



# **AGENDA**

## **Ordinary Council Meeting**

**Tuesday, 21 February 2023**

**I hereby give notice that an Ordinary Meeting of Council will be held on:**

**Date: Tuesday, 21 February 2023**

**Time: 9:00am**

**Location: Mapoon Aboriginal Shire Council Chambers**

**Tom Smith**

**CEO**

MEETING NOTICE



**COUNCIL**  
**MEETING NOTICE**

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*You are respectfully advised that the Council Meeting Scheduled for February 2023 is as follows:*

**Date:** *Monday 21 February 2023*  
**Time:** *Beginning at 9.00am*  
**Location:** *Mapoon Aboriginal Shire Council Meeting Chambers*

*The Meeting will be chaired by Cr Aileen Addo, Mayor.*

*Tom Smith*  
**Chief Executive Officer**

**Order Of Business**

<b>1</b>	<b>Open Meeting .....</b>	<b>5</b>
<b>2</b>	<b>Leave of Absence.....</b>	<b>5</b>
<b>3</b>	<b>Confirmation of Minutes .....</b>	<b>6</b>
3.1	Minutes of the Council held on 17 January 2023.....	6
<b>4</b>	<b>Matters Arising from the Minutes.....</b>	<b>14</b>
<b>5</b>	<b>Confidential Reports.....</b>	<b>14</b>
	Nil	
<b>6</b>	<b>Mayor and Councillor Reports .....</b>	<b>14</b>
	Nil	
<b>7</b>	<b>Operational Reports .....</b>	<b>15</b>
7.1	CEO Meetings .....	15
7.2	Executive Manager of Community Services & Economic Development.....	17
7.3	Executive Manager of Infrastructure and Works .....	29
7.4	Development Application - Material Change of Use for New Cemetery & Reconfiguration Lot 802 Cullen Point Road .....	56
7.5	Development Application - Public Roads A-Rae & Chakarra Streets .....	85
7.6	Development Application - Cumbina Street .....	87
7.7	Development Application - Nouiga Street .....	89
7.8	Mapoon Spring Water Project.....	91
7.9	Executive Manager of Finance .....	104
7.10	Executive Manager of Environmental Services, Land and Sea, Parks and Gardens .....	125
7.11	Local Thriving Communities .....	128
<b>8</b>	<b>Any Other Business .....</b>	<b>130</b>
	Nil	
<b>9</b>	<b>Correspondence In .....</b>	<b>131</b>
9.1	Correspondence In .....	131
<b>10</b>	<b>Correspondence Out.....</b>	<b>133</b>
	Nil	
<b>11</b>	<b>Next Meeting Date .....</b>	<b>133</b>
<b>12</b>	<b>Close Meeting .....</b>	<b>133</b>





- 1 OPEN MEETING**
- 2 LEAVE OF ABSENCE**

### 3 CONFIRMATION OF MINUTES

#### 3.1 MINUTES OF THE COUNCIL HELD ON 17 JANUARY 2023

**Author:** Amy Thomson, Office Manager

**Authoriser:** Tom Smith, CEO

**Attachments:** 1. Minutes of the Council held on 17 January 2023

#### HEADING

##### RECOMMENDATION

1. That the Minutes of the Council held on 17 January 2023 be received and the recommendations therein be adopted.



# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 17 January 2023**

**MINUTES OF MAPOON ABORIGINAL SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE MAPOON ABORIGINAL SHIRE COUNCIL CHAMBERS  
ON TUESDAY, 17 JANUARY 2023 AT 9:00AM**

**PRESENT:** Mayor Aileen Addo (Chair), Deputy Mayor Kiri Tabuai, Cr Dawn Braun, Cr Daphne de Jersey, Cr Cameron Hudson, Thomas Smith CEO (Minute Taker)

**IN ATTENDANCE:** Walter Ziegelbauer, Kelly Leatham, Elzebie Groenewald

**1 OPEN MEETING**

9:05am Meeting commenced

**2 LEAVE OF ABSENCE**

Nil

**3 CONFIRMATION OF MINUTES**

**3.1 MINUTES OF THE COUNCIL HELD ON 13 DECEMBER 2022**

**RESOLUTION C001/23**

Moved: Cr Dawn Braun

Seconded: Cr Cameron Hudson

1. That the Minutes of the Council held on 13 December 2022 be received and the recommendations therein be adopted.

**CARRIED**

**4 MATTERS ARISING FROM THE MINUTES**

**5 CONFIDENTIAL REPORTS**

9:08am Council moved into confidential session

**RESOLUTION C002/23**

Moved: Cr Cameron Hudson

Seconded: Deputy Mayor Kiri Tabuai

That Council move into Confidential session in accordance with *Section 254 J (3) (a) of the Local Government Regulations 2012* in relation to legal proceedings involving council.

Legal advice obtained by the local government or legal proceedings involving the Local Government including, for example, legal proceedings that may be taken by or against the Local Government.

**CARRIED**

9:23am Council completed confidential session

**RESOLUTION C003/23**

Moved: Cr Cameron Hudson

Seconded: Deputy Mayor Kiri Tabuai

That Council move out of Confidential session in accordance with *Section 254 J (3) (a) of the Local Government Regulations 2012* in relation to legal proceedings involving council.

**CARRIED**

**6 MAYOR AND COUNCILLOR REPORTS****Mayor Aileen Addo**

Council Meeting – 13/12/22

LDMG Meeting – 10/01/23

LDMG Meeting – 12/01/23

LDMG Meeting – 15/01/23

**Deputy Mayor Kiri Tabuai**

Council Meeting – 13/12/22

LDMG Meeting – 14/12/22

CEO Meeting Social Events – Various

LDMG – 10/01/23

LDMG – 12/01/23

**Cr Dawn Braun**

Council Meeting – 13/12/22

LDMG Meeting – 10/01/23

LDMG Meeting – 12/01/23

LDMG Meeting – 15/01/23

**Cr Daphne De Jersey**

Council Meeting – 13/12/22

**Cr Cameron Hudson**

Ely Trust Coordinating Meeting – 12/01/23

**7 OPERATIONAL REPORTS****7.1 CEO MEETINGS****PURPOSE OF REPORT**

To outline the CEO meetings on behalf of or as a representative of Council

**RESOLUTION C004/23**

Moved: Deputy Mayor Kiri Tabuai

Seconded: Cr Daphne de Jersey

That Council receives and notes CEO Meetings Report

**CARRIED**

10:25am Council break for Morning Tea

10:46am Council meeting re-commences

**7.2 EXECUTIVE MANAGER COMMUNITY SERVICES & ECONOMIC DEVELOPMENT****PURPOSE OF REPORT**

Present Council with a report of program performance and operational activity for the previous month of December 2022.

**RESOLUTION C005/23**

Moved: Cr Cameron Hudson

Seconded: Deputy Mayor Kiri Tabuai

That the Report of the Executive Manager Community Development be received and noted.

**CARRIED**

### **7.3 EXECUTIVE MANAGER OF ENVIRONMENTAL SERVICES, LAND AND SEA, PARKS AND GARDENS**

#### **PURPOSE OF REPORT**

To present to Council a report of Program Performance and Operational action for the previous month

#### **RESOLUTION C006/23**

Moved: Cr Cameron Hudson

Seconded: Cr Daphne de Jersey

That the report of Executive Manager of Environmental Services, Land and Sea and Parks and Gardens be received and noted.

**CARRIED**

12:02 Council meeting breaks

12:20 Council meeting re-commences

### **7.4 EXECUTIVE FINANCE MANAGER DECEMBER 2022 FINANCE REPORT**

#### **PURPOSE OF REPORT**

Present to the Council a report outlining program performance and operational actions for the previous month. This report contains listed activities and points for decisions in Council meeting.

#### **RESOLUTION C007/23**

Moved: Cr Cameron Hudson

Seconded: Deputy Mayor Kiri Tabuai

That Council endorses the following:-

1. Financial Reports for the financial period December 2022.

**CARRIED**

#### **RESOLUTION C008/23**

Moved: Deputy Mayor Kiri Tabuai

Seconded: Cr Dawn Braun

That Council adopts the reviewed budget for 2022/23.

**CARRIED**

**7.5 EXECUTIVE MANAGER INFRASTRUCTURE AND WORKS REPORT****PURPOSE OF REPORT****RESOLUTION C009/23**

Moved: Cr Dawn Braun

Seconded: Deputy Mayor Kiri Tabuai

That the Report of the Executive Manager of Infrastructure and Works be received and noted.

**CARRIED**

1:05pm Council break for lunch

1:30pm Council meeting re-commences

**7.6 HR & WHS MONTHLY REPORT****PURPOSE OF REPORT**

To present the Human Resources Consultants' Report for December 2022 to Council.

**RESOLUTION C010/23**

Moved: Cr Cameron Hudson

Seconded: Cr Daphne de Jersey

That this report is noted and accepted by Council.

**CARRIED**

**8 ANY OTHER BUSINESS****RESOLUTION C011/23**

Moved: Cr Cameron Hudson

Seconded: Cr Daphne de Jersey

That Council agrees that housing applications will be approved for Mapoon person only.

**CARRIED**



**9        CORRESPONDENCE IN**

Nil

**10       CORRESPONDENCE OUT**

Nil

**11       NEXT MEETING DATE**

Proposed date for next meeting: 21 February 2023

**12       CLOSE MEETING**

**The Meeting closed at 2:25pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 21 February 2023.**

.....  
**CHAIRPERSON**

**4 MATTERS ARISING FROM THE MINUTES**

**5 CONFIDENTIAL REPORTS**

Nil

**6 MAYOR AND COUNCILLOR REPORTS**

Nil

## 7 OPERATIONAL REPORTS

### 7.1 CEO MEETINGS

**Author:** Tom Smith, CEO

**Authoriser:** Tom Smith, CEO

**Attachments:** Nil

#### PURPOSE OF REPORT

To outline the CEO meetings on behalf of or as a representative of Council

#### DISCUSSION

- The Mayor, Councillors and Chief Executive Officer attended a Council Meeting on Tuesday the 17th of January 2023
- The Mayor, CEO and exec Kelli Leatham dial into a Teams meeting with the Western Cape Futures Symposium to discuss the program for the upcoming event in Weipa in March on the 19<sup>th</sup> of January 2023.
- The CEO had a Team's meeting Brendan Wethery to have a run through accessing the rain gauge now stationed in town current rain levels for this wet season is 2250mm on the 24<sup>th</sup> of January 2023.
- The CEO and HR delivered interviews for the office manager on the 25<sup>th</sup> of January 2023.
- The CEO, Elzebie and Peter Savage meet for the Corporate Risk register review on 1<sup>st</sup> of February 2023.
- The CEO and Kelli Leatham and Tim Rose attended several team's meeting with (Shane Kelly, Kathryn Morton and Chris Martin ILSC) to discuss feasibility of the barge project on 3<sup>rd</sup> of February 2023.
- The Mayor, Deputy Mayor, Councillor Braun and the CEO attended a meeting with Tim Rose, (Shane Kelly, Kathryn Morton and Chris Martin ILSC) 4<sup>th</sup> of February 2023.
- The CEO took Shane, Kath and Chris on an organised boat ride to show the river systems around Mapoon on the 5<sup>th</sup> of February 2023.
- The CEO and Age care manager Greg Bryan had a meeting with Tracy Board around QSCC and CT funding (community Transport) on the 6<sup>th</sup> of February 2023.
- The CEO had a meeting with Eleanor Rosam about the SES group being formed for Mapoon on the 8<sup>th</sup> of February 2023.
- The CEO, QLD tropical health team and Tasleem Hasan from Viridis had a meeting via Teams to review the Current DWQMP and amendments for the next 2 years on 9<sup>th</sup> of February 2023.
- The CEO Teams meeting with Bert Myburgh from Local around current changes and feature to the site 10<sup>th</sup> of February 2023.
- The Mayor and CEO had a meeting with Chantel Cora and Eveness Hollinsworth around housing allocations and future works within the social housing sector on 14<sup>th</sup> of February 2023.
- The Mayor and Councillors and the CEO attended the opening of the Age care and Cultural centre where meetings took place with Paul Martyn DG and Cynthia Lui MP also were held on the 15<sup>th</sup> of February 2023.
- The Mayor and CEO attended the TWG meeting on Teams to discuss progress and future projects for the Community on the 16<sup>th</sup> of February 2023.

**RECOMMENDATION**

That Council receives and notes CEO Meetings Report

**7.2 EXECUTIVE MANAGER OF COMUNITY SERVICES & ECONOMIC DEVELOPMENT**

**Author:** Wally Ziegelbauer, Executive Manager of Community Development

**Authoriser:** Tom Smith, CEO

**Attachments:**

1. Accommodation Report
2. Aged Care Report
3. Cultural Centre Report
4. IKC Report
5. Playgroup Report

**PURPOSE OF REPORT**

Present Council with a report of program performance and operational activity for the previous month of January 2023.

**BACKGROUND**

Council provides a range of community-based services for the benefit of Mapoon residents and visitors.

**DISCUSSION**

Activities for the past month of January 2023

**Programs****Status Report**

<p><b><u>Community Development</u></b></p> <p><b>PCYC and Youth Activities</b></p>	<ul style="list-style-type: none"> <li>• <b>PCYC</b></li> </ul> <p>Some planned activities have been coordinated with Thriving Communities. Purchases of additional sporting equipment is yet to be finalised. Funding may be carried forward. To be requested.</p>
<p><b><u>Community Services</u></b></p> <p><b>Mapoon Aged Care client services.</b></p>	<ul style="list-style-type: none"> <li>• <b>Aged Care Services</b></li> </ul> <p>Aged Care services had been somewhat restricted over the Christmas and closure period due to staffing issues.</p> <p>The new Manager started work at Mapoon on 4th January. He has come to Mapoon with a background in aged care having worked in the Northern Territory, Queensland and Western Australian communities. His initial tasks are to identify Mapoon clients and get a clear understanding of their service requirements and funding structures.</p> <p>A visit is planned from Barbara Schmidt and her team in early February to meet with Greg Bryant and staff to work through</p>

<p><b>Playgroup</b></p>	<p>services being delivered, reporting, and updating of clients registers as well as ongoing staff development requirements.</p> <p><b>(See attached Aged Care Report for January 2023)</b></p> <ul style="list-style-type: none"> <li>• <b>Playgroup program</b></li> </ul> <p>In addition to the transfer of the Women's Group officer to Playgroup a new Team Leader has been appointed. She has a background as a teacher and has begun by identifying and organising records and files for all participants. Staff have contacted relevant families to restart attendances and activities for young ones on the Playgroup children's register.</p> <p><b>(See attached Playgroup Monthly Report for January 2023)</b></p>
<p><b>Sport and Recreation</b></p>	<p>The appointment of a part time Sport and Recreation Officer (Gym Attendant) who has a qualification of Certificate III in Fitness has generated increased interest in use of the Gym. 4 people made 12 visits during January. The Gym is open in the evenings Monday to Friday from 4:30 to 7:30pm.</p>
<p><b><u>Community Engagement</u></b></p> <p>Engagement with Mapoon Residents and visitors to community.</p>	<p>Communication and promotion of activities, plans and local events continue to be placed on Mapoon notice boards and social media sites. For those who access Facebook; activities and news etc. are also placed there for broader distribution.</p> <p>Word of mouth continues to be an effective way of sharing information about activities, events, and important issues.</p>

<p><b><u>Business Units</u></b></p> <p><b>Accommodation services: Paanja Lodge, Dongas and Cullen Point campground.</b></p> <p><b>Centrelink</b></p> <p><b>Mapoon Indigenous Knowledge Centre.</b></p>	<ul style="list-style-type: none"> <li>• <b>Holiday and Contractor Accommodation</b> Occupancy at Paanja Lodge during January was 18% based on the number of rooms booked. There were no visitors to Cullen Point Campground for the month of January. Dongas have been removed.</li> </ul> <p><b>(See attached external advertising for Paanja Lodge and email from Accommodation Manager)</b></p> <ul style="list-style-type: none"> <li>• <b>Centrelink client's access</b> With the self-service access now in place usage has increased slightly. Bill Guivarra has been maintaining services at the Centrelink office where required. Andrea Andrew has been reinstated as the Centrelink contact and has begun re-establishing her credentials to be able to support clients.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Indigenous Knowledge Centre (IKC)</b> There were 38 visitors to the IKC in January including adults and children. Library cards are ready to be issued to loan books, videos etc. Interest has increased from community and some visitors.</li> </ul> <p><b>(See attached Report for January 2023)</b></p>
<p><b>Cultural Heritage Ranger</b></p>	<p>Cultural Heritage Advisor (Jason Jia) continues his relocation to the Cultural Center from the Ranger's Facilities.</p> <p><b>(See attached Report for January 2023)</b></p>
<p><b><u>Disaster Recovery Operation</u></b> The Disaster Recovery Plans review is ongoing.</p>	<p>No major recovery actions were required in Mapoon during October.</p>
<p><b><u>Economic Development</u></b></p>	<p>I wish to advise that I have formally resigned from my position as Executive Manager Community Development with Mapoon Aboriginal Shire Council and will be relocating to Cairns at the end of February.</p>

	<p>I would like to thank Council and Staff for their support and guidance during my time in Mapoon.</p> <p>There is a continued demand for development and monitoring of the various portfolio areas that I have been responsible for, and the need for ongoing engagement with the various government departments and agencies that provide funding for programs and services at Mapoon.</p>
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**RECOMMENDATION**

That the Report of the Executive Manager Community Development be received and noted.



## Accommodation Advertising



William Guivarra  
To: EMC Development

[Reply](#) [Reply All](#) [Forward](#)

Tue 2/14/2023 9:20

Sally,

my and I have been working with Sally Eales from the Cook Shire Council to advertise Paanja Lodge and Cullen Point Campground. We now have an advert with photo and information in the Cooktown Cape York Visitor Guide magazine.

my Thompson and I are also working on the accommodation section of the M.A.S.C. website to add more information about the Paanja Lodge and Cullen Point Campground and to simplify the Mapoon Accommodation booking system for a Paanja Lodge Unit or Cullen Point Campsite on the Mapoon Aboriginal Shire Council website.

my Thompson and I are also in the early stages of talking to Weipa Town Authority about a Paanja Lodge and Cullen Point Campground sign with a picture of the Paanja Lodge, information on what we offer and contact details. This sign will be placed between the P.D.R. turn off and Weipa

Thanks & regards,

*William Guivarra*

Accommodation Manager  
PHONE NO. 0428 593 829



## Aged Care Services

Monday the 13<sup>th</sup> of February 2023

### Issues

- Lack of services being provided to clients due to under staffing. Only providing meal on wheels and transport to and from shop and the Weipa shopping trips.

### Clients

- The aged care service currently has 24 active clients, 7 HCP clients and 17 CHSP clients, 14 clients getting a meal per day 5 HCP Clients and 8 CHSP Clients.

### Staffing

- In need of a aged care cook, and 1 or 2 more support workers to better provide services to clients.
- Gina has put in her resignation, her last day being 17<sup>th</sup> of February 2023 as the Aged Care Coordinator.

### Service Delivery

- No domestic service currently due to being understaffed.
- Delivering meals on wheels to 14 clients on a day.
- Having activities in Centre 2 to 3 time a week.
- Weipa shopping trips every Thursdays.
- Local shop runs very day when requested.
- The Day Centre is open for clients to pop in every day.

Cultural Centre

- Further discussions with local artists for use of art studio and display and selling of artworks. Tours of art gallery and art studio space.
- Preparations for the official opening of the Cultural Centre.
- Correspondence with VIP guests for the February 15<sup>th</sup> official openings (invitations and program).
- Completion of set up of storage room and filing system in Cultural Keeping Place.
- Planning and set up of art gallery.
- Zoom Meeting with SAM (Stories Art Money), regarding their program and if it would be useful for the Mapoon art gallery:  
***SAM – Stories Art Money** – is an online artwork management system. The database performs the following functions: • Catalogues artwork, including editions and collaborative works • Promotes artists and artwork • Sales and invoices • Manage artists finances – pay artists and use of purchase orders • Manage your arts business account • Provides reports for artists, your business, your board members and government reporting • Exports data to MYOB, Quickbooks and Xero • Multiple staff members can use SAM at one time • Links to your website for sales of artworks.*
- Assisted Richard with program planning for the IKC.
- Purchasing of items for the Art Gallery, Art Studio and Cultural Keeping Place.
- Created portable asset register for the Indigenous Knowledge Centre, as requested by Elzbie (for auditing purposes).

January monthly report. 1/02/2023

- Checking and replying to emails
- Made new library members.
- Loaning books out to community members
- Stil corresponding with futures its team on the 4 computers we have that aren't up and running atm.
- Placing books back on shelves after being used
- Planning and making activities for the monthly calendar
- Getting quotes for equipment for the library e.g., bean bags, board games and more
- Supervising children when in the library
- Reading to the kids
- Playing games
- Watching movies
- Catching up with parents having a yarn discussing games and activities
- Packing up and cleaning after each day
- Greeting guests that come into the cultural center.
- Answering phone calls
- Getting to know how to use the Auroa cloud desktop app ( used to make new members, loan books .

We had 38 people come into the library over the month its good to see the numbers are growing and more people interested in coming in to see the library we still have no Wi-Fi connection atm but when it does happen we should see more of the community utilizing the library . the kids come in mainly to relax and play on the tablets we have atm and got another 2 coming . had allot of parent's come in asking questions on the activities we have planed and just getting great feed back on how good it is that the community has a library and are looking forward to the whole building opening .

## Mapoon Playgroup - Monthly Report: January

Name	Sheree Lesumainaivalu
Subject	Monthly Operation report (January)
Date	9 <sup>th</sup> February 2023
CC	Mayor, Councillors and CEO

### 1. Purpose of Report

Present to the council a report program performance and operational actions for the previous month.

### 2. Recommendation

That the report be tabled and accepted as read

### 3. Resolution required: (no resolution required)

### 4. Discussion

The following are key points that need to be stated for this report which have been registered with me.

1. Staffing: Two staff. The month began with three staff and on the third week one worked alone. The last two days of the month a new staff joined.
2. Program: A scheduled daily program was prepared and followed. Many activities were part of the program but it's the attendance of parents and children that was an issue.
3. Parent and Learning: Parent involvement was priority. Not all registered parents and enrolled children (from the 2022 list) attended. However, the daily verbal interaction with the parents that attended with their children indicated positive feedback about the program.
4. Attendance: Minimal attendance was recorded with as low as 1 parent/child per day. This would be due to some families still out of the community either on holiday or personal reasons etc.
5. Anticipated Activities: A meeting with parents/carers/Guardians is scheduled for the month of February. Outdoor activities, Suitable time for the start of the program, External provider involvement (like the clinic) and referrals will be discussed.
6. Communication: Awareness was created by; calling parents, posting on the Mapoon Yarn time social page, creating flyers and delivering it to the homes and communicating verbally with the parents that attended playgroup.
7. IT – issues with logging into the computers. Had to wait for separate accounts to be set up as the computers had accounts of the previous employees.
8. Cleaning – the playgroup was given a massive spring clean and equipment's rearranged to provide a safe and healthy environment for playing and learning. The bus was cleaned weekly.

