



MEETING BOOK

Northern Peninsula Area Regional Council

Ordinary Council Meeting #47

**To commence immediately following March Trustee
Meeting**

On

Tuesday 12th March 2024

Bamaga Boardroom

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 Meeting	4
7.	Business Arising from Previous Meeting	25
8.	Mayor Report	43
9.	CEO Report	44
10.	Executive Report	
	10.1 Executive Manager Operations Report	46
	10.2 Executive Manager Community & Regulatory Services Report	50
	10.3 Executive Manager Building & Infrastructure Report	59
	10.4 Executive Manager Corporate & Finance Services Report.....	66
11.	Finance Reports	
	11.1 February 2024 Financial Report	72
12.	Other Business	
	12.1 Report back from NPA Interim LDMB.....	83
	12.2 NPA Drinking Water Treatment Plant Augmentation Strategy	90
13.	General Discussion	92
14.	Close of Meeting	92



AGENDA ITEM 1- 5
ORDINARY COUNCIL MEETING #47
Tuesday 12th March 2024
New Mapoon Boardroom

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

Northern Peninsula Area Regional Council

Ordinary Council Meeting #46

**To commence immediately following February
Trustee Meeting**

On

Tuesday 27th February 2024

Injinoo Boardroom

Agenda Item 1. Welcome and Opening of Meeting

Mayor Yusia welcomed attendees and opened the meeting at 12.01pm with a prayer by Cr Whap.

Agenda Item 2. Acknowledgement of Country

Mayor Yusia paid respects on behalf of the Council to the traditional owners of the land upon which the meeting was held and the traditional owners of the Northern Peninsula Area; and to their elders past, present and emerging.

One minute silence was observed out of respect for sorry business within the community

Agenda Item 3. Present

Mayor & Councillors

Mayor Patricia Yusia	District Mayor	
Cr Kitty Gebadi	Division 3 / Deputy Mayor	Arrived at 12.16pm
Cr Mabelene Whap	Division 5	
Cr Gina Nona	Division 1	
Cr Dennis Getawan	Division 2	
Cr Eric Cottis	Division 4	

Other Attendees

Kate Gallaway	CEO
Gus Yates	Executive Manager Operations
Yanetta Nadredre	Executive Manager Community & Regulatory Services
Gina Peter	Executive Manager Corporate & Finance Services
Robert James	Executive Manager Building & Infrastructure

Agenda Item 4. Apologies

Nil

Agenda Item 5. Declarations of Conflict of Interest

Mayor Patricia Yusia advised the meeting that she had a declarable conflict of interest in the matter to be dealt with in agenda item 12.4 'Update on Use of Gravel'.

Mayor Yusia stated that the discussion of use of gravel was a declarable conflict of interest. Two close associates are directors of corporations subject of this agenda item.

Mayor Yusia stated that she would handle her declarable conflict of interest by leaving the meeting room at the time the matter was being discussed and decided upon and would not involve herself further in decision-making.

Mayor Yusia stated that she had provided information about her declarable conflict of interest to Council's CEO at the Council Meeting after becoming aware of it.

Councillor Gina Nona advised the meeting that she had a prescribed conflict of interest in the matter to be dealt with in agenda item 12.4 'Update on Use of Gravel'.

Councillor Nona stated that the discussion of use of gravel was a prescribed conflict of interest. She is a director of corporations subject of this agenda item.

Councillor Nona stated that she would handle her prescribed conflict of interest by leaving the meeting room at the time the matter was being discussed and decided upon and would not involve herself further in decision-making.

Councillor Nona stated that she had provided information about her prescribed conflict of interest to Council's CEO at the Council Meeting after becoming aware of it.

Councillor Dennis Getawan advised the meeting that he had a declarable conflict of interest in the matter to be dealt with in agenda item 12.4 'Update on Use of Gravel'.

Cr Getawan stated that the discussion of use of gravel was a declarable conflict of interest. A close associates is a director of a corporation related to this agenda item.

Cr Getawan stated that he would handle his declarable conflict of interest by allowing the remaining councillors to make a decision regarding his participation in the matter.

Cr Getawan stated that he had provided information about his declarable conflict of interest to Council's CEO at the Council Meeting after becoming aware of it.

Mayor Patricia Yusia advised the meeting that she had a prescribed conflict of interest in the matter to be dealt with in agenda item 12.3 'Residential Tenancy Agreement – 11 Pascoe St Umagico'.

Mayor Yusia stated that the discussion of the agreement was a prescribed conflict of interest. She is a director of the corporation subject of this agenda item.

Mayor Yusia stated that she would handle her prescribed conflict of interest by leaving the meeting room at the time the matter was being discussed and decided upon and would not involve herself further in decision-making.

Mayor Yusia stated that she had provided information about her prescribed conflict of interest to Council's CEO at the Council Meeting after becoming aware of it.

Councillor Mabelene Whap advised the meeting that she had a prescribed conflict of interest in the matter to be dealt with in agenda item 12.3 'Residential Tenancy Agreement – 11 Pascoe St Umagico'.

Councillor Whap stated that the discussion of the agreement was a prescribed conflict of interest. She is a director of the corporation subject of this agenda item.

Councillor Whap stated that she would handle her prescribed conflict of interest by leaving the meeting room at the time the matter was being discussed and decided upon and would not involve herself further in decision-making.

Councillor Whap stated that she had provided information about her prescribed conflict of interest to Council's CEO at the Council Meeting after becoming aware of it.

Councillor Gina Nona advised the meeting that she had a prescribed conflict of interest in the matter to be dealt with in agenda item 12.3 'Residential Tenancy Agreement – 11 Pascoe St Umagico'.

Councillor Nona stated that the discussion of the agreement was a prescribed conflict of interest. She is an employee of the corporation subject of this agenda item which is not a government entity.

Councillor Nona stated that she would handle her prescribed conflict of interest by leaving the meeting room at the time the matter was being discussed and decided upon and would not involve herself further in decision-making.

Councillor Nona stated that she had provided information about her prescribed conflict of interest to Council's CEO at the Council Meeting after becoming aware of it.

Agenda Item 6. Confirmation of Minutes of Previous Meeting

Resolution

That Council:

Notes and confirms the minutes from the Council Meeting held Tuesday 16th February 2024.

Moved: Cr Whap

Vote: 5/0

Seconded: Cr Getawan

Resolution: C6.1-27022024

CARRIED

Agenda Item 7. Business Arising from Previous Meeting

Action items were discussed as per the Action Task List

Council paused for lunch at 12.39pm

Moved: Cr Nona

Second: Cr Getawan

6/0

CARRIED

Council resumed from lunch at 1.10pm

Moved: Cr Cottis

Second: Cr Nona

5/0

CARRIED

Cr Gebadi returned to the meeting at 1.10am

Resolution

That Council resolves:

1. Pursuant to section 254J(1) of the Local Government Regulation 2012 ("LG Reg"), to close this part of the meeting to the public;
2. Pursuant to section 254J(5) of the LG Reg:
 - a. The matter mentioned in section 254J(3) of the LG Reg that is to be discussed is legal advice obtained by the local government, for which a public discussion would be likely to prejudice the interests of the local government (section 254J(3)(e) and (g) of the LG Reg).

Moved: Cr Cottis

Vote: 6/0

Seconded: Cr Getawan

Resolution: C7.1-27022024

CARRIED

Council obtain legal advice on the management of conflict of interests relating to agenda items.

Resolution

That Council resolves:

1. To open the meeting to the public

Moved: Cr Cottis

Vote: 6/0

Seconded: Cr Gebadi

Resolution: C7.2-27022024

CARRIED

Cr Cottis left the meeting at 2.26pm

Cr Cottis returned to the meeting at 2.32pm

Cr Gebadi left the meeting at 2.36pm

Cr Gebadi returned to the meeting at 2.41pm

Agenda Item 8. Mayor Report

Youth Meeting

- Unfortunately we did not have a quorum at the last meeting, so we had to defer the LTC meeting
- Despite that, we had a good meeting with the OIC at Bamaga Station to discuss ongoing issues with youth crime and fighting
- It was decided by the LTC Members in attendance to hold a youth forum in early March with all stakeholders and community to discuss the path forward
- This meeting is scheduled for 13 March and I would encourage all councillors to attend

TORCH

- The first board meetings were held for TORCH



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Meeting Minutes
ORDINARY COUNCIL MEETING #46
Tuesday 27th February 2024
Injinoo Boardroom

- There is now an interim board structure with progress to commence on recruitment of CEO

Gravel Meeting

- I would like to thank all the councillors who attended the Gravel Meeting
- It was a very fruitful meeting with positive discussions with traditional owners

Finance VRP

- I wish to acknowledge the hard work of the 5 ladies who took a voluntary redundancy with Council from the finance team
- They provided a lot of service to Council across them and will be sorely missed
- I wish them all the best on their future endeavours

CDP Reform

- There is a new reform happening for CDP
- It is aimed at getting people into real jobs
- There will be opportunities for council to work with local providers in this space to look at what small projects can be done for community

Climate Resilience Centre

- CEO and I attended the latest steering committee meeting for the Climate Resilience Centre
- This was a positive meeting with strong outcomes
- Timeframes have been set to try and have it commence early 2025
- Unfortunately TSRA cannot administer the program, so the department is looking at running this

Water Treatment Plant

- Thank you to the councillors that attended the meeting to discuss the water treatment plant yesterday
- It was good to have an open and honest conversation with Veolia on the path forward
- While there are some current challenges, it is good to see there is a path forward to improve water security but also cater for growth in the communities

Resolution

That Council:

Note the Mayor's verbal report from Tuesday 27th February 2024

Moved: Cr Cottis

Vote: 6/0

Seconded: Cr Gebadi

Resolution: C8-27022024

CARRIED



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Meeting Minutes
ORDINARY COUNCIL MEETING #46
Tuesday 27th February 2024
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Agenda Item 9. CEO Report

Cr Nona left the meeting at 3.23pm

Cr Nona returned to the meeting at 3.33pm

Resolution

That Council:

- Note the Report
- Appoint Sandra Woosup as the Injinoo Community Member to the NPA Interim LDMB

Moved: Cr Nona

Vote: 6/0

Seconded: Cr Gebadi

Resolution: C9-27022024

CARRIED

Agenda Item 10.

Executive Reports

Agenda Item 10.1.

Executive Manager Operations Report

Resolution

That Council:

- Note the report

Moved: Cr Getawan

Vote: 6/0

Seconded: Cr Whap

Resolution: C10.1-27022024

CARRIED

Agenda Item 10.2.

Executive Manager Community & Regulatory Services Report

Cr Cottis left the meeting at 4.16pm

Cr Cottis returned to the meeting at 4.22pm

Resolution

That Council:

- Note the report
- Approve the implementation of the new Commonwealth Home Support Program (CHSP) Pricing, effective from 1 March 2024

Moved: Cr Whap

Vote: 6/0

Seconded: Cr Nona

Resolution: C10.2-27022024

CARRIED

Agenda Item 10.3. Executive Manager Finance & Corporate Services Report

Cr Cottis left the meeting at 4.29pm
Cr Gebadi left the meeting at 4.29pm
Cr Gebadi returned to the meeting at 4.33pm

Cr Whap left the meeting at 4.42pm

Resolution

That Council:

Note the report

Moved: Cr Gebadi

Vote: 4/0

Seconded: Cr Getawan

Resolution: C10.3-27022024

CARRIED

Cr Whap returned to the meeting at 4.43pm

Agenda Item 10.4. Executive Manager Building & Infrastructure Report

C Cottis returned to the meeting at 5.01pm

Resolution

That Council:

Note the report

Moved: Cr Gebadi

Vote: 6/0

Seconded: Cr Getawan

Resolution: C10.4-27022024

CARRIED

Agenda Item 12.3. Residential Tenancy Agreement – 11 Pascoe St Umagico

Having declared an interest at agenda item 5, Cr Whap, Cr Nona and Mayor Yusia left the meeting at 5.05pm.

Cr Gebadi chaired the meeting in the absence of Mayor Yusia.

Resolution

That Council:

1. Note the Report
2. Delegate to the Chief Executive Officer, pursuant to section 257(1)(b) of the Local Government Act 2009, power to negotiate and finalise on behalf of the Council (including by signing necessary documents on behalf of the Council), arrangements with NPA Family and Community Services Aboriginal and Torres Strait Islander Corporation on the basis of a Residential Tenancy Agreement for 3 years at specified fee, and on such other terms as the Chief Executive Officer considers appropriate for 11 Pascoe St Umagico

Moved: Cr Getawan

Vote: 3/0

Seconded: Cr Cottis

Resolution: C12.3-27022024

CARRIED

Cr Getawan – For

Cr Cottis – For

Cr Gebadi – For

Cr Gebadi left the meeting at 5.16pm

Cr Nona, Cr Whap and Mayor Yusia returned to the meeting at 5.16pm

Agenda Item 11. Financial Reports

Agenda Item 11.1. January 2024 Financial Report

Resolution

That Council:

Note and accept the Finance report for the period ending 31 January 2024

Moved: Cr Cottis

Vote: 5/0

Seconded: Cr Nona

Resolution: C11.1-27022024

CARRIED

Agenda Item 12. Reports

Agenda Item 12.1. Proposed Public Housing Development for Government Employee Accommodation at 66 Danalgub Street, Seisia

Resolution

That Council resolves:

1. note the proposed Development notice lodged with Council by DHLGPPW on 2nd February 2024, for:
 - i) The development on a part of Lot 66 on SP273364 (Lease A on SP340684, 6,600m²); of
 - ii) 12 dwellings (nine, three-bedroom and two, two-bedroom dwellings),
 - iii) As Multiple Dwelling in terms of the Northern Peninsula Area Regional Council Planning Scheme.
 - iv) For Government Employee Housing as part of the Queensland Housing Strategy 2017-2027.
2. note that the letter dated (not referenced) 2 February 2024 provide advice to the Northern Peninsula Area Regional Council that the proposed development has been determined as impact assessable within the planning instrument and advise that public housing is defined as accepted development as defined by the Planning Regulations 2017.
3. provide advice & conditions as set out hereunder to the proposed development:
 - a) Construction

- Any construction work associated with this development shall be carried out in accordance with sound engineering practice and compliance with FNQROC standards.
 - No nuisance is to be caused to adjoining properties by way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours.
 - Any spillage of material on council's roads must be cleaned as soon as possible.
 - Vehicle and material impact off site on Danalgub Street must be limited to prevent impacts on existing road users.
- b) Infrastructure
- In the event that any part of Council's infrastructure is damaged as a result of work associated with the development, Council must be notified immediately of the affected infrastructure and have it repaired or replaced, at no cost to Council.
- c) Access/footpaths
- Access provision to the development must be provided/constructed in accordance with FNQROC specifications (or otherwise negotiated).
 - Public footpaths must be provided/constructed in front of the development area in accordance with FNQROC specifications (or otherwise negotiated).
- d) Water / Sewer
- Connection fees are applicable.
 - Connection design to be to the standards and approval of NPARC
- e) Stormwater
- Stormwater flow over the site may not impact on adjacent sites
 - Stormwater must be catered for in a manner that lessens possible impacts in receiving areas.
 - Stormwater management design objectives as set out in the NPARC Planning Scheme 2018 (Alignment amendment 2021) Tables 9.3.2.3.b and 9.3.2.3.c must be addressed in a stormwater management plan to be submitted to the council for approval prior to commencement of the development.
- f) Landscaping
- Landscaping and fencing to be erected to enhance the appearance of the site to the road and adjoining sites.
- g) Electricity
- Electricity provision certificate must be provided to the Local Authority.
 - Communications provision or exemption certificate must be provided to the Local Authority.
- h) Development must be compliant with
- the Building Act, 1975 &
 - the Plumbing & Drainage Act, 2018.

Council is requesting the following in association with the development of Lot 66 on SP273364 (Lease A on SP340684);

- NPARC have aspirations for the future development of Lot 66 on SP273364 along Danalgub Street and the proposed development must not impede upon the future development potential of the site and should consider the upholding a respectful neighbourhood amenity.
- It is requested that the applicant provide a report that confirms that existing services in the locality will be able to accommodate the proposed development with respect to increasing drawdown of water and taking sewerage and carrying extra vehicles, noting the density of the proposed development.
- For safety and security of residents, NPARC request the installation of additional street lighting to the eastern point of the development on Danalgub Street (at no cost to NPARC).

