK BAR

IN COMMITTEE: 10:44am

This Report is CONFIDENTIAL in accordance with s275(1)(h) of the *Local Government Regulation 2012* which permits the meeting to be closed to the public for business relating to the following:
“(h) Other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.”

Move: Cr Gebadi
Second: Cr Nona
Vote: 3/3

OUT OF COMMITTEE: 10:52am

Move: Cr Gebadi
Second: Cr Nona
Vote: 3/3

EXECUTIVE SUMMARY

To support local business, Bamaga Dreamtime to have the alternative business premises due to having to vacate existing shop whilst waiting to finalise arrangements for a permanent site to construct new premises.

Resolution:

1. That Council receives this report and gives in principle to a proposed sublease of the old snack bar premises from BEL to Bamaga Dreamtime Pty Ltd subject to the following conditions:
 - the sublease term to be 24 months
 - the permitted use under the lease from Council to BEL to be varied to allow for the 24 months sublease
 - Any necessary repairs or building compliance requirements to be at the cost of BEL
 - BEL to pay Council’s approval and legal costs and
2. Authorises the Chief Executive Officer and/or Mayor to sign the sublease documentation as necessary

Move: Cr Gebadi
Second: Cr Nona
Vote: 3/3
Resolution: 6.3 - 02102020

Closing Prayer: Cr Gebadi
Meeting Closed: 11:02am

Resolution:

That Council notes and confirms the minutes of Ordinary Meeting Tuesday 18th September 2020.

Moved:

Second:

Vote:

Resolution:

7. Business Arising from Minutes of Ordinary Council Meeting, Tuesday 15th September 2020 & Special Meeting Friday 2nd October

8. Delegation from Michael Zitha - Biosecurity Queensland – Senior Project Officer - Presentation-

- **Prevention and Control Program**

Recommendation:

That Council approve and accept Presentation from Barabra Schmidt and Associates.

Move:

Second:

Vote:

Resolution:



NORTHERN PENINSULA AREA REGIONAL COUNCIL

Council Ordinary Meeting

27 October 2020

COUNCIL REPORT

Mayors Report

Agenda Item	9.0
Subject	Northern Peninsula Area Regional Council Planning Scheme 2018 – Alignment Amendment
Classification	For Decision
Author	Patricia Yusia
Authoriser	
File Number	
Attachments	Verbal Report



NORTHERN PENINSULA AREA REGIONAL COUNCIL

Council Ordinary Meeting

27 October 2020

COUNCIL REPORT

Interim Chief Executive Officer

Agenda Item	10.0
Subject	Northern Peninsula Area Regional Council Planning Scheme 2018 – Alignment Amendment
Classification	For Decision
Author	Renee Williams
Authoriser	
File Number	
Attachments	

PURPOSE OF REPORT

To inform Council in regards to the status of the *Northern Peninsula Area Regional Council (NPARC) Planning Scheme 2018* which was developed and approved under the *Sustainable Planning Act (SPA)* and the alignment amendment process to align the *NPARC Planning Scheme 2018* with the terminology of the *Planning Act 2016* and making the codes of the *NPARC Planning Scheme 2018* more robust for the purposes of development assessment under the new decision rules

OFFICERS RECOMMENDATION

That council:

- decides to make an alignment amendment to the Northern Peninsula Area Regional Council Planning Scheme under the Alignment Amendment Rules made by the Planning Minister under section 293 of the *Planning Act 2016* for the purpose of aligning the terminology of the planning scheme with the *Planning Act 2016* and making codes more robust for the purposes of development assessment under the new decision rules.
- note the steps and actions in relation to an alignment amendment process.

SUPPORTING INFORMATION

Background Detail

On 3 July 2016, the new *Planning Act 2016* (the Act) commenced. This replaced the *Sustainable Planning Act 2009* (SPA).

The Planning Act supports a new development assessment system and introduces new concepts and terminology. As *NPARC Planning Scheme 2018* is a *Sustainable Planning Act (SPA)* compliant scheme, the scheme contains concepts and terminology that are not consistent with the new legislation.

Along with new concepts and terminology, there are also new decision rules for code assessment that require decisions to be made by the assessment manager solely on the basis of the content of the planning scheme codes ('assessment benchmarks'). This differs from the current rules in SPA which allow for a broader range of considerations. This means that assessment criteria and benchmarks need to be adjusted and, in some instances, made more robust to ensure that there are no unintended development outcomes where codes are not sufficiently robust.

Whilst the new Act contains provisions for the legal transition of instruments and terminology and thus establishes interim arrangements for dealing with development assessed against a planning scheme that is based on superseded legislation, it is beneficial that local governments amend their local planning instrument (the planning scheme) to ensure a seamless interpretation of the new terminology and keep their schemes up to date to more easily incorporate future amendments.

The Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) is able to assist the council to undertake revisions to the Planning Scheme. All steps will be facilitated by the DSDMIP, with council input where required.

It is important to note that this Alignment Amendment is a special type of planning scheme amendment with reduced steps as it only incorporates non-substantial changes. Other changes that the council may be considering that are normally subject to administrative, major or minor planning scheme amendment processes are unable to be incorporated into the proposed Alignment Amendment. The scope of the changes proposed under this Alignment Amendment includes the following:

- improving and clarifying assessment benchmarks, notably codes to ensure they are sufficiently robust to permit assessment as required by the decision rules for code assessment under the new Act;
- reformatting and revising the structure of the planning scheme to improve its clarity and operation, including removing redundant terms and redundant planning scheme requirements;
- replacing terminology or language from repealed legislation (SPA), including changing the names of categories of development or categories of assessment;
- changes of form not involving substantial changes in substance.

The Alignment Amendment does not include:

- a change to a matter of state interest;
- a substantial change to a policy position as currently expressed in the scheme;
- a substantial change to a category of development or category of assessment for a particular use or activity;

- a change, other than a change that is minor or inconsequential, to a person's or entity's development rights;
- changes that result in widespread public interest or multiple public submissions.

Process for Alignment Amendment

This Alignment Amendment is required to follow a process outlined in the Alignment Amendment rules, as outlined in s293 of the new Act.

The process will include the following steps:

- the council resolution to decide to make the proposed amendment (see below);
- the alignment amendment process whereby the DSDMIP undertake relevant administrative changes to the current *NPARC Planning Scheme 2018* to align the Planning Scheme with the *Planning Act 2016*;
- upon completion of the alignment amendment of the *NPARC Planning Scheme 2018* Council will be required to Adopt the Alignment Amendment version of the *NPARC Planning Scheme 2018* nominating the date upon which the amendment will commence.;
- DSDMIP publishing a public notice about the alignment amendment in the local newspaper, the Queensland Government Gazette and council website (draft attached);
- The final step is for Council to provide a copy of the public notice, Gazettal Notice and a copy of the alignment amended planning scheme to the chief executive of DSDMIP.

Critical Dates

The Planning Act 2016 contains provisions for the legal transition of instruments and terminology and thus establishes interim arrangements for dealing with development assessed against a planning scheme that is based on superseded legislation, it is beneficial that local governments amend their local planning instrument (the planning scheme) to ensure compliance with the current legislation as soon as possible.

Previous Considerations

nil

Legal and Legislation Considerations

No legal implications are expected by this proposed Alignment Amendment

Policy Considerations

Council Policies are not affected by this proposed Alignment Amendment

Financial and Resource Considerations

DSDMIP will assist to arrange for the required alignment amendment and public notices and facilitate the provision of the required documentation to the chief executive of DSDMIP.



NORTHERN PENINSULA AREA REGIONAL COUNCIL

Council Ordinary Meeting

27 October 2020

COUNCIL REPORT

Interim Chief Executive Officer

Agenda Item	10.1
Subject	Job Guarantee Policy
Classification	For Decision
Author	Renee Williams
Authoriser	
File Number	
Attachments	Power Point Presentation by CYP.

PURPOSE OF REPORT

To provide information to Council on a proposal by Cape York Partnerships where there is an opportunity to advocate for a regional Job Guarantee for Cape York.

OFFICERS RECOMMENDATION

That council is supportive/not supportive of TCICA working with Cape York Partnerships to advocate for the Job Guarantee Policy to be implemented.

SUPPORTING INFORMATION

Background Detail

At the TCICA meeting held in Cairns on 6 October 2020, Cape York Partnership provided a presentation to members based around a Job Guarantee Policy that could provide a path to real opportunity in place of welfare.

A copy of the Power Point presentation attached.

The Mayor should be able to talk to this matter as she was in attendance at the meeting.

Critical Dates

Nil

Previous Considerations

nil

Legal and Legislation Considerations

nil

Policy Considerations

This is suggestion in the presentation that Councils will be involved in the process by allocating workers to jobs.

Financial and Resource Considerations

Nil



NORTHERN PENINSULA AREA REGIONAL COUNCIL

Council Ordinary Meeting

27 October 2020

COUNCIL REPORT

Interim Chief Executive Officer

Agenda Item	10.2
Subject	Christmas/New Year Shutdown
Classification	For Decision
Author	Ross Higgins
Authoriser	Renee Williams
File Number	
Attachments	.

PURPOSE OF REPORT

To seek endorsement of 2020/2021 Christmas / New Year shutdown period for Council workers.

OFFICERS RECOMMENDATION

That council endorses the Christmas / New Year 2020 – 2021 Council shut down period to commence from midday Thursday 24 December with workers returning to work on Monday 4 January 2021

SUPPORTING INFORMATION

Background Detail

Each year, Council usually discuss the days where there will be a full Council shutdown over the Christmas / New Year period, with the exception of essential services.

Generally it is midday closure on Xmas eve and return to work on the first business following New Year's day.

This year, Christmas Day is a Friday, Boxing day the Saturday, which means Monday 28th, would be public holiday. New Year's day is the Friday, there it is proposed that NPARC would be closed from midday Thursday 24 Dec (staff would take compulsory leave for the remainder of the normal business days, 3 in total this year), until the return to business on Monday 4 January.

Discussions will be held with all Council Departments to ascertain those essential service workers and commercial enterprises that need to continue to operate during this period. Once established, this information will be circulated within the NPA to ensure residents and other businesses are aware of the closures and who to contact in an emergency situation.

Critical Dates

Nil

Previous Considerations

This process is practiced each year and has been in place previously

Legal and Legislation Considerations

This Christmas / New Year closure is covered in the NPARC Certified Agreement stating that employees shall be absent on Annual Leave, RDO's, TOIL or Leave without pay with the approval of the CEO

Policy Considerations

nil

Financial and Resource Considerations

Nil



NORTHERN PENINSULA AREA REGIONAL COUNCIL

Council Ordinary Meeting

27 October 2020

COUNCIL REPORT

Interim Chief Executive Officer

Agenda Item	10.3
Subject	Confidential ALT Compensation Proposals
Classification	For Decision
Author	Renee Williams
Authoriser	
File Number	
Attachments	

Confidential In Committee-

In pursuant to Section 275 () of the Local Government, Regulation 2012, the Council move into closed session to discuss the ALT Compensation Proposals

Moved:

Second:

Vote:

Resolution:

Out of Committee –

Moved:

Second:

Vote:

Resolution:

Resolution:

Moved:

Second:

Vote:

Resolution:



NORTHERN PENINSULA AREA REGIONAL COUNCIL

Ordinary Council Meeting

27 October 2020

COUNCIL REPORT

EXECUTIVE MANAGER COMMUNITY SERVICES

Agenda Item	11.0
Subject	Information Report – Community Services Department
Classification	For Noting
Author	Executive Manager Community Services
Authoriser	
File Number	
Attachments	nil

PURPOSE OF REPORT

To provide Council with a summary of operations within the Community Services Department

OFFICERS RECOMMENDATION

That Council notes the Community Services Report for October 2020

Move:

Second:

Vote:

Resolution:

SUPPORTING INFORMATION

The following is an up-date on the operations of the individual sections within the Community Service Department of Council.

GENERAL

This report is basically a brief progress report on all the current operations under NPARC Community Services Department, with its aim and purpose of effective communication in updating Council of each department's current activities and service provision.

1. Commonwealth Health Support Program & HCP - Compliance Report –Attachment A

2. Events

- **Dance Rites** - Karen Hanna Miller & Nancy Bamaga Managing Director/Executive Producer visited Npa on 17- 21 October. NPARC Arts and Events Coordinator have been working with Dance Rites and Bamaga Production team in coordinating local dance team in preparation and participating in the cultural event.

3. Sport & Rec

- **ICARP** – Physical Activity Plan (PAP) to be developed in collaboration with Community members, stakeholders and stakeholders. PAP will need to reflect Community need for period 1st Oct to 30th June 2021. Staff(s) are working on this

Basketball Association:

Community engagement with basketballers Kerry Williams and Nate Jawai was postponed due to sorry business. The Committee is planning to have Kerry and Nate up in mid-November for the basketball Grand Final.

