



## **MINUTES**

**Northern Peninsula Area Regional Council**

**Ordinary Council Meeting #17**

**to commence at 9.00am**

**on**

**Wednesday, 18<sup>th</sup> August 2021**

**at the**

**Umagico Council Boardroom**

## **AGENDA**

1.	Welcome and Opening of Meeting .....	5
2.	Acknowledgement of Traditional Land Owners .....	5
3.	Present .....	5
4.	Apologies .....	5
5.	Declarations of Conflict of Interest .....	5
6.	Confirmation of Minutes of Previous Meeting held on 21 <sup>st</sup> July 2021.....	6
7.	Business Arising from Previous Meeting .....	16
8.	Mayoral Report .....	22
9.	Chief Executive Officer Report .....	22
10.	Finance Report .....	23
11.	Other Business	
	11.1 Debt Management Policy.....	28
	11.2 Council Service Charge Concessions [CONFIDENTIAL]	
	11.3 Review – Water Treatment Plant Review .....	35
	11.4 Finalisation of Operational Plan .....	38
12.	Other Business.....	51
13.	Closure of Meeting .....	51



**AGENDA**  
**ORDINARY COUNCIL MEETING #17**  
**Wednesday, 18<sup>th</sup> August 2021**

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

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

Mayor Yusia welcomed attendees and opened the meeting at 9.15am with a prayer by Cr Tamwoy

**Agenda Item 2. Acknowledgement of Traditional Owners**

**Agenda Item 3. Present**

**Mayor & Councillors**

Mayor Patricia Yusia

Cr Kitty Gebadi

Cr Gina Nona

Cr Rob Tamwoy

Cr Eric Cottis

Mayor

Deputy Mayor/Division 3 (Arrived 9.19am)

Division 1

Division 2

Division 4

**Other Attendees**

Susan Law

David Tyson

Gary Pemberton

Michael Booth

Geoffrey Doyle

Althea Gallaway

CEO

Acting Executive Manager of Operations

Executive Manager Corporate Services

Acting Finance Manager

Executive Manager Enterprises

Acting Executive Assistant/ Office Manager

**Agenda Item 4. Absent**

Cr Francis Elu

Division 5

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

Mayor Yusia declared Conflict of Interest for Agenda Item 11.2

**Agenda Item 6.1 Confirmation of Minutes of Previous Meeting**

**Resolution:**

**That Council notes and confirms the minutes from the Ordinary Council Meeting held Wednesday, 21<sup>st</sup> July 2021.**

**Moved: Cr Cottis**

**Vote: 5/0**

**Seconded: Cr Tamwoy**

**Resolution: C6.1 – 18082021**

**Agenda Item 8. Mayoral Report**

Mayor Yusia provided the following update to the Councillors for Ordinary Council Meeting held Wednesday, 21<sup>st</sup> July 2021:

- Liquor accord meeting held on the 17/08/2021.
  - Reporting templates provided for all stakeholders to monitor and evaluate
  - Need for health promotion
  - Review of AMP needed.
- Health action team meeting held on the 16/08/2021
  - Qld Health/NPAFACs to push vaccination rate before next visit. Needs to be 70% currently 29%.
  - Need for community education and promotion.
  - Still issues with staffing at Qld Health.
  - Hospital's aged beds funds lost. Will reapply once facility is built.
- Education Governance Meeting held on the 3/08/2021
  - New governance model proposed including representatives from school, Department of Education, NPARC, NPAFACS, BEL and PBC
  - Working groups to be established to drive key strategic areas for the school, such as early education, high school, attendance and a cultural program.
  - Supported by a secretariat and paid Education Council Chair.
- Meeting with police held on the 13/08/2021
  - Writing to the minister and ministerial champion regarding issues
  - Needs advocacy support from Brisbane as the issues cannot be solved locally.
- Emergency Meeting with all agencies re Youth Crime held on the 22/7/2021
  - Short term
    - Plan to ensure school has teachers and stop actions by youth
    - Mediation
    - Fix lighting
  - Long term
    - Advocacy for housing
    - Public meeting with youth
    - If no participation from parents, investigate further options
- LDMG in response to Cairns COVID-19 Lockdown held on the 09/08/2021
  - Police met all planes and did compliance checks with visitors during that time.
  - Support for business to set up QR codes and follow up to make sure they are complying
  - Communication and messaging to community and tourists regarding COVID-19 measures
- Cancellation of all Department meetings scheduled for last month due to COVID 19.
- Good changes happening in community, including beautification. Team building BBQ so we can show our appreciation. Need to continue work to build and support the team. Mayor thanks council for support to the community.