## Mapoon Playgroup - Monthly Report: January

### Attendance Statistics

Monthly Attendance Stats 2023						
January 2023						
		Monday	Tuesday	Wednesday	Thursday	TOTAL
January	Week 1 (1/01 - 4/01)	Program and Centre Closed/Council Shutdown				0
	Week 2 (8/01 - 11/01)	First week of operation – zero attendance				0
	Week 3 (16/01 - 19/01)	1	Centre closed	1	0	2
	Week 4 (23/01 - 26/01)	0	1	1		2
	Week 5 (29/01 - 01/02)	2	4	New month	New Month	6
January Monthly Attendance						10

## Mapoon Playgroup - Monthly Report: January

	ACTIVITY/ EVENT HELD	Purpose of activity	Issues faced	Outcomes achieved?
1.	Wash and blow nose	Safety and Hygiene practice	-	Achieved
2	Morning circle	Allows connectedness between children and their parents. Allows time for children to listen, talk and share. Identifying visuals and connecting to the weather, their names (attendance)	Listening to everyone at the same time.	Achieved
3	Comprehension of size (Bear Activity)	Comparing size, motor skill development	-	Achieved
4	Play time	Social Interaction with each other, having fun, sensory and motor and fine motor skill development	-	Achieved
5	Story – telling/Reading	Stimulates imagination, learn and visualise words, sounds, language, develops social skills and helps them learn about the world	-	Achieved
6	The floor is lava	Identifying colours, having fun and some degree of competition introduced.	-	Achieved

## Mapoon Playgroup - Monthly Report: January

	ACTIVITY/ EVENT HELD	Purpose of activity	Issues faced	Outcomes achieved?
	Packing toys away	Keeping and maintaining the environment clean, Instil good practices.	-	Achieved
	Refreshments/lunch	Healthy practice social skills and well-being development	-	Achieved

### **STATISTICAL DATA**

TOTAL NUMBER OF ACTIVITIES RUN	48
TOTAL NUMBER OF DIFFERENT ACTIVITIES RUN	48
TOTAL NUMBER OF PARTICIPANTS	10
FEMALE	9
MALE	1
DISABLED	-
TOTAL NUMBER OF PARTICIPANTS IN ACTIVITIES	10
TOTAL NUMBER OF INDIGENOUS PARTICIPANTS	10
TOTAL NUMBER OF INDIGENOUS PEOPLE INVOLVED IN RUNNING THE ACTIVITY	3

Team Leaders Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**7.3 EXECUTIVE MANAGER OF INFRASTRUCTURE AND WORKS**

**Author:** Tom Smith, CEO  
**Authoriser:** Tom Smith, CEO  
**Attachments:** 1. Vehicle Shed  
 2. Storage Shed

**PURPOSE OF REPORT**

Present to Council a report of program performance and operational actions for the previous month.

**BACKGROUND**

Council has several larger projects currently under construction which are at various stages of completion.

**DISCUSSION****WORKS ACTIVITIES TO DATE:**

<b>Social Housing blocks:</b>	<ul style="list-style-type: none"> <li>• Fencing completed to 3 sides all blocks.</li> <li>• Inground plumbing installed all blocks.</li> <li>• 5 house slabs poured.</li> <li>• Block work to 5 houses completed.</li> <li>• Core fill completed to 5 houses.</li> <li>• Trusses installed on 5 houses.</li> <li>• Roof sheets installed on 5 houses.</li> <li>• Windows on site ready for installation</li> <li>• Floor topping completed to 5 bathrooms ready for tiles.</li> <li>• Ceiling battens installed to 5 dwellings ready for sheeting.</li> <li>• External decoration to 5 house underway</li> <li>• Windows installed to 5 houses.</li> <li>• Floor tiling completed to 5 houses.</li> <li>• All ceiling sheeting completed.</li> <li>• 2<sup>nd</sup> fix plumbing underway to all house 95%</li> <li>• Painting 100% to each house</li> <li>• Electrical Fit off completed 100%</li> </ul>
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	<ul style="list-style-type: none"> <li>• Kitchen installation 85%</li> <li>• Front fences nearing completion 75%</li> <li>• Currently Ergon has power connection planned for April 22</li> <li>• Update for Power Ergon expected November 2022.</li> <li>• Power poles are installed, and house connection expected.</li> <li>• Have contacted Ergon around meter installation and awaiting firm date.</li> <li>• Meters were installed on the 23<sup>rd</sup> of December 2022</li> <li>• Completion anticipated at the end of February 2023</li> </ul>
<b>The Works for Queensland (W4QLD 20-21)</b> <b>Store Project:</b>	<ul style="list-style-type: none"> <li>• Building main frames under construction.</li> <li>• Store erection underway</li> <li>• Main building stood.</li> <li>• Outer building under construction</li> <li>• External portals stood.</li> <li>• Mezzanine floor constructed.</li> <li>• Bracing and purlins underway.</li> <li>• External purlins and final lock off expected to finish late September.</li> <li>• Purlin works nearly completed due to staffing problems.</li> <li>• Meeting CEQ took place, and we are waiting for a response from them regarding the new store</li> <li>• CEQ has shown an interest in the new store the Board has authorized a feasibility study and the outcome is expected early 2023 where if the numbers stack up it will be taken to the Minister.</li> <li>• Mayor informed the Minister that CEQ will be bring feasibility study for approval in the new year.</li> </ul>

	<ul style="list-style-type: none"> <li>• Rain has stopped work expect to recommence in mid-January 2023</li> </ul>
<b>The Works for Queensland (W4QLD 21-23) Council Extension</b>	<ul style="list-style-type: none"> <li>• Architect design complete.</li> <li>• Horton Construction awarded the works.</li> <li>• Works to commence week starting 12/09/2022.</li> <li>• Works commenced.</li> <li>• New slab works 100%</li> <li>• Blockwork 100%</li> <li>• Water supplies 100%</li> <li>• Drainage repaired 100%</li> <li>• Roof 100%</li> <li>• Electrical 1<sup>st</sup> fix 100%</li> <li>• New offices framing and ceiling 100%</li> <li>• Wall panelling to main room 60%</li> <li>• Windows have arrived ready for installation.</li> <li>• External render 100%</li> <li>• Plaster boarding 100%</li> <li>• Delays with deliveries has held up some of the internal works.</li> <li>• Windows installed.</li> <li>• Extension to lockup</li> <li>• Electrical 2<sup>nd</sup> fix 80%</li> <li>• Floor covering ordered.</li> <li>• Timber capping ordered.</li> </ul>

	<ul style="list-style-type: none"> <li>• Builder waiting on pin boards to complete walls then his contract is completed.</li> <li>• Painter awaiting end of wet to commence exterior paint works.</li> </ul>
<b>The Works for Queensland (W4QLD 19-21)</b> <b>Cultural Centre:</b>	<ul style="list-style-type: none"> <li>• Roof purlins 100% complete,</li> <li>• Wall framing 100% complete,</li> <li>• Roof sheeting 100% complete,</li> <li>• Electrical first fix 100% complete,</li> <li>• Plumbing first fix 100% complete,</li> <li>• Aircon first fix 100% complete,</li> <li>• All internals' walls and suspended ceilings 100% complete.</li> <li>• Plaster boarding and setting 100% complete,</li> <li>• External wall sheeting 100% complete,</li> <li>• Joinery manufacturer 100% complete,</li> <li>• Café fit out manufacture 100% complete,</li> <li>• Gates and railing 100% complete,</li> <li>• Painting 100% complete,</li> <li>• Floor topping 100% complete.</li> <li>• Floor covering 100%</li> <li>• Joinery installation 100%</li> <li>• Stainless café fit out 100%</li> <li>• Second fix plumbing 100%</li> <li>• Electrical second fix 100%</li> <li>• Aircon second ix 100%</li> </ul>

	<ul style="list-style-type: none"><li>• Security system 100%</li><li>• Cabinetry for library 100%</li><li>• Plumbing fit off 100%</li><li>• External railings 100%</li><li>• Landscaping 100%</li><li>• Turf expected May.</li><li>• Builder clean underway</li><li>• Counters to Library installed.</li><li>• Plumbing fit off Complete.</li><li>• Septic system installed.</li><li>• Turf has arrived and laid.</li><li>• Water connection will be in place during July.</li><li>• Final builders clean ready for opening.</li><li>• Library soft opening went well.</li><li>• Signage expected late October.</li><li>• Signage has arrived and installed 70%</li><li>• Coffee shop manager/cook has been recruited.</li><li>• Coffee training 2<sup>nd</sup> and 3<sup>rd</sup> of February</li><li>• Jason Jia now working out of the keeping place.</li><li>• Graphics for external are currently being made.</li><li>• Graphics have arrived and are due to be installed with the remainder of the signage.</li><li>• Official opening was the 15<sup>th</sup> of February, and it was great day out.</li></ul>
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<b>Splash Park</b>	<ul style="list-style-type: none"> <li>• No Current problems.</li> <li>• Bi-annual service completed.</li> </ul>
<b>New Ranger Base</b>	<ul style="list-style-type: none"> <li>• Boundary fence installed.</li> <li>• Block cleared and rolled.</li> <li>• Plan for main building completed ready for tender.</li> <li>• Earthworks to commence 28<sup>th</sup> November.</li> <li>• Earthworks are underway and completion expected 20 /12/2022.</li> <li>• Plans for sheds completed ready for tender.</li> <li>• Sheds have been tendered and only one quote received the quotes are within budget. RFQ sent to NQ Sheds, Total Span Sheds and Wipe Span sheds as per procurement policy.</li> <li>• Earth works have been delayed due to rain estimated completion now February 2023.</li> <li>• Main building tender due for release</li> <li>• Shed costs put to Council for CEO permission to Purchase.</li> </ul>
<b>Social Housing blocks Stage 2:</b>	<ul style="list-style-type: none"> <li>• Funding agreement signed.</li> <li>• planning to clear next 6 blocks at the end of June early July and commence Designs for the current allocation 3x3bed and 2x4bed.</li> <li>• still haven't received signed agreement works will not start until it arrives.</li> <li>• Fund have been received currently working on getting the clearing underway late September.</li> <li>• Delays with clearing works now scheduled for 24/10/2022.</li> <li>• Blocks are now cleared and removed trees are burnt.</li> </ul>

	<ul style="list-style-type: none"> <li>• 4-bedroom design underway expected completion ready for State approval end of March.</li> </ul>
<b>New Transfer Station</b>	<ul style="list-style-type: none"> <li>• DA currently underway</li> <li>• Survey works delivered.</li> <li>• Site pick up will be used to complete DA and design.</li> <li>• Design commenced.</li> <li>• Still awaiting DA for Council Approval.</li> <li>• Finalising construction drawings.</li> <li>• Preston Law Finalising Planning</li> <li>• No objection to the planning application.</li> <li>• Expecting plans for Trades Tender late September.</li> <li>• Plans have taken a few weeks longer but guaranteed for late October.</li> <li>• Steel order underway ready for commencement in new year</li> <li>• Concrete blocks ordered ready for commencement in new year.</li> <li>• Fill for project has been won at the pit filling expected to commence early 2023.</li> <li>• Steel onsite ready for commencement</li> <li>• Blocks now on site ready to commence.</li> <li>• Earth works hope to commence at the end of February.</li> </ul>
<b>QBuild Maintenance:</b>	<ul style="list-style-type: none"> <li>• Currently up to date and invoicing continuing. 502 invoices done.</li> </ul>

	<ul style="list-style-type: none"> <li>• Some delays with jobs due to delivery problems</li> </ul>
<b>QBuild Upgrades:</b>	<ul style="list-style-type: none"> <li>• Renovations to lot 10 nearing completion kitchen nearing completion</li> <li>• Repainting of lot 52 complete</li> <li>• Works at lot 39 underway</li> <li>• Vacant at lot 65 awaiting kitchen.</li> <li>• Lot 202 complete</li> </ul>
<b>AMO EHW:</b>	<ul style="list-style-type: none"> <li>• Water supply excellent and usage averaging 250,000 – 450,000 litre per day, usage has dropped due to the rain storms we have been experiencing.</li> <li>• Weekly checks and monthly checks have been all clear.</li> <li>• Stock for water treatment plentiful.</li> <li>• Vet visit starts 20/02/2023 for the week.</li> <li>• New position for waste management operative to be advertised early 2023.</li> <li>• Mapoon Animal management plan in Draft for 2022-2025 completion expected December 2022 it will be reviewed and actioned in February but still to commence.</li> <li>• Vet is informing residents of Mapoon that it is illegal to have a Dingo during the visit and we hope to remove the problem animals during the visit.</li> </ul>
<b>Grant Applications submitted and underway.</b>	
<p>Indigenous Ranger Biosecurity Program-Ranger Capability Building Grants-Round 2 For equipment, services, training, and other capability building activities. Must enhance Ranger ability to carry out biosecurity surveillance and response work.</p> <p>Application for: tractor that can be utilized for vessel launching and towing of an implement (Boss beach cleaner) and tractor tickets (training).</p>	Lodged



Queensland Government Community Partnership Innovation Grants new or innovative project ideas that could help respond to drivers of youth crime in your area and that are designed in partnership with the local community	CEO to discuss with stakeholders. Ideas to date trained security. Solar lights installed to darker areas. Plus, other ideas
Celebrating Reconciliation Grants Program for 2023. National Reconciliation Week (27 May–3 June) celebrates and builds on respectful relationships shared by Aboriginal, Torres Strait Islander and non-Indigenous peoples. Eligible organisations can apply for grants of up to \$3,000 (exclusive of GST) per event or activity to deliver a range of initiatives.	Lodged Preparation now underway
DAFF Indigenous Rangers Coastal Clean-up Program/ Top Watch Ghost Net Program -The purpose of the grants is to support rangers to undertake ghost nets and marine debris activities for the department and establish marine debris and ghost nets management programs in their area.	Lodged
ATSI TIDS project nomination form	Lodged \$1.2 M being requested to install barge Groyne
Applications successful/unsuccessful	
Local Government illegal dumping partnership program round 2B	\$64,040.00 EX GST
<b>Reports and acquittals</b>	
W4Q Store Project-Ad hoc report completed. Extension of time to 30 December 2022 approved for completion report	Up to date
LRCI quarterly reports awaiting feedback from annual reports	Up to date
BoR 5 (again) amendment required	
Projects looking for grants	Project value
Road re-seal 10km	\$1.2
Cemetery	\$?
Solar streetlights-possible funding from Fed Community Security Grant	?
Car and waste shredder-business opportunity	\$239,000 for excavator; \$980,112 shredder \$? operator
Tourism marketing strategy and signage	\$?
Fishing Comp 2023 Applications close February	\$15,000 lodged
Triplex staff accommodation	?
Can crusher	Underway container for change
Childcare childproof fence and gate	

Childcare AstroTurf for play area	
Waste transfer station- de-gas equipment	
Hydroponic farm	
Workshop	<ul style="list-style-type: none"><li>• All vehicles are serviced up to date.</li><li>• All vehicles a fuelled in case of events.</li><li>• All Generators are tested each week.</li><li>• Chainsaws and portable generators all serviced.</li><li>• Local tender has closed, and lock box is to be opened.</li></ul>

**RECOMMENDATION**

- Sheds have been tendered and only one quote received the quotes are within budget. RFQ sent to NQ Sheds, Total Span Sheds and Wipe Span sheds as per procurement policy.
- Quote are attached from Wide span sheds \$67,290.91 Ex GST for large shed and \$37,254.55 Ex GST for smaller shed.
- Combined the costs are outside the CEO delegation Council instruction required to purchase.

That That the Report of the Executive Manager of Infrastructure and Works be received and noted.

That the Council Instruct the CEO to Purchase Sheds for the Ranger base Project.



Wide Span Industrial Buildings  
ABN: 50 130 691 422

Suite 100, 237 Scottsdale Drive  
Robina, QLD 4226  
Phone 07 5649 8293

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## QUOTATION

Tom Smith  
Red Beach Road  
Mapoon  
QLD, 4874  
Australia

Reference # : SNoble2301030-2

Date : 12 Jan 2023

Dear Tom,

Thank you for the opportunity to quote you on your new steel building. The features and benefits of this quotation refer to the supply of a kit only, based on the information discussed to date. Your steel building will be manufactured locally in Townsville, Queensland.

If you have any questions, please don't hesitate to call us.

Kind Regards,

Stuart Noble  
Industrial & Export Sales Executive  
ph: 07 5649 8293  
email: [stuartn@sheds.com.au](mailto:stuartn@sheds.com.au)

### Pricing

<b>Kit Price</b>	\$67,290.91
<b>GST</b>	\$6,729.09
<b>Delivery</b>	FREE*
<b>TOTAL (inc GST)</b>	<b>\$74,020.00</b>

### Delivery

\*Free delivery offer applies to delivery fees for the standard delivery area. Any additional fees for delivery due to the requirement of escort vehicle/s or when the delivery address is outside the standard delivery area are not included in this promotion. Conditions apply, refer to General Specifications below for more information.

### Payment Schedule

- 25% initial deposit to be paid to receive all appropriate plans, engineering specifications & certificates.
- 25% further deposit to be paid to commence manufacturing.
- 50% to be paid 7 working days prior to pick up or delivery of your steel building.



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The price covers entirely our offer. Anything discussed or implied but not specifically referenced in this quote, does not form part of our offer. Please contact us for a revised quote if there are any amendments or inclusions you require.

All payments must be made directly to Wide Span Sheds as per the payment details on our invoice. An invoice is issued on acceptance of this quotation along with the purchase agreement.

### Details of your Wide Span Sheds Building

<b>Weight</b>	Approximately: 8,600 kg
<b>Span</b>	10 metres
<b>Length</b>	20 metres (4 Bays of 5 metres each)
<b>Height</b>	4.9 metres
<b>Roof Type</b>	Gable, 15 degree pitch
<b>Roof</b>	COLORBOND® steel CORODEK® 0.42 BMT (0.47TCT) sheeting, BlueScope
<b>Walls &amp; Trims</b>	COLORBOND® steel CORODEK® 0.42 BMT (0.47TCT) sheeting, BlueScope
<b>Downpipes</b>	90mm PVC downpipe - 6m lengths, 90mm Downpipe straps
<b>Roller Doors</b>	Two (2) COLORBOND® steel 4m high x 3.6m wide roller doors (with 2 motorised unit operated by remote handpieces, roller door is wind rated). Two (2) COLORBOND® steel 2.8m high x 3.6m wide roller doors (with 2 motorised unit operated by remote handpieces, roller door is wind rated). Refer to the General Specification (# Access Doors) in relation to opening sizes. The Roller Doors are boxed or steel wrapped for protection during transport. Refer to the Building information for details on Industrial Door Handling.
<b>PA Doors</b>	One (1) 920mm wide pre-hung double skin COLORBOND® steel door with keyed lockset and lever handle on both sides;
<b>Window Openings</b>	Materials to frame up for window opening(s) including a header flashing to suit Five (5) 1200h x 1800w windows (supply of the window is NOT included).
<b>Insulation</b>	Lightweight 50-60mm Insulated Roofing Blanket, or equivalent performance specification. Insulation is a glass wool blanket with a reinforced laminated thermofoil face to one side. (Performance specification (R Value) change dependent on the ventilation. Insulation to the roof of the main building. Safety wire is provided to the roof area only.
<b>Bracing</b>	The building will have Knee and Apex braces. Minimum internal knee clearances are: Main Building 3.436m. Minimum internal apex clearance is: 5.370m.
<b>Roof Purlins &amp; Wall Girts</b>	Z sections bolted to rafters & columns with a minimum overlap of 10% of the bay width. The roof purlins are Z150, the side girts are Z150 and the end girts are Z100. Brackets are provided so that the Z is bolted through the web.
<b>Fixing to Concrete</b>	Screw-Bolts fitted after concrete is cured.

### Specific Inclusions

- Determination of the design criteria by the engineer. This includes assessment in 8 cardinal directions to determine the site design wind speed based on the building orientation.
- A comprehensive step by step Construction Kit. This kit is specific to your building and gives step by step, simple to follow instructions on how to build your building.
- Engineering certification of the steel building to the appropriate Australian Standards, refer to General Specifications.
- Slab or Pier designs for soil classes A, S, M, H1 and H2.
- Materials as nominated above supplied as per the attached "General Specification".
- BlueScope - product warranties of up to 15 years apply.

### Specific Exclusions





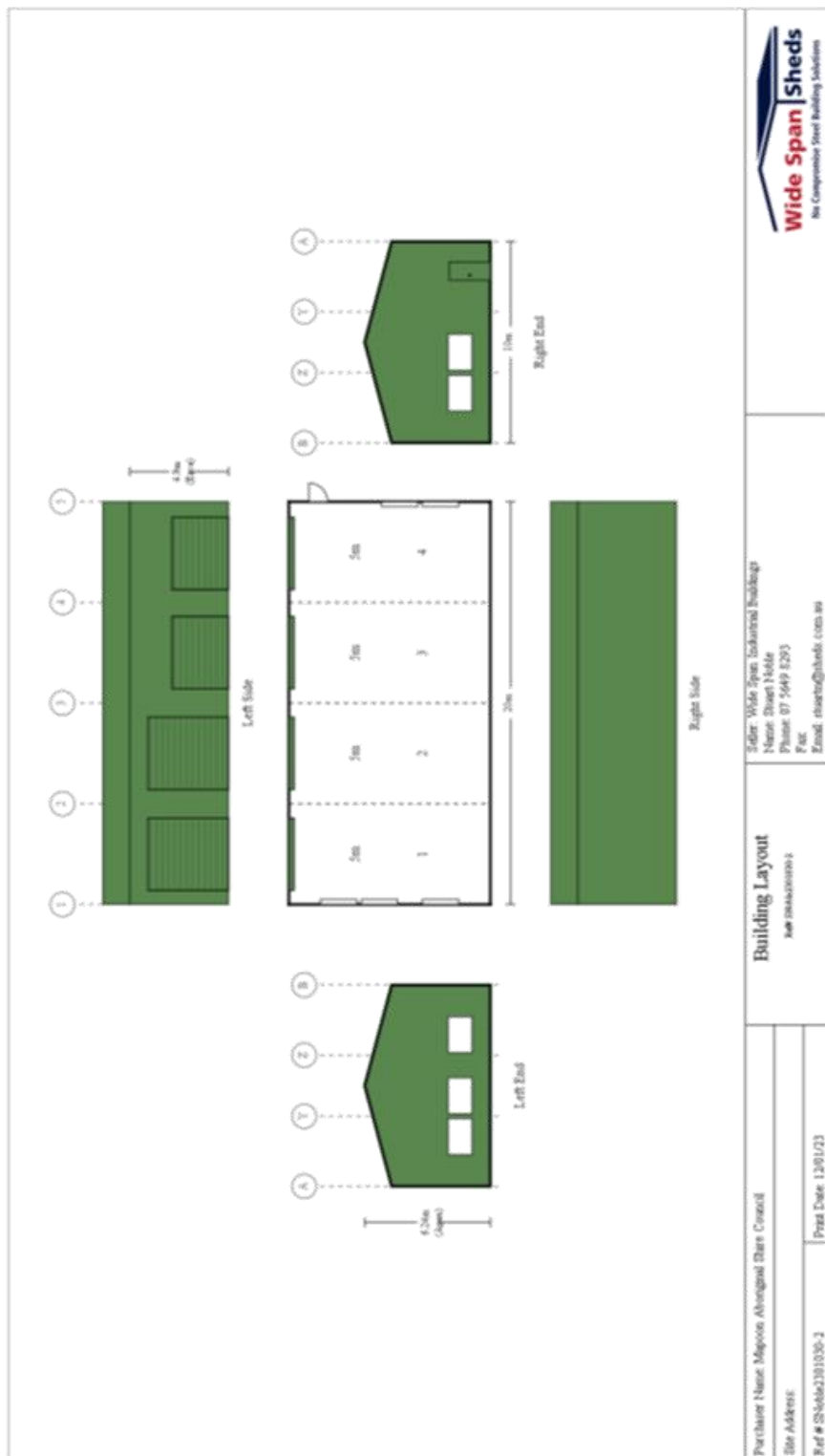

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- Drawings other than detailed above.
- Consent authority including any building, development or construction certificate application(s).
- Construction of the steel building and any foundations (building is supplied as a kit).
- Insurance of the steel building once delivered to site or collected from depot.



