



MEETING BOOK

Northern Peninsula Area Regional Council

Ordinary Council Meeting #11

To commence at 9:00am

On

Tuesday 25th February 2025

INJINOO BOARDROOM

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AGENDA ITEM 1- 5
ORDINARY COUNCIL MEETING #11
Tuesday 25th February 2025
INJINOO BOARDROOM

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



UNCONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #10
Tuesday 21st January 2025
Bamaga Boardroom

Northern Peninsula Area Regional Council

Ordinary Council Meeting #10

To commence at 9.00am

On

Tuesday 21st January 2025

Bamaga Boardroom



UNCONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #10
Tuesday 21st January 2025
Bamaga Boardroom

Agenda Item 1. Welcome and Opening of Meeting

Mayor Poipoi welcomed attendees and opened the meeting at 09:04am with a prayer by Cr Yoelu

Agenda Item 2. Acknowledgement of Country

Mayor Poipoi 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 region; and to their elders past, present and emerging.

Agenda Item 3. Present

Mayor & Councillors

Mayor Robert Poi Poi	Mayor	
Cr David Byrne	Division 1	
Cr Mary Yoelu	Division 2 / Deputy Mayor	
Cr Kitty Gebadi	Division 3	(via videoconference)
Cr Bradford Elu	Division 5	

Other Attendees

Kate Gallaway	CEO
Gus Yates	Executive Manager Operations
Lew Rohjan	Executive Manager Corporate & Finance Services
Yanetta Nadredre	Executive Manager Community & Regulatory Service
Wendy Phineasa	A/ Executive Manager Building & Infrastructure
Brett de Chastel	Advisor
Benjamin Schierhuber	Financial Controller
Sabrina Mudu	Senior Executive Assistant (Minute Taker)

Cr Gebadi has requested to attend the meeting via videoconference. A resolution is required.

Resolution

That Council:

accepts for Cr Gebadi to attend the meeting via videoconference.

Moved: Cr Byrne

Vote: 4/ 0

Seconded: Cr Yoelu

Resolution: C3.1-21012025

CARRIED

Cr Gebadi joined the meeting at 09:06am.

Agenda Item 4. Apologies

Resolution

That Council:

Grants a leave of absence for Cr Bond who is away on medical leave.

Moved: Cr Yoelu

Vote: 5/0

Seconded: Cr Gebadi

Resolution: C4-21012025

CARRIED

Agenda Item 5. Declarations of Conflict of Interest

Mayor Robert Poi Poi advised the meeting that he had a prescribed conflict of interest in the matter to be dealt with in agenda item 8.2 'User Arrangements for Bamaga Gym'

Pursuant to section 150EL of the Local Government Act 2009 (LGA), Mayor Poi Poi stated that the award of the tender was a prescribed conflict of interest. A close associate is a subject of this agenda item.

Mayor Poi Poi stated that he would handle his prescribed conflict of interest by leaving the meeting room at the time the matter was being discussed and decided upon and would not involve himself in decision-making.

Consistently with section 150EL of the LG Act, Mayor Poi Poi stated that he had provided information about his prescribed conflict of interest to Council's CEO via a written notice 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 Ordinary Council Meeting held Tuesday 17th December 2024

Moved: Cr Elu

Vote: 5/0

Seconded: Cr Gebadi

Resolution: C6.1-21012025

CARRIED

Agenda Item 7. Business Arising from Previous Meeting

Action items were discussed as per the Action Task List



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ORDINARY COUNCIL MEETING #10
Tuesday 21st January 2025
Bamaga Boardroom

Agenda Item 8. Reports

Agenda Item 8.1. Report back from NPA Audit and Risk Committee

Resolution

That Council:

1. Note and endorse the minutes of the NPARC Audit and Risk Committee

Moved: Cr Elu

Vote: 5/0

Seconded: Cr Byrne

Resolution: C8.1-21012025

CARRIED

Agenda Item 8.2. User Arrangements for Bamaga Gym

Having declared an interest for this agenda item, Mayor Poipoi left the meeting at 09:31am.

Deputy Mayor Yoelu chaired the meeting in his absence.

Resolution

That Council:

1. note the report
2. is satisfied that there is only 1 supplier who is reasonably available to provide Personal Training
3. Enter into a User Agreement with Leandra Newman for a 3 month period with a 3 month extension period

Moved: Cr Elu

Vote: 4/0

Seconded: Cr Gebadi

Resolution: C8.2-21012025

CARRIED

Cr Yoelu – For

Cr Elu – For

Cr Gebadi – For

Cr Byrne - For

Mayor Poipoi returned to the meeting at 09:48am

Agenda Item 8.3. Councillor Remuneration

Resolution

That Council:

- Adopts the remuneration schedule from 1 July 2025 for Mayor, Deputy Mayor and Councillors as set by the Local Government Remuneration Commission

Moved: Cr Byrne

Vote: 5/0

Seconded: Cr Elu

Resolution: C8.3-21012025

CARRIED

Cr Byrnes left the room 09:49am

Cr Byrnes returns 09:51am

Agenda Item 8.4. Illegal Dumping Temporary Road Closures

Resolution

That Council:

Resolve to:

- 1) Temporarily close the following Road sections listed below as a trial for 6 months to prevent the illegal dumping in these areas.
- 2) Request that the Executive Manager of Operations, Regulatory Services Manager and Works Manager work towards temporarily closing the roads and notifying the communities why the roads are being temporarily closed.

Seisia

1. Old crusher road
2. End of Baira Close

New Mapoon

- Back Road – Access track to Paterson Point and Gallaway area past the old water dam.

Bamaga

1. CDP Office – Access track to Paterson Point and Gallaway area
2. Pistol Club Firing Range – Skull Creek road
3. Bamaga Farm – Access road from eastern boundary of Bamaga farm to Pajinka road

Umagico

1. Cemetery - Access track to Transfer Station
2. Look Out – Access track to Transfer Station
3. Sewerage Pond – Access track to Injinoo cemetery
4. Gravel Pit – Access track to Seisia

Moved: Cr Yoelu

Vote: 5/0

Seconded: Cr Elu

Resolution: C8.4-21012025

CARRIED



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Bamaga Boardroom

Break for morning tea – 10:36am
Back from morning tea – 11:00am

Agenda Item 8.5. 2024-25 Operational Plan Update

Resolution

That Council:

- Note the report

Moved: Cr Yoelu

Vote: 5/0

Seconded: Cr Gebadi

Resolution: C8.5-21012025

CARRIED

Agenda Item 8.6. Remote Jobs and Economic Development (REJD) Grant Opportunity

Mayor left the room – 11:50am

Mayor returns – 11:51am

Resolution

That Council:

- Confirms its support for an application under the Remote Jobs and Economic Development (REJD) Grant Opportunity Tranches 1 and 2 subject to available budget to fund wages gap

Moved: Cr Byrne

Vote: 5/0

Seconded: Cr Gebadi

Resolution: C8.6-21012025

CARRIED



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Agenda Item 8.7. Update on development of an Asset Management Roadmap

Cr Byrne left the room – 11:56am
Cr Byrne returns – 11:58am
Cr Yoelu left the room – 12:04pm
Cr Yoelu returns – 12:05pm
Cr Elu left the room -12:17pm
Cr Elu returns – 12:19pm

Resolution

That Council:

Note the Report and:-

- A. Also note that the Audit and Risk Committee will continue to monitor progress with the development of Council's asset management plans via the Asset Management Roadmap; and
- B. Consider any additional funding required following completion of the various Asset Management Plans as part of the upcoming 2025/26 budget process, particularly in relation to additional funding for asset maintenance.

Moved: Cr Byrne

Vote: 5/0

Seconded: Cr Gebadi

Resolution: C8.7-21012025

CARRIED

Agenda Item 8.8. Acceptable Request Guidelines Policy

Resolution

That Council:

Note the Report and:-

- A. Repeal the previous Acceptable Request Guidelines Policy and adopt the proposed Acceptable Request Guidelines Policy as attached to the report of the Council Advisor; and
- B. Request CEO to publish the Acceptable Request Guidelines Policy to Council's website. and
- C. Review the operations of the policy in 12 months.

Moved: Cr Yoelu

Vote: 5/0

Seconded: Cr Byrne

Resolution: C8.7-21012025

CARRIED / NOT CARRIED

Council meeting Break for lunch - 12:40pm

Moved: Cr Byrne

Seconded: Cr Elu

Vote: 5/0

Carried

Council meeting opens after lunch - 13:30pm

Moved: Cr Byrne

Seconded: Cr Elu

Vote: 5/0

Carried.



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Agenda Item 9. Financial Reports

Agenda Item 9.1. December 2024 Financial Report

Resolution

That Council:

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

Moved: Cr Byrne

Vote: 5/0

Seconded: Cr Elu

Resolution: C9.1-21012025

CARRIED

Agenda Item 9.2.

Update from Financial Controller

Cr Elu left the room 14:32pm

Cr Elu returned – 14:32pm

Resolution

That Council:

- Note the verbal update from the financial controller from Tuesday 21st January 2025

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Yoelu

Resolution: C9.2-21012025

CARRIED

Council meeting Break for afternoon tea – 15:02pm

Council meeting opens – 15:15pm

Agenda Item 10.

Mayor Report

December Council Meetings

- Thank you to the staff for organising the various meetings with stakeholders in Cairns while we were in attendance for the December Council Meeting
- They were very informative and a worthwhile use of Council time to upskill knowledge in these key areas

Council Workshop

- Thank you to those Councillors who attended the Council Workshop. It was a productive use of time
- A reminder to please read the material concerning the Divestment Policy in preparation for our next Council Workshop

Subdivision Funding

- Thank you to the Albanese Government for their support in funding 3 of our subdivision projects. I am continuing to work with the State to secure the funds for the other subdivisions, as well funding to build houses on the subdivisions
- This funding is an important milestone in delivering more new houses for community



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All Staff Meeting

- We held a well attended All Staff Meeting on 14th January
- There were a lot of good questions from staff and it was a good opportunity to building strong communication across the council

District Disaster Management Group

- CEO and I attended the DDMG to receive a briefing on current weather conditions, SES Drone Capability and TMR update on works on Captain Cook Highway

Meeting with IIAC Directors

- Thank you to all Councillors who attended the meeting with IIAC Directors
- I think it was a positive outcome and I look forward to building a strong relationship with the new IIAC board

Meeting with TSC & TSIRC Mayors

- I attended a TEAMS meeting with Mayor Seriat and Mayor Mosby regarding the upcoming Health Summit and Regional Governance
- I had intended to discuss the resolutions we made at our December Meeting with the other Mayors, however, there was not time. I have requested we meet face-to-face to discuss these further
- In addition, I have asked the CEO to follow up with Mayor Seriat on our invitation at the end of last year to discuss our current boundaries

Resolution

That Council:

- Note the Mayor's verbal report from Tuesday 21st January 2025

Moved: Cr Elu

Vote: 5/0

Seconded: Cr Byrne

Resolution: C10-21012025

CARRIED

Agenda Item 11.

CEO Report

Resolution

That Council:

- Note the Report

Moved: Cr Elu

Vote: 5/0

Seconded: Cr Byrne

Resolution: C11-21012025

CARRIED



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Agenda Item 12.

Presentation from Advisor

Cr Yoelu left the room – 14:59pm

Cr Yoelu returns 15:01pm

Resolution

That Council:

- Note the presentation from the advisor from Tuesday 21st January 2025

Moved: Cr Elu

Vote: 5/0

Seconded: Cr Yoelu

Resolution: C12-21012025

CARRIED

Agenda Item 13.

Executive Reports

Agenda Item 13.1.

Executive Manager Operations Report

Cr Gebadi left the meeting 16:08pm

Resolution

That Council:

- Note the report.

Moved: Cr Yoelu

Vote: 4/0

Seconded: Cr Elu

Resolution: C13.1-21012025

CARRIED

Cr Yoelu left the room 16:09pm

Agenda Item 13.2.

Executive Manager Community & Regulatory Services Report

Cr Yoelu returns 14:10pm

Mayor left the room – 16:27pm

Mayor returns 16:28pm

Resolution

That Council:

- Note the report.

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Yoelu

Resolution: C13.2-21012025

CARRIED



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Agenda Item 13.3. Executive Manager Building & Infrastructure Report

Cr Elu left the room 16:41pm

Cr Elu returns 16:43pm

Resolution

That Council:

- Note the report.

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Yoelu

Resolution: C13.3-21012025

CARRIED

Agenda Item 13.4. Executive Manager Finance & Corporate Services Report

Resolution

That Council:

- Note the report.

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Elu

Resolution: C13.4-21012025


CARRIED

Agenda Item 15. General Discussion

Agenda Item 16. Close of Meeting

Meeting closed at 16:55pm with a prayer by Cr Yoelu.

DECLARATION - **PRESCRIBED** CONFLICT OF INTEREST

Councillor Name	Mayor Robert Poi Poi	
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	21/01/2025	
Description of business matter	User Arrangements for Bamaga Gym	
Item number	8.2. User Arrangements for Bamaga Gym	
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	Leandra Newman
	The nature of my relationship with the entity	Sister
	Details of the entity's interest in the matter	The entity has submitted an EOI for council for consideration
<input type="checkbox"/> I have an interest in the matter	NA	NA
<input checked="" type="checkbox"/> As required by legislation, I will not participate in decision-making on the matter.		
Councillor's Signature	21/01/2025	



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Meeting Minutes
SPECIAL COUNCIL MEETING
Friday 7th February 2025 2024
Bamaga Boardroom

Northern Peninsula Area Regional Council

Special Council Meeting

**To commence immediately following NPARC SPECIAL
TRUSTEE MEETING**

On

Friday 7th February 2025

Bamaga Boardroom



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Meeting Minutes
SPECIAL COUNCIL MEETING
Friday 7th February 2025 2024
Bamaga Boardroom

Agenda Item 1. Welcome and Opening of Meeting

Mayor Poi Poi welcomed attendees and opened the meeting at 10:43am.

Agenda Item 2. Acknowledgement of Country

Mayor Poi Poi 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.

Agenda Item 3. Present

Mayor & Councillors

Mayor Robert Poi Poi
Cr David Byrne
Cr Mary Yoelu
Cr Bradford Elu

Mayor
Division 1
Division 2 / Deputy Mayor
Division 5

Other Attendees

Kate Gallaway
Brett de Chastel
Sabrina Mudu

Chief Executive Officer
Advisor (via TEAMS)
Senior Executive Assistant (Minute Taker)

Agenda Item 4. Apologies

Resolution

That Council:

Grants a leave of absence for Cr Gebadi and Cr Bond who is away on medical leave.

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Yoelu

Resolution: C4-07022025

CARRIED

Agenda Item 5. Declarations of Conflict of Interest

Nil

Agenda Item 6. Other Business

Agenda Item 6.1 In Camera – Commercial Arrangements with LifeFlight

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:



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- a. The matters to be discussed includes 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
- b. An overview of what is to be discussed while the meeting is closed is the proposal presented by LifeFlight for commercial operations

Moved: Cr Elu

Vote: 4/0

Seconded: Cr Byrne

Resolution: C6.1.1-10102024

CARRIED

Resolution

That Council resolves:

1. To open the meeting to the public

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Elu

Resolution: C6.1.2-10102024

CARRIED

Resolution

That Council:

1. Note the Report
2. Provide in principle support for the establishment of commercial operations by LifeFlight at NPA Airport

Moved: Cr Yoelu

Vote: 4/0

Seconded: Cr Byrne

Resolution: C6.1.3-10102024

CARRIED

Agenda Item 7. Close of Meeting

Meeting closed at 10:54am with a prayer by Cr Yoelu.

Council Ordinary Monthly Meeting Action Register

Action	Updated	Update	Person Responsible	Date of Meeting
F/up CEQ r.e. Injinoo Shop	17.02.2023	Meeting held with CEQ and visit occurring late Feb from CEQ to progress	CEO -EMCRS	25.01.2023
	16/03/2023	CEQ has visited the sites to progress		
	18/04/2023	Cost is about \$500-600k. Internal communications at CEQ about how to support		
	23.05.2023	Meeting held with CEQ on 19/05/2023 with various options to assist. To be discussed further and capital funds sourced		
	29.08.2023	Preferred option identified by Cr Nona. Email sent to CEQ to progress.		
	26/09/2023	Fit out works commenced. Waiting on Give Back assistance confirmation from CEQ		
		Scoping works completed in October to progress		
	24/10/2023	Update requested following October visit		
	16/11/2023	Preliminary works progressing. CEQ support through give-back		
	19/12/2023	CEQ progressing works		
	15/01/24	Meeting held with CEQ on 14/02. Equipment has been dispatched to NPA and quote requested for toilet works		
	27/02/2024	Met with CEQ rep and finalised shop fittings and equipment.		
	06/03/2024	Equipment ready to be shipped. Dependent on Seaswift capability		
	13/04/2024	CEQ has organised shipping with SeaSwift.		
	30/05/24	No further updates		
	11/06/2024	Shelving has arrived, planning is underway with CEQ to put up shelving as per new floor plans.		
	16/07/2024	Andrew replied on the 1/08/2024 he won't be available to assist with facilitating the setup of with shelving instalment and layout at the Injinoo Service station, will be up to the NPARC to set up the shelving. Layout plan has been provided to NPARC and requesting new display fridge and freezer at the Service Station.		
	21/8/24	Carpentry team are installing the new shelving. Delays have occurred due to sorry business, soft shop opening scheduled for November.		
	18/09/2024	Shelving has been installed, soft opening rescheduled for early December.		
	18/10/2024	Opening to resume once, Manager is back from leave.		
	20/11/2024	Opening pending arrival of new fridge/freezer, ISM awaiting responses from suppliers.		
	11/12/2024	CEQ has commenced works to assist with new shop layout.		
	10/01/2025			
	19/02/2025			
Follow up compliance notice re scaffolding	07/11/2023	Compliance officer has advised, they did not serve the compliance notice as owner agreed to move the items. Will be moved by wet season.	EMCRS -CEO	24.10.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	12/12/2023 10/01/2024 20/02/2024 06/03/2024 13/04/2024 22/05/2024 11/06/2024 17/07/2024 21/8/24 18/09/2024 18/10/2024 20/11/2024 11/12/2024 19/02/2025	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 Delays in moving equipment due to weather Still pending weather Still pending weather Delays due to resignation of RSM Provided to a/RSM New RSM has commenced work, task assigned to him to follow up. RSM is seeking compliance/legal advise from Present Law to assist with this task. RSM has engaged conversations with the owner. No further updates. RSM engaged with owners. Three options provided for storage. Encouraged to submit a Community Grants Application for council resources to assist. Aiming to move in late Jan / early February depending on weather. Due to be completed last week pending weather and owner		
Speed bumps in new Injino Subdivision & potentially Bowie St	13/12/2023 08/01/2024 22/02/2024 07/03/2024 17/04/2024 24/05/2024 14/06/2024 14/07/2024 12/08/2024 12/09/2024 23/10/2024 20/11/2024 9/12/24	Works Manager & EMO to meet with Cr Nona in the new year to identify where the speed bumps are to be installed 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 Works manager has works scheduled for May Works Manager has been on leave will seek update Monday 27 th May if works are on track Quotes for speed bump signs are being requested. Once signs have arrived in the NPA the speed bumps and signs will be installed. Still awaiting signs Signs are being reordered Waiting cold mix bags and additional signs to arrive. Some materials have arrived. Signs Have been reordered Cold Mic Bags have arrived EMO ordered signs in November, awaiting delivery of signs (PO 174) Still awaiting delivery of signs, PO resent to Suppliers Townsville branch	EMO	21.11.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	10/01/2025 19/02/2025	Signs have arrived in the NPA on Thursday 9 th January. Speed bumps and signs are scheduled to be installed on the weeks of the 13 th and 20 th of January, weather permitting. Speed bumps and signs have been installed at Moses Close and Mulga Street. Speed bumps are yet to be installed at Mimi Close and Bowie Street		
Line marking at Injinoo Service Station due to driver confusion	12/08/2024 12/09/2024 23/10/2024 20/11/2024 11/12/2024 13/01/2025 19/02/2025	No action in August Still to be scheduled with Airport Staff Scheduled to be completed in the first week of December after the pre wet cleanup Airport staff were on leave during the first week of December, works are being rescheduled for during December. Works are scheduled to be completed by mid-January between rain events Works still to commence	EMO	23.07.2024
Disability access to Injinoo Hall	20/11/2024 10/12/2024 14/01/2025 19/02/2025	Scoping works with Rob D to see if it can be accommodated within existing budget or needs to be put forward as a project for 25-26 budget Scope of works carried out by Wendy and Rob D. Proposed moveable disability ramp same as Jardine Ferry Shop. Costings and pictures provided by Rob D. Works can begin Jan-2025. Works are scheduled to commence in Feb-2025. Works delayed and rescheduled to commence early March, awaiting materials.	EMBI	31.10.2024
Email through previous sewerage sampling information from 2016 if available Request to add Environmental Limits	09/12/2024 13/01/2025 19/02/2025	An email has been sent to Cairns Laboratories to confirm if they still have copies of the last year of sampling and if so if they can be provided. Copies of previous years sampling information has been tabled. Attached with Environmental Limits	EMO	26.11.2024
Query r.e. timelines for Garden Beautification	19/02/2025	Parks and gardens are programming to commence works on the existing garden beds in the dry season, June / July.	EMO	21.01.2025
Clean up Umagico Cemetery for 3 rd Feb	19/02/2025	P&G mowed the area surrounding the Umagico cemetery but not between the graves. A further request has been made that the areas between the graves be whipper snipped	EMO	21.01.2025

Resolutions

Resolution	Updated	Update	Person Responsible	Date of Meeting
Report back from Audit and Risk Committee	19/02/2025	No further action required	EMCFS	21.01.2025
User Arrangements for Bamaga Gym	19/02/2025	User Agreement has been entered into	CEO	21.01.2025
Councillor Remuneration	19/02/2025	Details forwarded to payroll for 1 July	CEO	21.01.2025
Illegal Dumping Temporary Road Closures	19/02/2025	The Manager Regulatory Services and Works Manager are liaising with the Media Officer to advertise the temporary closures to start in March once Illegal dumping sites have been cleaned up of waste. Both Backhoes in the NPA area have been unserviceable during February	EMO	21.01.2025
Q2 Operational Plan Review	19/02/2025	Update has been published	CEO	21.01.2025
Remote Jobs Employment Scheme	19/02/2025	Application made awaiting outcome	CEO	21.01.2025
Update on development of an Asset Management Roadmap	19/02/2025	In progress for update at next Audit & Risk Committee Meeting	CEO	21.01.2025
Acceptable Request Guidelines Policy	19/02/2025	Policy updated and published	CEO	21.01.2025
Aged Care and Disability Support Program Meal Services	11/12/2024 10/01/2025 19/02/2025	Clients and families have been informed about upcoming changes in 2025. No Updates for the month of December. Clients have been informed by upcoming changes again.	EMCRS	26.11.2024
Management Arrangements for Rumble in the Jungle	18/11/2024 19/02/2025	EOI drafted to be published following community events To be discussed at March Community Meeting	CEO	31.10.2024
DOGIT Transfer Process and options	23/10/2024 18/11/2024 19/02/2025	Advice provided to DoR. Waiting on response Nil response. Expect it is waiting for Kylie to return in Jan 25 F/up sent to DoR with nil response. Continuing to follow up	CEO	24.09.2024
Budget Amendment – Capital Budget Amendment – Injinoo Councillor Office	23/10/2024 10/12/2024 14/01/2025 19/02/2025	Works are still being progressed. Due to be completed soon. Works are still being progressed. Due to be completed soon. Due to be completed soon. Works Competed	EMBI	24.09.2024
Tender Assessment Report – Project Number QBFNQ0764	23/10/2024 13/11/2024	Purchase orders raised awaiting approval. Hold up was waiting for QBuild to approve safety documents. HCB won't start works until SWMS are approved. NPARC WHS Officer	EMBI	24.09.2024

	10/12/2024 14/01/2025 19/02/2025	Michael Madaley reviewed documents and waiting for HCB to review and progress. No further updates at this stage. Works have commenced.		
Capital Budget Amendment 122 Williams Crescent	24/09/2024 23/10/2024 20/11/2024 10/12/2024 14/01/2025 19/02/2025	Matter deferred to special meeting with further report to this meeting. Works have commenced Works are being progressed. Works are being progressed. Works are being progressed. Works are on hold pending family negotiations.	EMBI	27.08.2024

Title of Report: Social Housing Accelerator Program - Studio and Extension Funding

Agenda Item: 8.1

Classification: For noting

Author Executive Manager, Building and Infrastructure

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

To inform the Council about a new State-funded program of works commencing this year to deliver extensions and studios to existing social houses.

BACKGROUND

The Remote Capital Program Funding Agreement (the Funding Agreement) was executed on 22 October 2024 and is designed to provide funding to increase housing supply through lot development, new constructions, or extensions of existing dwellings. Three (3) funding schedules are in place under this Funding Agreement to deliver the fifteen (15) three (3) bedroom dwellings currently in progress.

