

MEETING BOOK

Northern Peninsula Area Regional Council

Ordinary Council Meeting #26

To commence at 9.00am

On

Wednesday, 15th June 2022

BAMAGA

AGENDA

1.	Welcome and Opening of Meeting	3
2.	Acknowledgement of Traditional Land Owners	3
3.	Present.....	3
4.	Apologies	3
5.	Declarations of Conflict of Interest	3
6.	Confirmation of Minutes of Previous, Wednesday 25 th May 2022	4
7.	Business Arising from Previous Meeting, Wednesday 25 th May 2022	
8.	Mayor Report	
9.	Acting CEO Report	11
10.	Executive Report	
	10.1 Acting Executive Manager Business Enterprises Report	15
	10.2 Executive Manager Operations Report.....	18
11.	Finance Report	22
12.	Other Business	
	12.1 Proposed Public Housing Development – Lot 19 Lui St	29
	12.2 Proposed Public Housing Development – NPA State College Junior Campus	40
	12.3 NPARC Report into Operations of the Council Pool	61
	12.4 NPARC Report into Operations of Hunters Gym	64
13.	General Discussion	
14.	Closure of Meeting	



AGENDA ITEM 1- 5
ORDINARY COUNCIL MEETING #26
Wednesday 15th June 2022
Bamaga

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

Agenda Item 1. Welcome and Opening of Meeting

Cr Cottis welcomed attendees and opened the meeting at 9:00am, with a prayer by Cr Tamwoy

Agenda Item 2. Acknowledgement of Traditional Owners

Agenda Item 3. Present

Mayor & Councillors

Cr Gina Nona

Cr Eric Cottis

Cr Mabelene Whap

Cr Robert Tamwoy

Division 1

Division 4 (Chair)

Division 5

Division 2

Other Attendees

Kate Gallaway

Gus Yates

Gary Pemberton

Michael Booth

David Tyson

Rachel Yusia

Acting CEO

Executive Manager of Operations

Executive Manager Corporate Services

Acting Finance Manager

Acting Manager Business Enterprises

Executive Assistant/Minute Taker

Agenda Item 4. Apologies

4.1 Mayor Yusia and Cr Gebadi has requested Leave of Absence from this meeting, a formal resolution is required.

Resolution:

That Council:

1. Moves to accept apology from Mayor Yusia, who is away on personal leave.
2. Moves to accept apology from Councillor Gebadi as she is unwell and obtaining a medical certificate.

Moved: Cr Tamwoy

Vote: 4/0

Seconded: Cr Whap

Resolution: C4.1 – 25052022

Agenda Item 5. Declarations of Conflicts of Interest

Cr Cottis disclosed his conflict of interest for Agenda Item 10.4 Road Closure Letter of Support – Gudang Yadhaykenu as he is a member of the Gudang Yadhaykenu Clan Group.

Cr Nona disclosed her conflict of interest for Agenda Item 10.4 Road Closure Letter of Support – Gudang Yadhaykenu as she is a member of the Gudang Yadhaykenu Clan Group.

Agenda Item **6. Confirmation of Minutes of Previous Meeting**

Resolution:

That Council: Notes the following errors in the minutes from the Ordinary Council Meeting held Wednesday, 20th April 2022

- Vote count for the following resolutions should read 5 / 0
 - o C4 – 20042022
 - o C6 – 20042022
 - o C8 – 20042022
 - o C9.1 – 20042022
 - o C9.2 – 20042022
 - o C10.1 – 20042022
 - o C11.1 – 20042022
 - o C11.3 – 20042022
 - o C11.4 – 20042022
 - o C11.2 – 20042022
- Conflict of interest noted for Resolution C11.2-20042022 for Mayor Yusia should read Mayor Yusia (as Director of NPA FACS and Bamagau Kazil TSI Corporation)

Moved: Cr Whap
Vote: 4 / 0

Seconded: Cr Tamwoy
Resolution: C6 – 25052022

Agenda Item **7. Business Arising from Previous Meeting**

Agenda Item **8. Executive Reports**

Agenda Item **8.1 Acting Executive Manager - Business Enterprises**

Resolution:

That Council: Notes the information provide in report from Acting Executive Manager of Business Enterprises

Moved: Cr Tamwoy
Vote: 4/0

Seconded: Cr Nona
Resolution: C8.1 – 25052022

Agenda Item 8.2 Executive Manager - Operations

Resolution:

That Council: Notes the information provide in report from Executive Manager of Operations.

Moved: Cr Nona

Vote: 4/0

Seconded: Cr Tamwoy

Resolution: C8.2 – 25052022

Agenda Item 9. Finance Reports

Officers Recommendation:

That Council: Note and accept the Acting Manager Finance Report for the period ending 30th April 2022.

Moved: Cr Whap

Vote: 4/0

Seconded: Cr Nona

Resolution: C9 – 25052022

Morning Tea break 10:10am

Return from break 10:20am

Agenda Item 10. Other Business

Agenda Item 10.1 Airport Master Plan

Resolution:

That the Council:

1. Note the report.
2. Formally Adopt the Airport Masterplan, "YEPE08 Northern Peninsula Area Masterplan 2022".

Moved: Cr Tamwoy

Vote: 4/0

Seconded: Cr Whap

Resolution: C10.1 – 25052022

Agenda Item 10.2 NPARC Batching Plant Supply of Service Report

Resolution:

That Council:

1. Note the report.
2. Endorse in principle the transfer of the Batching Plant Operations through an EOI process to a 3rd party.

Subject to

3. Full assessment of the requirements for the continued provision of materials to the Council and local Trade Services and community and
4. Those options ensure the uninterrupted services to the community

Moved: Cr Whap

Vote: 4/0

Seconded: Cr Tamwoy

Resolution: C10.2 – 25052022

Agenda Item 10.3 Tender Award, NPARC 2022-03-01

Resolution:

That Council: Authorise the Chief Executive Officer and Executive Manager Operations to:

1. Council to commence and finalise negotiation of contract terms with the preferred Tenderer, Veolia.
2. Enter into a contract for six years with Veolia if negotiations result in an acceptable contract position.
3. The cost of mobilisation of this Contract is \$182,183 excl. GST, with a monthly base fee of \$128,124.86 excl. GST. The total annual cost for the first year of this Contract for mobilisation and monthly base cost is estimated to be \$1,719,681.32 excl. GST.

Moved: Cr Tamwoy

Vote: 4/0

Seconded: Cr Nona

Resolution: C10.3 – 25052022

Cr Cottis and Cr Nona declared their conflict of interest for Agenda Item 10.4 at Agenda Item 5. Cr Cottis and Cr Nona left the room to allow remaining councillors to make a decision regarding their participation in the agenda item.

The council: Moves that it is in the public interest that Cr Cottis and Cr Nona participates and votes on Agenda Item 10.4 Road Closure Letter of Support – Gudang Yadhaykenu because they are not directors of the Corporation or obtain benefit from the decision and therefore a reasonable person would trust that the final decision in made in the public interest.

Moved: Cr Whap
Vote 2/0

Second: Cr Tamwoy
Resolution: C10.4 – 25052022

Agenda Item 10.4.1 Road Closure Letter of Support – Gudang Yadhaykenu

Resolution:

That Council: Authorise the Chief Executive Officer to prepare and send a letter of support/no objections to Torres Shire Council for the permanent closure of that section of road proposed by Gudang/Yadhaykenu Aboriginal Corporation.

Moved: Cr Tamwoy
Vote: 4/0

Seconded: Cr Whap
Resolution: C10.4.1 – 25052022

Agenda Item 10.5 Update on NPARC Business Enterprises – Ferry Replacement Project

Resolution:

That Council:

1. Note the report.
2. Endorse in principle a request to transition the current funding arrangement to upgrade the current Ferry.
3. If approved, the project Manager oversee the requirements for the provision of services.

Moved: Cr Tamwoy
Vote: 4/0

Seconded: Cr Whap
Resolution: C10.5 – 25052022

Agenda Item 10.6 Financial Assistance for Not For Profit Organisations - Fees and Charges Policy

Resolution:

That Council:

1. Note the report.
2. Approves the Policy on Financial Assistance for Not For Profit Organisation - Fees and Charges.

Moved: Cr Whap

Vote: 4/0

Seconded: Cr Nona

Resolution: C10.6 – 25052022

Break for lunch – 11:50am

Moved: Cr Tamwoy

Vote: 4/0

Seconded: Cr Nona

Return from lunch break – 12:33pm

Moved: Cr Tamwoy

Vote: 4/0

Seconded: Cr Nona

Agenda Item 10.7 Funeral Assistance Policy

Resolution:

That Council:

1. Note the report.
2. Approves the Funeral Assistance Policy with amendments as noted:
 - Inclusion of a small skip bin or equivalent in the funeral package.
 - Provision & delivery of up to 8m³ of sand.
 - Policy to be reviewed annually.

Moved: Cr Tamwoy

Vote: 4/0

Seconded: Cr Whap

Resolution: C10.7 – 25052022

Cr Whap proposed that Council waives the fee for the delivery of 16m³ of sand amount to the value of \$369.00 to Percy & Hilda Clermont delivered Friday 20th May 2022.

Resolution

That Council waive the fee for the delivery of 16m³ of sand amount to the value of \$369.00 to Percy & Hilda Clermont.

Moved: Cr Nona

Vote: 4/0

Seconded: Cr Tamwoy

Resolution: C10.7.1 – 25052022

Agenda Item 10.8 ALGA National General Assembly – June 2022

Resolution:

That Council:

1. Note the report.
2. Approves Mayor Yusia, CEO and 1x Councillor at the discretion of the Mayor to attend the Australian Local Government Association's National General Assembly and Sunday Regional Forum in Canberra during the period 19 to 22 June 2022.

Moved: Cr Tamwoy

Vote: 4/0

Seconded: Cr Nona

Resolution: C10.8 – 25052022

Agenda Item 12. Other Business

Agenda Item 13. Close of Meeting

Meeting Closed at 1:48pm with a prayer by Cr Whap.

Title of Report: CEO Report

Agenda Item: 9

Classification: For Noting

Author Acting Chief Executive Officer

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

To provide a status update for Council from the Acting Chief Executive Officer

CORPORATE PLANNING

Under the Local Government Act, Council needs to have a Corporate Plan, as well as adopt the annual operational plan and budget with a number of policies each year.

Corporate Plan

This has been a piece of work done in collaboration with Dr Chris McLaughlin from Culturev8. There was a workshop with Council as well as a number of community forums held last year. The information from these workshops have been used to identify priority areas and actions within the Draft Corporate Plan. We will hold a workshop on the 16/6 to review the corporate plan, identify areas that are missing, identify areas that should be deleted from the draft plan and set proposed timing for actions and activities. This information will then be used to inform our annual operational plan and budget as well as being formatted by the graphic designers prior to adoption by Council. It would be anticipated that the Corporate Plan can then be presented to staff and community.

Annual Operational Plan and Budget

The annual operational plan and budget will need to be adopted prior to 31 July. There is a workshop scheduled for 6th July to discuss the annual operational plan and budget. After this workshop, the documents will be finalised to be adopted prior to 31 July at a Special Budget Meeting. Once adopted by Council, it will be presented to staff to inform work plans.

Community Safety Plan

The current Community Safety Plan was submitted in draft. The Community Safety Plan is important as it informs the new Renewed Approach to Alcohol from the State Government. NPARC has received \$85,000 to date for the implementation of both the Community Safety Plan and Service Enhancement Funding. To date, there has not been progression on the finalisation of the Community Safety Plan, Service Enhancement Implementation Plan and submission of progress reports against these plans. The outstanding plan and reports are being finalised prior to 30 June, and currently negotiating with

DATSIP to retain the funds to rollover for use next financial year. In total there is \$285000 to support the implementation of both plans. Stakeholders will be re-engaged to finalise the Community Safety Plan with the view for adoption at the August Council meeting.

GOVERNANCE

Compliance

There are a number of policies, process and records that local governments must have in place to comply with the requirements of the Local Government Act and Local Government Regulations. A preliminary audit of these documents have occurred which has indicated a number of issues

- Some documents have not been reviewed since 2013
- There are multiple locations that documents are stored and they are not readily available
- There is a lack of version and document control occurring on compliance documents
- It is unclear where mandatory registers are stored and maintained
- Processes for the publishing of draft agenda and minutes have not been followed consistently
- There are documents which must be published under the Act and Regulations and it is unclear where they are published

Aside from these policies and processes, there are additional policies that NPARC requires to operate such as HR policies etc. Work is required to identify these policies, last review dates and implement a policy review schedule to ensure policies are regularly review and communicated with staff. There is also work required so there is a centralised place for staff to access up to date policies without having access to previous versions of policies.

There is also the outstanding matter regarding the vote count. A special meeting is being organised so relevant resolutions can be passed to make a note to previous minutes.

Grant Management

Grant Management has been a historical issue for NPARC. There have been poor control processes in place previously which has led to a number of issues including

- Grant files, records and approvals and documentation are not maintained well
- Projects cannot be executed due to lack of information
- Fund status and tracking of funds needs to occur
- Funds are being used for other works
- Reporting is late or incomplete
- Project prioritisation needs to occur
- Projects are executed late
- Due diligence is not completed
- Lack of Grants Officer and Management Accountant placing additional responsibility on staff outside of their Position Description

NPARC has established a Grant Steering Committee and will implement a grant control model moving forward to have better control over existing and new grants and improve reporting and communication processes. Once the Corporate Plan is finalised, this information will be used to input into project prioritisation processes.

HUMAN RESOURCES

Staff Training and Development

Training was delivered to Level 3 Managers from Monday 30/5 to Thursday 2/6. Topics covered included

- Code of Conduct
- Performance, Planning and Review
- Procurement
- Leadership and Motivation

The training was provided by Premiere Management Consulting and included presentations by the Acting CEO and Acting Finance Manager. Positive feedback was provided by the attendees at conclusion and we are currently completing a feedback survey with participants to obtain further feedback. The training highlighted the need for improved communication between areas of the council. Monthly Managers Meetings will be implemented to further build the capacity of Level 3 Managers to understand what is happening across the council, provide opportunities to discuss the implementation of the annual operational plan and provide opportunity for further in-service and professional development. They will be occurring on the Monday after each Council Meeting.

Structure

Premiere Management Consulting was engaged by the previous CEO to document the current structure for Council. The initial structure has been documented and identified areas for further action. In particular, NPARC needs to

- establish whether casuals listed on the structure are employed as true casuals or whether a casual conversion process needs to occur
- review whether the structure is meeting the needs of the respective area – is it over or under staffed and does there need to be adjustments to the structure
- establish the level of each employee within the structure to understand the true staffing costs of NPARC
- understand and document positions that are funded through operational grants and enterprises

Once finalised, the structure can support any change management necessary to support the needs of NPARC as well as support the implementation of performance management processes. It is also noted that the structure will need to be reviewed once the EOI process for enterprises is completed to review requirements. A basic structure was endorsed by Council previously and this work will allow council to adopt a detailed structure including FTEs in the near future.