Moved: Cr Whap

Vote: 5/0

Seconded: Cr Getawan

Resolution: C12.1-27022024

CARRIED

Agenda Item 12.2. Disposal of Tractor 6312

Resolution

That Council resolves to:

1. Dispose of Councils Kubota M9540 Tractor Plant # 6312 by donation to Wujal Wujal Aboriginal Shire Council.
2. Request that the CEO & EMO advise Wujal Wujal Council of the Donation and arrange transport to Cairns subject to costs being supported by an external freight provider
3. Request that the EMO and Finance Manager remove the Tractor from Council fleet and asset registers

Moved: Cr Cottis

Vote: 5/0

Seconded: Cr Nona

Resolution: C12.2-27022024

CARRIED

Agenda Item 12.4. Update on use of Gravel

Having declared an interest for this agenda item, Cr Nona & Mayor Yusia left the meeting at 6.15pm. Cr Cottis chaired the meeting in the absence of Mayor Yusia and Deputy Mayor Gebadi.

The remaining councils voted on the participation of Cr Getawan in the agenda item.

The remaining councillors felt Cr Getawan could participate in the matter as the nature of his interest was insignificant in this matter as the close associate did not stand to obtain any financial benefit from the matter being discussed.

Moved: Cr Cottis

Second: Cr Whap

2/0

Resolution

That Council resolves:

1. Pursuant to section 254J(1) of the Local Government Regulation 2012 ("LG Reg"), to close this part of the meeting to the public;
2. Pursuant to section 254J(5) of the LG Reg:
 - a. The matter mentioned in section 254J(3) of the LG Reg that is to be discussed is legal advice obtained by the local government, including legal proceedings that may be taken by or against the local government, and negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government (section 254J(3)(e) and (g) of the LG Reg).
 - b. An overview of what is to be discussed while the meeting is closed is the ongoing utilisation of gravel pits in the Northern Peninsula Area, including the validation of Native Title associated with such uses.

Moved: Cr Whap
Vote: 3/0

Seconded: Cr Getawan
Resolution: C12.4.1-27022024

CARRIED

Cr Whap – For
Cr Cottis – For
Cr Getawan – For

Resolution

That Council resolves:

2. To open the meeting to the public

Moved: Cr Whap
Vote: 3/0

Seconded: Cr Getawan
Resolution: C12.4.2-27022024

CARRIED

Cr Whap – For
Cr Cottis – For
Cr Getawan – For

Resolution

That Council:

1. Note the Report

Moved: Cr Getawan
Vote: 3/0

Seconded: Cr Whap
Resolution: C12.4.3-27022024

CARRIED

Cr Whap – For
Cr Cottis – For
Cr Getawan – For

Mayor and Cr Nona returned to the meeting at 6.36pm


Agenda Item 13. General Discussion

Agenda Item 14. Close of Meeting


Meeting closed at 7.05pm with a prayer by Cr Whap.

DRAFT


DECLARATION - **PRESCRIBED** CONFLICT OF INTEREST

Councillor Name	Mayor Patricia Yusia	
Timing of declaration	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
Meeting type	<input checked="" type="checkbox"/> Council meeting	
Meeting date	27/02/2024	
Description of business matter	Residential Tenancy Agreement – 11 Pascoe St Umagico	
Item number	12.3 Residential Tenancy Agreement – 11 Pascoe St Umagico	
Pursuant to section 150EL of the <i>Local Government Act 2009</i> , I hereby provide notice that I have a prescribed conflict of interest in this matter, the nature and particular of which are as follows:		
General nature of the prescribed conflict of interest.	<ul style="list-style-type: none"> A close associate is involved in the decision being discussed 	
<input type="checkbox"/> The prescribed conflict of interest involves a gift or loan or sponsored travel or accommodation benefit or contract	The value of the gift or loan or benefit or contract	NA
<input type="checkbox"/> The prescribed conflict of interest involves an application for which a submission has been made	The subject of the application	NA
	The nature of the submission on the application	NA
<input type="checkbox"/> An entity other than myself has an interest in the matter	The name of the entity, that has an interest in the matter	NA
	The nature of my relationship with the entity	NA
	Details of the entity's interest in the matter	NA
<input checked="" type="checkbox"/> I have an interest in the matter	Director of NPA Family and Community Services	The matter being discussed relates to commercial negotiations with these two entities
<input checked="" type="checkbox"/> As required by legislation, I will not participate in decision-making on the matter.		
Councillor's Signature	27/02/2024	


DECLARATION - **PRESCRIBED** CONFLICT OF INTEREST

Councillor Name	Councillor Mabelene Whap	
Timing of declaration	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
Meeting type	<input checked="" type="checkbox"/> Council meeting	
Meeting date	27/02/2024	
Description of business matter	Residential Tenancy Agreement – 11 Pascoe St Umagico	
Item number	12.3 Residential Tenancy Agreement – 11 Pascoe St Umagico	
Pursuant to section 150EL of the <i>Local Government Act 2009</i> , I hereby provide notice that I have a prescribed conflict of interest in this matter, the nature and particular of which are as follows:		
General nature of the prescribed conflict of interest.	<ul style="list-style-type: none"> A close associate is involved in the decision being discussed 	
<input type="checkbox"/> The prescribed conflict of interest involves a gift or loan or sponsored travel or accommodation benefit or contract	The value of the gift or loan or benefit or contract	NA
<input type="checkbox"/> The prescribed conflict of interest involves an application for which a submission has been made	The subject of the application	NA
	The nature of the submission on the application	NA
<input type="checkbox"/> An entity other than myself has an interest in the matter	The name of the entity, that has an interest in the matter	NA
	The nature of my relationship with the entity	NA
	Details of the entity's interest in the matter	NA
<input checked="" type="checkbox"/> I have an interest in the matter	Director of NPA Family and Community Services	The matter being discussed relates to commercial negotiations with these two entities
<input checked="" type="checkbox"/> As required by legislation, I will not participate in decision-making on the matter.		
Councillor's Signature	27/02/2024	

DECLARATION - **PRESCRIBED** CONFLICT OF INTEREST


Councillor Name	Councillor Gina Nona	
Timing of declaration	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
Meeting type	<input checked="" type="checkbox"/> Council meeting	
Meeting date	27/02/2024	
Description of business matter	Residential Tenancy Agreement – 11 Pascoe St Umagico	
Item number	12.3 Residential Tenancy Agreement – 11 Pascoe St Umagico	
Pursuant to section 150EL of the <i>Local Government Act 2009</i> , I hereby provide notice that I have a prescribed conflict of interest in this matter, the nature and particular of which are as follows:		
General nature of the prescribed conflict of interest	<ul style="list-style-type: none"> A close associate is involved in the decision being discussed 	
<input type="checkbox"/> The prescribed conflict of interest involves a gift or loan or sponsored travel or accommodation benefit or contract	The value of the gift or loan or benefit or contract	NA
<input type="checkbox"/> The prescribed conflict of interest involves an application for which a submission has been made	The subject of the application	NA
	The nature of the submission on the application	NA
<input checked="" type="checkbox"/> An entity other than myself has an interest in the matter	The name of the entity, that has an interest in the matter	NPA Family and Community Services
	The nature of my relationship with the entity	Employer other than a government entity
	Details of the entity's interest in the matter	The matter being discussed relates to commercial negotiations with these two entities
<input checked="" type="checkbox"/> I have an interest in the matter	Employee of NPA Family and Community Services	The matter being discussed relates to commercial negotiations with these two entities
<input checked="" type="checkbox"/> As required by legislation, I will not participate in decision-making on the matter.		
Councillor's Signature	27/02/2024	

DECLARATION - **PREScribed** CONFLICT OF INTEREST

Councillor Name	Councillor Gina Nona	
Timing of declaration	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
Meeting type	<input checked="" type="checkbox"/> Council meeting	
Meeting date	27/02/2024	
Description of business matter	Update on Use of Gravel	
Item number	12.4 Update on Use of Gravel	
<p>Pursuant to section 150EL of the <i>Local Government Act 2009</i>, I hereby provide notice that I have a prescribed conflict of interest in this matter, the nature and particular of which are as follows:</p>		
General nature of the prescribed conflict of interest.	<ul style="list-style-type: none"> A close associate is involved in the decision being discussed 	
<input type="checkbox"/> The prescribed conflict of interest involves a gift or loan or sponsored travel or accommodation benefit or contract	The value of the gift or loan or benefit or contract	NA
<input type="checkbox"/> The prescribed conflict of interest involves an application for which a submission has been made	The subject of the application	NA
	The nature of the submission on the application	NA
<input type="checkbox"/> An entity other than myself has an interest in the matter	The name of the entity, that has an interest in the matter	NA
	The nature of my relationship with the entity	NA
	Details of the entity's interest in the matter	NA
<input checked="" type="checkbox"/> I have an interest in the matter	Director of Ipima Ikaya Aboriginal Corporation RNTBC and Apudthama Land Trust	The matter being discussed relates to commercial negotiations with these two entities
<input checked="" type="checkbox"/> As required by legislation, I will not participate in decision-making on the matter.		
Councillor's Signature	27/02/2024	


DECLARATION - **DECLARABLE** CONFLICT OF INTEREST

Councillor Name	Mayor Patricia Yusia	
Timing of declaration	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
Meeting type	<input checked="" type="checkbox"/> Council meeting	
Meeting date	27/02/2024	
Description of business matter	Update on Use of Gravel	
Item number	12.4 Update on Use of Gravel	
Pursuant to section 150EQ of the <i>Local Government Act 2009</i> , I hereby provide notice that I have a declarable conflict of interest in this matter, the nature and particular of which are as follows:		
General nature of the declarable conflict of interest.	The business before council has the potential to cause one of my related parties, a benefit and this interest is not shared by a significant portion of the community	
<input checked="" type="checkbox"/> The declarable conflict of interest involves a related party as detailed.	Name of related party	Johnathan Yusia Ugari Nona
	Relationship to me	Husband Daughter
	The nature of the related party's interest in the business matter	Directors of Ipima Ikaya Aboriginal Corporation RNTBC Chair of Apudthama Land Trust
<input type="checkbox"/> The declarable conflict of interest involves a gift or loan or sponsored travel or accommodation benefit	Name of person who provided gift, loan or benefit	NA
	Name of person to whom gift, loan or benefit was provided	NA
	The nature of the relationship between the provider and the recipient.	NA
	The nature of the interest in the business matter of the person who provided the gift, loan or benefit.	NA
	The value of the gift, loan or benefit given and the date provided.	NA
<input checked="" type="checkbox"/> I am voluntarily deciding not to participate in decision-making on the business matter.		
<input type="checkbox"/> I am seeking permission to participate in making a decision about the matter.		
Volunteered information (not	Reasons a reasonable person would believe I could make an	The related parties stand to benefit from this decision

required under legislation).	unbiased decision on this business matter.	
	Reasons my continued involvement in decision-making on this business matter is in the public interest.	NA
Councillor's Signature	27/02/2024	

DECLARATION - **DECLARABLE** CONFLICT OF INTEREST

Councillor Name	Councillor Dennis Getawan	
Timing of declaration	<input type="checkbox"/> Declaration made before meeting <input checked="" type="checkbox"/> Declaration made at meeting	
Meeting type	<input checked="" type="checkbox"/> Council meeting	
Meeting date	27/02/2024	
Description of business matter	Update on Use of Gravel	
Item number	12.4 Update on Use of Gravel	
<p>Pursuant to section 150EQ of the <i>Local Government Act 2009</i>, I hereby provide notice that I have a declarable conflict of interest in this matter, the nature and particular of which are as follows:</p>		
General nature of the declarable conflict of interest:	The business before council has the potential to cause one of my related parties, a benefit and this interest is not shared by a significant portion of the community	
<input checked="" type="checkbox"/> The declarable conflict of interest involves a related party as detailed.	Name of related party	Gwen Toby
	Relationship to me	Partner
	The nature of the related party's interest in the business matter	Director of Cape York Land Council
<input type="checkbox"/> The declarable conflict of interest involves a gift or loan or sponsored travel or accommodation benefit	Name of person who provided gift, loan or benefit	NA
	Name of person to whom gift, loan or benefit was provided	NA
	The nature of the relationship between the provider and the recipient.	NA
	The nature of the interest in the business matter of the person who provided the gift, loan or benefit.	NA
	The value of the gift, loan or benefit given and the date provided.	NA
<input checked="" type="checkbox"/> I am voluntarily deciding not to participate in decision-making on the business matter.		
<input type="checkbox"/> I am seeking permission to participate in making a decision about the matter.		
Volunteered information (not required under legislation).	Reasons a reasonable person would believe I could make an unbiased decision on this business matter.	

	Reasons my continued involvement in decision-making on this business matter is in the public interest.	
Councillor's Signature	27/02/2024	

Council Ordinary Monthly Meeting Action Register

Action	Updated	Update	Person Responsible	Date of Meeting
Follow up Torres Shire for helicopter landing within Torres Shire Boundary	14.10.2022	Response provided from Torres Shire they are awaiting legal advice	CEO	29.09.2022
	17/02/2023	Preston Law instructed to engage with Torres Shire Lawyers		
	16/03/2023	To be progressed as a Joint Local Government Activity with Torres Shire. Initial meeting held and framework being developed		
	18/04/2023	Works progressing. Obtaining examples from other shires to use as the basis of developing		
	23/05/2023	Nil response or engagement by Torres Shire		
	15/06/2023	As above. Nil response to multiple emails		
	25/07/2023	Discussions held with Torres Shire re responsibility for enforcement		
	29/08/2023	No further response from Torres Shire. Looking at options to escalate the issue		
	26/09/23	Preston Law engaged to assist with a solution Issue discussed at meeting held 16/10.		
	24/10/2023	Awaiting outcome follow TSC Council Meeting		
	16/11/2023	Nil response after meeting		
	19/12/2023	For further discussion.		
	16/01/2024	Nil response. Escalated with Dept of LG		
	27/02/2024	Torres Shire has submitted necessary paperwork for Pajinka Road Closure – waiting on State to finalise. Letter sent to TSC CEO re concerns.		
Future upgrades for Bamaga Hall – floor scrubber, flood lights, security Confirm W4Q allocation that occurred with previous EMO	18/01/2023	To be scoped to seek future funding	EMCS EMBI	14.12.2022 25.01.2023
	17.02.2022	Quotes being sought for floor scrubber, flood lights and improvements on security		
	15/03/2023	Order in progress for floor scrubber, awaiting delivery from supplier.		
	18/04/2023	Awaiting delivery		
	23.05.2023	Full scoping ongoing for flood lights and security. Purchase Order to be raised for floor scrubber due to contractor issue		
	14/06/2023	Scrubber on order waiting delivery		
	25/07/2023	Scrubber arrived and is at Stores. Begin plans for the commissioning of the scrubber for use, as this may involve WHS and training implications.		
	29/08/2023	Property and Facilities engage Building Team/B&B Electrics for a solution for security lights. Also engage Grants/Finance Team for funding.		
	27/09/2023	Trees have been removed for lights to be installed. Mud map of lights position have been sent to two Electrician requesting quotes. Funding source to be identified.		
	18/10/2023	Quote for electrical works has been requested Floor scrubber to be commissioned for work including safety instructions and training for		
	11/11/2023			

Action	Updated	Update	Person Responsible	Date of Meeting
	13.12.2023 16/01/24 20/02/2024 5/02/2024	use. On quote received for floodlights, waiting on second quote from another contractor. As above. No change to update this period. Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority. Floor Scrubber will be transported to Bamaga Hall week Monday 26 th February. Floor scrubber to be commissioned for work including safety instructions and training for use. Floor Scrubber has been delivered to the Bamaga Hall. Planning a day for training and to Commission. Contractor has been engaged to do works		
Lui St Park Fence needs to be replaced and toilets are dark in the toilet Individual panel replacement to stop horse access Timeframe for repair	18/01/2023 20/02/2023 16/03/2023 06/04/2023 23/05/2023 14/06/2023 25/07/2023 23/08/2023 20/09/2023 18/10/2023 10/11/2023 13/12/2023 08/01/2024 22/02/2024 07/03/2024	To be included in a future grant Fence panels that were available have been used on the Lui street fence. The Sebasio street fence is 90% missing No panels in store Quotes being prepared P&G to provide quote to undertake works Replacement panels have been ordered Awaiting on delivery of fence panels Fence panels have arrived in Cairns and are being shipped to the NPA Works will be scheduled for late July / August Fence panels and panel brackets arrived in the NPA in mid August. Awaiting on screws and spare brackets to arrive in Late August. Works have started on the Sebasio street fence Replacement fence Brackets and screws have been ordered; we are awaiting delivery. Still awaiting delivery of brackets and screws Fence Panels have been replaced, awaiting gates to be delivered so that they can be fitted P&G Manager following up with supplier P&G Manager still following up with supplier Gate has been delivered to NPA and will be installed by P&G fencing Crew in March	EMO	14.12.2022 25.01.2023
Ironbark tree – trimming for it to grow the other way	18/01/2023 15/03/2023 18/04/2023 23/05/2023 14/06/2023 25/07/2023	EMO has been advised approval will need to be sought from Bamaga Corporation Approval to remove tree form is being prepared to supply to IIAC & Bamaga Community Group Form has been submitted waiting approval. Approval to remove the tree has been provided by IIAC Still awaiting advice back from BPIC BPIC have advised that they are meeting in Late June and will discuss then Decision delayed due to sorry business	EMO	14.12.2022