Council has now received an additional funding schedule to the Funding Agreement to deliver twenty (20) tailored studio or extension solutions to existing dwellings to address overcrowding and improve multi-generational family housing arrangements. This funding is a significant contribution towards delivering the Council's Capital Investment Strategy, endorsed in September 2023, which identifies the need to deliver an additional twenty-seven (27) extensions over the ten-year period from 2023 – 2033 across the Northern Peninsula Area local government area.

SCOPE OF WORKS

An additional \$215,985 (Inclusive of GST) will be provided for the Council to continue Lackon's project management services to scope works, prepare tender documentation, engage a design consultant, and manage the design phase of the studios and extensions up to the detailed design stage.

Lackon will be engaged under Council Resolution C6.1.-27062023 as Lackon's offer is built upon the existing commercial agreement using the current contract rates, and the new funding schedule relates to the existing funding agreement.

Under contract, Lackon will undertake:

- Stakeholder (tenant) consultation, including site visits.
- Scoping for the design of twenty (20) extension or studio projects on 40-year lease social housing properties that have been identified as overcrowded and suitable for additional bedrooms.

- Preparation of tender documentation, tender management, and engagement of Design Consultant to undertake Concept Designs.
- Management of the consultant in preparing concept designs and
- Management of the consultant in preparing detailed designs.

FUTURE FUNDING SCHEDULE(S)

The State will provide further funding schedule(s) to fund the approved extension or studio solutions' design, construction, and project management.

OUTCOMES

The studio or extension will be designed to offer a tailored overcrowding solution with consideration given to site constraints, town planning constraints, age of intended occupants, and the needs of occupants, etc.

This program is intended to deliver twenty (20) solutions but does not address the entire need across the Northern Peninsula Area. The priority is allocated by the Department of Housing where the remaining need for extensions and studios is quantified and captured by the endorsed Capital Investment Strategy. The Strategy, in conjunction with the Local Housing Plan, is used to advocate for future funding opportunities.

CHALLENGES

The following risks have been identified for the delivery of the program:

Risk	Mitigative Measure
Unable to enter the site for inspection	Lackon will undertake this in conjunction with the appropriate NPARC housing officer(s). Inspecting officers will respect cultural protocols regarding any sorry business in the community.
As the nominated properties have been on the waiting list for an extended period, an extension or studio may no longer be needed.	NPARC will work with the Department of Housing and Divisional Councillors to identify the next property waiting for an extension or studio if the tenant no longer needs a solution.
Future funding is insufficient.	Quantity surveying will be undertaken to ensure sufficient funds to anticipate construction costs and address the whole project, including legal expenses, native title, cultural heritage, utility connections, etc.
Delays due to wet season and supply chain issues.	Program of works to allow for inevitable delays due to rain, road closures, and limited materials supply during those periods.



ORDINARY COUNCIL MEETING # 11

Agenda Item 8.1

Tuesday, 25th February 2025

Injinoo Boardroom

RECOMMENDATIONS

Implement the mitigative measures identified in the section above.

Title of Report: Community Housing Project – Preliminary Concept for 40 Langie Draha, New Mapoon Refurbishment

Agenda Item: 8.2

Classification: For approval

Author Executive Manager, Building and Infrastructure

Attachments Preliminary Concept Drawings 252174.MA.SK.1- 101, 102, 103 and 002.

Officers Recommendation:

That Council:

Approve the preliminary concept drawing for 40 Langie Draha refurbishment at New Mapoon.

PURPOSE OF REPORT

For Council to review and approve the preliminary concept drawing for the refurbishment of 40 Langie Draha, New Mapoon residence.

BACKGROUND

The Remote Capital Program Funding Agreement (the Funding Agreement) was executed on 22 October 2024 and is designed to provide funding to increase housing supply through lot development, new constructions, or extensions of existing dwellings. Three (3) funding schedules are in place under this Funding Agreement to deliver the fifteen (15), three (3) bedroom dwellings currently in progress.

Of the fifteen properties, two (2) were identified for potential refurbishment rather than new builds:

- 40 Langie Draha New Mapoon, and
- 90 Sebasio Bamaga.

Subsequent investigations identified that 90 Sebasio was not feasible for refurbishment and should be demolished. 40 Langie Draha was suitable for refurbishment.

Struxi, NPARC's community housing design architects, were engaged to undertake the design for these properties. These preliminary concepts were presented to Council for feedback on 11th February 2025 at a Council Workshop. Three (3) options were presented to Councillors for consideration and Councillors selected Option 2 with the condition that the bathroom could be made bigger. It was noted that this change would result in the reconfiguration of the veranda and this was considered acceptable. Councillors expressed a desire for the amended Option 2 preliminary concept drawing to be brought to this Council meeting (February 2025).

Subsequent to the workshop, Struxi have advised that the veranda needed to be extended beyond the existing veranda line to meet the 24m² and other gold standard requirements.



ORDINARY COUNCIL MEETING # 11

Agenda Item 8.2



Tuesday, 25th February 2025

Injinoo Boardroom

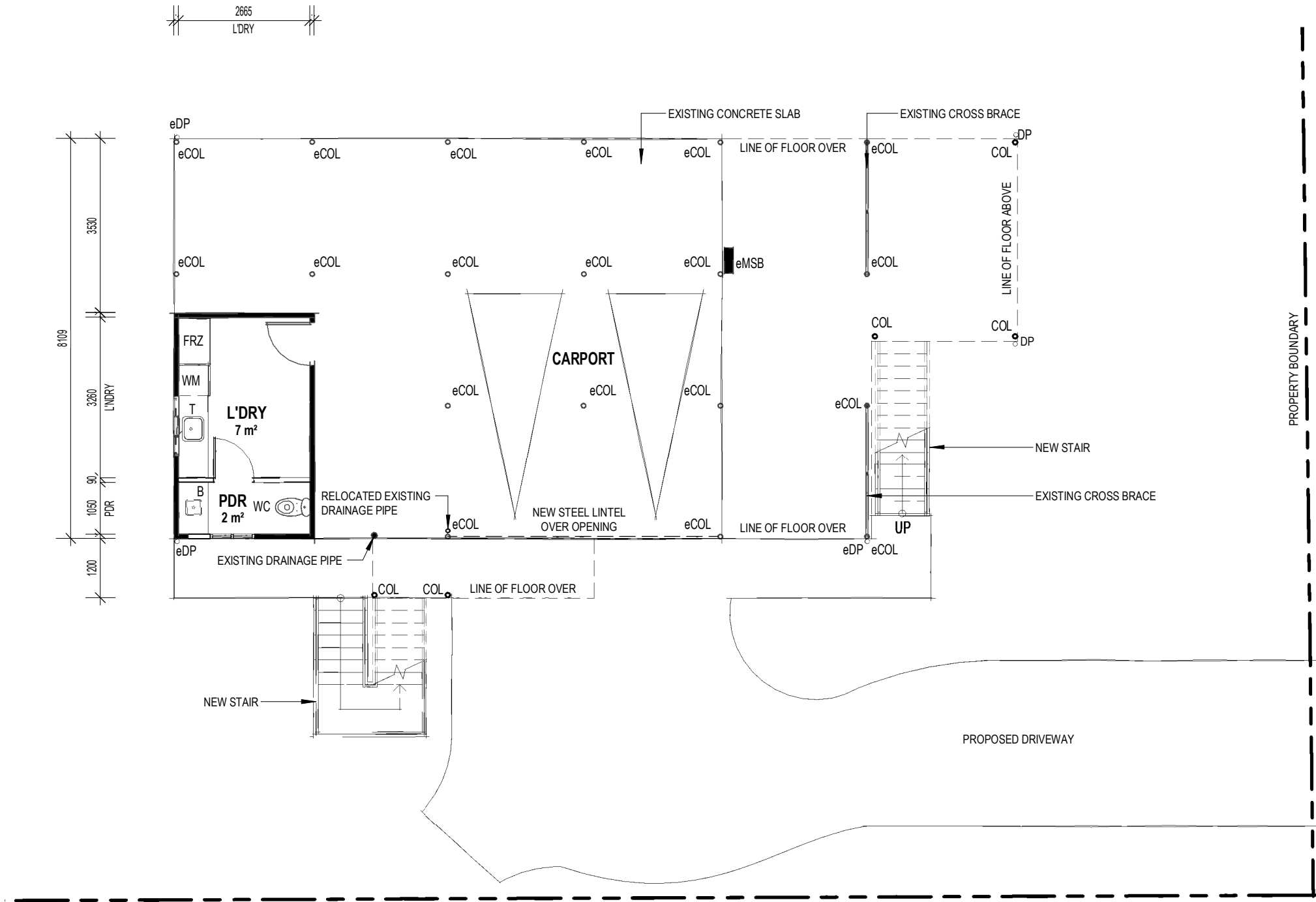
The preliminary concept for 90 Sebasio Bamaga is currently on hold due to concerns around brief are investigated.

SCOPE OF WORKS

Attached shows the amended preliminary concept for a refurbished 2 storey, 3-bedroom dwelling to be delivered to Gold housing standard.

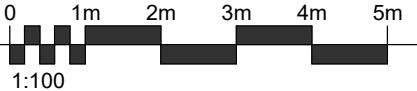
KEY	PROPOSED
SYMBOL	DESCRIPTION
	EXISTING WALLS TO REMAIN
	NEW WALL

ABBREVIATION LEGEND	
ABBREV.	TEXT
B	BASIN
COL	COLUMN TO ENGINEER'S DESIGN
DP	DOWNPIPE
eCOL	EXISTING COLUMN
eDP	EXISTING DOWNPIPE
eMSB	EXISTING MAIN SWITCH BOARD
FRZ	FREEZER
T	LAUNDRY TUB
WC	TOILET
WM	WASHING MACHINE



GROUND FLOOR

1 : 100



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A SUITE 12, LEVEL 1, 203 MARGARET ST
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ABN: 23115458958
QBCC: 1080847

PROJECT NAME:

COMMUNITY HOUSING

CLIENT:

NORTH PENINSULA AREA REGIONAL COUNCIL

ADDRESS:

40 LANGIE DRAHA ST, NEW MAPOON, 4876

SHEET NAME:

PROPOSED FLOOR PLAN

SCALE:

1 : 100 AT A3



APPROVED BY:



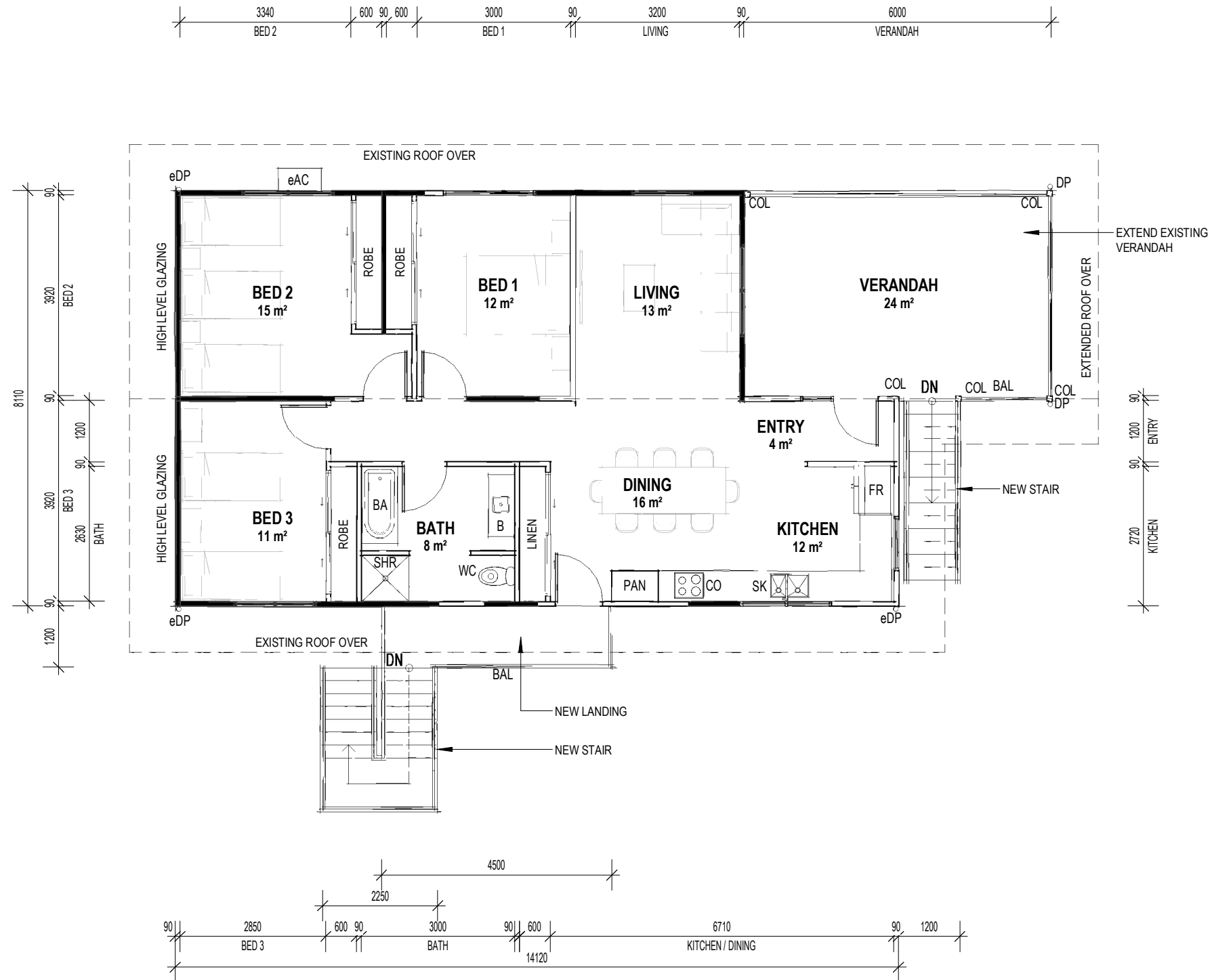
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CONCEPT

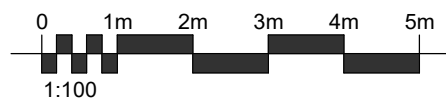
KEY	PROPOSED
SYMBOL	DESCRIPTION
	EXISTING WALLS TO REMAIN
	NEW WALL

ABBREVIATION LEGEND	
ABBREV.	TEXT
B	BASIN
BA	BATH
BAL	MINIMUM 1000mm HIGH NCC COMPLIANT BALUSTRADE
CO	COOK TOP & UNDERBENCH OVEN
COL	COLUMN TO ENGINEER'S DESIGN
DP	DOWNPIPE
eAC	EXISTING AIR CONDITIONER
eDP	EXISTING DOWNPIPE
FR	FRIDGE/FREEZER
PAN	PANTRY
SHR	SHOWER
SK	SINK
WC	TOILET



UPPER FLOOR

1 : 100



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ABN: 23115458958
QBCC: 1080847

PROJECT NAME:

COMMUNITY HOUSING

CLIENT:

**NORTH PENINSULA
AREA REGIONAL
COUNCIL**

ADDRESS:

40 LANGIE DRAHA
ST, NEW MAPOON,
4876

SHEET NAME:

PROPOSED FLOOR PLAN

SCALE:

1 : 100 AT A3

APPROVED BY:



PROJECT: 252174.MA.SK. PHASE: SHEET: 1-102
19/02/2025 8:15:26 AM [A]

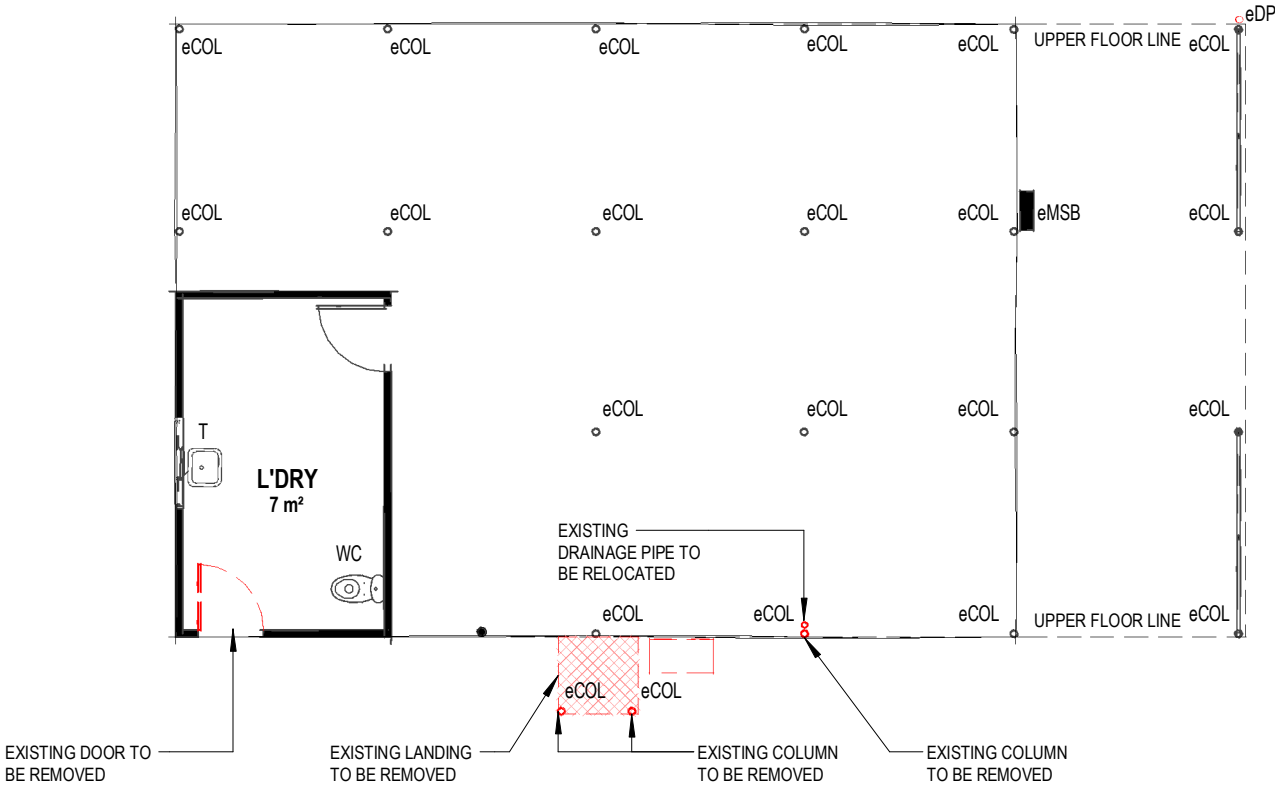
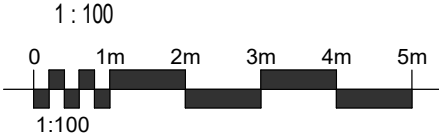
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CONCEPT

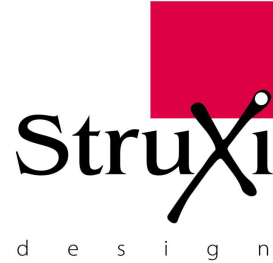
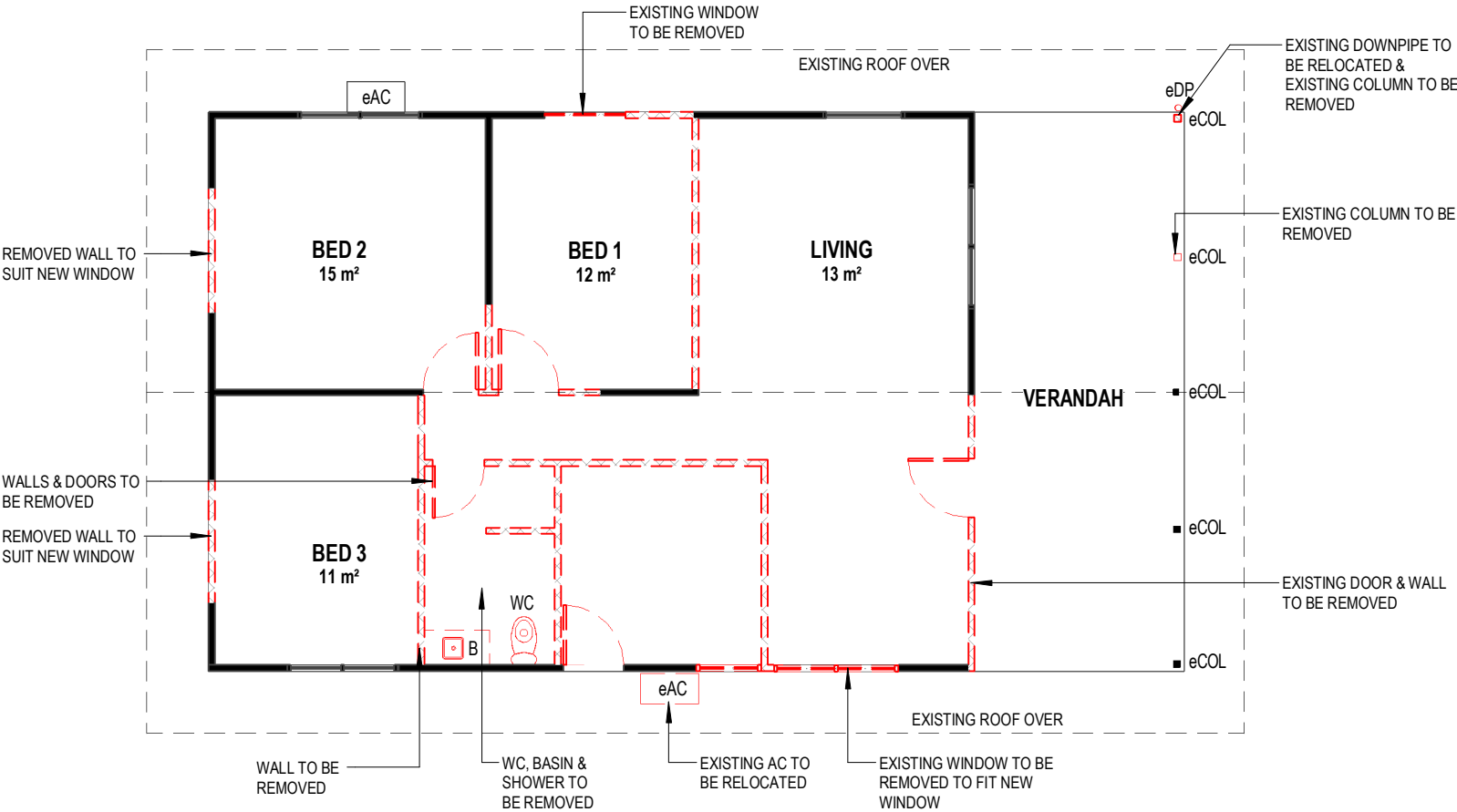
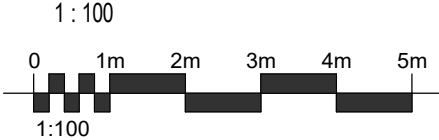
KEY	EXISTING
SYMBOL	DESCRIPTION
	EXISTING WALLS TO BE DEMOLISHED
	EXISTING WALLS TO BE RETAINED

ABBREVIATION LEGEND	
ABBREV.	TEXT
B	BASIN
eAC	EXISTING AIR CONDITIONER
eCOL	EXISTING COLUMN
eDP	EXISTING DOWNSPIPE
eMSB	EXISTING MAIN SWITCH BOARD
T	LAUNDRY TUB
WC	TOILET

GROUND FLOOR



UPPER FLOOR



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TOOWOOMBA Q 4350

ABN: 23115458958
QBCC: 1080847

PROJECT NAME:

COMMUNITY HOUSING

CLIENT:

NORTH PENINSULA AREA REGIONAL COUNCIL

ADDRESS:

40 LANGIE DRAHA ST, NEW MAPOON, 4876

SHEET NAME:

EXISTING & DEMO

SCALE:

1 : 100 AT A3

APPROVED BY:



PROJECT: 252174.MA.SK. 1-103
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CONCEPT

SITE DETAILS:
STREET ADDRESS 90 SEBASIO ST, BAMAGA, 4876

SITE AREA 998m²
LOCAL AUTHORITY NORTHERN PENINSULA AREA
REGIONAL COUNCIL

PLANNING SCHEME DETAILS:
ZONING RESIDENTIAL
PRECINCT -
DEFINED USE DWELLING
APPLICABLE CODES
AIRPORT OVERLAY
BIODIVERSITY OVERLAY
BUSHFIRE OVERLAY
FLOOD OVERLAY

GFA 114m²
SITE COVER 18%

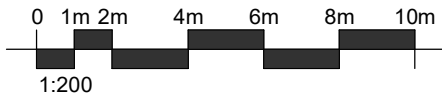
BUILDING CODE DETAILS:
BUILDING CLASS CLASS 1A
FIRE COMPARTMENTS -
STORIES 2
WIND CATEGORY TBC
CLIMATE ZONE 1

KEY	SITE EXISTING
SYMBOL	DESCRIPTION
—S—	EXISTING SEWER LINE



SITE PLAN

1 : 200



d e s i g n

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TOOWOOMBA Q 4350

ABN: 23115458958
QBCC: 1080847

PROJECT NAME:

COMMUNITY
HOUSING

CLIENT:

NORTH PENINSULA
AREA REGIONAL
COUNCIL

ADDRESS:

40 LANGIE DRAHA
ST, NEW MAPOON,
4876

SHEET NAME:

PROPOSED SITE
PLAN

SCALE:

As indicated AT A3

APPROVED BY:



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CONCEPT

Title of Report: Sole Supplier Register

Agenda Item: 8.3

Classification: For decision

Author Executive Manager, Operations

Attachments Draft Sole Supplier Register

Officers Recommendation:

That Council:

Resolve to:

- 1) Request that the finance team create a sole supplier register, and resubmit after review every financial year.
- 2) Approve the additional proposed suppliers attached as nominated sole and/or specialised service providers under s 235(a) and (b) of the *Local Government Regulation, 2012* for the supply of equipment and services, for the remainder of the current 2024-25 financial year:
 - Bowyers Group
(Quarry products – Archer River Quarry)
 - Emmett Contracting Pty Ltd
(Coarse Sand)
 - B&B Electrical
(Electrical inspection and repair work at the NPA airport)

PURPOSE OF REPORT

To seek Councils endorsement to create a Sole supplier register, support to inclusion of three suppliers onto that register.