## Building Layout



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Site Location	
<b>Site Address</b>	Wheeler Street Mapoon QLD 4874 Australia
<b>Building Orientation</b>	Left Side of building orientated to 296° (northwesterly direction)
<b>Building Class</b>	10
<b>NCC Version</b>	The Engineer to select NCC 2019 or NCC 2022 as a Performance Standard
<b>Design Wind Criteria for the Highest Cardinal Direction</b>	Importance Level 2 with a $V_r$ of 69.3 m/s; Region C; $TC = 2.13$ ; $M_t = 1$ ; $M_s = 1.0$ ; giving a $V_{des}$ of 59.7 m/s.
<b>Earthquake</b>	An Earthquake Acceleration Co-efficient ( $Z$ ) of up to 0.14 has been allowed for in the design of the building, however wind is the determining design factor.
<b>Other Design Factors</b>	No Snow Loading allowed.






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## Building Information

The design criteria nominated has been assessed by your trained sales consultant. Any submission after 30th April 2023, will definitely require the use of the NCC 2022. This assessment is subject to the certifying engineers confirmation. Final assessment by the engineer may result in a change to the materials and price.

From the site location and the usage information we have at hand, it is likely that the building is subject to a Marine Influence and/or Industrial Influence. We refer you to BlueScope Technical Bulletins (in particular TB1A, TB1B, TB4, TB30 and TB35) to consider the environmental conditions and the materials that have been specified in your quotation. It is likely that the BlueScope and any other warranties will be limited for the specified materials. If you contact BlueScope on 1800 800 789, they will be able to discuss this further with you. Should you wish to consider changing any materials, your sales consultant will be able to assist.



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## General Specifications

22-11-01 AU

Due to ongoing product development, the seller reserves the right to make design and engineering changes up to the point of scheduling manufacture. The engineer's final design requirements may override anything nominated.

**Standards & Codes** - All buildings are designed in accordance with test results, computer analysis, NCC, AS/NZS 1170, AS 3600, AS 4100 and AS 4600. Where more than 1 version of any code is applicable, the code to be used shall be at the engineers discretion.

**Design Criteria** - Prior to issuing engineering certification, the engineer does a site specific check of the wind speed and a structural design check. This design takes into account the building orientation. Changes to the site wind speed may result in a price increase or decrease. Unless nominated, no allowance has been made for earthquake or snow loading. The building is not suitable for lining with gyprock.

**Dimensions** - all dimensions nominated are nominal sizes only. Length and span are to inside of sheeting. Height is to top of gutter. Length and span may vary when sides are fully open by up to 200mm per side/end. If an exact opening or clearance is required, then this must be specifically nominated as "exact size" in the quotation.

**Environmental Characteristics** - All components of the steel building are designed to suit the conditions generally described as Non aggressive. Care must be taken with any steel building to ensure that regular maintenance is carried out. The suitable conditions and Maintenance requirements are defined in the various BlueScope Technical Bulletins.

**Roof & Wall Sheeting** - COLORBOND® steel or ZINCALUME® steel as nominated. TCT refers to Total Coated Thickness. BMT refers to Base Metal Thickness. Refer to BlueScope TB-1a&1b

**GALVASPAN® steel Sections** - GALVASPAN® steel C-sections, Z-sections, purlins and girts have a minimum coating of 350-gsm (Z350) and a minimum yield strength of 450MPa. Refer to BlueScope TB-17

**Brackets** - All brackets are made with a minimum coating of 350-gsm (Z350) and a minimum yield strength of 450Mpa or greater

**Fasteners** - All major connections including Z purlins and girts are bolted. All other connections are tec screwed. Roof screws with cyclonic washers are ONLY provided where the building is rated cyclonic. Should conditions be severe (ISO Category 4 or 5), the purchaser should advise the seller of any special requirements. (Refer to BlueScope TB-16 and manufacturers warranty data.)

### Bracing

**Wall & Roof** : Cross and Fly bracing as per the engineering plans, steel strapping will be supplied unless otherwise nominated. In open bays, a double eave purlin is provided for bracing purposes. Subject to engineering cross bracing in some open bays and over windows may be required.

**Apex**: Where nominated by the engineering, apex braces are supplied. Apex braces will reduce the apex clearance height. rafters.

**Knee Braces**: Where nominated by the engineering, lateral and/or transverse knee braces are provided. Knee braces will reduce the clearance heights.

**End Wall Mullions** - Fixed at 90 degrees to the columns and inside the rafter. These will reduce internal clearance.

**Gutters** - the roof drainage design is NOT in accordance with the BCA and the Australian Standards. The gutter type supplied will be nominated by our supplier as the most common type for the area. Please contact us prior to commencement of manufacturing if you require the non-compliant gutter type to be removed. All Rainwater and drainage designs are the responsibility of the purchaser/owner and should be designed and detailed in accordance with the BCA and the Australian Standards.

**Piers and Slab** - Designs are for a safe bearing value  $\geq 100\text{kPa}$ . (400kPa ultimate). Where a concrete slab, or concrete slab and piers is nominated, the wall sheeting will be supplied to extend 50 mm past the slab (building height + 50 mm). When concrete piers only are nominated, wall sheeting is provided to building height. Where a 50mm step down is nominated, the wall sheeting is not extended any further.

**Fixing Method** - The fixing method nominated is for the main side columns. Other columns are supplied as per engineering design. The Engineers design may override your request.

**Marking, Cutting and Drilling** - Most components are marked for easy identification and placement. Most are also cut to length and drilled to suit bolt placement. It will be necessary to cut and/or drill some components on site.

**Sheeted Portals and Mullions** - All end wall mullions provide critical support to portal frames and cannot be repositioned or removed under any circumstances without engineering approval.

**# symbol indicates items that are only included when specifically nominated in your quotation.**

**# Access Doors** - All roller doors, sectional doors, shutters, steel sliding or bifold doors and PA doors are NOT wind rated. Roller doors can be supplied wind rated at an additional cost. The sizes quoted are approximate door sizes - NOT clear opening sizes. Clear opening sizes may be reduced due to the building height, widths, motors or chains. At least 70mm in height will be lost due to the 'lead in'. All roller door keys (where included) are keyed alike, unless otherwise stated. All Stable shutters will be provided in the same colour as the wall colour. Sliding doors are supplied so that each door will slide across the door bay plus one other bay as per shed layout.

All comments regarding roller doors, sectional doors & shutters are referenced from inside the building looking out.

Grifco LR Drive motors will be provided with a 24V DC battery backup in case of a power outage. This will provide one day of normal operating until power is restored.

**# Colours** - Not all colours are available from all manufacturing depots. 0.40 TCT wall sheeting has limited colours in most areas.

**# Delivery** - Delivery is quoted to within the normal delivery runs. Additional fees apply where the address is off the run. Alternatively delivery is to be ex works. Unloading of the whole kit is not included where any length exceeds 11.8m. Semi trailer access required. Where a body truck is requested it is subject to availability. Should a body truck be requested and it is not available for the site then the building shall be either ex works or delivered to an alternative address by a semi trailer.

**# Downpipes** - 100 x 75 or 90 dia PVC as provided by our supplier. Double Downpipes required non standards brackets and are not included by our suppliers. To be retrofitted and supplied by others.

**# Insulation + Wire** - Of the type nominated in the quote.

**# Pricing** - Pricing is valid for 30 days, unless notified of an impending price rise where the price rise date will become the new validation date. *Purchase agreements are also subject to price rises.*

**# Roller Door** - Industrial and residential roller doors may have a slightly different profile.

**# Roller Door Transport Protection** - All doors are either steel wrapped or cardboard boxed to protect them during transport. Any damage to a door will be accessed in accordance with the AGDA guide to visual inspection of garage doors.

**# Windows** - Positions shown on plans are for illustration purposes only (all windows are 2.1m to top of window from floor level). Windows and glass sliding doors are to be provided by others. A header flashing is provided as part of the building. Other stile material is provided to enable secure fixing of the windows and surrounding sheeting. An 'X' shown in the elevation on a window represents cross bracing over the window. Sliding Window: openings slide from Right to Left viewed from inside building.



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Wide Span Industrial Buildings  
ABN: 50 130 691 422

Suite 100, 237 Scottsdale Drive  
Robina, QLD 4226  
Phone 07 5649 8293

[www.sheds.com.au](http://www.sheds.com.au)

## QUOTATION

Tom Smith  
Red Beach Rd  
Mapoon  
QLD, 4874  
Australia

Reference # : SNoble2301031  
Date : 12 Jan 2023

Dear Tom,

Thank you for the opportunity to quote you on your new steel building. The features and benefits of this quotation refer to the supply of a kit only, based on the information discussed to date. Your steel building will be manufactured locally in Townsville, Queensland.

If you have any questions, please don't hesitate to call us.

Kind Regards,

Stuart Noble  
Industrial & Export Sales Executive  
ph: 07 5649 8293  
email: [stuartn@sheds.com.au](mailto:stuartn@sheds.com.au)

### Pricing

<b>Kit Price</b>	\$37,254.55
<b>GST</b>	\$3,725.45
<b>Delivery</b>	FREE*
<b>TOTAL (inc GST)</b>	<b>\$40,980.00</b>

### Delivery

\*Free delivery offer applies to delivery fees for the standard delivery area. Any additional fees for delivery due to the requirement of escort vehicle/s or when the delivery address is outside the standard delivery area are not included in this promotion. Conditions apply, refer to General Specifications below for more information.

### Payment Schedule

- 25% initial deposit to be paid to receive all appropriate plans, engineering specifications & certificates.
- 25% further deposit to be paid to commence manufacturing.
- 50% to be paid 7 working days prior to pick up or delivery of your steel building.



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The price covers entirely our offer. Anything discussed or implied but not specifically referenced in this quote, does not form part of our offer. Please contact us for a revised quote if there are any amendments or inclusions you require.

All payments must be made directly to Wide Span Sheds as per the payment details on our invoice. An invoice is issued on acceptance of this quotation along with the purchase agreement.

### Details of your Wide Span Sheds Building

<b>Weight</b>	Approximately: 5,100 kg	
<b>Span</b>	6.2 metres	
<b>Length</b>	12 metres (2 Bays of 6 metres each)	
<b>Height</b>	3.6 metres (Low Side), 4.69 metres (High Side)	
<b>Roof Type</b>	Skillion, 10 degree pitch	
<b>Roof</b>	COLORBOND® steel CORODEK® 0.42 BMT (0.47TCT) sheeting, BlueScope	
<b>Walls &amp; Trims</b>	COLORBOND® steel CORODEK® 0.42 BMT (0.47TCT) sheeting, BlueScope	
<b>Downpipes</b>	90mm PVC downpipe - 6m lengths, 90mm Downpipe straps	
<b>Roller Doors</b>	Two (2) COLORBOND® steel 2.8m high x 3.6m wide roller doors (with 2 motorised unit operated by remote handpieces, roller door is wind rated). Refer to the General Specification (# Access Doors) in relation to opening sizes. The Roller Doors are boxed or steel wrapped for protection during transport.	
<b>PA Doors</b>	One (1) 920mm wide pre-hung double skin COLORBOND® steel door with keyed lockset and lever handle on both sides;	
<b>Window Openings</b>	Materials to frame up for window opening(s) including a header flashing to suit One (1) 1200h x 1800w window (supply of the window is NOT included).	
<b>Insulation</b>	Lightweight 50-60mm Insulated Roofing Blanket, or equivalent performance specification. Insulation is a glass wool blanket with a reinforced laminated thermofoil face to one side. (Performance specification (R Value) change dependent on the ventilation. Insulation to the roof of the main building, to the roof of the left leanto. Safety wire is provided to the roof area only.	
<b>Bracing</b>	The building will have Knee braces. Minimum internal knee clearances are: Main Building 3.379m (Left Side), 2.509m (Right Side) .	
<b>Left Lean-to</b>	Span	5m
	Drop	0.36 metres from eave height
	Pitch	10 degrees
	Length	Starting bay 1 for 2 bays
	Height of External Lean-to wall	3.45m
	Two (2) 6m open bays - along the sides of the leanto. Four (4) 2.5m open bays on the ends of the leanto. Refer to Layout (attached) for location & height clearances.	
<b>Roof Purlins &amp; Wall Girts</b>	Z sections bolted to rafters & columns with a minimum overlap of 10% of the bay width. The roof purlins are Z150, the side girts are Z150 and the end girts are Z100. Brackets are provided so that the Z is bolted through the web.	
<b>Fixing to Concrete</b>	Columns embedded into the concrete footings.	

### Specific Inclusions






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- Determination of the design criteria by the engineer. This includes assessment in 8 cardinal directions to determine the site design wind speed based on the building orientation.
- A comprehensive step by step Construction Kit. This kit is specific to your building and gives step by step, simple to follow instructions on how to build your building.
- Engineering certification of the steel building to the appropriate Australian Standards, refer to General Specifications.
- Slab or Pier designs for soil classes A, S, M, H1 and H2.
- Materials as nominated above supplied as per the attached "General Specification".
- BlueScope - product warranties of up to 15 years apply.

### Specific Exclusions

- Drawings other than detailed above.
- Consent authority including any building, development or construction certificate application(s).
- Construction of the steel building and any foundations (building is supplied as a kit).
- Insurance of the steel building once delivered to site or collected from depot.



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**Building Layout**

**Side Elevation:** The side elevation shows a building with a gabled roof. The roof height is 4.0m (Rise). The building width is 3.14m. The building height is 3.17m (Rise). The building is divided into two sections, 1 and 2, with a central entrance. The building is labeled "Left Side" and "Right Side".

**Plan View:** The plan view shows a rectangular building with a central entrance and a large window. The building width is 12m. The building height is 3.17m (Rise). The building is divided into two sections, 1 and 2, with a central entrance. The building is labeled "Left Side" and "Right Side".

**Dimensions:**

- Roof Height: 4.0m (Rise)
- Building Width: 3.14m
- Building Height: 3.17m (Rise)
- Building Length: 12m
- Section 1 Width: 6m
- Section 2 Width: 6m
- Section 1 Height: 3.17m (Rise)
- Section 2 Height: 3.17m (Rise)

Site Location	
<b>Site Address</b>	Wheeler St Mapoon QLD 4874 Australia
<b>Building Orientation</b>	Left Side of building orientated to 290° (westerly direction)
<b>Building Class</b>	10
<b>NCC Version</b>	The Engineer to select NCC 2019 or NCC 2022 as a Performance Standard
<b>Design Wind Criteria for the Highest Cardinal Direction</b>	Importance Level 2 with a $V_r$ of 69.3 m/s; Region C; $TC = 2.11$ ; $M_t = 1$ ; $M_s = 1.0$ ; giving a $V_{des}$ of 59.3 m/s.
<b>Earthquake</b>	An Earthquake Acceleration Co-efficient ( $Z$ ) of up to 0.14 has been allowed for in the design of the building, however wind is the determining design factor.
<b>Other Design Factors</b>	No Snow Loading allowed.



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### Building Information

The design criteria nominated has been assessed by your trained sales consultant. Any submission after 30th April 2023, will definitely require the use of the NCC 2022. This assessment is subject to the certifying engineers confirmation. Final assessment by the engineer may result in a change to the materials and price.

From the site location and the usage information we have at hand, it is likely that the building is subject to a Marine Influence and/or Industrial Influence. We refer you to BlueScope Technical Bulletins (in particular TB1A, TB1B, TB4, TB30 and TB35) to consider the environmental conditions and the materials that have been specified in your quotation. It is likely that the BlueScope and any other warranties will be limited for the specified materials. If you contact BlueScope on 1800 800 789, they will be able to discuss this further with you. Should you wish to consider changing any materials, your sales consultant will be able to assist.



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## General Specifications

22-11-01 AU

Due to ongoing product development, the seller reserves the right to make design and engineering changes up to the point of scheduling manufacture. The engineer's final design requirements may override anything nominated.

**Standards & Codes** - All buildings are designed in accordance with test results, computer analysis, NCC, AS/NZS 1170, AS 3600, AS 4100 and AS 4600. Where more than 1 version of any code is applicable, the code to be used shall be at the engineers discretion.

**Design Criteria** - Prior to issuing engineering certification, the engineer does a site specific check of the wind speed and a structural design check. This design takes into account the building orientation. Changes to the site wind speed may result in a price increase or decrease. Unless nominated, no allowance has been made for earthquake or snow loading. The building is not suitable for lining with gyprock.

**Dimensions** - all dimensions nominated are nominal sizes only. Length and span are to inside of sheeting. Height is low side height. Length and span may vary when sides are fully open by up to 200mm per side/end. If an exact opening or clearance is required, then this must be specifically nominated as "exact size" in the quotation.

**Environmental Characteristics** - All components of the steel building are designed to suit the conditions generally described as Non aggressive. Care must be taken with any steel building to ensure that regular maintenance is carried out. The suitable conditions and Maintenance requirements are defined in the various BlueScope Technical Bulletins.

**Roof & Wall Sheeting** - COLORBOND® steel or ZINCALUME® steel as nominated. TCT refers to Total Coated Thickness. BMT refers to Base Metal Thickness. Refer to BlueScope TB-1a&1b

**GALVSPAN® steel Sections** - GALVSPAN® steel C-sections, Z-sections, purlins and girts have a minimum coating of 350-gsm (Z350) and a minimum yield strength of 450MPa. Refer to BlueScope TB-17

**Brackets** - All brackets are made with a minimum coating of 350-gsm (Z350) and a minimum yield strength of 450MPa or greater

**Fasteners** - All major connections including Z purlins and girts are bolted. All other connections are tec screwed. Roof screws with cyclonic washers are ONLY provided where the building is rated cyclonic. Should conditions be severe (ISO Category 4 or 5), the purchaser should advise the seller of any special requirements. (Refer to BlueScope TB-16 and manufacturers warranty data.)

### Bracing

**Wall & Roof** : Cross and Fly bracing as per the engineering plans, steel strapping will be supplied unless otherwise nominated. In open bays, a double eave purlin is provided for bracing purposes. Subject to engineering cross bracing in some open bays and over windows may be required.

**Knee Braces**: Where nominated by the engineering, lateral and/or transverse knee braces are provided. Knee braces will reduce the clearance heights.

**End Wall Mullions** - Fixed at 90 degrees to the columns and inside the rafter. These will reduce internal clearance.

**Gutters** - the roof drainage design is NOT in accordance with the BCA and the Australian Standards. The gutter type supplied will be nominated by our supplier as the most common type for the area. Please contact us prior to commencement of manufacturing if you require the non-compliant gutter type to be removed. All Rainwater and drainage designs are the responsibility of the purchaser/owner and should be designed and detailed in accordance with the BCA and the Australian Standards.

**Piers and Slab** - Designs are for a safe bearing value  $\geq 100\text{kPa}$ . (400kPa ultimate). Where a concrete slab, or concrete slab and piers is nominated, the wall sheeting will be supplied to extend 50 mm past the slab (building height + 50 mm). When concrete piers only are nominated, wall sheeting is provided to building height. Where a 50mm step down is nominated, the wall sheeting is not extended any further.

**Fixing Method** - The fixing method nominated is for the main side columns. Other columns are supplied as per engineering design. The Engineers design may override your request.

**Marking, Cutting and Drilling** - Most components are marked for easy identification and placement. Most are also cut to length and drilled to suit bolt placement. It will be necessary to cut and/or drill some components on site.

**Sheeted Portals and Mullions** - All end wall mullions provide critical support to portal frames and cannot be repositioned or removed under any circumstances without engineering approval.

**# symbol indicates items that are only included when specifically nominated in your quotation.**

**# Access Doors** - All roller doors, sectional doors, shutters, steel sliding or bifold doors and PA doors are NOT wind rated. Roller doors can be supplied wind rated at an additional cost. The sizes quoted are approximate door sizes - NOT clear opening sizes. Clear opening sizes may be reduced due to the building height, widths, motors or chains. At least 70mm in height will be lost due to the 'lead in'. All roller door keys (where included) are keyed alike, unless otherwise stated. All Stable shutters will be provided in the same colour as the wall colour. Sliding doors are supplied so that each door will slide across the door bay plus one other bay as per shed layout.

All comments regarding roller doors, sectional doors & shutters are referenced from inside the building looking out.

**# Colours** - Not all colours are available from all manufacturing depots. 0.40 TCT wall sheeting has limited colours in most areas.

**# Delivery** - Delivery is quoted to within the normal delivery runs. Additional fees apply where the address is off the run. Alternatively delivery is to be ex works. Unloading of the whole kit is not included where any length exceeds 11.8m. Semi trailer access required. Where a body truck is requested it is subject to availability. Should a body truck be requested and it is not available for the site then the building shall be either ex works or delivered to an alternative address by a semi trailer.

**# Downpipes** - 100 x 75 or 90 dia PVC as provided by our supplier. Double Downpipes required non standards brackets and are not included by our suppliers. To be retrofitted and supplied by others.

**# Insulation + Wire** - Of the type nominated in the quote.

**# Pricing** - Pricing is valid for 30 days, unless notified of an impending price rise where the price rise date will become the new validation date. *Purchase agreements are also subject to price rises.*

**# Roller Door** - Industrial and residential roller doors may have a slightly different profile.

**# Roller Door Transport Protection** - All doors are either steel wrapped or cardboard boxed to protect them during transport. Any damage to a door will be accessed in accordance with the AGDA guide to visual inspection of garage doors.

**# Windows** - Positions shown on plans are for illustration purposes only (all windows are 2.1m to top of window from floor level). Windows and glass sliding doors are to be provided by others. A header flashing is provided as part of the building. Other stile material is provided to enable secure fixing of the windows and surrounding sheeting. An 'X' shown in the elevation on a window represents cross bracing over the window. Sliding Window: openings slide from Right to Left viewed from inside building.



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**7.4 DEVELOPMENT APPLICATION - MATERIAL CHANGE OF USE FOR NEW CEMETERY & RECONFIGURATION LOT 802 CULLEN POINT ROAD**

**Author:** Tom Smith, CEO  
**Authoriser:** Tom Smith, CEO  
**Attachments:** 1. Planning Assessment Report  
2. Decision Notice

**PURPOSE OF REPORT**

To present information on a Material Change of Use & subsequent re-configuration of Lot 802 Cullen Point Road.

**BACKGROUND**

All planning applications and changes to are to be presented to Council for adoption.

**DISCUSSION**

Please refer attachments.

**RECOMMENDATION**

The Council is the Local Government Authority for the Mapoon Aboriginal Shire area and the Trustee of the Mapoon Deed of Grant in Trust (DOGIT). As the Local Government Authority, Council as duly elected representatives of the community, through local decision making has the responsibility of deciding what is in the best interest of the community, advancing a thriving community.

It is considered that approving (with conditions) the Material Change of Use for Cemetery and associated Reconfiguring a Lot (1 into 2) and Operational Works (clearing vegetation) at Cullen Point Road to create a new cemetery is of benefit to and representative of the aspirations of the Mapoon community.

Council as the Local Government Authority and Trustee of the DOGIT resolves to approve (subject to conditions):

- a. The Development Application lodged with Council for:
  - i. Material Change of Use for a new Cemetery Lot 802 SP333339 part of Lot 4 SP333331 Cullen Point Road, Mapoon
  - ii. Reconfiguring a Lot 4 SP333331 (1 into 2 Lots) to create Lot 802 SP333339 and balance Lot 4 SP333339 at Cullen Point Road, Mapoon
  - iii. Operational Works (Clearing of Vegetation) Lot 802 SP333339 part Lot 4 SP333331 at Cullen Point Road, Mapoon



ADD COUNCIL LOGO HERE IF REQUIRED

## REPORT TO COUNCIL

**DEVELOPMENT APPLICATION (SECTION 51 OF THE PLANNING ACT 2016) FOR PROPOSED MATERIAL CHANGE OF USE; RECONFIGURING A LOT AND OPERATIONAL WORKS DEVELOPMENT AT MAPOON**

**SECTION 63 OF THE PLANNING ACT 2016, DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE (CEMETERY); RECONFIGURING A LOT (1 INTO 2) AND OPERATIONAL WORKS (CLEARING OF VEGETATION) DEVELOPMENT LOCATED AT CULLEN POINT ROAD MAPOON ON LOT 4 SP333331**

### Strategic Considerations

Mapoon Aboriginal Shire Council Corporate Plan 2020-2024	Mapoon Aboriginal Shire Council Operational Plan
A copy of the Corporate Plan can be viewed at link: <a href="https://www.mapoon.qld.gov.au/downloads/file/14/masc-corporate-plan-2020-2024">https://www.mapoon.qld.gov.au/downloads/file/14/masc-corporate-plan-2020-2024</a>	N/A

### Budget, Financial and Resource Implications

The application does not trigger infrastructure charges under Council's Local Government Infrastructure Plan (LGIP).