**Resolution:**

That Council note and accept the Mayor's verbal report for Ordinary Council Meeting held Wednesday, 21<sup>st</sup> July 2021.

Moved: Cr Cottis  
Vote: 4/0

Seconded: Cr Gebadi  
Resolution: C8 – 18082021

Break for morning tea at 10.55am  
Returned at 11.14am

**Agenda Item 9. Chief Executive Officer Report**

**PURPOSE OF REPORT**

To provide a verbal update on the Chief Executive Officer's activities since the previous meeting.

**Resolution:**

That Council closes the meeting at 11.34am under *Local Government Regulation 2012 Section 254J (3)(b)* to deliberate on confidential reports.

Moved: Cr Tamwoy  
Vote: 5/0

Seconded: Cr Nona  
Resolution: C9 – 18082021

**Resolution:**

That Council open the meeting to the public at 12.04pm

Moved: Cr Tamwoy  
Vote: 5/0

Seconded: Cr Nona

**Resolution:**

That Council note and accept the Chief Executive Officer's verbal report for the Ordinary Council Meeting held Wednesday, 21<sup>st</sup> July 2021.

Moved: Cr Cottis  
Vote: 5/0

Seconded: Cr Gebadi  
Resolution: C9 – 18082021

**Agenda Item 10. Acting Manager Finance Report**

**Resolution:**

**That Council note and accept the Acting Manager Finance Report for Ordinary Council Meeting held Wednesday, 18<sup>th</sup> August 2021.**

**Moved: Cr Gebadi**  
**Vote: 5/0**

**Seconded: Cr Tamwoy**  
**Resolution: C10 – 18082021**

*Cr Nona left at 12.26pm*

**Resolution:**

**That Council take a 30 minute break at 12:27pm**

**Moved: Cr Cottis**  
**Vote: 4/0**

**Seconded: Cr Tamwoy**

**Resolution:**

**That Council resume the meeting at 1:09 pm.**

**Moved: Cr Cottis**  
**Vote: 4/0**

**Seconded: Cr Tamwoy**

**Agenda Item 6.2 Confirmation of Minutes of Previous Extraordinary Council Meeting**

**Resolution:**

**That Council notes and confirms the minutes from the Extraordinary Council Meeting #4 held Thursday, 22<sup>nd</sup> July 2021.**

**Moved: Cr Gebadi**  
**Vote: 4/0**

**Seconded: Cr Tamwoy**  
**Resolution: C6.2 – 18082021**

**Agenda Item 11.1 Debt Management Policy**

**Resolution:**

**That the Council approves the Debt Management Policy.**

**Moved: Cr Tamwoy**

**Vote: 4/0**

**Seconded: Cr Gebadi**

**Resolution: C11.1 – 18082021**

**Agenda Item 11.3 Water Treatment Plant – CMF Third Filter Membrane Train Installation (Update)**

**Resolution:**

1. That Council resolves to rescind Motion: C11.2 - 21072021 of the Ordinary meeting of Council held 21<sup>st</sup> July 2021, the wording of that motion being as follows. That Council resolves to approve the recommendation to engage the current water treatment plant operator to project manage the installation of the third membrane train in accordance with the exemptions provided in Section 235 the Local Government Regulation.
2. That Council further resolves to defer any further decision on the awarding of any contract in relation to the installation and project management of the third membrane train till such time as an ongoing contractual arrangement is in place for Operations and Maintenance Services for the Bamaga Water Treatment Plant (WTP)

**Moved: Cr Tamwoy**

**Vote: 4/0**

**Seconded: Cr Gebadi**

**Resolution: C11.3 – 18082021**

**Agenda Item 11.4 Operational Plan**

**Resolution:**

**That Council adopts the Operational Plan.**

**Moved: Cr Cottis**

**Vote: 4/0**

**Seconded: Cr Tamwoy**

**Resolution: C11.1 – 18082021**

**Agenda Item 11.2 Council Service Charge Concessions [CONFIDENTIAL]**

**Procedural Motion:**

**That Council closes the meeting to the public at under *Local Government Regulation 2012* Section 254J (3) (d) at 2.05pm to deliberate on Confidential Reports – Council Service Charge Concessions.**

**Moved: Cr Gebadi**

**Vote: 4/0**

**Seconded: Cr Tamwoy**

**Resolution:**

That Council note the report and defer the consideration of the matter pending review of existing policies.