BACKGROUND AND CONTEXT

Under the *Local Government Regulation 2012* Council is obligated to request written quotations or tenders for medium and large sized contractual arrangements.

S 224 of the *Local Government Regulation 2012*, prescribes that Council must request written quotations or conduct a tender process for medium and large size contractual arrangements as defined below:

(2) A **medium sized contractual arrangement** is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year.

(3) A **large sized contractual arrangement** is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year.

At times, Council is unable to obtain more than one quote during the procurement process due to the lack of qualified suppliers. This can be due to there being only one (1) supplier or the specialist nature of the supply.

The regulation also acknowledges that there are instances where it is not always possible to meet these requirements and provides for a number of exceptions to manage these instances. Chapter 6, Part 3, Division 3 of the Regulation identifies exceptions for medium and large sized contractual arrangements if:

S 235

- (a) The local government resolves it is satisfied that there is only one (1) supplier who is reasonably available; or*
- (b) The local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.*

Regardless of exemptions above, purchases greater than \$200,000 still require review and approval at the Monthly Ordinary Council meetings.

To meet operational requirements, it has been identified that there are a number of key suppliers, who are the only practical option, from which Council can obtain goods and/or services.

To ensure regulatory compliance, the Finance Manager shall coordinate a register of sole source suppliers, that is established and reviewed, ensuring both the legislative requirements and operational needs are met.

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

Procurement Policy.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

FINANCIAL AND RESOURCE CONSIDERATIONS

The maintenance of a sole/specialised supplier register approved by Council enables efficient procurement processes.



ORDINARY COUNCIL MEETING # 11

Agenda Item 8.3

Tuesday, 25th February 2025

Injinoo Boardroom

CONSULTATION

A/- Executive Manager Finance & Corporate Services
Finance Manager

Local Government Regulation 2012

Section 235, 'Other Exceptions'

A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if :

(a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or

(b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.

Northern Peninsula Area Regional Council Sole Supplier Register – FY 24 – 25

Goods and services where there is only one supplier, or are of a specialised, or confidential nature, are listed below:

Supplier	Category (Sole / Specialist supplier)	Section	Description of Goods / Service	Comments
Bowyers Group	Sole	Building & Infrastructure / Operations	Supply and delivery of Quarry products	Bowyers Group own and operate the hard rock Quarry at Archer River. It is the only commercial hard rock quarry based in the Cape north of Lakeland. Transport costs associated with importing quarry products from Cairns or Cooktown becomes excessive.
Emmett Contracting	Sole	Building & Infrastructure / Operations	Supply and Delivery of Coarse Sand	Emmett Contracting operate a sand quarry in the Weipa area. It is the only commercial sand quarry based in the Cape north of Lakeland. Transport costs associated with importing sand from Cairns or Cooktown becomes excessive.
B&B electrics	Specialist	Operations	Airport Electrical, lighting Inspections and repairs.	B&B electrics have public liability insurance that covers working airside at airports. B&B electrics have been undertaking runway lighting inspections and repairs for 10+ years. They are familiar with the airside lighting and are best placed to provide further inspections to ensure continuity and consistency of service is achieved.

Title of Report: Veolia's Variation SCADA RTU's PLCs

Agenda Item: 8.4

Classification: For decision

Author Executive Manager, Operations

Attachments A – 2023 Agenda Item 12.6

B Resolution C12.6-19122023

Officers Recommendation:

That Council:

Delegate authority to the CEO and Executive Manager, Operations to increase the purchase order value to the value of \$555,410 (ex GST) in favour of Veolia, under the Terms of the *Operation and Maintenance Services of the Northern Peninsula Area Water Supply System NPARC-2022-03-01* agreement for the replacement RTU and PLC's and associated works, within the water treatment system.

PURPOSE OF REPORT

To seek Councils endorsement to increase the CEO's previous delegated authority to raise a purchase order to the value of up to \$505,000 (ex GST) in favour of Veolia to \$555,410.00 to include project variations that have arisen during the project.

BACKGROUND AND CONTEXT

The Remote Terminal Units (RTU) and Programmable Logic Controllers (PLC's) are critical parts within Councils Supervisory Control and Data Acquisition (SCADA) system that assists with the operation of the Water treatment plant. During 2022 – 2023 faulted leading to low pressure and unplanned water outages to customers within the NPA communities. The RTU's and PLC's that were in the system during 2022 that time were no longer manufactured and replacements were not available.

Veolia was engaged under clause 12 - Rectification Projects of the Operation and Maintenance Services of the NPA Water Supply System.

As the project this project is in excess of \$200,000 (ex GST) approval was being sought from Council to engage Veolia under the Terms of the *Operation and Maintenance Services of the Northern Peninsula Area Water Supply System NPARC-2022-03-01* to undertake these essential works on Councils behalf.

Resolution C12.6-19122023 (Attachment B) delegated authority to the CEO and Executive Manager, Operations to raise a purchase order to the value of up to \$505,000 (ex GST) in favour of Veolia. A Purchase order was raised for \$407,564.85 (excl. GST) allowing a 20% contingency unknowns.

Veolia and sub-contractors carried out the upgrade works on RTU's at the Bamaga Reservoir, Seisia Reservoir, Umagico Reservoir, and Injinoo Reservoir between July 2023 and August 2024. However, the system upgrades at Bamaga Water Treatment Plant Control System and Jardine River Pumping Station RTU had to be rolled back for the following reasons:

Several factors contributed to the partial completion of scheduled work

- Undocumented control system software (SCADA, RTU modules).
- Lack of documentation for Bamaga WTP processes (PIDs) and associated equipment.
- Outdated electrical and data documentation.
- Undocumented electrical connections.
- Failure of existing equipment during the upgrade.
- Limited outage windows for software upgrades due to increased demand on the Bamaga Reservoir.
- Unlicensed Water and Sewer Radio Network:
- Environmental and safety issues encountered during the upgrade.

Three variation requests have been raised because of the above, two of the three variations have been approved as they fell within the original \$505,000.00 (ex GST) delegation. The third variation will exceed the delegated value. Price breakdown as follows:

- **Approved PO Values:**
 - \$407,564.85 (original PO)
 - \$38,717.70 (Variation 1)
 - \$43,061.42 (Variation 2)
 - Total approved PO's: \$489,343.97 (excl. GST)
- **Additional Funding Required:**
 - \$66,065.65 (Variation 3)
 - Total value of works \$555,409.62 (Excl GST)

During the delivery of these additional works have been identified that fall outside of the scope of the original project. These works are being considered as second project not a variation to the original project and do not make up part of this report. The high level detail of the second project are being provided for transparency. The next project will include:

- Developing a Citect Software Test Bed to compare SLC500 and ControlLogix settings, reducing Process IDs (PID) setup and tuning efforts.
- Developing additional alarms and alarm pages to improve setup, commissioning, and future maintenance.
- Completing Factory Acceptance Test (FAT) Test Plans, test results, FAT witnessing, mobilisation, implementation, and commissioning for Phase 2. (testing the system to ensure that it)

The initial cost estimate for the proposed second project is \$190,000.00, these works will also be covered by the Minor Capital Works funds provided by the Department of State Development, Infrastructure, Local Government and Planning, with the gifting of the water treatment plant to NPARC.



CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

There are no other reasonable options available.

LEGAL AND LEGISLATION CONSIDERATIONS

Legal advice has not been sort, however, the contract with the Service Provider, Veolia has been reviewed and approved 2022.

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A.

FINANCIAL AND RESOURCE CONSIDERATIONS

The cost of these works is covered by the Minor Capital Works funds provided by the Department of State Development, Infrastructure, Local Government and Planning, with the gifting of the water treatment plant to NPARC.

The Purchase Order for supply, installation and commissioning can be issued under the Terms of the agreement Operation and Maintenance Services of the Northern Peninsula Area Water Supply System NPARC-2022-03-01 to Veolia to carry out the replacement RTU and PLC's and associated works, within the water treatment system.

CONSULTATION

Veolia Staff and specialist consultants

Title of Report: Bamaga Water Treatment Plant

Agenda Item: 12.6

Classification: For decision

Author Executive Manager, Operations

Attachments Nil

Officers Recommendation:

That Council:

Delegate authority to the CEO and Executive Manager, Operations to raise a purchase order to the value of up to \$505,000 (ex GST) in favour of Veolia, under the Terms of the *Operation and Maintenance Services of the Northern Peninsula Area Water Supply System NPARC-2022-03-01* agreement for the replacement RTU and PLC's and associated works, within the water treatment system. Conditional on the Department of State Development, Infrastructure, Local Government and Planning, approving the increase in project budget.

PURPOSE OF REPORT

Request approval for the CEO and Executive Manager, Operations to be delegated authority to issue a Purchase Order to the operator of NPARC water supply to replace Remote Terminal Units (RTU) and Programmable Logic Controllers (PLC's) and associated works, within the water treatment Supervisory Control and Data Acquisition (SCADA) system.

BACKGROUND AND CONTEXT

The RTU and PLC are critical parts within Councils SCADA system that assists with the operation of the Water treatment plant. Over the last 2 years a number of these RTU's and PLC's have faulted leading to low pressure and unplanned water outages to customers within the NPA communities. the current RTU's and PLC's are no longer manufactured and replacements are not available. VEOLIA has been able to source some second-hand units to replace those that have failed to date, there is a limited number of these available and there is low confidence that these will last for more than a year.

In the contract entered into between Council and VEOLIA during the second quarter of the 2022 calendar year clause 12 Rectification Projects VEOLIA is Responsible to developing a list of proposed Major and Minor rectification projects. The project list is then approved by Council and Department of State Development, Infrastructure, Local Government and Planning staff.

As the project this project is in excess of \$200,000 (ex GST) approval is being sought from Council to engage Veolia under the Terms of the *Operation and Maintenance Services of the Northern Peninsula Area Water Supply System NPARC-2022-03-01* to undertake these essential works on Councils behalf.

CRITICAL DATES

Some PLC's and RTU have failed in the 2023 calendar year with limited numbers of second-hand units sourced

OTHER OPTIONS CONSIDERED

There are no other reasonable options available

LEGAL AND LEGISLATION CONSIDERATIONS

Legal advice has not been sort, however, the contract with the Service Provider, Veolia has been reviewed and approved 2022.

POLICY CONSIDERATIONS

N/A

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A

FINANCIAL AND RESOURCE CONSIDERATIONS

The estimated cost to replace the RTU and PLC's is: \$505,000 (ex GST)

The cost of these works will be covered by the Minor Capital Works funds provided by the Department of State Development, Infrastructure, Local Government and Planning, with the Gifting of the water treatment plant to NPARC.

The Purchase Order for supply, installation and commissioning can be issued under the Terms of the agreement Operation and Maintenance Services of the Northern Peninsula Area Water Supply System NPARC-2022-03-01 to Veolia to carry out the replacement RTU and PLC's and associated works, within the water treatment system.

CONSULTATION

N/A



Meeting Minutes
ORDINARY COUNCIL MEETING #44
Tuesday 19th December 2023
Cairns

Agenda Item 12.6. Bamaga Water Treatment Plant

Resolution

That Council:

1. Delegate authority to the CEO and Executive Manager, Operations to raise a purchase order to the value of up to \$505,000 (ex GST) in favour of Veolia, under the Terms of the Operation and Maintenance Services of the Northern Peninsula Area Water Supply System NPARC-2022-03-01 agreement for the replacement RTU and PLC's and associated works, within the water treatment system. Conditional on the Department of State Development, Infrastructure, Local Government and Planning, approving the increase in project budget.

Moved: Cr Nona

Vote: 5/0

Seconded: Cr Cottis

Resolution: C12.6-19122023

CARRIED



8.5 In Camera – Management Contract for Umagico Supermarket

This matter is considered to be confidential under s.254J(3) of the *Local Government Regulations 2012*, and the Council is satisfied that the discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals 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

An overview of what is to be discussed while the meeting is closed is the Agreement for the operation of the Umagico Supermarket.

Title of Report: Operational Update on Works Department

Agenda Item: 9.1

Classification: For noting

Author Works Manager

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

To provide a summary of current operations within the Works Section within Council.

STAFFING

Staffing within the works department for the last 6 – 12 months is as follows:

- Roads group has 10 full time employees.
- Solid Waste / wastewater has 12 full time employees

Current HR challengers include

- Ongoing challenges with staff attendance and willingness to undertake tasks when at work.
- Assistance / training with completing performance reviews and where required performance improvement processes.
- Ongoing training for existing and new staff.

SCOPE OF DELIVERY

The Roads team are responsible for Construction, maintenance and emergency response of transport related infrastructure from airports, roads, drain including pipes, footpaths and boat ramps. Providing assistance to other departments within council such as setting up and providing traffic management during events. Road staff also support the community with funeral services.

The Sewerage team maintain the seven sewer pump stations, man holes, the three pond systems and public toilets in and around the communities. This team also coordinates repairs requiring external contractors when required eg. sewerage leaks

The solid waste team undertake a kerbside collection from residential properties twice a week and Commercial properties once a week. Man, the transfer station and direct customers where to place waste being dropped off. Pack up recyclable / regulated waste for transport south. Collect skip bins from Commercial properties on a monthly / request basis. Transport general waste from the transfer station to the landfill. Fill and cap cells within the site-based management plan provided at the time of commissioning.

ACHIEVEMENTS

Pavement failures in the NPA airport have been repaired quickly with minimal closures required for the airport.

Removal of sand off the Seisia boat ramp through the Northwest season with approval from DTMR.

Codey Creek Culvert has been installed by the road crew with assistance from contractors.



OUTCOMES

Impact

The Works team whilst accepting there is always room to improve, feel that we have been able to service the broader community well.

Gaps

Old machines breakdown stopping the crews delivering services to the communities . Sub-contractors are engaged to overcome these issues where budget allows.

CHALLENGES

Most challenges relate to staffing issues, the age and condition of machinery.



ORDINARY COUNCIL MEETING # 11

Agenda Item 9.1

Tuesday 25th February 2025

Injinoo Boardroom

RECOMMENDATIONS

Look for opportunities to improve skills within the outdoor workforce. There are some opportunities to do this through Staff training and EBA conditions,

Replace old machinery to improve reliability of plant and reduce down-time.

Title of Report: Operational Update on Regulatory Services

Agenda Item: 9.2

Classification: For noting

Author Regulatory Services Manager

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

To provide a summary of current operations within the Regulatory Services Unit within Council.

STAFFING

Staffing within the regulatory services department is as follows:

Regulatory Services Manager	Ronald Williams
Administration Officer	Pamela Ger (until 30 June 2025)
Senior Environmental Health Officer	George Mara
Illegal Dumping Officer	Frank Mau (until 30 June 2025)
Animal Management Supervisor	Winston Salee (until 30 June 2025)
Animal Management Officers	Henry Toby Lequisha Charlie Lorenzo Whap

Current HR challengers include

- We have had challenges filling the Illegal Dumping Positions which funding is currently until 30 June 2025. We have given opportunity to one of our existing staff to step up into this position and learn more skills for the rest of financial year
- The funding we receive means we have less resources than other councils. Most councils have 1 x AHW and 1 x EHW for each community. We have 5 x AHWs and only 1 x EHW meaning there is a lot of work undertaken by myself and George

SCOPE OF DELIVERY

Animal control:

- Maintain the pound and care for impounded animals 7 days a week
- Trap and impound wandering dogs identified or reported
- Provide free parasite treatments to dogs within the community
- Assist visiting vets when they are in town
- Community education re responsible pet ownership

- Respond to community requests to move problem horses
- Respond to call outs regarding dead or dying animals and arrange the euthanasia and disposal as required
- Repair stock fencing when required
- Implementing Council Local Laws

Illegal dumping (when engaged) will

- Monitor known illegal dumping sites
- Investigate identified or reported illegal dumping instances
- Coordinate the clean up of illegally dumped material
 - o By offenders
 - o Council staff or contractors
- Install review monitoring equipment
- Implementing Council Local Laws

Environmental health

- Inspections of registered food outlets and community events
- Provides advice and assistance to community on request / receiving complaints
- Monitoring community compliance against many Councils local laws and working with community to resolve breaches
- Monitoring and providing advice to Council operations staff with regards to environmental compliance
 - o Waste
 - o Waste water
 - o Water

ACHIEVEMENTS

- The 1st visit for the vet (Burton Veterinary Contracting) will be on Monday 10th to Friday 14th March 2025. We will be setting dates for 3 visits for next financial year on their 1st visit
- Regulatory Services Team supported the visit by Public Health to undertake community consultation for the development of a 5 year Environmental Health Plan
- Regulatory Services Manager and Senior Environmental Health Officer now have delegations under all required pieces of legislations to support regulatory action
- One crocodile at the Bamaga Sewerage Pond has been put down. We are working with the NPARC Rangers monitoring for the other crocodile to put down
- REMs were hired to remove rubbish and shipping containers to the transfer station. Currently obtaining quotes from contractors to clean up all illegal dumping sites
- Council approved the closure of roads and currently working to activate this
- Ongoing responding to dog bite issues and working with owners to surrender the animals
- Currently investigating illegal dumping issues to issue a fine
- Communicating with all community members to advise them of the new stronger dog laws
- One AHW received Pest Management Technician Licence
- Supporting community with the distribution of notices relating to meliodosis

OUTCOMES

Impact

The Regulatory Services team whilst accepting there is always room to improve, feel that we have been able to service the broader community well.

Gaps

- At times staff need to respond to urgent issues which can slow progress on general activities
- Access to computers and IT to perform positions
- Community expectations that staff will respond 7 days. Some dogs that pass away are in unsafe locations for staff to access

CHALLENGES

- Slow progress on establishing the office for regulatory services – this is currently being driven by the Admin Officer
- Limited budget. It is currently maximised and does not have budget to fund ongoing vet visits, IT equipment and capital infrastructure improvements
- Strong need for upgrades to the dog pound and to build a horse paddock
- Ongoing admin support to drive the issuing of fines, Penalty Infringement Notices and dog registration
- Community members being aggressive towards staff when implementing local laws

RECOMMENDATIONS

- Consider utilising council funds to support the ongoing employment of an administration officer if Illegal Dumping Funds cease
- Consider utilising council funds to employ additional EHWs to support illegal dumping and environmental health activities
- Consider utilising council funds to support at least 3 vet visits each year
- Seek funds to build a new horse paddock and expand the dog pound

Title of Report: January 2025 Finance Report

Agenda Item: 10.1

Classification: For Noting

Author Finance Manager

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 Finance Manager's Report for the period ending 31 January 2025

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

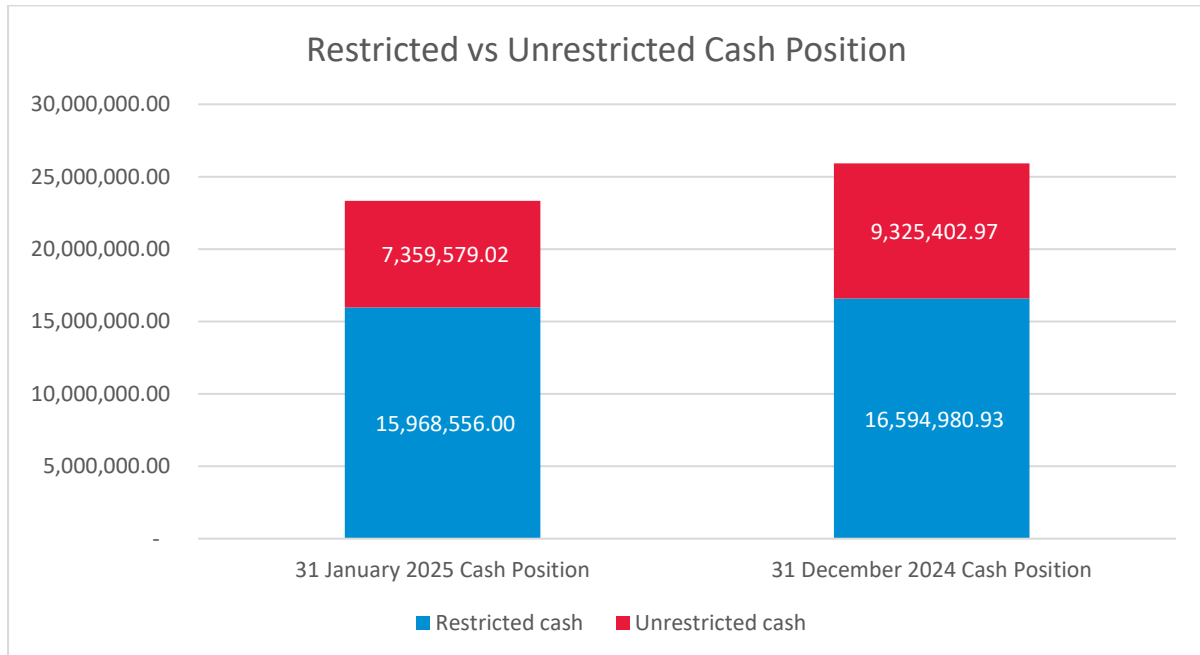
Quick Summary:

What is happening with our cash reserves? Constrained / Unconstrained

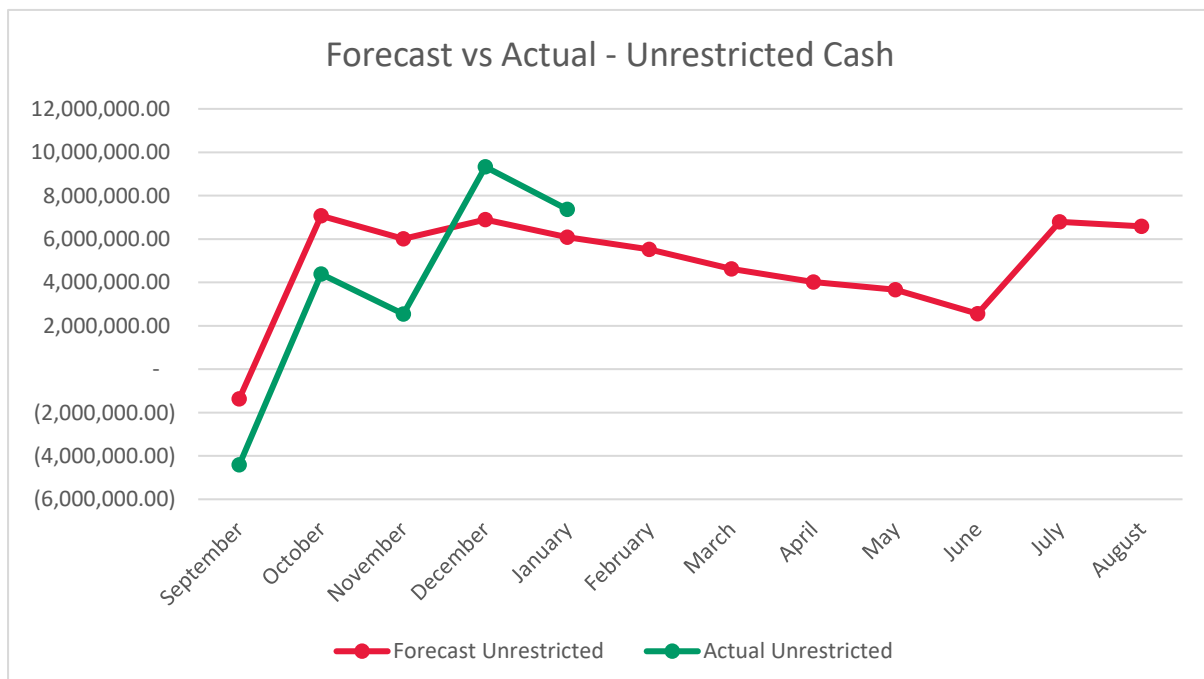
As of 31st January 2025, NPARC has \$23.32m in cash on hand.

- \$15.96M is restricted cash, allocated solely for specified projects.
- \$7.36M is unrestricted cash, which the council may use at its discretion.