Staff Movements

To advise the Council of changes in key operational positions

Position	Update	Strategy
HR Manager	A new HR Manager, Dennis McLeod, has been appointed to commence on 20/06/2022	A handover is being prepared by the current HR Advisor and time has been arranged with Premiere Management Consulting to provide information
Executive Manager – Corporate Services	Gary Pemberton resigned as Executive Manager – Corporate Services effective 10/06/2022	CEO will undertake responsibilities with additional key positions are recruited.

Finance Manager	Michael Booth advised he will be ending his contract as the Acting Finance Manager effective 31/07/2022	Finance Manager and Management Accountant positions will be advertised this week to replace Michael and the vacant accountant position
WHS Manager	David Tyson is currently Acting as Executive Manager and the WHS Manager Position remains critical.	A Temporary WHS Manager is being sought to backfill while the remaining assessment of Enterprise process is undertaken.

UPCOMING MEETINGS & VISITS

The following upcoming visits and meetings are scheduled

Date	Time	Purpose	Venue
16/06/2022	10am to 3pm	Corporate Plan Workshop	Bamaga Boardroom
16/06/2022	3.30pm to 5pm	Informal Council meeting	Bamaga Boardroom
24/06/2022 & 25/06/2022	All day	Cultural Festival	Yusia Ginau Field
29/06/2022	3pm to 5pm	Prep Workshop – Local Housing Plan	Bamaga Boardroom
Week Commencing 04/07/2022	TBC	Visit from John O'Halloran	Bamaga Boardroom
04/07/2022	2pm to 5pm	Meeting with Department of Housing r.e. Local Housing Plan	Bamaga Boardroom
05/07/2022	9.30am to 11.30am	Technical Working Group	Bamaga Boardroom
06/07/2022	10am to 4pm	Annual Operational Plan & Budget Meeting	Bamaga Boardroom
12/07/2022 – 14/07/2022	All day	TCICA Meeting & QPS Indigenous Mayor Summit	Cairns
13/07/2022	TBC	Visit from Minister Liard and Deidre Mulkin	Bamaga Boardroom
19/07/2022	9am to 10.30am	LGAQ President Visit	Bamaga Boardroom
20/07/2022	All day	July Ordinary Meeting	Injinoo Boardroom

Title of Report: Update on NPARC Business Enterprises

Agenda Item: 10.1

Classification: For Noting

Author: Acting Executive Manager - Business Enterprises

Attachments: N/A

Officers Recommendation:

That Council note the report

PURPOSE OF REPORT

This report provides the Councillors with an update of NPARC Business Enterprises activities.

UPDATE

Umagico Supermarket:

- Operations have had minimal disruption in the last month
- Staffing turnover is continuing as standards are being enforced
- Meetings with ALPA to identify weaknesses are continuing

Injinoo Fuel Station:

- Price fluctuations are considerable due to current world circumstances
- Review of products being sold is being undertaken

General Stores Bamaga:

- General sale is occurring to remove stock items inherited from amalgamation

Jardine River Ferry:

- Tourists are starting to arrive in larger numbers
- Various strategies for the Ferry shop to supply increased tourist sale items are being identified/discussed
- Some continuing areas of staffing concerns are being addressed

Airport:

- Continual damage to runway and operational areas due to seasonal conditions are being undertaken as required.
- Issues with the Fuel pumps (mainly JetA1) have been rectified
- Possible theft of fuel from the Airport has been resolved – no theft identified
- Interviews for the Airport Manager position are being undertaken

Gym:

- Various items of Equipment in the Gym require replacement

Pool:

- Pump replacements for the pool are being ordered
- A Pool facility plan is being prepared for possible implementation if funding becomes available

Photos of Airport Runway – 06/06/2022





Title of Report: May Operations Information Report

Agenda Item: 10.2

Classification: For information

Author Executive Manager, Operations

Attachments Nil

Officers Recommendation:

That Council note the Report

PURPOSE OF REPORT

To provide Councillors with an outline of monthly activities undertaken by Operation Department sections.

BACKGROUND AND CONTEXT

Works undertaken by the various sections making up the operations department for the month of May are as follows:

Building Construction and Maintenance

The Building and Construction Manager was on Leave when this report was prepared.

- Housing and Council Maintenance tasks are being undertaken as per QBuild response times.
 - o Works are being undertaken by various contractors
- NPARC carpenters working on various vacant maintenance upgrades.
- Interim Capital Works Housing
 - o Bamaga
 - Wall cladding completed
 - Setting completed in May
 - o Mapoon Plumbing and electrical rough ins
 - Wall cladding completed
 - o Umagico slab set up completed
 - Pour programmed for June
 - Delayed due to competing works at Injinoo
 - o Injinoo
 - Wall cladding completed
- Injinoo Lookout Project
 - o Works commenced in May and will be completed by the end of June
- Bamaga Staff room kitchen works progressed in May and will be finalised in June

Roads

- Vegetation removal around signs, guideposts and culverts
- Collecting surrendered vehicles
- Patching Potholes
- Pavement repairs in the runway strip
- Collection and delivery of aggregates from the Jardine Ferry Stockpile site for the Concrete Batching plant.
- Preparation and support of community events
- Remove sand from the Seisia boat ramp
- Supply and delivery of sand to approved cultural events

Parks & Gardens

- Slashing open spaces and roadsides
- Brush cutting around parks
- Slashing & brush cutting vegetation in and around drains
- Mowing Council facilities
- Litter collection from roadsides and parks
- Commenced preparations for the Cultural festival
 - o Pre mowing of additional areas
- Collecting and delivering mail to the post office
- Preparation and support of Community events

Water

- Simmonds and Bristow continue to operate the water treatment plant in a relief capacity
- Contract negotiations commenced with Veolia in May for the Operations and Maintenance of the NPARC water supply system
- Seven (7) water leaks were repaired during May
 - o Ranging from water meter leaks through to burst mains

Workshop

- Continuing with servicing and repairs of Council fleet as problems arise
 - o Services completed on 15 vehicles
 - o Minor – major repairs to 9 fleet items
 - o Small plant repairs - 5
 - o Tyre repairs - 10
- Recruitment of a Workshop Controller is ongoing but progressing well

Rangers

- Maintenance on remote sites
 - o Cutting grass at campgrounds
 - o Emptying bins
 - o Cleaning campground and grave sites
 - o Coconut planting at Muttee Heads
- Road Check & clean
 - o Pajinka, Somerset, Muttee Head, and Jardine mouth
- Engagement with tourists
- Two rangers attended Dive Training in Cairns

- Female Rangers staff attended the Women Rangers Forum in Cooktown
- Attended Weed Identification training
- Biosecurity
 - o Light trap (Seisia Meat Works) – set, collect, and send off
 - o Coastal Surveillance (along beaches from Injinoo to Patterson)
 - o Community and Animal health report
- Crocodile survey
- Continued with garden beds and cleaning around the Ranger Base

Regulatory Services

Animal Control

- Vector (mosquito) trapping in the NPA, sites are located at
 - o Cape York Peninsula Lodge
 - o Transfer Station
 - o Gregory Bonds Piggery
- The team have administered many tick and flea treatments.
- A number of dogs were impounded during the month of May as a result of complaints received and being captured in traps
- During May the Animal Management Team rehomed two (2) adults dogs to Maranoa, South East Queensland and four (4) pups to Cairns.
- SKYDOG Vets visited the NPA in May
- Fencing works commenced at the farm paddock.

Illegal dumping

- Public notices were put out via various media types advertising that Council will commence policing of illegal dumping activities.

Food licencing

- No vendor inspections were undertaken in May
- Tropical Public Health units next visit from Cairns is scheduled for early June.

Wastewater

- Scheduled servicing and maintenance activities have been undertaken.
- Ongoing issues have been experienced at the New Mapoon and Bamaga pump stations contract trades have been engaged to assist with these repairs.
- Council staff and contractors are investigating alternative pump options to improve efficiency and reliability

Solid Waste

- Kerbside collections have experienced some delays due to break downs, the kerbside collection truck is in poor condition and will continue to break down until it is replaced.
- Transfer station and landfill operations are operating normally

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

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

1 Reliable and Affordable essential Services

1.1 Water

1.2 Landfill

1.3 Access

2 Safe, clean and attractive physical environments

2.1 Animal Management

2.2 Clean and tidy public areas in each Community

FINANCIAL AND RESOURCE CONSIDERATIONS

NA

CONSULTATION

Building Construction and Maintenance Manager

Works Manager

Ranger Coordinator

A/ Workshop Manager

Manager Regulatory Services.

Title of Report: May Finance Report

Agenda Item: 11

Classification: For noting

Author Acting Manager Finance

Attachments

- A. Statement of Comprehensive Income**
- B. Enterprise Financial Summary**
- C. Cash Position Summary**
- D. Statement of Financial Position**
- E. Debtors and Creditors Outstanding**

Officers Recommendation:

That Council note and accept the Acting Manager Finance Report for the period ending 31 May 2022.

PURPOSE OF REPORT

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

BACKGROUND AND CONTEXT

Overall position

The Council's financial position as at the end of May 2022 remains challenging but manageable.

Revenue

Operational Revenue for the period to 31 May 2022 is generally tracking in accord with the 2021-22 budget. The major increase over the previous month is continued grant payments received as well as billing of additional service charges.

Expenses

Expenditure is also tracking generally in line with budget. Materials and Services is higher than expected but reflects additional contractor costs which offset Employee Costs.

Cash Position

The Council has a tight cash position although additional grant payments continue to ease the position.

Enterprises

As highlighted in Attachment B, Council's Enterprises continue to be a drain on Council funds. Detailed Business Analysis of all Council Enterprises has been prioritised with key recommendations expected to be provided progressively to the Council in the first half of 2022. The Council has already considered reports on the Post Office, Bamaga Store and Batching Plant so far this year with the Pool and Gym included in this month's papers.

Budget Review and Management Reporting.

Work is continuing on developing operational financial reports in conjunction with detailed budget discussion with line managers although financial staff availability is impacting on this. It is proposed that consideration be given to rescheduling future Council Meetings to later in the month to facilitate more detailed analysis and engagement with line managers around their budget performance. A draft 22-23 Budget is being developed for workshopping with the Council in early July.

OTHER OPTIONS CONSIDERED

N/A

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Operation Plan – 2. FISCAL MANAGEMENT

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A

CONSULTATION

This report is prepared from information supplied from the Team Leaders and staff of the Finance Department.

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 ended 31 May 2022

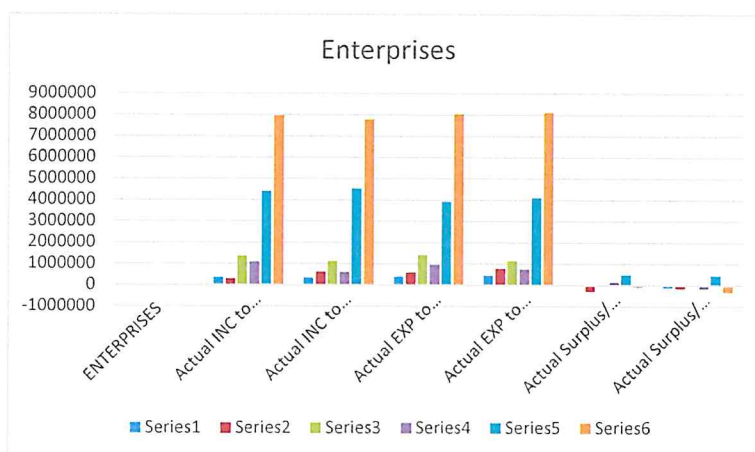
	<u>Period End</u> <u>31/05/2022</u>	<u>Period End</u> <u>31/05/2021</u>	<u>Annual</u> <u>Budget 2021</u> <u>22</u>	<u>% Actual vs</u> <u>Budget</u>
Income				
Recurrent Revenue				
Rates, levies and charges	2,407,151	2,367,054	3,000,000	80%
Fees and charges	289,069	397,322	500,000	58%
Rental income	1,224,467	683,453	900,000	136%
Interest received	13,731	28,523	70,000	20%
Sales revenue	7,214,536	4,401,364	7,000,000	103%
Enterprise revenue	7,807,025	7,339,807	10,000,000	78%
Other income	403,527	2,007,025	2,500,000	16%
Grants, subsidies, contributions and donations	17,180,923	10,443,391	13,000,000	132%
Total recurrent revenue	36,540,429	27,667,939	36,970,000	99%
Capital revenue				
Grants, subsidies, contributions and donations	3,774,121	2,953,279	7,000,000	54%
Loss on sale Assets	-	-	-	
Total capital revenue	3,774,121	2,953,279	7,000,000	54%
Total revenue	40,314,550	30,621,218	43,970,000	92%
Expenses				
Recurrent expenses				
Employee benefits	(12,183,884)	(12,344,996)	(16,000,000)	76%
Materials and services	(19,531,283)	(16,153,643)	(19,000,000)	103%
Finance costs	(49,992)	(72,398)	(60,000)	83%
Depreciation and amortisation	(9,837,078)	(8,732,465)	(9,000,000)	109%
Total recurrent expenses	(41,602,237)	(37,303,502)	(44,060,000)	94%
Capital Expenses	-	-	(850,000)	0%
Total Capital Expenses	-	-	(850,000)	0%
Total expenses	(41,602,237)	(37,303,502)	(44,910,000)	93%
Result from ordinary activities	(1,287,687)	(6,682,284)	(940,000)	137%
OPERATING RESULT				
Operating Revenue	36,540,429	27,667,939	36,970,000	99%
Operating Expenses	(41,602,237)	(37,303,502)	(44,060,000)	94%
Operating Surplus/(Deficit)	(5,061,808)	(9,635,563)	(7,090,000)	71%

Northern Peninsula Area Regional Council

Enterprise Financial Summary

As of 31 May 2022

ENTERPRISES	Actual INC to 31-05-2022	Actual INC to 31-05-2021	Actual EXP to 31-05-2022	Actual EXP to 31-05-2021	Actual Surplus/ (Deficit) to 31-05-2022	Actual Surplus/ (Deficit) to 31-05-2021	Actual Surplus/ (Deficit) to 31-05-2020
BAMAGA PO	350,757	341,535	395,852	454,713	(45,095)	(113,178)	(22,388)
INJINOO READYMIX	293,974	631,061	595,978	768,188	(302,004)	(137,127)	62,923
INJINOO SERVICE STATION	1,367,043	1,126,142	1,410,956	1,137,140	(43,913)	(10,998)	34,022
JARDINE FERRY, ROADHOUSE & CAMPGROUND	1,100,321	601,841	957,777	752,757	142,544	(150,916)	706,639
NPARC STORES	456,310	544,992	771,651	905,232	(315,341)	(360,240)	(345,637)
UMAGICO STORE	4,401,557	4,544,899	3,914,850	4,092,444	486,707	452,455	213,411
	7,969,962	7,790,470	8,047,064	8,110,474	(77,102)	(320,004)	648,970



Cash Position Summary

This attachment shows the cash we currently have available for use, less any unexpended grants and payables, borrowings and provisions.

The estimated net cash position of \$2.66M as of 31 May 2022. This now takes account of grants received and posted to revenue. The working capital position (unrestricted cash) is estimated at \$3.9M which represents over 1 month of Council expenditure. QTC recommend a level of between 3 and 4 months, ie between \$8M and \$11M in NPARC terms.