Action	Updated	Update	Person Responsible	Date of Meeting
	23/08/2023 20/09/2023 18/10/2023 10/11/2023 13/12/2023 08/01/2024 22/02/2024 07/03/2024	Still awaiting a response from BPIC BPIC board have met to discuss the request. They are arranging a meeting with Cr Gebadi and further consultation with Bamaga residents. No update from BPIC BPIC have requested a meeting with Council to discuss this tree. Meeting scheduled for 24/10 A meeting was held with BPIC on Tuesday 24 th October, BPIC Members agreed with the removal of the tree on condition that there is a memorial created at the space incorporating part of the stump. A request for a options for circular fences has been made of a cairns based fencing contractor No additional information since December Meeting. Meeting is scheduled for a few weeks times (delayed due to sorry business) BPIC till to meet delayed due to sorry business No further update for this meting		
Old cars on William Street need to be removed as they are rusting on top of each other	18/01/2023 06/04/2023 23/05/2023 14/06/2023 19/07/2023 18/08/2023 20/09/2023 15/10/2023 07/11/2023 01/12/2023 10/01/2024 20/02/2024 06/03/2024	No action in December / January Has been delayed due to sorry business. Hope to be able to action during April Majority have been removed. Remainder will be removed before on-site works commence. As Above Regulatory Services staff to contact owner Compliance notice are being issued Bamaga vehicle removal is underway Works have commenced. Delays with vehicle removal due to staffing issues. Tow truck is under maintenance, awaiting availability Most removed, last vehicle to be moved following part removal Scheduled to be removed as per availability of tilt truck. Warren and contractor removed old car wrecks on Williams Crescent	EMCRS	14.12.2022
Possible grant funding for fans, new doors, and concrete slab at back door for safety purposes to prevent formation of puddles at Seisia Hall	18/01/2023 17.02.2023 16/03/2023 14/06/2023 25/07/2023	To be scoped to seek future funding To be part of S&R MIP Infrastructure funding Application made awaiting feedback State advice that all projects were unsuccessful. Awaiting response from Department as all projects in Indigenous Communities were not funded Building Team engaged to inspect and report on condition of roller doors. Roller doors need adjusting, this work is scheduled to be completed by mid-August. Quotes received for	EMCS EMBI	14.12.2022

Action	Updated	Update	Person Responsible	Date of Meeting
	29/08/2023 27/09/2023 18/10/2023 8/11/2023 13.12.2023 16/01/24 20/02/2024 5/02/2024	ceiling fans to be assessed by P&F team. Funding unsuccessful and added to project list. Property and Facilities to engage Building and Maintenance Team on solution for fans as initial quote that came back may not be appropriate fans for the hall. Grants/Finance team to be engaged to identify funding source. No updates this reporting period EMBI to investigate options No updates this reporting period As advised in Oct 23-EMBI to investigate. No new updates this period. Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority No updates this Reporting period. Will make movement by next Report. B&B providing Quote for Big Ass Fans to be installed and for 3 phase power. Quotes are being sourced for electric motors to be install onto doors		
Follow up IBA regarding support for Aboriginal Communities	17.02.2023 15/03/2023 18/04/2023 23.05.2023 29.08.2023 26/09/2023 19/12/2023 16/01/24 27/02/2024 12/03/2024	Meeting held and new support confirmed. Meeting with IBA on 03.03 to confirm home ownership loan process and schedule workshops for home ownership and business creation Meeting held. Home Ownership being progressed. Waiting on tenure for IBA. Small Business Workshop being scheduled for May Funding received for Small Business Workshop and matter progressed Workshop scheduled for late August TSRA did not confirm attendance so IBA has postponed. DATSIP supporting with organising Workshops rescheduled for December Workshop cancelled due to TC Jasper. To be rescheduled Discussions commenced to reschedule. Housing has some staff constraints due to TC Jasper support but setting dates DoH tentatively scheduling for Apr/May Dates confirmed for last week in May	CEO	25.01.2023
F/up CEQ r.e. Injinoo Shop	17.02.2023 16/03/2023 18/04/2023 23.05.2023 29.08.2023 26/09/2023	Meeting held with CEQ and visit occurring late Feb from CEQ to progress CEQ has visited the sites to progress Cost is about \$500-600k. Internal communications at CEQ about how to support Meeting held with CEQ on 19/05/2023 with various options to assist. To be discussed further and capital funds sourced Preferred option identified by Cr Nona. Email sent to CEQ to progress.	CEO-EMCRS	25.01.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	24/10/2023 16/11/2023 19/12/2023 15/01/24 27/02/2024 06/03/2024	Fit out works commenced. Waiting on Give Back assistance confirmation from CEQ Scoping works completed in October to progress Update requested following October visit Preliminary works progressing. CEQ support through give-back CEQ progressing works Meeting held with CEQ on 14/02. Equipment has been dispatched to NPA and quote requested for toilet works Met with CEQ rep and finalised shop fittings and equipment.		
F/up Stingers Program and support from Royal Lifesaving	16/03/2023 18/04/2023 23.05.2023 07.06.2023 17/07/2023 29/08/2023 20/09/2023 15/10/2023 07/11/2023 12/12/2023 10/01/2024 20/01/2024 06/03/2024	Awaiting response Awaiting contact information to progress Contact made and awaiting reply Follow up with an email, awaiting reply Still progressing with https://rlssq.com.au to get stinger signage. Nil response. Progressing internally Awaiting quotes for signage. Delays – supplier has requested to conduct a beach audit. We have advised signage is required promptly as jellyfish season has already approached. Aerial audit is being conducted on Seisia, Umagico and Injinoo beach to finalise signage. Signage is being reviewed for approval then printing stage will commence. Signs approved for printing to commence. Signs in printing stage. No further updates	EMCRS	24.02.2023
F/up maintenance of Turtle Project	18/04/2023 23.05.2023 15/06/2023 25/07/2023 19/12/23 16/01/24 27/02/2024	Request sent to CDP. Awaiting PM to return to leave to follow up CDP having resource challenges. Looking at opportunities under new project for long term solution CDP project being investigated CDP no longer able to assist. Scoping requirements for the variety of community requests Waiting on Community Meeting Matter discussed at Community meeting on 11/01 To be re-discussed with CDP in context of new program	CEO	22.03.2023
Community History Walls in IKCs	23.05.2023 19/07/2023 18/08/2023 20/09/2023	Resources have started arriving to be displayed Last of the resources due to arrive in July Due to staff shortage, this project has not yet been finalised. Email sent to IKC team.	EMCRS	18.04.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	15/10/2023 07/11/2023 12/12/2023 10/01/2024 20/01/2024 06/03/2024	Works have progressed on History boards for Injinoo, Umagico, Bamaga and New Mapoon. Seisia is awaiting more information. Information was incorrect, updates being completed on the boards. Still processing, due to late additional information. Updated information not yet received from community members No additional information since December Updated information not yet received from community members. Awaiting additional/correction of information from TO groups		
F/up Bamaga Hall Kitchen & Basketball Hoops incl ventilation in Kitchen, fridge and freezer and possible issue with one of the hall fans.	23.05.2023 14/06/2023 25/07/2023 25/08/2023 27/09/2023 18/10/2023	Fridges are working. Fire extinguishers has been replaced. WIP. Update of scope of works to June meeting. F/up refrigeration of fridges as they are not getting cold Signs have been placed on fridge "Do not turn off". Fridges intermittently work, sometimes the fridges are warm, next day freezing, diagnosis ongoing. Exhaust fan in the kitchen is working. P&F team to engage Building Team to scope works for security screen mesh on kitchen window and security screen door on single access door to kitchen. This will help improve air circulation during kitchen use. Internal req sent to Building and Maintenance Team for screens on the windows and door. Building and Maintenance Team investigate a solution for the missing winch handle to raise and lower the basketball boards. P&F team has confirmed large industrial exhaust fan built into kitchen is working. Screens still to be fitted on windows and doors in Kitchen, operations to advise on status of works. Council Carpenters have commenced fabricating screens. One fan is working slower than the other. To be discussed with Operations team on advice on repair. Fans were reset to run at the same speed in June. Ops staff will reinspect fans and reset speeds / repair as required. Operations to update on basketball hoops winch works.	EMCS EMBI	18.04.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	8/11/2023 13.12.2023 16/01/24 20/02/2024 6/03/2024	Winch mechanisms and cables are serviceable. A replacement winch handle has been supplied to P&F Quotes for fridge and freezer has been received, pending approval to purchase. Works are ongoing on the screens. No updates this reporting period Bamaga Hall Kitchen ventilation – Waiting on screens to be made by NPARC Carpenters. Basketball Hoops – Shane Waller to inspect and follow up order. fridge and freezer – Waiting on second quote. Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority No updates this reporting period, Information hasn't been passed onto P&F Manager Materials have been ordered, waiting on sea swift to delivered, works will be completed ASAP		
NPA Map for Mayor Office	15/06/2023 29/08/2023 16/11/2023 16/01/24 27/02/2024 12/03/2024	In progress. Suitable map identified. Progressing with DATSIP DATSIP to deliver at Nov TWG DATSIP rep is on extended leave. F/up with remaining staff DATSIP returned to work and preparing for next TWG Map collected on 07/03/2024. Frame to be ordered and installed	EAOM	29.05.2023
F/up with Biosecurity Queensland & Tropical Public Health regarding potential communication and signage to prevent the transportation of horses into the region	07.06.2023 19/07/2023 18/08/2023 20/09/2023 15/10/2023 07/11/2023 12/12/2023 10/01/2024 20/02/2024 06/03/2024	F/up contact with Biosecurity and TPH to progress conversations regarding signage. Discussed during TPH visit. Awaiting follow up Additional phone calls made, staff are in training, a meeting will be scheduled upon their return from training in Cairns. Meeting set up for October. Meeting scheduled for end of October. Biosecurity have advised that it is not something that they police, awaiting response from Preston Law. Discussions with Public Health are underway to assist with this issue. No additional information since December Meeting. No updates in January. Email was sent 06/11/23 with update, Michael Zitha confirmed that Biosecurity does not get involved in these types of restrictions and suggested that it may be NPARC's role to police this matter.	EMCRS	29.05.2023
Scoping for future projects requested to	14/06/2023 25/07/2023	To be commenced	EMCS, EMO, EMBI	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
identify potential funding sources incl Seisia Church repairs and Main Esplanade Fencing and Public Toilets	29/08/2023 27/09/2023 20/09/2023 18/10/2023 8/11/2023 13/12/2023 08/01/2024 20/02/2024 6/03/2024	Projects added to list for future funding sources. Inspection undertaken at Seisia Church. Asbestos training / contractors needed prior to maintenance works being undertake Discussion underway with NPA Earthmoving Yusia to use the chopped down tree to block vehicle to the access beach. Seisia Church has been fenced off due to asbestos in the building. WHS Team to implement safety plans to manage Asbestos before plans can be undertaken to restore or repair the Church. No update this reporting period. Asbestos removal has been identified as an additional budget line item in the 23-24 capital budget. Carpenters have been tasked with installing the additional section of the post and rail fence Additional concrete bollards been added either side of the Church. Seisia Church funds as part of additional funding. Nil funding sources for other project; have been advised to Grants As above Not feasible to package with asbestos removal works occurring at end of Jan due to potential of building damage. Quotes have been requested for removal and cladding work No Update this reporting period Project on hold, trying to source more Contractor to do DEMO works and ASBESTOS removal		
Removal of Old Church at New Mapoon	14/06/2023 26/09/2023 16/01/24 20/02/2024 6/03/2024	Government champion providing support to look at options within Government Asbestos removal and demolition has been identified as an additional budget line item in the 23-24 capital budget. Seeking feasibility to package with asbestos removal works occurring at end of Jan. No Update this reporting period Project on hold, trying to source more Contractor to do DEMO works and ASBESTOS removal	CEO, EMBI	29.05.2023
W4Q Scope at New Mapoon to incl Gazebos if funds allow	14/06/2023 25/07/2023 29/08/2023 20/09/2029 18/10/2023	Feedback provided to Project Manager Department did not approve Project Variation. Following up post EOFY Waiting on Department of Local Government to permit variation to be resubmitted Meeting scheduled with Cr Cottis to finalise the scope of this project on Tuesday 26 th September	CEO, EMO	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	10/11/2023 08/01/2024 22/02/2024 07/03/2024	Meeting held with Cr Cottis. To progress within original scopes. Variation request to be submitted to DSDILGP. New Mapoon Laundromat works complete Advice received from DSDSATSIP re variation request Grants / EMO to action in February Variation request has been submitted to DSDATSIP Variation Request has been submitted through the DSDILGP Grants Portal		
Inspection and repair of toilets at Bamaga Courts including removal of rusted mesh	14/06/2023 25/07/2023 29/08/2023 27/09/2023 18/10/2023 8/11/2023 13.12.2023 16/01/24 20/02/2024 6/03/2024	To be initiated, no updates this reporting period Inspection has been conducted and works progressed Engaged Building and Maintenance Team to inspect the rust in the roofing structure of the toilets. Due to rust, parts on the roofing structure will need replacing in 2 years. In the interim, solutions are being investigated to improve the look of the rust such as painting the roof purlins/mesh. Handed over to Operations. Work order sent to re-paint the mesh and repair sections of bad corrosion as a temporary fix until full costing of scope of works comes through. Offcut security screen segments are being collected and will be used to replace rusted mesh in sections Work will commence 13/11/2023 NPARC Carpenters will be overseeing works No update this period. Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority No Update this reporting period Carpenter team are onto it today, materials have been ordered	EMCS EMBI	29.05.2023
Submerged machinery in Mosby Creek	15/06/2023 29/08/2023 26/09/2023 19/10/2023 16/11/2023 19/12/2023 16/01/24 27/02/2024	Verbal catch up to be held with Owner this week Owner confirmed the vehicles will be removed. Works Manager working with owner for available plant to relocate Being removed week commencing 25/09 Owner requested to postpone until completion of DFRA works. CEO following up Owner will have completed prior to Wet Season Discussed with owner on 15/12 Nil action. Compliance notice issued Compliance notice requires action by 01/05/2024	CEO	29.05.2023
Lights at ANZAC Park Toilets & Shed	14/06/2023	To be initiated, no updates this reporting period	EMCS EMBI	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	25JUL2023 19/07/2023 29/08/2023 26/09/2023 18/10/2023 8/11/2023 10/01/2024 20/02/2024 6/03/2024	P&F Team has had discussion with Building Manager and B&B Electrics on options to supply power to area. Scope of works and costings needs to be developed in collaboration with Building Manager. Quote has been requested for electricity to be connected and lights installed in the Toilets, Rotunda and Ceremony shelter. Building Manager engaged B&B Electrics to provide quote for powered lights at toilets, rotunda and power point at front shelter with lights. Still awaiting quote Contractor has been committed to Bamaga oval lights No updates this reporting period, contractor still in talks with Ergon for a power pole to be installed Followed up with B&B electrical to provide quote No Update this reporting period Works will start next week 14/03/2024, digging of the trenches to lay pipes and the installation of poles.		
Options for lights within trees at ANZAC Park	14/06/2023 25/07/2023 29/08/2023 27/09/2023 18/10/2023 8/11/2023 13.12.2023 16/01/24	To be initiated, no updates this reporting period P&F Team are discussing ideas and sourcing different options. Property and Facilities Team and looking into the best type of lights for the area such as solar fairy lights etc. P&F Team to contact Council for Cairns and Thursday Island. No action in September No updates this reporting period, still looking into it Single quote received 6/12/2023, seeking additional quotes in new year Jan 2024. Followed up with B&B electrical to provide quote	EMCS EMBI	29.05.2023
Timeline for demolition of old Motlop House	14/06/2023 19/07/2023 23/08/2023 20/09/2023 18/10/2023	Tasked to Building Manager to request quotes Vegetation has been cleared temporary fencing and signage is scheduled to be installed by the mid July. Council can apply to have the house removed as part of housing project No timeline can be provided structure to be demolished as part of future funded works to construct a new house As Above.	EMO EMBI	29.05.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	8/11/2023 13.12.2023 16/01/24 21/02/2024 6/03/2024	Look at opportunities within LHP to include with scope of other asbestos removal As above Waiting on DoH No update this reporting period. Asbestos removal occurring at end of Jan No Update this reporting period Project on hold, trying to source more Contractor to do DEMO works and ASBESTOS removal		
F/up opportunities for additional Sports and Rec funding	07/06/2023 19/07/2023 20/09/2023 15/10/2023 07/11/2023 12/12/2023 10/01/2024 20/02/2024 12/03/2024	MCS seeking funding opportunities As above. Potential to be included as part of advocacy regarding health Discussions with Grants officer are underway. Seeking potential funds to upgrade S & R building and oval. Current grant acquittals are being finalised to ensure new funding can be submitted. Acquittals still being finalised with the grants team. MCS & Grants seeking funding opportunities. Womens Active grant funds application are underway. Scoping as opportunities with new CDP program	EMCRS	29.05.2023
Report on progress regarding Umagico Toilet at oval	25/07/2023 29/08/2023 27/09/2023 18/10/2023 8/11/2023 13.12.2023 16/01/24 21/02/2024 6/03/2024	P&F Team to engage with Building Team to inspect and create scope of works to finish the build. Funding needs to be identified. Project has been scoped. Preparing submission for round 2 of the Minor Infrastructure Funding No update this reporting period. New S&R MIP being progressed Searching for appropriate funding opportunity No updates this reporting period, working with Grants teams to find additional money As above. Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority In discussion with Grants team and P&F Manager In talks with Grants Officer, looking securing funds from Rugby League Infrastructure Fund to finish of works	EMCS EMBI	20.06.2023
Seisia Hall electrical capacity issues	20.06.2023 25/07/2023	Electrical report indicates no issues with electrical circuits, circuit breaker trips when too many devices are in use overloading the circuit. P&F team have organized with B&B Electrics to provide a quote to increase the capacity to support community events. Initial verbal	EMCS EMBI	20.06.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	29/08/2023	response is that Ergon will need to be contacted to see if capacity can be upgraded as a 3-phase power supply will be needed. Ball Park figure for upgrade is \$50k		
	27/09/2023	Funding to upgrade the electrical system to be identified. Property and Facilities are engaging B&B Electrics.		
	18/10/2023	Electrical issues has been identified as an additional budget line item in the 23-24 capital budget.		
	8/11/2023	Scope to be prepared and quotes sought		
	13.12.2023	No updates this reporting period, working with contractor to find out how much power will be needed and if sub board needs to be changed		
	16/01/24	Waiting for quote. Further information from contractors.		
	21/02/2024	Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority		
	6/03/2024	Still on going, discussion with electrician		
		Have asked electrician to press on Quotes		
F/up with Harbour Master regarding management of the Wharf Light by Seaswift Lighting at Wharf Toilets	23/08/2023	Lights have been inspected.	CEO, EMO	25.07.2023
	20/09/2023	Power cables were removed as part of wharf upgrade works in 2019- 2020		
	18/10/2023	A quote to replace small solar lights will be provided to TMR in September		
	10/11/2023	Quote is being prepared to be supplied to TMR for consideration.		
	13/12/2023	Quote on hold electrician has been busy on oval lights		
	08/01/2024	No Action in October		
	22/02/2024	Awaiting quote for repairs so that a request can be put into TMR		
	07/03/2024	Reconnecting mains power is looking to be challenging and potentially very expensive and having an engineer sign off on the unusual footing has been proving problematic. MSQ & TMR staff are going to provide a detailed scope for Council to quote on		
		TMR are sourcing a suitable solar light for NPARC to install using local electrical contractors		
		TMR have advised that the new solar light has been purchased and is on its way to Cairns for transport to NPA		
F/up tenant tidiness at Council Social Housing	29/08/2023	No update this reporting period	EMCS EMBI	25.07.2023
	27/09/2023	P&F are currently planning how to approach this action		
	18/10/2023	EMBI to follow up in November		
	8/11/2023	No updates this reporting period, Have tasked P&L team to follow up with this for next Council meeting		