The above position is detailed in the below graph, including a comparison to the constrained/unconstrained cash position as at 31 December 2024:



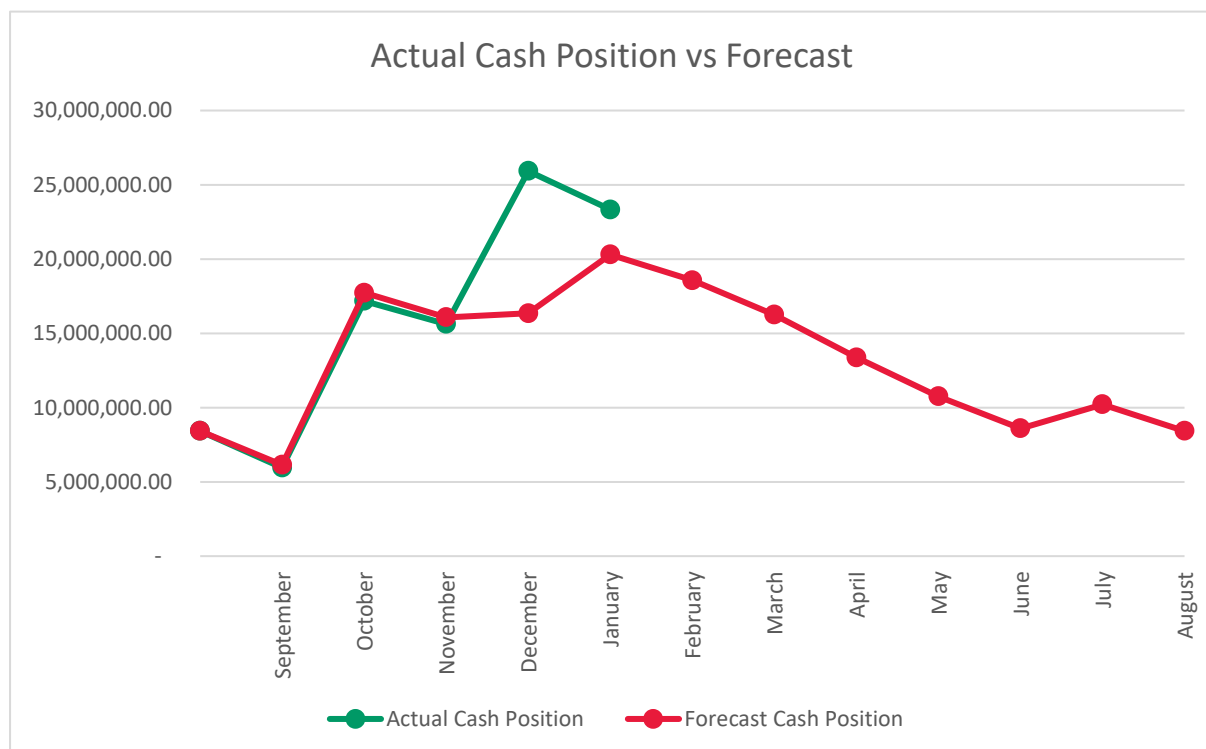
The below graph represents the actual unrestricted cash position versus that forecasted from September onwards. This forecast position did not include the significant service charges received in December 2024, which is where the significant variance between the actual and forecast position arises:



- Bank Balances as at 31 January 2025 were \$23.32mil. Since 31 December 2024, the overall cash balance has decreased by approximately \$2.59mil.
 - Commbank - \$3.0mil
 - QTC Funds - \$19.32mil

- Cash Flow is always tricky, as we receive the majority of our untied grant revenue at the beginning of the Financial Year – this includes our FA Grant, Indigenous Council Sustainability Grant and Enterprise revenue. The only major sources of income for the remainder of the year are
 - Service Charge Revenue for water, sewerage and garbage (only additional small amounts are yet to come through). We are focusing on this area at the moment, to bring it up to date.
 - BAS Income (which is also tracking behind at the moment)
- Towards the end of the year we might get next year's Financial Assistance Grant, as well as increased revenue from the Ferry and Batching Plant following the end of the wet season.
- Each month we will get small amounts of income from Fees & Charges, Interest, Enterprises, Grants and other income.

The actual cash position, as well as the forecast cash position based on the budget (taking into account seasonality), is represented below. As noted above, this forecast position did not include the significant service charges received in December 2024, which is where the significant variance between the actual and forecast position arises:



What areas are significantly under or over budget? What are we doing about this?

- **BAS Revenue** – This is waiting further feedback from Executive Manager Building & Infrastructure (EMBI).
- **Corporate / Governance** – we are in the process of meeting with executives and reviewing further incorrectly costed creditor payments. Executives are encouraged to review their reporting areas and determine whether any payments are being costed to the wrong codes, and to subsequently contact the Finance Manager or Management Accountant to correct same.

- **Depreciation** - is now being calculated based on book value figures for the year ended 2022/2023, with an annual amount of \$12.6 million. It is anticipated that depreciation will exceed the budget for the 2024/25 financial year, subject to asset revaluation as part of the ongoing audit process.
- **Events** – It looks like we have spent a lot in events, but that is because we have run our two big events for the FY already. This will reduce over time, if no events are scheduled for the remainder of this financial year.
- **Grants** – In our finance software, every month we journal 1/12 of our Indigenous Sustainability Funding (\$838k). This is so it doesn't create a huge variance in income areas.
- **Service Charges** – these have started to be issued but are not paid yet. We received first payments in Dec 2024 but they need to be raised as invoices within our finance system to match the service charges issued. This has now been done. We are currently about 40% through raising the invoices for this current financial year.
- **Enterprise Revenue** – While most enterprises are still making a profit, overall are behind in income. While the Ferry has made 81% of projected income and the Batching plant has exceeded its budgeted revenue at 118%, the remaining enterprises are behind income targets.
- **Jardine River Ferry** - We are now taking up a provision each month for the Jardine Ferry Commission, which has to be paid to the Apudthama Land Trust annually i.e. July 2025. Significant historical commissions have been raised by the Apudthama Land Trust for the 30 June 2023 and 30 June 2024 financial years, which council must pay presently.
- **Umagico Supermarket** – the position of Umagico supermarket is continuing to deteriorate. Costs are being driven but above budget expenditure in wages, electricity, contractors and freight. Considering the reduced income being received, management needs to reduce costs to match store activity. An insurance claim is in place now for the loss of goods and service due the lightning strike which occurred near the store. A further report in respect of this matter will be presented at the next council meeting.

Are we up to date with our compliance issues? Examples – GST returns, paying super, audit etc.

- **Audit** – The auditors visited the office again early in the month of February, to complete testing on physical records for the 22-23 audit. The latest update from Grant Thornton is that the audit is progressing, with some testing areas approaching completion but further work required.
- **Credit Card Reconciliation** – Both credit cards have been reconciled by Council Officers. They are now up to date as at December 2024.
- **GST Returns** – has been lodged to December 2024. The Bank Reconciliation is now completed to December 2024.
- **PAYG and Superannuation** – PAYG and super is paid automatically each pay as part of the payroll.

What is the trend? What does the future look like?

- Council needs to be worried about cash reserves. We reiterate that we need to boost our untied funds reserve by limiting non-grant funded expenditure to emergencies and keeping to the council budget. We also need to make sure we are properly accounting for capital grant costs and not using operational funds to pay for these costs. Managers and executives should ensure that they review their cost codes to ensure costs are being correctly charged to their relevant areas.
- Overall the budget YTD before depreciation, has a favourable variance \$5.2mil. This is because we received \$7.9mil service charges income in Dec 2024.
- Council needs to be aware that some enterprises are largely seasonal. We have essentially stopped receiving income for the Jardine Ferry and Batching Plant, but we will continue to incur fixed costs. Most of the enterprises are in a much better position than the same time as last year except for the Umagico Supermarket and the position has deteriorated since last month. Council needs to be aware of these issues at the Umagico Supermarket and Management's plan to resolve the issue.

Revenue Overview:

- As of January 2024, total revenue shows a \$6.5 million YTD favourable variance compared to the budget. Total expenses shows a deficit variance of \$1.3million YTD compared to the budget.
- It's important to note that the YTD revenue figures, when compared to the budget, do not account for the seasonal nature of council operations. The YTD budget figures are derived by dividing the annual budget evenly over 12 months, which does not reflect seasonal revenue patterns.

Business Enterprises that are affected by the wet season have likely reached their lowest revenue generating capacity. We anticipate these will begin to pick up once the wet season nears its conclusion. This seasonal effect should be considered in future revenue forecasts and budget planning to improve accuracy.

Expenditure Overview:

1. Materials and Services

For the period ending January 2025, expenditure on Materials and Services was above budget, representing approximately 46% of the council's operational expenditure, with a total YTD expenditure of \$17million (compared to the budgeted amount of \$16.3m)

2. Employee Benefits

Employee benefits exceeded budgeted expectations for the 2024/25 fiscal year to 31 January 2025. This increase is attributable to the EBA 4% increase across all staff and payment increase backdated to 1 Dec 2024

As at year to date the Business Enterprises made a combined surplus of \$331k including the following:

- The Umagico Supermarket has a YTD loss (\$705k).
- The Injinoo Batching Plant made a YTD Actual Surplus of \$214k.
- The Injinoo Service Station made a YTD Actual Surplus of \$266k.
- The Jardine Ferry & Roadhouse made a YTD Actual Surplus of \$516k.
- The Stores made a YTD Actual Surplus of \$38.5k.



Budget and Management Reporting

The half-yearly review of the 2024/25 budget is scheduled for February/March.

CRITICAL DATES

The external auditors are still in the process of completing the 2022/23 audit. Scheduled date of completion is unknown at this time. This is a delay from the previous estimate of November 2024.

OTHER CONSIDERATIONS

N/A

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A

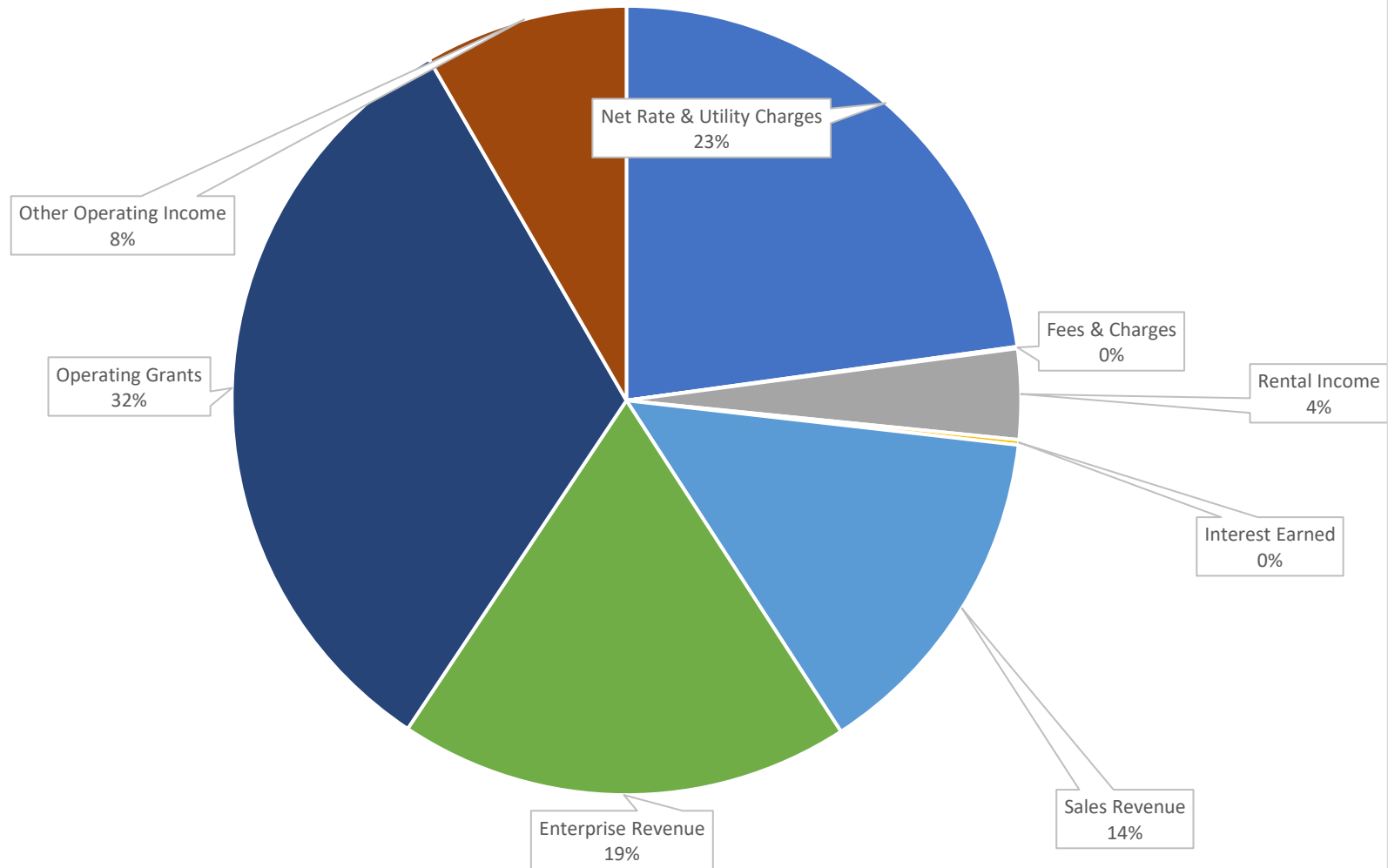
FINANCIAL AND RESOURCE CONSIDERATIONS

N/A

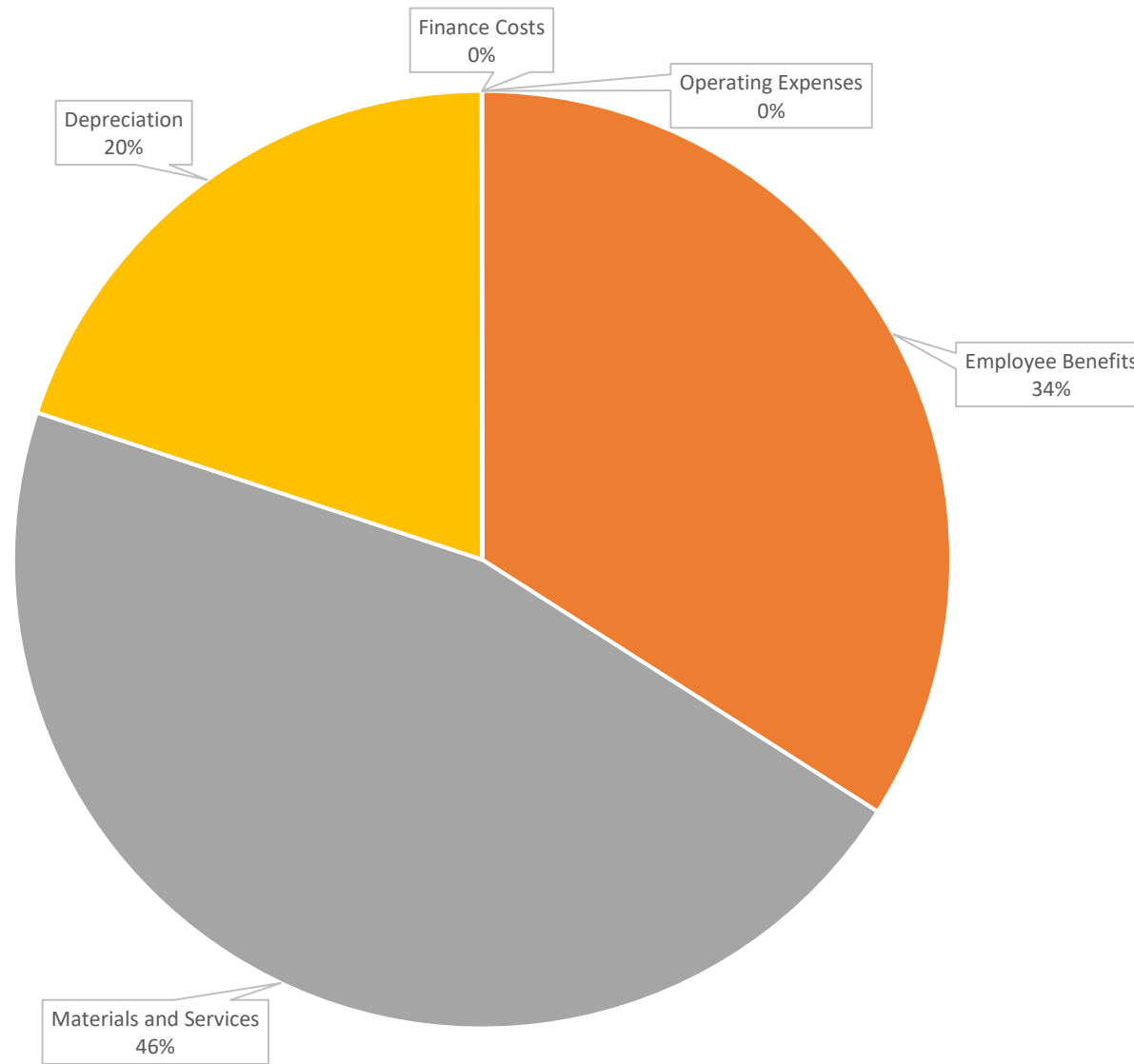
CONSULTATION

N/A.

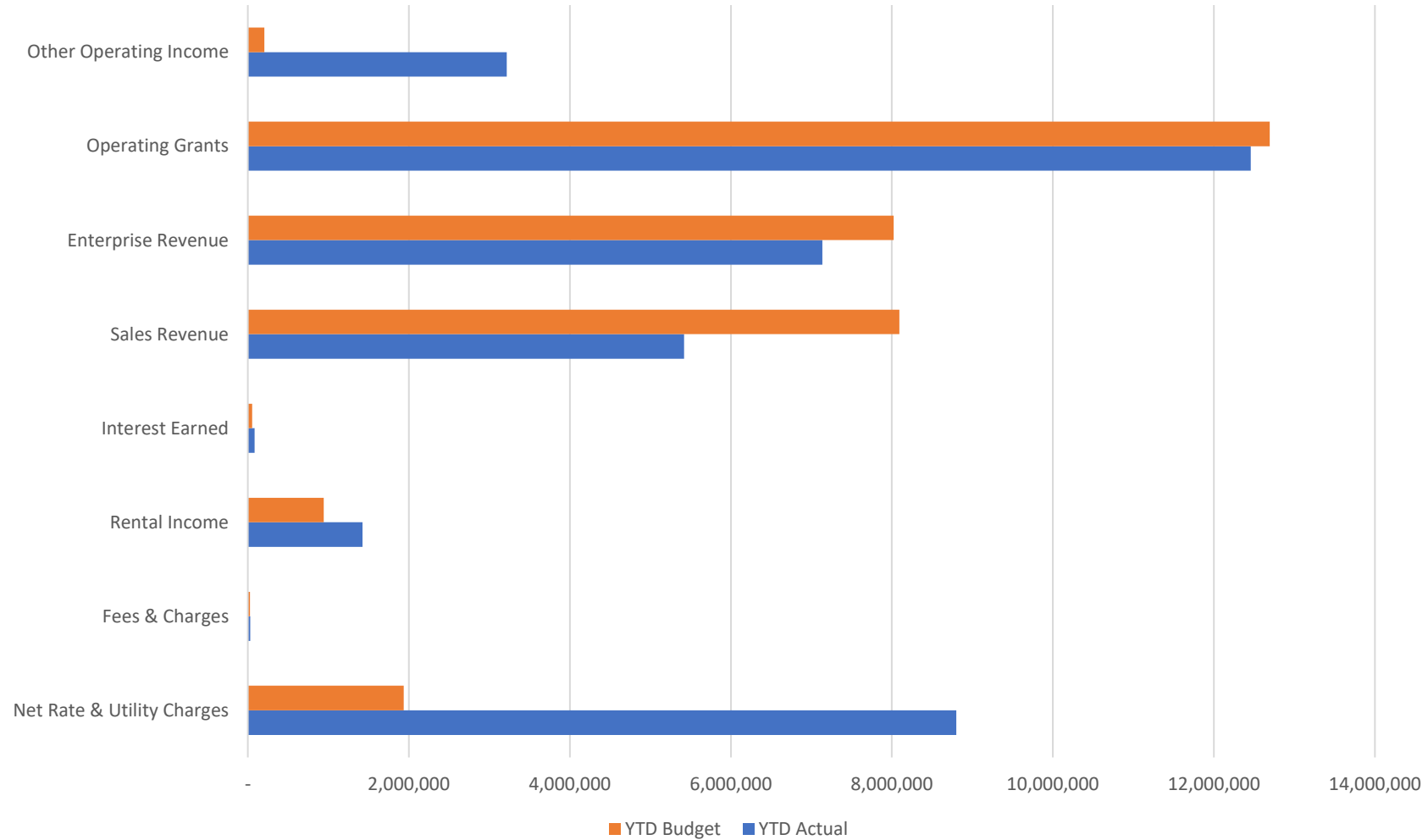
Where Council Made Money



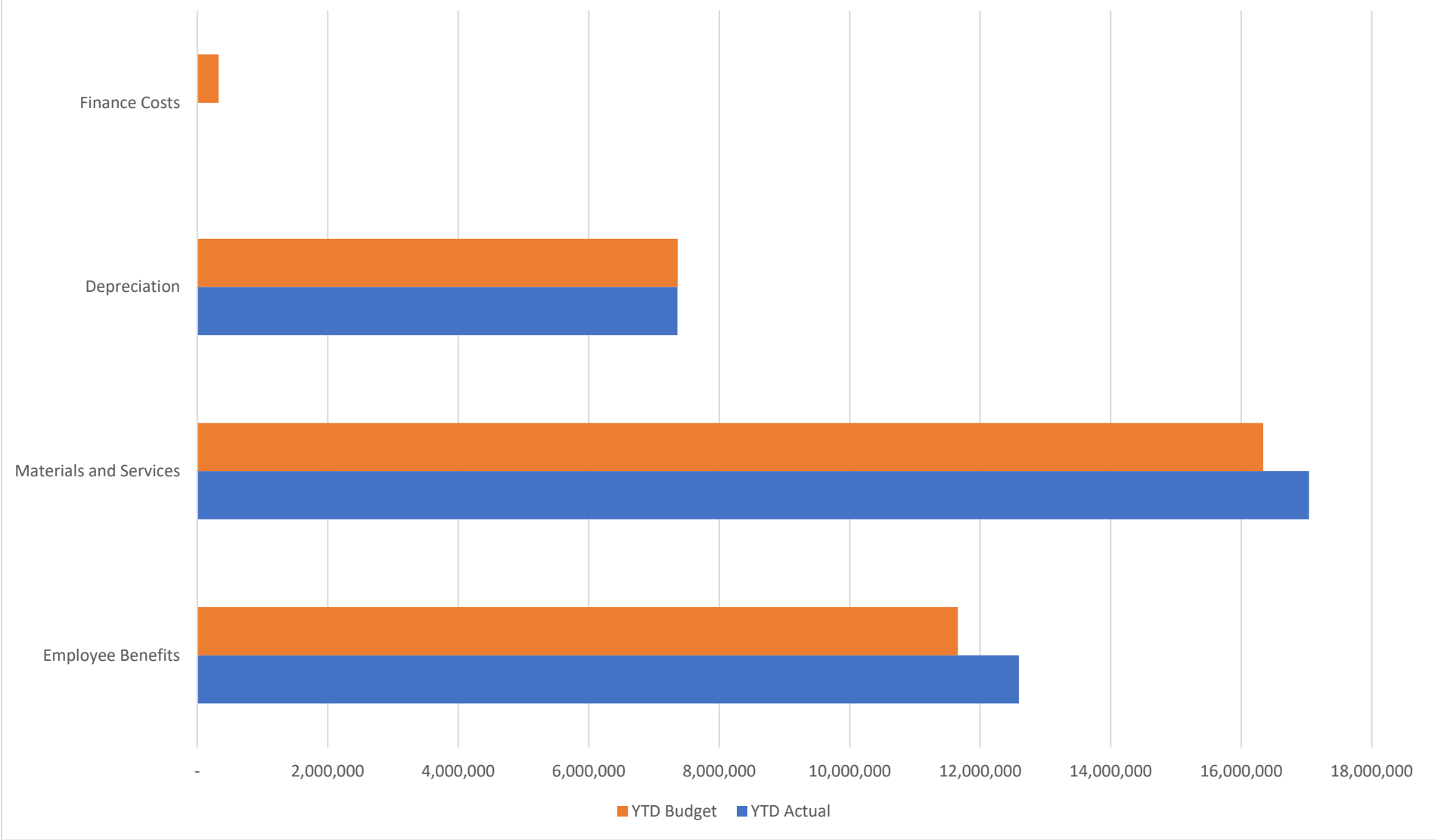
Where Council Spent Money



INCOME - YTD Actual Vs Budget



EXPENDITURE - YTD Actual vs Budget



Operating Income	YTD Actual	YTD Budget	Variance	Annual Budget
Net Rate & Utility Charges	8,798,564	\$1,937,632	\$6,860,933	3,321,654
Fees & Charges	29,670	\$25,083	\$4,587	43,000
Rental Income	1,425,501	\$942,974	\$482,527	1,616,526
Interest Earned	82,556	\$52,500	\$30,056	90,000
Sales Revenue	5,417,118	\$8,092,141	-\$2,675,023	13,872,241
Enterprise Revenue	7,136,056	\$8,020,891	-\$884,836	13,750,099
Operating Grants	12,457,621	\$12,693,934	-\$236,313	21,761,029
Other Operating Income	3,216,948	\$205,868	\$3,011,080	352,916
TOTAL INCOME	38,564,033	\$31,971,021	\$6,593,012	54,807,465