Moved: Cr Tamwoy  
Vote: 4/0

Seconded: Cr Gebadi  
Resolution: C11.2 – 18082021

**Procedural Motion:**

That Council open the meeting to the public at 2.19pm

Moved: Cr Tamwoy  
Vote: 4/0

Seconded: Cr Gebadi

*Break for afternoon tea at 2.20pm*  
*Returned at 2.28pm*

**Agenda Item      12 Other Business**

Councillors provided information of issues within their communities to be added to the action item list.

**Agenda Item      13 Closure of Meeting**

Meeting closed at 3.22pm with a prayer from Cr Gebadi

## 7. Business Arising from Previous Meeting

### CHIEF EXECUTIVE OFFICER

Meeting Date	Responsible Officer	Action	Update	Status
21/4/21	CEO	Update required on the NMAC situation.	<p><b>18/8/21 Organise meeting with WCCCA to discuss stages 3 and 4 of Community Hall.</b></p> <p>16/6/21 Formal discussions to be held.</p> <p>21/4/21 Further information awaited in relation to grant applications.</p>	Ongoing

### EXECUTIVE MANAGER CORPORATE SERVICES

Meeting Date	Responsible Officer	Action	Update	Status
17/2/21	Economic Development Coordinator	Provide an update regarding funds for horse racing	<p><b>18/8/21 Expecting it to move forward soon. Check with community funding as in the past there has funding available.</b></p> <p>16/6/21 Investigate further whether a funding application has been made.</p> <p>17/3/21 No application has been made.</p>	Ongoing
17/2/21	Corporate Affairs Manager	Ascertain if there is a policy regarding cemetery plots and burial requirements	<p><b>18/8/21 Draft has been prepared and will be brought to the next council meeting.</b></p> <p>13/4/21 Still a draft. Reviewed by MANEX 29/3/21.</p>	Ongoing

			17/3/21 Draft Policy to be tabled at the June Council Meeting.	
20/04/21		Delegate to the Chief Executive Officer the power to take further steps, including by instructing solicitors to commence proceedings on behalf of Council, to recover any outstanding debts owed by the outgoing tenant of the Premises, whose occupancy of the Premises ended on 23 January 2021.	<b>18/8/21 Policy to be brought to council 18.08.2021 regarding the collection of long outstanding debts.</b>  10/06/21 This is being managed by our debt recovery team.	Completed
16/3/21	Corporate Affairs Manager	Further update required on the residential housing policy	<b>18/8/21 Significant progress made.</b>  19/5/21 It is proposed that a Draft Residential Housing Policy will be tabled at the June Council meeting.  A residential housing policy could not be located. The Property and Leasing Manager is working on a draft.	Work in Progress
16/3/21	Economic Development Coordinator	Investigate whether we have a business directory and if not, create one	<b>18/8/21 New directory in progress.</b>  19/5/21 It is proposed that a report on the business directory will be tabled at the June Council meeting.  21/4/21 The business directory is currently a work in progress.	Work in Progress
<b>EXECUTIVE MANAGER ENTERPRISES</b>				
<b>Meeting Date</b>	<b>Responsible Officer</b>	<b>Action</b>	<b>Update</b>	<b>Status</b>
17/2/21	Property & Facilities Manager	Lui Street – follow up and action the Property Entered Abandonment Process	<b>18/8/21 In progress</b>	Work in Progress