Cash Available at 31 May 2022 was **\$ 8,327,655**

Of this

\$3.46M is invested at QTC at 0.87%

\$0.56M is in trust Account for 5 new Houses

\$7.43M is in trading a/c

Est. Net Cash at 31 May 2022 was **\$2.66M**

Northern Peninsula Area Regional Council	
Statement of Cash Position	
As at 31 May 2022	
CASH	\$
NPARC CBA General Account	7,434,951
NPARC CBA Grant Funds	0
NPARC Cash Floats	11,475
NPARC Cash on hand-ATM Umagico Store	(6,949)
DHPW Trust Account	557,284
NPARC QTC Investment	3,467,453
Cash Available	11,464,214
ADD RECEIVABLES	
Accounts Receivable (Debtors)	5,282,487
Contract Assets	220,254
Add GST Control (Receivable)	148,292
Less Provision for Doubtful debts (Impairment)	(2,801,442)
	2,849,591
Estimated Cash Position	14,313,805
LESS	
Contract Liabilities	4,459,927
Grants in Advance	3,115,073
Accounts Payable and Accruals	1,169,074
Other Payables and Suspense	630,034
Provision for LSL (Current)	590,348
Provision for LSL (Non-Current)	163,647
Provision for Rehabilitation Tip	1,065,496
Annual Leave Liability	458,970
	11,652,569
Estimated Net Cash Position excluding Commitments	\$2,661,236
Working Capital (Unrestricted Cash)	\$3,889,214

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

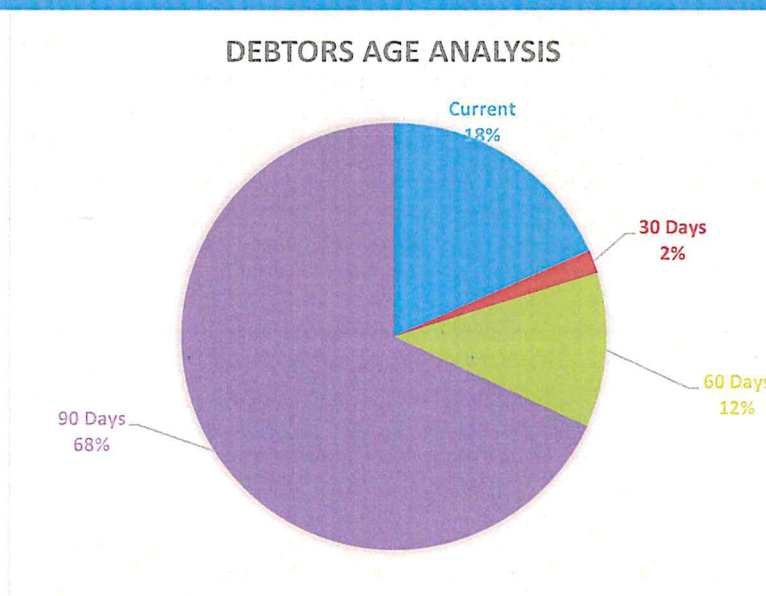
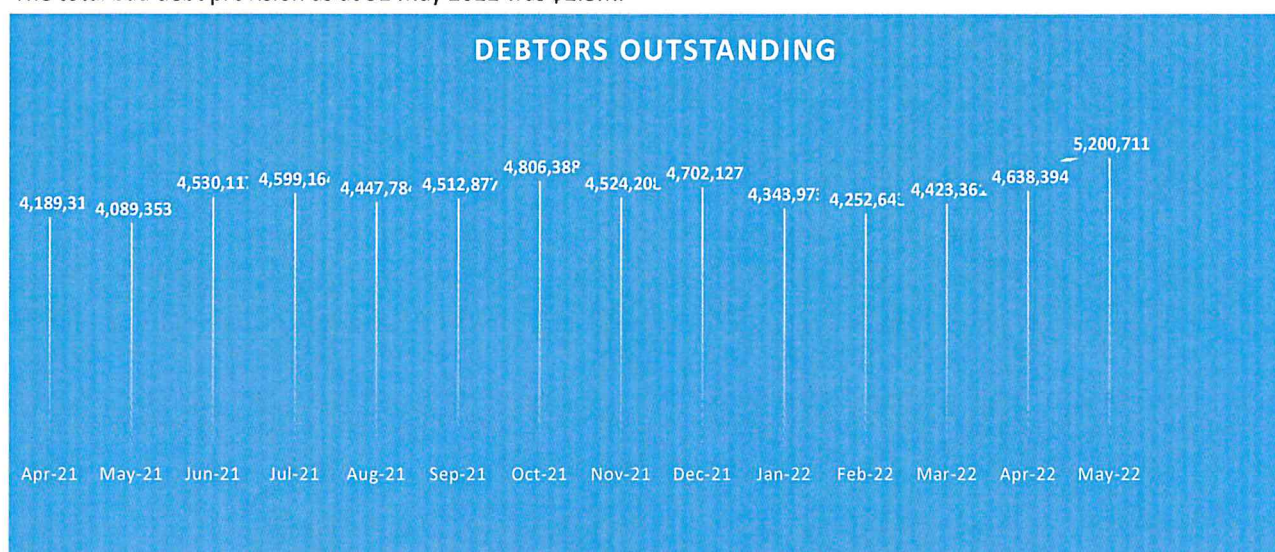
As at 31 May 2022

	<u>As at</u> <u>30 June 2021</u> <u>Actual</u>	<u>As at</u> <u>31 May 2022</u> <u>Actual</u>
	\$	\$
Current Assets		
Cash and cash equivalents	11,255,465	11,464,214
Trade and other receivables	1,968,967	2,481,044
Inventories	1,154,258	1,193,053
Other financial assets	220,254	819,075
	<u>14,598,944</u>	<u>15,957,386</u>
Non-current assets classified as held for sale	-	-
Total current assets	<u>14,598,944</u>	<u>15,957,386</u>
Non-current Assets		
Trade and other receivables	-	-
Other financial assets	15,367,280	15,367,280
Property, plant and equipment	194,059,424	190,431,963
Work in progress	7,695,226	6,848,199
	<u>217,121,930</u>	<u>212,647,442</u>
TOTAL ASSETS	<u>231,720,874</u>	<u>228,604,828</u>
Current liabilities		
Trade and other payables	3,808,507	1,658,811
Borrowings	-	-
Provisions	1,255,473	1,049,318
Other	5,778,209	7,715,298
Total Current liabilities	<u>10,842,189</u>	<u>10,423,427</u>
Non-current liabilities		
Provisions	564,018	1,229,143
	<u>564,018</u>	<u>1,229,143</u>
TOTAL LIABILITIES	<u>11,406,207</u>	<u>11,652,570</u>
NET COMMUNITY ASSETS	<u>220,314,667</u>	<u>216,952,258</u>
Community Equity		
Asset revaluation reserve	62,006,652	62,006,652
Retained surplus/(deficiency)	158,308,015	154,945,606
Reserves	-	-
TOTAL COMMUNITY EQUITY	<u>220,314,667</u>	<u>216,952,258</u>

Northern Peninsula Area Regional Council
Analysis of Debtors and Creditors Outstanding

Debtors Outstanding and Recovery

Total debtors outstanding as of 31 May 2022 was \$5.2M of which 68% is outstanding over 90 days. The Council is continuing to make efforts to recover debts with legal action being commenced on a number of long outstanding items. The total bad debt provision as at 31 May 2022 was \$2.8M.



Creditors Outstanding

The total Creditors outstanding as of 31 May 2022 was \$1,050,766.00 the age analysis of the creditors is as follows.

Description	Current	30 Days	60 Days	90 Days	Total
Creditors outstanding	854,456	13,245	18,814	164,252	1,050,766
Number of Creditor					58

Title of Report: Proposed “Public Housing” Development for Government Employee Accommodation at 19 Lui Street, Bamaga

Agenda Item: 12.1

Classification: For Decision

Author Executive Manager, Corporate Services

Attachments Attachment A – 19 Lui Street, Bamaga, Statutory Notification

Attachment B – Lot 19 Lui Street, Site Plan

Attachment C – Correspondence, Mr Gerhard Visser

Officers Recommendation:

That Council:

1. Receive and note the report; and
2. Instruct the Chief Executive Officer to respond to the Queensland Government Department of Energy and Public Works, noting the following conditions:
 - a. Approved Building Plans to be submitted to NPARC within 10 business days of approval by a Building Certifier
 - b. Street numbering to be allocated to the new and existing dwellings as per the Street Numbering plans for NPARC.
 - c. When constructed relevant Certification (inclusive of Cyclone certification) be submitted to NPARC prior to occupation
 - d. Relevant Plumbing and Drainage Certification be submitted to NPARC prior to occupation
 - e. Sewer and Water connection applications showing connection points and design detail of connections (FNQROC standards/design compliant) for each dwelling unit (11) be submitted to NPARC for approval
 - f. Relevant connection fees are applicable for each connection
 - g. Driveways to be constructed connecting the dwelling with the pavement (Bitumen) of the road or to a point identified by NPARC if no bitumen exist
 - h. Driveway access to be compliant with FNQROC standards
 - i. Driveway designs to be submitted to NPARC for approval prior to construction, Pdf and Dwg format, as Construction drawings and survey to be submitted to NPARC on completion of the project (within 60 days) for Council records, inclusive of Electricity and Telecoms connections
 - j. A Bushfire management plan or setback plan must be submitted to NPARC prior to occupation of the structures.
 - k. The recommendations of the approved bushfire management plan to be implemented prior to occupation of the structures
 - l. Council has concerns about extra vehicle movements to/from the new development. Council requires the applicant to undertake Traffic Management Statement in relation to the proposed development.

PURPOSE OF REPORT

To consider correspondence from the Queensland Government Department of Energy and Public Works – “Proposed “public housing” Development for Government Employee Accommodation at 19 Lui Street, Bamaga”.

BACKGROUND AND CONTEXT

Council received correspondence from the Queensland Government Department of Energy and Public Works – “Proposed “public housing” Development for Government Employee Accommodation at 19 Lui Street, Bamaga” (Attachment A), advising that QBuild, on behalf of Department of Energy and Public Works intends to develop a multiple dwelling, seven, three-bedroom units and four, two-bedroom units as part of the Queensland Housing Strategy 2017-2027 at 19 Lui Street Bamaga (Lot 19 on SP284241).

The existing development on the site is as follows:

- 4 single dwellings Government Employee Housing
- 4 access points onto Lui street
- Vehicular movement onto Lui St from development could be calculated as
 - 2 vehicles per household
 - 48 potential movements per day (2x morning leave premises, 4 midday enter and leaving, 2x evening return to premises, 2-4x additional movements for sport or other)

The proposed development on the site is as follows:

- 11 dwellings Government Employee Housing
- 3 access points onto Lui street (reduction of 1x access point)
- Vehicular movement onto Lui St from development could be calculated as
 - 2 vehicles per household
 - 132 potential movements per day (2x morning leave premises, 4 midday enter and leaving, 2x evening return to premises, 2-4x additional movements for sport or other)

The proposed development is likely to place a substantial additional burden on Lui St.

QBuild considers the proposed use to be a “Multiple Dwelling” as defined in Northern Peninsula Area Regional Council Planning Scheme. It is recognised that in the Environmental Management and Conservation Zone the proposed use is impact assessable. However, as the accommodation is “public housing” as defined by the Planning Regulation 2017 it will be accepted development under the Planning Act 2016 and will not require development approval.

The purpose of this letter is to seek Council’s feedback on the preliminary design for the proposed “public housing” development. The preliminary drawings/documents are included for Council’s consideration (Attachment B).

The Department is seeking Council’s response to this proposal for public housing.

Council officers have sought advice from Mr Gerhard Visser - Program Manager, Town & Environmental Planning, Remote Indigenous Land and Infrastructure Program Office - Infrastructure and Coordination for consideration and commentary (Attachment C).

Mr Visser has advised, that:

A Government and Local Government in accordance with Schedule 6 of the Planning Regulation is exempt from submitting a Development Application to a Local Government but must consult with the LG in respect of the proposed development.

The Qld Government is in this case exempt from submitting a Development Application as the development is for Government purposes to the benefit of the community.

*The Government is furthermore exempt of submitting Building Plans and Plumbing and Drainage plans **for approval purposes.***

The Government is not exempt from the following

- *Compliance to the Building Act and QBCC*
- *Compliance with the Plumbing and Drainage Act 2018*
- *Conditions of Council for the following*
 - *Access to unnamed Rd*
 - *Setback distances – to be in accordance with the NPARC planning scheme and shown on the Site Development Plan*
 - *Access to Sewer links*
 - *Access to Water links*

The proposed development

- *The Department should be requested to submit a Traffic Management Statement based upon the increase in vehicular movements and the substantial additional burden on Lui Street resulting from these increased movements.*

Mr Visser has recommended that Council respond to the Queensland Government Department of Energy and Public Works with the proposed conditions:

1. Approved Building Plans to be submitted to NPARC within 10 business days of approval by a Building Certifier
 - Pdf and Dwg file format
2. Street numbering to be allocated to the new and existing dwellings as per the Street Numbering plans for NPARC.
3. When constructed relevant Certification (inclusive of Cyclone certification) be submitted to NPARC prior to occupation
4. Relevant Plumbing and Drainage Certification be submitted to NPARC prior to occupation
5. Sewer and Water connection applications showing connection points and design detail of connections (FNQROC standards/design compliant) for each dwelling unit (4) be submitted to NPARC for approval
 - Council needs to know the detail design as NPARC could be called upon to fix water and or sewer issues
 - Council wants to approve the materials used so as to be able to have the tools, materials and knowledge available for such an event
6. Relevant connection fees are applicable for each connection
7. Driveways to be constructed connecting the dwelling with the pavement (Bitumen) of the road or to a point identified by NPARC if no bitumen exist
8. Driveway access to be compliant with FNQROC standards
9. Driveway designs to be submitted to NPARC for approval prior to construction, Pdf and Dwg format.

- You want to know and approve the driveways (within the road reserve) as after construction they are your assets to be maintained by NPARC.
- 10. As Construction drawings and survey to be submitted to NPARC on completion of the project (within 60 days) for your records
 - Inclusive of Electricity and Telecoms connections
- 11. A Bushfire management plan or setback plan must be submitted to NPARC prior to occupation of the structures.
- 12. The recommendations of the approved bushfire management plan to be implemented prior to occupation of the structures.
- 13. Council has concerns about extra vehicle movements to/from the new development. Council requires the applicant to undertake Traffic Management Assessment in relation to the proposed development.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

Detailed in Background and Context above

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

CONSULTATION

Council officers have sought advice from Mr Gerhard Visser - Program Manager, Town & Environmental Planning, Remote Indigenous Land and Infrastructure Program Office - Infrastructure and Coordination for consideration and commentary

11 May 2022

Kate Gallaway
A/Chief Executive Officer
Northern Peninsula Area Regional Council

via email: ceo@nparc.qld.gov.au

Dear Ms Gallaway

Proposed “public housing” Development for Government Employee Accommodation at Lot 19 Lui Street, Bamaga.