Holiday Program:

- The Holiday Program went really well practicing the ease of COVID-19 restriction. Council engaged casual staff Stanley Elu and Louisa Panuel and bus driver Jardine Kiwat to assist with the program.
- Catering was done by NPAWS Josie Nona and Aaron Bani who played a major role to assist food for the 2 weeks. Food prepped by our community service staff at New Mapoon Office. Appreciation certificate will be prepared and mailed to Npaws, Seisia Fishing Club and others.

Netball & AFL Program:

- Geva Mentor is looking at visiting NPA again on November 14th to do an afternoon program in the community. Geva will also bring up another AFL footy star to have a program done as well
- Venue to utilise will be Bamaga outdoor courts and Bamaga oval, and local participation of various age groups will be encouraged to attend.

4. Arts & Culture

- NPARC Arts and Events Coordinator have been working with Dance Rites and Bamaga Production team in coordinating local dance team in participating in cultural event.
- Karen Hanna Miller & Nancy Bamaga Managing Director/Executive Producer visited Npa on 17- 21 October.
- Due to COVID-19 Restrictions the event was confined to a small event which basically involved the dance teams and singers, with film crew, and Nparc staffs.

The Dancers that have competed were:

Naygayiw Gigi Dance Troupe (Nai-gai-eew Ghee-ghee)
Injinoo Storm Thathilgau Minarr (Fathers Design Knowledge)
Injinoo Dance Troupe
Wabuan Gedth (Male)
Guba Marki
New Mapoon Dance Group

As plans changed Dancers had to choose their own venue along with decorating it, and some also used natural sites of significance which was a one of the values.

5. Ribs (Remote Indigenous Broadcasting Services)

NPARC Radio Station 91.9FM - Broadcasting daily 10:04am – 12 midday

Promotion & Community Awareness.

- NPA Family & Community Services Interview for promoting community awareness on Men's Health week around Prostate Cancer and Men's Wellbeing Week Screening.

Interviewed and Aired:

- Former Commissioner of the NT Royal Commission into Child Protection and Youth Detention and now First Nations Advisor to Minister of Housing (Mick de Brenni) Mick Gooda re his visit to NPA re Housing.
- NAQS Community Liaison Officer re Biosecurity Information on Ehrlichiosis in Dogs
- NPA State College - College 1st Culture Day 2020.
- Tangaroa Blue Foundation Project Officer Mathilde Gordon re Five Beach Loop Clean up

Local Community News and Community Service Announcements and Weather (BOM)
Community Projects and Job Spots.

6. Swimming Pool

- Nparc Swimming Pool is now registered as member of Royal Lifeguard, Guidelines for Safe Pool Operations. There has been another recent change with all the public pool, and council now need to get a "Supervision Plan" so that we are in compliance with the GSPO (Guidelines for Safe Pool Operations).
- Pool Closure for Maintenance – Sand Filters
- Ongoing monitoring of Pool water quality

7. Hunter's Gym & Fitness Centre

Position for the Gym Assistant has been advertised and had received one applicant

8. IKC's (Indigenous Knowledge Centres)

- IKC refurbishment update - work completed and future work to be undertaken
Floor plan has been completed and Staffs are working with Josh Kitchens, SLQ
- Nparc have received \$150,000 from State Library Qld for the refurbishment - \$30k per IKC's (including Injinoo IKC).
- IKC's Annual Obligations Report for 2019–20 has been completed. The Annual Obligations Report is an annual report submitted by Council to the Library Board of Queensland recounting how Council has met its obligations during the relevant financial year as outlined in the Service Level Agreement and is planning for future library service development.

IKC Number of Visits to the IKC's -

Seisia IKC	93 Visits
------------	-----------

New Mapoon 131 Visits
Bamaga IKC 206 Visits
Umagico IKC – staff is on leave.

9. Funeral / Cemeteries -

- Council Assistance – Letter from Family of Late Theresa Warusam

Critical Dates

Not applicable for this report

Previous Considerations

Council may be previously aware of some of the issues that have been raised in this report however it is hoped that this and future reports will provide particular issues from the previous month only.

Legal and Legislation Considerations

Not applicable for this report

Policy Considerations

Not applicable for this report. It is the expectation that all operations and activities are in accordance with Council policies.

Corporate and Operational Plan Considerations

NPARC Operational Plan 2020/2021 are applicable.

Financial and Resource Considerations

Nothing specific other than the information provided.

Consultation

This report is prepared from information supplied from the Manager, Coordinators and Staff members of each individual section

Attachment A

MONTHLY COMPLIANCE REPORT

REPORT TO	Northern Peninsula Area Regional Council
REPORT DATE	14.09.2020 to 14.10.2020
REPORT FROM	Coordinator NPACOP

AGED CARE SERVICE DELIVERY

Summary of Community Clients status over the past month

Reporting item	Number	Comment
Community Clients	24	19 CHSP and 2 HCP to be confirmed
New clients	3	Client Intake forms have been completed for 1 client, 3 clients awaiting to complete Intake form.
Enquires	1	The enquire was for Palliative Care client who is not current approved for aged care services. The renal nurse was contacted and advised to refer the client to My Aged Care for urgent approval.
Waiting list	5	NPACOP is funded for 12 clients for meals, currently 4 extra meals are being provided so all up 16 meals go out every day for lunch, and extra 5 are still on the waiting list.

Aged care legislative compliance status report

Compliance requirement	Current	Overdue	Action taken
Charter of aged care rights explained	22	3	Currently working through intake process. Meeting setup for 16 th October to complete intake forms including Charter of Rights.
Signed current care plans	21	0	Except the 4 new referrals.
Completed Advanced Health Directives	0		More support is needed to develop strategies to manage this. Will seek advice from elders and support from GPs.

Aged care activity reporting

Agency	Report submitted in the past month	Date due	Date Submitted
Queensland Community Support Scheme (QCSS)	Quarter 1 Financial & Performance Report	28 th October 2020	

STAFF MANAGEMENT

Staff activity over the past month

Staff	Current staff establishment	Number of resignations	Number of new staff
Total staff	11		1 x staff have been interviewed and was

			successful. New staff is waiting for Police Check before commencing job.
Carers			

HR Management

Reporting item	Completed	Overdue	Action required
Police checks	3	8	Most staff needs to update their personal ID's.
Drivers licence	10	1	Waiting to apply for "P" Licences
Orientation			
Performance review		11	Waiting for HR to update on who is due for 3/6 months review.
Annual Fluvax	11		All staff has received their fluvax

Status of Mandatory training

Mandatory training	Current	Overdue	Action Required
Fire Safety		12	Coordinator will contact WH&S officer before setting a date
First Aid	11		Completed through NPARC on September.
Manual Handling		12	Follow up with Melanie to engage with hospital RN for short training.
Infection control		12	Follow up with Melanie if she is able to assess each staff.
Elder Abuse		12	Get information to give to staff during staff meetings.
Food Safety		2	Enrol current cooks for training. Engage with TAFE QLD.
Open disclosure			

Training attended over the last month

- All 11 NPACOP staff completed their First Aid Training in September
- Training needs yet to be reviewed by consultant (Melanie).
- Coordinator will get in contact DP Training in regards to Cert 4 in Mental Health, Cert 4 in Disability & Cert 4 in Ageing Support
- Coordinator will get in contact with QLD TAFE to follow up on the continuation of Cert 3 in Individual Support in Aged Care or where the exiting staff have left off.

QUALITY IMPROVEMENT

Progress against quality improvement plan

- Coordinator & Admin/Case Worker are and continuously working together with consultant (Barbara) to update and review areas for quality and continuous improvement.

Feedback/complaints management

Complaints	Total No	Investigation completed with 5 days				% of investigations completed
		Employee	Service	Facilities	Other	
Number of Complaints in the reporting period	0	✓				

Key issues and action taken:

Incident/near miss management

Incidents	Total No	Type of Investigation completed with 5 days				% of investigations completed
		Employee	Equipment	Facility	Medication	
Number of Incidents in the reporting period	0					

Key Issues & action taken



NORTHERN PENINSULA AREA REGIONAL COUNCIL

Ordinary Council Meeting

27 October 2020

COUNCIL REPORT

Executive Manager Community Services Report

Agenda Item	11.1
Subject	Report – Community Services Departments
Classification	For Decision/ For Approval
Author	Executive Manager Community Services
Authoriser	
File Number	
Attachments	NIL

PURPOSE OF REPORT

The Northern Peninsula Area Community Options Program (NPACOP) delivers aged care services to approved frail aged care clients through the Commonwealth Home Support Program and the Home Care Program. Many elderly clients who are accessing the NPAFACS primary health care services are also using the aged care service.

The Torres and Cape Hospital and Health Service and the Northern Peninsula Area Family & Community Services (NPAFACS) both provide primary health care services to the community including elderly people.

Therefore, it is important that there is a good working relationship between these services to help the frail aged to maintain their independence and to remain in the community as their care needs increase.

The purpose of the memorandum of understanding (MoU) is to ensure that there is effective coordination of services for frail aged people in the community who are accessing the NPAFACS primary health care clinic and a client of NPACOP.

The MoU will be in place commencing 1st July 2020 to 30th June 2023.

OFFICERS RECOMMENDATION

That Council approves the MOU (Memorandum of Understanding) between NPA Community Options Program and NPA FACS, Commencing 01-07-20 to 30-06-23

Move:

Second:

Vote: Resolution:

SUPPORTING INFORMATION

GENERAL

- Review of the Memorandum of Understanding between NPACOP and NPAFACS which did expire on 30th June 2020.

SUPPORTING INFORMATION

Background Detail

Review of MOU

Critical Dates

Not Applicable

Previous Considerations

Not Applicable

Legal and Legislation Considerations

Not applicable

Policy Considerations

Age Care Act

Community Care Standard

Client Intake & Planning Policy

Corporate and Operational Plan Considerations

Age Care & Disability Service Delivery

Financial and Resource Considerations

Consultation:

Nparc

NPAF&CS

MEMORANDUM OF UNDERSTANDING

BETWEEN

NORTHERN PENINSULA AREA REGIONAL COUNCIL
COMMUNITY OPTIONS PROGRAM (AGED CARE)

AND

NPA FAMILY AND COMMUNITY SERVICES Aboriginal and
Torres Strait Islander Corporation

Table of Contents

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1. PARTIES

Northern Peninsula Area Community Options Program, Northern Peninsula Area Regional Council

and

Northern Peninsula Area Family and Community Services

2. CONTEXT AND PURPOSE

The Torres and Cape Hospital and Health Service and the Northern Peninsula Area Family and Community Services (NPAFACS) both provide primary health care services to the community including elderly people.

The Northern Peninsula Area Community Options Program (NPACOP) delivers aged care services to approved frail aged care clients through the Commonwealth Home Support Program and the Home Care Program. Many elderly clients who are accessing the NPAFACS primary health care services are also using the aged care service. Therefore, it is important that there is a good working relationship between the services to help the frail aged to maintain their independence and to remain in the community as their care needs increase.

All frail aged people must be referred to, and approved as eligible by the Regional Assessment Service before the NPACOP can deliver aged care services to the client. Aged care services delivered by the NPACOP include:

- Meals
- Personal Care e.g. showering and dressing
- Domestic assistance e.g. cleaning and laundry.
- Assistance with health care and medication reminders
- Assistance to access equipment e.g. wheelchairs, walking sticks and other support
- Social support and activities
- Transport
- Home modifications

NPACOP is required to develop an aged care plan for every client and review the plan each year to ensure the client is receiving the support they need to maximise their independence and prevent admission to hospital. Information is required from the health service providers about the aged care client's health conditions to inform the development of the aged care plan.

3. AIM

The aim of the memorandum of understanding (MoU) is to ensure that there is effective coordination of services for frail aged people in the community who are accessing the NPAFACS primary health care clinic and a client of NPACOP. This will be achieved by:

1. Working together to ensure that aged care clients receive culturally appropriate care.
2. Reducing risk to aged care clients and services by monitoring clients care needs and implementing preventive and/or risk management measures, especially for those clients with chronic and complex care needs.
3. Sharing client information where consent is in place to support effective aged care client assessment, care planning and care management.
4. Improving awareness of each service role expectations and limitation for providing aged care.
5. Implementing collaborative orientation processes where appropriate.

AND THAT THE FOLLOWING principles are upheld:

6. Clear and consistent communication supported by agreed interagency protocols; and
7. Mutual courtesy and professional conduct.

4. OBJECTIVE AND OUTCOMES

- 4.1 ***Timely and appropriate access to medical services*** for clients of the Aged Care.
- 4.2 ***Timely and appropriate access to medical summaries*** for clients of the aged care service as part of the assessment and review processes.
- 4.3 Identification of key health issues, which may assist in ***informing clients care planning and care delivery*** as a client of either service.
- 4.4 ***Reduce risk for clients'*** through identification of health issues and/or medication needs which can then be managed through an appropriate care plan with (other) primary health care or specialist support(s) linked in as required.
- 4.5 ***Reduce risk and improve cultural safety for staff clients and their carers,*** by assisting in providing information and support for appropriate client care, working collaboratively and sensitively to ensure client rights, client safety and dignity are upheld.
- 4.6 ***Improved understanding of each services roles, responsibilities, functions and limitations*** in providing care to the elderly and disabled within the community of the Northern Peninsula Area, thereby enhancing service function and delivery.