### Asset Management

Not Applicable

### Executive Summary

Council is in receipt of a development application for:

- i) Development Permit for combined:
  - a. Material Change of Use for a new Cemetery Lot 802 SP333339 part of Lot 4 SP333331 Cullen Point Road, Mapoon
  - b. Reconfiguring a Lot 4 SP333331 (1 into 2 Lots) to create Lot 802 SP333339 and balance Lot 4 on SP333339 at Cullen Point Road, Mapoon
  - c. Operational Works (Clearing of Vegetation) Lot 802 SP333339 part Lot 4 SP333331 at Cullen Point Road, Mapoon

(refer Attachment A-D for Site Plan, Qld Globe Map and Survey Plan of Premises)

The proposed development is zoned Environmental Management and Conservation Zone within the Mapoon Aboriginal Shire Council Planning Scheme (Alignment Amendment adopted 16 July 2019 and commenced 04 November 2019). The Reconfiguring a Lot part of the application is subject to Impact Assessment as the proposed development site is less than 100ha in accordance with the provisions of the planning scheme.

Application & Site Details Summary	
<b>Applicant:</b>	Mapoon Aboriginal Shire Council c/- RPS Australia East Pty Ltd
<b>Proposed Development:</b>	<ul style="list-style-type: none"> <li>Material Change of Use for a new Cemetery Lot 802 SP333339 part of Lot 4 SP333331 Cullen Point Road, Mapoon</li> <li>Reconfiguring a Lot 4 SP333331 (1 into 2 Lots) to create Lot 802 SP333339 and Balance Lot 4 on SP333339 at Cullen Point Road, Mapoon</li> <li>Operational Works (Clearing of Vegetation) Lot 802 SP333339 part Lot 4 SP333331 at Cullen Point Road, Mapoon</li> </ul>
<b>Type of Approval sought:</b>	Development Permit
<b>Street Address:</b>	Cullen Point Road
<b>RP Description:</b>	Note: parent Lot 4 SP333331 is found as 4/SP278077 (a balance lot of previous subdivision). SARA DAMS mapping, SMIS are still using 4/SP278077 as the previous survey is not registered yet.

DA2022\_028 MCU (Cemetery), RaL (1 into 2 lots) and OPW Cullen Point Road Mapoon (Lot 4 SP333331)

Application & Site Details Summary	
	<b>Material Change of Use (Cemetery)</b> – proposed Lot 802 SP333339 part of Lot 4 SP333331 <b>Reconfiguring a Lot</b> – Lot 4 SP333331 to create proposed lots 802 on SP333339 and balance Lot 4 on SP333339 <b>Operational Works</b> - proposed Lot 802 SP333339 part of Lot 4 SP333331
Land Area:	<b>Material Change of Use (Cemetery)</b> – proposed Lot 802 SP333339 - 1.05ha <b>Reconfiguring Lot 4 SP333331</b> to create: <ul style="list-style-type: none"> <li>proposed Lot 802 on SP333339 – 1.05ha</li> <li>proposed balance Lot 4 on SP333339 – 813.7ha</li> </ul> <b>Operational Works</b> - proposed Lot 802 on SP333339 - 1.05ha
Existing Use of Land:	Vacant with frontage to Cullen Point Road

Local Plan Summary	
Local Plan:	Mapoon Aboriginal Shire Council Planning Scheme (Alignment Amendment adopted 16 July 2019 and commenced 04 November 2019)
Zoning:	Environmental Management and Conservation Zone
Codes	Environmental Management and Conservation Zone Code Reconfiguring a Lot Code Operational Works Code Natural Hazard Overlay Code Environmentally Significant Areas Overlay Code
Level of Assessment:	Impact Assessment
Consultation:	Public Notification



Master Plan Summary	
Master Plan:	Mapoon Master Plan Amendment, Version 2 dated 15 December 2020
Land Use:	The proposed development is not noted in the Master Plan.
Assessment:	N/A

State Requirements Summary	
DA Mapping:	<b>Coastal Management District</b> <ul style="list-style-type: none"> <li>Coastal area - erosion prone area (not triggered as the development is not within 30m of the Erosion Prone area)</li> <li>Coastal area - medium storm tide inundation area</li> <li>Coastal area - high storm tide inundation area</li> </ul> <b>Water Resources</b> <ul style="list-style-type: none"> <li>Great artesian water resource plan area</li> </ul> <b>Native Vegetation Clearing</b> <ul style="list-style-type: none"> <li>Regulated vegetation management map (Category A and B extract)</li> </ul>
Pre-lodgement:	Nil
Referral:	Nil
State Development Assessment Codes	Nil

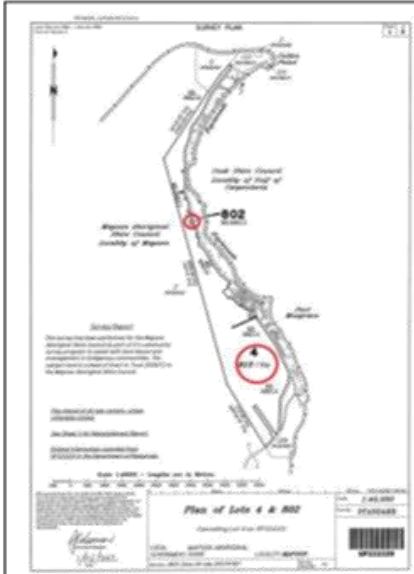


IMPACT ASSESSMENT CONSULTATION	
Consultation Period:	06/12/2022 to 16/01/2023
Submissions:	Nil
Assessment:	Nil

DA2022\_028 MCU (Cemetery), RaL (1 into 2 lots) and OPW Cullen Point Road Mapoon (Lot 4 SP333331)

The proposal seeks to create a new Cemetery in Mapoon and is inclusive of the following proposal in Table 1:

Table 1		
Description of Subject Site	Proposal	Result
<b>Material Change of Use</b>		
Part of Lot 4 SP278077 located on Cullen Point Road Mapoon	<p>Material Change of Use for Cemetery on part of Lot 4 SP278077 (proposed Lot 802 SP333339)</p>  <p>Figure 1 Qld Globe image proposed area subject to Material Change of Use</p>  <p>Figure 2 Mapoon Cemetery concept plan</p>	Council Decision

DA2022\_028 MCU (Cemetery), RaL (1 into 2 lots) and OPW Cullen Point Road Mapoon (Lot 4 SP333331)

Reconfiguring of Lot		
Lot 4 SP333331	<p>Reconfigure Lot 4 SP333331 to create two lots (see Figures 3 and 4 below) as follows:</p> <ul style="list-style-type: none"> <li>proposed Lot 802 on SP333339 (1.05ha) for use as a new cemetery               <ul style="list-style-type: none"> <li>70m deep with</li> <li>150m frontage to Cullen Point Road</li> </ul> </li> <li>proposed Balance Lot 4 on SP333339 (813.7ha)</li> </ul>	Council Decision
	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><b>Figure 3 Proposed lots 802 for Cemetery and balance lot 4 on SP333339</b></p> </div> <div style="text-align: center;">  <p><b>Figure 4 Proposed lot 802 for Cemetery</b></p> </div> </div>	
Operational Works		
Part of Lot 4 SP333331 (proposed lot 802 1.05ha)	<p>The proposal intends to clear all vegetation for burial sites on proposed Lot 802 as required. There are no proposed earthworks for the site, apart from individual burial sites as the need arises.</p>	Council Decision
	 <p><b>Figure 2 Mapoon Cemetery concept plan</b></p>	



DA2022\_028 MCU (Cemetery), RaL (1 into 2 lots) and OPW Cullen Point Road Mapoon (Lot 4 SP333331)

The proposal can be considered to be consistent with the following relevant overall outcomes of the *Mapoon Aboriginal Shire Council Planning Scheme, 2015* in particular:

- there is a need for a new Cemetery as the existing Cemetery is nearing capacity.
- the site was chosen by the community for the new cemetery.
- the site was chosen for its close proximity to the existing cemetery and good access from Cullen Point Road.
- the proposal mitigates impact to known cultural heritage values on the site including an old burial site and
- the proposal has access to electricity and water supply on Cullen Point Road Mapoon.

#### For Council Decision – Recommendation

##### That Council approve:

- i) Material Change of Use for a new Cemetery Lot 802 SP333339 part of Lot 4 SP333331 Cullen Point Road, Mapoon
- ii) Reconfiguring a Lot 4 SP333331 (1 into 2 Lots) to create Lot 802 SP333339 and balance lot 4 on SP333339 at Cullen Point Road, Mapoon
- iii) Operational Works (Clearing of Vegetation) Lot 802 SP333339 part Lot 4 SP333331 at Cullen Point Road, Mapoon

Subject to the below conditions:

CONDITIONS OF APPROVAL	TIMING
<b>1. Administration</b> 1.1. The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with: 1.1.1. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports; 1.1.2. The development must, unless stated, be designed, constructed and maintained in accordance with relevant Council policies, guidelines and standards and with the relevant design guidelines in the Far North Queensland Regional Organisation of Councils (FNQROC) Development Manual; 1.1.3. The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering.	At all times
<b>2. Currency Period</b> 2.1. The applicable currency periods are: 2.1.1. Material Change of Use - <b>6 Years</b> 2.1.2. Reconfiguring a Lot - <b>6 Years</b> 2.1.3. Operational Works - <b>6 Years</b> .	As per condition
<b>3. Approved Site Drawings/Plans</b> 3.1. The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval:	At all times

Plan / Document Name	Drawing Number	Sheet No / Ref.	Date/DWG
Survey Plan of Lot 4 & 802	SP333339	Sheet 6	01/06/2022
Detail Survey Lot 802 on SP333339	PR144229	7	24/08/2022
Cemetery Concept Plan Lot 802 on SP333339	PR145516	16	16/11/2022

- 3.2. Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.
- 3.3. Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.

DA2022\_028 MCU (Cemetery), RaL (1 into 2 lots) and OPW Cullen Point Road Mapoon (Lot 4 SP333331)

CONDITIONS OF APPROVAL	TIMING
<p><b>4. Construction</b></p> <p>4.1. Any construction work associated with this development shall be carried out in accordance with sound engineering practice.</p> <p>4.2. No nuisance is to be caused to adjoining properties by way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours.</p> <p>4.3. Where material is to be carted to or from the site, loads are to be covered to prevent dust or spillage.</p> <p>4.4. Where material is spilled or carried on to existing roads or shared paths, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety.</p> <p>4.5. Stormwater will be managed during construction in accordance with FNQROC Development Manual standards and a Soil and Erosion Management Plan.</p> <p>4.6. A Traffic Management Plan is to be completed prior to commencement of construction and to the satisfaction of the Chief Executive Officer.</p>	<p>At all times</p> <p>Prior to commencement of construction</p>
<p><b>5. Damage to Infrastructure</b></p> <p>5.1. In the event that any part of Council's infrastructure is damaged as a result of work associated with the development, Council must be notified immediately of the affected infrastructure and have it repaired or replaced, at no cost to Council.</p> <p>5.2. All works must be completed prior to the issue of a Compliance Certificate, Building Act.</p>	<p>At all times</p>
<p><b>6. Drainage and Stormwater</b></p> <p>6.1. The surface drainage must be catered for in a manner that lessens possible impacts in receiving areas.</p> <p>6.2. Any works as a result of the development must not interfere with natural stormwater flow over or through the land.</p> <p>6.3. A Drainage Management Plan must be provided, compliant with FNQROC Development Manual standards, Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.</p> <p>6.4. An appropriate Stormwater Quality Management Plan (SQMP) must be developed for the site that provides for achievable stormwater quality treatment measures in accordance with FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.</p>	<p>At all times</p> <p>Prior to the start of any works on the site</p> <p>Prior to the commencement of the use</p>
<p><b>7. Access/Parking</b></p> <p>7.1. A Site Development Plan inclusive of a Vehicle Parking Plan and access on Cullen Point Road must be provided for approval in accordance with FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.</p> <p>7.2. Access provision to the development must be provided/constructed in accordance with FNQROC specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence.</p>	<p>Prior to the commencement of the use</p> <p>At all times</p>
<p><b>8. Staged Development</b></p> <p>8.1. The development can be undertaken in stages generally in accordance with the approved Plans of Development</p>	<p>As per condition</p>
<p><b>9. Infrastructure Services</b></p> <p>9.1. Road and shared paths are to be provided in accordance with FNQROC Development Manual standards and sound engineering practice.</p> <p>9.2. Water Supply connection or suitable alternative adequate water supply must be provided to site/s in accordance with FNQROC Development Manual standards or demonstrate that such is already in existence.</p> <p>9.3. Sewer connection or suitable alternative on-site treatment in accordance with FNQROC Development Manual standards must be provided to sites or demonstrate that such is already in existence.</p>	<p>At all times</p>

DA2022\_028 MCU (Cemetery), RaL (1 into 2 lots) and OPW Cullen Point Road Mapoon (Lot 4 SP333331)

CONDITIONS OF APPROVAL	TIMING
9.4. Electricity provision certificate must be provided to the Local Authority. 9.5. Lighting is to be provided in accordance with FNQROC Development Manual standards and sound engineering practice and to the satisfaction of the Chief Executive Officer.	
<b>10. Fire Hydrants, Fire Management and Emergency Access</b>	Prior to use of site.
10.1. Fire Hydrants are to be installed and located to enable fire services to access water safely, effectively, and efficiently or demonstrate that such is already in existence.	
10.2. Fire Hydrants are to be suitably identified so that fire services can locate them at all hours.	
10.3. Road widths, and construction within the development are to be adequate for fire emergency vehicles to gain access to a safe working area.	At all times
10.4. Fire Services are to be provided in accordance with FNQROC Development Manual standards and the water supply must be reliable and have sufficient flow and pressure requirements for fire-fighting purposes.	
<b>11. Acid Sulfate Soils</b>	At all times
11.1. Due care must be taken to ensure that the development will manage to not disturb or minimise the release of acid or metal contaminants.	
11.2. Dispose of acid or metal contaminants compliant to legislation and provide relevant disposal documentation to Council.	
<b>12. Landscaping and Fencing</b>	At all times
12.1. Landscaping and fencing to be erected to enhance the appearance of the site to the road and provide a buffer to adjoining sites.	
12.2. The landscaping and fencing must be maintained to an appropriate standard.	
<b>13. Clearing of Vegetation</b>	Prior to and during clearing of the site
13.1. The following is to be undertaken to manage the habitat disturbance when cleared for development:	
13.1.1. The sites are to be inspected by the Mapoon Land and Sea Rangers for habitat assessment prior to vegetation clearance.	
13.1.2. Suitable nearby habitat is to be identified by the Mapoon Land and Sea Rangers for displaced fauna and flora.	
13.1.3. Spotter catching by the Mapoon Land and Sea Rangers prior to and during clearing activities to relocate fauna and flora where possible.	
<b>14. Cultural Heritage</b>	Prior to commencement of construction
14.1. The existing burial location on the property must be clearly identified and mapped.	
14.2. Due care must be taken to ensure that no harm or damage is done to existing and identified cultural heritage areas and artifacts.	At all times

#### Reasons for Decision:

The proposal can be considered to be consistent with the following relevant overall outcomes of the *Mapoon Aboriginal Shire Council Planning Scheme, 2015* in particular:

- there is a need for a new Cemetery as the existing Cemetery is nearing capacity.
- the site was chosen by the community for the new cemetery.
- the site was chosen for its close proximity to the existing cemetery and good access from Cullen Point Road.
- the proposal mitigates impact to known cultural heritage values on the site including an old burial site and
- the proposal has access to electricity and water supply on Cullen Point Road Mapoon.

DA2022\_028 MCU (Cemetery), RaL (1 into 2 lots) and OPW Cullen Point Road Mapoon (Lot 4 SP333331)

### Historical Information

The proposed Lot 802 SP333339 contains an old burial mound (see Figure 1). The cultural heritage sites listed on the Cultural Heritage Database and Register Search Report number: 120469 and any others known on the site must be marked and signed for protection to avoid damage prior to the use of the site.

### Policy Implications

Nil

### Risk Management Implications

Nil

### Statutory Environment

*Planning Act 2016*

*Planning Regulation 2017*

Mapoon Aboriginal Shire Council Planning Scheme (Alignment Amendment adopted 16 July 2019 and commenced 04 November 2019)

Cape York Regional Plan

Mapoon Master Plan Amendment, Version 2 dated 15 December 2020

### Consultation

- Chief Executive Officer, Mapoon Aboriginal Shire Council

Attachments	
Attachment A	Application Assessment
Attachment B	Survey Plan of proposed reconfiguration of lot
Attachment C	Detail survey for Material Change of Use and Operational Works (Vegetation Clearing)
Attachment D	Location and site map of the site
Attachment E	Cultural Heritage Database and Register Search Report number: 120469
Attachment F	Environmental Management and Contaminated Land Register
Attachment G	Storm Tide Mapping – Mapoon Planning Scheme

## Attachment A - Development Application Assessment

### Decision Making Period

Assessing and deciding on applications period as set in the *Planning Act 2016* and *Development Assessment Rules* (s.60 & 61(3));

- 10 Business Days for a Confirmation Notice from date after receiving an application; and
- 40 Business Days for a Referral Response from date after referral of an application; and
- 35 Business Days from date of Referral Response received or impact consultation completed the application must be assessed and a decision made.
- 5 Business Days from date of a decision made the Decision Notice must be mailed out.

*Note: Public Holidays and close down periods are excluded from Business Days.*

### PLEASE NOTE

If no decision has been made within the relevant Decision-Making period the application is Deemed Approved with Ministers Conditions applicable.

IDAS item	Date
Application lodged with Council	13/09/2022
Action Notice Issued	29/09/2022
Confirmation Notice Issued	29/09/2022
Referrals Information Received	n/a
Impact Consultation period	06/12/2022 – 16/01/2023
Planning Act 2016 - Decision Making Period Concludes	06/03/2023
Applicant agreed Decision Making Period Extension Concludes	n/a
Council Meeting	21/02/2023
Decision Notice preparation and mail-out Period Concludes	01/03/2023

### Assessment against Mapoon Aboriginal Shire Council Planning Scheme

The development proposal is assessable under the *Mapoon Aboriginal Shire Council Planning Scheme* (Alignment Amendment adopted 16 July 2019 and commenced 04 November 2019) in accordance with Section 43(1) of the *Planning Act 2016*.

The Assessment Manager is the Mapoon Aboriginal Shire Council as determined by Schedule 8 of the *Planning Regulation 2017*. Under the *Planning Act 2016*, the Material Change of Use (Cemetery), Reconfiguring a Lot and Operational Works (clearing vegetation) in the Environmental Management and Conservation Zone is determined to be Impact Assessable development and does require Public Notification.

The application was reviewed against the Development Assessment Rules to assess whether the application triggered referral agency assessment. The State Assessment and Referral Agency (SARA) mapped triggers listed on the DAMS Website for the subject site and the reasons for non-referral are listed below in Table 2.

Table 2 SARA	
Trigger	Reason for non-referral
<b>Coastal Protection:</b> <ul style="list-style-type: none"> <li>• Coastal Management District</li> <li>• Coastal Area – Erosion Prone Area</li> <li>• Coastal Area – Medium Storm Tide Inundation Area</li> <li>• Coastal Area – High Storm Tide Inundation Area</li> </ul>	<p>Despite the land being within the Coastal Management District referral is not required as the proposed new boundaries of the lot is farther than 30m from the Erosion Prone Area.</p> <p>Lot 4 triggers storm tide inundation. The cemetery allotment is located outside the storm tide inundation areas</p>
<b>Water Resources:</b> <ul style="list-style-type: none"> <li>• Great Artesian Water Resource Plan Area</li> </ul>	<p>It is not likely that this proposal will impact on ground water as stormwater and drainage systems are unchanged by the proposal. The development will be conditioned for an appropriate Stormwater, Soil and Erosion Management Plan must be developed for the site that provides for achievable stormwater quality treatment measures.</p>
Native Vegetation Clearing	The site contains remnant vegetation (least concern).



<ul style="list-style-type: none"> <li>Regulated Vegetation Management Map (Category A and B)</li> </ul>	<p>Under State Vegetation laws clearing of vegetation is Exempt Clearing under Planning Act for the following reasons:</p> <p>Schedule 21 Part 1 Item 5 A traditional Aboriginal or Torres Strait Islander cultural activity, other than a commercial activity.</p> <p>Schedule 21 Part 2 Item 2 (g) "urban purposes in an Urban Area".</p>
--	---

Council as the Assessment Manager will undertake assessment of the application against the relevant codes making the decision pursuant to section 60 of the *Planning Act 2016*, are outlined in 45(3) and s26 to 28 of the *Planning Regulations 2017*.