Action	Updated	Update	Person Responsible	Date of Meeting
	13.12.2023 16/01/24 6/03/2024	Hasn't commenced yet due to resourcing issue. Discussions are planned for January 2024. Could tie this into Tidy Towns for 2024 and ongoing. New P&F Manager drafted notice and it is being issued to residents No update this reporting period		
Rain creating dip around doors and washaway at Seisia Hall – concrete perimeter	20/09/2023 18/10/2023 10/11/2023 13/12/2023 08/01/2024 6/03/2024	Building team to investigate options No action in October Work has been scoped and logged as part of hall upgrade project As above No action in December Builder has gone to look at, waiting on response	EMO -EMBI	29.08.2023
Investigate angle parking at Bakery	20/09/2023 18/10/2023 10/11/2023 13/12/2023 08/01/2024 22/02/2024 07/03/2024	Options are being sketched Ongoing Will program to be completed in Early 2024. As above Roads to work with Airport Staff to complete in February Works scheduled to be completed in the last week of February weather permitting Weather did not allow works to be completed in February	EMO	29.08.2023
F/up anthropologist reports within 2004 Injinoo Council Files	27/09/2023 22/02/2024 7.3.2024	Clarification with Cr Nona that files were from pre-amalgamation and locked away in the safe in the Injinoo office. The safe was excluded from the records clean-up. On investigation the reports were not in the safe. Further investigations revealed that the reports may be in the Injinoo Community Hall attic. Waiting for repair works to be completed to access the attic. All the rooms have been emptied at Injinoo Hall. We now have access to the attic. PFM is repairing the damage door to secure access to attic. Arrangements will be made to remove files from attic. Records Management team has been tasked to put together small team to relocate the files to Bamaga Archives. Estimate time for completion week ending 17th March 2024.	EMCFS	29.08.2023
Tourist parking at Bus Lane outside Council Office	18/10/2023 10/11/2023 13/12/2023 08/01/2024 22/02/2024 07/03/2024	Additional signs to be ordered and installed No action in October Waiting signs to be delivered to the NPA Signs have been dispatched by the supplier in October Signs have been located No update	EMO	27.09.2023
No through traffic sign at road behind CFC church to Ponds	10/11/2023 13/12/2023	Request for quote Still awaiting quote have followed up with Supplier	EMO	24.10.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	08/01/2024 22/02/2024 07/03/2024	No Action in December Signs have been ordered awaiting delivery No update		
Scope pedestrian crossing for oval	10/11/2023 13/12/2023 08/01/2024 22/02/2024 07/03/2024	No Action In October Options are being investigated / designed No action in December Options / location report received for the appropriate location of a pedestrian Crossing in this area Quotes to be requested from suitable contractors	EMO	24.10.2023
Follow up compliance notice re scaffolding	07/11/2023 12/12/2023 10/01/2024 20/02/2024 06/03/2024	Compliance officer has advised, they did not serve the compliance notice as owner agreed to move the items. Will be moved by wet season. Previous compliance officer is assisting with the removal of these items to his yard. RSM contacted owner, he will action removal once back in community. No action in January. No updates	EMCRS	24.10.2023
Concerns r.e. impact on floors at Bamaga Hall from certain tables. Develop guidelines for use of Halls by community	13.12.2023 16/01/24 21/02/2024 6/03/2024	No action this reporting period. Plans for discussion January 2024. Guidelines are being drafted by P&F team. In the interim, people are advised when seeking waivers No Action in January Guidelines are being drafted by P&F team when hiring hall	EMBI	21.11.2023
Trees / undergrowth in drains	13/12/2023 08/01/2024 22/02/2024 07/03/2024	To be tasked to roads crew to action No Action in December Inspections started in February Works on heavily silted drains to commence in the last week of Feb Works commenced around Seisia in early March	EMO	21.11.2023
Concerns r.e. Umagico Hall Toilets overflowing in women's toilet when high use	13.12.2023 16/01/24 21/02/2024 6/03/2024	Acting EMBI is investigating. Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority Plumber has been engaged to look into Works are completed	EMBI	21.11.2023
Concerns r.e. grading following QRA works along Injinoo Esplanade. Request to consider speed bumps. Also concerns regarding sand patches	13/12/2023 08/01/2024 22/02/2024 07/03/2024	Speed bumps / dips to be installed once the wet season starts No action in December Programmed for the last week of Feb weather permitting Waiting a dry week	EMO	21.11.2023
Speed bumps in new Injinoo Subdivision	13/12/2023 08/01/2024	Works Manager & EMO to meet with Cr Nona in the new year to identify where the speed bumps are to be installed	EMO	21.11.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	22/02/2024 07/03/2024	Meeting Scheduled for Wednesday 17 th December Meeting Held with Cr Nona. Blade mix has been ordered and speed bumps will be programmed to be installed after it arrives Blade mix has arrived. Will be programmed for late April / May		
Concerns r.e. sewer tank size at Jardine Campgrounds	13/12/2023 08/01/2024 22/02/2024 07/03/2024	EMBI and EMO to discuss with Jardine Ferry manager in the new year The three tanks at the Jardine ferry are to be pumped out in January Discussions have been had with plumbing contractors re tank / trench capacity a quote is being prepared for the replacement of the absorption trenches No action in February Council Plumber has inspected and is scoping up the works for repair	EMO	21.11.2023
No-drinking sign at new Seisia Gazebo	13/12/2023 08/01/2024 07/03/2024	A quote has been requested PO raised awaiting delivery Supplier has delivered the signs to Seaswift for delivery to NPA Still awaiting delivery of the signs to NPA	EMO	21.11.2023
Return Grandstands from Yusia Ginou oval to Seisia Basketball Court	13/12/2023 08/01/2024 22/02/2024 07/03/2024	Tasked to Roads. To be actioned when truck is not being used to transport aggregates from Jardine river to Batching plant To be completed in Jan / Feb Return planned for Monday 26 th February Programmed to be moved Friday 08 th	EMO	21.11.2023
Follow up clean up of vacant property yards w/ QBuild	10/01/2023 21/02/2024 6/03/2024	Action to be followed up with QBuild No action this reporting period Will discuss at next JOM Meeting to keep on top of works regarding grass	EMBI	19.12.2023
Request to Biosecurity Qld to report r.e monitoring	16/01/2024 27/02/2024 12/03/2024	Request made to regional manager Deputation at March meeting Meeting moved to May due to unavailability of staff	CEO	19.12.2023
Remove old bus shelter next to Injinoo Service Station	10/01/2024 21/02/2024 6/03/2024	Arrangement is being made to remove shelter No action this reporting period/following who has been engaged to do works Works completed	EMBI	19.12.2023
Leaf guard at Somerset toilets	22/02/2024 07/03/2024	Leaf guard has been ordered and will be installed when it arrives Still awaiting leaf Guard to arrive in the NPA	EMO	16.01.2024
F/up businesses with skip bin to have skip bin cover including NM office	22/02/2024	Suppliers are being sought	EMO	16.01.2024
Overhang trees on roads	22/02/2024 07/03/2024	Works dept to inspect and engage contractors as necessary	EMO	16.01.2024

Action	Updated	Update	Person Responsible	Date of Meeting
Key streets: Sebasio, Adidi, Little Fletcher, Old Mapoon Shop, Seisia & Alau Campground Rd		Quotes requested for removal of trees at Adidi street Other streets / areas being scoped up for quoting		
Maintenance and line marking at Umagico Oval	20/02/2024 06/03/2024	Delays due to no equipment available. Task completed	EMCRS	16.01.2024
Clean out Injinoo Sewer (trees etc)	07/03/2024	Order raised for a contractor to undertake cutting and herbicide	EMO	27.02.2024
Tree removal in alleyway from Brown St to Little Fletcher St	07/03/2024	P&G Manager to inspect and organise removal	EMO	27.02.2024
Funding opportunities for Possum Highway	12/03/2024	Technology identified for rope bridge. Will be discussed at next meeting with Government Champion	CEO	27.02.2024
Slashing towards airport from creek to Airport	07/03/2024	Slashing complete	EMO	27.02.2024
NDRRA opportunities for Patterson Rd			EMO	27.02.2024
Oak tree at lookout leaning on shed	07/03/2024	Tree removed from shelter	EMO	27.02.2024
Clean windows at Jardine Ferry	06/03/2024	Staff have been tasked to action	EMCRS	27.02.2024
Seisia Small Projects – fencing at IKC and sealing at Seisia Esplanade Gazebo roundabout	12/03/2024	Added to project lists	CEO	27.02.2024
Concerns regarding people staying at camps			CEO	27.02.2024

Resolutions

Resolution	Updated	Update	Person Responsible	Date of Meeting
Proposed Public Housing Development for Government Employee Accommodation at 66 Danalgub Street, Seisia	07/03/2024	Response letter submitted to QBuild	EMO	27.02.2024
Disposal of Tractor 6312	07/03/2024	Wujal Wujal Disaster Coordinator advised of resolution Freight assistance sponsorship application submitted to Seaswift	EMO	27.02.2024
Residential Tenancy Agreement – 11 Pascoe St Umagico	12/03/2024	Advise provided to NPAFACS	CEO	27.02.2024
Proposed Housing Designs	21/02/2024	No action this reporting period	EMBI	16.01.2024
Use of Sand and Gravel Pits	16/01/24 27/02/2024	Meeting tentatively scheduled. Awaiting availability of IIAC Paper to this meeting with update	CEO	19.12.2023
Camping Policy	18/10/2023 16/11/2023 16/01/24 27/02/2024	Sites identified and further update at this meeting Waiting on sites for Inj and Umg communities Paper to this meeting Updated policy provided to IIAC. Consultation to be held with camp owners	CEO	27.09.2023
Statement of Intent to establish a Torres and Cape Health Care (TORCH) community-controlled commissioning entity	20/09/2023 27/02/2024	Statement of Intent unsigned at TORCH meeting Inaugural board meeting has been held	CEO	29.08.2023
Tender Award – NP1	14/06/2023 19/07/2023 18/10/2023 10/11/2023 08/01/2024	Successful & Unsuccessful advised of the delay and cause of delay Letters delivered. State advocating with Federal Government regarding review procedure No update on Federal review at this stage Still no update on Federal review	EMO	30.05.2023

		Awaiting advice from TMR re process from here		
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AGENDA ITEM 8
ORDINARY COUNCIL MEETING #47
Tuesday 12th March 2024
New Mapoon Boardroom

8. Mayor Verbal Report

Title of Report CEO Report

Agenda Item: 9

Classification: For Noting

Author Chief Executive Officer

Attachments Nil

Officers Recommendation:

That Council:

- Note the Report

PURPOSE OF REPORT

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

CORPORATE PLANNING & GOVERNANCE

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

The Corporate Plan has been finalised and published on the NPARC website. There is a review scheduled for new Councillors following the election as part of the corporate planning cycle. This to ensure the corporate plan accurately represents the strategic objectives of council to inform operational planning.

Annual Operational Plan and Budget

The Annual Operational Plan and Budget was adopted on 27th June 2023. Planning has commenced with the 2024-2025 operational plan and budget in preparation for councillor workshop in May.

Asset Management

Nil response from Department regarding the draft Asset Management Plan. We are seeking further information as the information provided was quite basic and already areas we are working on. A follow up has been sent to Department of Local Government as no response received. Further follow up to be made post election.

Indigenous Sustainability Project

The budget submission was due to be prepared by 22 December. To date this has not been provided to Councils for feedback (neither has the PWC PIC report been sent). CEO followed up with DDG Local Government again requesting an update.

Local Thriving Communities

Report back is on the agenda for the meeting later today.

KEY PROJECT UPDATES

Ranger Transition

ALT has appointed someone to oversee the ranger transition. Current timeframe is to have transition plan completed by 30th August 2023.

2024 Election

The 2024 election is progressing well. Key remaining dates are listed below

Early voting	14 & 15 Mar 24
Close of electoral roll (2 nd close)	15 Mar 24
Election day	16 Mar 24
Postal vote returns cut-off	26 Mar 24

The date of the election conclusion will be the last date for any non-returning councillors. This is the date all divisions have been declared by the ECQ. The next day is the first day for new councillors. The swearing in of new council will occur within 30 days of this date.

All IT and access will be finalised on the election conclusion. CEO will be in contact with individual councillors regarding their situation.

Emails are a matter of public record. Councillors are strongly encourage to backup any personal information they have stored on email and NPARC server.

Caretakers Period

Caretakers period commenced on 29/1. There remains some confusion regarding what the caretakers period means, and these are being addressed as they arise. Caretakers period runs until the conclusion of all elections across QLD.

UPCOMING MEETINGS & VISITS

Youth Forum

A reminder that the youth forum is occurring tomorrow, 13 March. Support from council would be greatly appreciated.

Title of Report: March Operations Information Report

Agenda Item: 10.1

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

Capital projects update

Shane Waller (Project Manager)

- Jardine River Ferry
 - The Contractor is still to confirm the dates that the Ferry needs to be closed to install the new doors. Currently looking for after Easter.

Robert Bottger (Project Manager - Roads)

- NP1 South of Ferry upgrade to seal
 - Received Advice from TMR that funds can be transferred between NP2 and NP1 once a couple of TMR north forms are submitted and approved.
 - Forms have been received and will be submitted to TMR Cairns by COB Wednesday 13th of March.