5. PERIOD OF AGREEMENT

This MoU shall be from July 1, 2020 to June 30, 2023. Review of this MoU will be conducted in 12 months unless and earlier review and/or amendment are required at a time before this date.

6. ROLES AND RESPONSIBILITIES

Issues/action	NPAFACS Health Service	NPA Community Options Aged Care Program
Over 55 health check	<ul style="list-style-type: none"> Recall all NPARC community options project aged care clients for an annual over 55 health check. Complete an over 55 health check on new clients who move into the NPA to help inform the aged care management plan developed by the NPA Community Options Project. Visit the NPA Community Options facility every quarter to provide health awareness and health education 	<ul style="list-style-type: none"> Provide a current list of aged care clients to the PHC clinic. Assist NPA Community Options Project clients to attend the NPA Aged care facility in Mapoon or the NPAFACS clinic in Injinoo for their over 55 health check. Notify the clinic when there is a new client who needs an adult health check.
Aged Care plan	<ul style="list-style-type: none"> Provide a medical summary for each shared client to the Coordinator (with client consent) Communicate any special areas of need to the Coordinator. Maintain a copy of the plan on clinic file for reference. 	<ul style="list-style-type: none"> Maintain confidentiality of medical summaries in client files. Develop the Care Plan for each client receiving services. Provide a copy of the aged care plan to the clinic Monitor effectiveness/ compliance of the care plan.
Chronic disease care	<ul style="list-style-type: none"> Develop and review chronic disease care plans (including medication) for any clients with a chronic condition. Recall clients for regular chronic disease checks. Deliver a vaccination clinic for elderly clients Establish referral pathways for clients 	<ul style="list-style-type: none"> Take clients to their specialist appointments in Bamaga or to connect to the ferry or plane. Transport clients to the clinic Coordinate a vaccination clinic at New Mapoon NPACOP facility

Issues/action	NPAFACS Health Service	NPA Community Options Aged Care Program
	<ul style="list-style-type: none"> • Make arrangements for referral to locally based visiting services or patient transfer to specialist in Bamaga, Thursday Island or Cairns. • Communicate arrangements for access to specialist services to the Aged Care Coordinator. 	
Primary Health Care	<ul style="list-style-type: none"> • See aged care clients in their home if they are unable to travel to the clinic. • Provide advice to the Aged Care Coordinator on an as needs basis. • Delivery of health education and health awareness to elderly clients and their families. • Document in a clients' progress notes the outcome of any assessment and treatment following consultations. 	<ul style="list-style-type: none"> • Notify the NPAFACS clinic if they have any concerns about the health of clients • Transport the clients to the clinic when required.
	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Contribute information to inform the development of the palliative care plan developed by the Palliative care team • • File Advance Care Plans once developed.
Medication	<ul style="list-style-type: none"> • Provide a current medication list to NPA Community Options Project for inclusion in their client folder, update as necessary. • Referral for Home Medicine Review. (HMR) 	<ul style="list-style-type: none"> • Communicate concerns re medication management or effects.

Issues/action	NPAFACS Health Service	NPA Community Options Aged Care Program
Information sharing	<ul style="list-style-type: none"> • Where possible designate an Aboriginal or Torres Strait Islander staff member to work with the family to resolve health decisions issues. 	<ul style="list-style-type: none"> • Ensure all clients have signed a release of information form and staff have signed a confidentiality agreement. • Advise the clinic if a client leaves the community for respite care.
Training	<ul style="list-style-type: none"> • Provide training in relevant areas if required or requested. • Provide information about relevant training opportunities that can be accessed locally. 	<ul style="list-style-type: none"> • Identify areas where training of Aged Care team members is required.
Risk management and Disaster planning	<ul style="list-style-type: none"> • No specific responsibilities. • Provide support prior and during pandemic situations 	<ul style="list-style-type: none"> • Ensure staff are aware of local Counter Disaster Plan. • Develop pandemic safety plans when required.
Aged Care Coordination Committee	<ul style="list-style-type: none"> • Participate in the quarterly aged care meeting 	<ul style="list-style-type: none"> • Convene quarterly aged care meeting

7 IMPLEMENTATION

To ensure the roles and responsibilities are implemented both parties to the MoU will nominate a senior member of their respective organisations to be responsible for the implementation and monitoring of the MOU.

An Aged Care Coordination committee will be established to discuss operational issues between the Aged Care Service and the health services. The group will meet every quarter to discuss aged care coordination issues. Organisational membership of the group will include NPACOP, the NPAFACS and the Torres and Cape Hospital and Health Service. The group will be chaired and coordinated by the NPACOP.

Representatives from the member organisations will include:

- NPARC Community Option Program Aged Care Service– Aged Care Coordinator
- NPARC Community Option Program Aged Care Service– Senior Care Worker
- NPARC Community Services Programs
- TCCHS NPA Primary Health Care Program Manager
- TCHHS Director of Nursing, Bamaga
- NPAFACS Clinical Health Service Program Manager
- NPAFACS representative SNR Health Worker
- Consumer - Community Elders x 2

8 RESOLUTION OF DIFFERENCES

Where there is a disagreement between the parties to the memorandum, those parties agree to have the matter resolved at the nominated reference group member's level in the first instance.

In the event the matter in dispute are unable to be resolved at that level, the parties agree that relevant managers of the relevant parties meet to discuss and resolve these differences.

9 REVIEW AND TERMINATION

An initial review of this MoU is to take place within 12 months after signing. It is then proposed that the agreement be reviewed at a time (annually) determined by the parties.

The purpose of the initial and subsequent review is to ensure that the provisions of the memorandum are:

- Relevant
- Serving to enhance outcomes for clients; and
- Consistent with role of each organisation

The review process will involve staff from all parties to this memorandum. Prior to the conduct of the reviews, the parties will agree a review approach addressing such issues as:

- Who can propose amendment
- The time allowed for the parties to consider amendments

A party to this memorandum may withdraw from the agreement after giving one month's written notice to each party.

10 SIGNATORIES TO THE MOU

We the under signed agencies, agree to work cooperatively and in good faith to implement the objectives and responsibilities as outlined in the Memorandum of Understanding.

1. NPARC, Community Options program – Signatory

Name and position held

/ /

Signature

Date

2. NPA Family and Community Services – Signatory

Name and position held

/ /

Signature

Date



NORTHERN PENINSULA AREA REGIONAL COUNCIL

Ordinary Council Meeting

27 October 2020

COUNCIL REPORT

Executive Manager of Finance

Agenda Item	12.0
Subject	Financial Services Monthly Report
Classification	For Decision
Author	Gavin Amarasiri
Authoriser	
File Number	
Attachments	NPARC Financial Statements @ 30 September 2020

Executive Summary :

This is the Council Financial Report for the month of September 2020.

The following financial information is provided for the period 1 July 2020 to 30 September 2020:

- Revenue and Expenditure Summary
- Breakdown of Income and Expenses
- Cash Position Summary
- Balance Sheet
- Income Statement
- Debtors
- Creditors

Recommendation

That Council accepts the Executive Manager of Finance Report for the Month of September 2020.

Moved:

Seconded:

Vote:

Revenue and Expenditure Summary

Revenue and Expenditure Report - Northern Peninsula Regional Council								
Financial Year 2020 -2021 (Budget to End of Report Month)								
Program	REVENUE				EXPENSES			
	30-Sep-20				30-Sep-20			
	Actual	Budget	Variance Favourable/ (Unfavourable)	% Received	Actual	Budget	Variance Favourable/ (Unfavourable)	% Spent
CORPORATE GOVERNANCE	30,672	30,672	0	0%	516,336	438,642	(77,694)	118%
FINANCE & ADMINISTRATION	2,228,213	2,189,010	39,203	102%	451,908	796,602	344,694	57%
CORPORATE SERVICES	315,696	138,999	176,697	227%	709,266	753,819	44,553	> 100%
ENGINEERING SERVICES	2,496,968	5,275,704	(2,778,736)	47%	4,971,391	5,814,009	842,618	86%
COMMUNITY SERVICES	274,053	315,363	(41,310)	> 100%	444,947	712,566	267,619	62%
DEVELOPMENT	546,452	567,741	(21,289)	96%	369,359	680,502	311,143	54%
ENTERPRISES	2,417,905	2,592,750	(174,845)	> 100%	1,959,032	2,219,487	260,455	> 100%
TOTAL REVENUE & EXPENDITURE	8,309,958	11,110,239	(2,800,281)	75%	9,422,238	11,415,627	1,993,389	83%
SURPLUS/(DEFICIT)	(1,112,279)							

Enterprise Revenue

ENTERPRISES	Actual EXP to 30-09-2020	Budget EXP to 30-09-2020	Actual INC to 30-09-2020	Budget INC to 30-09-2020	Actual Surplus/ (Deficit) to 30-09-2020	Budget Surplus/ (Deficit) to 30-09-2020
BAMAGA PO	171,408	163,425	104,658	108,750	(66,750)	(54,675)
INJINOO READYMIX	214,936	322,014	169,179	387,501	(45,757)	65,487
INJINOO SERVICE STATION	251,656	246,297	322,435	415,626	70,779	169,329
JARDINE FERRY, ROADHOUSE & CAMPGROUND	174,012	264,852	399,516	203,499	225,504	(61,353)
UMAGICO STORE	1,137,907	1,215,150	1,417,830	1,468,497	279,923	253,347
	1,949,919	2,211,738	2,413,618	2,583,873	463,699	372,135

The following is an explanation for variances for each of the departments:

Corporate Governance –

Income – is within the budget.

Expenditure – is **over** the budget by \$77.6k due to on off payment for recruitment and consultancy and LGAQ annual subscription.

Finance and Administration –

Income - is **favorable** variance of \$39.2k

Mainly due to receipt base allocation of FAG capital grant income

Expenditure has a **favorable** variance of \$344.6k.

This is mainly due to saving in wages and On Costs and General Expense such as telephone and internet due to not receiving the bills.

Corporate Services –

Income is a **favorable** variance of \$176.6\$

This is mainly due to one off income from CDP employer incentives, insurance claims etc.

Expenditure – is a **favorable** variance of \$44.5\$.

Mainly due to saving in wages and oncosts

Engineering Services –

Income is \$2,778.7K **less** than budgeted.

Mainly due to considerable less income from Housing Maintenance and Upgrade and un-allocation of capital grant income as projects have not been started.

Expenditure is \$842.6.4K **less** than budgeted.

Mainly due to under spend in contract expenditure as above.

Community Services –

Income is \$41.3k **less** than the budget.

Grant not received yet for communication equipment project.

Expenditure is \$267.6K **less** than budgeted.

Mainly due to underspent in wages and other overheads.

Economic Development –

Income is **favorable** variance of \$21.2k.

Expenditure is \$311.1k **less** than budgeted expenditure.


Mainly due to under spend in wages and oncost and Actual expenditure of Ranger Project is the under budget.

Breakdown of Council Income and Expenses

The detailed report is to the Program and Sub-Program levels respectively and gives better information to Council. Council and Managers are now able to use this report (to the Account level) to monitor areas of responsibility.