Operating Expenses	YTD Actual	YTD Budget	Variance	Annual Budget
Employee Benefits	12,591,857	\$11,657,523	-\$934,334	19,984,326
Materials and Services	17,037,374	\$16,337,810	-\$699,563	28,007,675
Depreciation	7,360,575	\$7,364,075	\$3,500	12,624,129
Finance Costs	7,608	\$327,250	\$319,642	561,000
TOTAL EXPENSES	36,997,414	\$35,686,659	-\$1,310,755	61,177,129

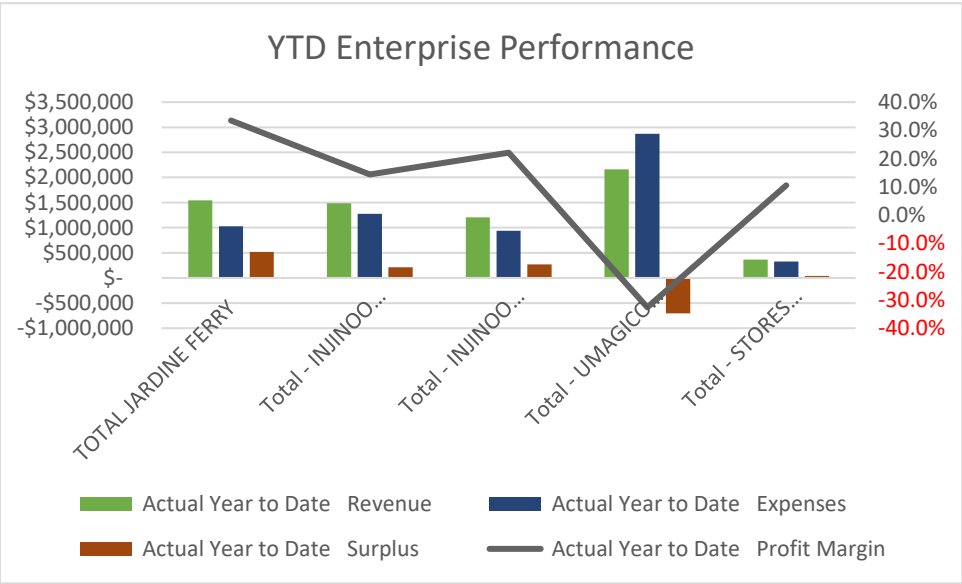
OPERATING OPERATING RESULT	1,566,619	-\$3,715,638	\$5,282,257	-\$6,369,664
OPERATING RESULT BEFORE DEPRECIATION	\$8,927,195	\$3,648,438	\$5,278,757	\$6,254,465

Enterprise Breakdown

TOTAL JARDINE FERRY
Total - INJINOO READYMIX
Total - INJINOO SERVICE STATION
Total - UMAGICO GENERAL STORE
Total - STORES ADMINISTRATION
TOTAL BUSINESS ENTERPRISES

Actual Year to Date			
Revenue	Expenses	Surplus	Profit Margin
\$ 1,542,112	\$ 1,025,610	\$516,502	33.5%
\$ 1,488,254	\$ 1,274,166	\$214,088	14.4%
\$ 1,204,165	\$ 937,302	\$266,863	22.2%
\$ 2,161,963	\$ 2,866,975	-\$705,012	-32.6%
\$ 363,987	\$ 325,449	\$38,538	10.6%
\$ 6,760,480	\$ 6,429,501	\$330,979	4.9%

Last Year to Date			
Revenue	Expenses	Surplus	Profit Margin
\$ 1,048,277	\$ 349,276	\$699,001	66.7%
\$ 326,195	\$ 360,375	-\$34,180	-10.5%
\$ 455,331	\$ 512,439	-\$57,108	-12.5%
\$ 1,118,243	\$ 1,111,254	\$6,989	0.6%
\$ 186,639	\$ 210,291	-\$23,652	-12.7%
\$ 3,134,685	\$ 2,543,635	\$591,050	18.9%



Department Breakdown

TOTAL WATER & SEWERAGE SERVICES
 TOTAL CORPORATE/GOVERNANCE
 TOTAL FINANCE & ADMIN
 TOTAL COMMUNITY & CULTURAL
 TOTAL OPERATIONS
 TOTAL COMMUNITY EVENTS
 TOTAL COMMUNITY AGED CARE
 TOTAL BUSINESS ENTERPRISES
 TOTAL PROPERTIES & LEASING
 TOTAL COUNCIL CONTRACTS
 TOTAL RANGERS PROGRAMS
 TOTAL SPORT & RECREATION
 TOTAL HEALTH & ENVIRONMENT

CONSOLIDATED

Budget 2025	
Revenue	Expenses
\$ 4,159,177	\$ 7,648,839
\$ 10,349,749	\$ 6,048,065
\$ 9,571,388	\$ 3,707,982
\$ 255,770	\$ 2,839,674
\$ 933,987	\$ 16,622,019
\$ 246,849	\$ 433,856
\$ 822,080	\$ 1,246,202
\$ 12,903,310	\$ 11,713,064
\$ 15,265,357	\$ 12,429,800
\$ 100,000	\$ 100,000
\$ 1,911,925	\$ 1,911,925
\$ 237,961	\$ 334,461
\$ 736,833	\$ 751,114
\$ 57,494,386	\$ 65,787,001

Actual Year to Date	
Revenue	Expenses
\$ 8,806,384	\$ 4,615,456
\$ 8,205,302	\$ 4,699,278
\$ 6,360,904	\$ 2,109,686
\$ 201,479	\$ 1,251,649
\$ 434,920	\$ 9,243,636
\$ 47,259	\$ 363,757
\$ 480,383	\$ 601,223
\$ 6,760,480	\$ 6,429,501
\$ 6,781,136	\$ 5,873,540
\$ -	\$ 6,286
\$ 26,875	\$ 1,106,165
\$ 122,968	\$ 161,954
\$ 335,943	\$ 535,283
\$ 38,564,033	\$ 36,997,414

% of Budget INCOME	% of Budget EXPENSES
211.7%	60.3%
79.3%	77.7%
66.5%	56.9%
78.8%	44.1%
46.6%	55.6%
19.1%	83.8%
58.4%	48.2%
52.4%	54.9%
44.4%	47.3%
0.0%	6.3%
1.4%	57.9%
51.7%	48.4%
45.6%	71.3%
67.1%	56.2%

58.3%

Northern Peninsula Area Regional Council
Statement of Cash Flows
For the period 1 July 2024 to 31 January 2025

2024 Actual

Cash flows from operating activities:

Receipts from customers	18,903,932
Payments to suppliers and employees	- 24,756,229
	- 5,852,297

Interest received	367,634
Rental income	1,439,808
Non-capital grants and contributions	19,257,081
Finance costs	- 49,308
Net cash inflow (outflow) from operating activities	15,162,918

Cash flows from investing activities:

Payments for property, plant and equipment	- 13,565,724
Finance lease receipts	
Grants, subsidies, contributions and donations	18,876,858
Net cash inflow (outflow) from investing activities	5,311,134

Cash flows from financing activities

Net cash inflow (outflow) from financing activities

Net increase (decrease) in cash and cash equivalents held

Cash and cash equivalents at beginning of reporting period	2,998,558
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Cash and cash equivalents at end of reporting period	20,474,052
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Cash and cash equivalents at 31-January-2025	23,472,610
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	OPENING BALANCE	Movement YTD	Closing Balance
CURRENT ASSETS			
CURRENT ASSETS			
CASH AND CASH EQUIVALENTS	2,541,052.61	19,076,991.08	21,618,043.69
DEBTORS	2,956,188.79	1,961,876.82	4,918,065.61
STOCK ON HAND	1,005,281.46	-62,573.67	942,707.79
ACCRUALS AND PREPAYMENTS	268,891.51	-4,191,632.35	-3,922,740.84
OTHER CURRENT ASSETS	2,522,498.76	0	2,522,498.76
CURRENT ASSETS TOTAL	9,293,913.13	16,784,661.88	26,078,575.01
NON-CURRENT ASSETS			
AIRPORT ASSETS	11,094,531.05	464,601.02	11,559,132.07
BUILDING ASSETS	43,954,390.29	27,344.35	43,981,734.64
ROAD & DRAIN ASSETS	68,228,132.30	5,616,840.46	73,844,972.76
WATER ASSETS	50,724,881.72	462,119.09	51,187,000.81
SEWER ASSETS	24,549,249.16	0	24,549,249.16
PLANT & EQUIPMENT ASSETS	6,933,803.63	-2,351,483.37	4,582,320.26
INFRASTRUCTURE ASSETS	16,032,406.86	279,096.15	16,311,503.01
COMMUNITY HOUSING ASSETS	12,371,829.28	16,200.00	12,388,029.28
NDFA WIP	4,578,874.66	4,521,531.96	9,100,406.62
LEASED ASSETS NON CURRENT	16,982,012.04	0	16,982,012.04
Local Roads & Comm Infra(LRCI)	96,936.78	51,770.75	148,707.53
WATER & SEWERAGE	310,399.53	0	310,399.53
COUNCIL CONTRACTS	1,680,749.91	1,558,099.75	3,238,849.66
APUDTHAMA RANGERS	262,212.01	2,580.00	264,792.01
NON-CURRENT ASSETS	257,800,409.22	10,648,700.16	268,449,109.38
TOTAL ASSETS	267,094,322.35	27,433,362.04	294,527,684.39
CURRENT LIABILITIES			
PAYABLES	2,677,732.31	-1,291,120.94	1,386,611.37
EMPLOYEE ENTITLEMENTS	1,116,347.59	552,923.19	1,669,270.78
OTHER LIABILITIES	11,201,015.98	220,885.99	11,421,901.97
CURRENT LIABILITIES	14,994,915.51	4,514,052.24	19,508,967.75
NON-CURRENT LIABILITIES			
NON-CURRENT LIABILITIES TOTAL	1,664,971.14	0	1,664,971.14
TOTAL LIABILITIES	16,659,886.65	4514052.24	21,173,938.89
NETT ASSETS/(LIABILITIES)	250,434,435.70	22919309.8	273,353,745.50
EQUITY Total	250,434,435.70	22919309.8	273,353,745.50

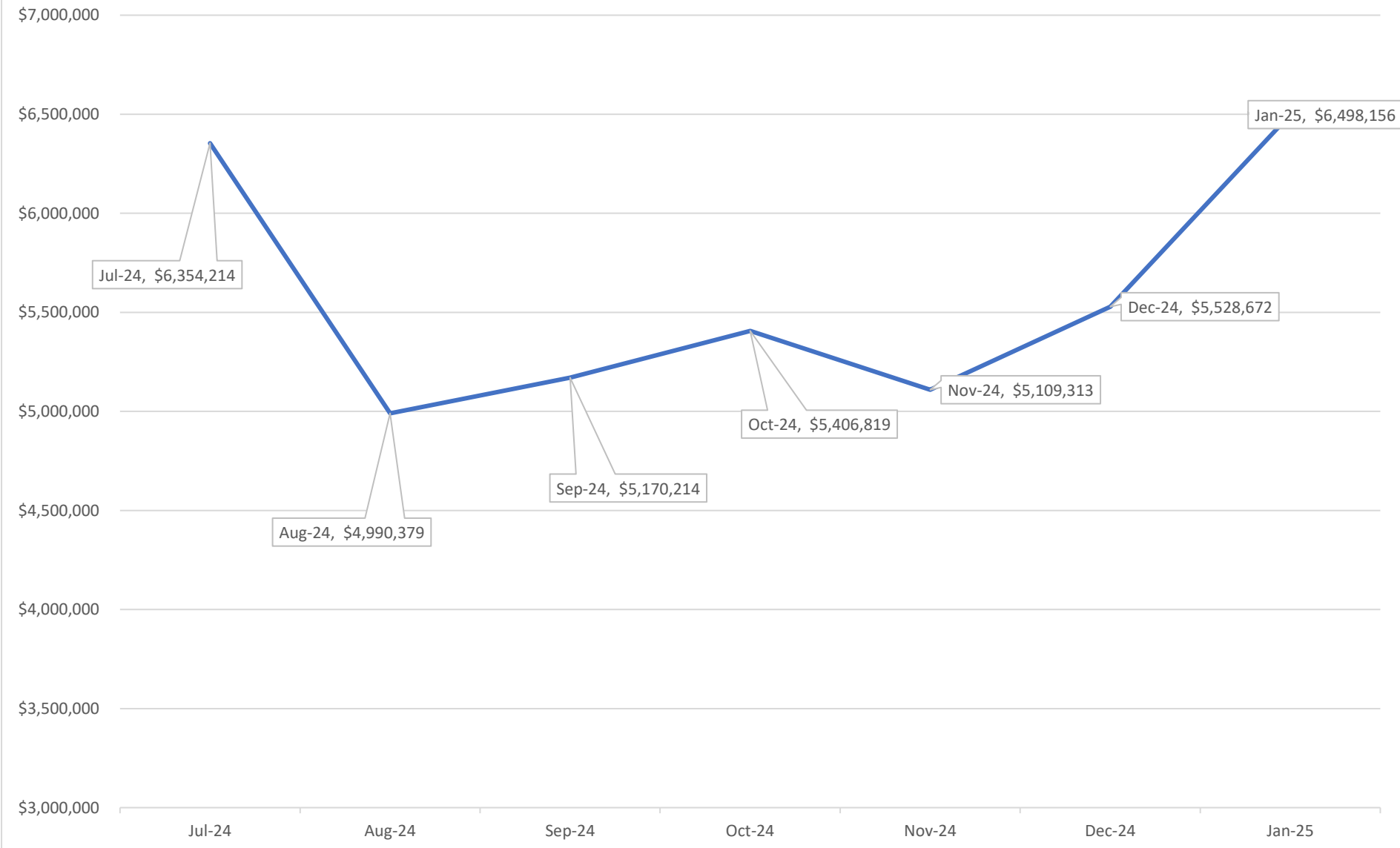
Trade Debtors

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25
Current	\$ 338,453	\$ -	\$ 164,586	\$ 439,794	\$ 617,527	\$ 772,718	\$ 1,445,813
30 Days	\$ 1,573,238	\$ 644,104	\$ 688,568	\$ 376,314	\$ 338,018	\$ 483,068	\$ 622,346
60 Day	\$ 168,659	\$ 142,047	\$ 201,743	\$ 102,276	\$ 90,415	\$ 180,045	\$ 347,495
90+ Day	\$ 4,273,864	\$ 4,204,228	\$ 4,115,318	\$ 4,488,435	\$ 4,063,353	\$ 4,092,842	\$ 4,082,502
Total	\$ 6,354,214	\$ 4,990,379	\$ 5,170,214	\$ 5,406,819	\$ 5,109,313	\$ 5,528,672	\$ 6,498,156

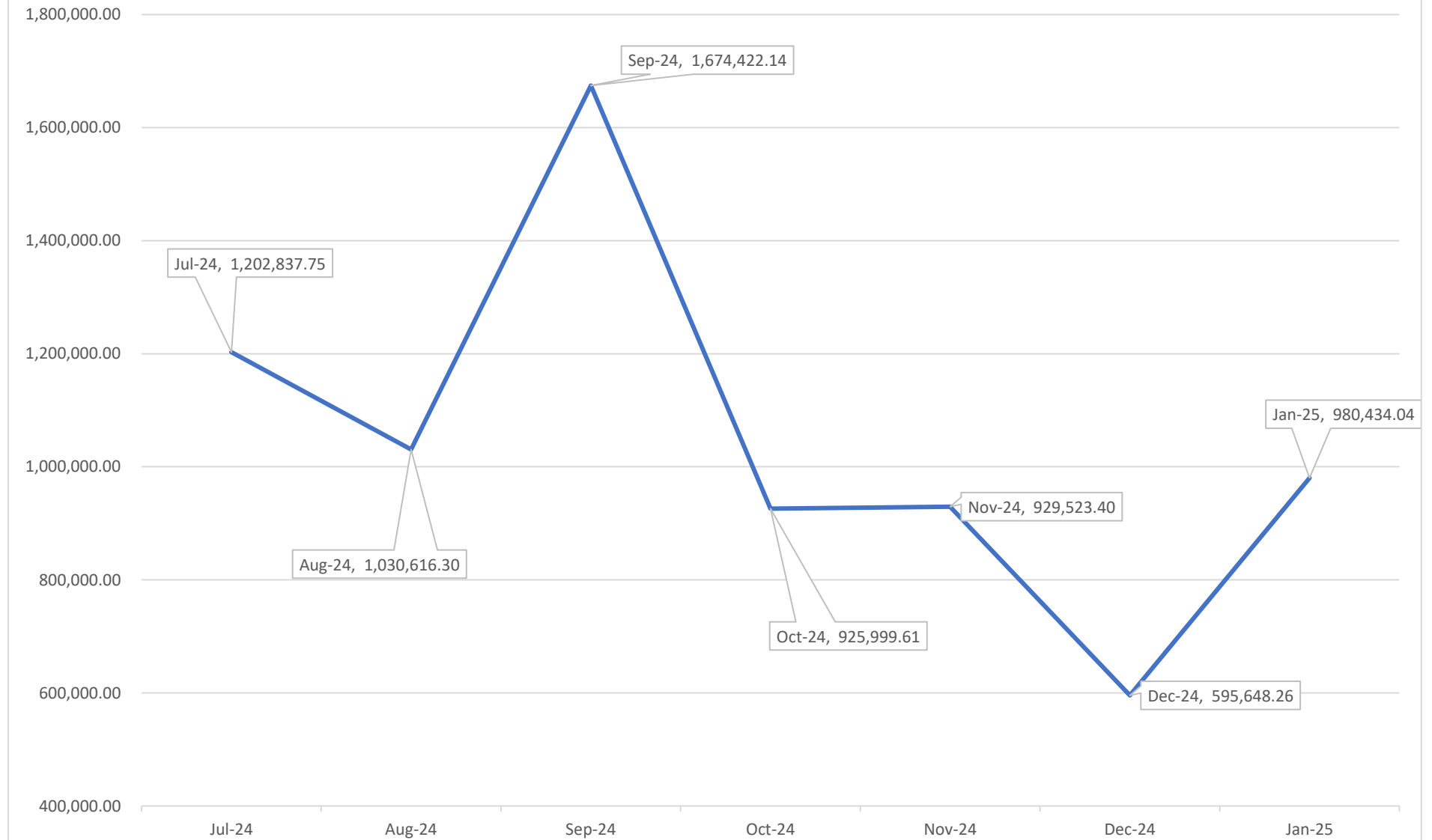
Trade Creditors

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25
Current	\$ 349,910	\$ 997,017	\$ 10,410	\$ -	\$ 774,565	\$ 462,338	\$ 945,168
30 Days	\$ 788,737	\$ 15,440	\$ 1,398,822	\$ 868,047	\$ 124,747	\$ 97,647	\$ (3)
60 Day	\$ 44,529	\$ 105	\$ 239,579	\$ 24,168	\$ 9,084	\$ 8,581	\$ 1,894
90+ Day	\$ 19,662	\$ 18,054	\$ 25,610	\$ 33,785	\$ 21,127	\$ 27,082	\$ 33,375
Total	1,202,837.75	1,030,616.30	1,674,422.14	925,999.61	929,523.40	595,648.26	980,434.04

Total Debtors



Total Creditors





AGENDA ITEM 10.2
ORDINARY COUNCIL MEETING #11
Tuesday 25th February 2025
INJINOO BOARDROOM

10.2 Update from Financial Controller



AGENDA ITEM 11
ORDINARY COUNCIL MEETING #11
Tuesday 25th February 2025
INJINOO BOARDROOM

11. Mayor Verbal Report

Title of Report: CEO Report

Agenda Item: 12

Classification: For Noting

Author Chief Executive Officer

Attachments HR Manager Report

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.

Council Workshop

Thank you to those councillors that attended the council workshop on the 11th February. A friendly reminder of the action to read the information of the Divestment Policy and associated attachments to enable fuller discussions at our next Council Workshop. We do have a backlog of topics to discuss as well as the initial budget workshop in March, so we may have to have a longer workshop.

KEY PROJECT UPDATES

Climate & Economic Development Master Plan Progression

In May 2024, Council adopted the Climate & Economic Development Master Plan (CEMP). Following this, DATSIP secured funds to be able to progress stage 2 of the project.

The NPA Climate Economic Master Plan (CEMP) identifies a range of inter alia, projects, strategies and opportunities that the NPA Regional Council could pursue with respect to emission reduction and climate affirmative projects, economic development, and jobs growth within the region.

Stage 2 seeks to:

- Review and prioritise the proposed initiatives within the CEMP based on key criteria, including:
 - Emissions reduction potential to contribute to 2030 and 2050 affirmative targets.
 - Technical viability and value for money.
 - Alignment with community needs and aspirations.
 - The potential to generate Indigenous employment and economic development outcomes.
 - Suitability/practicality for implementation within the NPA with respect to its unique land tenure and constraints.
- Identify suitable precinct sites to deliver the affirmative action initiatives.
- Develop a clear and concise action plan to realise the affirmative action opportunities.



DATSIP engaged Up North as the consultant to deliver the Stage 2. They are planning to visit in May to discuss opportunities from the CEMP that can be prioritised for the project. This will include specific engagement with council and traditional owners who helped develop stage 1 but also general community consultation as well.

Advocacy Document

The Advocacy Document has been updated following councillor feedback and was emailed to everyone on last week. If you have any last minute feedback please provided ASAP.

Stakeholder Deputations

Thank you to all who attended the first round of deputations with Queensland Education, NPAFACS, ALT, IIAC and Queensland Health. We are currently obtaining confirmations for the next round and meeting invites will be sent.

Technical Working Group

A Technical Working Group was held on the 12th February. Some key matters that were discussed

- Subdivision funding for New Mapoon, Injinoo and Umagico. Financial Approval is being progressed for a hopeful approval by the end of March
- Follow up of JOMs and completion of vacates as there are 18 VOID Maintenance and timeframes
- Ongoing issues with resolving matters at 2,3,4/87 Sebasio St as Transitional Properties
- Outstanding IEOP for QBuild Depot Redevelopment

LDMG Meeting & Exercise

On 18th February, an LDMG Meeting and Exercise was held. The purpose of this was to help upskill local LDMG members to be prepared in terms of potential actions if a disaster was to occur in the region. It was a well attended meeting and exercise with positive discussions.

A request has been made to amend the membership of the LDMG. This received support from the LDMG and is currently awaiting for the necessary information to be provided to update the LDM Plan at a future council meeting.

Councillors Training Skills Assessment

This work is progressing well. It is anticipated to begin meeting with Councillors in early February to commence developing the skills matrix to inform future training plans. This will be key as part of our 2025-26 budget planning.

HUMAN RESOURCES

HR Manager report is attached to this report.

UPCOMING MEETINGS & VISITS

The following upcoming visits and meetings are scheduled.

Date	Time	Purpose	Venue
26/02/2025	10am to 5pm	Trustee Meeting	Bamaga Boardroom
27/02/2025	7.30am to 9am	Business Breakfast	Cape York Peninsula Lodge
27/02/2025	10am to 12pm	Liquor Accord	TBC
28/02/2025	11am to 12.30pm	Meeting with Skytrans	Bamaga Boardroom

02/03/2025	3pm to 6pm	Cairns Community Cabinet	TBC
04/03/2025	1pm to 5pm	Council Workshop	Bamaga Boardroom
05/03/2025	All day	Stakeholder deputations	Bamaga Boardroom
11/03/2025	2.30pm to 7.30pm	Mayoral Networking Event	Parliament House
17/03/2025	1pm to 3pm	<i>TBC – Meeting with TSRA Reps</i>	<i>TBC</i>
18/03/2025	10am to 12pm	<i>TBC – Meeting with DATSIP re IEOPs</i>	<i>TBC</i>
18/03/2025	5.30pm to 7pm	Community Meeting	New Mapoon Hall
19/03/2025	3pm to 5pm	<i>TBC – Prep meeting for David Kempton Visit</i>	<i>Bamaga Boardroom</i>
20/03/2025	11am to 1pm	<i>TBC – Visit from David Kempton</i>	<i>Bamaga Boardroom</i>
24/03/2025	9am to 5pm	Council Meeting	Umagico Boardroom

ADMINISTRATION

Skytrans has requested review of the current Booking Agreement. This identified that NPARC has not been charging its commission on ticket sales and this is currently being resolved with Skytrans. Skytrans are being very resistant to providing the required information to resolve this issue. It is a proposed topic for Friday's meeting with Skytrans.

Skytrans has recently upgraded its booking software that allows data to be compiled. As shown below, there are high numbers of agency bookings being made by NPARC staff.