Parks & Gardens

General cleaning and maintenance activities in public areas, Council offices and facilities throughout out the five communities during February.

Works

Roads

Commenced works on cleaning drains in Seisia, patching potholes within all communities, installed new guideposts between Injinoo and Umagico and cleaned the sand off the Seisia boat ramp.

Solid Waste

Normal operations have been completed with minimal disruption.

Wastewater

Scheduled servicing and maintenance activities have been undertaken at the seven pump stations and three lagoons.

Cleaning of public toilets including the cemetery toilets as required occurred through the month. A barbwire fence was installed between the Bamaga Lagoon and the sprinkler system.

Water

Throughout February, the Bamaga Water Treatment Plant operated smoothly and consistently,

The total water production (filtrate) volume for Bamaga WTP for the month, averaging **4.15** ML/day

16 residential leaks were inspected and handed over to NPARC.

1 commercial leak was inspected and handed over to NPARC.

2 mains leaks were identified and repaired.

There were 0 new service requests and no new service installation completed in the period.

There were 0 OHS incidents, 0 environmental incidents.

Workshop

Workshop staff have been implementing Mentor APM into the operations to assist with record keeping and planned maintenance. Along with completing planned and reactional tasks for the month of February

Rangers

Ranger's jobs tasks for February:

The Rangers have undertaken normal Wet season activities as follows:

- Clearing trees off the road on Somerset/Pajinka road, airport/cairns turn off to Muttee Heads, Muttee Jardine
- Checking the fences if needs replacing and if new fences needed to be put up to block vehicle access
- Check/clean Toilets at Somerset and Muttee Heads camping area
- Biosecurity vegetation management
- Checking on areas on country to identify weeds & their locations (visual check of existing area and other area that may have weed)

Airport

The NPA airport has remained operational through February.

Sales figures for January are as follows:

Sale item	Monthly Totals	Comments
Jet A-1 litres	23914	
Jet A-1 sales	\$64567.80	

Avgas litres	3945	
Avgas sales	\$13610.25	
Landing fees	\$3725.86	
Passenger tax	\$218.18	January 2024
Parking Fees	\$13.35	January 2024

Sale items	Skytrans	Other airlines	Total
Flights in/out	31	61	92
Passengers in/out January 2024	980	10	990
Parking Fees January 2024		1 x 3 Nights	\$13.35

Major Maintenance issues identified/corrected

Vehicle Short	Waiting for Budget
Fencing not Secure	Applied for Funding
Runway Repairs	Ongoing Monitoring

Airport HR

Skills training – planned	Mervyn Bond – ARO Training 18-03-24
Security Training Completed	Damien Elu & Mervyn bond
AAA Online Training	Various Courses – All Staff

Batching Plant

Work is progressing on the infringement notices received from Dept of WH&S. Whilst some actions have been completed and others are in progress extensions of time to complete actions has been formally requested where required.

Sales– external (value)

CONCRETE PRODUCTION	15m3
Cement Bags (20kg)	
Sand –	0.25m3
Aggregate –	m3
Premix –	m3
Materials External	\$23408.89
Consumables	\$
Repairs	\$
Freight	\$7889.92
Contractors	\$24350.00

ACHIEVEMENTS

- New fencing in progress, waiting on few more items from Cairns Fencing then should be completed by 25th of March 2024 – P&G are undertaking the fencing

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

Operational budget expenditure

CONSULTATION

Works Manager

Ranger Coordinator

Workshop Manager

NPARC Project Managers.

Airport Manager

A/ Batching Plant Manager

Title of Report: February Update on Community & Regulatory Services Report

Agenda Item: 10.2

Classification: For noting

Author Executive Manager, Community & Regulatory Services

Attachments Compliance Report

Officers Recommendation:

That Council: Note the report

PURPOSE OF REPORT

To provide Councillors with an update of monthly activities undertaken by Community Services and Regulatory departments.

Community Services

The Community Services Team continues to engage with internal and external stakeholders of the Northern Peninsula Area [NPA] region with event planning, event delivery and feedback consultations including discussions of strategies for improved community satisfaction. With staff movements across the department, casual staff from various areas have been affected whereby there is a demand for Expression of Interest to ensure continuous operation of administrative duties.

Indigenous Knowledge Centres (IKCs)

IKCs in the NPA region continue to support internal and external stakeholders, by allowing operational space to deliver services to the communities. The following services have been delivering services regionally from community IKCs:

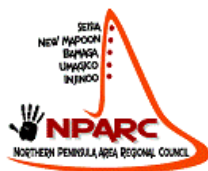
As we near completion of gathering accurate information from traditional owner groups for History Banners, we are met with a significant challenge. We've been awaiting their response for over a year now. Despite this, we are committed to working within a tight timeframe to ensure accuracy and kickstart printing in April.

Events Team

The Events team is actively collaborating with both internal and external stakeholders to increase participation in community events, including the upcoming 2024 Culture Festival, Youth Activities with NPAWS, and the Rise Program with QRL.

Outcomes

Plans for an upcoming Youth Forum to engage with young people and preparation for the next ANZAC event are underway.



Sports and Recreation

The Sports and Recreation Officer position is now open for applications. This role is crucial and requires prompt filling as it plays a significant role in community activities. The team is collaborating with Kittyhawk Basketball, QRL, and NPARRL to enhance sporting programs within the communities.

Art Centre

February has been a busy month with funding approvals, and renovations to the art center are nearly complete. Planning for the 2024 Cultural Festival is well underway, although engaging with community members has been challenging due to low meeting attendance. Nonetheless, the team remains committed to its endeavors. Additionally, the art center has been accepted into the Country to Couture fashion show in Darwin, a precursor to the Darwin Aboriginal Art Fair.

Home and Community Care

The Aged Care Compliance Report ensures regulatory compliance. A significant number of Aged Care staff were on a casual basis, fulltime positions have now been filled. The program includes various services for 36 clients.

There are 14 Staff:

2 Yardmans
2 Cooks
1 Transporter
Manager
Co-Ordinator
Receptionist
6 support Care workers

All services are being provided to address the needs of the clients, some services are well below the appropriate standards, which is being addressed.

Achievements

- There has been 7 approved HCP's
- Last step the process of creating their budget to commence
- Have completed 7 new assessments for CHSP client on 26th- 27th February
- Staff training with consultant Barb Schmidt

Data

Certain data is experiencing spikes within certain services, with efforts underway in Meals and Transport to reduce transportation.

Regulatory Services

The following report is a summary of current operations within the Regulatory services. It is the monthly update for February 2024. The contents of this report are titled with matters that directly

impact the operations of the Animal Welfare. These are updates on Staffing, delivery of service, achievements, challenges, and possible recommendations.

Summary of Report

- Meeting with housing about their compliance process as Leaser of NPARC house.
- Organize of Vets week of the 11th March 8, 2024
- Removal of old vehicles about 20
- George to go around food stalls
- Removal of abused 14 horses
- Meeting with DAF
- Putting together a budget plan to clean up throughout the back

Future Plans

Meeting with Department of housing to implement the NPARC local law for

1. dogs per house
2. old Cars in the yards
3. Tenants who dump in and park old cars council lands
4. Fee for service for spraying flea and ticks in houses they are Landlord too

Will make Workshops in communities to educate people about NPARC local laws animal controls and cooking. Animals registration process and requirements tidy

Injinoo Service Station

Staffing

The Injinoo Service Station Manager was filled again. Upon this there has been a very burst of enthusiasm among the group. The role out fresh advertisements for new fulltime and part time employees to commence in the month of March.

The Service Station staff are continually providing the service to the communities, and look forward to further growing the performance, productivity and positive outcomes relating to staff. According to the plan, the Service Station structure regarding staffing should be as follows:

Full-Time Manager - Filled

Full-Time Service Station Attendant 2x - Advertised

Part-Time Service Station Attendant 2x - Advertised

Deliverables

In February regular services and products were supplied to the community and customer. It was another steady month with sales of fuel, groceries, and general merchandise. The service station is back on regular scheduled ordering of goods to provide to the community. The residents of the local community have been the main customers, along with NPARC vehicle fleet, additionally internal

requisitions for fuel and goods. Also, fuel was provided to local business through the month as well, in form of purchase orders.

Achievements

- Planning has commenced with Building department, relating to improvements with shop floor space and to the toilet block in the middle of the shop. This is to add a new public toilet space on the outside of the shop, resulting in the removal of the current toilet block, thus creating more space. The works are expected to commence soon.
- CEQ have assisted in planning, advisory and supported NPARC (Service Station) to further enhance the shop floor, shelves, fridges and overall quality of the space to better appeal to the customers. In addition, this will provide more space for storage and the sales of goods. We are expecting more progress in the matter in the coming month.

February Sales

Our Unleaded Fuel price is currently the cheapest in the region and our Diesel Fuel price is competitive. The regular customers are appreciative of the service and products provided. However, there is a demand have larger range of goods.

Please see snapshot of February financial sales report, generated from Service Station point of sale. Sales are up by \$32K from last month.

January Sales

AMOUNTS TENDERED FOR SALES		
CASH	482	8603.65
ACCOUNT	160	36094.22
EFTPOS	1,519	51071.84
		<u>95769.71</u>

February Sales

AMOUNTS TENDERED FOR SALES		
CASH	634	11950.80
ACCOUNT	238	48161.82
EFTPOS	1,959	67753.17
		<u>127865.79</u>

Impact

We believe that at the current point, the Service Station is meeting the needs of the community. It provides essential goods and fuel to customers.

Umagico Supermarket

Umagico Supermarket has managed to maintain consistent business operations despite the opening of a new competing supermarket. The dedicated team remains committed to their hard work, ensuring a positive and cheerful environment for both staff and customers.

Staffing

2 x Supervisor

Duty Manager

Fruity and Vegetable assistant

1 x staff on Long Service Leave - 3 Months

4 x Shop Assistant
6 x Storeman Casual

Achievements

The supermarket team is still maintaining a strong sales record, even during the slow month of February, sales are still above budgets. Island and Cape trainer is anticipated to arrive in March 2024 to facilitate the enrolment of three new staff members for Cert II and III in Retail. Team building activities have commenced to ensure a good working environment for all staff. New Woolworths chiller and freezer stock has arrived. The supermarket has the lowest priced bread in town.

Impact

- Freight cost is a significant concern; exploring road freight options for cost efficiency.
- Flooring and awning projects postponed until April & May 2024.
- Store is negotiating with suppliers for better pricing amid rising living costs.
- Initiatives with Woolworths to secure fresh meat supply for better pricing.

Jardine Ferry

As a result of the wet season, casual workers are currently engaged with other departments in town. There hasn't been a significant influx of tourists yet, but a few locals have been visiting the Falls on weekends. The National Parks Rangers have utilized the ferry on multiple occasions. Ferry maintenance contractor have made several trips down to the ferry. Despite operating with a skeleton crew, the team has effectively maintained the grounds' appearance.

HOME CARE SERVICES

MONTHLY AGED CARE COMPLIANCE REPORT

REPORT TO	Yanetta Nadredre
REPORT DATE	29/02/2024
REPORT FROM	February 2024

AGED CARE SERVICE DELIVERY

Summary of client status over the past month

Reporting item	Number	Comment
HCP Clients		Level 1: Level 2: Level 3: Level 4:
New HCP Clients	7	Level 1: Level 2: Level 3: Level 4:
HCP Enquires	3	Waiting HCP
Referrals for assessment or reassessment	6	Referral to ACAT for HCP

Summary of CHSP client status and activity

Summary of CHSP client status and activity

Reporting item	Number	Comment	
Number of clients	35		
Number of new clients	7	Assessment on the 26/02/2024	
Clients on waiting list	7		
Number of clients transitioned to HCP	7	Working on HCP pricing for services.	
CHSP Hours	Monthly target	Hours delivered	Comment
Social support group	546	738	Large numbers attending group activity
Domestic assistance	135	69.2	
Social support individual	78	55.8	
Personal care	25	7.3	
Home maintenance	78	23.3	
Flexible respite	7	0	
Meals#	223	809	
Transport	63	144	
Home Modifications	\$395	0	

Aged care legislative compliance status report

Compliance requirement	Number of clients	Overdue	Action taken
Charter of aged care rights explained	35		Completed
Signed aged care agreements	35		Completed
Signed current care plans	35		
Advanced health directives completed (HCP clients only)			Have discussed with families, will get back to me.

Aged care activity reporting

Agency	Report submitted in the past month	Date due	Date Submitted
Compliance report	Compliance report	07/03/2024	06/03/2024
Operations report	Operations report	07/03/2024	06/03/2024

STAFF MANAGEMENT**Staff changes over the past month**

Staff	Staff establishment	Current number of staff	Number of resignations	Number of new staff
Total staff		14	0	0
Carers		6	0	0

HR Management

Reporting item	No of staff	Overdue	Action required
Key Personnel suitability checks	1		
Current Police checks	14		
Aged Care Code of conduct	14		
Current Drivers licence	14		
Performance review	14	4	
Annual Flu vax	14		
COVID Immunisation	14		All staff up to date

Status of Core training

Mandatory training	No of staff	Overdue	Action Required
Orientation	14		New staff orientation completed
Fire Safety	14		
First Aid	14		
Manual Handling	14		Age Care Manager
Infection control	14		Age Care Manager
Elder Abuse	14		Will be conducted by Co-ordinator
Food Safety	14		Age care Manager
Open disclosure	14		Age care Manager

Training attended over the last month

- Continuing their online training with IKC and others have purchased their own iPad.
- Staff doing online training have extension until July to complete their studies.

QUALITY IMPROVEMENT

Progress against Plan for Continuous Improvement

- 7 new clients approved HCP
- Creating budget for HCP to commence
- Reviewed PDs for Manager, coordinator and Receptionist and changes made
- Safety committee meeting on 05/03/2024 members did not show will reschedule another time.
-

Feedback/complaints management

Complaints	Total No	Type of incident			
		Employee	Service	Facilities	Other
Number of Complaints in the reporting period					
% Investigations completed within 5 days					

Key issues and action taken

- Sat down and discussed and worked out the issues all resolved.

Incident/near miss management

Incidents	Total No	Type of Investigation				
		Client	Employee	Equipment	Facility	Medication
Number of Incidents in the reporting period						
% Investigations completed within 5 days						
Number of SIRS Incidents in the reporting period						
% SIRS Investigations completed within 24 hours						

Incidents	Total No	Type of Investigation				
		Client	Employee	Equipment	Facility	Medication
% SIRS Investigations completed within 30 days hours						

Key Issues & action taken: no incident to report.

Title of Report: February Information Report

Agenda Item: 10.3

Classification: For information

Author Executive Manager, Building & Infrastructure

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

To provide Councillors with an outline of monthly activities undertaken by Building & Infrastructure sections.

BACKGROUND AND CONTEXT

Building Manager update

NPARC Interim Capital Grant – Duplex

Power has been installed now at property. Waiting on Housing to make time for walk through, house can be handed over.

NPARC Job Cards / Minor Works

Works are at a manageable level, there were 97 aged job cards in January, currently there are 58 aged job cards as shown in table below for the month February.

BAS maintenance Invoicing is still carried out for the aged jobs and including new jobs that has recently been issued and may show on the new aged report.

Portal active jobs are 61 which includes new jobs that were issued through the portal.

Regular follow ups are still continuing, and as mentioned on previous report. Contractors are still waiting on material ordered or maybe busy with other jobs. Still have support from Contractors.

\

Maintenance Overview

Days Outstanding	Work Order
< 30	2
> 30-60	3
> 61-90	3
> 91-120	1
> 121-180	24
> 181-365	25
> 366-720	0
Grand Total	58

Contractor meetings

Next meeting will be held 21st March 2024 with contractors to discuss process of handling maintenance works and time management, contractors advised to carry out works according to response priority time given on work orders.

NAHA 5 x Plugins

Successful tender has been awarded to HC Builders; works will commence when final Design is approved. Late Feb is the new expected start date.

Completion - late JUNE 2024

Current Unscheduled Work / Upgrade Works 23/24

Current works are ongoing, scopes of works include carports, reroofing, bathrooms, and kitchen up grades and DISMODS. There was a JOM meeting to discuss the works that will be issued and how NPARC was going to be able to handle load of works with a new budget of 15m. Tenders for upcoming works have been coming Quick and fast for works to start early January.