Attachment A

PROGRAM SEPTEMBER 2020

PROGRAM 	Actual EXP 30-09-2020	Budget EXP 30-09-2020	Actual INC 30-09-2020	Budget INC 30-09-2020
+ COMMUNITY SERVICES	444,851	712,566	274,053	315,363
+ CORPORATE GOVERNANCE	516,336	438,642	30,672	30,672
+ CORPORATE SERVICES	709,266	753,819	315,696	138,999
+ ECONOMIC EMPLOYMENT DEVELOPMENT	369,359	680,502	546,452	567,741
+ ENGINEERING SERVICES	4,973,288	5,814,009	2,496,968	5,275,704
+ ENTERPRISES	1,956,872	2,211,738	2,413,619	2,588,874
+ FINANCE & ADMINISTRATION	451,908	796,602	2,228,213	2,189,010
Grand Total	9,421,879	11,407,878	8,305,672	11,106,363

SUB –PROGRAM SEPTEMBER 2020

Sub-Programs	Actual EXP 30-09-2020	Budget EXP 30-09-2020	Actual INC 30-09-2020	Budget INC 30-09-2020
<input type="checkbox"/> COMMUNITY SERVICES	444,851	712,566	274,053	315,363
<input type="checkbox"/> AGED & COMMUNITY CARE	-	1,251	4,588	4,587
<input type="checkbox"/> ARTS & CULTURE	11,680	27,855	235	-
<input type="checkbox"/> BUS OPERATIONS	921	1,251	552	501
<input type="checkbox"/> COMMUNICATIONS	21,703	21,282	16,607	54,108
<input type="checkbox"/> COMMUNITY SERVICES ADMIN	56,314	42,492	-	-
<input type="checkbox"/> Economic Development Stimulus Office	-	12,126	-	-
<input type="checkbox"/> EVENTS	12,523	49,251	3,231	11,784
<input type="checkbox"/> FUNERALS	2,735	2,250	182	876
<input type="checkbox"/> HACC & AGED CARE	94,310	137,721	90,877	79,656
<input type="checkbox"/> IKCs - NPA	60,230	68,835	20,181	19,998
<input type="checkbox"/> NAT'L JOB CREATION PACKAGES	108,114	181,512	92,627	92,628
<input type="checkbox"/> SPONSORED COMMUNITY PROJECTS	-	2,625	-	-
<input type="checkbox"/> SPORTS, RECREATION & YOUTH	76,156	164,115	44,972	51,225
<input type="checkbox"/> Youth Services	166	-	-	-
<input type="checkbox"/> CORPORATE GOVERNANCE	516,336	438,642	30,672	30,672
<input type="checkbox"/> CORPORATE GOVERNANCE EXPENSES	147,901	168,252	-	-
<input type="checkbox"/> EXECUTIVE	367,563	270,390	30,672	30,672
<input type="checkbox"/> CORP GOV COMMUNITY FORUMS	873	-	-	-
<input type="checkbox"/> CORPORATE SERVICES	709,266	753,819	315,696	138,999
<input type="checkbox"/> CORPORATE SERVICES	357,477	376,986	118,521	375
<input type="checkbox"/> Corporate Services IT Projects	88,570	128,613	-	-
<input type="checkbox"/> STORES ADMINISTRATION	263,219	248,220	197,175	138,624
<input type="checkbox"/> ECONOMIC EMPLOYMENT DEVELOPMENT	369,359	680,502	546,452	567,741
<input type="checkbox"/> Commercial Rentals	15,593	98,559	76,351	105,876
<input type="checkbox"/> Community Housing	23,982	42,483	-	-
<input type="checkbox"/> Contractors' Camp	1,230	53,889	4,244	3,201
<input type="checkbox"/> Employee Wage Support	26,830	20,961	40,000	39,999
<input type="checkbox"/> RANGERS	264,944	398,388	425,857	418,665
<input type="checkbox"/> Staff Housing	36,781	66,222	-	-
<input type="checkbox"/> ENGINEERING SERVICES	4,973,288	5,814,009	2,496,968	5,275,704
<input type="checkbox"/> AIRPORT OPERATIONS	127,757	168,765	105,119	175,002
<input type="checkbox"/> BOAT RAMP CAR PARK	-	-	-	87,501
<input type="checkbox"/> Community Housing	390,677	375,000	469,933	1,138,233
<input type="checkbox"/> CONCIL PROPERTIES - RENTS REC'D	4,078	2,001	11,046	16,251
<input type="checkbox"/> COUNCIL BUILDINGS R&M	34,569	17,064	17,688	18,750
<input type="checkbox"/> COUNCIL CONTRACTS	-	-	-	407,499
<input type="checkbox"/> Disaster Management NPARC	-	-	161,862	26,862
<input type="checkbox"/> EMERGENCY SERVICES	3,211	249	3,080	3,081
<input type="checkbox"/> ENGINEERING ADMINISTRATION	2,297,752	2,345,688	-	-
<input type="checkbox"/> HEALTH & ENVIRONMENT	110,648	138,279	243,831	316,545
<input type="checkbox"/> HEARSE	1,509	-	138	375
<input type="checkbox"/> HOUSING	573,761	1,213,332	703,636	2,025,936
<input type="checkbox"/> HOUSING SUBDIVISIONS	-	-	2,727	-
<input type="checkbox"/> MUNICIPAL SERVICES	110,440	150,756	1,200	999
<input type="checkbox"/> PARKS & GARDENS	250,013	360,213	-	-
<input type="checkbox"/> ROADWORKS	279,101	216,423	200,781	187,500
<input type="checkbox"/> SPORTS CENTRES & FACILITIES	12,604	47,895	-	-
<input type="checkbox"/> STREET LIGHTING MAINTENANCE	14,569	9,375	-	-
<input type="checkbox"/> WATER & SEWERAGE	555,641	341,601	578,955	866,454
<input type="checkbox"/> WORKPLACE HEALTH & SAFETY	86,580	80,466	-	-
<input type="checkbox"/> WORKSHOP & PLANT	85,123	346,902	2,427	4,716
<input type="checkbox"/> Contractor costs	22,955	-	-	-
<input type="checkbox"/> WHARF	12,300	-	-	-
<input type="checkbox"/> ENTERPRISES	1,956,872	2,211,738	2,413,619	2,588,874
<input type="checkbox"/> BAMAGA PO	171,408	163,425	104,658	108,750
<input type="checkbox"/> INJINOO READYMIX	214,936	322,014	169,179	387,501
<input type="checkbox"/> INJINOO SERVICE STATION	251,656	246,297	322,435	415,626
<input type="checkbox"/> JARDINE FERRY	150,770	206,541	1,492	2,625
<input type="checkbox"/> JARDINE ROADHOUSE/CAMPGROUND	23,242	58,311	398,024	200,874
<input type="checkbox"/> UMAGICO BUDGET LODGE & CAMP GROUND	6,954	-	-	5,001
<input type="checkbox"/> UMAGICO STORE	1,137,907	1,215,150	1,417,830	1,468,497
<input type="checkbox"/> FINANCE & ADMINISTRATION	451,908	796,602	2,228,213	2,189,010
<input type="checkbox"/> CENTRELINK	6,627	-	27,234	16,251
<input type="checkbox"/> Community Housing	561	12,270	-	-
<input type="checkbox"/> FINANCE COSTS	-	8,296	-	-
<input type="checkbox"/> FINANCE GENERAL	-	70,304	39,285	32,502
<input type="checkbox"/> GENERAL EXPENDITURE	530,519	852,738	1,363	1,251
<input type="checkbox"/> GRANTS	-	-	2,121,440	2,112,807
<input type="checkbox"/> ONCOSTS & RECOVERIES	-	68,406	-	-
<input type="checkbox"/> RTC	-	-	38,893	26,199
Grand Total	9,421,879	11,407,878	8,305,672	11,106,363

Cash Position Summary

This attachment shows the cash we currently have available for use, less any unexpended grants and payables, borrowings and provisions. This also includes an estimate for capital expenditure based on depreciation for the year to date.

The estimated net negative cash position of \$1,826,207 is a further decrease on the (\$1,423,393) reported in August 2020 mainly due to increase in Bad debt provision with audit for 2019/20 and depreciation provision but this is very volatile and needs constant monitoring.

Cash Available at 30 September was **\$ 8.3M**

Of this:

\$3.4M is invested at QTC at 0.87%

\$3.4M is invested at CBA at 1.8%

\$1.4M is in trading a/c

Est. Net Cash at 30 September was **(\$ 1.8M)**

Northern Peninsula Area Regional Council

Cash Position as at 30 September 2020

CASH	\$
NPARC CBA General Account	1,440,260
NPARC CBA Grant Funds	3,435,738
NPARC Cash Floats	11,510
NPARC QTC Investment	3,437,656
Cash on Hand - ATM Umagico Store	8,020
Cash Available	8,333,184
 ADD RECEIVABLES	
Accounts Receivable (Debtors)	4,788,615
GST Control (Receivable)	228,173
Less Provision for Doubtful debts (Impairment)	(2,985,352)
	2,031,437
Estimated Cash Position	10,364,621
 LESS	
Unspent Grant Funds	5,188,817
Grants in Advance	1,395,741
Accounts Payable (Creditors)	829,031
Other Payables and Suspense	56,279
Provision for LSL (Current)	606,279
Provision for LSL (Non-Current)	201,354
Provision for Rehabilitation Tip	1,065,497
Annual Leave Liability	695,483
Capital Expenditure (approximated by Depreciation)	2,152,347
	12,190,828
 Estimated Net Cash Position excluding Commitments	 (\$1,826,207)

Statement of Financial Position

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

Northern Peninsula Area Regional Council

Statement of Financial Position

As at 30 September 2020

	<u>As at</u> <u>30 June 2020</u> <u>Actual</u>	<u>As at</u> <u>30 Sept 2020</u> <u>Actual</u>
Current Assets		
Cash and cash equivalents	10,569,306	8,333,509
Trade and other receivables	2,388,438	1,798,445
Inventories	1,052,599	1,115,737
Other financial assets	791,582	2,112,130
	<u>14,801,925</u>	<u>13,359,821</u>
Non-current assets classified as held for sale	-	-
Total current assets	<u>14,801,925</u>	<u>13,359,821</u>
Non-current Assets		
Trade and other receivables	-	-
Other financial assets	15,853,860	15,853,860
Property, plant and equipment	204,886,132	203,643,505
Intangible assets	-	-
	<u>220,739,992</u>	<u>219,497,365</u>
TOTAL ASSETS	<u>235,541,917</u>	<u>232,857,186</u>
Current liabilities		
Trade and other payables	2,753,332	1,294,826
Provisions	1,966,888	1,966,888
Other	2,989,269	2,905,995
Total Current liabilities	<u>7,709,489</u>	<u>6,167,709</u>
Non-current liabilities		
Provisions	601,725	601,725
	<u>601,725</u>	<u>601,725</u>
TOTAL LIABILITIES	<u>8,311,214</u>	<u>6,769,434</u>
NET COMMUNITY ASSETS	<u>227,230,703</u>	<u>226,087,752</u>
Community Equity		
Asset revaluation reserve	62,006,652	62,006,652
Retained surplus/(deficiency)	169,107,789	167,964,838
Reserves	(3,883,738)	(3,883,738)
TOTAL COMMUNITY EQUITY	<u>227,230,703</u>	<u>226,087,752</u>

Statement of Comprehensive Income

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

Northern Peninsula Area Regional Council
Statement of Comprehensive Income
For the period year ended 30 September 2020

	<u>Financial Year</u> <u>End 30/06/2020</u>	<u>Period End</u> <u>30/09/2020</u>
Income		
Revenue		
Recurrent Revenue		
Rates, levies and charges	2,721,483	695,628
Fees and charges	497,102	32,272
Rental income	602,803	165,284
Interest received	97,621	9,362
Sales revenue	8,977,055	1,121,621
Enterprise revenue	8,148,749	2,409,181
Other income	1,363,331	646,526
Grants, subsidies, contributions and donations	11,910,468	3,000,222
Total recurrent revenue	34,318,612	8,080,096
Capital revenue		
Grants, subsidies, contributions and donations	53,208,706	225,775
Loss on sale Assets	-	-
Total capital revenue	53,208,706	225,775
Total revenue	87,527,318	8,305,871
Capital income	979,512	
Total income	88,506,830	8,305,871
Expenses		
Recurrent expenses		
Employee benefits	(13,050,727)	(3,156,430)
Materials and services	(21,389,883)	(4,099,010)
Finance costs	(1,301,176)	(5,369)
Depreciation and amortisation	(8,571,316)	(2,157,342)
Total recurrent expenses	(44,313,102)	(9,418,151)
Capital Expenses	0	0
	0	0
Total expenses	(44,313,102)	(9,418,151)
Net operating surplus/(deficit)	44,193,728	(1,112,280)

Debtors Outstanding

Total debtors outstanding as of 30 September 2020 was \$4,788,616 and total number of outstanding debtors were 279. The provision for bad debt as of 30 September 2020 was \$2,985,352.

The age analysis of the debtors outstanding is as follows.

Northern Peninsula Area Regional Council					
Aged Debtors Analysis					
As of 30 September 2020					
Description	Current	30 Days	60 Days	90 Days	Total
Debtors outstanding	109,014	136,669	105,774	4,437,159	4,788,615
Number of Debtors					375
Provision for Bad					2,985,352
Number of Debtors					171

Creditors Outstanding

Total Creditors outstanding as of 30 September 2020 was \$829,030 and number of Creditors outstanding were 54.