July - 402
August 573
September - 365
October – 495
November – 355
December – 234
January - 304

REGULATORY SERVICES

Managers report to this meeting

EH Plan

Thank you to those councillors who attend the session with Public Health to discuss the draft Environmental Health Plan. As discussed, there were 4 priorities identified from the community consultation

- Domestic animals and visiting vet services
- Safe Drinking Water
- Healthy Housing
- Waste Management

Timeframes are currently being attributed towards action items for the plan to be brought to a future council meeting. Any feedback from Councillors is welcomed if they would like to forward through.



Northern Peninsula Area Regional Council

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Email: hrmanager@nparc.qld.gov.au

HR Monthly Report

Author: Leonie Ishmail - HR Manager

Authorizer: Kate Gallaway – CEO

Attachments: 0

Purpose of Report: HR Monthly Report – February 2025

Team:

Leonie Ishmail – HR Manager

Joyce Soki - HR Advisor

Michael Madeley – WHS Coordinator

Dale Salee – WHS Trainee

Human Resources

1. Employment Outlook

Total number of employees currently employed by **NPARC: 270.**

Current number of employees -

- Full Time – 149
- Part Time – 10
- Casual – 111

Resignation/Terminations

Name of Employee	Position	Department
Seaniqua Unwin	HR Administration Support	Executive
Glendon Woosup	Manager Injinoo Service Station	Community and Regulatory Services

2. Recruitment

Currently, there are ongoing recruitment efforts at NPARC to fill key positions across various departments. The recruitment team is actively reviewing applications, conducting interviews, and assessing candidates to ensure that only qualified individuals are selected. Updates will be provided as new hires are finalised or as positions are filled. The focus is on securing talent with the right skills and experience to support NPARC's operations and growth in the coming months.

Positions Advertised:

Position	Status
Sports and Recreation Coordinator	Readvertised, closed 14/02/2025. Reviewing applicants.
Events Coordinator	Readvertised, closed 14/02/2025. Reviewing applicants.
Events Officer	Readvertised, closed 14/02/2025. Reviewing applicants.
Laborer Carpenter	Advertised, closed 17/02/2025. Reviewing applicants.
Qualified Carpenter (x2 positions)	Advertised, closed 17/02/2025. Reviewing applicants.
Trade Apprentice – Carpenter (x2)	Advertised, closed 17/02/2025. Reviewing applicants.
HACC Yards Person (casual)	Advertised, closed 17/02/2025. Reviewing applicants.
HACC Support Worker/Floater (casual)	Advertised, closed 17/02/2025. Reviewing applicants.
HR Administration Support (Trainee)	Advertised, closed 17/02/2025. Reviewing applicants.
Manager Injinoo Service Station	Advertised, closed 17/02/2025. Reviewing applicants.
Customer Service Officer (Trainee)	Reviewing applicants.
Senior Executive Officer	Interview process

New Appointments

NPARC is pleased to announce several new appointments across various departments, strengthening our team and bringing in fresh expertise to support the continued success of our operations. These new team members bring experience and knowledge that will contribute to the organization's growth and efficiency. We look forward to welcoming them and are excited about the value they will add to the NPARC team.

<u>Position</u>	<u>Status</u>
Marella Toby	Jardine Ferry Administration Officer
Stanley Elu	Handyman – Property and Facilities
Shaun Jacob	Mechanic Team Leader
Ray Sailor Jnr	Mechanic (casual)

NPARC Apprenticeship and Traineeships.

The Department of Employment, Small Business, and Training has allocated two positions to NPARC following a competitive bidding process for the 2024 First Start Program. NPARC has been awarded:

- **1 Apprenticeship** – Allocated to the Building and Infrastructure Department
- **1 Traineeship** – Allocated to the HR Department

Recruitment for these positions have been advertised in **February 2025**, with further updates to be provided in the next report.

Status: Ongoing

The Department of Housing has allocated funding for 10 trainees under the First Nations Workforce Pathways Program. These trainees will be engaged in a Certificate II in Indigenous Housing Repairs and Maintenance Traineeship.

The recruitment process has not yet commenced, as HR is seeking further clarification from the Building Manager. Updates will be provided as discussions progress.

Additionally, NPARC currently has one apprentice who has commenced block training in Diesel Mechanics in Cairns Tafe.

Status: Ongoing

Upcoming Training

There have been no training sessions conducted or reported during this period. Further updates will be provided once training activities are scheduled or completed.

Funding

The Department of Employment, Small Business and Training has allocated funding under the Growing Workforce Participation Fund for the Skills Audit and Training Plan Project at NPARC. This initiative aims to improve staff retention, reduce shortages, and enhance career progression for Aboriginal and Torres Strait Islander staff by creating individual skills profiles and training plans.

The project will:

- Identify employees' skills, interests, and aspirations.
- Develop individualized training plans to improve job fit and career growth.
- Enable staff to take on higher duties, allowing unemployed Indigenous residents to fill their previous roles.

Recruitment and retention challenges are widespread in remote local governments. The 2022 Local Government Workforce Skills and Capability Survey found that 89% of surveyed councils faced skills shortages, and 70% reported project delays due to workforce gaps. NPARC, where 95% of employees are Indigenous, is addressing this by upskilling local staff for professional, managerial, and supervisory roles instead of relying on external recruitment.

To achieve this, Council will:

- Engage a Workforce Planning Specialist to design an interview survey capturing both technical and soft skills.
- Conduct interviews to align training with employee aspirations.
- Appoint a Project Coordinator and a small support team for implementation over 12 months.
- Integrate training plans into Council's Training Program, combining formal education, mentoring, and on-the-job training.

This approach ensures long-term workforce sustainability and career development within the local community.

Recruitment for key positions in this project will commence shortly, with updates to be provided to Council as progress is made.

Status: Ongoing

Work Health & Safety

Workplace Health and Safety is crucial for ensuring employee well-being and reinforcing NPARC's commitment to a strong Safety Culture.

Achievements

Here is a summary of key achievements and progress on operational deliverables:

- Discussions with LGW regarding costs of transitioning from WorkCover to the LGW Scheme for RRTW.
- Forklift training completed, with HRW licenses obtained for all participants.
- Ongoing updates and implementation of the SafePlan system.
- Successful return to work for a long-term outstanding employee.
- Continual identification of training needs and updates to the Training Matrix.
- Safety catch-ups with FNQ Councils, organized by WorkSafe QLD (ongoing monthly).
- Active participation in "Take 5 for Safety" across workgroups.
- Involvement of managers, supervisors, and HSRs in workgroup hazard inspections.

These efforts contribute to improving workplace safety, training, and operational efficiency.

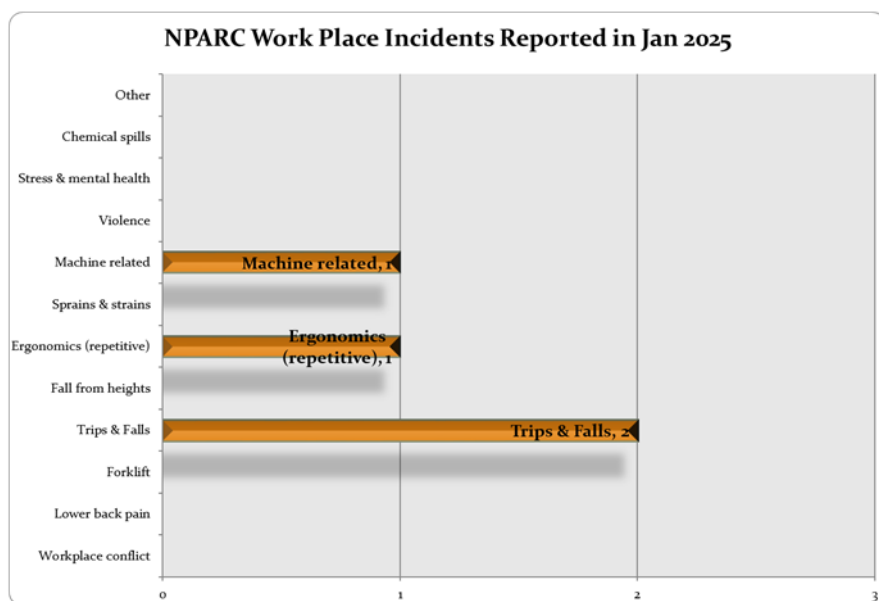
Staffing

The unit is currently operating with two staff members, additional positions may be required to support WHS initiatives.

Incidents

Summary of recent WHS incident activities:

- **4** Incident/Injury Reports
- **6** Hazard Reports
- **6** Hazard Inspections Completed



These activities reflect ongoing efforts to identify and manage workplace risks.

WHS Induction

No WHS inductions have been conducted recently. Arrangements are currently underway for new staff inductions.

WHS Training

- Training required for Managers & Supervisors on WHS 2011 obligations to ensure they do not expose workers to risks.
- Awaiting quotes from LGAQ for training in Work at Heights, ACDC Chemical, Confined Space, and First Aid.

Toolbox Meeting

These sessions help reinforce workplace safety and awareness among staff.

- 2 Take5 Guides Issued
- 3 Toolbox Talks conducted.

Workcover cases

Cases are being actively managed to support employee recovery and return to work.

- 2 Ongoing WorkCover Claims
- 1 New Claim

Rehabilitation And Return to Work Co-ordinator:

No new updates to report at this time.

Site Inspection

No new updates to report at this time.

Complaints received:

No complaints received.

Safety Awareness Bulletins sent out:

- Melioidosis
- Working outdoors
- Office Safety.
- Personal Hygiene
- Lighting in the workplace

Impact

- Our ongoing involvement across all work fronts is positively contributing to NPARC's efforts in fostering a stronger safety culture.
- Engagement from Managers and Supervisors continues to improve.
- A major incident occurred involving an NPARC load on a truck striking powerlines; an investigation is currently underway.
- Major breakdown which stopped the ferry. Temporary procedures were implemented until long term issues rectified.

Concerns for Improvement

- Ongoing rollout of the SafePlan system, with a focus on future proofing WHS for practical implementation.
- Policy updates remain slow – the Drug & Alcohol Policy has been pending finalisation. Until completed, employee testing cannot proceed.



AGENDA ITEM 13
ORDINARY COUNCIL MEETING #11
Tuesday 25th February 2025
INJINOO BOARDROOM

13. Presentation from Advisor

Title of Report: January Operations Information Report

Agenda Item: 14.1

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

Robert Bottger (Project Manager - Roads)

1. Umagico to Bamaga Cycleway

- Works completed in January is as follows:
 - Installation of Nona Creek bridge (adjacent floodway)
 - Relocation of bridges in Umagico to align with Mara Street
- Responses to the latest batch of design review comments from TMR.

Forecast Activities Next Month

- Responses to the latest batch of design review comments from TMR.
- On site works paused due to concrete supply issues.

2. Bamaga to Seisia Cycleway

- Completed

3. NP1 – Ferry Road Southern Approach

- No activities undertaken during January

Forecast Activities Next Month

- No activities planned for February

4. NP2 – Ferry Road Northern Approach

- A constructability review of the finalised detailed design was undertaken in January.

Forecast Activities Next Month

- Tender to be advertised in February / March.

5. Environmental Management Register – Removal of Lot 7

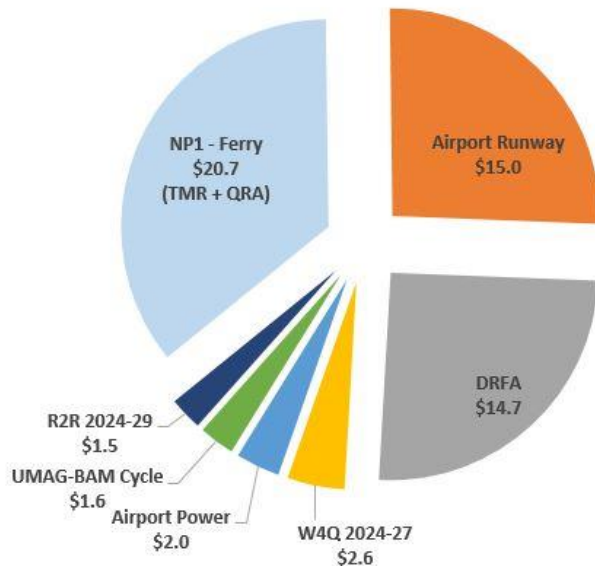
- A Preliminary Site Investigation Report has been prepared and was discussed with Gus Yates. Council supported the report which was issued to the Contaminated Land Auditor (CLA) for review.
- CLA reviewed the report and had some comments on the proposed environmental sampling requirements. Aurecon engaged directly with the CLA and negotiated the removal of wells from the requirements.
- Aurecon is currently preparing a variation to cover services to undertake environmental sampling and reporting.

6. Grant Applications

- Council has been advised they were successful with several grant applications under the Housing Support Program – Community Enabling Infrastructure scheme, including the following project:
 - Bamaga 20 Lot Social Housing Development
 - Umagico 9 Lot Social Housing Development, Stage 3 – Mooka St
 - New Mapoon Social Housing Development – Langie Draha St Upgrade
 - Seisia 32 Lot Residential Development
- Council resubmitted the application to upgrade the Ferry Road section south of the Muttee Heads turnoff, under the Safer Local Road Infrastructure Program (SLRIP). This application was submitted on 31 January 2025.
- Council submitted a grant application under TMR's 2025 Cycle Network Local Government Grants Program on 30th September
 - Application is for funding to construct the New Mapoon to Seisia Cycleway, currently under design.
- An NPARC Access Road strategy was prepared at the request of TMR to support TMR's funding allocation request for the next stage of the Cape Access Roads Program (Stage 3) program. This was submitted 28 October 2024.

The below Pie Chart demonstrates grant funding for 2024-25 financial year.

Capital Works 2024-25 Grants (58.1M)



7. 2023 REPA Town Streets (3105-4810)

- New Mapoon Designs to be completed and reviewed by PM ready for Tender process. Survey of Injinoo and Umagico is 100%, design of these Communities in underway. Bamaga survey is progressing.
- Forecast activities next month**
 - Purchase more Principal Supplied reinforcement.
 - Tender remainder of the town street package over the coming months.

8. 2023-24 TC Jasper - Emergency Works (3105-4811)

- Claim for \$545,000 fully approved by QRA, Payment received, offset against other cash Advances.

9. 2023-24 TC Jasper – Major Roads (3105-4812)

- All works completed. Finalising Gravel Pit Dockets and commencing acquittal of program

10. 2023-24 TC Jasper – Minor Roads (3105-4813)

- All works completed. Finalising Gravel Pit Dockets and commencing acquittal of program

11. 2022-23 QRRR (QRA) Airport Power Line (3105-4850)

- This project is jointly funded with ATSI TIDS contributing \$439.5K and QRA providing an additional 1.63M. Total project value \$2.05M.
- Ergon has completed the design phase. Ergon is finalising the Environmental Approval with the State Govt to enable the roadside tree clearing to occur. It is anticipated that construction will be completed by the end of June 2025.
- Connection scope from the Ergon Pillar Box to all the current facilities at the airport including the terminal, strip lighting, fuel, house, generator, etc. Contractor engaged for this project. Works forecast to commence on site April 2025.

Forecast Activities Next Month

- Ergon prestart for easement clearing/.

12. Sebasio Street Powerline Upgrade

- New poles delivered before Christmas. Works commence in April 2025.

12a. 2025 REPA Program

- PM Inspection of recent storm damage. Council requested Event Activation through QRA
- Programmed to complete road damage evidence across whole of Shire in Mid March 2025.

13. W4Q 24 – 27 Project updates Update

- Strategic Planning Projects \$520,000.00
 - This project will deliver planning projects that support strategic planning for:
 - a) Future industrial and commercial areas across the communities of the NPA
 - b) Cemetery expansion/renewals across Injinoo, Umagico, Bamaga & New Mapoon.
 - c) Open parks and space strategy for whole of NPA –inform and guide future investment in parks and recreation spaces across five communities.
 - d) Rodeo grounds – community consultation, concept design and precinct planning for future new facility for Rodeo events.
 - e) Local Waste Strategy – to tailor regional strategy to local needs.
 - Asset condition assessment reports to inform the ongoing development asset management for council. (MENTOR APM)
 - Proposed commencement is March 2025 with an estimated completion by mid-2026
 - External specialist consultants will be engaged via Local buy to undertake these planning projects on Councils behalf.
 - Given the fixed budget and breadth of the above scope deliverables will need to be prioritised to ensure the budget is not exceeded.
- Jardine River Vessel Upgrade \$350,000.00
 - Aurecon has been approached to assist operations with managing an tender process to engage a suitably qualified contractor to undertake the repairs.

Parks & Gardens

Community maintenance was completed in Injinoo, Seisia& New Mapoon, Community Maintenance has commenced in Bamaga and is scheduled for Umagico once Bamaga is completed.

There have been some breakdown's with the ride on mowers, with the workshop repairing these with some delays for parts.

Contractors have been engaged to assist in some areas during January.

Additional Snap Send Solve internal request tasks responded to are listed below:

- Radio station Bamaga
- Anu St Walking Path
- Waiting Shed Seisia wharf
- Overgrown trees Adidi street
- Overgrown pathway Adidi street
- Lui Street clean up

Works

Works Manager is presenting to Council Meeting this month covering off on Roads, solid Waste and Waste Water.

Water

The month of January continued to be a relatively easy month with the onset of the wet season and the significant reduction in water consumption.. All community reservoirs are full and the sprinkler ban signs have been removed. This has allowed for some plant shutdowns to occur to be able to catch up on some planned maintenance works. The replacement of pumps and some minor leaks around the plant have been completed. The next few weeks will see more maintenance tasks being completed while downtime can be afforded with the reduction in consumption. One of these maintenance tasks will be the servicing of all fire hydrants within the NPA, these will require some small water outages during this process. The recently repaired Jardine river pumps are performing well and arrangements are being made to send the failed pump and motors away for refurbishment. We are awaiting seaswift to pick up some that we scheduled to be sent for refurbishment which once completed will mean we now have spare pumps onsite.

Rainfall in Bamaga was recorded at 266.2 mm, which is below the average, recorded for January of 437.2 mm.

Total Water Production (Filtrate) Volume for the Bamaga WTP for the month was 131.30 ML, averaging 4.23 ML/day.

Membrane PDT results for Trains A and B remain at 8 and 12, respectively. These results are being monitored as we have seen a slight increase this month. All equipment, including but not limited to the replacement membranes and paddle blinds, is onsite. Veolia will continue monitoring and tracking PDT results and the condition of the current membranes to determine the replacement date and mobilise any additional personnel and spare tools to expedite the replacement process.

Veolia has been working with the State Government on the proposed WTP CMF Upgrade, facilitating funding efforts supplying all necessary supportive material and information. Further discussions have been held with identified stakeholders, with some additional information requested. Further meetings have commenced with the state advising that they have engaged with a consulting company to begin the review process.

A water leak has been identified from the clear water tank and reported to the state as this will be a warranty issue. Raven tanks placed their drone the the tank to try identify the leak and have given their findings to the state. The state engaged with ATM tanks to rectify this leak, at which they attended the site and completed these repairs. We will continue to monitor and advise if any further issues arise.

8 residential leaks were inspected and handed over to NPARC.

5 commercial leaks were inspected and handed over to NPARC.

1 mains leaks were identified and repaired.

There were 0 new service requests and 0 new service installations completed in the period.

There were 0 OHS incidents, 0 environmental incidents.

Workshop

Summary of works carried out during January:

- Jardine Ferry ignition and Starter motor issues.
- Bandit Garbage truck lift arm.
- Iveco Garbage truck lift arm

SUMMARY OF COMPLETED JOBS			
SERVICE – PM	BREAKDOWN	SMALL PLANT	TYRES
2	9	11	8

Our first stocktake for 2025 was conducted at the end of January. Alice have completed a 2-day training with Ray and Shirley on how to enter the inventory into the PCS.

Recruitment has occurred and been completed for the following positions with new staff starting in February

- Workshop leading hand – Shaun Jacobs
- Workshop Mechanic – Encemo Sailor

Rangers

Daily operational task –

- Vehicle checks
- Safety Toolbox & take 5
- Ranger Vessel washdown & parked in shed before Xmas break
- Road Checks & road clearing
- Cleaning of amenities block Somerset & Muttee Heads
- Check swimming areas if it's clean and put more rubbish disposal signs up
- Biosecurity Fee for Service - (all biosecurity activity is submitted to biosecurity through their Top Watch app)
- Croc sightings in and around our coastal areas
- Night patrol with DES
- Set up Camera up at the Sewer and Injinoo boat ramp to monitor for the Croc that has been sighted in the area
- File a croc sighting report to DES
- Putting up croc signs
- Education & awareness during the weekend with local hunters (only if I get a call that hunters are cutting up at the boat ramp where crocodile have been sighted)
- Rangers supplied firewood to cooking areas for sorry business in Bamaga (firewood picked up during road cleaning)

- Had rangers on call during Christmas break but only had two call out for small fallen tree on Somerset road, croc sightings and awareness around crocs and jellyfish just to remind families to be careful.
- New warning signs installed from Injinoo to Seisia for jellyfish, crocodile, submerge objects and swimming not advised (signs were ordered by community services)
- Retrieve turtle monitoring temperature loggers from Jardine Beach installed by Rangers & CYNRM during the camp Sept/Oct 2024
- Weed mapping of area where weeds are identified on country where rangers drive around sighting weeds in an area and how much
- Grave site cleaning Muttee Heads & Somerset
- Vegetation Management around signs on country and biosecurity traps



Airport

The NPA airport has remained operational through January.

Sales figures for January are as follows:

Sale item	Monthly Totals	Comments
Jet A-1 litres	13,899	
Jet A-1 sales	\$37,527.30	
Avgas litres	267	
Avgas sales	\$921.15	
Landing fees	\$3,395.79	
Passenger tax	\$152.72	December
Parking Fees	\$0.00	December

Sale items	Skytrans	Other airlines	Total
Flights in/out	42	80	122
Passengers in/out	1,291		1,291

Major Maintenance issues identified/corrected.

Boundary Fencing	Awaiting outcome of grant application. Materials for a small repair around the apron and storage area have arrived. Quotes to be sourced from fencing contractors to erect
Main Generators has faulted	Replacement generator to be installed when Workshop and electrical contractor both have time available
Fuel Supply	NQ Petro engaged to: - Replace Point of sale equipment

Airport HR - Nothing to note for January.

Batching Plant

Staffing

- Keith van Woerkom – Manager
- Keas Blarrey – Acting Supervisor Batching Plant
- Graham Wasiu – Truck Driver
- Denson Missi – Truck Driver/labour
- Mickey Pablo – Casual Truck Driver/Labour
- Sebastian Kiwat – (Plumber) – Driver when staff away/leave/sick

Stocktake as at 31/01/2025.

Stock Item	Opening Balance (31/12/24)	Closing Balance (31/01/25)
Fine Sand	36 (T)	90 (T)
Coarse Sand	429 (T)	311 (T)
10mm Aggregate	264 (T)	162 (T)
20mm Aggregate	465 (T)	280 (T)
Cement	45.6 (T)	94 (T)
Premixed	11 (T)	9 (T)
Water Reducer	3,175 (Ltr)	3,000 (Ltr)
Retarder	1,175 (LTS)	1,100 (Ltr)
Fibre Crete Fibres	174 (boxes)	166 (boxes)

Sales

Product	Volume	Value (\$)
32 mpa concrete (m ³)	94	\$138,650.00
25 mpa concrete (m ³)	215.4	\$274,635.00
20 mpa concrete (m ³)	0	\$0.00
Block / core fill (m ³)	27.5	\$34,512.50
K&C (m ³)	0	\$0.00
Premix Blend (m ³)	1.8	\$2,019.60

20mm Aggregate (m ³)	6	\$1,803.00
10 mm Aggregate (m ³)	0	\$0.00
Coarse Sand (m ³)	16	\$2,215.00
Fine Sand (m ³)	0	\$0.00
Totals		\$451,816.28

Challenges

- There is an ongoing issue through January and February with water getting into the silo and creating cement rocks which blocks which jam the valve at the bottom of the silo.
 - Different causes have been investigated, diagnosed and process changes implemented.
 - The Silo has been completely emptied and the interior inspected.
 - This issue is ongoing, with another process change being implemented at the time of writing this report to overcome this ongoing issue.
- Current estimated demand for concrete during the 24-25 wet season exceeds the volume of screenings and coarse sand available on site.
 - Batching plant has negotiated supply for structural works with the two major building contractors in the NPA to allow them to continue until more screenings and coarse sand can be imported after the wet season.
 - Batching team have made enquiries with regional bulk tug and barge operators re the availability and cost to charter a barge to cart materials from Cairns.
 - Skardon river
 - Unable to assist
 - Estimated cost of \$135,000.00 calculated from day rate supplied by P Fraser and estimated steaming days
 - Barge cost only no material supply / load / unload cost
 - Seaswift
 - Booked out for the next 6 months
 - Carpentaria contracting
 - Willing to assist
 - Verbal estimate \$500,000 + the cost of a load stacker
 - Barge cost only no material supply / load / unload cost
 - Have not been able to source quotes to hire a load stacker

Achievements

- Although delays have occurred concrete has been produced and supplied to costumers through the issues with the Silo.