Outstanding Purchase Orders – Carried over from 2023

QBuild PO #	TYPE OF WORK
B64835	BATHROOM UPG – 236A SGKZ
B64904	BATHROOM UPG – 101 MIMI
B66826	MINOR RPRS – 12B YOUNG
B67696	GUTTER/DWNPIPE – 5 YOUNG
B68033	SHOWER RECESS – 70 BROWN
B69063	PRE-PAINT – 49A SEBASIO
B69063	EXT PAINT – 49A SEBASIO
B69063	PRE-PAINT – 49B SEBASIO
B69063	EXT PAINT – 49B SEBASIO

B69692	INT PAINT – 10A YOUNG
B69692	EXT PAINT – 10A YOUNG
B69911	CARPORT UPD – 427 JAWAI
B73953	VACANT MAINT – 277 YUSIA
B74371	DISMOD – 43 SEBASIO
B74647	CARPORT UPG – 50B SEBASIO
B74949	DRIVEWAY – 7 STEPHEN CL
B74955	DRIVEWAY – 4 STEPHEN CL
B75861	ROOF SCREWS/GUTTER – 270 ORCHID
B77882	BATHROOM UPG – 126 WLMS

TOTAL: 15

TENDERS SUBMITTED TO QBUILD AND AWAITING APPROVAL – 2023

REFERENCE NO.:	DESCRIPTION OF WORKS
WS167748	CARRY OUT ROOF UPGRADE – 78 SEBASIO ST BAMAGA
WS167899	CARRY OUT BATHROOM UPGRADE – 7C MARA ST UMAGICO
WS168462	CARRY OUT HOME MODIFICATIONS – 121 WILLIAMS CR BAMAGA
WS168983	CARRY OUT FENCING UPGRADE – 221 ADIDI ST BAMAGA
WS168973	CARRY OUT KITCHEN UPGRADE – 49 WARE ST INJINOO
WS168719	CARRY OUT REFURBISHMENTS – 48 WARE ST INJINOO
WS171394	CARRY OUT KITCHEN UPGRADES – VARIOUS INJINOO RESIDENCES
WS171451	CARRY OUT KITCHEN UPGRADE – VARIOUS UMAGICO RESIDENCES

TOTAL: 8

Current Purchase Orders – Issued since January 2024

QBuild PO #	Type of Works
B8099	FLOOR/KIT – 7 YOUNG
B81021	DRAINPIPE/CONC PATH – 166 WASIU
B79158	HANDRAIL UPG – INJINOO
B81434	PAINT PKG – SEISIA
B81904	FENCE UPG – 105 MIMI
B82142	VACANT MAINT – 78 SEBASIO
B82485	DISMOD – 19 PABLO
B82569	FLOORING PKG – INJINOO
B83410	SOLAR HWS – 8A WOOSUP

TOTAL: 9

TENDERS SUBMITTED TO QBUILD AND AWAITING APPROVAL – 2024

REFERENCE NO.:	DESCRIPTION OF WORKS
WS171456	CARRY OUT BATHROOM UPGRADE – VARIOUS UMAGICO RESIDENCES
WS170981	CARRY OUT HOME MODIFICATIONS – 133 JACOB ST BAMAGA
WS171293	CARRY OUT PAINTING WORKS – VARIOUS UMAGICO RESIDENCES
WS169431	CARRY OUT KIT,FLOOR/LAUNDRY – 269 ORCHID CL BAMAGA
WS170973	CARRY OUT DISMOD – 16 PASCOE ST UMAGICO
MI172210	CARRY OUT PAINT WORKS – VARIOUS UMAGICO RESIDENCES
MI172296	CARRY OUT KITCHEN UPGRADE – 76 LITTLE ROPEYARN HWY INJINOO
MI172280	CARRY OUT BATHROOM UPGRADE – 125 WILLIAMS CR BAMAGA
MI172256	CARRY OUT PAINT WORKS – 130 JACOB ST BAMAGA
MI172281	CARRY OUT BATHROOM UPGRADE – VARIOUS INJINOO RESIDENCES

TOTAL: 10

Capital Projects Update – Shane Waller (Project Manager)

Ranger Shed

Construction of Ranger Shed structure is complete, just waiting on power to be installed.

Top End Motors Accommodation

Design is complete, quotes and materials are being sourced.

New Mapoon Multi-Purpose Centre

Waiting from state grant funding body to approved to proceed, RPS project management team have completed the design under community consultation. As soon as we get approval the project will be given the green light to proceed

Umagico Tavern

Scope of Refurbishment has been agreed, quotes and materials are being sourced.

Seisia Esplanade

Property power pole and wiring to BBQ is completed, waiting for Ergon to connect to mains

Review of remaining works scope for W4Q has been completed works will commence when wet weather subsides

William Crescent Park Upgrade

Basketball court and shelter slabs are complete, B/Ball court pole and hoop have been installed, Painting of court has been re-scheduled for March – dependant on the weather

Community Housing Project Management Services – RFT

Lackon & Struxi Design team presented designs to Council on 9th January 2024, designs were approved by council – detailed design is under way and is expected to be completed in March 2024

Mutee Heads Campgrounds W4Q 21-24

Toilet block supplier (Gough plastics) have supplied all tanks, tanks are stored at the Carpenter shed at Injinoo, Toilet block flat pack is held in storage in Cairns, construction will commence in May

Injinoo Community Hall Kitchen

Storage shed has been completed clean-up will be completed in February, planning and works to commence in March. Request for Quoting is under way, materials have been ordered.

Beautification of Council buildings

Works are being scheduled for Umagico shop, Bamaga Council Office back up power and Bamaga workshop office cladding

NPARC Carpenters

- BAS Maintenance / Job Cards – On going.
- Property & Leasing / Building Maintenance
- Working on Capital works
- Jardine Ferry refurbishment & Awning
- Injinoo Kitchen Refurbishment

Property & Facilities

There is a delay with the application for Council to become a housing provider due to staff capacity to collate information for application. NPARC has requested an extension until end of 9th April 2024 to complete the application.

P&F team to work with DoH and NPARC's Regulatory team to enforce illegal dumping outside of social houses as part of our community clean up. Clean up Australia Day is coming up in March and discussions with community services team are planned for February 2024. There has been a delay in this due to Council's incompleteness of the Kerbside Collection as per deadline therefore the date has been extended to end of February 2024 at this stage. Once the P&F Team will get confirmation from the Regulatory team, notifications will go out to all NPARC managed properties to advise of processes around illegal dumping, fines, etc.

Annual Inspections – are scheduled for all Council Staff Accommodation properties for the first week in June 2024 and for all Council Social Properties for the second week in June 2024.

Changes have occurred to the number of Staff Accommodation Properties due to the separation of NPARC staff and approved leasing to some external parties. External Leases are BEL, NPAFACS, and ALT.

NPARC Staff Accommodations	Total Count
Total	28
Tenanted	21
Vacant Tenantable (Available)	3
Vacant Untenantable (Unavailable)	4
Potential Housing Requirements	0

NPARC External Accommodations	Total Count
Total	3
3 Bedroom	2
2 Bedroom	1
1 Bedroom	0
Donga	0

Social Housing	Total Count
Total Social Housing	49
Tenanted	48
Vacant	1
Schedule demolition	2

Social Housing Applications – remains the same this reporting period.

Applicants	Preferred Community	Alternative Community
0	Seisia	5
3	New Mapoon	0
10	Bamaga	4
1	Umagico	1
0	Injinoo	4
2	Did not indicate	0
16		

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

FINANCIAL AND RESOURCE CONSIDERATIONS

CONSULTATION

NPARC Project Managers.
Property & Lease Manager
Building Manager
BAS Office Manager

Title of Report: Operational Update on Corporate and Finance Services

Agenda Item: 10.4

Classification: For noting

Author Executive Manager Corporate & Finance Services

Attachments N/A

Officers Recommendation:

That Council:

Note the Report

Summary

The purpose of this report is to provide a summary of current operations within the Corporate and Financial Services Department.

Media / Radio/ Records

- TRIM content migration to SharePoint and training to the Workshop team is near completion.
- C7 Update
 - Monthly WIP meetings – Scheduled and in progress.
 - Work is near completion on the 2024 NPA Tourism Booklet – 2nd Edition. Awaiting confirmation from PBC for approval on content. MCA has drafted a letter for NPA Tourism for financial contribution of 50% in support.
 - Website content support – Updates to information has commenced.
 - Flyer (updated ferry charges) – Final draft being approved before publishing.
 - MCA with support of external consultant has commenced works on operational plan improvements to internal communications.

Stores & Procurement

Council Stores remains to continue serving our internal departments and Community members including local business.

- Recruitment of the Procurement Officer is still in progress. Meeting with HR is scheduled.
- SeaSwift to deliver Council freight to Stores Depot. Good receipt and distribution to be coordinated by Stores Manager and team. Projects & Building materials including Enterprise Stock to be delivered to their designated location.

Coastal Management

- LGAQ has advised all reports has been accepted, Council has now invoiced LGAQ for completion of project for Milestone 2–Technical Assessments, Milestone 3–Stakeholder consultation Milestone 4 – Final Draft SEMP.

ICT

New MCA is reviewing all current and outstanding projects of ICT.

Airbridge to return to complete works deferred from 2023 to 2024.

- *Mobile Starlink installations on 3 x fleet vehicle.* Equipment has been packed 6/3/24 and sent to Seawift.
- *Jardine Ferry –*
 - o Ferry mobile phone has been set up with outlook and authenticator apps and is working well.
 - o All relevant staff have access to personal emails and ferry@nparc.qld.gov.au email.
 - o Landline for Jardine Ferry 0740691369 also connects to TELSTRA mobile number 0428 322 753, IT is working with TELSTRA to divert calls from landline number to mobile number between.

Finance

New Finance employees has commenced.

- o Senior Finance Officer Debtors – Commenced 6th of March 2024
- o Finance Officer Debtors – Commenced 6th of March 2024
- o Junior Finance Officer – Commenced 6th of March 2024
- o Finance Coordinator – Starting 13th of March 2024
- o Finance Officer Payroll - Starting 13th of March 2024
- Service Charges has been issued with exception of two accounts that will require concessional rates to be applied. These will be issued by week ending 17th of March 2024.
- Internal Auditors visit was from the 4th to the 8th of March in preparation for QAO visit.
- Arrangements are being made for QAO NPARC visit with expect arrival on Monday 8th of April 2024.
- Creditors has been rolled into March.
- Debtors will roll from February to March on 8/3/24.
- Bank Reconciliation is currently still in February. Due to limited staff and capacity, this has slowed the progress of transactions. This should be rectified by end of March 2024.

90 Days & 60 Days focused targets.

90 Days Outstanding	Number of debtors February 2024	Number of debtors March 2024
debts owing over 100,000	8	7
Debts owing between \$50,000 - \$100,000	9	12
Debts owing between \$50,000 - \$20,000	23	21
Debts below \$20,000	273	271
60 Days Outstanding	Number of debtors	
debts owing over 100,000	NIL	1
Debts owing between \$50,000 - \$100,000	1	1
Debts owing between \$50,000 - \$20,000	2	5
Debts below \$20,000	60	81

Grants Management

Status	Type	Department	Fund	Grant amount
Approved	Variation	Operations	Department of Regional Development, Manufacturing and Water - Pajinka Toilet Block	
In Progress	Variation	Operations	Western Cape Communities Trust - New Mapoon Multipurpose Centre - 12 month extension requested, waiting on board to review.	\$506,000
In Progress	Variation	Community & regulatory services	Department of Environment, Science and Innovation - Illegal dumping, littering and community engagement grant - Variation to the agreement is currently in process between Department and council. Reviewing deliverables and timeframes due to challenges in access to contractors and road closures to transport metal recycling to Cairns.	
In Progress	Variation	Community & regulatory services	Deadly Active - Year 1 reports - financial acquittals being reviewed to confirm total unspent funds so that variation can be prepared.	

In Progress	Variation	Community & regulatory services	Illegal dumping – PP2B11 - Funding for compliance officer role/s - variation to extend funding for additional 12months.
In Progress	Variation	Operations	W4Q - Variation for the Laundromat and town beautification projects.
In Progress	Variation	Operations	NIAA Indigenous Ranger Program
Overdue	Report	Operations	Local Roads and Community Infrastructure Program
Overdue	Report	HR & WHS	NIAA 1000s Job - tranche 1 and 2
Submitted	Report	Community & regulatory services	First Five Forever program - mid year reports
Overdue	Report	Community & regulatory services	QLD remembers - Funding for heritage specialist in regards to the NPA War Memorial honour board plaque
In Progress	Report	Community & regulatory services	Creative Australia - funding for the Art Centre to deliver workshops and activities in preparation for Cultural Festival.
In Progress	Grant Writing	Community & regulatory services	CHSP Extension 2024-2025 - application to extend delivery of CHSP in NPA for 12months.
In Progress	Grant Writing	Community & regulatory services	Remote Communities Freight Assistance Scheme

In Progress	Grant Writing	Community & regulatory services	Regional Precincts' and Partnership Project - Jardine River and Injinoo Historical Precincts	
In Progress	Grant Writing	Finance & Corporate services	Road Safety Grant - Project identified with C7	\$715,000
In Progress	Grant Writing	Operations	Disaster Ready Fund (DRF) - Round Two 2024-25 - Airport pavement upgrades	\$14,994,657
Opportunity	Grant Writing	Community & regulatory services	NPA Cultural Festival Funding opportunities - exploring additional avenues to engage dance troops from Torres Strait to participate in the event.	
Opportunity	Grant Writing	Community & regulatory services	Rugby League Infrastructure Fund - exploring opportunities to upgrade toilet facilities at Bamaga and Umagico.	
Opportunity	Grant Writing	Community & regulatory services	Play our Way - monitoring a federal opportunity to support infrastructure projects that increase the inclusivity of women in sports in the NPA.	
Opportunity	Grant Writing	Community & regulatory services	Seniors social isolation services - exploring opportunity for Council to deliver Senior social isolation services for the period 1 October 2024 to 30 June 2029.	
Opportunity	Grant Writing	HR & WHS	Growing Workforce Participation Fund - HR workforce audit project	

Opportunity	Grant Writing	Community & regulatory services	BEL & TSRA - exploring Festival, Bamaga Cemetery and Anzac Memorial projects opportunities	
Opportunity	Grant Writing	Building & infrastructure	Exploring Social Housing funding opportunities	
Submitted	Grant Writing	Operations	Indigenous Rangers Program Expansion Round One - to increase number of women rangers in the NPA.	\$2,025,072
Submitted	Grant Writing	Community & regulatory services	Gambling Community Benefit Fund - funding stage and equipment for the NPA Cultural Festival	\$35,000
Submitted	Grant Writing	Community & regulatory services	Indigenous Visual Arts Industry Support (IVAIS)- Operational funding for the Art Centre Grant	\$159,880
In Progress	Funding agreement	Operations	Disaster Ready Funding - New Mapoon Multipurpose centre	\$1,887,000
New	Funding agreement	Community & regulatory services	Live Music Australia - Live music for NPA Cultural festival 2024	\$65,120
New	Funding agreement	HR & WHS	Skilling Queenslanders for Work First Start program	\$15,000
New	Funding agreement	Community & regulatory services	IRADF - Mural and mural workshops for NPA Festival	\$41,355

Title of Report: February 2024 Finance Report

Agenda Item: 11.1

Classification: For Noting

Author Manager Finance

**Attachments Statement of Comprehensive Income
Enterprise Financial Summary
Cash Position Summary
Statement of Financial Position
Debtors and Creditors Outstanding**

Officers Recommendation:

That Council:

Note and accept the Manager of Finance Report for the period ending 29 February 2024

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

Financials current year

The Council's financial position as at the end of February 2024 has declined from its January position mainly due to the decrease in cash held. There was a \$487.4K decrease in Accounts Receivables which indicates Debtor invoices were being collected, but a \$2.9 million decrease in Cash. This decrease in Cash is reflected in a decrease in Accounts Payables by \$745.6K and payments for work on capital projects of \$724K, plus increase in stock held of \$52K during the month of February.

Current obligations (liabilities) are at \$13.37M compared to a cash position at the end of February being at \$3.18M. Unrestricted cash is estimated to be in the negative, as there is still \$10.3M of unspent Grant funding on various operational and Capital projects in addition to unpaid suppliers and employee entitlements.

Operating grants received for the month of February include \$55k Employer Incentive grant, \$15K First Start Employer funding, \$7.8K QRA get Ready grant, \$39.2K IRADF funding, \$30.2K CHSP funding, \$65K for 2024 Live Music Festival. Capital Grants for February were \$54.7K received for the Roads Component of the FAGS grant.

In February, QBuild was invoiced for \$330.4K for work on upgrades and maintenance to Community housing.

Revenue

Operational Revenue for the period to 29 February 2024 is tracking slightly lower than budgeted, as revenues received are at 60% compared to 67% of the year elapsed. This is mainly due to the receipt of the \$9.6M ICFP grant received in August, which was for more than the Budgeted amounts of the 3 Grants that it replaced

Expenses

Operational Expenditure is tracking slightly lower than Budget at 60% of Budget compared to 67% of the year elapsed.