The age analysis of the Creditors outstanding is as follows

Northern Peninsula Area Regional Council					
Aged Creditors Analysis					
As of 30 September 2020					
Description	Current	30 Days	60 Days	90 Days	Total
Debtors outstanding	-	554,721	31,215	243,095	829,030
Number of Debtors					54



NORTHERN PENINSULA AREA REGIONAL COUNCIL

Ordinary Council Meeting

27 October 2020

COUNCIL REPORT

Executive Manager of Finance

Agenda Item	12.1
Subject	Audit Reports – Financial Year 2019 - 2020
Classification	For Decision
Author	Gavin Amarasiri
Authoriser	
File Number	
Attachments	NPARC Audited Financial Statements and Closing Report

Resolution:

That the Council received and accepted the following;

- The Queensland Audit Office 2020 closing report to the Council dated 8 October 2020
- The General Purpose Financial Statements for the financial year ending 30 June 2020 and the Current year Financial Sustainability Statement for the financial year ending 30 June 2020.
-

Moved:

Seconded:

Vote:

Resolution:



NORTHERN PENINSULA AREA REGIONAL COUNCIL

Ordinary Council Meeting

27 October 2020

COUNCIL REPORT

ACTING EXECUTIVE MANAGER CORPORATE SERVICES

Agenda Item	13.0
Subject	Information Report – Corporate Services Department
Classification	For Noting
Author	Ross Higgins
Authoriser	
File Number	
Attachments	nil

PURPOSE OF REPORT

To provide Council with a summary of operations within the Corporate Services Department

OFFICERS RECOMMENDATION

That Council notes the Corporate Services Report for October 2020

SUPPORTING INFORMATION

The following is an up-date on the operations of the individual sections within the Corporate Service Department of Council.

GENERAL

Since commencing in this position, I have met with all Managers to endeavour to ascertain issues that are impacting on their areas. There appears to be a lot of day to day operational issues such as maintenance requirements that are constantly raised (which has been noted in previous Council reports) that need attention.

I have also discussed financial matters with the Executive Manager Finance to obtain monthly financial reports for each section to ensure that Managers will be aware of how they are tracking from a budget perspective.

UMAGICO SUPERMARKET

There are a lot of maintenance and plant/equipment issues that need to be addressed and the process for this has commenced.

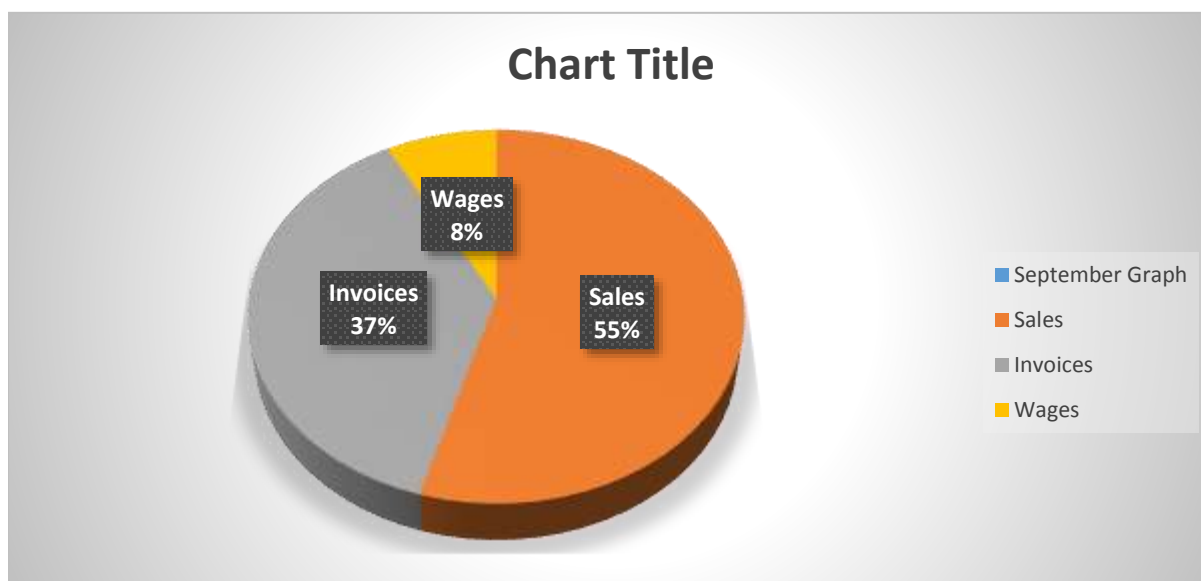
Major issues are refrigeration with one unit breaking down following the few power outages earlier in October. This has necessitated the total replacement of one (1) display fridge at a cost of approx. \$32,000.00. This unit was aged and was probably due for replacement anyway.

There is no back up power for the supermarket i.e. stand-alone generator, which we are currently reviewing. There could be \$100,000 worth of freezer and chiller stock on hand at any one time and if lost, the lead time to restock could be up to 2 weeks.

From a sales perspective, trade is identified in the following chart.

September Graph

Sales	\$448272.40
Invoices	\$308140.51
Wages	\$65304.11



BATCHING PLANT

During the month there was a total concrete production of 151 cubic metres. There should be some increased building activity in the coming future which will assist in increased production.

Aggregate for wet season stockpiling has now been ordered.

Funds have been allocated within the COVID W4Q funding allocations for the Hopper replacement and an upgrade on the administration/office block to meet WH&S requirements

JARDINE RIVER FERRY

In early October, a survey and inspection of the ferry was undertaken by Queensland Ship Surveyors to identify all areas that need maintenance or repair. We are waiting on the report following the inspection. There is an allocation of funds within the COVID W4Q to allow repairs to the ferry.

Also, on 28 October, a visit will be undertaken by the Marine Safety Authority which will look at safety inspections and safety management systems assessment.

It is intended to put together an operational plan for the ferry, roadhouse, camping ground to ensure regular maintenance is undertaken. This will include a review of financial arrangements as cash handling needs to be constantly monitored.

Expectations around workers attendance and performance will also be discussed with all staff.

NPARC STORES

It is apparent that there has been a number of issues that are constantly raised for improvements at the stores area either from a maintenance, capital improvements or operational perspective.

The stores can be an area of large risk to Council and a review of control of stock movements needs to be implemented. Looking into a Point of Sale (POS) system to be installed to improve stock control.

To ensure all issues are captured, it is intended to develop a plan that identifies all future needs within the stores area to ensure better security and more efficient operations.

INJINOO SERVICE STATION

It has been identified that there are a number of workplace, health and safety issues that will need to be addressed:

- Deterioration of concrete in the servo's forecourt to be repaired to prevent possible damage to underground tanks and pipe work
- Protection of pumps and vent pipes required.
- The roof over the pumps needs to be inspected and repaired to meet Building Standard

Work has commenced on the expansion to the shop area which is being funded from the COVID W4Q program.

There are some issues around the supply of stock with the main problem being obtaining deliveries of Unleaded Petrol (ULP) however the Manager is working towards resolving all delivery matters.

APUDTHAMA LAND & SEA RANGERS

Rangers are undertaking most of their regular activities on country such as checking roads for fallen trees, putting up signage, checking rubbish bins, patrols for croc sightings, monthly biosecurity activities and turtle monitoring at Crab Island.

In September Tangaroa Blue in conjunction with Rangers and traditional owners visited Somerset 5 beach loop for a beach clean-up which resulted in the collection of in excess of 2 tonnes of marine debris from the high water mark.

Interviews for the vacant Ranger positions are now programmed and the full establishment should be in place within the next month. The Co-ordinator position will now also be advertised.

Ranger Walter Moses has announced his retirement as at 19 October and a morning tea function was held in the Injinoo Hall on Monday 12 October. His contribution to Council through his work for the Injinoo community and the Ranger program is acknowledged.

POST OFFICE

The future operation of the Post Office needs an early review. The main question is whether it is to be regarded as an enterprise or a community service. Current indications are that Council is supporting the operation financially with the commissions paid by Australia Post not covering operational costs.

This will require further discussions with Finance and Australia Post before any recommendations can be made to Council.

COMMUNICATIONS AND MEDIA

The previous incumbent of this position has departed the role. The CEO and I are looking at what alternative arrangements can be put into place in the meantime whilst a decision is made on the future of the position.

PROPERTY AND LEASING

There are a number of areas in Property and Leasing that need review and clarification. It is understood that the leasing procedures and the status of many leases are confusing and need finalisation.

We have started going through each lease to ensure that documentation is available to allow informed decisions to be made moving forward. We are currently reviewing the Expression of Interest (EOI) process to ensure it is understood both by our staff and the applicants. Reports will be provided to the Trustee meetings.

In relation to Community Housing and Staff Accommodation, we have started reconciling all of the accommodation currently available and new tenancy agreements will be completed for signature by tenants. This will be ramped up once the new Administration Support Officer commences duty. Clarification may be required as to what dwellings are staff accommodation and which are community housing.

The Property and Leasing Manager and I have met with the local office of Department of Housing and Public Works to clarify their processes and seek assistance with residential tenancy matters to ensure that there is a consistent message across all community housing in the NPA.

POLICY DEVELOPMENT

Work has almost been finalised (probably 95%) on a number of policies either being reviewed/ updated or newly created as follows:

1. Acceptable Requests Guidelines Policy
2. Advertising Spending Policy
3. Community Grants Policy
4. Corporate Credit Card Policy
5. Complaints Management Policy for Councillors - NEW
6. Complaints Management Policy – previously Administrative Action Complaints Policy
 - a. NPARC Complaint Lodgment Form NEW
 - b. Complaint Management Details for website NEW
7. Public Interest Disclosure Policy - NEW
 - a. Public Interest Disclosure Procedure
 - b. Public Interest Disclosure for website
8. Entertainment & Hospitality Policy
9. Financial Delegation Policy
10. Fraud & Corruption Policy
11. Asset Accounting Policy
12. Asset Management Policy
13. Reimbursement of Councillor Expenses and Provision of Facilities Policy
14. Related Parties Disclosure Policy
15. Travel and Accommodation Policy
16. Right to Information details for inclusion in website – NEW

It is proposed to discuss these at the next MANEX meeting and then co-ordinate a session with Council to go through each policy prior to submission to a Council meeting for formal endorsement.

Critical Dates

Not applicable for this report

Previous Considerations

Council may be previously aware of some of the issues that have been raised in this report however it is hoped that this and future reports will provide particular issues from the previous month only.

Legal and Legislation Considerations

Not applicable for this report

Policy Considerations

Not applicable for this report. It is the expectation that all operations and activities are in accordance with Council policies.

Corporate and Operational Plan Considerations

Sections 5.1.3, 5.1.4, 5.1.5, 5.1.6, 5.1.13, 5.1.14, 6.1.8 and 6.1.9 of the NPARC Operational Plan 2020/2021 are applicable. A review of the Plan indicates that some of the timeframes with the Plan have not been met but steps are in place to meet the requirements as soon as possible.

Financial and Resource Considerations

Nothing specific other than information noted in each section above

Consultation

This report is prepared from information supplied from the Managers of each individual section



NORTHERN PENINSULA AREA REGIONAL COUNCIL

Ordinary Council Meeting

27 October 2020

COUNCIL REPORT

ACTING EXECUTIVE MANAGER CORPORATE SERVICES

Agenda Item	13.1
Subject	New Legislative Requirements post 121 October 2020
Classification	For Noting
Author	Ross Higgins
Authoriser	
File Number	
Attachments	Nil.

PURPOSE OF REPORT

To summarise all recent changes to legislation and identify impact on councillors and council operations

OFFICERS RECOMMENDATION

That Council notes the report

SUPPORTING INFORMATION

As councillors will be aware there has been a number of legislative changes introduced by the Queensland Government that took effect as from Monday 12 October 2020. It is understood that councillors have attended training provided by the Department of Local Government, Racing and Multicultural Affairs on these new requirements.

A summary of the changes are as follows with some comment on each.

- 1) **Conflicts of Interest** – There are now 2 categories being a Prescribed Conflict of Interest and a Declarable Conflict of Interest. A quick reference guide has been produced for councillors to note.
- 2) **Councillor Register of Interests** – New forms need to be completed by councillors and any specified related persons. R of I forms and a guide are available. Note: these must be completed and returned to the CEO by 11 November 2020.
- 3) **Councillor Advisors and Administrative Support Staff for Councillors** – the section on councillor advisors is not applicable to NPARC as advisors are only available to those councils that fit into a large council category. In relation to administrative support, a set of guidelines around how administrative support will be provided needs to be produced by the CEO and discussed with councillors and appropriate staff.
- 4) **Mayor Directions about Employees** – stops the Mayor from making a direction to the CEO about the appointment or discipline of local government employees.

- 5) **Councillor vacancies** – within first 12 months – appoint next candidate, middle period – by-election, last 12 months – councillors appoint and council may leave councillor position vacant in the last 3 months.
- 6) **Corporate Plans** – there is no longer a requirement for the corporate plan to have a length of 5 years.
- 7) **Meeting Agendas** – agenda and associated reports to be published on council website by 5.00 pm on the day following the day it is made available to councillors. Confidential papers are exempt from publication on website.
- 8) **Meeting Minutes** – Unconfirmed minutes to be published by 5.00 pm on the 10th day after the meeting. Confirmed minutes to be published as soon as practicable after the meeting at which they are confirmed. Clarification that a councillor can confirm the meeting minutes despite having a conflict of interest in a matter discussed or decided in the meeting and regardless of whether they were present at the meeting.
- 9) **Closed Meetings** – Changes have been made to tighten the topics that can be discussed in a closed session.