Proposed Use	Zoning	Zone Codes	Overlay Maps
Cemetery (Premises used for the interment of bodies or ashes after death)	Environmental Management and Conservation Zone	Environmental Management and Conservation Zone Code Reconfiguring a Lot Code Operational Works Code Natural Hazard Overlay Code	Environmentally Significant Areas Overlay Code

An assessment against the applicable provisions of the Mapoon Aboriginal Shire Council Planning Scheme (Alignment Amendment adopted 16 July 2019 and commenced 04 November 2019). has been undertaken as reflected hereunder:

Mapoon Aboriginal Shire Council Planning Scheme (Alignment Amendment adopted 16 July 2019 and commenced 04 November 2019)		
Code	Purpose	Assessment
Environmental Management and Conservation Zone Code	<p>The purpose of the Environmental Management &amp; Conservation Zone Code is to provide for the protection and maintenance of areas identified as supporting significant biological diversity and ecological integrity.</p> <p>The local government purpose of the code is to: ensure that all areas contained within the zone are primarily protected from inappropriate development, to ensure that the ecological and important cultural values of these areas (for example the Mapoon Mission) are maintained in perpetuity. Where development occurs, any such development recognises and addresses the physical and environmental constraints of the land.</p> <p>The overall outcomes sought for the zone are as follows: Areas identified as having significant environmental values for biological diversity, water catchment, beach protection or coastal management are conserved and protected from the negative impacts of development; The scenic amenity of land in the Environmental Management and Conservation Zone is not diminished by development; Activities undertaken by recognised traditional owners in</p>	<p>The proposal generally complies with the code in that the environmental values of the area have been checked and a plan to manage any potential negative impacts is proposed in conjunction with the local Mapoon Land and Sea Rangers who will undertake inspections and relocations of endangered or vulnerable wildlife to nearby habitat when habitat is disturbed or cleared. The site intends to be progressively cleared of vegetation to allow for burial sites as the need arises, further minimising impact on the values on the site.</p> <p>The proposal is considered to accommodate and value the cultural heritage of the site. The subject site includes an old burial site and has been chosen by the community. The cultural heritage sites listed on the Cultural Heritage Database and Register Search Report number: 120469 and any others known on the site have been conditioned to be marked and protection to avoid damage.</p> <p>The development meets the setback of a minimum of 50m with the existing dwellings on the adjoining land being more than 50m away to ensure the impact on the amenity of the surrounding area is minimised.</p> <p>The proposal can be considered have access to appropriate levels and standards of infrastructure that is cost effective in that communications, electricity and water supply</p>

Mapoon Aboriginal Shire Council Planning Scheme (Alignment Amendment adopted 16 July 2019 and commenced 04 November 2019)		
Code	Purpose	Assessment
	accordance with traditional owner custom and practise maybe considered.	exists along the frontage on Cullen Point Road Mapoon. It is not likely that this proposal will impact on ground water as stormwater and drainage systems are unchanged by the proposal, however, any approval for this proposal will be conditioned.
Reconfiguring a Lot Code	The purpose of the reconfiguring a lot code is to: provide for good subdivision design that is capable of maintaining the distinct character of the particular zone and features of the land on which development is proposed; manage development of land to appropriately recognise and manage the physical and natural constraints that affect the creation of lots such as flooding, coastal protection, bushfire and provision of infrastructure; protect areas of cultural heritage significance from inappropriate development; ensure that subdivision accommodates future development opportunities (for infill) particularly in the Red Beach Precinct and consolidation of serviceable land in a logical and sequential manner, where required; make sure that new lots have suitable access to town services; make sure that development does not result in unnecessary and unreasonable impacts on the environmental values identified throughout the shire.	The proposal does not comply with some aspects of the code in that the planning scheme states that Reconfiguring a lot should not occur outside the Township Zone. The use of cemetery is however listed in the environment and conservation zone as an allowable use. The area has been nominated by the community for a new cemetery and contains an old burial site.  The specified cemetery site is not directly impacted by flooding or storm tide. The site is located at RL3-4m AHD, the 2022 flood study indicated flooding at RL2.2m.  The draft site plan make provision for access roads, parking and facilities ancillary to the cemetery use.  A cemetery in its nature is more suitable in a natural environment setting and is allowed for in the Mapoon planning instrument in the environmental and conservation zone.
Operational Works Code	The purpose of the operational works code is to: Ensure that development is provided with adequate infrastructure and services; Manage the impact of development on the environmental values identified throughout the shire.  The purpose of the code will be achieved through the following overall outcomes: Infrastructure and works meets the needs of development; Infrastructure and works protect community amenity and safety; Infrastructure and works are provided in a logical and efficient manner consistent with the expected demands of the community; and Design and construction of infrastructure networks and works meet the appropriate standards and are undertaken in a way that acknowledges and protects cultural heritage and manages against environmental harm.	The proposal complies with the code in that services exist along Cullen Point Road, the vegetation clearing is planned to be undertaken with an appropriate on-site erosion and sediment control plan which is a condition of any approval of this proposal.  The cultural heritage locations on the site is conditioned to be located and clearly marked and mapped.
Natural Hazard Overlay Code	The purpose of the code is to protect the safety of people within the Mapoon Local Government Area and manage	The proposal generally complies with the code in that the development site is located outside of the Erosion Prone Area; the lots are positioned

Mapoon Aboriginal Shire Council Planning Scheme (Alignment Amendment adopted 16 July 2019 and commenced 04 November 2019)		
Code	Purpose	Assessment
	<p>development outcomes to ensure that natural hazards, particularly related to flooding, bushfire and coastal hazards are identified and the risk to life, property and infrastructure is minimised in considering land use decisions.</p> <p>The purpose of the code will be achieved through the following overall outcomes: Our community can safely evacuate during times of disaster; New development avoids the release of hazardous materials as a result of a natural hazard event. Natural Hazards (Flooding) People and property are not put at extra risk from flooding events and the potential damage to property and infrastructure resulting from development adversely impacting flooding is minimised; Development within the flood hazard overlay area is supported by the appropriate technical assessment that demonstrates that the development is capable of achieving the purpose of the code; No 'new' allotments are created on land that is susceptible to flooding unless sufficient consideration and investigations have been completed to mitigate the risks posed by the natural hazard.</p>	<p>and designed to mitigate the impacts of natural hazards to maintain the safety of people and property during an event in that the development site is located in the Bushfire Hazard Exclusion Area; and is located above the 100 yr storm tide event in the Mapoon Flood and Bushfire Investigation Flood Report.</p> <p>Cullen Point Road acts as a perimeter road and evacuation road that can be considered sufficient for the proposed cemetery.</p> <p>A reticulated water supply is available.</p> <p>The site is above the 100year storm tide event.</p>
Environmentally Significant Areas Overlay Code	<p>The purpose of the code is to protect and enhance the significant environmental values that are found across the Mapoon Local Government Area and to ensure that land use activities are managed to minimise the potential for detrimental impacts through development.</p>	<p>The proposal generally complies with the code in that any Vegetation clearing is to build necessary infrastructure for a cemetery, there is an overriding need for a new Cemetery as the existing Cemetery is at capacity and the environmental values of the area have been checked and a plan to manage any potential negative impacts is proposed in conjunction with the local Mapoon Land and Sea Rangers who will undertake inspections and relocations of endangered or vulnerable wildlife to nearby habitat when habitat is disturbed or cleared.</p>

#### **Assessment of application against Mapoon Master Plan (Amendment V2 dated 15 December 2020)**

The subject site is not reflected in the Mapoon Master Plan.

#### **State Planning Policy Assessment**

An assessment against the 'applicable' provisions of the relevant State Interests has been undertaken as reflected hereunder

The *State Planning Policy (SPP)* is a key component of Queensland's planning system. The SPP (July 2017) expresses the state's interests in land use planning and development. The SPP has effect throughout Queensland and sits above regional plans and planning schemes in the hierarchy of planning instruments under the Act.

The SPP focusses on delivery of outcomes and applies to:

- i. a local government in assessing a development application
- ii. an assessment manager or referral agency in assessing a development application



The guiding principles are intended to complement and support the provisions for plan making and development assessment outlined in the Act and other statutory planning instruments, including in the SPP. This will ensure a planning system, that is: • outcomes focused • integrated • efficient • positive • accountable.

STATE PLANNING POLICY, JULY 2017					
	Livable Communities & Housing	Economic Growth	Environment & Heritage	Safety & Resilience to Hazards	Infrastructure
1	Housing supply & diversity	Agriculture	Biodiversity	Emissions & hazardous activities	Energy & water supply
2	Liveable communities	Development & construction	Coastal environment	Natural hazards, risk & resilience	Infrastructure integration
3		Mining & extractive resources	Cultural heritage		Transport infrastructure
4		Tourism	Water quality		Strategic airports & aviation facilities
5					Strategic ports

#### **Assessment:**

##### **Liveable communities**

The subject development is designed to provide liveable, well-designed and serviced community facility that are delivered to support wellbeing of the community.

##### **Coastal Environment**

The subject site is located on land that is mapped as being within the Coastal management district however the cemetery boundaries are more than 30m from the Erosion Prone Area and are not likely to impact on coastal processes.

##### **Natural Hazards, Risk and Resilience**

The development site is located within the Bushfire prone area; Erosion prone area; Medium storm tide inundation area; High storm tide inundation area. The cemetery site boundaries are more than 30m from the Erosion Prone Area and areas mapped in the storm tide area are to be avoided to mitigate any potential risk to graves and infrastructure during storm events.

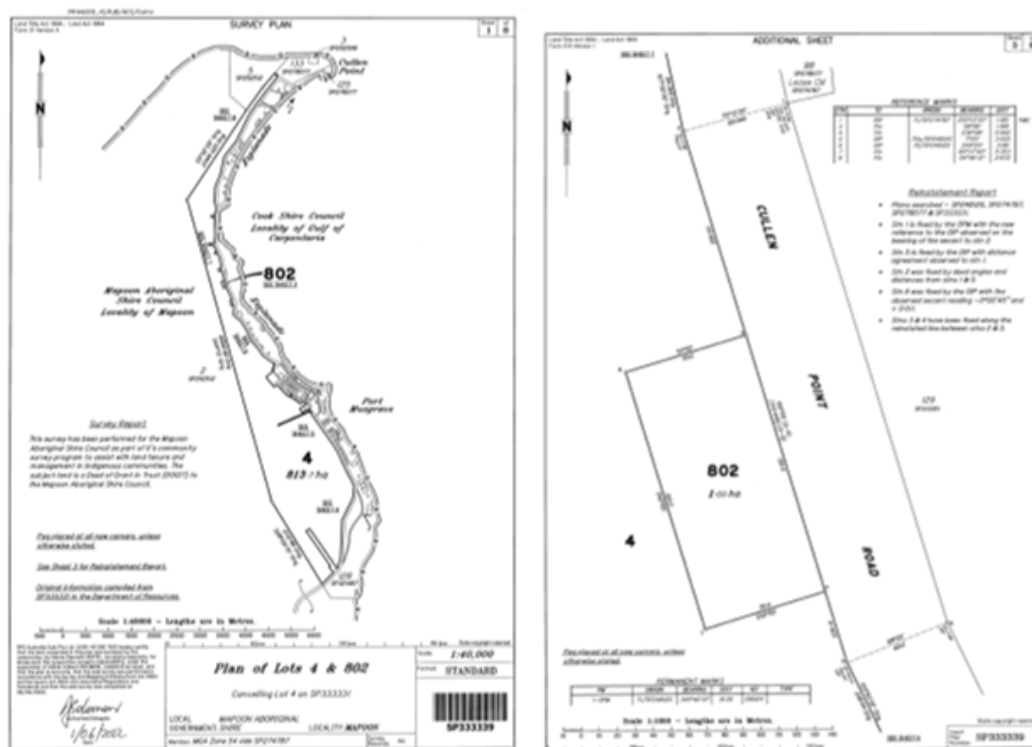
##### **Cultural Heritage**

The cultural heritage significance of heritage places and heritage areas, including places of Aboriginal and Torres Strait Islander cultural heritage of the site, is known and acknowledged and conserved within the cemetery for the benefit of the community and future generations.

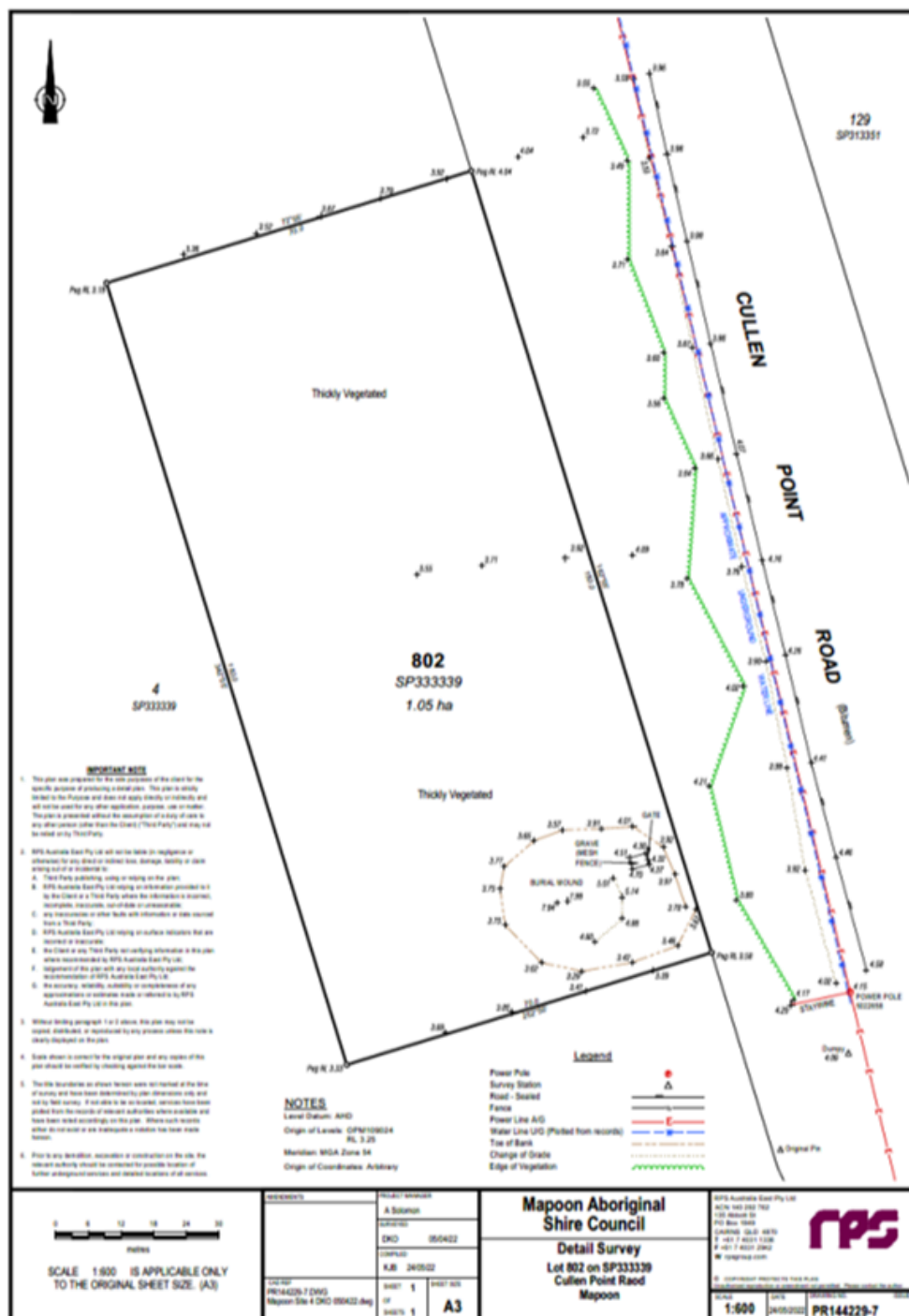
##### **Infrastructure integration**

The subject development makes use of existing infrastructure, maximising the benefits of past and ongoing investment in infrastructure and facilities through integrated land use planning

## Attachment B: Survey Plan of proposed reconfiguring a lot



**Attachment C: Detail Survey for Material change of use and Operational Works (Vegetation Clearing)**



## Attachment D: Location of new cemetery



## Attachment E: Cultural Heritage Database and Register Search Report number: 120469

**Cultural Heritage Database and Register Search Report**

Search report reference number: 120469

The Aboriginal and Torres Strait Islander Cultural Heritage Database (cultural heritage database) and Aboriginal and Torres Strait Islander Cultural Heritage Register (cultural heritage register) have been searched in accordance with the location description provided, and the results are set out in this report.

The cultural heritage database is intended to be a research and planning tool to help Aboriginal and Torres Strait Islander parties, researchers, and other persons in their consideration of the cultural heritage values of particular areas.

The cultural heritage register is intended to be a depository for information for consideration for land use and land use planning, and a research and planning tool to help people in their consideration of the Aboriginal cultural heritage values of particular objects and areas.

Aboriginal or Torres Strait Islander cultural heritage which may exist within the search area is protected under the *Aboriginal Cultural Heritage Act 2003* and the *Torres Strait Islander Cultural Heritage Act 2003* (the Cultural Heritage Acts), even if the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (the Department) has no records relating to it.

The placing of information on the database is not intended to be conclusive about whether the information is up-to-date, comprehensive or otherwise accurate.

Under the Cultural Heritage Acts, a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal or Torres Strait Islander cultural heritage. This applies whether or not such places are recorded in an official register and whether or not they are located on private land.

Please refer to the Department website <https://www.qld.gov.au/institutions/environment/land-use-native-title/cultural-heritage/cultural-heritage-duty-of-care> to obtain a copy of the gazetted Cultural Heritage Duty of Care Guidelines, which set out reasonable and practicable measure for meeting the cultural heritage duty of care.

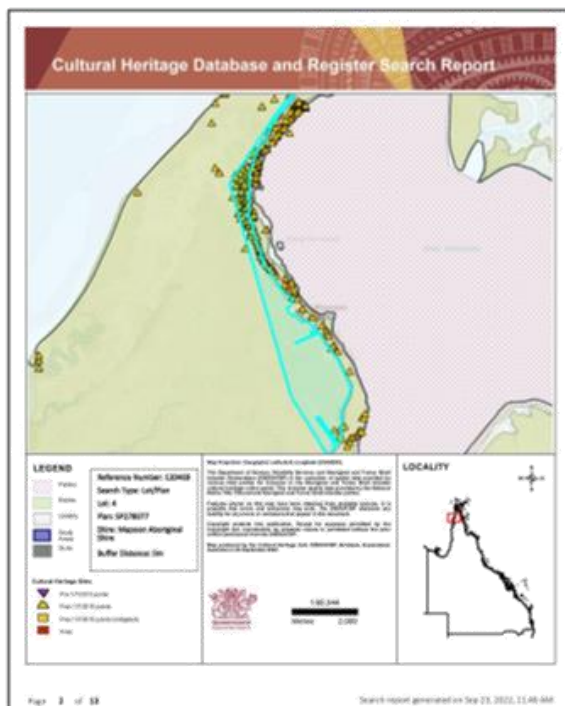
In order to meet your duty of care, any land-use activity within the vicinity of recorded cultural heritage should not proceed without the agreement of the Aboriginal or Torres Strait Islander Party for the area, or by developing a Cultural Heritage Management Plan under Part 7 of the Cultural Heritage Acts.

The extent to which the person has complied with Cultural Heritage Duty of Care Guidelines and the extent the person consulted Aboriginal or Torres Strait Islander Parties about carrying out the activity – and the results of the consultation – are factors a court may consider when determining if a land user has complied with the cultural heritage duty of care.

Should you have any further queries, please do not hesitate to contact the department via email: [cultural.heritage@dsd.qld.gov.au](mailto:cultural.heritage@dsd.qld.gov.au) or telephone: 1300 378 401.

Page 1 of 19

Queensland Government



**Attachment F: Environmental Management and Contaminated Land Search**

Department of Environment and Science (DES)  
ABN 46 640 294 485  
400 George St Brisbane, Queensland 4000  
GPO Box 2454 Brisbane QLD 4001 AUSTRALIA  
[www.des.qld.gov.au](http://www.des.qld.gov.au)

**SEARCH RESPONSE**  
**ENVIRONMENTAL MANAGEMENT REGISTER (EMR)**  
**CONTAMINATED LAND REGISTER (CLR)**

Transaction ID: 50809362    EMR Site Id: 23 September 2022  
This response relates to a search request received for the site:  
Lot: 38    Plan: SP277431

**EMR RESULT**

The above site is NOT included on the Environmental Management Register.

**CLR RESULT**

The above site is NOT included on the Contaminated Land Register.

**ADDITIONAL ADVICE**

All search responses include particulars of land listed in the EMR/CLR when the search was generated.

The EMR/CLR does NOT include:-

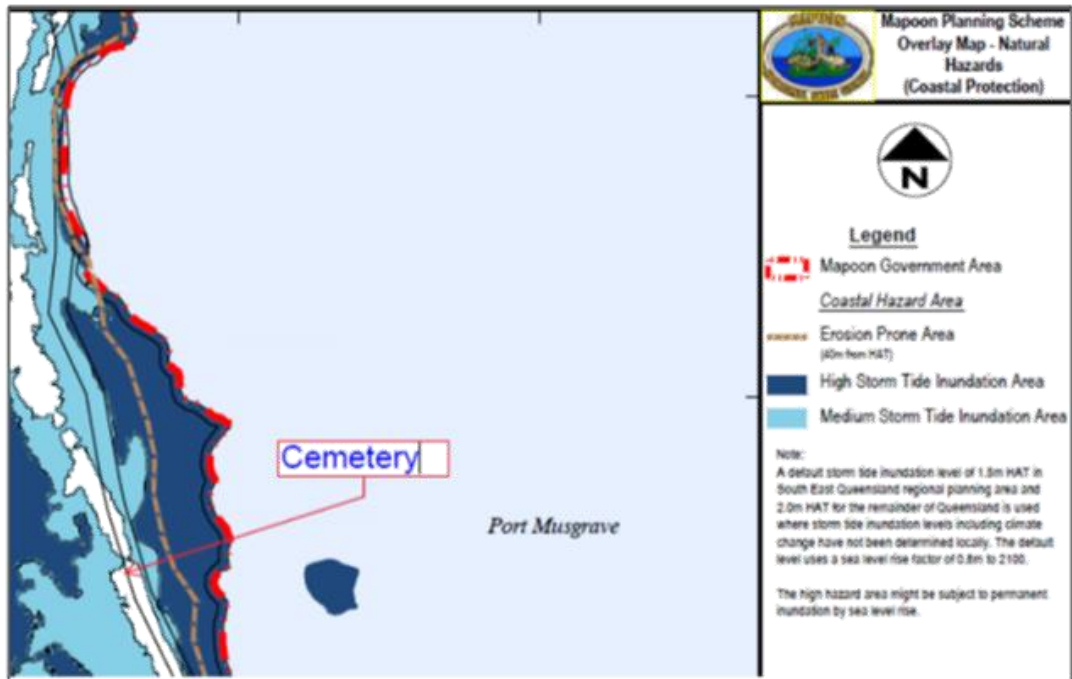
1. land which is contaminated land (or a complete list of contamination) if DES has not been notified
2. land on which a notifiable activity is being or has been undertaken (or a complete list of activities) if DES has not been notified

If you have any queries in relation to this search please email [emr.clr.registry@des.qld.gov.au](mailto:emr.clr.registry@des.qld.gov.au)

**Administering Authority**



## Attachment G: Planning Scheme Storm Tide Mapping



Insert Council Logo

Our Ref:  
Your Ref: DA2022\_028

xx February 2023

Mapoon Aboriginal Shire Council  
C/- RPS  
PO Box 1949  
Cairns Qld 4870

**DECISION NOTICE**  
***Planning Act 2016***

**Section 63 of the Planning Act 2016, Development Permit for: Material Change of Use (Cemetery);  
Reconfiguring Lot (1 into 2); and Operational Works (Vegetation Clearing) at Cullen Point Road Mapoon, Lot  
4 SP333331**

The application dated 13 September 2022 seeking approval for the following is noted:

- Material Change of Use for a new Cemetery Lot 802 SP333339 part of Lot 4 SP333331 Cullen Point Road, Mapoon
- Reconfiguring a Lot 4 SP333331 (1 into 2 Lots) to create Lot 802 SP333339 and balance lot 4 on SP333339 at Cullen Point Road, Mapoon
- Operational Works (Clearing of Vegetation) Lot 802 SP333339 part Lot 4 SP333331 at Cullen Point Road, Mapoon

Please be advised that your application was assessed and considered at Council's schedule meetings held on **(21 February 2023)**.

Council resolved to:

Approve (subject to conditions) the Development Application lodged with Council for:

- i. Material Change of Use for a new Cemetery Lot 802 SP333339 part of Lot 4 SP333331 Cullen Point Road, Mapoon
- ii. Reconfiguring a Lot 4 SP333331 (1 into 2 Lots) to create Lot 802 SP333339 and balance lot 4 on SP333339 at Cullen Point Road, Mapoon
- iii. Operational Works (Clearing of Vegetation) Lot 802 SP333339 part Lot 4 SP333331 at Cullen Point Road, Mapoon

This notice outlines aspects of the development, conditions of the approval, currency period, approved plans and includes extracts from the *Planning Act 2016* with respect to making representations about conditions, negotiated decisions, suspension of the appeal period and lodging an Appeal.

Should you require any further information or clarification concerning this matter, please contact Council for the necessary assistance.