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
Parks and Gardens Supervisor
Ranger Coordinator
Workshop Manager
NPARC Project Managers
Airport Manager
Batching Plant Manager

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

Agenda Item: 14.2

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, Regulatory departments and enterprises.

Community Services

- A Christmas Lights competition was completed with photos of winners to be put into our media page.
- The Community Services team remained dedicated to providing quality services across the IKC, Sports and Recreation, Art Centre and Events departments.
- Focus areas included:
 - Funeral assistance.
 - Facilitating community meetings and events.
 - Preparations for the Anzac Day.
 - Mud rally preparations.

Sports and Recreation

- Catch up with Grants.
- Planning night events Touch, Volleyball, just dance
- Oval need Urgent maintenance upgrades.
- Fence needs upgrading as well.
- Keys need to be in a series, to many keys for each padlock.

Met with Terry: JNR league and also sponsorship for Travel

Met with Scotty: funding for oval major upgrade

Wendy Phineasa: To confirm building assessment

Events


Events that are in planning;

- ANZAC day ceremony
- MABO day celebrations
- MUD Rally 4X4 competition – this was delayed due to the late onset of wet conditions making it impractical to hold on the Australia Day Holiday.
- Fishing Competition – pending budget
- NPA Annual Show – pending budget
- Coming of the light celebration



EVENTS CALENDAR 2024

NORTHERN PENINSULA AREA REGIONAL COUNCIL

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
			25th Fri; Anzac Day 	2nd Fri; Umagico Day 5th Mon; Mud Rally	3rd Tue; Mabo Day Celebration 27th-28th Fri & Sat; Fishing Comp
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
1st Tue; Coming of the Light 7th-11th Mon-Fri; NAIDOC Week		1st Fri; Injinoo Day 8th Mon; Bamaga Day	2nd-4th Thurs-Sat; NPA Show Day 17th Fri; Seisia Day 23rd-25th Thu—Sat NPA Sports Carnival	14th Friday; New Mapoon Day 9th-16th Seniors week	24th Christmas Lights Comp 31st New Years Fire Works

For more information please contact Community Services :

Ph: 4048 6600 | Mob: 0436951783 | Email: events@nparc.qld.gov.au

Swimming Pool

- Operating Hours: CLOSED until further notice.
- Backwashing and draining of the pool required due buildup of algae over the Christmas periods.
- 3 Quotes being sourced.
- Currently have 3 Lifeguards qualified.



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:

Staffing

- All IKC's have set workers.
- Ongoing recruitment for casual positions in all IKCs is planned.
- Need to recruit casuals workers

Outcomes

- Increased participation in programs at the IKC
- First 5 Forever programs
- Young Mums & bubs
- Probation & Parole,
- Housing,
- Front and back door repaired after break-in.

IKCs challenges

- IT issues, particularly for Seisia IKC
- Persistent phone line issues in Seisia & Umagico
- Space constraints
- Vehicle challenges

- IKC break in – Umagico. Police report completed. Centre was vandalised

Art Centre

- The Art Centre manager has confirmed he will not be staying on to further his employment with NPARC, he will cease on the 4th March 2025.
- Completion of the Midyear report for IVAIS
- Now in the second half of the first-year funding. The art center is funded until July 2026 with a total of \$80,00.00

Workshop with Marian Wolfs:

The workshop had 6 participants learning new skills that build on existing knowledge. We made transfers to print on wet ceramics. This technique allows the artists to use their painting skills.

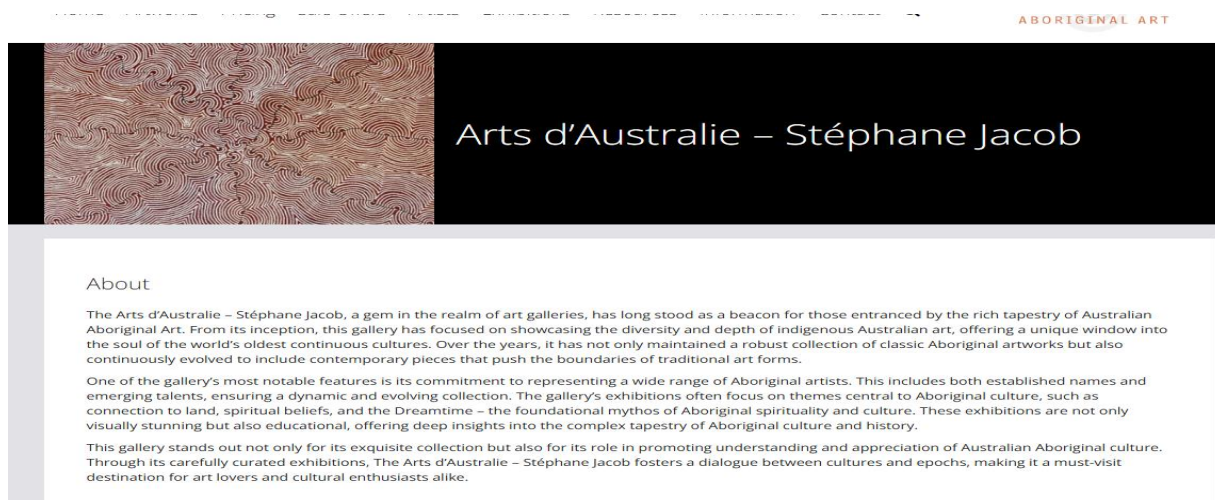


The art center welcomed the Happy Women group for a session to create rat on ceramics. The workshop was warmly welcomed. The outcomes surprising.



New Business opportunities

The Manager has been in touch with a Parisian Gallery promoting Australian Indigenous art. They are very much interested in our work once we have developed the skills of artists.



Home and Community Care

A summary of current operations within the Aged Care & Disability services

Staffing

The current staffing structure is as follows:

- Current staffing – 9
- 7 x Full time staff
- 2 x Casual staff

1 x Manager (FT)

1 x Coordinator (FT)

0 x Yardmen

1 x Cook (FT)

1 x Transporter (FT)

1 x Receptionist, (C)

3 x Support Care workers (FT)

1 x Floater (C)

Several staff members are going above and beyond to ensure client-focused services are delivered effectively, often stepping outside their designated roles to support the team. In addition to fulfilling their own responsibilities, they are readily jumping in to fill gaps and assist with tasks beyond their positions, ensuring smooth operations across all areas.

Scope of Delivery

Aged Care & Disability Services currently provides the following:

4 x support workers and floater - 10 clients each

1 x support worker relief cook.

Services delivered include:

- Transportation: Providing group transportation for activities, Meal drop off, shopping, medication pickups, and health appointments.

- Meals: Offering daily lunches and dinners from Monday to Friday.
- Domestic Assistance: Clients are assigned domestic assistance based on their care plans
- Personal Assistance: Provided according to individual care plans.
- Social Support Individual: Tailored to each client's care plan. Medication pickups.
- Social Group Activities: Scheduled for Tuesdays and Thursdays.
- Yard Maintenance: Scheduled as required. No less the 3 weekly.

All services are documented to meet reporting and record-keeping requirements.

Most staff at the centre are committed to meeting our clients' needs and continuously improving our services. However, consistently delivering service has been challenging due to being short-staffed and the need to reassign team members to different roles. Despite these challenges, we remain dedicated to addressing any service gaps and carefully managing delivery to avoid over-servicing in any areas.

Achievements

- Initial MOU meeting with hospital and NPAFACS successful
- Cert III individual support course grant funding approved. Commencement 21st Feb 2025.
- Business plan proposed for training Laptops and secure trolley – approved \$34,500 allocation. 3 Quotes received.
- E'Tools grant money application commenced to assist with software updates do to Aged care reforms.
- SDAP program approved. Awaiting for Panel members / organisation to be allocated.
- Communication from staff regarding personal leave has improved.
- Client contribution options explored.
- SSI (Senior Social isolation) funding approved.

Data

- Data is recorded daily and consistently entered into the compliance spreadsheet.
- The data collected shows a notable trend of over-servicing across most service types.
- Meal quantities have increased due to a rise in the number of clients.
- A significant proportion of clients are actively engaging in activities.
- Feedback received and servicing statistics are improving.

Feedback that over servicing statistics are improving.

Impact

- The demand for meals has increased significantly with the growing number of clients, leading to more meals being provided than anticipated, without client contributions.
- Social support services for individuals are experiencing a notable rise and require close monitoring.
- Overall, the community's needs are being effectively addressed.

Gaps

- Staffing gaps: Gaps have been observed during leave periods (annual, carer's, personal), emphasising the need for additional casual staff. The transporter's frequent absences have led to other workers handling meal deliveries.
- Maintenance: requests for upkeep and repairs around the aged care centre have been submitted. These tasks included addressing various issues to ensure the facility remains safe, functional, and comfortable for residents and staff.

Challenges

- ETOOL's: The E-Tools system is administratively intensive, and the training required is quite demanding. All information within the system must be accurate and up-to-date before the Government reform rollover. To ensure compliance and smooth operation during this transition, additional staff will be necessary to manage the increased workload and ensure that all data is properly entered and verified. This will assist in meeting compliance standards and prevent any delays or errors during the implementation of the reforms.
- Casual Pool Staff: Additional casual staff are needed to cover absences, with a particular focus on hiring male staff to ensure culturally appropriate client support.
- Front Electric Gate: Requires several repairs, including the installation of a roller, servicing of electronics, and replacement of a missing bar. Quote received. Waiting to be actioned.
- A/C in kitchen: Requires repairs.
- The garden shed was broken into, and paint and fuel was stolen during the incident. 1 fuel drum was recovered. A police report has been filed, and authorities are investigating the matter. Additional security measures will be reviewed to enhance the security of the premises to avoid any future thefts or damage.
- Over Servicing: There is a need to address over-servicing across all areas to improve efficiency and reduce costs.
- Daily Statistics: Staff members are not consistently completing the daily statistics necessary for accurate record-keeping, which is impacting proper documentation.

Recommendations

- Restructure Services: Revise and streamline all services to improve effectiveness, address over-servicing, and reduce costs. Cont..
- Client Contributions: Develop and implement a system for clients to contribute towards the services they receive.
- Service Reduction: Adjust services to align with CHSP and HCP guidelines.
- Casual Pool List: Retrieve and review the list of casual pool workers to ensure availability and coverage.

Injinoo Service Station

STAFFING

- Recruitment is underway for a new manager, as Glendon has resigned.
- January was challenging for the Service Station due to staffing shortages, caused by leave and other absences.
- The current roster includes 2 full-time staff and 4 casuals.
- Despite challenges, the team worked productively to provide services to the community.
- Staff appraisals and reviews are planned for the start of the new year, after the holiday period.

ACHIEVEMENTS

- Fuel, powercards and other stocked items readily available to customers
- Constant sales and customer relationship
- Continued progress with Outside Payment Terminal 24-hour fuel works, with initial administrative communication and applications between NPARC and NQ Petro.
- Monthly Stocktake started.

IMPACT

- Satisfied Customers
- Community receiving essential living goods.
- QLD Freight Discount helping lower higher cost of living.
- Ensuring NPARC and other businesses can operate by providing fuel.

GAPS

After-Hours Fuel Availability

- The current Compact device is outdated and incompatible.
- A new device and system installation is about to commence.

Hot & Ready-to-Go Food Sales

- Requires a dedicated section and appropriate equipment in the shop.
- Needs to be incorporated into the proposed shop floor plan.
- Training, certification, and process implementation are necessary to ensure quality service.

Display Fridges and Freezers

- Additional fridges and freezers are needed for increased space and sales.
- Coca-Cola may supply fridges if products are ordered from them.

Workplace Health & Safety (WHS) Review

- A hazard inspection checklist and report will be conducted with the WHS team.
- Recommendations will follow to improve safety standards.
- Ensuring continuous safety improvements benefits staff and customers.

Unleaded Fuel Supply Challenges

- Persistent delivery delays of approximately one week per order.
- Caused by carrier asset issues and limited availability of IBC Fuel Tanks.
- Tanks are shared among multiple customers across Cape York and Torres Strait, leading to supply disruptions.

Umagico Supermarket

STAFFING

- Total staff: 13, including 9 full-time employees and casual staff.
- Management Coverage:
 - Scott and Nadine filled in for Lolife Jacques as Supermarket Manager for five weeks.
 - Loli has now returned from leave.
- Roster Review & Staffing Adjustments:
 - Staffing shortages have impacted operations.
 - A review of the team roster is underway to ensure adequate coverage across all shifts.
- Acknowledgment of Staff Contributions:
 - Despite ongoing challenges, storemen and staff have shown outstanding commitment in maintaining operations.
 - Their efforts in handling stock, managing orders, and maintaining service quality are recognized and appreciated.

IMPACTS

- Point of Sale (POS) System:
 - The computer system was down for up to two weeks due to internet connectivity issues.
 - The issue has now been resolved, and the system is back online.
 - POS system integration with PCS accounting software remains a priority to improve financial tracking and debtor management.
- Lightning Strike Incident:
 - A recent lightning strike hit the supermarket light post, causing severe damage to equipment and infrastructure.
 - A full building condition assessment is required to evaluate the extent of the damage.
 - The assessment will identify underlying issues and provide cost estimates for necessary repairs.
- Refrigeration & Freezer Failures:
 - The fruit and veggie chiller has been under investigation by an electrical contractor.
 - One brand-new fridge has been completely lost due to electrical damage.
 - The main freezer is broken, and we are still waiting for a full report from the fridge mechanic.
 - Meat freezer is also down, affecting stock storage.
 - Several Coca-Cola fridges have failed, and replacements are being arranged directly with Coca-Cola.
 - Urgent repairs or replacements are needed to prevent further product losses, however, where to cost these expenses remain a challenge.
- Freight Costs & Logistics:

- Seaswift remains a challenge, with delivery of stock on time.
- **Supplier & Accounts Management:**
 - Delayed payments to suppliers continue to impact stock availability.
 - The finance team is working under pressure to resolve outstanding accounts.
 - Supplier relationships remain strained, but ongoing efforts are being made to negotiate better terms.
 - Stock ordering has been adjusted to reduce excess inventory, helping to control expenses while maintaining steady income.

GAPS

- **Electrical & Power Concerns:**
 - Overloaded power capacity: The supermarket has an 80-amp capacity but is drawing 85 amps, creating a WHS and fire hazard. This issue has occurred twice, and an upgrade plan is needed.
 - Air conditioning system failure:
 - The entire air conditioning system has failed, and parts are on order.
 - Parts were expected by mid-February but have yet to arrive.
 - In the meantime, installing split-system air conditioners was considered, but the building's size and power limitations make this unfeasible.
- **Security & Safety Risks:**
 - Chubb Security.
 - Safety concerns for the Manager when the alarm goes off after hours.
 - CCTV access is required for improved security.

CHALLENGES

- **Ongoing Supplier Payment Delays:**
 - Lump-sum payments have strained financial resources.
 - The halt on credit accounts with suppliers has significantly affected stock availability and sales.
- **Infrastructure & Power Constraints:**
 - Electrical capacity limits prevent additional installations, impacting cooling solutions.

RECOMMENDATIONS

- **Security Enhancements:**
 - Upgrade Chubb Security and CCTV systems to reduce break-ins and improve after-hours safety.
 - Establish a security protocol to ensure manager safety during alarm activations.
- **Building & Equipment Repairs:**
 - Conduct an urgent building condition assessment to evaluate the damage caused by the lightning strike.
 - Implement a phased maintenance plan based on the assessment findings.
 - Repair or replace non-functional fridges and freezers to prevent product spoilage and financial losses.
- **Electrical & Power Upgrades:**
 - Investigate power upgrades to address the overloading issue and ensure compliance with WHS regulations.
 - Monitor air conditioning repair timelines and explore alternative cooling options if delays persist.

Jardine Ferry

- Ferry Usage & Seasonal Closure
 - Very few people are utilizing the ferry at present.
 - Notices for closing the ferry during the wet season are underway.
- Staffing & Workload Management
 - Staff will continue working in town with other departments during the ferry closure.
 - New staff members have helped distribute the workload at the ferry.
- Maintenance & Repairs
 - The recent generator failure has been fixed, and efforts are underway to secure a backup generator.
 - The main water pump has broken and has been repaired.
 - The workshop crew will soon commence outstanding AMSA compliance tasks.
 - Further assessment and repair of major ferry issues will be conducted.

CHALLENGES

- Equipment Failures
 - Water pumps are leaking.
 - The generator is old and requires replacement.

HOME CARE SERVICES

MONTHLY AGED CARE COMPLIANCE REPORT

REPORT TO	Yanetta Nadardre
REPORT DATE	07/02/2025
REPORT FROM	Beth Wright

AGED CARE SERVICE DELIVERY

Summary of client status over the past month

Reporting item	Number	Comment
HCP Clients	11	Level 1: 2 Level 2: 9 Level 3: Level 4:
New HCP Clients		Level 1: Level 2: 1 Level 3: Level 4:
HCP Enquires		
Referrals for assessment or reassessment	24	

Summary of CHSP client status and activity

Summary of CHSP client status and activity

Reporting item	Number	Comment	
Number of clients	34		
Number of new clients	0		
Clients on waiting list	0		
Number of clients transitioned to HCP	0		
CHSP Hours	Monthly target	Hours delivered	Comment
Social support group	331	224	Stats under due to Christmas break, staff absences and soft start to 2025
Domestic assistance	80	6	
Social support individual	80	43	
Personal care	18	6	Medication delivery
Home/ garden maintenance	12	0	
Flexible respite			
Meals at centre	99	37	
Meals at home	99	596	Client Increase for meals
Transport	37	45	
Home Modifications			Do not provide home modifications.

Aged care legislative compliance status report

Compliance requirement	Number of clients	Overdue	Action taken
Charter of aged care rights explained	45	45	Review ongoing
Signed aged care agreements	45	45	Review ongoing
Signed current care plans	45	45	Review ongoing
Advanced health directives completed (HCP clients only)	0	0	Need health appt to conduct this procedure.

Aged care activity reporting

Agency	Report submitted in the past month	Date due	Date Submitted
Operational update/ report to council	1	09/12/2024	15/01/2024
Compliance report	1	09/12/2024	15/01/2024
Roster	1	09/12/2024	15/01/2024

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	9	1	
Carers	4	5 inc Cook		

HR Management

Reporting item	No of staff	Overdue	Action required
Current Police checks	9	9	Evidence required
Aged Care Code of conduct	9	9	
Current Drivers licence	9		Currently updating staff files with DL's
Performance review	9	9	
Annual Flu vax	9	9	Emails and visit to PHC to schedule flu vax to clients. Awaiting response.

Status of Core training

Mandatory training	No of staff	Overdue	Action Required
Orientation	9	2	
Fire Safety	9	9	
First Aid	9	9	All staff due for CPR refresher in October 2024
Manual Handling	9	9	Staff completed training
Infection control	9	9	
Elder Abuse	9	9	Training being organised through NPAWS
Food Safety	9	9	Health and food safety will deliver training in September
Open disclosure	9	9	

QUALITY IMPROVEMENT

Progress against Plan for Continuous Improvement

Feedback/complaints management

Complaints	Total No	Type of incident			
		Employee	Service	Facilities	Other
Number of Complaints in the reporting period	0		0		
% Investigations completed within 5 days	0		0		

Key issues and action taken

- No complaints as yet, in the process of doing a Consumers survey, on what changes they like to see and if our delivery of care effective and sufficient.

Incident/near miss management

Incidents	Total No	Type of Investigation				
		Client	Employee	Equipment	Facility	Medication
Number of Incidents in the reporting period	0					
% Investigations completed within 5 days	0					
Number of SIRS Incidents in the reporting period						
% SIRS Investigations completed within 24 hours						
% SIRS Investigations completed within 30 days hours						

Key Issues & action taken

.

Actions Taken:

Next Steps:

Title of Report: January Information Report

Agenda Item: 14.3

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 the Building & Infrastructure sections.

BACKGROUND AND CONTEXT

BAS Manager Update

NPARC Job Cards / Minor Works

STAFFING

The BAS team (BM) consists of 1 x Manager, 3 x Technical Officers

Staff Name	Position Title
Beatrice Nona	BAS Manager
Cathrine Salee	Technical Officer
Salome Nona	Technical Officer
Emily Kepa	Technical Officer

January has been challenging for the staff returning to work, being short-staffed, and catching up on the aged jobs/follow-ups. However, there has been progress with the contractors actioning the Jobs and submitting their invoices & completed job cards, which has decreased the active jobs in the portal. There are still aged jobs that have not been actioned and must be re-assigned between contractors.

BAS Maintenance jobs assigned to NPARC Trades/Carpentry were reassigned to other contractors because of their inability to complete the works & submit invoices/completed job cards on time. There have been many attempts to follow up with the NPARC Trades/Carpentry with no response, making it difficult.

There were a few instances where aged plumbing works for BAS Maintenance were also re-assigned between contractors for the same reasons. Contractors returning from the festive season break would've caused this in the interim, but this is not usually the case.

Days Outstanding	Work Order
< 0	0
> 30	1
> 30-60	2
> 61-90	0
> 91-120	14
> 121-180	106
> 181-365	168
> 366-730	18
Grand Total	309

The table above refers to the QBuild aged report dated 24/01/2025, which has been updated. Work orders are not on the QBuild aged report, but they were invoiced/charged to QBuild for January 2025 and entered into the portal. There are 281 active jobs in the portal, and the updated aged report shows aged work orders not in the portal—this is because the system automatically cancels the work orders. We would request that the work orders be re-issued when contractors submit their invoices/completed job cards.

Receipting of direct deposits of QBuild Payments for BAS Works has been carried out as per remittances received.

In conclusion, we're all back to work and hopefully should have the portal back soon.

Building & Infrastructure

January 2025

Upgrade Works Program 2023/2024

TENDERS SUBMITTED TO QBUILD AND AWAITING APPROVAL - 2023

REFERENCE NO.:	DESCRIPTION OF WORKS	TENDER SUBMISSION DATE:
WS168983	CARRY OUT FENCING UPGRADE – 221 ADIDI ST BAMAGA	17/07/2023
WS171394	CARRY OUT KITCHEN UPGRADES – VARIOUS INJINOO RESIDENCES	08/12/2023

TOTAL: 2

OUTSTANDING PURCHASES ORDERS – WORKS ISSUED IN 2024

QBuild PO #	Type of Works	NPARC PO #	Contractor	Status
B87493	FENCING UPG – 271 YUSIA ST BAMAGA	5682	CYBM	Waiting on design before materials can be ordered. 06.02.25
B86868	KITCHEN PKG – VARIOUS RESIDENCES UMAGICO	EO6601	NQB	Final kitchen is being made. Completion 31.03.25
B90194	BATHROOM PKG – VARIOUS RES UMAGICO	93622	NQB	WIP – completion 17.02.25
B91034	VARIOUS REFURB – 48 WARE ST INJINOO	93274	NQB	Materials enroute – completion 31.03.25

TOTAL: 4

TENDERS SUBMITTED TO QBUILD AND AWAITING APPROVAL – 2024

REFERENCE NO.:	DESCRIPTION OF WORKS
WS170981	CARRY OUT HOME MODIFICATIONS – 133 JACOB ST BAMAGA
WS169431	CARRY OUT KIT,FLOOR/LAUNDRY – 269 ORCHID CL BAMAGA
WS170973	CARRY OUT DISMOD – 16 PASCOE ST UMAGICO
MI172281	CARRY OUT BATHROOM UPGRADE – VARIOUS INJINOO RESIDENCES
MI172939	CARRY OUT BATHROOM UPG – 270 ORCHID CL BAMAGA
MI171896	STORMWATER UPGRADES – VARIOUS RES BAMAGA
MI176957	WARDROBE UPG – 9 TUMEMA ST SEISIA
MI177018	LAUNDRY UPG – 18B MCDONNELL ST INJINOO
MI177015	WARDROBE UPG – 50 WARE ST INJINOO
MI177035	FLOOR UPG – 7C MARA ST UMAGICO
MI176961	BATHROOM UPG – 158 ADIDI ST BAMAGA
MI177024	BATHROOM UPG – 86 LUFF ST NEW MAPOON
MI177022	BATHROOM UPG – 9 BOND ST NEW MAPOON
MI177034	BATHROOM UPG – 16 PASCOE ST UMAGICO
MI176969	LAUNDRY UPG – 2 STEPHEN CL SEISIA

TOTAL: 15

Carpenters Team – Edmund Ober [Supervisor]

The team is carrying out minor maintenance works as usual, including those issued by Beatrice from the QBuild web portal and those issued by the Property and Facilities team at Injinoo.

A few staff changes took place, as agreed upon in January. We have Francis Namok back on the team as a labourer after an internal transfer to the workshop for the last six (6) months.



Arthur Tamwoy was employed on a casual basis as a laborer in September 2024. This position is now being advertised as full-time, and Arthur has been encouraged to apply as per the HR process.

Building Team – Rob Davi [Building Supervisor]

A new recruitment process is underway, and four (4) positions are being advertised for this team.

2 x Trades Carpenter
2 x Trades Apprentices

We expect to have these positions filled in time for the construction of the new community houses project.