Critical Dates

The most critical date is 11 November 2020 when new Register of Interest forms must be presented to the CEO. Other critical dates are the publishing of meeting agendas and unconfirmed/confirmed minutes onto Council website

Previous Considerations

N/a – Training has been provided by DLGRMA

Legal and Legislation Considerations

All of these processes are due to amendments to Qld Government legislation

Policy Considerations

The amendments and changes will require a number of amendments to existing Council policies. These are being reviewed at present for future submission to Council for endorsement.

Corporate and Operational Plan Considerations

No major implications. It is an appropriate time within the next few months to review the Corporate Plan

Financial and Resource Considerations

There are no financial or resource implications other than how the administrative support for councillors will be implemented.

Consultation

N/a



NORTHERN PENINSULA AREA REGIONAL COUNCIL

Council Ordinary Meeting

27 October 2020

COUNCIL REPORT

Acting Executive Manager, Corporate Services

Agenda Item	13.2
Subject	Road Dedication – Patterson Hill Road
Classification	For Decision
Author	Ross Higgins
Authoriser	
File Number	
Attachments	1. Letter and Decision Notice from NPARC dated 6 May 2020 2. Copy of SP318400

PURPOSE OF REPORT

To review and confirm SP 318400 that shows the new road configuration/opening that has been developed following approval by NPARC on 17 March 2020 and Decision Notice dated 6 May 2020.

OFFICERS RECOMMENDATION

That Council confirms that SP 318400 reflects the Decision Notice dated 6 May 2020 and may be signed by the Chief Executive Officer on Council's behalf, in Council's capacity as planning authority.

Background Detail

The following is an extract from Council minutes dated 17 March 2020 relating to the opening of a new road at Patterson Hill in accordance with a Road Dedication and Maintenance Agreement.

"EXECUTIVE SUMMARY

Northern Peninsula Regional Council seeks development approval for the opening of a public road through Lot 46 on SO84 and Lot 30 on SP273365 to land to the north, Lot 3 on SO4, owned by Premier Waterproofing Pty Ltd.

An existing ungazetted road provides access from Loyalty Beach Road through Lot 46 on SO84 and Lot 30 on SP273365 to Lot 3 on SO4 and has done so for many years.

NPARC and Premier Waterproofing Pty Ltd have reached agreement regarding the dedication of the road as public road.

The road is recognised in the Northern Peninsula Area Regional Council – Northern Cape York Group Indigenous Land Use (area) Agreement as a “Proposed Road”.

Resolution:

That Council issue a Development Permit for ‘Reconfiguration of a Lot’ with the inclusion of the conditions set out in Part 6 of the Agenda Report for Patterson Hill (Road Opening) Reconfiguration of a Lot for road opening, off Loyalty Beach road, New Mapoon QLD 4876.

Moved: Cr Getawan

Seconded: Cr Elu

Vote: 5/1

Resolution: 5.5 – 170320”

Subsequent to that decision, a letter dated 6 May (attached) was written by the CEO together with a Decision Notice. Subsequent to this decision, the area has been surveyed with survey plans provided to Council as requested.

It is now required in accordance with Clause 5 of the Road Dedication and Maintenance Agreement that Council applies to DNRME for approval to open the road in the area shown in the plan.

This requires the approval of the landowner and signature on the Survey Plan by the CEO in Council’s capacity as Planning Authority.

Critical Dates

Nil

Previous Considerations

This matter has previously approved by Council in March 2020 and decision notice provided by the CEO on 6 May 2020.

Legal and Legislation Considerations

Matter is being handled by Preston Law on Council’s behalf and RPS from a Planning perspective.

Policy Considerations

Nil

Corporate and Operational Plan Considerations

Corporate Plan Theme 6 – Land and Housing around land planning, Native Title and ILUA negotiation

Financial and Resource Considerations

Nil

Consultation

Nil



NORTHERN PENINSULA AREA REGIONAL COUNCIL
Ordinary Council Meeting
27 October 2020

COUNCIL REPORT

ACTING EXECUTIVE MANAGER OPERATIONS REPORT

Agenda Item	
Subject	NPARC Operations Monthly Council Report
Classification	For Noting
Author	Peter Dutailis A/EMO
Authoriser	
File Number	14.0
Attachments	<ol style="list-style-type: none"> 1. A/EMO Report 2. Community Works incl Roads, Parks & Gardens Report 3. MIP6 Projects 4. Environmental Health & Essential Services 5. Water Supply 6. Airport Managers Report 7. A/ Workshop Managers Report

PURPOSE OF REPORT

To provide a summary of the NPARC operations for the month up to October

OFFICERS RECOMMENDATION

- | |
|---|
| 1. That Council note the contents of the Executive Manager of Operations Progress Report. |
| Moved:
Seconded: |

SUPPORTING INFORMATION

1. A/EMO Report
2. Community Works incl Roads, Parks & Gardens Report
3. MIP6 Projects Project Manager's Report
4. Environmental Health & Essential Services Report
5. Water Supply Operator's Report - tba
6. Airport Manager's Report
7. A/Workshop Manager's Report

Background Detail

Nil

Critical Dates

Funding Agencies typically require monthly reporting updates for individual programs identifying individual projects/tasks, program progress, delays, expenditure,

At present there are some critical works to be undertaken at the water treatment plant under the ICCIP program administered by the Department of Local Government, Racing and Multicultural Affairs. Under the current State government caretaker arrangements approvals are being delayed.

2019 NDFA REPA program requires completion by June 2021.

NDFA Betterment program requires completion by June 2021.

ATSI/TIDS 2020-2021 requires completion by June 2021.

Building Our Regions R5 – October 2011

Previous Considerations

Nil

Legal and Legislation Considerations

Nil

Policy Considerations

This report is consistent with Council Governance Policy

Corporate and Operational Plan Considerations

The EMO report is consistent with the outcome for Councils Corporate and Operational Plan

Financial and Resource Considerations

No new funding is applicable. Expenditure is covered by existing budget or grant programs.

Consultation

The following agencies have been consulted during September and October on program reporting and individual projects

- Queensland Reconstruction Authority
- Transport and Main Roads
- Department of Local Government, Racing and Multicultural Affairs
- Sport and Recreation Services - Department of Housing and Public Works
- Department of State Development, Tourism and Innovation
- Department of Aboriginal and Torres Strait Islander Partnerships
- Queensland Fire and Emergency Services
- QLDwater - The Queensland Water Directorate

-

1. Roads

- NPARC still awaits a formal decision from ALT and the RNTBC in regard to gravel and access for road works. There is still outstanding works to be completed ASAP.
NPARC's legal team are currently negotiating with ALT legal. Refer to CEO Report
- Design of Lui Street culverts crossing is completed, works planned to start around November 2020. These works are funded under the R2R program. A small section of road will be closed for 6 weeks during construction.
- Open up grade completed on Ferry Road

2. MIP6 Projects

Separable Portion D - Closure of Old Landfill

Date for Practical Completion: 5th November 2020

Comments:

- Delays have been incurred due to delays in stopping dumping of rubbish at this site. It is understood that this is all but resolved now, and works are about to resume. This will push everything back by approximately 1 month. However, there is still no reason that this will not be completed before X-mas.
- Gravel is required to progressively cover refuse at the site

Transfer Station Alterations

Date for Practical Completion: 8th October 2020

Comments:

- Delays have been incurred due to delays in ceasing of dumping of rubbish at this site and transitioning to waste transfer operations. It is understood that this is all but resolved now. Works commenced about 2 weeks ago, putting this about 2 weeks behind schedule. This should still be completed by early November.

Shed at Transfer station

Date for Practical Completion: Not awarded yet

Comments:

- Project Managers have received final costing advice from the contractor. Under review. Anticipation for completion before X-mas subject to supply of materials.

Separable Portion G – Bamaga STP Irrigation system

Date for Practical Completion: 11th December (includes 24 days of testing and commissioning)

Comments:

- Works are well advanced and over half of the irrigation pipe has been installed.
- Minor delays have been incurred due to finding refuse in the middle of the irrigation area;
- Some delays with delivery of the remaining pipes and some of the pump station components due to Covid 19 related issues.

Permanent Erosion and Sediment Control at New Landfill

Date for Practical Completion: Not awarded yet

Comments:

- No price from the contractor yet. Anticipate submission shortly. This will be urgent in order to get this work completed before X-mas.

New Landfill Project – NPARC waste management crew have started utilising new landfill. All kerbside collection is dumped directly at new landfill cells. Two skip bins will be stationed at the old Umagico dump for general waste which will be transferred to new dump when bins are full.

Sewer Pond Upgrades – Installation of new irrigation system has commenced. Desludging of existing sewer ponds at New Mapoon and Injinoo are 50% completed.

3. Environmental Health

Animal Control

- **Dogs number in pound** - 6 stray dogs impounded
- **Dogs euthanized** - 5 dogs
- **Animal Call outs** - lot of call outs due to dead animals 12 dogs.
- **Animal complaints** -One complaint at Injinoo the owner was interviewed, and the dog removed
- **Vet visits planned** - Vet was to return in August but has not been able to due to other commitments.

(a) Food Licensing

Food vendors inspected for September

The health Inspectors were here from the 25th to the 28th of August and inspected

- Seisia Kiosk
- Seisia Campground
- Punsand Bay
- Loyalty Beach

A formal report will be submitted to the relevant executive.

(b) Sewerage (September)

- Sewer incident at Elu Street, Bamaga. Attended to by local trade plumbers.
- Umagico Pump station pump replaced.
- Bamaga pump Station switchboard being monitored. Ongoing issue with tripping

(c) Solid Waste (September)

- New Plant - Isuzu Skip Truck is ready for pick up from Cairns. There is a slight delay in the skip bin delivery from Brisbane. Once new truck is delivered, staff will be trained, and it will go into servicing

community skip bin needs and on-going transfer of waste from Umagico Transfer Station to New Landfill.

- Training underway at waste transfer station for Council officers
- Training underway at new landfill site for capping and dumping operations.
- Old washdown facility will be filled in – Worksafe PIN issue
- Landfill will be accepting ACM from housing builds. Fees to be advised
- Temporary fence panels being sourced for control of wind blown paper and plastic.
- Donga at Umagico tip being refurbished for controlling waste transfer
- Council will be investigating powers under the Local Laws to issue fines and infringement notices.

4. Water Supply

Trility have not provided a water report not available in time. A summary of key points will be supplied on the meeting day.

5. Airport

Runway Pavement Issues – GHD design engineers are finalising detailed design and estimate for the runway, apron and taxiway. Pavement strengthening will be undertaken using ATSI/TIDS funding. Remote Airport Upgrade Round 8 is open to funding applications.

Airport Terminal – Funding has been received through the BOR round 5 to construct new amenities, office and baggage loading facility. Anticipate tenders to be called October, 2020
Local Roads and Community Infrastructure Program funding shall be added to this project.

6. Fleet & Mechanical Workshop

Major repairs

- Jardine Ferry on-board rebuild - spare
- Isuzu truck new tailgate hinge
- Toyota Hilux crew vehicle - steering rack replacement
- Land cruiser Clutch replacement

Vacant Positions

- (a) Small Motor Mechanic Closed. Applications under review.
- (b) Workshop Manager. Closed. Applications under review.
- (c) Workshop Mechanic Closed. Applications under review.

7. NPARC Capital Building Works

- (a) New Mapoon Multi-Purpose Sports Hall (Stage 2) – Design has been finalised. Procurement of materials to start.
- (b) Umagico Park Upgrade – Price submitted for works from Lockhart Landscaping
- (c) Upgrade Umagico Depot – frame complete, electrical fitout complete commence lining. budget to be sorted from COVID 19 Funding.
- (d) Umagico Transfer Station Office Upgrade – scope of works finalised, budget to be sorted from COVID19 funding

- (e)** Umagico Community Hall (Install roof extensions on both sides) – design being finalised
- (f)** Construction of and Airport Machine Shed is being investigated
- (g)** Office Extension (Bamaga) – concept is being developed.
- (h)** Airport Terminal Upgrades (Toilets, Office, baggage handling) – preparing tender documentation.
Advertise October, 2020
- (i)** Workshop Portal Frames Repair – (Safety PIN) design finalised and inspection complete.

8. Roads

- NPARC still awaits a formal decision from ALT and the RNTBC in regard to gravel and access for road works. There is still outstanding works to be completed ASAP.
NPARC's legal team are currently negotiating with ALT legal. Refer to CEO Report
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Sewer Pond Upgrades – Installation of new irrigation system has commenced. Desludging of existing sewer ponds at New Mapoon and Injinoo are 50% completed.

10. Environmental Health

Animal Control

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- **Dogs euthanized** - 5 dogs
- **Animal Call outs** - lot of call outs due to dead animals 12 dogs.
- **Animal complaints** -One complaint at Injinoo the owner was interviewed, and the dog removed
- **Vet visits planned** - Vet was to return in August but has not been able to due to other commitments.