Yours sincerely

Thomas Smith  
CHIEF EXECUTIVE OFFICER  
Mapoon Aboriginal Shire Council  
Encl - Decision Notice  
Appeal Rights



DA2022\_28 MCU, RaL, OPW (New Cemetery) Cullen Point Rd Mapoon  
 DECISION NOTICE  
 Planning Act 2016 s64

## APPLICATIONS DETAILS

Aspects of the development proposal are listed below:

<b>Application Number</b>	DA2022_028
<b>Applicant Details</b>	Mapoon Aboriginal Shire Council c/- RPS Australia East Pty Ltd
<b>Property Description</b>	4 SP333331 (currently described as 4 SP278077)
<b>Proposal</b>	Development permit for a new Cemetery on part of Lot 4 SP333331 Cullen Point Road, Mapoon.
<b>Level of Assessment</b>	Impact Assessment

## DECISION

Development assessment, as per the provisions of the *Planning Act 2016*, has been undertaken. The information below outlines the specifics of any approval or refusal issued by the Assessment Manager:

<b>Deemed Approval</b>	The application has been deemed to be approved under s64 of the <i>Planning Act 2016</i> .
<b>Decision</b>	The application was approved subject to reasonable and relevant conditions which reflect and accord generally with the application as made.
<b>Decision Date</b>	21 February 2023
<b>Decision Type</b>	Development Permit
<b>Planning Instrument</b>	Mapoon Aboriginal Shire Council Planning Scheme (Alignment Amendment adopted 16 July 2019 and commenced 04 November 2019)
<b>Submissions</b>	Nil
<b>CONDITIONS OF APPROVAL</b>	
The conditions of this approval are set out in the Schedule of Conditions. The conditions are identified to indicate whether the Assessment Manager or a referral agency (if any) imposed them.	
<b>REFERRAL AGENCIES</b>	
Nil	
<b>PROPERTY NOTES</b>	
Not Applicable	
<b>FURTHER DEVELOPMENT PERMITS REQUIRED</b>	
Building Act 1975 Plumbing & Drainage Act 2018	
<b>RIGHTS OF APPEAL</b>	
The rights of an applicant to appeal to a tribunal or the Planning and Environment Court against a decision about a development application are set out in chapter 6, part 1 of the <i>Planning Act 2016</i> . There may also be a right to make an application for a declaration by a tribunal (see chapter 6, part 2 of the <i>Planning Act 2016</i> ).	
<u>Appeal by an applicant</u>	
An applicant for a development application may appeal to the Planning and Environment Court against the following:	
<ul style="list-style-type: none"> <li>• The refusal of all or part of the development application;</li> <li>• A provision of the development approval;</li> <li>• The decision to give a preliminary approval when a development permit was applied for; and</li> <li>• A deemed refusal of the development application.</li> </ul>	
An applicant may also have a right to appeal to the Development tribunal. For more information, see schedule 1 of the <i>Planning Act 2016</i> .	
<u>Appeal by an eligible submitter</u>	

DA2022\_28 MCU, RaL, OPW (New Cemetery) Cullen Point Rd Mapoon  
 DECISION NOTICE  
 Planning Act 2016 s64

An eligible submitter for a development application may appeal to the Planning and Environment Court against the decision to approve the application, to the extent the decision relates to: <ul style="list-style-type: none"> <li>Any part of the development application that required impact assessment; and</li> <li>A variation request.</li> </ul> The timeframes for starting an appeal in the Planning and Environment Court are set out in section 229 of the <i>Planning Act 2016</i> .
<b>APPROVAL CURRENCY PERIOD</b>
Pursuant to s46(8) of the <i>Planning Act 2016</i> , the development approval currency period is as reflected in the conditions of approval.
<b>APPROVED PLANS &amp; SPECIFICATIONS</b>
Copies of the approved plans, specifications and/or drawings are attached.
<b>FURTHER INFORMATION</b>
The development must be carried out in accordance with the approved plans, specifications and/or drawings, along with the requirements of all relevant laws. Any deviation must have prior approval from the Chief Executive Officer.
<b>NOTICE ABOUT DECISION – STATEMENT OF REASONS</b>
This Notice is prepared in accordance with s63 (5) and s83 (7) of the <i>Planning Act 2016</i> to inform the public about a decision that has been made in relation to a development application. The purpose of the Notice is to enable a public understanding of the reasons for the planning decision specifically having regard to: <ul style="list-style-type: none"> <li>The relevant parts of the Planning Scheme and Assessment Benchmarks against which the application was assessed; and</li> <li>Any other information, documents or other material Council was either required to, or able to, consider in its assessment.</li> </ul> All terms used in this Notice have the meaning given then in the <i>Planning Act 2016</i> .

## REASONS FOR THE DECISION

The proposal can be considered to be consistent with the following relevant overall outcomes of the *Mapoon Aboriginal Shire Council Planning Scheme, 2015* in particular:

- there is a need for a new Cemetery as the existing Cemetery is nearing capacity.
- the site was chosen by the community for the new cemetery.
- the site was chosen for its close proximity to the existing cemetery and good access from Cullen Point Road.
- the proposal mitigates impact to known cultural heritage values on the site including an old burial site and
- the proposal has access to electricity and water supply on Cullen Point Road Mapoon.

## SCHEDULE OF CONDITIONS

Applicable to the following Section 63 of the *Planning Act 2016*, approvals:

- Material Change of Use for a new Cemetery Lot 802 SP333339 part of Lot 4 SP333331 Cullen Point Road, Mapoon
- Reconfiguring a Lot 4 SP333331 (1 into 2 Lots) to create Lot 802 SP333339 and balance lot 4 on SP333339 at Cullen Point Road, Mapoon
- Operational Works (Clearing of Vegetation) Lot 802 SP333339 part Lot 4 SP333331 at Cullen Point Road, Mapoon

CONDITIONS OF APPROVAL	TIMING
<b>1. Administration</b>	At all times
1.1. The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:	
1.1.1. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports;	
1.1.2. The development must, unless stated, be designed, constructed and maintained in accordance with relevant Council policies, guidelines and standards and with the	

### CONDITIONS OF APPROVAL

## TIMING

1.1.3. The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering.

## 2. Currency Period

As per condition

- 2.1. The applicable currency periods are:
- 2.1.1. Material Change of Use - **6 Years**
  - 2.1.2. Reconfiguring a Lot - **6 Years**
  - 2.1.3. Operational Works - **6 Years.**

### 3. Approved Site Drawings/Plans

At all times

- 3.1. The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval:

Plan / Document Name	Drawing Number	Sheet No / Ref.	Date/DWG
Survey Plan of Lot 4 & 802	SP333339	Sheet 6	01/06/2022
Detail Survey Lot 802 on SP333339	PR144229	7	24/08/2022
Cemetery Concept Plan Lot 802 on SP333339	PR145516	16	16/11/2022

- 3.2. Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.
- 3.3. Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.

#### 4. Construction

At all times

- 4.1. Any construction work associated with this development shall be carried out in accordance with sound engineering practice.
- 4.2. No nuisance is to be caused to adjoining properties by way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours.
- 4.3. Where material is to be carted to or from the site, loads are to be covered to prevent dust or spillage.
- 4.4. Where material is spilled or carried on to existing roads or shared paths, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety.
- 4.5. Stormwater will be managed during construction in accordance with FNQROC Development Manual standards and a Soil and Erosion Management Plan.
- 4.6. A Traffic Management Plan is to be completed prior to commencement of construction and to the satisfaction of the Chief Executive Officer.

Prior to  
commencement  
of construction

## 5. Damage to Infrastructure

At all times

- 5.1. In the event that any part of Council's infrastructure is damaged as a result of work associated with the development, Council must be notified immediately of the affected infrastructure and have it repaired or replaced, at no cost to Council.
- 5.2. All works must be completed prior to the issue of a Compliance Certificate, Building Act.

## 6. Drainage and Stormwater

At all times

- 6.1. The surface drainage must be catered for in a manner that lessens possible impacts in receiving areas.
- 6.2. Any works as a result of the development must not interfere with natural stormwater flow over or through the land.

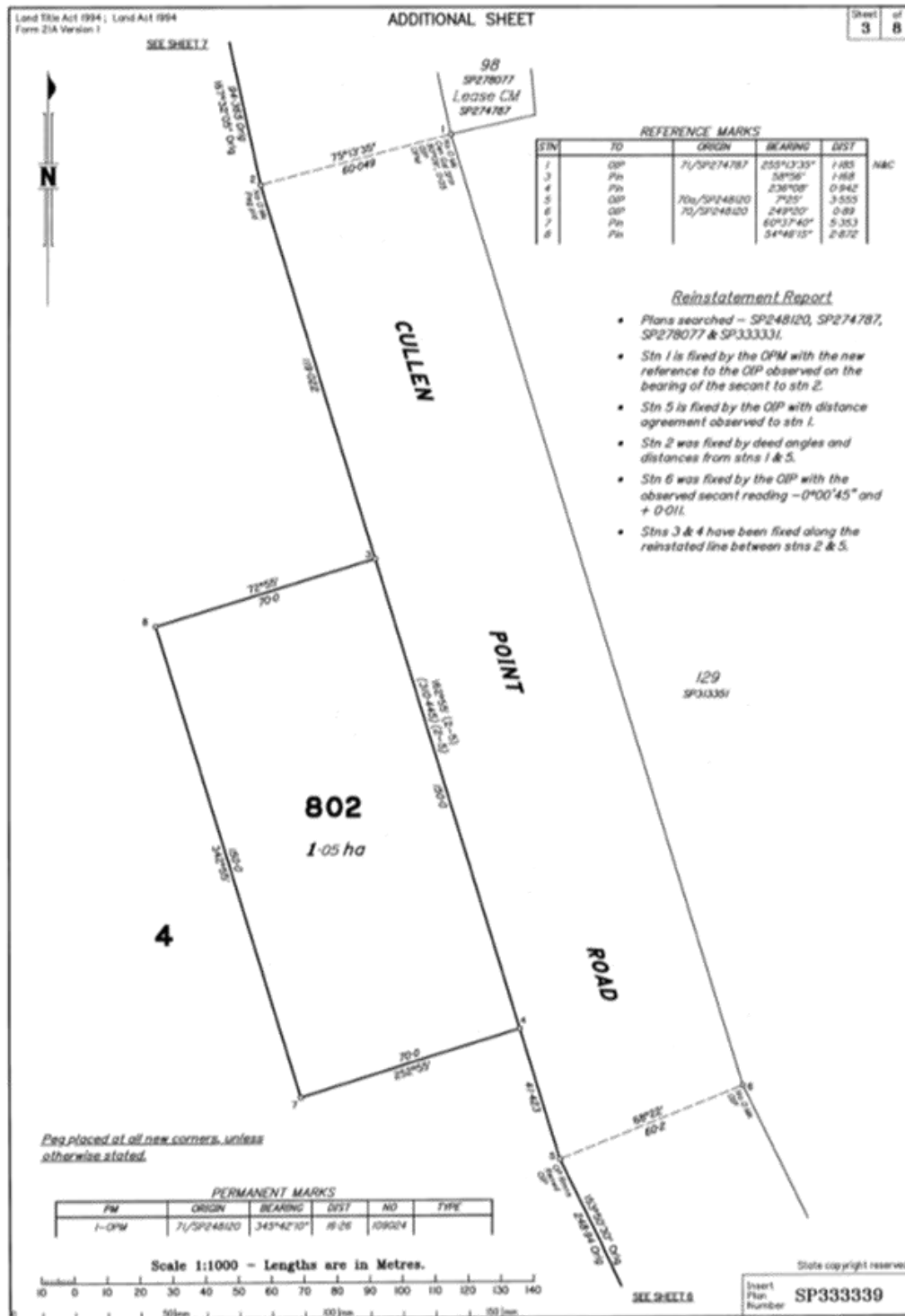
DA2022\_28 MCU, RaL, OPW (New Cemetery) Cullen Point Rd Mapoon  
 DECISION NOTICE  
 Planning Act 2016 s64

CONDITIONS OF APPROVAL	TIMING
6.3. A Drainage Management Plan must be provided, compliant with FNQROC Development Manual standards, Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.	Prior to the start of any works on the site
6.4. An appropriate Stormwater Quality Management Plan (SQMP) must be developed for the site that provides for achievable stormwater quality treatment measures in accordance with FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.	Prior to the commencement of the use.
<b>7. Access/Parking</b>	
7.1. A Site Development Plan inclusive of a Vehicle Parking Plan and access on Cullen Point Road must be provided for approval in accordance with FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer	Prior to the commencement of the use
7.2. Access provision to the development must be provided/constructed in accordance with FNQROC specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence.	At all times
<b>8. Staged Development</b>	As per condition
8.1. The development can be undertaken in stages generally in accordance with the approved Plans of Development	
<b>9. Infrastructure Services</b>	At all times
9.1. Road and shared paths are to be provided in accordance with FNQROC Development Manual standards and sound engineering practice.	
9.2. Water Supply connection or suitable alternative adequate water supply must be provided to site/s in accordance with FNQROC Development Manual standards or demonstrate that such is already in existence.	
9.3. Sewer connection or suitable alternative on-site treatment in accordance with FNQROC Development Manual standards must be provided to sites or demonstrate that such is already in existence.	
9.4. Electricity provision certificate must be provided to the Local Authority.	
9.5. Lighting is to be provided in accordance with FNQROC Development Manual standards and sound engineering practice and to the satisfaction of the Chief Executive Officer.	
<b>10. Fire Hydrants, Fire Management and Emergency Access</b>	Prior to use of site.
10.1. Fire Hydrants are to be installed and located to enable fire services to access water safely, effectively, and efficiently or demonstrate that such is already in existence.	
10.2. Fire Hydrants are to be suitably identified so that fire services can locate them at all hours.	At all times
10.3. Road widths, and construction within the development are to be adequate for fire emergency vehicles to gain access to a safe working area.	
10.4. Fire Services are to be provided in accordance with FNQROC Development Manual standards and the water supply must be reliable and have sufficient flow and pressure requirements for fire-fighting purposes.	
<b>11. Acid Sulfate Soils</b>	At all times
11.1. Due care must be taken to ensure that the development will manage to not disturb or minimise the release of acid or metal contaminants.	
11.2. Dispose of acid or metal contaminants compliant to legislation and provide relevant disposal documentation to Council.	
<b>12. Landscaping and Fencing</b>	At all times
12.1. Landscaping and fencing to be erected to enhance the appearance of the site to the road and provide a buffer to adjoining sites.	
12.2. The landscaping and fencing must be maintained to an appropriate standard.	

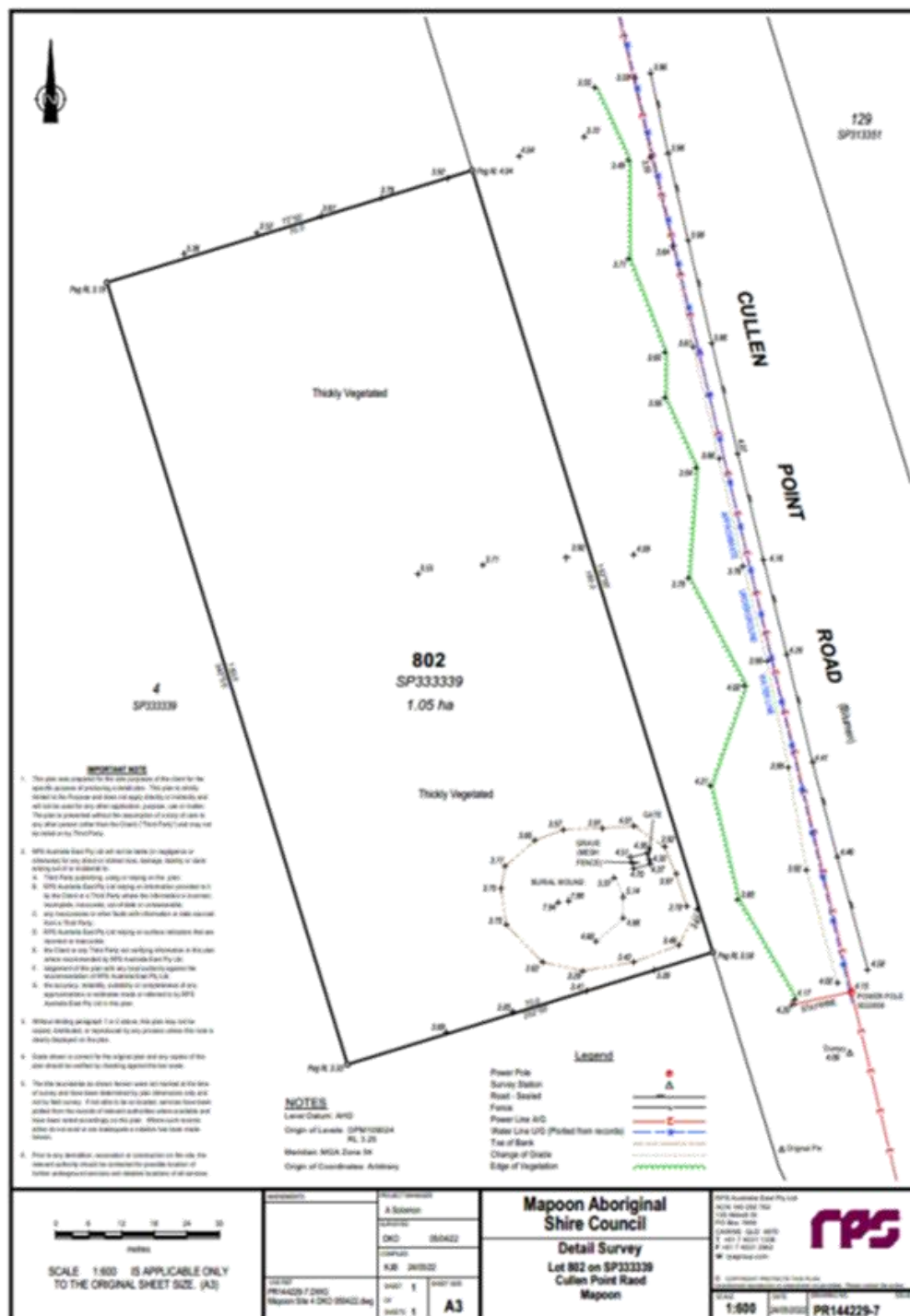
DA2022\_28 MCU, RaL, OPW (New Cemetery) Cullen Point Rd Mapoon  
 DECISION NOTICE  
 Planning Act 2016 s64

CONDITIONS OF APPROVAL	TIMING
<p><b>13. Clearing of Vegetation</b></p> <p>13.1. The following is to be undertaken to manage the habitat disturbance when cleared for development:</p> <p>13.1.1. The sites are to be inspected by the Mapoon Land and Sea Rangers for habitat assessment prior to vegetation clearance.</p> <p>13.1.2. Suitable nearby habitat is to be identified by the Mapoon Land and Sea Rangers for displaced fauna and flora.</p> <p>13.1.3. Spotter catching by the Mapoon Land and Sea Rangers prior to and during clearing activities to relocate fauna and flora where possible.</p>	<p>Prior to and during clearing of the site</p>
<p><b>14. Cultural Heritage</b></p> <p>14.1. The existing burial location on the property must be clearly identified and mapped.</p> <p>14.2. Due care must be taken to ensure that no harm or damage is done to existing and identified cultural heritage areas and artifacts.</p>	<p>Prior to and during clearing of the site</p> <p>At all times</p>

Approved Drawings







DA2022\_28 MCU, RaL, OPW (New Cemetery) Cullen Point Rd Mapoon  
 DECISION NOTICE  
 Planning Act 2016 s64





## 7.5 DEVELOPMENT APPLICATION - PUBLIC ROADS A-RAE & CHAKARRA STREETS

**Author:** Tom Smith, CEO

**Authoriser:** Tom Smith, CEO

**Attachments:** Nil

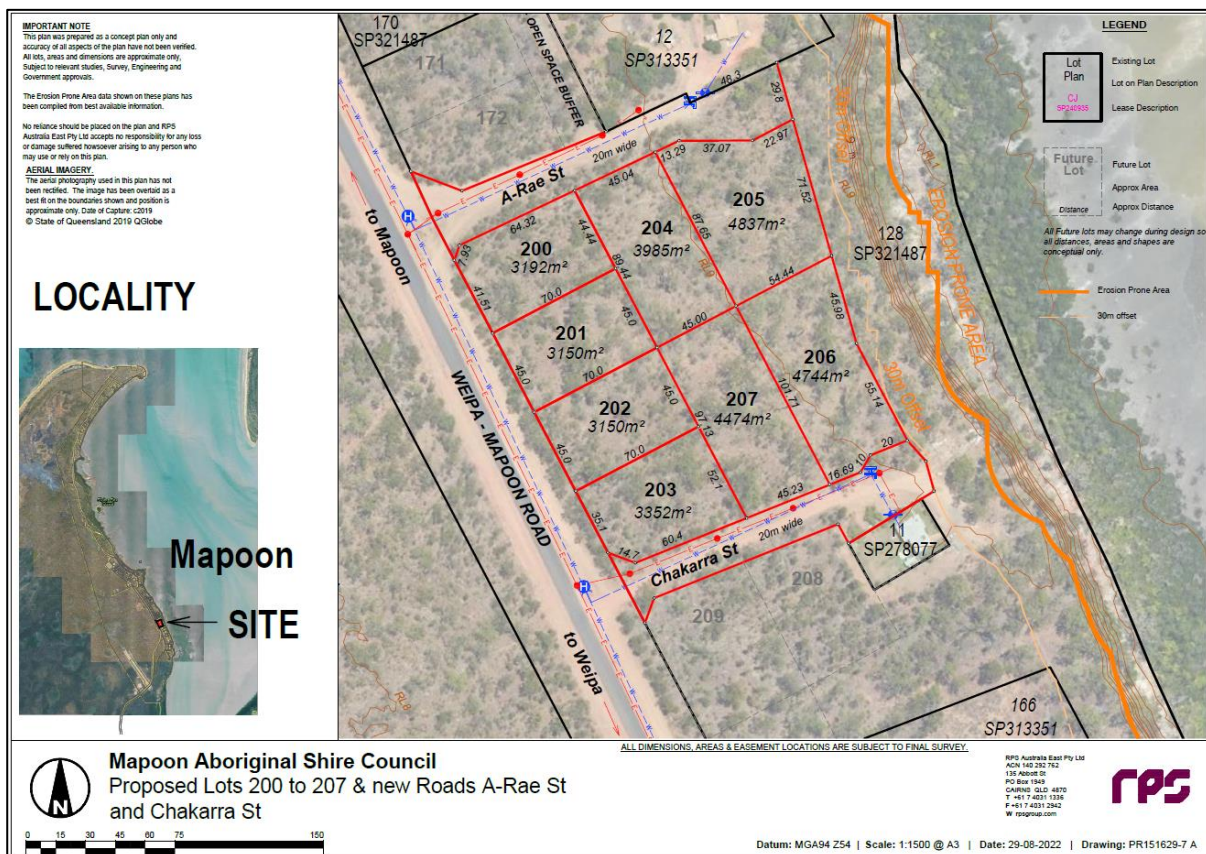
### PURPOSE OF REPORT

Additional information for adoption to support Council Resolution C206/22. This will support the Survey Plan registration for relevant developments.

### BACKGROUND

All development applications and assessments must be provided to Council for adoption.

### DISCUSSION



**RESOLUTION C206/22**

Moved: Deputy Mayor Kiri Tabuai

Seconded: Cr Daphne de Jersey

The Council is the Local Government Authority for the Mapoon Aboriginal Shire area and the Trustee of the Mapoon Deed of Grant in Trust (DOGIT). As the Local Government Authority, Council as duly elected representatives of the community, through local decision making has the responsibility of deciding what is in the best interest of the community, advancing a thriving community.

It is considered that approving (with conditions) the Reconfiguring a Lot and two new public roads (A-Rae Street and Chakarra Street; and associated Operational Works to clear vegetation at Lot 128 SP333329 Weipa-Mapoon Road Mapoon is of benefit to and representative of the aspirations of the Mapoon community.

1. Council as the Local Government Authority and Trustee of the DOGIT resolves to approve (subject to conditions):
  - a. The Development Application lodged with Council for:
    - i. Development Permit for:
      - Reconfiguring lot 128 SP333329 to create eight (8) residential lots, two new roads (A-Rae Street and Chakarra Street) and a balance Lot 128;
      - Operational Works (Clearing Vegetation); and
      - Boundary Setback Dispensation (to residential houses from all boundaries).

**CARRIED**

**RECOMMENDATION**

The Council is the Local Government Authority for the Mapoon Aboriginal Shire area and the Trustee of the Mapoon Deed of Grant in Trust (DOGIT). As the Local Government Authority, Council as duly elected representatives of the community, through local decision making has the responsibility of deciding what is in the best interest of the community, advancing a thriving community.

It is considered that the approving of the dedicating and surrender of the public road to enable residential development is of benefit to, and representative of the aspirations of the Mapoon community.