Materials and Services comprises half of Councils Operational Expenditure at \$17.84M, and \$5.77M of this is payments to contractors and consultants for the upkeep of Council assets. A further \$1.2M is for the Insurances that Council is required to hold, \$5.66M for the purchase of stock for the various Enterprises and \$1.78M for Repairs & Maintenance of Council assets.

Employee benefits are slightly higher compared with previous year, however are lower than Budget expectations for 2023/24.

Cash Position

At end of February 2024, after allowing for the end of month creditors, total staff leave liabilities, grants contracts obligations, Council has a negative cash position due to cash held being \$3.18M whilst current commitments are \$13.37M including \$10.3M of unspent Grant funding.

Enterprises

During February, the Alau Supermarket made a monthly profit of \$167.6K, the Injinoo Batching Plant made a monthly loss of \$124.5K and the Jardine Ferry & Roadhouse made a monthly loss of \$35.2K. The Injinoo Service Station made a monthly loss of \$101.6K and the NPARC Store made a monthly profit of \$29K For every dollar spent, the combined enterprises are making a loss of \$0.0067 (two thirds of one cent).

Audit last financial year ending 30 June 2022

Council and the Queensland Audit Office (QAO) auditors are continuing to work together on progressing the audit whilst the necessary work is completed. Due to several prior year errors which are being rectified this year, the audit is taking a lot longer than anticipated. NPARC has provided QAO with a final set of financial statements and the QAO have agreed to work on a timetable to audit remaining documentation, and NPARC to supply documents not previously supplied.

Latest discussions with QAO are that they will have a team onsite in Bamaga for the period 8th April 2024 to 19th April 2024 with the aim of finalising the audit and signing off the Financial Statements by the end of April 2024.

Budget and Management Reporting

Budget preparation for the 2024/25 financial year has been commenced with the Finance Manger adjusting the Budget template for the new financial year. This template is expected to be sent to all Managers by end of March 2024

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Operational Plan – 2. FISCAL MANAGEMENT

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

CONSULTATION

N/A.

Statement of Comprehensive Income

Percentage of year elapsed as at 29-February-2024

67%

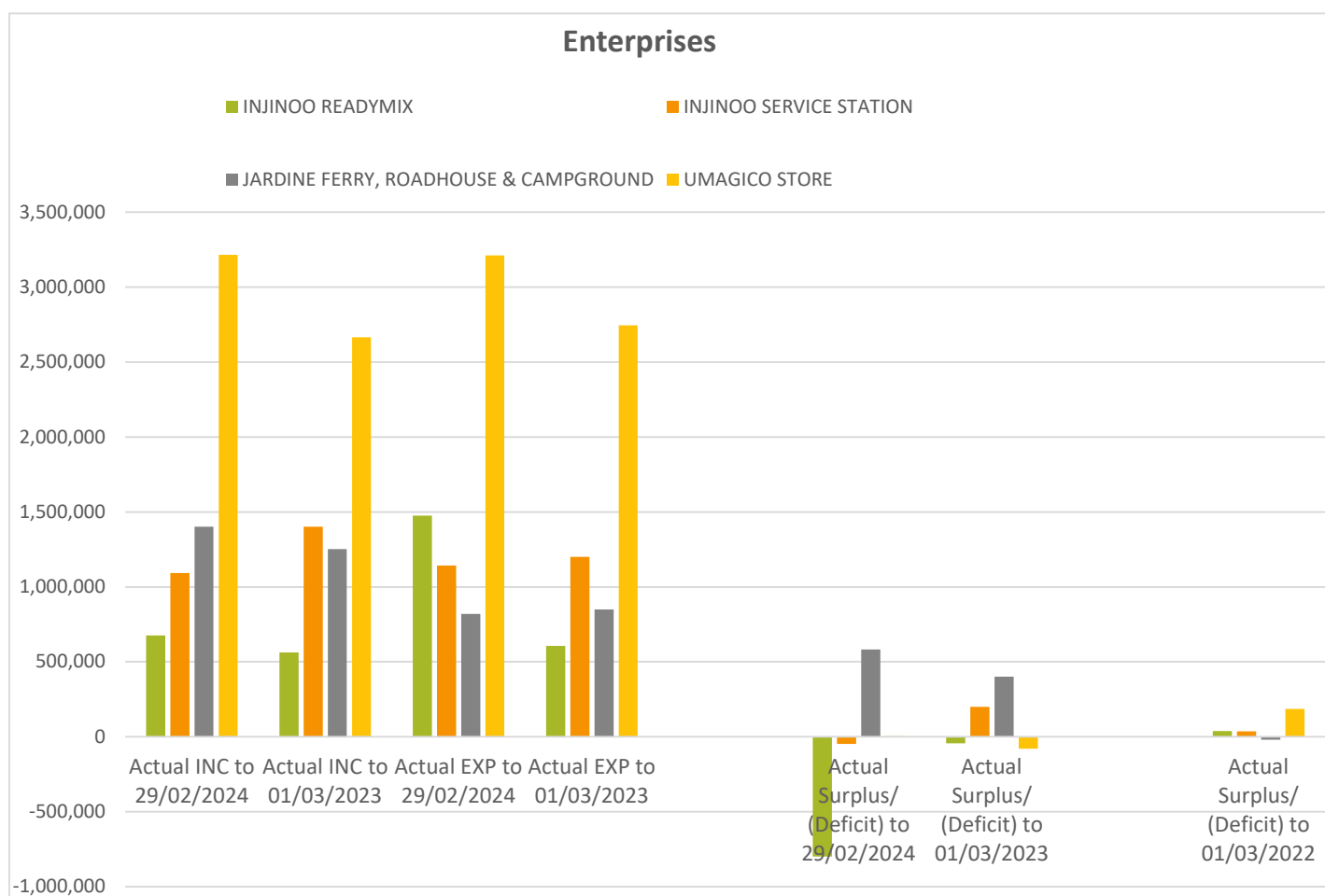
The Statement of Comprehensive Income is often referred to as the Profit and Loss Statement. This statement shows what Council has earned (revenue) and what costs Council has incurred (expenses) for the year to date.

Northern Peninsula Area Regional Council Statement of Comprehensive Income For the period ended 29-February-2024

	<u>Period End</u> <u>29/02/2024</u>	<u>Period End</u> <u>01/03/2023</u>	<u>Annual</u> <u>Budget</u> <u>2023-24</u>	<u>% Actual vs</u> <u>Budget</u>
Income				
Recurrent Revenue				
Rates, levies and charges	996	1,671,439	2,814,952	0%
Fees and charges	200,073	442,098	359,950	56%
Rental income	944,747	626,215	1,045,587	90%
Interest received	82,966	59,230	90,005	92%
Sales revenue	4,833,649	5,069,316	10,626,214	45%
Enterprise revenue	6,388,283	5,992,377	8,966,614	71%
Other income	379,076	431,659	2,908,076	13%
Grants, subsidies, contributions and donations	11,010,339	11,474,056	12,889,265	85%
Total recurrent revenue	23,840,129	25,766,390	39,700,663	60%
Capital revenue				
Grants, subsidies, contributions and donations	2,427,821	1,292,294	34,323,685	7%
Loss on sale Assets	-	-	-	
Total capital revenue	2,427,821	1,292,294	34,323,685	7%
Total revenue	26,267,950	27,058,684	74,024,348	35%
Expenses				
Recurrent expenses				
Employee benefits	(10,042,771)	(9,353,457)	(16,999,207)	59%
Materials and services	(17,846,301)	(15,935,450)	(32,065,414)	56%
Finance costs	(17,194)	(17,914)	(715,643)	2%
Depreciation and amortisation	(8,210,918)	(8,215,655)	(10,823,000)	76%
Total recurrent expenses	(36,117,183)	(33,522,476)	(60,603,264)	60%
Capital Expenses	-	0	(36,753,538)	0%
Total Capital Expenses	-	0	(36,753,538)	0%
Total expenses	(36,117,183)	(33,522,476)	(97,356,802)	37%
Result from ordinary activities	(9,849,233)	(6,463,792)	(23,332,454)	42%
OPERATING RESULT				
Operating Revenue	23,840,129	25,766,390	39,700,663	60%
Operating Expenses	(36,117,183)	(33,522,476)	(60,603,264)	60%
Operating Surplus/(Deficit)	(12,277,055)	(7,756,086)	(20,902,601)	59%

*Northern Peninsula Area Regional Council
Enterprise Financial Summary
As of 29-February-2024*

ENTERPRISES	Actual INC to 29/02/2024	Actual INC to 01/03/2023	Actual EXP to 29/02/2024	Actual EXP to 01/03/2023	Actual Surplus/ (Deficit) to 29/02/2024	Actual Surplus/ (Deficit) to 01/03/2023	Actual Surplus/ (Deficit) to 01/03/2022
INJINOO READYMIX	676,801	562,719	1,475,649	605,488	(798,847)	(42,769)	37,776
INJINOO SERVICE STATION	1,093,514	1,401,368	1,141,775	1,201,293	(48,261)	200,074	35,867
JARDINE FERRY, ROADHOUSE & CAMPGROUND	1,401,871	1,251,813	819,304	850,253	582,567	401,560	(18,533)
NPARC STORES	780,157	737,488	567,868	583,124	212,289	154,365	(34,081)
UMAGICO STORE	3,216,097	2,665,844	3,211,623	2,745,648	4,474	(79,804)	186,760
Total Enterprises	7,168,440	6,619,232	7,216,218	5,985,806	(47,778)	633,426	207,788



Cash Position Summary

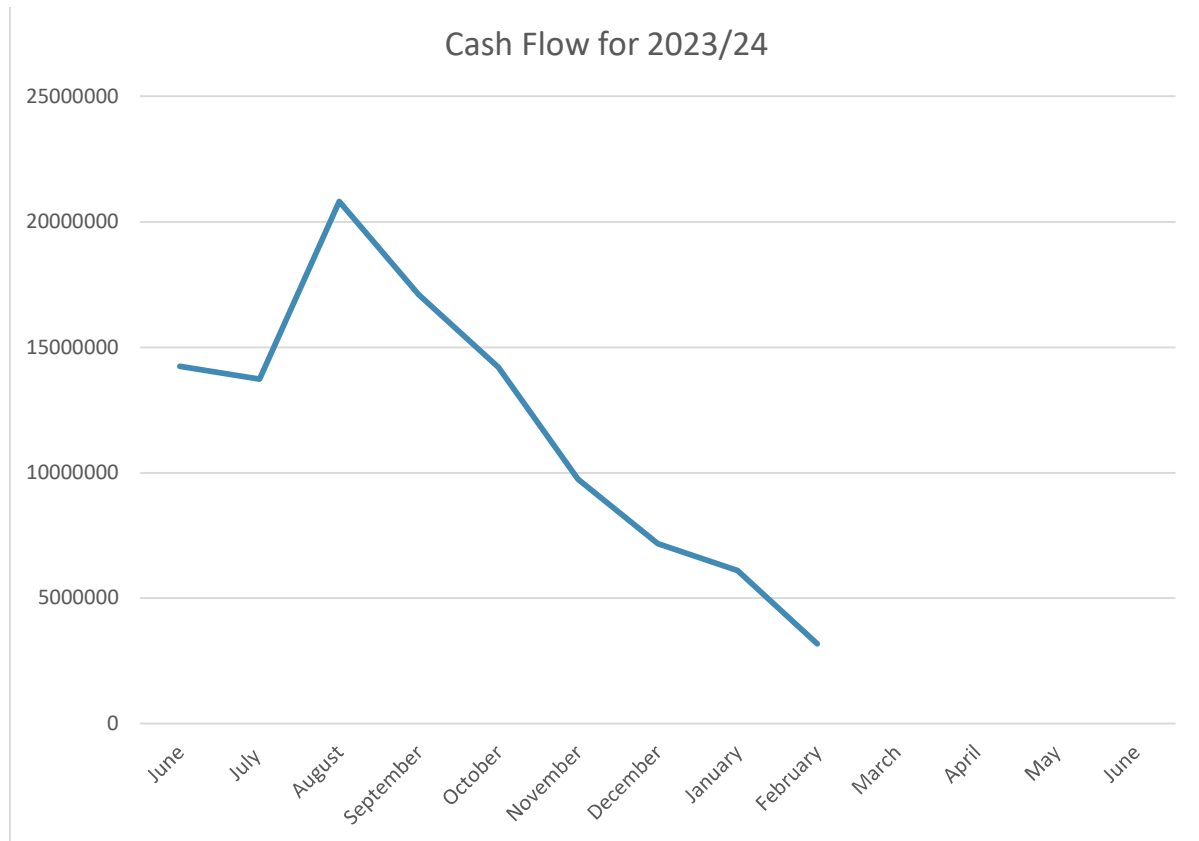
This attachment shows the cash flow position of NPARC and the activities year to date - June 2024

The estimated net cash position is **\$3.83M** as of **29 February 2024**. Estimated known restrictions at end of Jan 2024 are staff leave liabilities during the next 12 months: \$1.06M, Creditors liabilities at end of month \$406.5K, grants project deliveries \$10.26M.

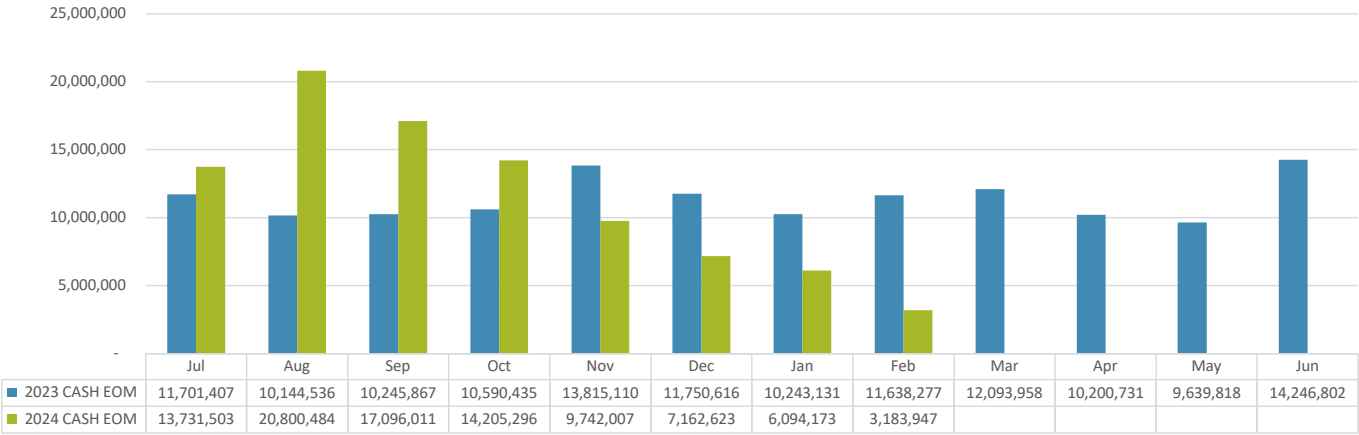
Cash balances total at 29-February-2024 was	3.85M
Of this	
NPARC CBA General Account	\$ 439,237
NPARC Cash Floats	\$ 10,175
NPARC Cash on hand-ATM Umagico Store	\$24,750
DHPW Trust Account	^ 5 new houses \$ 557,284
NPARC QTC Investment	^ effective rate 1.94% \$ 2,823,281

Northern Peninsula Area Regional Council Statement of Cash Position As at 29-February-2024

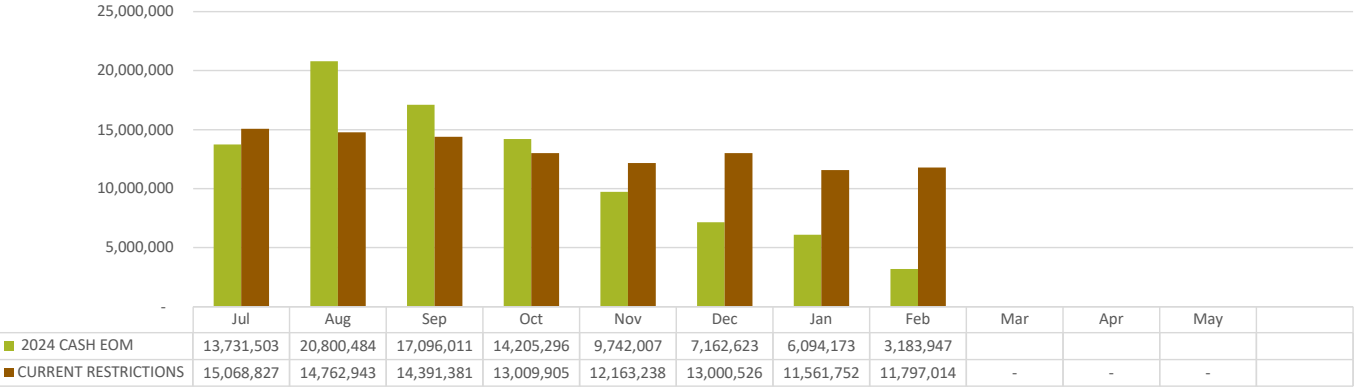
	\$
Cash flows from operating activities:	
Receipts from customers	14,708,706
Payments to suppliers and employees	(27,541,525)
	<u>(12,832,820)</u>
Interest received	82,966
Rental Income	944,747
Non-capital grants and contributions	11,010,339
Finance costs	(17,194)
Net cash inflow (outflow) from operating activities	<u>(811,961)</u>
Cash flows from investing activities	
Payments for property, plant and equipment	(4,526,087)
Grants, subsidies, contributions and donations	2,427,821
Net cash inflow (outflow) from investing activities	<u>(2,098,266)</u>
Net increase (decrease) in cash and cash equivalents held 29-February-2024	(2,910,227)
Cash and cash equivalents at beginning of reporting period	6,094,173
Cash and cash equivalents at 29-February-2024	<u>3,183,947</u>