(d) Food Licensing

Food vendors inspected for September

The health Inspectors were here from the 25th to the 28th of August and inspected

- Seisia Kiosk
- Seisia Campground
- Punsand Bay
- Loyalty Beach

A formal report will be submitted to the relevant executive.

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- Sewer incident at Elu Street, Bamaga. Attended to by local trade plumbers.
- Umagico Pump station pump replaced.
- Bamaga pump Station switchboard being monitored. Ongoing issue with tripping

(f) Solid Waste (September)

- New Plant - Isuzu Skip Truck is ready for pick up from Cairns. There is a slight delay in the skip bin delivery from Brisbane. Once new truck is delivered, staff will be trained, and it will go into servicing community skip bin needs and on-going transfer of waste from Umagico Transfer Station to New Landfill.
- Training underway at waste transfer station for Council officers
- Training underway at new landfill site for capping and dumping operations.
- Old washdown facility will be filled in – Worksafe PIN issue
- Landfill will be accepting ACM from housing builds. Fees to be advised
- Temporary fence panels being sourced for control of wind blown paper and plastic.
- Donga at Umagico tip being refurbished for controlling waste transfer
- Council will be investigating powers under the Local Laws to issue fines and infringement notices.

11. Water Supply

Trility have not provided a water report not available in time. A summary of key points will be supplied on the meeting day.

12. Airport

Runway Pavement Issues – GHD design engineers are finalising detailed design and estimate for the runway, apron and taxiway. Pavement strengthening will be undertaken using ATSI/TIDS funding. Remote Airport Upgrade Round 8 is open to funding applications.

Airport Terminal – Funding has been received through the BOR round 5 to construct new amenities, office and baggage loading facility. Anticipate tenders to be called October, 2020
Local Roads and Community Infrastructure Program funding shall be added to this project.

13. Fleet & Mechanical Workshop

Major repairs

- Jardine Ferry on-board rebuild - spare
- Isuzu truck new tailgate hinge
- Toyota Hilux crew vehicle - steering rack replacement
- Land cruiser Clutch replacement

Vacant Positions

- (d) Small Motor Mechanic Closed. Applications under review.
- (e) Workshop Manager. Closed. Applications under review.
- (f) Workshop Mechanic Closed. Applications under review.

14. NPARC Capital Building Works

- (j) New Mapoon Multi-Purpose Sports Hall (Stage 2) – Design has been finalised. Procurement of materials to start.
- (k) Umagico Park Upgrade – Price submitted for works from Lockhart Landscaping
- (l) Upgrade Umagico Depot – frame complete, electrical fitout complete commence lining. budget to be sorted from COVID 19 Funding.

- (m)** Umagico Transfer Station Office Upgrade – scope of works finalised, budget to be sorted from COVID19 funding
- (n)** Umagico Community Hall (Install roof extensions on both sides) – design being finalised
- (o)** Construction of and Airport Machine Shed is being investigated
- (p)** Office Extension (Bamaga) – concept is being developed.
- (q)** Airport Terminal Upgrades (Toilets, Office, baggage handling) – preparing tender documentation. Advertise October, 2020
- (r)** Workshop Portal Frames Repair – (Safety PIN) design finalised and inspection complete.

End of Report

NPARC Community Works Report for SEP 2020

Injinoo

- ❖ Vegetation control
 - 1 Ride on mower cutting around community
 - Tractor slasher cutting around community
 - Cut grass around council office community hall
 - Cut grass around Service Station
 - Clean play ground
 - Cut grass at 2 Parks
 - Pick up green waste & rubbish
 - Pick up road side rubbish
 - Pick up 2 mail containers for post office, unload and drop back at Sea Swift
- ❖ Road works
 - Open grade 16k south of Jardine Ferry road done
 - Open grade Jardine Ferry to Injinoo done
 - Clean up around community
 - Fixing Pot hole around community
 - Pick up falling trees
- ❖ Line marking
 - No line marking
 - Line marking Machine in work shop getting repair
- ❖ Fence replacement
 - Airport fencing on hold
 - Ranger Base 100 meter fencing replacement is finish
- ❖ Problems which stop progress (plant breakdowns, slow freight of materials etc.)
 - Weather conditions slowed progress
 - Covid 19

Umagico

- ❖ Vegetation control
 - Cut grass around Council Office and IKC
 - Clean play ground
 - 1 Ride on cutting around community
 - Tractor slasher cutting around community
 - Cut grass around Community Hall
 - Tractor spray unit not working, in work shop getting repair
 - Pick up road side rubbish
 - Road works
 - Clean up rubbish around community
 - Pick up 2 containers for post office, unload and drop back at Sea Swift
- ❖ Line marking
 - No Line marking
 - None
- ❖ Fence replacement
 - Finished
- ❖ Problems which stop progress (Plant breakdowns, slow freight of materials etc.)

- Covid 19
- weather conditions slowed progress

Bamaga

- ❖ Vegetation control
 - Cut grass around cemetery
 - Tractor slasher cutting around community
 - Cut grass around community
 - 1 Ride on mower cutting around community
 - Pick up green waste & rubbish
 - Pick up road side rubbish
 - Cut council office
 - Clean play ground
 - Support community event
 - Cut & clean radio station
 - Pick up 2 mail containers for post office, unload and drop back at Sea Swift
- ❖ Road Works
 - TAFE road culvert done, waiting on sealing works
 - Clean up rubbish around community
 - Fix pot hole around community
 - Clean up sewerage discharge, and back fill
- ❖ Line marking
 - None
- ❖ Fence replacement
 - None
- ❖ Problems which stop progress (plant breakdowns, slow freight of materials etc.)
 - Weather conditions slowed progress
 - Covid 19

New Mapoon

- ❖ Vegetation control
 - 1 Ride on cutting around Community
 - Tractor slasher cutting around Community
 - Pick up rubbish around community
 - Cut grass Council Office
 - Cut grass IKC
 - Pick up road side rubbish
 - Art centre cut & clean
 - Cut & Clean parks
- ❖ Road works
 - Fire Brakes around community complete
 - Clean up sewerage discharge, and back fill
 - Fix port hole around community
 - Clean up rubbish around community

- ❖ Line marking
 - None
- ❖ Fence replacement
 - None
- ❖ Problems which stop progress (plant breakdowns, slow freight of materials etc.)
 - Weather conditions slowed progress
 - Covid 19

Seisia

- ❖ Vegetation control
 - Cut around Pump Station
 - Tractor Slasher cut around community
 - 1 Ride on cutting around community
 - Pick up road side Rubbish
 - Pick up green Waste & Rubbish
 - Clean Play Grounds
 - Cut community hall
 - Cut around IKC
 - Cut & clean parks
 - Pick up rubbish & cut around wharf
 - Pick up 2 mail container for post office, unload and drop back at Sea Swift
 - Support community event
- ❖ Road work
 - Clean up rubbish around community
 - Fire Brakes around community done
 - Fix pot hole around community and shop
- ❖ Line marking
 - None
- ❖ Fence replacement
 - None
- ❖ Problems which stop progress (plant breakdowns, slow freight of materials etc.)
 - weather conditions slowed progress
 - Covid 19

WHSO Report September 2020

Operational Summary for September

- ◆ Next Safety Committee Meeting to be held on 14th October @ 10AM

- ◆ Workshop PIN 12032117- Housekeeping - I submitted photos to support that corrective actions had been completed and this PIN has been marked off complete by Bryan Badger on 29.09.20

- ◆ Workshop PIN 12032118 – Truck-bay building structural integrity- Works were undertaken by Robert Davi, building contractor and I submitted photos to support that corrective actions had been completed and this PIN has been marked complete by Brian Badger on 29.09.20

- ◆ PIN - 12032122 - Batch plant traffic management – WIP for new manager's office, an electric gate has been ordered and we are waiting on delivery by Sea swift.
Extension was given until 16.10.20

- ◆ PIN – 12032124 - Batch-plant WAH on hopper Silica exposure and manual handling of 25kg bags has been completed with training for WAH to be conducted and organised through HR. A bag splitter would be the best option but will be added to the budget.
Extension given until 16.10.20.

- ◆ I2032123 – WAH on hopper – training to be organised through HR. with funding available through CSQ. Extension given until 30/10/2020

- ◆ First Aid Training was organised and completed from the 7th – 10th by First Aid Academy.
35 were booked for full first aid but 8 no show and 11 booked were for CPR with 8 no show.
Training was covered by funding and organised through LGAQ

Hazard/Risk Management & Compliance

◆ Rangers RAPs are almost completed, just waiting on the signage to be put up

◆ The Pools two RAPS have been completed.

◆ Pool is still working through some last items from the audit (March 2019) and is still having ongoing issues with the water testing. This is leaving the water un-healthy and un-safe to swim in. I have had a meeting with Nandi and followed up with an email. Water testing should be done daily and most times it is going 10 days. Because the water is not tested daily, the chemicals are not balanced which makes the pool water more acidic, resulting in itchy dry skin and irritated eyes, this has been ongoing with a member of the public even posting these issues on Facebook.

◆ Bamaga Stores - Ray Sailor, stores manager, had been provided with Procedures, Evacuation, and Site plans templates which he is still working through.

The same templates have also been emailed to the Carpenters. Discussions with Marsat on the site plans were discussed as changes would need to be done due to external contractors leasing sections of the facility and the Batch Plant utilising a section of carpenters shed for storage.

Following up to assist with progress.

◆ I was invited to join into a community services meeting to discuss WHS issues and inspections were booked & completed for HACC, Art centre, BRACS, Bamaga Sports centre.

◆ Meeting with two contractor to assist with safe work method statement (SWMS) and to ensure that the high risk construction work is carried out in accordance with their SWMS.

◆ I conducted an inspection at the workshop after high risk work was reported. Work was being carried out without SWMS as well as a forklift with a man cage attached was being used for WAH work. I had a discussion with the contractor and gave a 'stop work' until SWMS were forwarded through to me for review and approval.

◆ Monitoring SWMS when needed

Follow Up Issues

1. Swimming pool water quality is still an ongoing issue.
2. Emergency Plans – Stores & Carpenters
3. Traffic Management Plans Batch to be completed, and gates to be installed as well as WAH training conducted to be able to close of remainder PINs.

NORTHERN PENINSULA AREA REGIONAL COUNCIL

ENVIRONMENTAL HEALTH DEPARTMENT

Monthly Report September 2020

Information supplied by George Mara

1. Animal Control

(a) Dogs number in pound

- Caught 6 dogs from around communities and later destroyed

(b) Dogs euthanized for September -

- Euthanized 5 dogs

(c) Animal Call outs

- A lot of call outs due to dead animals 12 dogs.

(d) Animal complaints

- 2 complaint at Injinoo the owner was interviewed, and the dog removed

(e) Vet visits planned

- Vet was to return in August but has not been able to we will be notified when returning

2. Food Licensing

Food vendors inspected for September (list names)

- The health Inspectors were here from the 25th to the 28th of August and inspected
- Seisia Kiosk
- Seisia Campground
- Punsand Bay
- Loyalty Beach

(Their report will be forthcoming they had no issues)

Up and coming inspections and tasks

3. Sewerage(September)

(a) List sewer incidents (date, location & repair method)

- There was a sewer incident on the 13/9/20 at Elu street in Bamaga, Thurgate Plumbing and Shane Hocky done that job .