QBuild, a Business Unit within the Department of Energy and Public Works (DEPW), acts on behalf of the department’s Government Employee Housing Services portfolio in relation to the implementation of Schedule 6, Part 5, Section 30 of the *Planning Regulation 2017*.

It is the Department’s intention to develop the above site described as Lot 19 on SP284241 for seven, three-bedroom and four, two-bedroom units (Multiple Dwelling) as part of the Queensland Housing Strategy 2017-2027.

The lot where the development is proposed is currently improved with a multiple dwelling and has a site area of 4,303m². The site is adjoined by a detached dwellings to the east and south and a park to the west. The surrounding area consists of predominately detached dwellings and some multiple dwelling and dual occupancies.

QBuild considers the proposed use to be “Multiple Dwelling” as defined in *Northern Peninsula Area Regional Council Planning Scheme*. It is recognised that in the Township Zone (Residential Precinct) the proposed use is impact assessable. It should be noted that “public housing” as defined by the *Planning Regulation 2017* is accepted development.

The purpose of this letter is to seek Council’s feedback on the preliminary design for the proposed “public housing” development. The following preliminary drawing / document is enclosed:

- 90714 / PR / A01 – Site Plan

It would be appreciated if Council could provide a response on this proposal for public housing as soon as possible on or before 26 May 2022 (attention to Jordan Oudejans, Jordan.Oudejans@epw.qld.gov.au). Should you have any concerns or require further information on this matter please contact Jordan Oudejans, Town Planner on 0423 287 096.



Queensland
Government

Department of
Energy and Public Works

Yours sincerely

A handwritten signature in black ink, appearing to read 'N Wong'.

Norman Wong
A/Principal Town Planner

Gary Pemberton

From: Gerhard Visser <Gerhard.Visser@dsdsatsip.qld.gov.au>
Sent: Tuesday, 31 May 2022 12:24 PM
To: Gary Pemberton; Gus Yates
Cc: Alex Bowen
Subject: RE: Proposed Government Housing - Lot 19 Lui Street, Bamaga
Attachments: 90025 - Lot 19 Lui St - SITE PLAN- 13 th April (2) (1).pdf; Lot 19 Lui Street, Bamaga_Statutory Notification Letter to Council.pdf

Hi Gary & Gus,

My comments

Existing development

- 4 single dwellings GEH
- 4 access points onto Lui street
- Vehicular movement onto Lui St from development could be calculated as
 - 2 vehicles per household
 - 48 potential movements per day (2x morning leave premises, 4 midday enter and leaving, 2x evening return to premises, 2-4x additional movements for sport or other)

Proposed Development

- 11 dwellings GEH
- 3 access points onto Lui street (reduction of 1x access point)
- Vehicular movement onto Lui St from development could be calculated as
 - 2 vehicles per household
 - 132 potential movements per day (2x morning leave premises, 4 midday enter and leaving, 2x evening return to premises, 2-4x additional movements for sport or other)
- This places a substantial additional burden on Lui St
- NPARC may think of requesting a Traffic Management Assessment report.

Planning Act

- In terms of the Planning Regulation 2017 (the Regulation), is Accepted Development in accordance with Schedule 6, Part 5, s30 of the Regulation.
- No Material Change of Use is required
- The development is however not exempt from an Operational Works (OPW) Application
- If the development will exceed the OPW triggers in your planning scheme then an OPW application is required.

Building Act

- Australian legislation allow for Private Certification
- Thus GEH must appoint a Building Certifier (BC) to design and approve the structures, also undertake required inspections and provide an Occupancy Certification
- MB must provide NPARC within 10 business days (b/d) of appointment of the Certifier with the Certifiers name / company and QBCC licence number
- NPARC should verify that the number and registration is valid on the QBCC website
- The BC on approval of a Building Plan must provide said approval and a copy of the plan to NPARC for information only. NPARC cannot comment on it unless you are a register Building Certifier.
- The BC must also within 5 b/d of providing GEH with an Occupation Certificate provide NPARC with all forms of inspections and Occupancy Certification.

Plumbing & Drainage Act

- The applicant will have to appoint a registered Plumber and the same process as for a BC applies
- I recommend that you advise MC and his plumber of the following
 - Connection costs to be paid to NPARC

- That all connections from the site to NPARC services is to be in accordance with NPARC standards and designs and will have to be approved by NPARC
- Remember this is just the connection, type of meter etc that you could specify not the works on the lot.

Roads

- You should notify the applicant that the access to the site and use must comply with FNQROC standards and must be submitted to NPARC for approval
- Such access work must either be inspected by NPARC or by a registered engineer (Qld)
- If engineer then you want the relevant PREQ signoff (Certificates) on completion of works.

Tenure

- Native Title and Tenure need to be addressed.

Regards

Gerhard Visser

Program Manager, Town & Environmental Planning

Remote Indigenous Land and Infrastructure Program Office | Infrastructure and Coordination

Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships

T: 07 425 25106 | M: 0428 752 487 | E: gerhard.visser@dsdsatsip.qld.gov.au

Level 9, 15 Lake Street, PO Box 5461, Cairns QLD 4870 www.datsip.qld.gov.au

From: Gary Pemberton <Gary.Pemberton@nparc.qld.gov.au>

Sent: Tuesday, 31 May 2022 11:21 AM

To: Gerhard Visser <Gerhard.Visser@dsdsatsip.qld.gov.au>

Subject: FW: Proposed Government Housing - Lot 19 Lui Street, Bamaga

Importance: High

Gerhard

Can you please review and advise as appropriate?

Thanks

Gary...

Gary Pemberton

Executive Manager Corporate Services

NPARC - Northern Peninsula Area Regional Council | Bamaga

p: 0740904102 | **m:** 0438 930 289 |

a: 180 Adidi St, Bamaga, QLD, 4876

e: Gary.Pemberton@nparc.qld.gov.au

w: www.nparc.qld.gov.au



NOTICE - This email and any attachments are confidential between Northern Peninsula Area Regional Council and the addressee and subject to the privacy policy on our website. If it has been sent to you in error, you must not disseminate, copy or rely on it and you should notify us immediately. Any opinion expressed is not the opinion of Northern Peninsula Area Regional Council unless that is stated or apparent from its terms. The organisation has the right to monitor all e-mail communications to and from this network.

From: Kate Gallaway <ceo@nparc.qld.gov.au>
Sent: Monday, 16 May 2022 5:23 PM
To: Gary Pemberton <Gary.Pemberton@nparc.qld.gov.au>
Subject: Fwd: Proposed Government Housing - Lot 19 Lui Street, Bamaga

Hi Gary

Can we please discuss on Friday? We only have until next week to respond.

Thanks Kate

Get [Outlook for iOS](#)

Kate Gallaway

Acting Chief Executive Officer
NPARC - Northern Peninsula Area Regional Council | BAMAGA
p: 0740 904103 | **m:** 0437 030 980 |

a: 180 Adidi Street, BAMAGA, QLD, 4876
e: ceo@nparc.qld.gov.au
w: www.nparc.qld.gov.au



NOTICE - This email and any attachments are confidential between Northern Peninsula Area Regional Council and the addressee and subject to the privacy policy on our website. If it has been sent to you in error, you must not disseminate, copy or rely on it and you should notify us immediately. Any opinion expressed is not the opinion of Northern Peninsula Area Regional Council unless that is stated or apparent from its terms. The organisation has the right to monitor all e-mail communications to and from this network.

From: Jordan Oudejans <Jordan.Oudejans@epw.qld.gov.au>
Sent: Wednesday, May 11, 2022 10:06:26 AM
To: Susan Law <ceo@nparc.qld.gov.au>
Cc: Info <info@nparc.qld.gov.au>
Subject: Proposed Government Housing - Lot 19 Lui Street, Bamaga

Hi Kate,

Please find attached the statutory notification concerning a government housing development at Lot 19 Lui Street, Bamaga. The site is described as Lot 19 on SP284241. The Department welcomes Council's feedback in relation to the proposal. A response by 26 May 2022 would be appreciated.

Regards

Jordan Oudejans
Town Planner, Technical Services | QBuild
Building Policy and Asset Management | Department of Energy and Public Works

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Communities Housing and Digital Economy and Department of Energy and Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

DISCLAIMER: The information contained in the above e-mail message or messages (which includes any attachments) is confidential and may be legally privileged. It is intended only for the use of the person or entity to which it is addressed. If you are not the addressee any form of disclosure, copying, modification, distribution or any action taken or omitted in reliance on the information is unauthorised. Opinions contained in the message(s) do not necessarily reflect the opinions of the Queensland Government and its authorities. If you received this communication in error, please notify the sender immediately and delete it from your computer system network.

Title of Report: Proposed “Public Housing” Development for Government Employee Accommodation at Northern Peninsula Area State College Junior Campus

Agenda Item: 12.2

Classification: For Decision

Author Executive Manager, Corporate Services

Attachments Attachment A – Bamaga NPAPSC Teacher Accommodation Statutory Notification

Attachment B – Bamaga Full Set Hi-Set 20x1bed Duplex

Attachment C – Correspondence, Mr Gerhard Visser

Officers Recommendation:

That Council:

1. Receive and note the report; and
2. Instruct the Chief Executive Officer to respond to the Queensland Government Department of Energy and Public Works, noting the following conditions:
 - a. Approved Building Plans to be submitted to NPARC within 10 business days of approval by a Building Certifier
 - b. Street numbering to be allocated to the new and existing dwellings as per the Street Numbering plans for NPARC.
 - c. When constructed relevant Certification (inclusive of Cyclone certification) be submitted to NPARC prior to occupation
 - d. Relevant Plumbing and Drainage Certification be submitted to NPARC prior to occupation
 - e. Sewer and Water connection applications showing connection points and design detail of connections (FNQROC standards/design compliant) for each dwelling unit (20) be submitted to NPARC for approval
 - f. Relevant connection fees are applicable for each connection
 - g. Driveways to be constructed connecting the dwelling with the pavement (Bitumen) of the road or to a point identified by NPARC if no bitumen exist
 - h. Driveway access to be compliant with FNQROC standards
 - i. Driveway designs to be submitted to NPARC for approval prior to construction, Pdf and Dwg format, as Construction drawings and survey to be submitted to NPARC on completion of the project (within 60 days) for Council records, inclusive of Electricity and Telecoms connections
 - j. A Bushfire management plan or setback plan must be submitted to NPARC prior to occupation of the structures.
 - k. The recommendations of the approved bushfire management plan to be implemented prior to occupation of the structures
 - l. Council has concerns about placing extra traffic loads on the current cul-de-sac. Council requires the applicant to undertake public consultation with residents of this specific street in relation to the proposed access.

PURPOSE OF REPORT

To consider updated correspondence from the Queensland Government Department of Energy and Public Works – “Bamaga NPASC Accommodation Notification Letter to Council”. The proposed Government Employee Accommodation at Northern Peninsula Area State College has changed. Originally it was for 4 by 1-bedroom units at the Northern Peninsula Area State College Senior Campus however the proposal is now for 20 by 1 bedroom units at the Northern Peninsula Area State College Junior Campus.

BACKGROUND AND CONTEXT

Council received correspondence from the Queensland Government Department of Energy and Public Works – “Bamaga NPASC Accommodation Notification Letter to Council” (Attachment A), advising that QBuild, on behalf of Department of Education intends to develop a multiple dwelling (twenty, one-bedroom units) configured as two, two-storey buildings for teacher accommodation on the Northern Peninsula Area State College Junior Campus (Lot 25 on SP243595).

The accommodation is required to provide additional facilities for teachers at the school.

QBuild considers the proposed use to be a “Multiple Dwelling” as defined in Northern Peninsula Area Regional Council Planning Scheme. It is recognised that in the Environmental Management and Conservation Zone the proposed use is impact assessable. However, as the accommodation is “public housing” as defined by the Planning Regulation 2017 it will be accepted development under the Planning Act 2016 and will not require development approval.

The purpose of this letter is to seek Council’s feedback on the preliminary design for the proposed “public housing” development. The preliminary drawings/documents are included for Council’s consideration (Attachment B).

The Department is seeking Council’s response to this proposal for public housing.

Council officers have sought advice from Mr Gerhard Visser - Program Manager, Town & Environmental Planning, Remote Indigenous Land and Infrastructure Program Office - Infrastructure and Coordination for consideration and commentary (Attachment C).

Mr Visser has advised, that:

A Government and Local Government in accordance with Schedule 6 of the Planning Regulation is exempt from submitting a Development Application to a Local Government but must consult with the LG in respect of the proposed development.

The Qld Government is in this case exempt from submitting a Development Application as the development is for Government Education purposes to the benefit of the community.

The Government is furthermore exempt of submitting Building Plans and Plumbing and Drainage plans for approval purposes.

The Government is not exempt from the following

- Compliance to the Building Act and QBCC
- Compliance with the Plumbing and Drainage Act 2018
- Conditions of Council for the following
 - Access to unnamed Rd
 - Setback distances – to be in accordance with the NPARC planning scheme and shown on the Site Development Plan

- Access to Sewer links
- Access to Water links

The proposed development

- The Department should be requested to submit a Site Development Plan (SDP) showing the dwellings in location to other dwellings and the road etc.

Based on Mr Visser's interpretation of where the units are located it was noted that:

- The units are well located and design to fit into the existing urban fabric
- Compliments the existing residence on the lot – my assumption due to lack of an SDP is that they are either side of the existing dwellings on the map hereunder
- Will not impact on future development on the lot

Mr Visser has recommended that Council respond to the Queensland Government Department of Energy and Public Works with the proposed conditions:

1. Approved Building Plans to be submitted to NPARC within 10 business days of approval by a Building Certifier
 - Pdf and Dwg file format
2. Street numbering to be allocated to the new and existing dwellings as per the Street Numbering plans for NPARC.
3. When constructed relevant Certification (inclusive of Cyclone certification) be submitted to NPARC prior to occupation
4. Relevant Plumbing and Drainage Certification be submitted to NPARC prior to occupation
5. Sewer and Water connection applications showing connection points and design detail of connections (FNQROC standards/design compliant) for each dwelling unit (4) be submitted to NPARC for approval
 - Council needs to know the detail design as NPARC could be called upon to fix water and or sewer issues
 - Council wants to approve the materials used so as to be able to have the tools, materials and knowledge available for such an event
6. Relevant connection fees are applicable for each connection
7. Driveways to be constructed connecting the dwelling with the pavement (Bitumen) of the road or to a point identified by NPARC if no bitumen exist
8. Driveway access to be compliant with FNQROC standards
9. Driveway designs to be submitted to NPARC for approval prior to construction, Pdf and Dwg format.
 - You want to know and approve the driveways (within the road reserve) as after construction they are your assets to be maintained by NPARC.
10. As Construction drawings and survey to be submitted to NPARC on completion of the project (within 60 days) for your records
 - Inclusive of Electricity and Telecoms connections
11. A Bushfire management plan or setback plan must be submitted to NPARC prior to occupation of the structures.
12. The recommendations of the approved bushfire management plan to be implemented prior to occupation of the structures.
13. Council has concerns about placing extra traffic loads on the current cul-de-sac. Council requires the applicant to undertake public consultation with residents of this specific street in relation to the proposed access.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

Detailed in Background and Context above

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

CONSULTATION

Council officers have sought advice from Mr Gerhard Visser - Program Manager, Town & Environmental Planning, Remote Indigenous Land and Infrastructure Program Office - Infrastructure and Coordination for consideration and commentary

a: 180 Adidi Street, BAMAGA, QLD, 4876

e: ceo@nparc.qld.gov.au

w: www.nparc.qld.gov.au



NOTICE - This email and any attachments are confidential between Northern Peninsula Area Regional Council and the addressee and subject to the privacy policy on our website. If it has been sent to you in error, you must not disseminate, copy or rely on it and you should notify us immediately. Any opinion expressed is not the opinion of Northern Peninsula Area Regional Council unless that is stated or apparent from its terms. The organisation has the right to monitor all e-mail communications to and from this network.