			<p>28/5/21 Tenant is moving back to the community. Housing application will need to be completed and assessed prior to house being allocated.</p> <p>19/5/21 Abandonment Notice Form 15 is a work in progress (WIP) for actioning. Tenant is requesting to move back but the accommodation is unstable and unsafe to be occupied. Quote \$28,722.10 for repairs and maintenance obtained from NQ Builders.</p> <p>17/3/21 This program has been developed on a four weekly cycle. The program has been interrupted by “sorry business” during Feb/March and is being adjusted to reflect this and resource availability. The modified program will be available in mid-April '21 and the four weekly cycle will be used as the base to develop a 12 monthly plan over the next 12 months.</p>	
17/2/21	Aged Care & Home Services Coordinator	MANEX to set date for the HACC Opening and present to Council	<p><b>18/8/21 Date to be set for official opening, then invitations will be sent out.</b></p> <p>16/6/21 Invitations for official opening to be organised.</p> <p>17/3/21 Unable to secure a date.</p>	Ongoing
17/2/21	Property & Facilities Manager	Create works program to clean IKC's	<p><b>18/8/21 Work is being done internally.</b></p> <p>16/6/21 Contractors engaged.</p> <p>19/5/21 Work in progress due to lack of staffing capacity seeking to go out tender for cleaning contractors.</p>	Work in Progress

			21/4/21 The roster system has been updated and will be implemented.  Program being developed.	
16/3/21	Property & Facilities Manager	Fans are required in all community halls. Can this be funded through Works for Qld?	<b>18/8/21 Bamaga complete. Umagico and Injinoo in progress. Seisia ceiling too low and investigating alternatives.</b>  19/5/21 Fans ordered or have arrived and will be fitted as soon as possible.  21/4/21 Partially done – Seisia has not be done as there are structural issues that need to be addressed.  16/6/21 Not all fans have been installed yet.	Work in Progress
21/4/21	Property & Facilities Manager	40 Langie Draha St, New Mapoon – Building to be assessed for asbestos	<b>18/8/21 Accommodation on demolition list.</b>  19/5/21 Accommodation does have asbestos and is on the list of housing for abolishment.	Work in Progress
21/4/21	Property & Facilities Manager	Rangers and carpenters buildings need mowing and cleaning up	<b>18/8/21 Schedule for regular upkeep on halls.</b>  19/5/21 Actioned by parks and gardens.	Work in Progress
21/4/21	Property & Facilities Manager	Investigate purchase of small indoor sweeper for use in Community Halls	<b>18/8/21 Properties and facilities manager is getting quotes</b>  19/5/21 Underway.	Work in Progress
21/4/21	Property & Facilities Manager	Review the layout of the Injinoo Community Hall with Councillor Nona	<b>18/8/21 Complete</b>  16/6/21 Meeting arranged with Peri Sunai and Rob James.  19/5/21 Still to be done.	<b>Complete</b>

21/4/21	Property & Facilities Manager	Mesh at the basketball courts in Bamaga needs fixing or replacing. Bins also required	<b>18/8/21 Work in progress</b>  19/5/21 Meeting with Department Sports and Recreation held with the possibility of a funding grant application being submitted.	Work in Progress
21/4/21	Property & Facilities Manager	Previously designed sign for the historic village (village layout) needs to be installed	<b>18/8/21 I. Follow up on ordering.</b>  19/5/21 A sign has been designed but not ordered. Investigating ordering of sign.	Work in Progress
16/6/21	Property & Facilities Manager	New entry to kitchen at Bamaga Hall required		Pending
16/06/21	Executive Manager Enterprises	Review Australia Post agreement with a view to updating and renewing.	<b>18/8/21 In progress</b>  14/7/21 The new Executive Manager Enterprises will be reviewing the agreement.	Pending
18/08/21	Executive Manager Enterprises	Funding application for New Mapoon Shop		

### EXECUTIVE MANAGER OPERATIONS

Meeting Date	Responsible Officer	Action	Update	Status
17/2/21	Apudthama Rangers Coordinator	Ranger Program – Strategies to get money back for Ranger Program and completion of reporting	<b>18/8/21 2020 lodged and approved. 2021 needs to be reviewed.</b>  16/6/21 2021-2022 Funding to be reduced. Recruitment for Ranger Coordinator still underway.  21/4/21 Submission has been made to NIAA to keep the funds for continuing the program. Acquittals are up to date.	Work in Progress