(b) List Sewer repairs (pump stations)

- B&B Electrics are still monitoring switchboard at Bamaga pump station as it is still tripping
- Umagico pump station had to have a pump replaced **4. Solid Waste**
- A worker is directing people to tip in designated areas

- Dump is being capped off by Yusia
- We will be purchasing some temporary fence panels and mesh to extend to ground for carcass pit (waiting for final measurement)
- We are placing in the cells at the new landfill site

5 Other Issues

(a) Plant and equipment issues *(list and plant not working or has been repaired)

- The Donga at the Umagico Tip being repaired so that a crew can be based there and monitor and control dumping
- No sewerage pump out truck so hiring contractor as required
- Small garbage truck waiting on gearbox repairs

(b) Attendance (list staff name and days taken off during August) Attendance has

improved

(c) Staff issues

- No other staff issues at this time

**Northern Peninsula Area Regional Council
Northern Peninsula Airport
Managers Monthly Report**

For the Month of: September 2020

Prepared by: Clive Lavrick

Sale Item	This Month Sales	Year to Date Sales	Comments
Jet A-1	\$ 46099.80	\$ 201754.60	
Avgas	\$ 11984.25	\$ 44460.00	
Landing Fees	\$ 12918.63	\$ 65163.24	
Passenger Tax	\$ 8990.00	\$ 36650.00	Sales from Previous Month. Ex Rex
Other Income			
Total Income	\$ 79992.68	\$ 348027.84	
Net Profit/Loss	\$ 47647.10	\$ 179495.87	Less Monthly Costs:

Sales Summary

Sale Items	Rex	Other Airlines	Totals
Jet A-1 Litres Sold	13397	3677	17074
Jet A-1 Sale Amount	\$ 36171.90	\$ 9927.90	\$ 46099.80
Avgas Litres Sold		4205	4205
Avgas Sale Amount		\$ 11984.25	\$ 11984.25
Number Flights In/Out	22	134	156
Flights In/Out Sale Amount	\$ 6670.84	\$ 6247.79	\$ 12918.63
Passengers In/Out	873	13	886
Passengers In/Out Sales Amount	\$ 8730.00	\$ 260.00	\$ 8990.00
Comments	Charged @ \$10 per Pac ?		This charge is via Council

Monthly Costs

Item	Cost	Comments
Jet A-1	\$ 19122.88	Cost is Jet A-1 Sold
Avgas	\$ 11185.30	Cost is Avgas Sold
Diesel		For Light & Main Generators/ Vehicles & Mowers
Vehicle Maintenance	\$ 93.10	Oil For vehicles
Cleaning Supplies	\$ 271.70	Bag of Rags/ Garbage Bags
Maintenance	\$ 349.20	Jerry Can / Bolts / Pine(workshop)/Drill bits/Stanley Knife/Dust Pan
Consumables Office	\$ 86.15	Toilet Cleaner/ Floor Cleaner/ Clip Board
Aviation Fuel Facility	\$ 620.65	Fuel Spill Kit
ULP		Water Pump/Line Marker/Garden Tools
Staff Uniforms	\$ 616.60	Reon Uniform Kit / Clive Pants
Totals	\$ 32345.58	Cost of Goods are when we Received Goods not when Ordered

Current Projects

Drainage Works: **No Change** Road Crew have finished the Drains. We are just waiting to finishing off the tar works around the wind sock areas.

Obstacle Limitation Areas: Working with roads to complete clearing of OLS to comply with CASA regulations

Subsoil Drains: **No Change** Waiting for Runway Design – Runway testing has been completed and we are now waiting on design reports

Airport Boundary Fence: Council Workers to re start fencing repairs week starting 12/10/2020

Fuel Bowser Cover: Council installing week starting 5/10/2020

Plant & Equipment

ARO Vehicle: Due for service booked in for 13/10/20: Vehicle has been damaged was parked on runway with door open and the wind grabbed the door causing the door to fold around and dent front guard. Workshop have been notified and incident report has been completed

Large Slasher Tractor: All good Service is up to Date

Ride on Mower: All Good Service is up to date – Spare Ride has been repaired and is on standby

Generators: All Good Service is up to Date

Runway & Tarmac Area

Runway Rutting: Is holding up fine at this stage

COVID 19: Movements at the Airport are starting to pick up

Sale Item	Sales Income September 2019	Sales Income September 2020
Jet A-1	\$ 44838.90	\$ 46099.80
Avgas	\$ 19377.15	\$ 11984.25
Landing Fees	\$ 19377.15	\$ 12918.63
Passenger Tax	\$ 7200.00	\$ 8990.00
Total Income	\$ 90793.20	\$ 79992.68
Net Profit/ Loss	\$ 48439.75	\$ 47647.10

Water Supply: New Bore pipe will be installed before wet season, the new pipe will be concrete so should have no problems in the future with fires or corrosion

The Army: Looks as though the Army will be packing up and last flight will be 18th October they will vacate the Airport by the 22nd

Airport Staff: New ARO Trainee is fitting in well with the Airport duties his ARO course will start 12/10/2020 will run for three days

Airport Inspection: The Airports annual technical inspection will be carried out on the 22/10/2020, the inspection will be carried out by AMS Kevin Thomas which he has completed the inspection for the last several years. This inspection is provided free of charge to NPARC and is funded under the Remote Aerodrome Inspection Program of the Federal Government. The inspection is required by CASA regulation for Registered Aerodromes. CASR 139 refers.

Clive Lavrick

8th October 2020

Signed By Airport Manager

Date

WORKSHOP PROGRESS REPORT

2020

YEAR

October

MONTH

Summary of completed jobs in September				
Services	Minor Repairs	Major Repairs	Small Plant Main.	Tyres
8	13	4	9	2

Major repairs Included:

- Jardine Ferry on-board rebuild
- Isuzu truck new tailgate hinge
- Toyota Hilux steering rack replacement
- Land cruiser Clutch replacement

All Workshop Maintenance						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
31	01	02	03	04		
	J.C- 6278 Clutch Replacement W.T- ABSENT M.I- ABSENT R.L- Small Plant Main. M.P- WS Main. R.S- Ferry Prep 6183	J.C- 6183 Ferry engine piston change W.T- 6278 Clutch Replacement M.I- ABSENT R.L- Small Plant Main. M.P- WS Main. R.S- 6183 Ferry engine piston change	J.C- 6183 Ferry Clean up/ 6278 Clutch replacement W.T- TAFE BLOCK M.I- ABSENT R.L-6278 Clutch Replacement M.P- WS Main. (Half day) R.S- 6183 Ferry Clean up/ 6278 Clutch replacement	J.C- Batching Elevator Upgrade W.T- Batching Elevator Upgrade M.I- ABSENT R.L- WS Main. M.P- WS Main. R.S- Batching Elevator Upgrade/ Fly out @ 1pm		
07	08	09	10	11		
J.C- Batching Elevator Upgrade W.T- ABSENT M.P- Replace float wheels M.I- Replace float wheels R.L- ABSENT	J.C- 6332 Isuzu truck, Major Service W.T- 6332 Isuzu truck, Major Service M.I-6301 Land cruiser Service R.L- Small Plant Main M.P- Workshop Main/ Meeting at 9am	J.C- 6333 Hilux, Minor Service W.T- 6333 Hilux, Minor Service M.I-6270 Land cruiser, Clean and Inspect Leak/ Service R.L- Small Plant Main M.P- Workshop Main	J.C- 6353 Isuzu tipper, Major Service W.T- 6353 Isuzu tipper, Major Service M.I-Small Plant Main. R.L- Small Plant Main M.P- Workshop Main	J.C- 6336 Hilux, Minor Service W.T- Workshop main/Clean Light vehicle bay M.I-Workshop Main. R.L- Small Plant Main/ Workshop main. M.P- Workshop Main		

All Workshop Maintenance						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28	29	30	01	02		
J.C- ANNUAL LEAVE W.T-6299 Hilux, Traction Control Fault check and diagnosis M.P- ABSENT M.I- Workshop Main/ Clean Tyre Bay R.L- Small Plant Main. R.S- 6299 Hilux, Traction Control Fault check and diagnosis	J.C- ANNUAL LEAVE M.I- 6332 Tipper, Modify hinge W.T- Small Plant Man. R.L- NPAWS mower starter motor M.P- ABSENT R.S- 6232 Land Cruiser, Diagnose faulty wheel camber/ 6297 Hilux Diagnose faulty wheel camber	J.C- ANNUAL LEAVE W.T-Fabricate Welding screens R.L- Fabricate Welding screens M.I- HACC 6006, Replace all Tyres M.P- ABSENT R.S- Assist Fabricating welding screens				
	01	02	03	04	05	06

Staff Attendance Summary (Days)			
Annual Leave	Sick Leave	Bereavement Leave	Unexplained Leave
8	0	0	12

NOTE: Unexplained Leave is up this month.

Workshop Improvement Includes:

- Continue Painting floors and allocating thoroughfare areas with Yellow paint.
- Oil-water separator is in discussion with the builder for the workshop.
- Speciality tools ordered for workshop for better productivity
- Workshop shed supporting beams are installed and ready to be bolted together
- Welding shed cleaned and most of the non-council equipment have been removed

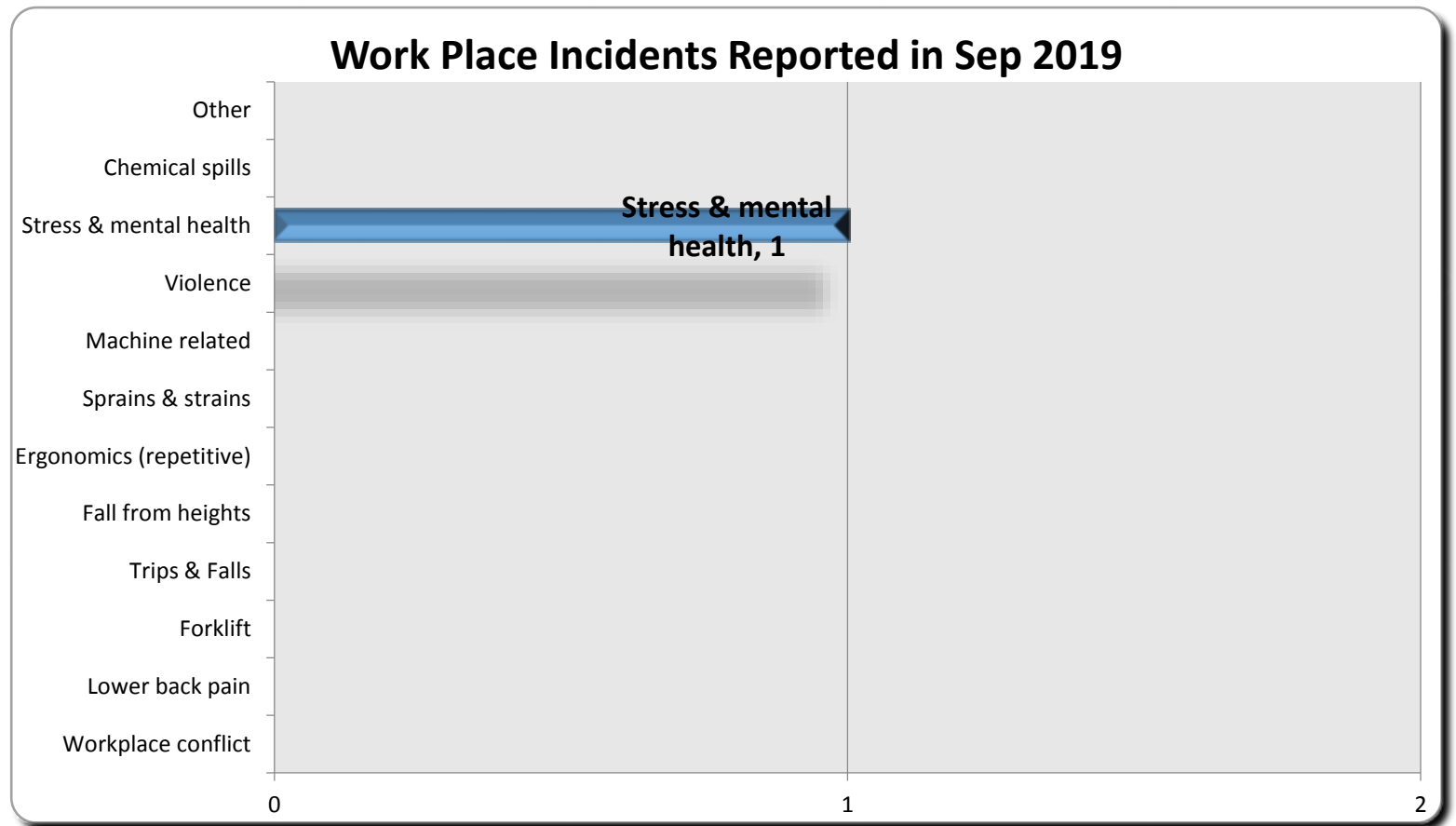
Ongoing Jobs Includes:

- Kubota Tractor 6312- Waiting on Kingpin bearings ex-Japan.
- Hino Garbage truck 6160- New replacement gearbox needs to be ordered
- Isuzu Sewerage Truck 6060- New replacement Pump unit has been installed, waiting for tyre coupling drive ex-Cairns
- Komatsu Excavator- Hydraulic Hoses on the way ex-Japan
- Cat Grader 6162- Electrical issue, Auto electrician due second week of October to diagnose

Other Workshop- related information

- Russel Singe (Contract Mechanic) extended to mid-January
- Keas Blarry filling in admin role.
- Not taking in any private works (only tyres) due to Lack of staff.
- Workshop Laptop is in Cairns getting fixed
- Interviews for Workshop Manager and Diesel fitter second week of October

Incident Type	Number
Workplace conflict	
Lower back pain	
Forklift	
Trips & Falls	
Fall from heights	
Ergonomics (repetitive)	
Sprains & strains	
Machine related	
Violence	
Stress & mental health	1
Chemical spills	
Other	



15. Delegation from Barbara Schmidt - Barbara Schmidt & Associates – Director – Presentation

Recommendation:

That Council approve and accept Presentation from Barbara Schmidt and Associates.

Move:

Second:

Vote:

Resolution:

16. OTHER BUSINESS

	Closing Prayer -
	Meeting Closed