From: Jordan Oudejans <Jordan.Oudejans@epw.qld.gov.au>

Sent: Wednesday, May 11, 2022 8:31:56 AM

To: Info <info@nparc.qld.gov.au>

Cc: Susan Law <ceo@nparc.qld.gov.au>

Subject: Fw: Proposed "public housing" Development for Government Employee Accommodation at Northern Peninsula Area State College Junior Campus

Hi There,

Just following up my email below regarding the proposed teacher Accommodation at Northern Peninsula Area State College and if Council will be providing any comment on the proposed 20x1 bedroom units at the Northern Peninsula Area State College Junior Campus?

Regards,

Jordan Oudejans

Town Planner, Technical Services | QBuild

Building Policy and Asset Management | Department of Energy and Public Works

Level 6 | 42-60 Albert Street | Brisbane City

ph 0423 287 096 | mb 0423 287 096 | email jordan.oudejans@epw.qld.gov.au

www.hpww.qld.gov.au

From: Jordan Oudejans <Jordan.Oudejans@epw.qld.gov.au>

Sent: Wednesday, 20 April 2022 8:37 AM

To: ceo@nparc.qld.gov.au <ceo@nparc.qld.gov.au>

Cc: info@nparc.qld.gov.au <info@nparc.qld.gov.au>

Subject: Fw: Proposed "public housing" Development for Government Employee Accommodation at Northern Peninsula Area State College Junior Campus

Hi There,

Since my previous emails regarding the proposed Government Employee Accommodation at Northern Peninsula Area State College, the proposal has changed.

Originally it was for 4 x 1-bedroom units at the Northern Peninsula Area State College Senior Campus however the proposal is now for 20x1 bedroom units at the Northern Peninsula Area State College Junior Campus. I have attached the latest site plan concept.

Attached is the original letter and original proposal (4x1 bedroom units) that I sent on 14 March 2022, and the updated proposal (20x1 bedroom units).

Please note the floor plans from the original proposal plans will be the same floor plans for the updated new proposal.



Department of
Energy and Public Works

14 March 2022

Susan Law
Chief Executive Officer
Northern Peninsula Area Regional Council

via email: ceo@nparc.qld.gov.au

Dear Ms Law

Proposed “public housing” Development for Government Employee Accommodation at Northern Peninsula Area State College.

QBuild, a Business Unit within the Department of Energy and Public Works (DEPW), acts on behalf of the Department of Communities, Housing and Digital Economy (DCHDE) in relation to the implementation of Schedule 6, Part 5, Section 30 of the Planning Regulation 2017.

QBuild, on behalf of Department of Education intends to develop a multiple dwelling (four, one-bedroom units) configured as two, two-storey buildings for teacher accommodation on the Northern Peninsula Area State College (Lot 24 on SP284242).

The accommodation is required to provide additional facilities for teachers at the school.

QBuild considers the proposed use to be a “Multiple Dwelling” as defined in Northern Peninsula Area Regional Council Planning Scheme. It is recognised that in the Environmental Management and Conservation Zone the proposed use is impact assessable. However, as the accommodation is “public housing” as defined by the Planning Regulation 2017 it will be accepted development under the Planning Act 2016 and will not require development approval.

The purpose of this letter is to seek Council's feedback on the preliminary design for the proposed “public housing” development. The following preliminary drawings / documents are enclosed:

- 21DET162 / SK / A0.00 – Cover Sheet
- 21DET162 / SK / A1.01 – Proposed Site Plan
- 21DET162 / SK / A2.01 – Floor Plan
- 21DET162 / SK / A2.02 – Ground Floor Plan
- 21DET162 / SK / A2.03 – Reflected Ceiling Plan
- 21DET162 / SK / A3.01 – Roof Plan



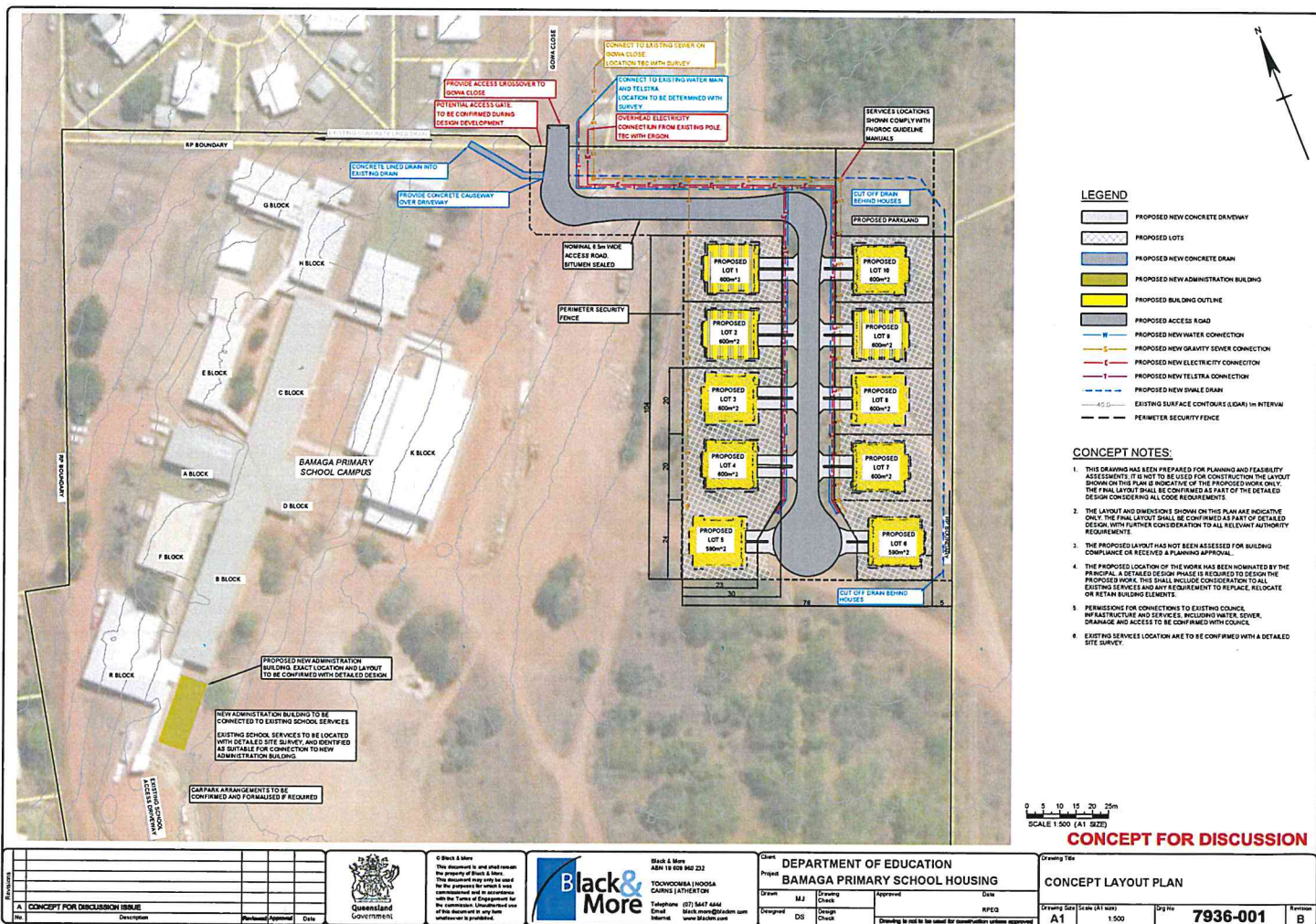
Department of
Energy and Public Works

- 21DET162 / SK / A4.01 – Elevations 1
- 21DET162 / SK / A4.02 – Elevations 2
- 21DET162 / SK / A5.01 – Section Sheet 1
- 21DET162 / SK / A6.01 – Internal Elevation Sheet 1
- 21DET162 / SK / A6.02 – Internal Elevation Sheet 2

It would be appreciated if Council could provide a response on this proposal for public housing as soon as possible on or before 28 March 2021 (attention to Jordan Oudejans, Jordan.Oudejans@epw.qld.gov.au). Should you have any concerns or require further information on this matter please contact Jordan Oudejans, Town Planner on 0423 287 096.

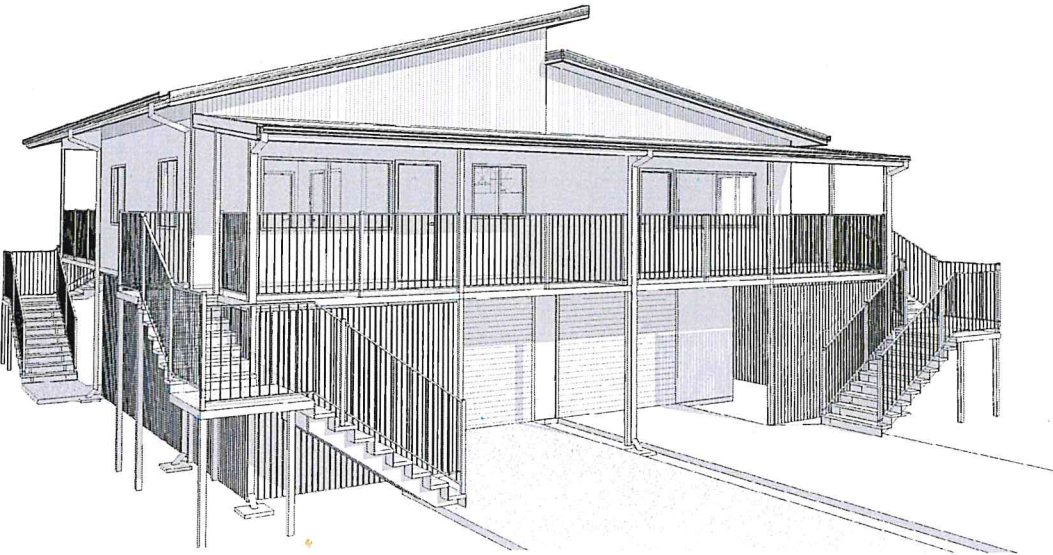
Yours sincerely

Norman Wong
Principal Town Planner



PROPOSED DōE TEACHER HOUSING

HI-SET 1BED DUPLEX WITH CARPARK UNDER



SHEET SCHEDULE	
NUMBER	NAME
A0.00	COVERSHEET
A1.00	EXISTING SITE PLAN
A3.01	PROPOSED SITE PLAN 1x1 BED DUPLEX
A2.01	FLOOR PLAN
A2.02	GROUND FLOOR PLAN
A2.03	REFLECTED CEILING PLAN
A3.01	ROOF PLAN
A4.01	ELEVATIONS 1
A4.02	ELEVATIONS 2
A5.01	SECTION SHEET 1
A6.01	INTERNAL ELEVATION SHEET 1
A6.02	INTERNAL ELEVATION SHEET 2

GENERAL SITE NOTES:

SITE ADDRESS:

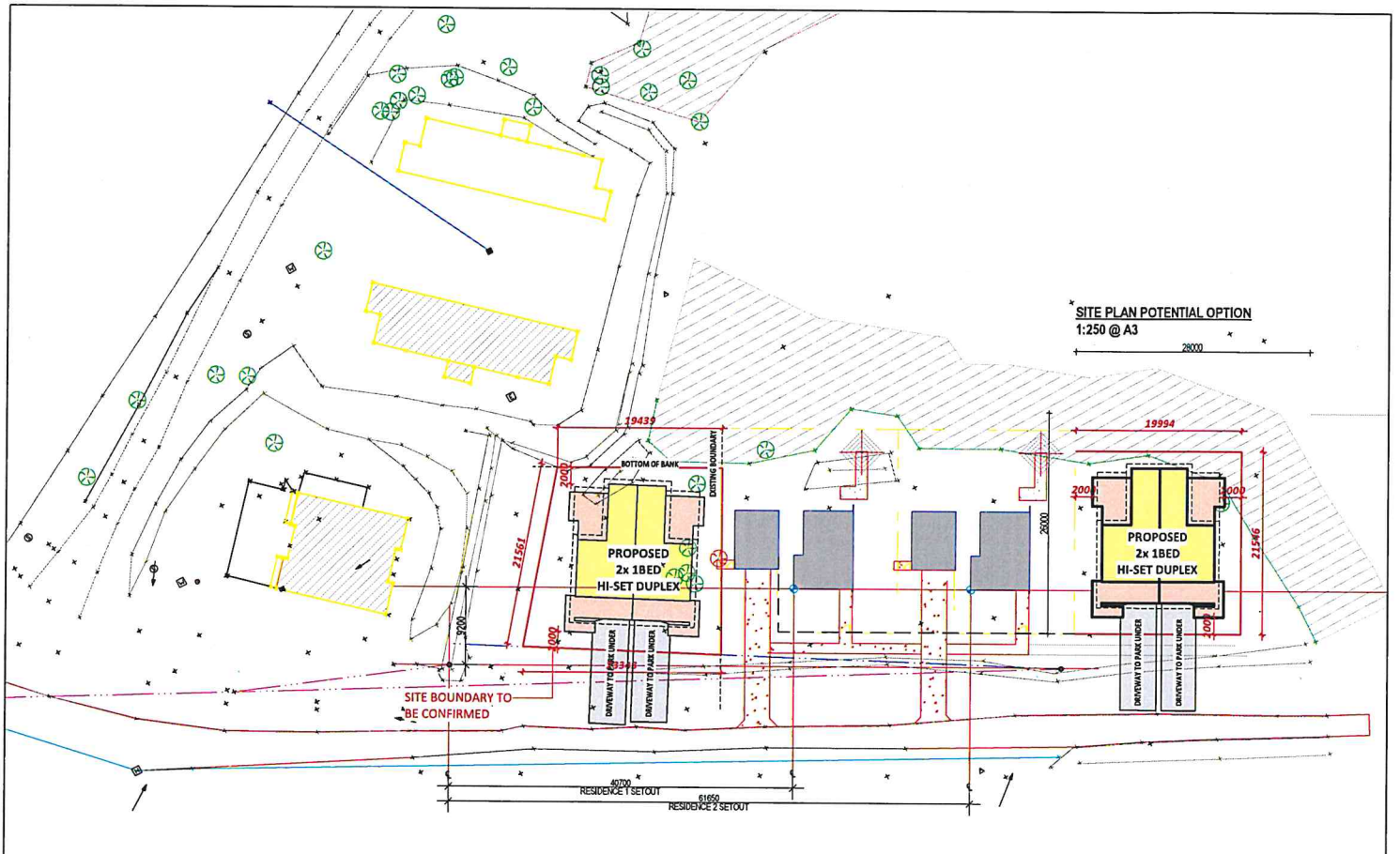
LOT No:

BUILDING AREA GF:

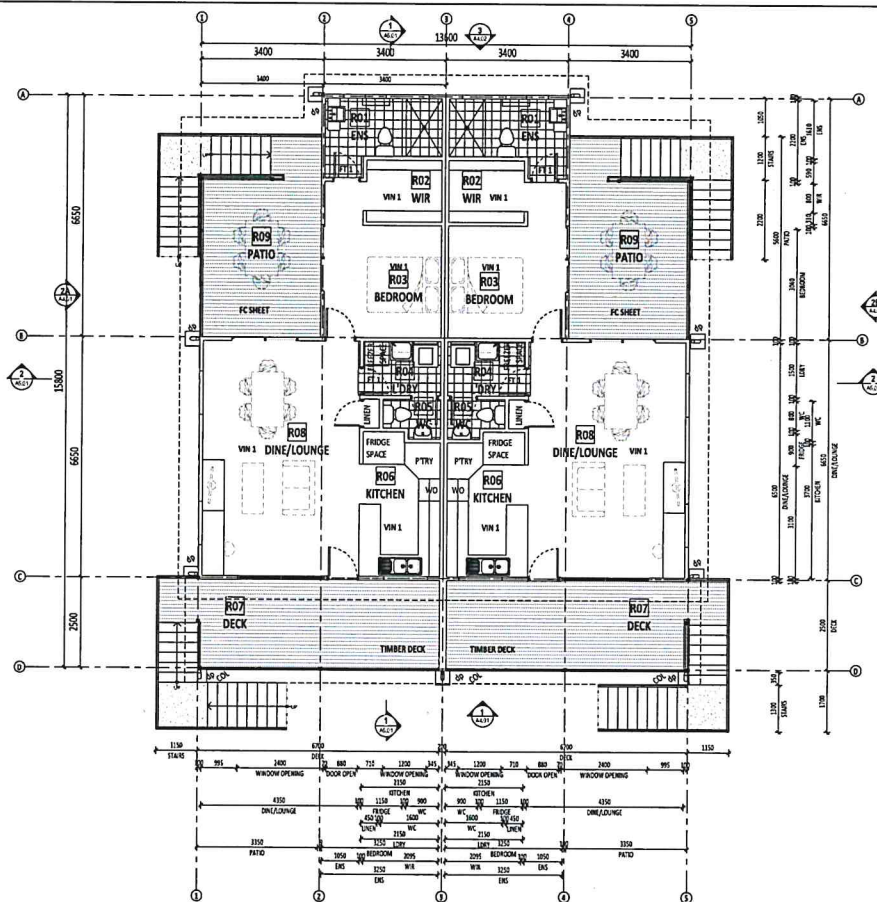
BUILDING AREA L1:

TOTAL AREA:

SITE AREA:



db ARCH architecture interior design project management urban design planning 111 Clarendon Street, PO Box 191 Richmond QLD 4047 Australia T +61 7 4054 0200 W www.dbarch.com.au E info@dbarch.com.au	SHEET NAME: PROPOSED SITE PLAN 2x1 BED DUPLEX	NORTH BAMAGA NPAC HOUSING Northern Peninsula Area College LOOKHART QLD 4871	DRAWING NUMBER 21DET162/SK/A1.01 DATE: 12.11.21 CLIENT REFERENCE No. 34-X SITE No. XXXXXX REV: P 1
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------	-------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------



2 FIRST FLOOR
A4.01 1:50

SHEET NAME:
FLOOR PLAN

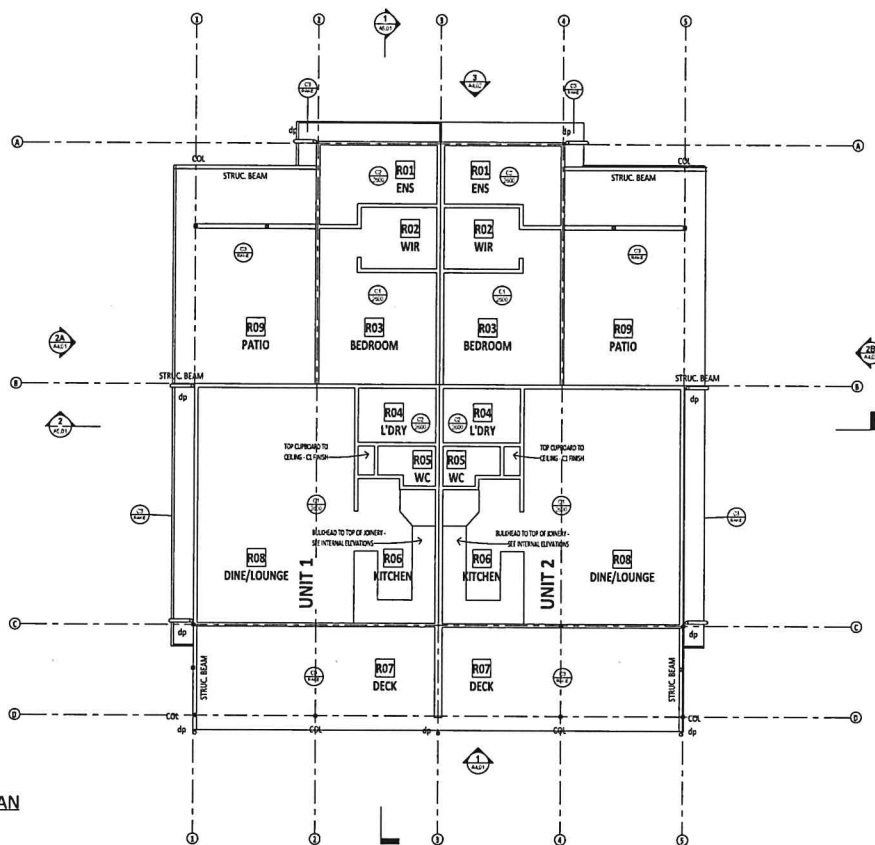
NORTH

BAMAGA NPAC
HOUSING
Northern Peninsula Area College
LOCKHART QLD 4871

DRAWING NUMBER
21DET162/SK/A2.01
DATE: 12.11.21
SCALE 1/10

CLIENT REFERENCE No.
34-X
SITE No.
XXXXXX
REV: P 1

db
ARCH
architecture
interior design
project management
urban design | planning
2-1 Cleveland Street | PO Box 1311
St Leonards QLD 4870 Australia
P +61 7 4064 0700
info@dbarch.com.au
www.dbarch.com.au



LEGEND:
 C1 - Plasterboard ceiling
 C2 - Wet Area plasterboard ceiling
 C3 - CFC Soffit lining

1 REFLECTED CEILING PLAN
 A4.01 1:50

db
 ARCH
 architecture
 interior design
 project management
 urban design | planning
 2/3 Oakley Street, PO Box 181
 Strathairn QLD 4871 Australia
 t: +61 7 4048 0700
 e: info@dbarch.com.au
 w: www.dbarch.com.au

SHEET NAME:
REFLECTED CEILING PLAN

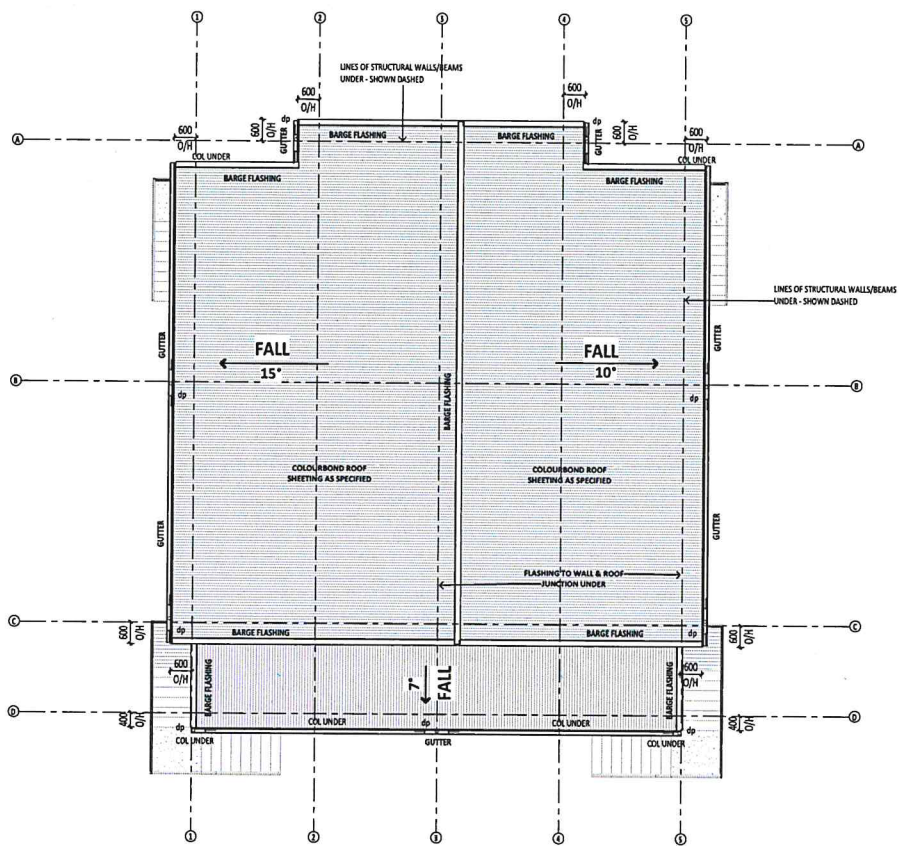
NORTH

BAMAGA NPAC
HOUSING
 Northern Peninsula Area College
 LOCKHART QLD 4871

DRAWING NUMBER
 21DET162/SK/ A2.03

CLIENT REFERENCE No.
 34-X
 SITE No.
 XXXXXX
 REV:

DATE:
 10/01/2021
 SCALE: 1:50



1 CEILING Ht.
A4.01 1:50

db
ARCH
architecture
interior design
project management
urban design | planning
2/3 Oakley Street PO Box 181
Stretford QLD 4330 Australia
t +61 7 4604 6700
e dbarch@dbarch.com.au
www.dbarch.com.au