1. Council as the Local Government Authority and Trustee of the DOGIT resolves to
  - a. note Council Resolution C206/22 dated 26 October 2022
  - b. surrender and dedicating A-Rae & Chakarra Streets as depicted on plan PR151629-7 A as public roads in terms of section 94 of the Land Act 1994.
  - c. applies to the Minister responsible for administering the Land Act 1994 for the surrender of part of the DOGIT in terms of Section 55 of the Land Act 1994 for public road purposes.
  - d. acknowledge the land administration actions incidental to, and necessary, to facilitate lodgement and registration of the survey plan.

**Author:** Tom Smith, CEO  
**Authoriser:** Tom Smith, CEO  
**Attachments:** Nil

Additional information for adoption to support Council Resolution C108/22. This will support the Survey Plan registration for relevant developments.

All development applications and assessments must be provided to Council for adoption.

**IMPORTANT NOTE**

- This plan was prepared for the sole purposes of the client for the specific purpose of accompanying an application to the Mapoon Aboriginal Shire Council for a reconfiguration of a lot described on this plan. This plan is strictly limited to the purpose and does not apply directly or indirectly and will not be used for any other application, purpose, use or matter. The plan is presented without the assumption of a duty of care to any other person other than the Client ("Third Party") and may not be relied on by Third Party.
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  - lodgement of this plan with any local authority against the recommendations of RPS Australia East Pty Ltd;
  - the accuracy, reliability, suitability or completeness of any approximations or estimates made or referred to by RPS Australia East Pty Ltd in this plan.
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- Scale shown is correct for the original plan and any copies of this plan should be verified by checking against the bar scale.
- The dimensions, area, size and location of improvements, flood information (if shown) and number of lots shown on this plan are approximate only and may vary.
- Cadastral boundaries are obtained by title dimensions and/or digitising from existing cadastral maps and/or DCCB. These boundaries have not been verified and are approximate only.
- This plan was prepared as a concept plan only and accuracy of all aspects of the plan have not been verified. No reliance should be placed on the plan and RPS Australia East Pty Ltd accepts no responsibility for any loss or damage suffered however arising to any person who may use or rely on this plan.

**AERIAL IMAGERY**  
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**Mapoon Aboriginal Shire Council**  
**Proposed Lots 184-188 & new road Cumbina Street & balance lot 128**  
**Cancelling Lot 128 on SP332603**

**PRELIMINARY - FOR DISCUSSION PURPOSES ONLY**

Datum: MGA94 254 | Scale: 1:1500 @ A3 | Date: 13-4-2021 | Drawing: PR151629-2

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**rps**



## ORDINARY COUNCIL MEETING MINUTES

21 JUNE 2022

**RESOLUTION C108/22**

Moved: Cr Kiri Tabuai

Seconded: Cr Dawn Braun

The Council is the Local Government Authority for the Mapoon Aboriginal Shire area and the Trustee of the Mapoon Deed of Grant in Trust (DOGIT). As the Local Government Authority, Council as duly elected representatives of the community, through local decision making has the responsibility of deciding what is in the best interest of the community, advancing a thriving community.

It is considered that approving (with conditions) the Reconfiguration of a Lot, a new Road (Cumbina Street) and associated Operational Works on part of lot at 128 SP321487 located off Weipa Mapoon Road, Mapoon is of benefit to and representative of the aspirations of the Mapoon community.

Council as the Local Government Authority and Trustee of the DOGIT resolves to approve (subject to conditions):

- a. The Development Application lodged with Council for:
  - i. Reconfiguring a Lot 128 SP321487 to create five (5) Residential Lots 184-188, New Road (Cumbina Street) and Balance Lot 128;
  - ii. Operational Works (Vegetation Clearing); and
  - iii. Siting Dispensation (amended setbacks to residential houses from all boundaries)

**CARRIED****RECOMMENDATION**

The Council is the Local Government Authority for the Mapoon Aboriginal Shire area and the Trustee of the Mapoon Deed of Grant in Trust (DOGIT). As the Local Government Authority, Council as duly elected representatives of the community, through local decision making has the responsibility of deciding what is in the best interest of the community, advancing a thriving community.

It is considered that the approving of the dedicating and surrender of the public road to enable residential development is of benefit to, and representative of the aspirations of the Mapoon community.

1. Council as the Local Government Authority and Trustee of the DOGIT resolves to
  - a. note Council Resolution C108/22 dated 21 June 2022
  - b. surrender and dedicating Cumbina Street as depicted on plan PR151629-2 as public road in terms of section 94 of the Land Act 1994.
  - c. applies to the Minister responsible for administering the Land Act 1994 for the surrender of part of the DOGIT in terms of Section 55 of the Land Act 1994 for public road purposes.
  - d. acknowledge the land administration actions incidental to, and necessary, to facilitate lodgement and registration of the survey plan.

**Author:** Tom Smith, CEO  
**Authoriser:** Tom Smith, CEO  
**Attachments:** Nil

Additional information for adoption to support Council Resolution C113/21. This will support the Survey Plan registration for relevant developments.

All development applications and assessments must be provided to Council for adoption.

**IMPORTANT NOTE**

- This plan was prepared for the sole purposes of the client for the specific purpose of accompanying an application to the Mapoon Aboriginal Shire Council for a reconfiguration of a lot described on this plan. This plan is strictly limited to the Purpose and does not copy directly or indirectly and will not be used for any other application, purpose, use or matter. The plan is presented without the assumption of a duty of care to any other person (other than the Client) ("Third Party") and may not be relied on by Third Party.
- RPS Australia East Pty Ltd will not be liable (in negligence or otherwise) for any direct or indirect loss, damage, liability or claim arising out of or incidental to:
  - Third Party publishing, using or relying on the plan;
  - RPS Australia East Pty Ltd having information provided to it by the Client or a Third Party where the information is incorrect, incomplete, inaccurate, out-of-date or unreasonable;
  - any inaccuracies or other faults with information or data sourced from a Third Party;
  - RPS Australia East Pty Ltd relying on surface indicators that are incorrect or inaccurate;
  - the Client or any Third Party not verifying information in this plan where recommended by RPS Australia East Pty Ltd;
  - reliance of this plan with any local authority against the recommendation of RPS Australia East Pty Ltd;
  - the accuracy, reliability, suitability or completeness of any approximations or estimates made or referred to by RPS Australia East Pty Ltd in this plan;
- Without limiting paragraph 1 or 2 above, this plan may not be copied, distributed, or reproduced by any process unless this note is clearly displayed on the plan.
- Scale shown is correct for the original plan and any copies of this plan should be verified by checking against the bar scale.
- The dimensions, area, size and location of improvements, foot information (if shown) and number of lots shown on this plan are approximate only and may vary.
- Cadastral boundaries are obtained by title dimensions and/or digitising from existing cadastral maps and/or DDOs. These boundaries have not been verified and are approximate only.
- This plan was prepared as a concept plan only and accuracy of all aspects of the plan have not been verified. No reliance should be placed on the plan and RPS Australia East Pty Ltd accepts no responsibility for any loss or damage suffered whatsoever arising to any person who may use or rely on this plan.

**AERIAL IMAGERY**  
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**ALL DIMENSIONS, AREAS & EASEMENT LOCATIONS ARE SUBJECT TO FINAL SURVEY.**

Datum: MGA94 Z54 | Scale: 1:2000 @ A3 | Date: 13-4-2021 | Drawing: PR149174-1

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**rps**

**RESOLUTION C113/21**

Moved: Cr Cameron Hudson

Seconded: Cr Daphne de Jersey

That in accordance with the Planning Act 2016, the applicant be notified that the application for a development permit for the development specified in (A) is:

Approved by Council in accordance with the approved plans/documents listed in (B), subject to assessment manager conditions in (C), Concurrence Conditions in (D), assessment manager's advice in (E), relevant period in (F), and further approvals from Council listed in (G);

and

The assessment manager does not consider that the assessment manager's decision conflicts with a relevant instrument.

**(A) APPROVED DEVELOPMENT:**

- Development Permit for a Reconfiguration of a Lot approval for Proposed Lot 801, new road and Lot 128

**(B) APPROVED PLANS:**

Plan	Document Title	Prepared by	Dated
PR149174-1	Proposed Lots 801, balance lot 128 & new road (Nouiga Street, Mapoon) cancelling Lot 128 SP316345	RPS	13-4-2021

**RECOMMENDATION**

The Council is the Local Government Authority for the Mapoon Aboriginal Shire area and the Trustee of the Mapoon Deed of Grant in Trust (DOGIT). As the Local Government Authority, Council as duly elected representatives of the community, through local decision making has the responsibility of deciding what is in the best interest of the community, advancing a thriving community.

It is considered that the approving of the dedicating and surrender of the public road to enable residential development is of benefit to, and representative of the aspirations of the Mapoon community.

1. Council as the Local Government Authority and Trustee of the DOGIT resolves to
  - a. note Council Resolution C113/21 dated 20 July 2021
  - b. surrender and dedicating Nouiga Street as depicted on plan PR149174-1 as public road in terms of section 94 of the Land Act 1994.
  - c. applies to the Minister responsible for administering the Land Act 1994 for the surrender of part of the DOGIT in terms of Section 55 of the Land Act 1994 for public road purposes.
  - d. acknowledge the land administration actions incidental to, and necessary, to facilitate lodgement and registration of the survey plan.

**7.8 MAPOON SPRING WATER PROJECT**

**Author:** Tim Rose, Consultant Economic Development

**Authoriser:** Tom Smith, CEO

**Attachments:**

1. Letter of Support QEC
2. MASC Council Approval
3. Mapoon Water Bottling Proposal

**PURPOSE OF REPORT**

The Purpose of this report is to authorise the appointment of Ms Kalair McArthur from Rural and Remote Development to complete the proposal for Feasibility of the Mapoon Spring Water proposal which has been proposed for over a year.

**BACKGROUND**

Council would be aware that we have been seeking to commence the investigation of the viability of this project for an extended period. The attachments to the report outline the funding that has been obtained and the support we have obtained from a commercial perspective. We essentially believe the project can be a success as it is using existing infrastructure such as the town water supply.

The revised proposal as outlined by the consultant includes the following key components.

- 1) Need and Market Analysis
- 2) Concept Design and Costing
- 3) Application Requirements and Business Plan

**DISCUSSION**

It was further recommended by the consultant that a specialist working group be established to assist the consultant complete the report it is suggested that the following people be used.

The mayor and CEO, representatives from the department Mr Duncan Kerslake, Mr Tim Rose and a representative from OMAC. The group would meet ad hoc and time requirements would be minimal.

- **Budget**

The funding for the project is covered by external funding with both Rio Tinto and deadly innovations contributing to the costs. The department is contributing \$40,000 to the cost of the project and Rio Tinto is contributing 20,000 and council will need to contribute \$5,000

- **Legal considerations**

The Local government can appoint a sole supplier under section 235(a) of the Local Government Regulations. The Department preference is to use Rural and Remote Development Consultants as they have worked with her before on the type of projects and she has specialised knowledge that

will allow her to keep the project on-time and on budget. Section (b) of the regulations also allows for the entry into a medium sized contract for when it is for specialised services.

**RECOMMENDATION**

- a) That Council resolves to appoint Ms Kalair McArthur of Rural and Remote Development to complete the Business Plan and Project Plan for the Mapoon Shire Council Spring Water proposal under section 235(a) and (b) of the Local Government regulation because of the specialised nature of the services required.
- b) That council have the Mayor, CEO and SEC and departmental representatives and a member of OMAC to be part of the Specialist Working Group to assist the consultant complete the feasibility study.
- c) That council set aside \$5,000 dollars to complete the feasibility from the 2022/23 budget



Cairns Office 277 Mulgrave Road, Cairns Qld 4870 | P (07) 4050 4300 | F (07) 4050 4382 | W [www.ceqld.org.au](http://www.ceqld.org.au)



9<sup>th</sup> February 2022

Mayor Aileen Addo  
Mapoon Aboriginal Shire Council  
P.O Box 213  
Weipa  
Qld 4874  
[ActingCEO@mapoon.qld.gov.au](mailto:ActingCEO@mapoon.qld.gov.au)

Dear Mayor Addo,

**Re: Mapoon Water Bottling Plant Pre-feasibility Application**

Community Enterprise Queensland (CEQ) is excited to support Mapoon Aboriginal Shire Councils' prefeasibility funding application for the establishment of a local Water Bottling Plant.

This plant will be of major benefit for building local capacity through employment and delivering real financial economic outcomes. We believe that the proposed project will create the platform for more Indigenous communities to embark on local business opportunities that will generate genuine social and economic benefits into the future.

CEQ are committed to working with Mapoon Aboriginal Shire Council as a key partner in assisting with business development planning, sourcing market channels and logistics, CEQ supports their pre – feasibility funding application for this project.

Yours sincerely

Fred Gela  
General Manager Stakeholder Engagement

CORPORATE SERVICE OFFICE FOR:





Rio Tinto Weipa Operations  
C/- Post Office  
Weipa, QLD, 4874  
Australia  
T 1800 707 633

**Private & confidential**

Mapoon Aboriginal Shire Council  
Red Beach Road,  
Mapoon QLD 4874

Dear Tom,

**Rio Tinto Western Cape Community Development Fund – Application outcome**

Thank you for submitting your application to the Western Cape Community Development Fund (CDF) in Round 1, 2022.

As you are aware, the commitment in 2022 for the fund is \$250,000 which allows Rio Tinto to partner with community-based organisations to develop opportunities that provide long-term, sustainable benefits for the Western Cape region.

Your application in relation to the Mapoon Water Bottling plant was assessed I am pleased to confirm that it is supported by the Board and the project will receive \$20,000.00 through the Fund.

The next steps to progress your application and secure funding will be to work with the Fund's Executive Officer to sign and execute a Partnering Agreement. This will outline the relevant information and process for completing a project through the Fund.

On behalf of the Western Cape Community Development Fund Board and Rio Tinto, we thank you for your application and request that you contact the Executive Officer by email or phone 0448 612 084 should you need to discuss further.

Yours sincerely

A handwritten signature in black ink that reads "Shona Markham".

Shona Markham  
Chairperson  
Rio Tinto Western Cape Community Development Fund





**Prepared for:**  
**Tim Rose, A/CEO**  
**Mapoon Shire Council**

**Prepared by:**  
**Kalair McArthur**  
**Rural & Remote Development**

# About

We work with businesses, councils, not-for-profits and organisations to analyse, research and ultimately resource, opportunities that sustain your organisation, your region and your community.

Underpinned by strong stakeholder engagement and an understanding of rural and remote Australia, we have worked across industries to develop regional solutions.

We strive to attain a depth and breadth of knowledge that brings value to every project by tapping into our extensive network across a variety of disciplines, states, levels of government and business.



## Research

Undertake desktop and field research to find applicable background knowledge and data sources and apply within a local and operationally relevant context



## Data Gathering & Analysis

Gather and analyse data to inform decision making from both a strategic and operational perspective. Tailor the data to be regionally relevant.



## Funding and Grant Writing

Source and access private and public funding to resource project infrastructure, training and project delivery.



## Business Case and support

Write business cases, strategic plans and operational plans, to justify action and expenditure on new and existing infrastructure, prioritisation of processes and supporting documentation.



## Policy Advocacy

Advocate for change in government and industry policy to remove red tape impeding project success. Assist in the navigation and successful presentation to all levels of government.



## Project Delivery

Deliver organisational results, community enhancing projects and on-ground outcomes. Provide additional resources and knowledge where organisational capacity is limited.



## Tool and Solutions Analysis

Analyse the most effective tool for the operational situation, budget and people to achieve the desired outcome. Understand and assist in the implementation of cultural change to increase uptake of new tools and systems.



# Project Summary

The Mapoon Shire Council has completed a high level desk-top feasibility study for the development of a Water Bottling Plant at Lot 31 on SP278077 adjacent to the Mapoon Water Treatment Plant.

Council has completed water quality testing against both the National Water Quality Drinking Guidelines and/or if they were against Standard 2.6.2 Non-alcoholic beverages and brewed soft drinks of the Food Code under Food Standards Australia and the water passes all assessments.

The accessed water is part of an existing Council water licence Reference 92524K which allows Council to access 119ML for the taking of underground water from the Bulimba Formation as a part of the Cape York Underground Water Management Area.

Council wishes to prepare documentation to support the application for Capital Infrastructure funding and ensure the project is a long-term financially sustainable business for the region. Information from this project will assist Council to determine the best course of action and apply for funding to deliver the chosen project and scope.

This project will be broken up into 5 stages to develop all of the documentation and receive required approvals. Each Stage will be subject to a go/no go decision by Council.



## Consultation

At every stage of the approval process and business case development it is recommended that extensive consultation occur between Mapoon Shire Council and other members of a specialist working group as nominated by Council and community.

It is recommended that the Specialist Working Group meets every 6 weeks via teleconference and aims for a minimum of 1 in-person meeting per project stage. It is recommended that this specialist working group consists of Council staff, Councillor representative, traditional owner representatives, mine procurement team, Dept. of Natural Resources staff and specialist technical personnel.

# Detailed Application Requirements

## Stage 1 - Need and Market Analysis

### Deliverables

1. Undertake a need and market analysis for the use of high quality fresh spring water from Mapoon.
2. This analysis will include a quantitative and qualitative assessment of different potential markets including bottled water, bulk bottled water, medicinal therapy and health tourism. It will look into the size of the market both in volume and in value, the various customer segments and buying patterns, the competition, and the economic environment in terms of barriers to entry and regulation.
3. The analysis will be broken up into the following areas -
  - a. Demographics and segmentation - including the number of potential customers and the value of the market.
  - b. Target market - who, what, when and where. Assessment of local preferences.
  - c. Market need - what are the drivers and demand for your product
  - d. Competition - who else sells similar products into or from within the region, what do they charge, what is the quality of the products, what is their capacity to produce, do they do anything unique or have any differentiating factors?
  - e. Barriers to entry - assessed from perspective of Mapoon and other future industry entrants - including investment, technology, brand and marketing costs, regulations, access to resources, access to customers, location.
4. Recommendation of the potential market to enter.
5. Preliminary community and TO consultation including quantitative and qualitative assessment of sentiment and drivers.





# Detailed Application Requirements

## Stage 2 - Concept Design and Costings

### Deliverables

1. Develop scope for engineers to provide a concept design and engage them to deliver service.
2. Work with *specialist Engineers to provide* Concept Design including:
  - a. Structural plan
  - b. Servicing requirements, including specialist requirements.
  - c. Acoustic requirements.
  - d. Equipment and structural requirements
  - e. Specialist requirements for furniture, finishes, fixtures and fittings
  - f. Information and communications technology (ICT) requirements.
  - g. Requirements for specialist processes and plant
  - h. Fire, safety and security requirements.
  - i. Lifecycle plan for products produced
  - j. Maintenance and cleaning requirements.
  - k. Likelihood of future change ie scalability
  - l. Sustainability objectives and energy use targets.
  - m. Resilience to potential natural disaster, hazards or threats.
  - n. Pollution control.
  - o. Durability and lifespan
  - p. Estimated capital, maintenance and operational costings
3. Develop and calculate a Cost-benefit Analysis over 25 years, including:
  - a. Detailed and quantified goals of the project i.e market return, employment
  - b. Description and details of alternatives including do nothing
  - c. List of all project stakeholders.
  - d. Determine what measures will be used for all costs and benefits
  - e. Determine the outcome of costs and benefits comparison over 25 years.
  - f. Determine what discount rate will be applied. This will express the amount of interest as a percentage of the balance at the end of a certain period.
  - g. Calculate the net present value of the project options.
  - h. Determine a Sensitivity analysis how the uncertainty of the output can be divided into different sources of uncertainty in its inputs.
  - i. Recommend final decision of go or no/go based on CBA and concept designs
  - Note this proposal includes the engagement of specialist engineering services to a budget of \$22,500
  - Note that this proposal excludes quantity surveying services and architectural services.



# Detailed Application Requirements

## Stage 3 - Business Plan

### Deliverables

1. Development of a Business Plan including -
  - a. Statement of skills and experience required in the relevant field and capacity to deliver
  - b. Summary of product and market analysis: your chosen market and your position in the market
  - c. Marketing plan: your strategies to attract and keep clients including MOUs and letters of intent
  - d. Training and Capacity Building plan: determination of roles, responsibilities and qualifications required for business operations.
  - e. Operating plan: how the business will work including transport, logistics, maintenance etc
  - f. Governance and Ownerships Structure: including decision making framework, legal structure and governance structure.
  - g. Financial plan: the investment, expected turnover, estimated profit and cash flow projections
  - h. Risk management plan



# Project Timeline

## ACTION

## TIMEFRAME

Stage 1

Nov – Feb 2022/23

Stage 2

Mar – May 2023

Stage 3

June 2023

- Note the timeframe for this proposal are negotiable and can be adjusted dependant on Council needs.
- Consideration will also be given to weather and access.



# Project Budget

## DELIVERABLE

## BUDGET (EX GST)

Stage 1

\$11,700

Consultation Stage 1 \*

\$6,800

Stage 2 \*\*\*

\$10,730

Consultation Stage 2 \*

\$6,800

Stage 3

\$5,300

Consultation Stage 3\*\*

\$1,170

Engineering

\$22,500

TOTAL

\$65,000

- \* Consultation is based on spending 1 week in Mapoon in Stage 1 and 2 consulting with the Community, TO's, Council, Businesses, Government Agencies and not-for-profits and documenting this into a report of both qualitative and quantitative data regarding the project. Stage 1 will require 1 trip to Mapoon and associated locations to meet and assess buyer markets and procurement officers. It also includes 3 specialist project working group meetings per month for the duration of each stage. Consultation includes any required flights, food, fuel and accommodation.
- \*\* This round of consultation only includes meetings of the Specialist Project Working Group
- \*\*\* This stage excludes costs for the Engineering which are noted as a separate line item
-



**Kalair McArthur**  
**Director**  
**Ethix Group Pty Ltd**  
**operating as**  
**Rural and Remote Development**

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**ABN 12 651 280 778**

**7.9 EXECUTIVE MANAGER OF FINANCE**

**Author:** Elzebie Groenewald, Executive Manager Financial Services

**Authoriser:** Tom Smith, CEO

**Attachments:**

1. January 2023 Finance Report
2. Procurement Policy 2023-2024

**PURPOSE OF REPORT**

Present to the council a report outlining program performance and operational actions for the previous month. This report contains listed activities and points for decisions in Council meeting.

**DISCUSSION****Finance**

Finance department is preparing for an Internal Audit site visit at the end of February 2023.

**Profit & Loss**

As at 31st January 2023 the Council made a net profit of \$121,401. This includes depreciation of \$1,190,572 which makes the operating profit less depreciation \$1,311,973.

**Revenue**

As at 31st January 2023 the Council received revenue totalling \$8.324M, 18% below the budget of \$10.204M.

**General Expenses & Cost Of Goods Sold**

As at 31st January 2023 Council total expenditure was \$8.202M, 24% below the budget of \$10.774M.

**Accommodation:**

The Accumulated Profit for accommodation and camping at 31st January 2023 is \$1,388, this includes \$3,576 for Cullen Point Camping. The average occupancy rate for July to January was 41% in the cabins and dongas, and 20% at Cullen Point Camp for online bookings.

**Untied Funds**

The Council currently holds \$3.510M in untied funds.

**Procurement Policy Review**

Council to adopt the minor review in the Procurement Policy.