			17/3/21 Negotiations with the funding body, National Indigenous Australians Agency, are continuing.	
16/3/21	Executive Manager Operations	Maintenance/replacement of gazebos at Seisia foreshore and wharf required	<b>18/8/21 To be actioned next week in consultation with Cr Elu.</b>  19/5/21 No action yet and none planned.	Ongoing
21/4/21	Acting Works Overseer	Grounds, mowing plan / map (including time) for each Community	<b>18/8/21 Trial in Injinoo was successful and will be extended to other communities. Beautification of council buildings is in progress.</b>  8/6/21 Some adjustments are being implemented so a two week trial in Injinoo can commence in July 2021.  19/5/21 Currently being developed	Work in Progress
21/4/21	Acting Works Overseer	Fencing for Injinoo Primary School to be completed. Grant from Ely Trust	<b>18/8/21 In progress</b>  19/5/21 Further investigation being conducted	Pending
16/6/21	Acting Works Overseer	Injinoo Shire Council Sign – put back up	<b>18/8/21 In progress</b>	Pending
21/4/21	Acting Works Overseer	Roads and drainage scope of works required	<b>18/8/21 EMs to meet with councillors to drive around communities.</b>  19/5/21 Currently being developed	Work in Progress
21/4/21	Acting Works Overseer	Injinoo lookout mowing, slashing and clean up required	19/5/21 Being managed	Ongoing
21/4/21	Building and Construction Manager	Gazebo's/shelters at Injinoo Park, bus stop shelters in Injinoo need replacement/repair	<b>18/8/21 In progress. Quotes received and funds have been allocated. Need to rescope project.</b>  8/6/21 Quotes for shelters have been requested.  19/5/21 Operations to follow up quotations for 12 shelters.	Work in Progress

21/4/21	Acting Works Overseer	Signs for all Communities to be inspected and replaced	<p><b>18/8/21 In progress.</b></p> <p>16/06 Still searching for designs.</p> <p>8/6/21 EMO has been advised new sign designs were completed. Further investigation is required to find them to provide to Councillors for discussion.</p> <p>19/5/21 Being inspected 20/5/21.</p>	Work in Progress
21/4/21	Executive Manager Operations	Contact Ergon Energy to arrange changing of light bulbs in the street lighting	<p><b>18/8/21 Meeting with Ergon Monday. Costs and safety implications to be discussed.</b></p> <p>16/6/21 Request to Ergon has been made to fix the lights. Solar lights are being installed in all communities.</p> <p>28/5/21 Bamaga, Umagico and Injinoo need actioning.</p> <p>This requires clarification before contacting Ergon. Is this replace all bulbs everywhere or is this replace broken/non-working bulbs?</p> <p>19/5/21 Request to Ergon has been lodged.</p>	Work in Progress
28/5/21	Executive Manager Operations	EMO to meet with Councillor Nona to discuss the Injinoo beautification project	<p><b>18/8/21 In progress</b></p> <p>8/6/21 No action as yet.</p>	Pending
28/5/21	Acting Works Overseer	Mowing at Little Fletcher St in New Mapoon needs mowing	<p><b>18/8/21 Not completed. Trees need to be cut</b></p> <p>8/6/21 Parks and Gardens notified.</p>	Pending

16/6/21	Executive Manager Operations	EMO and Cr Nona to discuss installing Bollards on Injinoo walkway		Pending
16/6/21	Acting Works Overseer	Parks and Gardens to trim overhanging trees and shrubs from pathways in all communities	<b>18/8/21 Plan to assess trees. Cr Cottis and rangers are trained. New mowers being investigated that will mulch grass.</b>	Pending
16/6/21	Acting Works Overseer	Identify whether the old fuel tanks opposite the Umagico supermarket can be reused. If they can't be, arrange for their removal.	<b>18/8/21 In progress.</b>	Pending
16/6/21	Acting Works Overseer	Cut /Clear grass on street leading up to gathering, space next to Injinoo Office, old Cemetery	<b>18/8/21 In progress</b>	Pending
16/6/21	Acting Works Overseer	Iron Sheets to be removed from new cemetery		Pending
16/6/21	Acting Works Overseer	Drains at Atambya Cl Injinoo to be cleaned up and in front of the Church.	<b>18/8/21 In progress</b>	Pending
16/06/21	Executive Manager Operations	Letters to affected residents with overgrown trees and shrubs are to be issued, advising that it's their responsibility to keep pathways clear as per local laws.	<b>18/8/21 In progress</b>	Pending
18/08/21	Executive Manager Operations	Repair of Bamaga Church Roof		



**AGENDA**  
**ORDINARY COUNCIL MEETING #17**  
**Wednesday, 18<sup>th</sup> August 2021**