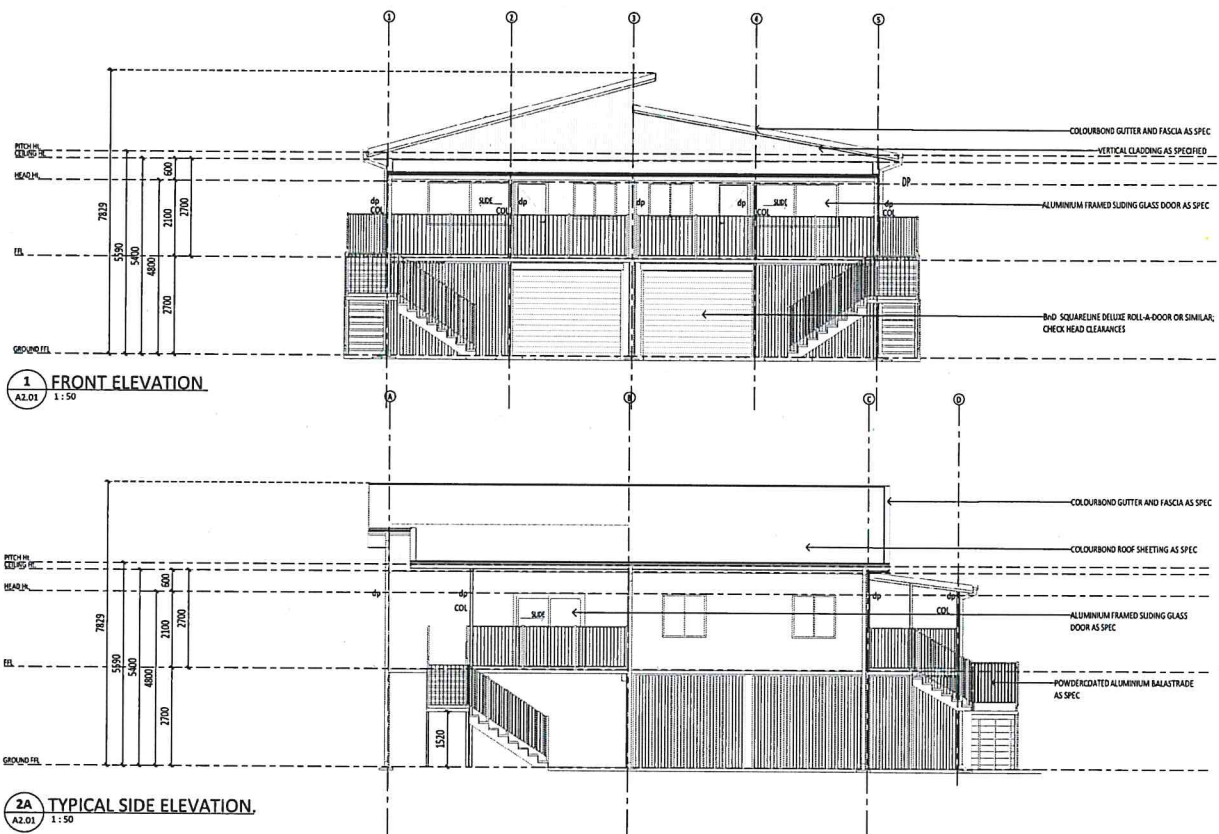
SHEET NAME:
ROOF PLAN

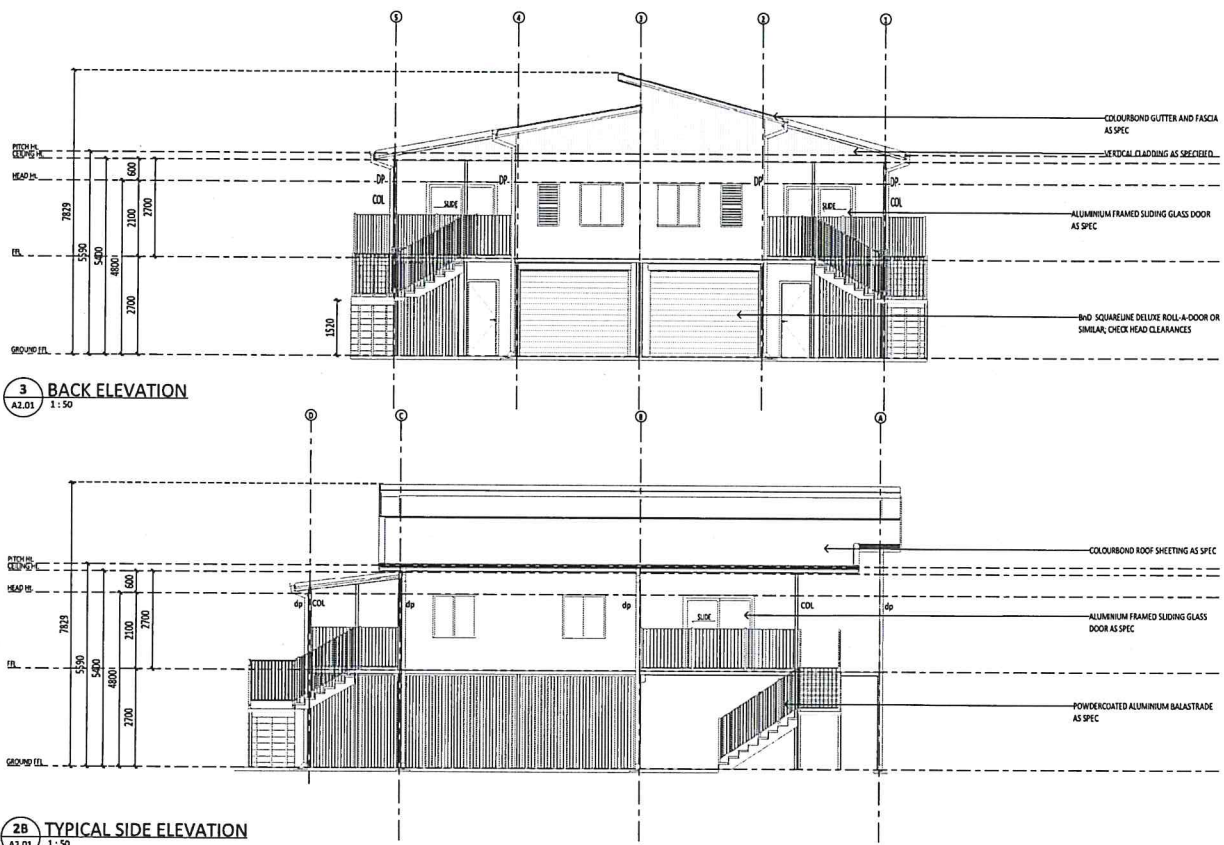
NORTH

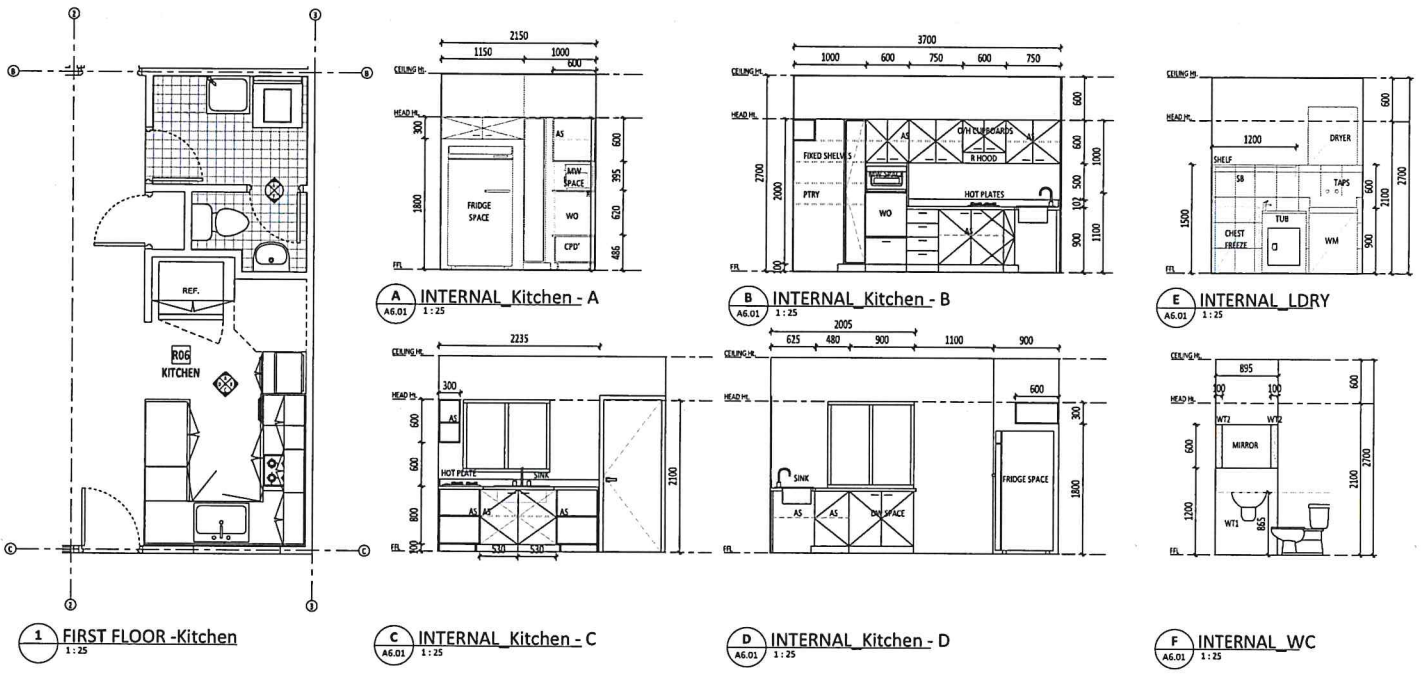
BAMAGA NPAC
HOUSING
Northern Peninsula Area College
LOCKHART QLD 4871

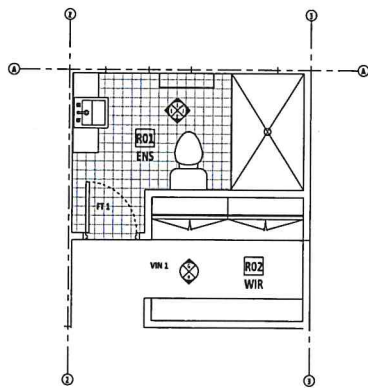
DRAWING NUMBER
21DET162/SK/ A3.01
DATE: 12.11.21
Scale: 1:50
10m 5m 2m 1m 0.5m 0.2m 0.1m

CLIENT REFERENCE No.
34-X
SITE No.
XXXXXX
REV: P 1

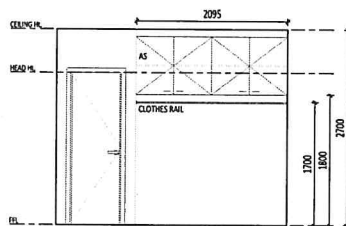




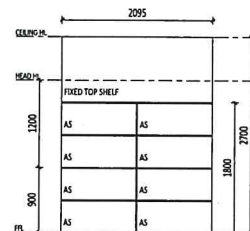




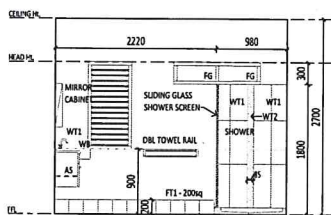
2 FIRST FLOOR - ENS
A6.01 1:25



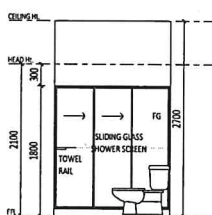
G INTERNAL_WIR - G
A6.02 1:25



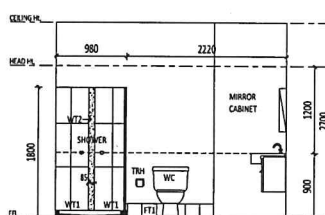
H INTERNAL_WIR - H
A6.02 1:25



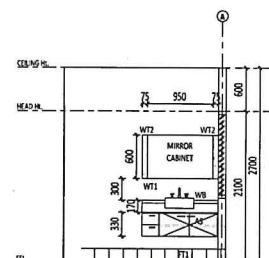
I INTERNAL_ENS - I
A6.02 1:25



J INTERNAL_ENS - J
A6.02 1:25



K INTERNAL_ENS - K
A6.02 1:25



L INTERNAL_ENS - L
A6.02 1:25

Gary Pemberton

From: Gerhard Visser <Gerhard.Visser@dsdsatsip.qld.gov.au>
Sent: Thursday, 26 May 2022 8:32 AM
To: Gary Pemberton; Gus Yates
Cc: Alex Bowen
Subject: FW: Proposed "public housing" Development for Government Employee Accommodation at Northern Peninsula Area State College Junior Campus
Attachments: 21DET162_BAMAGA-FULL SET_HI-SET 4x1BED DUPLEX(P1).pdf; Bamaga NPASC Teacher Accommodation_Statutory Notification Letter to Council.pdf; 7936-001 B.pdf

Hi Gary & Gus,

My comments

Planning Act

- In terms of the Planning Regulation 2017 (the Regulation), is Accepted Development in accordance with Schedule 6, Part 5, s30 of the Regulation.
- No Material Change of Use is required
- The development is however not exempt from an Operational Works (OPW) Application
- If the development will exceed the OPW triggers in your planning scheme then an OPW application is required.

Building Act

- Australian legislation allow for Private Certification
- Thus MB must appoint a Building Certifier (BC) to design and approve the structures, also undertake required inspections and provide an Occupancy Certification
- MB must provide NPARC within 10 business days (b/d) of appointment of the Certifier with the Certifiers name / company and QBCC licence number
- NPARC should verify that the number and registration is valid on the QBCC website
- The BC on approval of a Building Plan must provide said approval and a copy of the plan to NPARC for information only. NPARC cannot comment on it unless you are a register Building Certifier.
- The BC must also within 5 b/d of providing MC with an Occupation Certificate provide NPARC with all forms of inspections and Occupancy Certification.

Plumbing & Drainage Act

- The applicant will have to appoint a registered Plumber and the same process as for a BC applies
- I recommend that you advise MC and his plumber of the following
 - Connection costs to be paid to NPARC
 - That all connections from the site to NPARC services is to be in accordance with NPARC standards and designs and will have to be approved by NPARC
 - Remember this is just the connection, type of meter etc that you could specify not the works on the lot.

Roads

- You should notify the applicant that the access to the site and use must comply with FNQROC standards and must be submitted to NPARC for approval
- Such access work must either be inspected by NPARC or by a registered engineer (Qld)
- If engineer then you want the relevant PREQ signoff (Certificates) on completion of works.
- I do have a concern about placing the extra load on the little cul-de-sac
- This is something that you will have to discuss internally
- I would suggest it requires consultation from the applicants to ascertain what the feeling of the specific street is.
- In the end the complaints will come to council and you will have to answer them.
- To me this is the most significant issue

Regards

Gerhard Visser

Program Manager, Town & Environmental Planning
Remote Indigenous Land and Infrastructure Program Office | Infrastructure and Coordination
Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships

T: 07 425 25106 | M: 0428 752 487 | E: gerhard.visser@dssdsatsip.qld.gov.au
Level 9, 15 Lake Street, PO Box 5461, Cairns QLD 4870 www.datsip.qld.gov.au

From: Gary Pemberton <Gary.Pemberton@nparc.qld.gov.au>

Sent: Tuesday, 17 May 2022 11:53 AM

To: Gerhard Visser <Gerhard.Visser@dssdsatsip.qld.gov.au>

Subject: FW: Proposed "public housing" Development for Government Employee Accommodation at Northern Peninsula Area State College Junior Campus

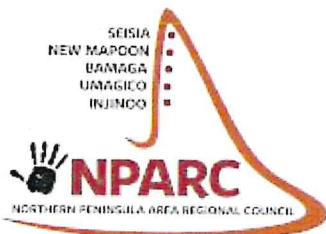
Gary Pemberton

Executive Manager Corporate Services
NPARC - Northern Peninsula Area Regional Council | Bamaga
p: 0740904102 | m: 0438 930 289 |

a: 180 Adidi St, Bamaga, QLD, 4876

e: Gary.Pemberton@nparc.qld.gov.au

w: www.nparc.qld.gov.au



NOTICE - This email and any attachments are confidential between Northern Peninsula Area Regional Council and the addressee and subject to the privacy policy on our website. If it has been sent to you in error, you must not disseminate, copy or rely on it and you should notify us immediately. Any opinion expressed is not the opinion of Northern Peninsula Area Regional Council unless that is stated or apparent from its terms. The organisation has the right to monitor all e-mail communications to and from this network.

From: Kate Gallaway <ceo@nparc.qld.gov.au>

Sent: Monday, 16 May 2022 5:24 PM

To: Gary Pemberton <Gary.Pemberton@nparc.qld.gov.au>

Subject: Fwd: Proposed "public housing" Development for Government Employee Accommodation at Northern Peninsula Area State College Junior Campus

Hi Gary

Do you know if council responded to this one yet?

Thanks Kate

Get [Outlook for iOS](#)

Kate Gallaway

Acting Chief Executive Officer
NPARC - Northern Peninsula Area Regional Council | BAMAGA
p: 0740 904103 | m: 0437 030 980 |

Title of Report: NPARC Report into Operations of the Council Pool

Agenda Item: 12.3

Classification: For Decision

Author: Acting Executive Manager, Enterprises

Attachments: Nil

Officers Recommendation:

That Council

1. note the report
2. endorse in principle the Divestment of the Operations of the Pool through an EOI process to a 3rd party

Subject to

3. the options ensure the uninterrupted services to the community

PURPOSE OF REPORT

To provide an update on Council's Pool Operation and the current Business situation and outline possible options being considered for the future delivery of the Service to NPA.

BACKGROUND AND CONTEXT

As part of a broader examination of Council services, the practicality of operations for the Council Pool in Bamaga was undertaken. The Council Pool is a supplied Community Service and due to operational realities, would never be able to realise a positive return financially. As this is the case, a full assessment of the Operational costs and best practices in relation to supplying this service to community has been reviewed. This analysis included contacting various other Councils in the region and across Qld and evaluating the way in which Pool services are supplied.

The pool cost¹ Council approximately \$170,000.00 in wages and there is a continual struggle to appropriately cover staffing requirements. Often this leads to times when the pool is/should be closed due to WHS legal requirements. The divestment of the Pool Operations should stabilise the delivery of the operation as this would become a small business opportunity for an appropriately qualified person to run on a small business capacity.

Financial Performance Summary – Last Three Years

Year/type	YTD 2022 ²	June 2021	June 2020
Revenue (whole \$)	\$4,061	\$9,538	\$10,135
Expenditure	\$146,448	\$209,948	\$185,413
Surplus/(Deficit)	(\$142,387)	(\$200,410)	(\$175,278)

¹ The 2022 annual Wage Cost is estimated as actual 2021-2022 wage costs were affected with COVID shutdowns

² The 2022 Performance Summary 2022 is YTD and is affected by COVID shutdowns for the Pool

OPTIONS CONSIDERED

Option No.	Description	Benefits	Risks
1	Do nothing:- Council may opt to continue operations with minimal adjustments and consider the operation as a “community service” directly.	Council maintains control	Continued issues with providing qualified staff Continued need to shut down due to lack of qualified staff
2	Divest the operations of the Business – Council may opt to endorse in principle the Divestment of the Operations of the Pool through an EOI process to a 3 rd party	This may provide a local business opportunity for the Community Limits HR/staffing issues Reduces wages costs Lessening of operating costs	3 rd party Business plan may be inadequate, leading to poor service delivery

Recommended Option

Option 2: It is recommended that the Council note the report and endorse in principle the transfer of the Pool Operation through an EOI process to a 3rd party.