Cash on hand - month on month comparative



Cash balance compared with
Cash Restrictions - GRANTS CONTRACT LIAB, STAFF LEAVE LIAB, EOM CREDITORS



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 29-February-2024

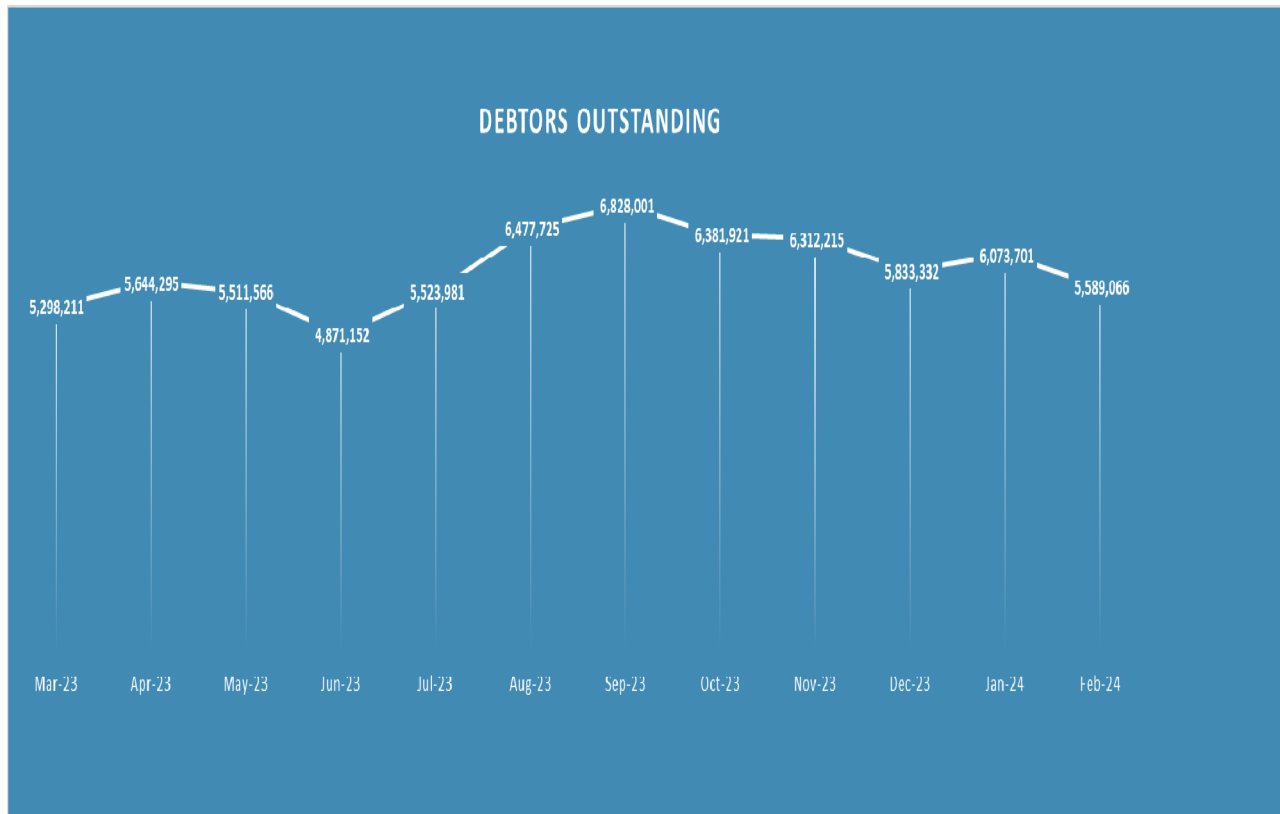
	As at 29-Feb-2024 Actual	As at 28-Feb-2023 Actual
	\$	\$
Current Assets		
Cash and cash equivalents	3,183,947	11,637,935
Trade and other receivables	2,542,892	2,455,539
Inventories	947,550	979,115
Other financial assets	206,883	206,883
	6,881,272	15,279,472
Non-current assets classified as held for sale	-	-
Total current assets	6,881,272	15,279,472
Non-current Assets		
Trade and other receivables	-	-
Other financial assets-Leased Assets	17,421,672	17,421,672
Property, plant and equipment	212,561,299	204,331,508
Work in progress	16,310,196	6,117,545
Total Non-current assets	246,293,166	227,870,725
TOTAL ASSETS	253,174,438	243,150,197
Current liabilities		
Trade and other payables	1,598,585	2,339,302
Borrowings	-	-
Provisions	1,138,047	1,138,047
Other	10,641,196	8,816,313
Total Current liabilities	13,377,828	12,293,662
Non-current liabilities		
Provisions	1,828,266	1,828,266
Total Non-current liabilities	1,828,266	1,828,266
TOTAL LIABILITIES	15,206,094	14,121,928
NET COMMUNITY ASSETS	237,968,344	229,028,268
Community Equity		
Asset revaluation reserve	75,076,287	75,076,287
Retained surplus/(deficiency)	162,892,056	153,951,981
Reserves	-	-
TOTAL COMMUNITY EQUITY	237,968,344	229,028,268

***Northern Peninsula Area Regional Council
Analysis of Debtors and Creditors Outstanding
As of 29-February-2024***

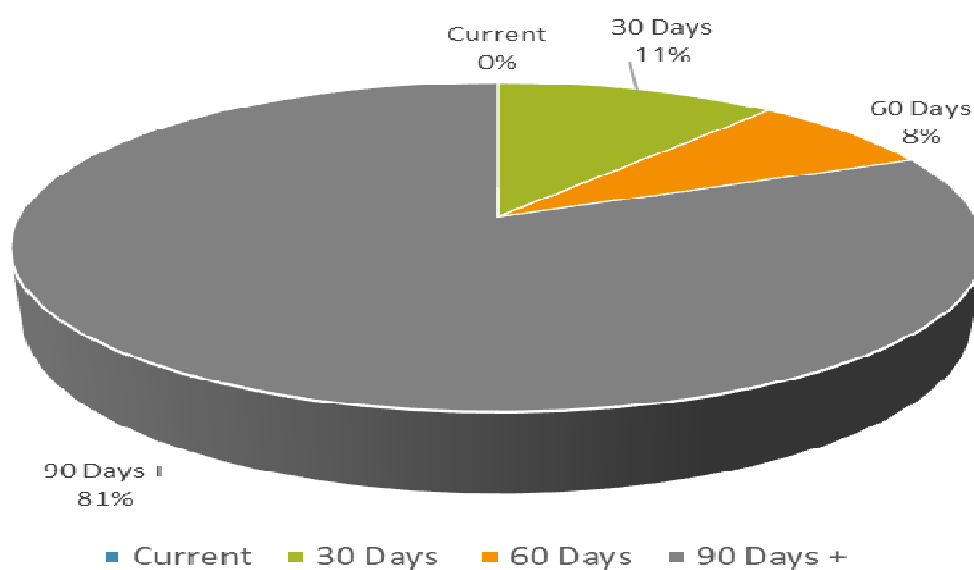
Debtors Outstanding and Recovery

Total debtors outstanding as of 29 February 2024 was \$5.59M of which 81.21% is outstanding over 90 days.

Total bad debt provision as at 30 June 2023 is \$3.545M, after analysis and further discussions with QAO. This represents 78.1% of outstanding 90 Day Debtors and 63.43% of total Debtors at 29 February 2024



Debtors Age Analysis - February-24



Creditors Outstanding

The total Creditors outstanding as at 29 February 2024 was \$406,527.29 The age analysis of the Creditors is as follows.

Description	Current	30 Days	60 Days	90 Days +	Total
February 2024					
Creditors outstanding	\$32,727	\$291,766	\$45,775	\$36,259	\$406,527
Number of Creditors					47

Title of Report: Report back from NPA Interim LDMB

Agenda Item: 12.1

Classification: For endorsement

Author: Chief Executive Officer

Attachments: 06.03.2024 Draft Interim Local Decision Making Board Minutes

Officers Recommendation:

That Council:

- Note and endorse the minutes and all recommendations of the NPA Interim Local Decision Making Board
- Appoint xxx as Representative for New Mapoon Community

PURPOSE OF REPORT

Provide Council with a report back from the February Interim Local Decision Making Board.

BACKGROUND AND CONTEXT

The February Interim Local Decision Making Board meeting was held on 12 March 2024. The minutes of the meeting are attached to this report. Under the terms of reference, recommendations from the meeting are endorsed, amended, rejected or referred back to the committee for further review.

At the meeting, a number of reports were tabled for noting including

- Business Arising
- LTC Coordinator Update
- State Government Update
- Childcare Funding

There were two reports tabled for decision making

- NPA Youth Forum

For the information of Council, below has been the meeting attendance by committee members.

Meeting No	1	Mapoon LTC	2	3	4		5
Date	10/08/2023	6/09/2023	29/09/2023	25/10/2023	6/12/2023	2/02/2024	6/03/2024
Mayor Yusia	x	x	x	x	x	CANCELLED NO QUORUM	x
Cr Gebadi			x	x	x		x
Eleanor Mara				x			
Glendon Woosup	x	x					
Sandra Woosup							x

Terry Gina Peter	x	x	x	x	x		x
Stanley Dai		x			x		
Hassim Adidi	x	x			x		x
Sarah Phineasa							
Kathy Tabuai					x		
Lillian Bond	x	x	x	x	x		x
Victoria Kennedy	x	x	x				
Narelle Aniba		x	x		x		x
Jean Sunai			x	x	x		x

Under the ToR, after three (3) consecutive apologies of non- attendance then committee member(s) will receive a notice of cessation of the LTC committee / membership. New Mapoon Member Victoria Kennedy, has not attended the last 3 meetings. A resignation letter has been received by a representative from Injinoo Community. Under the ToR, an alternative member must be appointed through resolution.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

Nil

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.



ORDINARY COUNCIL MEETING # 47
Agenda Item 12.1
Tuesday 12th March 2024
New Mapoon Boardroom

CONSULTATION

NA

Northern Peninsula Area Regional Council

Interim Local Decision Making Board

To commence at 10.00am

On

Wednesday 6th March 2024

Bamaga Boardroom



UNCONFIRMED

Meeting Minutes

NPA Interim LDMB Meeting #5
Wednesday 6th March 2024
Bamaga Boardroom

Agenda Item 1. Welcome and Opening of Meeting

Mayor Yusia welcomed attendees and opened the meeting at 10:00am with a prayer by Lillian Bond.

Agenda Item 2. Acknowledgement of Country

Mayor Yusia paid respects on behalf of the Council to the traditional owners of the land upon which the meeting was held and the traditional owners of the Northern Peninsula Area, and to their elders past, present and emerging.

A minute silence was held out of respect to sorry business within the communities.

Agenda Item 3. Present

Mayor Patricia Yusia	District Mayor
Narelle Aniba	Seisia Community (Deputy Chair)
Cr Kitty Gebadi	Division 3 / Deputy Mayor
Sandra Woosup	Injinoo Community
Terry Gina Peter	Umagico Community
Hassim Adidi	Bamaga Community
Lillian Bond	New Mapoon Community
Jean Sunai	Seisia Community

Other Attendees

Kate Gallaway	CEO
Moses Neliman	DTATSIPCA
Elimau Blarrey	Senior Executive Assistant (Minute Taker)

Agenda Item 4. Apologies

Victoria Kennedy	New Mapoon Community
Eleanor Mara	Injinoo Community
Stanley Dai	Umagico
Kathy Tabuai	Bamaga

Agenda Item 5. Declarations of Conflict of Interest

Nil

Agenda Item 6. Confirmation of Previous Minutes

Resolution

That NPA Interim Local Decision-Making Board resolve to:

Endorse the minutes from the meeting held 6th December 2023

Moved: Hassim Adidi

Vote: 7/0

CARRIED

Seconded: Narelle Aniba

Resolution: LTC6.1.-06032024

Agenda Item 7. Business Arising from Previous Meeting

Previous action items and progress were discussed.



UNCONFIRMED

Meeting Minutes
NPA Interim LDMB Meeting #5
Wednesday 6th March 2024
Bamaga Boardroom

Cr Gebadi attended meeting 11:15am.

Agenda Item 8. LTC Coordinator Update

Resolution

That NPA Interim Local Decision-Making Board resolve to:

- Note the report

Moved: Gina Peter

Vote: 8 /0

Seconded: Jean Sunai

Resolution: LTC8.-06032024

CARRIED

Agenda Item 9. State Government Update

Resolution

That NPA Interim Local Decision-Making Board resolve to:

- Note the report

Moved: Cr Gebadi

Vote: 8/0

Seconded: Lillian Bond

Resolution: LTC9.-06032024

CARRIED

Agenda Item 10. Agenda Item 10.1

Reports for Noting Childcare Funding

Resolution

That NPA Interim Local Decision-Making Board resolve to:

- Note the report

Moved: Jean Sunai

Vote: 8/0

Seconded: Narelle Aniba

Resolution: LTC10.1-06032024

CARRIED

Agenda Item 11. Agenda Item 11.1

Reports for Decision Making NPA Youth Forum

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Resolution

That NPA Interim Local Decision-Making Board resolve to:

- Note the Report
- Confirm the draft agenda for the NPA Youth Forum

Moved: Hassim Adidi

Vote: 8/0

Seconded: Gina Peter

Resolution: LTC11.1-06032024

CARRIED

Agenda Item 12. Other Business

Agenda Item 13. General Discussion

- Looking at traditional names for buildings in community
- Concerns with noisy parties and fighting in New Mapoon

Agenda Item 14. Close of Meeting

Meeting closed at 2:38pm with a prayer by Lillian Bond.

Title of Report: NPA Drinking Water Treatment Plant Augmentation Strategy

Agenda Item: 12.2

Classification: For decision

Author Executive Manager, Operations

Attachments A – Bamaga Strategy Discussion Presentation Feb 2024 (tabled)

Officers Recommendation:

That Council Resolves to:

- Provide in principle support for option two (2) of the proposed upgrade to the NPA water treatment system to replace the existing two train system with New XP-E Low pressure PVDF Membranes 3 trains of Membrane Filtration Units with 36 L40N PVDF Membranes

PURPOSE OF REPORT

To obtain Councils in principle support for the proposed improvements to the drinking water treatment process at the Bamaga Treatment Plant.

BACKGROUND AND CONTEXT

In December 2022 it was identified that the Membrane (filter) units in the existing CMF system had failed, this resulted in the NPA communities being on a boiled water notice for 11 months.

Veolia, Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) and Council have been working collaboratively throughout 2023 to diagnose the cause of the ongoing membrane failure and identifying an appropriate modification or upgrade to resolve this issue. DSDGILP have engaged an external consultancy firm on Council behalf to review the works undertaken by Veolia for additional confidence that the proposed solution is the best option available currently.

On Monday the 26th of February Veolia's General Manager Water Qld Daniel Brown and NPA Plant Manager Ben Atkins, presented the Attachment A to Council.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

Other feasible options considered are detailed in Attachment A – Bamaga Strategy Discussion Presentation Feb 2024.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A



POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

FINANCIAL AND RESOURCE CONSIDERATIONS

Once in principle support is obtained Council officers will work with Veolia, DSDILGP and Department of Regional Development, Manufacturing and Water (DSDRDMW) staff to prepare a grant application to the Federal Governments National Water Grid Fund First Nations Infrastructure Measure

CONSULTATION

Veolia's General Manager Water Qld Daniel Brown
Veolia's NPA Plant Manager Ben Atkins
NPARC Council
NPARC CEO



AGENDA ITEM 13-14
ORDINARY COUNCIL MEETING #47
Tuesday 12th March 2024
New Mapoon Boardroom

13. General Discussion

14. Close of Meeting