NPARC Plumbers

- Assist Veolia at Jardine River Pump Station
- Water Pipe bursts
- Stormwater outlet curb and gutter
- Ongoing Water Leaks
- Gas Bottles
- Install new water meters
- Unblock toilets and sinks
- Seisia Dump Points
- Water Pumps repairs
- Water service at Jardine Ferry
- Spray unit at Rangers Station
- Mayor's office roof leak

Project Manager update for January 2025.

NPARC Project Status

The following report provides the progression of each project currently underway. The percentage completion is a combination of all project phases, including Initiation, Planning, and Execution.

Table 1 Project Progress Report January 2025

PROJECT PROGRESS REPORT					
Grant Funding	Projects	Project Managed By	Funding End Date	% Complete	
REMOTE CAPITAL PROGRAM	15 x Housing Development	LACKON & NPARC	2027	<div><div></div></div>	27
Dept Housing	Extension / Studio	TBC	Mar-26	<div><div></div></div>	0
WCCCA & QRA	New Mapoon Multipurpose centre	RPS	May-25	<div><div></div></div>	20
W4Q 21-24	Upgrade to unused Umagico historical building in the business precinct	NPARC	Jun-25	<div><div></div></div>	45
W4Q 21-24	New Mapoon Park Upgrade (Rumble in the Jungle)	NPARC	Jun-25	<div><div></div></div>	75
W4Q 24-27	Injinoo Building Renewal / Upgrade Project	NPARC	2027	<div><div></div></div>	5
W4Q 24-27	Seisia Building Renewal / Upgrade Project	NPARC	2027	<div><div></div></div>	5
W4Q 24-27	Umagico Building Renewal / Upgrade Project	NPARC	2027	<div><div></div></div>	5
W4Q 24-27	New Mapoon Building Renewal / Upgrade Project	NPARC	2027	<div><div></div></div>	0
W4Q 24-27	Cultural Sports Recreational Upgrades	NPARC	2027	<div><div></div></div>	0

Remote Capital Program (Community Housing Development)

9 Houses – Contracted

Current works

- Wall framing in progress at Seisia sites.
 - The building pad was completed, and the slab formwork was prepared for Poi Poi Street.
 - Ipima Ikaya undertook a cultural heritage survey regarding additional vegetation removal on Pablo and Bond Streets, and reports were received.
1. Financial controllers BDO are assisting in administrating the grant finances for the project.
 2. Monthly reporting completed.
 3. Native Title for 3 lots (Injinoo and New Mapoon) will create a 3–5month delay on those sites and potential cost implications.
 4. Concrete supply issues – RBS has issued a Notice of Delay.
- LACKON are continuing to negotiate the IEOP
 - Richardson’s submitted their quarterly local content report, which is being assessed.

Council Build – 2, 3 Kulla Kulla and 26 Woosup Umagico.

- Materials have been ordered and received for the three council houses.
- Pads completed on 2 & 3 Kulla Kulla CI, Umagico
- Starting pad 26 Woosup in early February.
- Recruitment to the building team underway.

325 Poi Poi, Bamaga

- Issue for tender documentation is currently being drafted.

90 Sebasio and 40 Langie Draha

- Struxi have been engaged to design the construction of a new build at 90 Sebasio and refurbish 40 Langie Draha. Preliminary concept drawings are being prepared for the Council's consideration.

Poi Poi Street Water and Sewer Extension

- A quantity survey was received, and a detailed cost estimate of the proposed works was provided. The work is estimated to be \$100,000 more than the current funding budget. However, the survey included costs that may not be actualized due to the local market conditions. Therefore, tender documentation is currently being prepared.

Community Housing Extensions and Studios

- The fee proposal from Lackon was submitted to the Department of Housing to develop a further funding schedule for community housing.

New Mapoon Multi-Purpose Centre

Current works

- The grants team is preparing a request for variation to send to QRA to seek further funding following the tender evaluation process.
- The tender evaluation process resulted in identifying a significant funding shortfall of approximately \$450,000 to complete the scope of work.
- The first quarter report has been submitted to QRA.

Works For Queensland 21-24 -Umagico Tavern Refurbishment

- 2025 project progress meeting undertaken with trades.
- Expected completion end of May 2025.
- Electrical contractor delayed due to other works (backlog) and the loss of an employee who has relocated to Cairns.
- The building contractor to recommence with work early February.

Works for Queensland 21-24 Rumble in the Jungle

- Plumbing work commenced.
Building certification required when works are completed.

Works for Queensland 2024 – 2027

- Project scoping and cost estimation has commenced to ensure the funding budget is sufficient to undertake works.

NPARC LOCAL HOUSING PLAN STATUS

There was no further activity for the month of January. Looking ahead, NPARC will engage with the department to progress implementation.

Property and Facilities

The Property and Facilities team continues to manage the Umagico Contractor's Camp, maintaining council buildings, staff housing, hall hire, meeting room bookings, and some tenancy management aspects of the NPARC social housing stock.

NPA Local Housing Plan update:

- No Updates to provide.

Ongoing inspections continue for all Council Staff Accommodations and social properties and are regularly carried out through exit and entry reports and when maintenance issues arise.

The number of staff accommodation properties continues to change due to the separation of NPARC staff and the approval of leasing to some external parties.

NPARC Staff Accommodations	Total Count
Total	22
Tenanted	18
Vacant Tenatable (Available)	1
Vacant Untenatable (Unavailable)	3
Potential Housing Requirements	1

NPARC External Accommodations	Total Count
Total	5
3 Bedroom	3
2 Bedroom	2
1 Bedroom	0
Donga	0

Social Housing	Total Count
Total Social Housing	51
Tenanted	49
Vacant	1
Schedule demolition	1

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 & Facility Manager
Building Manager
BAS Office Manager

Title of Report: Operational Update on Corporate Services
Agenda Item: 14.4
Classification: For noting
Author: Executive Manager Corporate and Financial Services
Attachments: Nil

Officers Recommendation:

That Council:
Note the Report

CORPORATE and FINANCE SERVICES

Purpose Of Report

To provide a summary of current operations within the Corporate and Finance Services.

Staffing

The Corporate and Finance Services Team is composed of:

Position	Employee
Manager Corporate Affairs	Romina Nona
Communications Officer	Kerrie Hall
Records/ Archives Officer	Esme Newman
Records Clerk	Thomas Serubi
IT Support	Ryesa Sebasio
RIBs Officer	Amy McKeown
Media Officer	Kerrie Hall
Stores Manager	Ray Sailor
Stores Assistant	John Adidi
Stores Assistant	Kenny Sebasio
Stores Assistant	Margaret Gebadi
Stores Assistant – School based trainee	Janaya Salee (Left Council 24/1/2025)
Helen Rewko	Finance Services Manager
Jayne Shulze	Management Accountant
Shirley Nawakie	Senior Payroll Officer
Timika Mudu	Payroll Assistant
Pearl Pascoe	Senior Finance Officer - Creditors
Nora Salee	Receipting Clerk
Anna Nona	Finance Officer - Creditors
Charmaine Bond	Junior Finance Officer
Karen Waina	Senior Finance Officer Debtors
Cindy Meissner	Contract Accountant - Grants
Margaret Mandie	Grants Manager

Scope Of Delivery

Corporate and Finance Services supports and promotes Council business and the community through:

- Financial Services
- Communications and media
- Records management
- Information and Communications Technology (ICT) delivered via a mixture of external contracts and internal staff.
- Stores Operations
- Radio Indigenous Broadcasting System (Red Dust FM).

COMMUNICATIONS AND MEDIA (EXTERNAL AND INTERNAL DELIVERY):

NPARC Communications & Media Report: JANUARY 2025

This month there was a strong focus on updating public on outages (power, internet) and service breakdowns (ferry, bin truck/s). During this period materials also prepared for the update of annual ferry price increases (effective 1 January 2025). However, ferry was subject to reduced hours and closures – the increase info placed on hold while repairs undertaken, to be distributed during February.

Media releases on housing and ferry news distributed to print & online media – with interest focused on federal government announcement of funding for housing infrastructure in three (3) NPA communities. Mayor Poipoi did several interviews, including ABC Radio and news articles published in Cape York Weekly, Torres News, Cairns Post.

Activities Summary for month – January 2025:

NPARC Promotions

NPARC– develop & publish:

- **NPARC Facebook/ Instagram** – All Staff Meeting (14/1)
- **NPARC website/ public notice** – Update Concrete Price Increase; webpage updates; ferry fees updates.

Media release issued:

- **8 Jan – Media Release: NPA shares \$50mill funding for Housing Support**
- North Qld Register, Cape York Weekly, Torres News, NITV, Cairns Post, ABC Far North, ABC Indigenous, Black Star, Bumma Bippera, The Guardian, TSIMA
- **21 Jan – NPARC ensures future of Jardine Ferry** (on hold due to ferry breakdown)
- **23 Jan - Jardine River Ferry Under Urgent Repairs, Reduced Hours**
- CYW, Alf Wilson – Journo, NQ Register, TSIMA, Black Star, ABC FN, Cairns Post

Media Requests:

- **8 Jan – North QLD Register** (Reporter: Steph Allen) - Housing
- **9 Jan – Cape York Weekly** (Reporter: Chisa Hasegawa) – Housing
- **9 Jan – ABC Far North** – Breakfast Radio - (10/1 Mayor pre-recorded interview – Breakfast Radio)
- **13 Jan – Bumma Bippera Talk Blak** (Producer: Ruby Ketchell) - (CEO/ Mayor -unavailable)



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- **15 Jan – Cape York Weekly** – Request for Australia Day activities in NPA.

Media Published:

- **11 Jan – Cairns Post:** PM reveals \$50m for 12 projects
- **13 Jan – CYW:** Labor unveils \$39m pre-election promise for Cape housing, community infrastructure
- **16 Jan - Torres News:** Regional housing article

Social media

Facebook:

Total followers = 4575

New page followers = 36 (+89.5%)

Total posts = 72

Total views: 158.1k (-21.6%)

Audience: (35-55yrs) - Women = 60.20%, Men = 39.8%

Promos & Campaigns:

Messaging – broadcast notices for:

- **Australia Day** Public Holiday – Trading hours
- **NPA Art Centre: Ceramics workshop** – 17-25 January 2025
- **TSRA:** You Sabe Workshops in NPA (Mar, Apr, May 2025)
- **Concrete:** Batch plant price increase 2025
- **Seisia:** Community Meeting – Jan 2025
- **Staff:** activity articles
- **Jardine River Ferry: Under Repairs** – 21 Jan – 5 Feb 2025
- **Power Outage** – Lightning strike – 16 Jan

Events

- **Seisia Community Meeting**
- **Seisia Town Hall Meeting**

Other:

Website:

- Update Our Council, Ferry prices, Concrete prices;
- Update information on webpage: Buildings, Construction & Maintenance.
- Chasing Skytrans 2025 schedule update for Airport page.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (Internally and Externally Delivered):

Supplier	Completed
RMT ICT support	95 Requests for RMT ICT - up by 28
RMT	90 Requests completed. – Up by 18
TerraCom	Meraki WiFi System upgraded
Airbridge	Travel to NPARC to assist with repairs from Lightning strike.
	10 Service tickets and 2 project tickets.

1. Work was undertaken to proceed with the upgrade of our WiFi system. The current licences run out in May and Council is proceeding with the installation of a one off payment system for “Fortinet” equipment. Currently, the Meraki system is a licensed system that has a monthly charge for the service and equipment.
2. Work has commenced by RMT to undertake the upgrade of our system to meet the required standards for Cyber security as outlined in the Kaon Security Report. This will meet the required audit expectations for dealing with Cyber security as well.
3. Damages were incurred at the Airport lighting as a result of lightning as well and we are also collating the costs of repair that will constitute another Insurance claim.
4. January was marked with a major outage when Lightning struck a pole at the Umagico store. This blew all the electronics WiFi switches Fridges etc. Airbridge was brought in to repair the network damage and get repairs in place quickly. This will constitute an insurance claim which is in the process of having costs collated. The following areas were affected:-
 - Umagico Environment Office
 - Umagico Supermarket
 - New Mapoon Aged Care.

RADIO - REMOTE INDIGENOUS BROADCASTING SERVICE: (RIBS)

To provide summary of current operations within RIBS – Remote Indigenous Broadcasting Service) Blackstar Radio 91.9FM

Scope of Delivery:

Interviews conducted with: NPA State College Acting HOD BJC Mrs Vee Williams re School start date, Uniforms, Tuckshop, and Students who aren't returning on the 1st day of school to contact the Campuses to notify. (Pre-recorded interview in Studio)

- TSCCHS Mario Assan and Phoebe Motlop re NPA Young Persons Health Check for ages 15 – 29 starting 10th Feb. (Pre-recorded interview in Studio)

- TSCCHS Public Health Medical Officer Dr Alison Hempenstall on Melioidosis (Ring in phone Interview)

Community Service Announcement (CSA): NPARC's Jardine River Ferry under maintenance, Bin Truck, Job Positions, Umagico residents Mail pick-up, Ceramic Workshop.

NPAF&CS's Back to School Health Check Jan 2025 and Physio Clinic, Respectful Relationship Programs Activities in each Communities.

Achievements: Interviews & CSA's on time.
Community is still very supportive of the station

Tree branches - Oskar & Team have removed trees.
Yard Maintenance has been completed

FINANCE – Section Overview:

- The Finance team have been working on creating the books of Account for the past two years, We are now at a point where 22/23 are nearly complete. The Management Accountant is working on reconciliations of our daily bank account balances to enable us to arrive at a set of accounts for the end of December. These will be used to assist with the preparation of the budget by providing a basis on which we can project whole of year figures.
- Staff absences are frustrating our ability to issue debtor invoices and ensure payments to contractors and local businesses. The process of reconciliations has also identified a number of oversights that will need to be dealt with prior to the end of year.
- The Financial Controller position remains in place and is working through some overspends identified with the Corporate Department and looking at possible ways to offset this and remain within budget parameters.

STORES

Stores monthly part stocktake for January 2025.

Stock counts

# Undertaken	Variance identified	Variance value	Yearly total (F/Y)
30/01/2025	Under/Surplus	\$ 9,198.05	

Variance attributable to

Sales

Sales – internal (value)	December 2024	January, 2025
Internal Sales	\$ 48,092.20	\$ 61,011.45

Sales – external (value)

Credit Sales	\$ 15,439.20	\$ 18,888.45
Eftpos Sales	\$ 12,995.15	\$ 18,568.26
Direct Debit	\$ 3,434.10	\$ 977.50
Total Sales	\$ 79,960.65	\$ 99,445.66

Stock Purchases

Cairns Hardware - \$ 21,652.82
Bunzl - \$ 5,927.46
COS - \$ 5,718.51
Southern Cross - \$ 10,443.85

Total Costs - \$ 43,742.64



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Repairs & Maintenance

- Awaiting on B&B Electrical to repair/replace lights in the office and bay areas.
- Forklift undergone service and awaiting on parts to arrive.
- Awaiting on LMDC to do yard maintenance.

Stores Purchasing Process/Operations.

Stores is supplying essential bulk items and is ordering items to meet our Internal and External customers' demands e.g., Timber and Hardware, office supplies e.g. (A4 copy papers) cleaning products, disposables (toilet paper, hand towels, facial tissues) stores to become a centralized point for receiving and distribution of goods.

RECORDS AND ARCHIVE

RECORDS/ARCHIVES MONTHLY REPORT JANUARY 2025

Operational Summary

The Record Office has been operating very quietly for the 1st month of the year January 2025, mostly manual sorting documents and organising goal settings for the year.

SHAREPOINT

This month follow-ups to meet with senior level staff to complete the folder structure in SharePoint, was a bit difficult with some still away on leave, others were extremely busy, will prioritize another attempt next month (FEB), 1st stage must be completed before in-depth training with IN-TEL Training Services can commence.

SharePoint default has been brought to my attention in regards saving document with attachments, the system is not saving the attachments, report has been submitted to RMT.

RECORDS STAFF ROSTER on going.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ELECTRONIC DOCUMENT SHAREPOINT ENTRY	SHAREPOINT TRAINING DAY NEW EMPLOYEES	HARDCOPY DOCUMENT SORTING/FILING	SHAREPOINT TRAINING DAY NEW EMPLOYEES	RETENTION & DISPOSAL

GRANTS

Scope Of Delivery

Not all grants have milestones requiring financial acquittals monthly, quarterly etc, it is practice within Finance, monthly, to constantly review all expenditure incurred by NPARC that may be able to recoup to assist cash flow and so not carrying large debt, even though a milestone isn't due mostly for capital works. Update the Grant Register and ensure communication between finance and operations/project managers on progress etc.

Fortnightly meetings with Grants Advisor and Executive Manager Finance & Corporate Services:

- Follow up meeting with Grants Advisor and Executive Manager Finance and Corporate Services, discussing continuation of actions moving forward to complete overdue reports for various projects.

Monthly Grant Control Groups meetings:

- Aged Care: Business case for special consideration on Indigenous Employment Initiative. Currently working on overdue reporting for the Seniors Social Isolation funding, due to incorrect delegation of terminated employee in the system.
- Community Forward Housing: ongoing tracking of budget and expenditure with BDO & monthly reports for December submitted.
- Art Centre: Continued works on overdue reports for Live Music grant and Indigenous Visual Arts Industry Support 00772 grants. Also worked on Mid Year Report and Financial Report for Indigenous Visual Arts Industry Support 00908 which is due 11/02/25.
- Community Enterprises: The Remote Communities Freight Assistance Scheme monthly reports have been completed and submitted for September 2024 for the Umagico Supermarket and Injinoo Service Station. Monthly claims for Oct – Dec 2024 are still pending due to BAS not yet available.
- Community Services: Submitted Active Kit overdue Financial Acquittal 17/01/25. Yet to complete overdue 23/24 Progress Reports and Finance Acquittal reporting for the Deadly Active Sports and Recreation Program.
- IKC overdue Annual Reporting for 2023/2024 was submitted on 31/01/25.
- Building and Infrastructure: Completed the Work Schedule for Roads to Recovery 2024-2029. Completed the Safer Local Roads and Infrastructure Program Application.
- Continued application process for the rPPP application for the Jardine River Precinct and Injinoo Historical Village Precinct, aiming to submit by 28/02/25.
- Working on the Active Transport Fund application – due 13th January 2025, for the Walking Network Plan.
- HR: Worked on the Remote Jobs and Economic Development Program grant application due 03/02/25. Currently working on completing overdue reporting for the 1000 Jobs Packages.
- Meeting with Grants Advisor and Executive Manager Finance and Corporate Services to discuss this new funding opportunity to deliver projects outlined in NPARC's CHAS and SEMP documents with Alluvium.
- Building Infrastructure: meeting with Project Officers regarding WCCCA/NEMA funding for the New Mapoon Place of Refuge progress updates.
- Building and Infrastructure: Active Transport Fund application for the Bamaga Footpath renewal project submitted.
-

Quarterly Grants Steering Committee meetings:

- The Grants Steering Committee meeting was held on 15/01/25. Next meeting will be in April 2025.

Quarterly Funding Body Representatives 'meetings:

- Meeting with State Library Queensland regarding the IKC and First Five Forever fundings 07/01/25.

- Meeting with Indigenous Regional Arts Development Fund to discuss the performance on current grant funding at the Art Centre

Other:

- Ongoing collaborations with Alluvium, NPA Family and Community Services, Apudthama Land Trust, Aurecon Group, Ipima Ikaya RNTBC, and Aecom; with reporting, consultation and planning of Council's grant funded projects in Corporate Services, Operations, Building and Infrastructure and Community Services.

Staff Training:

- Procurement Training 20/01/25

Achievements

Please see Appendix 1 which is a table with information regarding the Works in Progress (WIP) Grants Register.

- Successfully awarded with funding for the Australia Day Mud Rally and Pig Hunt 2025.
- Submitted overdue report for the IKC program and Active Kit program.
- Successfully awarded with funding for the Play Our Way grant for facilities for Northern Peninsula Area Regional Council.
- Successfully submitted applications for the Roads to Recovery and resubmission of the Safer Local Roads and Infrastructure Program funding.
- Active Transport Fund application for the Bamaga Footpath renewal project submitted.

Challenges

While the Grants Management Team have received amazing cooperation and positive communication from the programs in each department of Council throughout the month of January, we are seeing lack of effort from Project Leads to attend the Grant Control Meetings, resulting in our team working extra hard to reach out to project leads to complete reports and applications.

Majority of the grant control meetings for January were cancelled or rescheduled, except for Art Centre and Aged Care grant control meetings.

Status	Type	Department	Fund	Amount
Overdue	Acquittal	Community & regulatory services	DES Illegal dumping and litter grant - Council has completed Activity 3 (C7EVEN campaign) and variation to extend the funding agreement delivery timeframe was approved with the department to November 2024; Metal recycling and clean up activities of this grant were identified as high risk for delivery. Council is working with DES to finalise the final acquittal as this agreement ended in November 2024.	
In Progress	Acquittal	Community & regulatory services	Remote Communities Freight Assistance Scheme - successfully applied subsidy for two locations, monthly reporting to be actioned. Subsidy was increased to 20% on 9th September 2024. Submitted Jul-Sept. Awaiting BAS to complete all the claims for Oct-Dec 2024 & Jan 2025.	
In Progress	Acquittal	Community & regulatory services	DES Partnership funding for compliance officer - extension for another 12months of funding but the position remains vacant.	
In Progress	Acquittal	Operations	Roads to Recovery circular 2024 - Work schedule has been submitted to the department.	

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In Progress	Acquittal	Operations	Ranger Program - Council working with NIAA to resolve overdue annual and IAS performance reports - ongoing. Recent update is, it's expected to be completed by Feb 2025.	
In Progress	Acquittal	Operations	DAFF Biosecurity Capability Building Initiative for Rangers Groups - funding for training	
Overdue	Acquittal	Community & regulatory services	NIAA 1000s Job - Council working with NIAA to resolve overdue reporting. Expected to be completed by February 2025.	
Overdue	Acquittal	Community & regulatory services	IVAIS00772 - 2023-24 End of Year performance and audited financial report is being progressed. Council in communication with funder regarding outstanding report. Funding was for Art Centre upgrades, art workers and ceramic workshop.	
Overdue	Acquittal	Community & regulatory services	IVAIS00772 - 2023-24 -request independent audit of financials - Art Centre upgrades, art workers and ceramic workshop	
Overdue	Acquittal	Operations	Local Roads and Community Infrastructure Program (Phases 2, 3 & 4) - Council is actively working to resolve overdue Annual report. Council had commenced delivery of these projects, but they have been placed on hold due to limited availability of concrete and prioritisation of housing projects.	
In Progress	Acquittal	Operations	W4Q 21-24 (projects multiple) - Council's extension of time request has been approved and remaining projects expected to be completed by 30 June 2025.	
In Progress	Grant Writing	Community & regulatory services	Regional Precincts' and Partnership Project -Planning Stream - Jardine River - Waiting on letters of partnership and application is ready to submit	
In Progress	Grant Writing	Finance & Corporate services	Regional Precincts' and Partnership Project -Delivery Stream - Injinoo Historical village - Waiting on letters of partnership and application is ready to submit	
In Progress	Grant Writing	Finance & Corporate services	Qcoast - Round 4 - Council is preparing an application to deliver key prioritise of NPARC's SEMP.	
Pending Outcome	Grant Writing	Operations	RAUP - preparing an application for airport fencing replacement and wildlife hazard training/planning.	
Pending Outcome	Grant Writing	Operations	Active Transport Fund - preparing an application to fund Bamaga Footpath upgrade project (stage 1).	
Pending Outcome	Grant Writing	Operations	Safer Local Roads and Infrastructure Program (SLRIP)- Tranche 2 - Resubmitted the previously unsuccessful Injinoo Back Road Section 2 project.	
Pending Outcome	Grant Writing	Finance & Corporate services	Remote Jobs and Economic Development Program - Round One - Council submitted application to create 6 new positions within Council's Finance and Corporate Services.	



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Pending outcome	Grant Writing	Community & regulatory services	QLD Remembers funding opportunity applying for funding to complete Anzac memorial Honour Board plaque restoration.	
Pending Agreement	Successful Grant Submission	Community & regulatory services	Play Our Way - Approved for full amount. Pending Agreement to be issued by funder.	
In Progress	Grant Writing	Human Resources	Cyber Security Awareness Grant - funding of \$35,000 received for cyber security training program.	
Pending Agreement	Successful Grant Submission	Operations	Housing Support Program - council submitted 4 applications in which 3 applications have been announced as successful. Waiting on formal notification from the funder.	
Pending outcome	Grant Writing	Operations	TMRs 2025-26 Cycle Network Local Government Grants - application prepared by Aurecon requesting funding for New Mapoon to Seisia shared path project.	
Pending outcome	Grant Writing	Operations	Scheme Supply Fund - Council identifying project scope to make an application to deliver outcomes of Local Housing Action Plan.	
Unsuccessful	Grant Writing	Operations	Safer Local Roads and Infrastructure Program (SLRIP)- Tranche 1 - application submitted to fund Injinoo Back Road Section 2 project.	
Pending Agreement	Successful Grant Submission	Operations	Growing Regions - Round 1 - Airport Runway Upgrade - Approved for full amount. Pending Agreement to be issued by funder.	



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15. General Discussion

16. Close of Meeting