CRITICAL DATES

LEGAL AND LEGISLATION CONSIDERATIONS

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Royal Life Saving Australia: Guidelines for safe pool operations (industry standard)

POLICY CONSIDERATIONS

Inventory policy and procedures v1 (FIN 0011)

Procurement Policy v3 (FIN002)

Enterprise Divestment Policy (GP 003)

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

NORTHERN PENINSULA AREA REGIONAL COUNCIL CORPORATE PLAN 2018 - 2022

Theme 1: Infrastructure Services

Key Corporate Strategies (particular)

- Implement, maintain and monitor effective financial and control systems within department budget

Theme 2: Community Wellbeing

Key Corporate Strategies (particular)

- To maintain community facilities that provide social networking, sport and recreation opportunities
- Support and advocate for opportunities for education and training providers and business within the region.
- Implement, maintain and monitor effective financial and controls systems within department budget.

Theme 5: Leadership

Key Corporate Strategies (particular)

- Promote best practice and continuous improvement culture
- To provide diligent financial management

Operation Plan 2021-2022

1.4 Financially viable and sustainable

- 1.4.1 Be aware of our funding and resource limitations
 - 1.4.1.1 Undertake only those activities that have been planned and resourced
 - 1.4.1.2 Understand the cost drivers and be transparent about the true, fully inclusive costs of providing services including the impact on the Council's viability
 - 1.4.1.3 Review all of Council's commercial activities and develop options to ensure the activities contribute positively to the Council's financial position

FINANCIAL AND RESOURCE CONSIDERATIONS

Redundancy Packages for current staff if transfers are not possible

CONSULTATION

Mr Michael Booth (Finance Manager)

Ms Dorelle Sambo (Pool Operations Supervisor)

Title of Report: NPARC Report into Operations of Hunters Gym

Agenda Item: 12.4

Classification: For Decision

Author Acting Executive Manager, Enterprises

Attachments 18th December 2018 Report 6.0 Community Services Progress Report
29th January 2019 Report 6.1 Community Services Report – Business Plan
Hunter's Gym & Fitness Centre
29th January 2019 Report 6.1 Gym Concept Plans

Officers Recommendation:

That Council

1. note the report
2. endorse in principle the Divestment of the Operations of the Gym through an EOI process to a 3rd party

PURPOSE OF REPORT

To provide an update on Council's operated Hunters Gym and the current Business situation and outline possible options being considered for the future delivery of the Service to NPA.

BACKGROUND AND CONTEXT

As part of a broader examination of Council services, the operational costs for the Council operated "Hunters Gym" was undertaken. The Gym is a supplied Community Service and due to operational realities, would never be able to realise a positive return financially. As this is the case, a full assessment of the Operational costs and best practices in relation to supplying this service to community has been reviewed.

The Bamaga Gym was established by the Bamaga Island Council and transferred to NPARC during amalgamation in 2008. The Gym building was damaged in 2012 and closed until renovations were completed in 2014. The Gym gradually purchased new equipment from that date and implemented a general business plan which concentrated on service to the community. A Council received a submitted business plan (attached) which identified possible opportunities to sell various fitness and gym related accessories. Council approved the implementation of the plan (Resolution No.: 6.1 – 290119), however the commercial realisation of this plan has been low.

A review of the gym and equipment has identified various issues:

- Equipment is not of a commercial standard (this is a requirement)
- Equipment requires repairs/should not be in service
- Lack of storage space for items when not in use

The replacement cost for the equipment requiring upgrading is estimated at \$60,000 (recent quotation/estimate received).

The divestment of Hunters Gym Operations would become an opportunity for an appropriately qualified person to run on a small business capacity.

Financial Performance Summary – Last Three Years

Year/type	YTD 2022 ¹	June 2021	June 2020
Revenue (whole \$)	\$5,380	\$7,041	\$43,252
Expenditure	\$109,923	\$71,608	\$148,524
Surplus/(Deficit)	(\$104,543)	(\$64,567)	(\$105,272)

OPTIONS CONSIDERED

Option No.	Description	Benefits	Risks
1	Do nothing:- Council may opt to continue operations with minimal adjustments and consider the operation as a “community service” directly.		Requirement to upgrade equipment immediately, if not undertaken, places extra financial burden on Council if incidents occur
2	Divest the operations of the Business – Council may opt to endorse in principle the Divestment of the Operations of the Gym through an EOI process to a 3 rd party	This may provide a local business opportunity for the Community Would remove the financial burden of operations from Council	3 rd party Business plan may be inadequate, leading to poor service delivery
3	Close the gym operations completely	Would remove the financial burden of operations from Council Council may be able to repurpose the building for commercial reasons	

Recommended Option

Option 2: That Council endorse in principle the Divestment of the Operations of the Gym through an EOI process to a 3rd party

CRITICAL DATES

N/A

LEGAL AND LEGISLATION CONSIDERATIONS

Work Health and Safety Act 2011

¹ As at 31st March 2022

Work Health and Safety Regulation 2011

POLICY CONSIDERATIONS

Inventory policy and procedures v1 (FIN 0011)

Procurement Policy v3 (FIN002)

Enterprise Divestment Policy (GP 003)

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

NORTHERN PENINSULA AREA REGIONAL COUNCIL CORPORATE PLAN 2018 - 2022

Theme 1: Infrastructure Services

Key Corporate Strategies (particular)

- Implement, maintain and monitor effective financial and control systems within department budget

Theme 2: Community Wellbeing

Key Corporate Strategies (particular)

- To maintain community facilities that provide social networking, sport and recreation opportunities
- Support and advocate for opportunities for education and training providers and business within the region.
- Implement, maintain and monitor effective financial and controls systems within department budget.

Theme 5: Leadership

Key Corporate Strategies (particular)

- Promote best practice and continuous improvement culture
- To provide diligent financial management

Operation Plan 2021-2022

1.4 Financially viable and sustainable

1.4.1 Be aware of our funding and resource limitations

1.4.1.1 Undertake only those activities that have been planned and resourced

1.4.1.2 Understand the cost drivers and be transparent about the true, fully inclusive costs of providing services including the impact on the Council's viability

1.4.1.3 Review all of Council's commercial activities and develop options to ensure the activities contribute positively to the Council's financial position

FINANCIAL AND RESOURCE CONSIDERATIONS

Redundancy Packages for current staff if transfers are not possible

CONSULTATION

Mr Michael Booth (Finance Manager)

Mr Tanu Poipoi (Gym Manager)

Report Number: 6.0
Subject: Community Services Progress Report
Attachment: Nil
Author: Executive Manager Community Services
Date: 18th December 2018

Executive Summary Report.

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. Age Care – CHSP & HCP
 2. Events, Sport & Rec
 3. Arts & Culture
 4. Ribs (Remote Indigenous Broadcasting Services)
 5. Swimming Pool
 6. Hunter's Gym
 7. IKC's (Indigenous Knowledge Centres)
 8. Funeral
-

Resolution:

That Council accepts the Community Services Progress Report for the month of January 2019

Moved: Cr. Adidi

Seconded: Cr. Getawan

Vote: 5/0

Resolution No.: 6.0 - 290119

Report Number: 6.1
Subject: Business Plan Hunter's Gym & Fitness Centre
Attachments: Yes
Author : Executive Manager Community Services
Date : 29 January 2019

Executive Summary :

Council considered the draft Business Plan for the Business Plan Hunter's Gym & Fitness Centre to improve the front entrance to the facility and provide space for a small retail outlet for health and fitness and gym related merchandise for gym patrons.

Resolution:

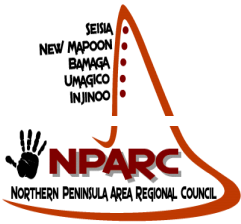
That Council accepts the Community Services Progress Report for the month of January 2019

Moved: Cr Adidi

Seconded: Cr. Getawan

Vote: 5/0

Resolution No.: 6.1 - 290119



Report Number: 6.1
Subject: Community Services Report – Business Plan Hunter’s Gym & Fitness Centre
Attachment: yes
Author: Executive Manager Community Services
Date: 29th January 2019

Executive Summary Report.

This report to provide Council with a business plan to extend the current operation of the Hunters’ gym, to create more open space at the Hunters’ Gym & Fitness centre.

We had some discussion previously around the Gym facility at the September meeting 2018, and we presented the idea to open the area at the front reception to provide easy access to /from the gym.

At that meeting we have also attached a concept plan at that meeting, and Council have requested a business plan. I have also included the same plan here for council’s consideration.

There are couple of reasons why we could better utilise this floor space at the Hunters’ Gym.

1. Improving the Front Entrance.

It is difficult to see people coming in through the second door especially during busy times at the Gym. So opening up the front reception area will also make it easier for staff (s) to see what is happening out in the main weights area if you can’t be out there. At the moment users does come through 2 set of doors where as most Gym today has an open floor space.

Removing the middle wall will allow staffs to better monitor gym users and to provide assistance almost immediately to gym users.

This also allow our security camera to cover more area if there is a need for any investigation.

2. Creates opportunity for small Gym Shop.

Making changes to the front entrance will create space and make room to set up a little shop with health & fitness supplements to provide body building, body toning or Lose weight supplements to users. This will not only attract gym membership, but it create extra revenue stream for the Gym.

Recommendation:

That Council approves the Business Plan for the Hunter's Gym & Fitness Centre.

Move:

Seconded:

Carried:

Consultation (who did you consult? example Program Office or Legal firm)

Legal Implication:

Policy Implication:

Corporate & Operational Plan. (Governance)

1. Theme 2 – Community Wellbeing

To provide direct wellbeing services and designed for the needs of the Npa Communities & Community Wellbeing –

- that are designed for the needs of the community
- Develop and strengthen relationships with the community.
- To maintain community facilities that provide social networking, sport and recreation opportunities
- To advocate for improved health, wellbeing and community safety services for the community.

Financial and Resource Implications:

- Nparc

Business plan for Hunters Gym & Fitness Centre

1. Opportunity

- Hunters Fitness Centre has an opportunity to provide better access into the Hunter's Gym and to better utilise its floor space. By doing this it will create an opportunity to operate a small retail outlet within the facility to sell gym related accessories and sports supplements.
- Currently the only places selling sports supplements in the NPA region are the Bamaga Pharmacy, BP Service Station and IBIS supermarket.
- Even within these, the options sports enthusiasts have are very limited. There is a growing demand that has been noticed within the community for the provision of such things. Currently members who use these supplements are purchasing online and having to wait for things to be sent. This is the same for accessories such as gloves, resistance bands, skipping ropes etc.

2. Financial

- Costing to renovate the existing entrance area to accommodate the retail area is \$1782.00 (quote attached). This involves removing an existing wall that currently separates the reception area from the main weights area, removal and relocation of electrical work from the wall to the front entrance wall, repainting and labour.
- Council have allocated \$25,000 for the gym equipments and approximately \$15,000 have been used to purchase new equipments; however If there is an opportunity here to utilise the remaining funds then we would request for variation to the budget. *(need council endorsement)*

Bamaga Gymnasium

WORKS	MATERIALS	LABOUR	FREIGHT	AMOUNT
Painting/Internal	\$100	\$80		\$180
Internal Wall Removal and Disposed Off	\$100	\$640		\$740
Electrical Works	\$700			\$700
SUBTOTAL				\$1,620
10% GST				\$162
TOTAL				1,782.00

3. Shelving. Materials

- Costs of new shelving to put into the shop area will depend on exactly how much council are willing to spend. Units from Bunnings that look professional, are heavy duty and can be ordered online start from \$99 + shipping.
- We would estimate that we would need to start with 3 of these to start and as we introduce more products we could order more. There is a very limited range online and if someone was able to pick up and bring back during a trip down then it would open up the range to choose from. Similar products are available from Mitre 10 Thursday Island and start from \$79 per unit.

Supplements/ Nutrition Suppliers - ASN Cairns & Mak Fitness

- We have attached 2 price lists from 2 different suppliers for sports supplements that show mark-ups that will be applied and RRP.
- There is also a 3rd company that sells wholesale called Bulk Nutrients that I recommend we use to do a “per scoop” deal for our customers. Their *protein powders start from \$29 per kilo* and they have a *flat rate shipping cost of \$7*.
- It would be hard to put a markup on their product as they supply wholesale prices direct to the general public.
- Instead the Gym could offer a per scoop option to our customers who can’t afford the full price of a container, or who have forgotten their supplements for their work out that day. By charging \$2 per scoop a bag of Protein Matrix that *costs \$29 would make \$66, a markup of \$30* taking shipping into account for just that one bag.

Buying more than one bag at a time also means that you discounted prices on the wholesale price. Therefore giving better mark ups. Different flavours are available but I would stick to basic flavours such as vanilla and chocolate to start and then see if we were asked for different flavours.

- Pre workout costs *\$39 for a 396 gram bag*. You would get *30 serves* from a bag and again the Gym would *charge \$2 per serve*, making a *markup of \$21*.
- We would limit how much we bought in bulk the first time at least until we were able to judge exactly what customers are likely to buy. Flavours such as chocolate and vanilla are normally pretty popular, and in pre workouts and post workouts flavours such as watermelon and berry are popular as well.
- A short survey done with existing members would also narrow this down to determine what flavours and products would be best to start with.

ASN Cairns Supplements /Nutrition Wholesaler

- ASN Cairns already have a presence in the community having sponsored *Steel Fitness* Challenges. Some members of the Gym already purchase from them so their product is known. The other company has a range of products that may not be as well-known out in the wider community but it still good quality product.

Mak Fitness – Supplements /Nutrition Wholesaler

- Mak Fitness provide greater discounts the more you buy, whereas ASN have standard rates which would make buying smaller amounts easier. *Markups on a 1.25kg Protein Powder* would be \$25.
- All of this provides extra income for the Gym that we wouldn’t otherwise have.
- Other accessories such as Towels, Gloves, resistance bands etc. can be purchased from companies here in Australia or an online company out of China that bulk purchases can be made from.
- The more you buy of a particular product the cheaper it becomes. Often there is no shipping cost if we choose wisely.
- We would like to be able to put a Hunters Fitness Logo on some of these products. Good for those visiting the NPA area and coming to the Gym for a short time to be able to take

as a souvenir of their time here. Also for those members to have as they travel and train in other gyms around the country, it results in good advertising for us.

- Sports waters – the Gym could look at down the track if these things go well.

Currently the provision of free water through the water cooler works well and enables people to make up their supplement drinks to their personal levels.

Marketing

- Marketing the product would be done through various avenues. Social Media such as the Nparc face book page, NPA Community Noticeboard, Hunters Fitness Page and other associated Facebook pages would be a start.
- Flyers printed out and put on community notice boards advertising what we have would be another. Use of the Newsletter would be a definite. Radio announcements on a regular basis along with other gym related advertisements would be put in place.
- We would also approach the other sporting organisations such as NPA Basketball, Apudthama Sporting Group and the likes and get the word out through their networks to encourage people to come and purchase from us rather than online. Benefit of purchasing from us is that they can take the product then and there rather than having to wait for it to arrive.

Conclusion

There is definitely an opportunity for a retail shop within the gym to provide sports supplements and gym accessories. Starting in small amounts would be beneficial so that we don't have excess surplus stock that will go out of date. It will also enable us to determine exactly what products are popular and those that are not.

Hunter's Gym & Fitness Centre