**RECOMMENDATION**

That Council endorses the following:-

1. Financial Reports for the financial period January 2023
2. Procurement Policy Review

PO Box 213  
Weipa Qld 4874

## Profit & Loss [Budget Analysis]

July 2022 through June 2023

	Selected Period	Budgeted	\$ Difference	% Difference
<b>Income</b>				
Agency Fees				
Income - Centrelink Agency Fee	\$17,196.73	\$17,117.92	\$78.81	0%
Income - Postal Agency Commis	\$2,608.89	\$6,105.75	-\$3,496.86	-57%
Landing Fees	\$0.00	\$560.00	-\$560.00	
Revenue - Hire - Plant & Equip	\$359.09	\$204,166.67	-\$203,807.58	-100%
Revenue - Hire of Vehicle	\$39,384.09	\$136,924.08	-\$97,539.99	-71%
Income - Fishing Licence	\$4,200.00	\$5,146.17	-\$946.17	-18%
Membership Fee	\$7,599.95	\$2,916.67	\$4,683.28	161%
Ranger Contract Services	\$81,073.30	\$7,015.17	\$74,058.13	1056%
L&S Miscellaneous Income	\$1,155.00	\$8,911.00	-\$7,756.00	-87%
Rental Receipts Social Housing	\$8,188.40	\$10,399.67	-\$2,211.27	-21%
Staff Housing	\$18,802.00	\$11,666.67	\$7,135.33	61%
Rates	\$22,424.25	\$14,932.17	\$7,492.08	50%
Lease payments Housing	\$270,840.97	\$134,262.33	\$136,578.64	102%
Accommodation	\$147,505.74	\$310,347.33	-\$162,841.59	-52%
Rental - Misc properties	\$133,814.81	\$90,179.25	\$43,635.56	48%
Income - Administration Fees	\$121,679.41	\$352,814.58	-\$231,135.17	-66%
Income - Bank Interest	\$30,036.57	\$7,844.08	\$22,192.49	283%
Works Sales - Houses	\$1,205,798.21	\$2,992,204.83	-\$1,786,406.62	-60%
Works sales - not houses	\$102.09	\$0.00	\$102.09	
Workshop Sales - Mech External	\$2,550.90	\$2,916.67	-\$365.77	-13%
Workshop sales Internal	\$65,239.91	\$81,666.67	-\$16,426.76	-20%
Workshop sales Fuel Internal	\$50,744.45	\$49,000.00	\$1,744.45	4%
Workshop sales fuel External	\$350.99	\$0.00	\$350.99	
Camping Fees- Town , Cullen Pt	\$24,926.27	\$10,410.17	\$14,516.10	139%
Store sales - Fuel	\$288,197.57	\$303,794.75	-\$15,597.18	-5%
ATM - Rebates	\$281.60	\$4,083.33	-\$3,801.73	-93%
Aged Care Meals	\$2,462.37	\$0.00	\$2,462.37	
Sales - Gas Bottles	\$9,000.08	\$8,828.75	\$171.33	2%
Washing Machine, Coin operated	\$31.82	\$1,050.00	-\$1,018.18	-97%
Mapoon Shirts - CommunitySalea	\$8,427.25	\$133.58	\$8,293.67	6209%
Sales - Cultural Centre	\$0.00	\$49,583.33	-\$49,583.33	
Reimbursements	\$40,839.05	\$52,924.67	-\$12,085.62	-23%
Refunds/Claims	\$22,330.46	\$0.00	\$22,330.46	
Grants - General Purpose	\$18,181.82	\$0.00	\$18,181.82	
Grants - Operating - State	\$3,205,505.19	\$2,513,539.58	\$691,965.61	28%
Grants - Operating - C'wlth	\$799,158.53	\$908,908.00	-\$109,749.47	-12%
Grants - Operating - Other	\$34,500.00	\$72,989.00	-\$38,489.00	-53%
Grants - Capital - State	\$820,210.12	\$380,333.33	\$439,876.79	116%
Grants - Capital - C'Wlth	\$702,392.00	\$1,403,394.42	-\$701,002.42	-50%
Grants - Capital - Other	\$82,039.60	\$0.00	\$82,039.60	



Donations	\$10,000.00	\$14,583.33	-\$4,583.33	-31%
Disposal of assets	\$23,727.27	\$32,083.33	-\$8,356.06	-26%
<b>Total Income</b>	<b>\$8,323,866.75</b>	<b>\$10,203,737.25</b>	<b>-\$1,879,870.50</b>	<b>-18%</b>
<b>Cost of Sales</b>				
Store CoS Fuel	\$273,441.29	\$249,299.75	\$24,141.54	10%
Store Camp Fee Royalties	\$40,053.27	\$4,565.17	\$35,488.10	777%
Purchases - Workshop Stock	\$7,820.73	\$26,817.00	-\$18,996.27	-71%
Purchases - Workshop Fuel	\$48,311.49	\$39,122.42	\$9,189.07	23%
Freight- Workshop	\$4,949.69	\$10,013.50	-\$5,063.81	-51%
Works Materials - Houses	\$173,307.34	\$3,684.33	\$169,623.01	4604%
Works Materials -not-Houses	\$163,481.36	\$1,643,476.92	-\$1,479,995.56	-90%
Freight - Works - houses	\$21,116.47	\$662.08	\$20,454.39	3089%
Freight General	\$0.00	\$11,905.25	-\$11,905.25	
Works - Contractors - Houses	\$136,927.17	\$1,449,040.25	-\$1,312,113.08	-91%
Works Contractors - not houses	\$1,979,511.79	\$123,308.50	\$1,856,203.29	1505%
Works - Small tools	\$157.82	\$199.50	-\$41.68	-21%
Purchases - Gas Bottles	\$9,088.14	\$10,122.58	-\$1,034.44	-10%
Freight - gas bottles	\$0.00	\$187.83	-\$187.83	
Test Inspection Costs	\$852.00	\$603.17	\$248.83	41%
Water Supply expenses	\$31,560.40	\$14,107.92	\$17,452.48	124%
Waste disposal costs	\$2,950.00	\$31,880.33	-\$28,930.33	-91%
RW - Materials & Supplies	\$0.00	\$14,816.67	-\$14,816.67	
<b>Total Cost of Sales</b>	<b>\$2,892,228.96</b>	<b>\$3,633,813.17</b>	<b>-\$741,584.21</b>	<b>-20%</b>
<b>Gross Profit</b>	<b>\$5,431,637.79</b>	<b>\$6,569,924.08</b>	<b>-\$1,138,286.29</b>	<b>-17%</b>
<b>Expenses</b>				
Employment Expenses				
Wages and Salaries				
Wages & Salaries	\$1,459,192.26	\$2,367,818.25	-\$908,625.99	-38%
Annual Leave	\$186,755.07	\$245,407.75	-\$58,652.68	-24%
Sick leave	\$66,060.76	\$118,074.83	-\$52,014.07	-44%
Superannuation	\$227,637.61	\$339,405.50	-\$111,767.89	-33%
Staff Amenities	\$40.50	\$0.00	\$40.50	
Staff Recruitment & Relocation	\$20,075.80	\$16,527.58	\$3,548.22	21%
Training Costs	\$16,390.56	\$43,449.00	-\$27,058.44	-62%
Training Wages	\$205.41	\$0.00	\$205.41	
Employee Allowances	\$27,871.20	\$34,780.08	-\$6,908.88	-20%
Uniforms	\$6,673.69	\$6,647.08	\$26.61	0%
Workers' Compensation	\$34,734.63	\$31,151.75	\$3,582.88	12%
Flight entitlements	\$7,999.10	\$6,604.50	\$1,394.60	21%
Other Employer Expenses	\$0.00	\$34.42	-\$34.42	
Workplace Health & Safety	\$48,422.41	\$64,458.33	-\$16,035.92	-25%
Administration / Overheads	\$121,129.23	\$376,281.50	-\$255,152.27	-68%
Advertising (not employment)	\$1,032.23	\$2,354.33	-\$1,322.10	-56%
Theft & Loss	\$0.00	\$469.58	-\$469.58	

Freight	\$67,739.98	\$11,011.00	\$56,728.98	515%
Hire of Equipment - non works	\$45,709.58	\$26,960.50	\$18,749.08	70%
Insurance	\$156,005.81	\$163,945.83	-\$7,940.02	-5%
Tools & Minor Equipment	\$10,910.91	\$13,676.83	-\$2,765.92	-20%
Tools & Equipment >\$500	\$19,277.06	\$18,470.08	\$806.98	4%
Catering	\$6,942.92	\$15,496.83	-\$8,553.91	-55%
Cleaning Expenses	\$2,333.83	\$29,516.08	-\$27,182.25	-92%
Fees/Charges/Licences	\$59,283.82	\$58,378.25	\$905.57	2%
Legal Fees	\$35,021.10	\$30,280.83	\$4,740.27	16%
First Aid Supplies	\$666.02	\$366.33	\$299.69	82%
Admin Freight Paid	\$90.91	\$409.50	-\$318.59	-78%
Sundry Expenses	\$0.00	\$8,886.50	-\$8,886.50	
Service Fees	\$0.00	\$100.92	-\$100.92	
Computer Equipment	\$9,445.19	\$7,848.17	\$1,597.02	20%
Office Supplies	\$6,036.70	\$8,132.83	-\$2,096.13	-26%
Printing & Stationery	\$13,523.79	\$11,680.08	\$1,843.71	16%
Security Expenses	\$220.00	\$111.42	\$108.58	97%
Grounds Maintenance	\$5,684.83	\$11,365.08	-\$5,680.25	-50%
Audit Fees	-\$74,785.95	\$73,641.17	-\$148,427.12	-202%
IT - Data Control	\$15,328.63	\$14,721.58	\$607.05	4%
IT - Internet & Email Fee	\$47,198.95	\$41,804.58	\$5,394.37	13%
IT - Support (Helpdesk)	\$0.00	\$7,960.17	-\$7,960.17	
IT - Server & Data Storage	\$19,284.70	\$15,493.92	\$3,790.78	24%
IT - Website	\$0.00	\$19,337.50	-\$19,337.50	
Telephone & Fax	\$69,373.48	\$78,727.83	-\$9,354.35	-12%
Postage	\$135.39	\$179.08	-\$43.69	-24%
Consultancy Fees	\$241,248.90	\$241,120.25	\$128.65	0%
Contractors	\$64,828.74	\$46,181.33	\$18,647.41	40%
Council Donation	\$0.00	\$3,500.00	-\$3,500.00	
Electricity	\$35,456.57	\$49,178.50	-\$13,721.93	-28%
Gas Bottles - Council Use	\$0.00	\$200.67	-\$200.67	
R&M: Council Buildings	\$46,568.54	\$25,587.33	\$20,981.21	82%
R&M: Equipment	\$7,050.63	\$7,871.50	-\$820.87	-10%
R&M: Infrastructure	\$33,176.47	\$0.00	\$33,176.47	
R&M: Plant & Equipment	\$43,772.77	\$48,391.00	-\$4,618.23	-10%
R&M Water Supply	\$1,943.84	\$13,096.42	-\$11,152.58	-85%
Office Rental	\$6,250.00	\$18,229.17	-\$11,979.17	-66%
Subscriptions & Fees	\$51,745.31	\$43,309.58	\$8,435.73	19%
MV Fuel	\$74,993.98	\$88,044.83	-\$13,050.85	-15%
MV Hire	\$39,627.17	\$58,118.08	-\$18,490.91	-32%
MV Registration	\$34,332.67	\$17,747.33	\$16,585.34	93%
MV Repairs & Maintenance	\$92,470.57	\$88,839.92	\$3,630.65	4%
Accommodation	\$54,260.28	\$33,406.92	\$20,853.36	62%
Airfares	\$39,780.98	\$19,859.58	\$19,921.40	100%
Taxi Fares (inc Cab Charge)	\$1,144.34	\$1,318.33	-\$173.99	-13%
Travel Allowance	\$14,497.32	\$18,762.33	-\$4,265.01	-23%
Travel Other	\$693.21	\$5,366.67	-\$4,673.46	-87%
Artist Costs	\$545.45	\$14,914.67	-\$14,369.22	-96%
Rangers - Camping Equipment	\$1,022.58	\$3,569.42	-\$2,546.84	-71%
Rangers - Field Consumables	\$6,215.14	\$3,665.08	\$2,550.06	70%

Food	\$17,611.35	\$16,234.17	\$1,377.18	8%
Materials & Supplies	\$118,520.04	\$30,318.17	\$88,201.87	291%
Meeting & Seminar Costs	\$10,315.91	\$7,074.67	\$3,241.24	46%
Pest Control	\$4,632.95	\$8,134.58	<b>-\$3,501.63</b>	-43%
Sports & Recreation Expenses	\$0.00	\$11,666.67	<b>-\$11,666.67</b>	
Turtle Camp Costs	\$127.74	\$0.00	\$127.74	
Bank Fees & Charges	\$3,210.01	\$3,836.58	<b>-\$626.57</b>	-16%
Impairment of Debts	\$3,334.69	\$0.00	\$3,334.69	
Depreciation	\$0.00	\$0.00	\$0.00	
Depn - Houses	\$88,115.40	\$78,929.08	\$9,186.32	12%
Depreciation, Buildings	\$357,855.64	\$422,254.58	<b>-\$64,398.94</b>	-15%
Depn - Major Plant	\$15,664.63	\$10,605.00	\$5,059.63	48%
Depreciation, Office Equipment	\$11,257.05	\$9,660.00	\$1,597.05	17%
Depreciation, Plant & Equipm't	\$132,782.09	\$126,238.00	\$6,544.09	5%
Depreciation, Store Equip't	\$13,567.70	\$6,431.25	\$7,136.45	111%
Depn - Roads	\$414,678.17	\$580,643.00	<b>-\$165,964.83</b>	-29%
Depn - Water	\$80,369.89	\$106,176.00	<b>-\$25,806.11</b>	-24%
Depreciation Landfill	\$6,744.62	\$11,700.50	<b>-\$4,955.88</b>	-42%
Depreciation, Airstrip	\$59,596.14	\$147,275.92	<b>-\$87,679.78</b>	-60%
Depn - Boat ramp	\$8,376.79	\$3,567.08	\$4,809.71	135%
Depn- Fibre Optic Cable	\$1,563.60	\$3,607.92	<b>-\$2,044.32</b>	-57%
Capital Expenditure	\$0.00	\$383,481.00	<b>-\$383,481.00</b>	
<b>Total Expenses</b>	<b>\$5,310,236.44</b>	<b>\$7,140,080.50</b>	<b>-\$1,829,844.06</b>	-26%
<b>Operating Profit/(Loss)</b>	<b>\$121,401.35</b>	<b>-\$570,156.42</b>	<b>\$691,557.77</b>	
<b>Operating profit less depreciation</b>	<b>\$1,311,973.07</b>	<b>\$936,931.92</b>		



**Mapoon Aboriginal Shire Council**  
**Balance Sheet**  
**As of January 31, 2023**

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**Assets**

**Current Assets**

11110-QCB - General Account	1,817,985.06
11112-QCB Shares	10.00
11117-QCB - Remote Housing 2	705,897.78
11118-QCB - Online Save A/C No9	2,736,401.41
11119-QCB - Online Banking - Remote Capital Program	169,997.77
11120-CBA Main account	144,221.05
Account Receivable	285,419.55
Inventories	61,006.42
Other Current Assets	393,118.07

<b>Total Current Assets</b>	<b>6,314,057.11</b>
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Property, Plant and Equipment	34,352,041.75
Accumulated Depreciation	(11,480,822.23)
Intangible Assets	65,000.00

<b>Total Assets</b>	<b>29,250,276.63</b>
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**Liabilities**

**Current Liabilities**

Accounts Payable	657,000.16
Taxes Payable	(14,436.94)
Other Current liabilities	124,249.94

<b>Total Current Liabilities</b>	<b>766,813.16</b>
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<b>Total Liabilities</b>	<b>766,813.16</b>
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**Shareholders' Equity**

Net Income / (Loss)	264,434,772.41
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<b>Total Shareholders' Equity</b>	<b>264,434,772.41</b>
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<b>Total Liabilities &amp; Shareholders' Equity</b>	<b>265,201,585.57</b>
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Mapoon Aboriginal Shire Council					
Budget Analysis by Department					
Jan-23					
Accommodation	Actual	BudgetYTD	Variance to budget	Variance %	Comments
Income	172,464	321,808	-149,344	-46%	
Expense	171,076	301,688	-130,613	-43%	
Profit / (Loss)	1,388	20,119	-18,731	-93%	
Administration & Corporate Services	Actual	BudgetYTD	Variance to budget	Variance %	
Income	2,160,939	2,801,135	-640,195	-23%	
Expense	3,003,244	3,651,449	-648,205	-18%	Includes Depreciation of \$1,190,572
Profit / (Loss)	-842,305	-850,315	8,009	-1%	
Store	Actual	BudgetYTD	Variance to budget	Variance %	
Income	314,997	340,234	-25,237	-7%	
Expense	303,297	278,995	24,302	9%	
Profit / (Loss)	11,700	61,239	-49,539	-81%	
Parks & Gardens	Actual	BudgetYTD	Variance to budget	Variance %	
Income	1,264	8,549	-7,285	0%	
Expense	46,987	82,699	-35,712	100%	
Profit / (Loss)	-45,723	-74,150	28,427	100%	
Land & Sea	Actual	BudgetYTD	Variance to budget	Variance %	
Income	964,688	895,028	69,661	8%	
Expense	896,994	888,201	8,793	1%	
Profit / (Loss)	67,694	6,827	60,868	892%	
Aged Care Services	Actual	BudgetYTD	Variance to budget	Variance %	
Income	273,634	343,709	-70,075	-20%	
Expense	231,580	444,999	-213,419	-48%	
Profit / (Loss)	42,054	-101,291	143,344		
Water & Sanitation	Actual	BudgetYTD	Variance to budget	Variance %	
Income	0	0	0		
Expense	172,498	272,761	-100,263	-37%	
Profit / (Loss)	-172,498	-272,761	100,263	-37%	
Works Contract & Housing Maintenance	Actual	BudgetYTD	Variance to budget	Variance %	
Income	1,207,573	1,574,269	-366,696	-23%	
Expense	1,028,690	1,034,315	-5,624	-1%	
Profit / (Loss)	178,882	539,954	-361,072	-67%	
Works Other	Actual	BudgetYTD	Variance to budget	Variance %	
Income	3,109,331	3,785,424	-676,093	-18%	
Expense	2,196,452	3,620,775	-1,424,323	-39%	
Profit / (Loss)	912,879	164,649	748,230	454%	
Workshop	Actual	BudgetYTD	Variance to budget	Variance %	
Income	118,977	133,583	-14,606	-11%	
Expense	151,648	198,012	-46,364	-23%	
Profit / (Loss)	-32,670	-64,429	31,758	-49%	
Total Works	Actual	BudgetYTD	Variance to budget	Variance %	
Income	4,435,880	5,493,275	-1,057,395	-19%	
Expense	3,549,287	5,125,861	8,675,149	169%	
Profit / (Loss)	886,593	367,414	519,179	141%	
Total Divisions	Actual	BudgetYTD	Variance to budget	Variance %	
Income	8,323,867	10,203,737	-1,879,871	-18%	
Expense	8,202,465	10,773,894	-2,571,428	-24%	
Profit / (Loss)	121,401	-570,156	691,558	-121%	Includes Depreciation of \$1,190,572

**Mapoon Aboriginal Shire Council**  
**Statement of untied funds as at January-2023**

Cash & Money in bank	5,574,513	
Debtors	285,420	
<b>Total Cash &amp; Debtors</b>		<b>5,859,933</b>
Less		
Tied Grants	3,116,538	
Liabilities	-766,813	
<b>Total Tied Grants &amp; Liabilities</b>		<b>2,349,725</b>
<b>Untied Funds</b>		<b>3,510,208</b>
Total cash less liabilities		3,224,788
Debtors		285,420
<b>Total untied cash &amp; Debtors</b>		<b>3,510,208</b>

Mapoon Aboriginal Shire Council  
Financial Sustainability Ratios January-2023

The Financial Sustainability of Councils continue to be the cornerstone of Local Government Act and a core responsibility of Mapoon Aboriginal Shire Council

Asset sustainability ratio (aim for > 90%)

Capital expenditure on replacement of assets (renewals)  
Depreciation expense

Ratios

Comments

0%

-  
1,190,572

(a)

Operating surplus ratio (aim for 0 - 10%)

-23%

Operating result or Net result (excluding capital items)  
Total Operating revenue (excluding capital items)

(1,506,968)  
6,695,498

(b)

(c)

Net Financial liabilities ratio (aim for < 60%)

-83%

Total liabilities less current assets  
Total Operating revenue (excluding capital items)

(5,547,244)  
6,695,498

(a)

(b)

(c)

Capital expenditure currently not captured until year end

Net result includes capital additions until year end therefore ratio will look worse than actually is throughout the year

Capital grants and any other capital income to be removed



## MAPOON ABORIGINAL SHIRE COUNCIL

### Procurement Policy

Resolution Number xxxx 2022 Version 4

This is an official copy of the **Procurement Policy** of **Mapoon Aboriginal Shire Council**, made in accordance with the provisions of the Local Government Act and Regulations, Public Records Act, Mapoon Aboriginal Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.

The **Procurement Policy** is a Statutory Policy.

Statutory policies are prepared in response to legislative requirements and mandate employee behaviour. This Policy is approved by the Mapoon Aboriginal Shire Council for the guidance of Council and Council staff.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION N°.	DETAILS
1.0	20/3/18		<b>Responsible Officer:</b> Executive Manager Finance <b>Policy Type:</b> Statutory Policy
2.0	16/06/2020		Major Revision
3.0	19/07/2022	C135/22	Annual Review
4.0			Review



## MAPOON ABORIGINAL SHIRE COUNCIL

### Procurement Policy

#### Procurement Policy

##### 1. Introduction/Policy Statement:

This Policy is Council's procurement policy for the purposes of section 198(1) of the *Local Government Regulation 2012*.

The purpose of this policy is to outline Council's approach to developing and maintaining procurement practices for the acquisition of goods and services which optimise value for money and promote effective supplier relationships. Value for money, does not necessarily mean selecting the lowest price.

##### 2. Policy scope:

This Procurement Policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts. The policy applies to the local government, including the Chief Executive Officer and all Council employees. It is the responsibility of Council employees involved in the procurement process to understand the meaning and intent of the policy.

##### 3. Definitions:

###### Goods and Services Tax

All values quoted in this policy are exclusive of GST.

###### Large-sized contractual arrangement

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

###### Life Cycle Costing

An evaluation of the costs of procuring, owning, operating and disposing an asset.

###### Local Supplier

A local supplier is a business entity operating locally as described in Section 4.3 of this policy.

###### Medium-sized contractual arrangement



## MAPOON ABORIGINAL SHIRE COUNCIL

### Procurement Policy

A contractual arrangement with a supplier that is expected to be worth (exclusive of GST) \$10,000 or more, but less than \$200,000.

#### **MRPQS**

The Mapoon Aboriginal Shire Council Register of Pre-Qualified (Preferred) Suppliers. The selection criteria of the MRPQS are contained in the Mapoon Aboriginal Shire Council Pre-Qualified Supplier Procedure.

#### **Preferred Supplier Arrangement**

A form of standing offer where a pre-qualified supplier has provided a standing quotation for the goods or services.

#### **Preferred Supplier**

A supplier who has been assessed by Council as having the technical, financial, and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

#### **Purchase Order**

The official document, normally generated by Council's finance system, used to authorise and record the purchase of goods or services by Council. It is, in most cases, the prime reference confirming the contractual situation between Council and the supplier.

#### **Purchase Requisition**

The official document which records Council's requirements for goods and/or services and records the details of any quotes obtained. It is used to raise a Purchase Order in the Finance System. Any staff member may complete a Purchase Requisition, but it must be co-signed by a manager.

#### **Registered Business**

A company or entity as defined by the Australian Securities and Investment Commission (ASIC) and that also appears as "Active" in the ASIC Business Name Register and as amended from time to time.

#### **Sound Contracting Principles**

As defined in the Local Government Act 2009, the sound contracting principles are:

- a) Value for money; and





## MAPOON ABORIGINAL SHIRE COUNCIL

### Procurement Policy

- b) Open and effective competition; and
- c) The development of competitive local business and industry; and
- d) Environmental protection; and
- e) Ethical behaviour and fair dealing.

#### Standing Offer Arrangement

An agreement subject to specified terms and conditions whereby Council agrees to purchase their requirements of a specified number or range of items, during a specified time period from the supplier at agreed prices or on an agreed price basis. Normally no obligation to purchase a specified quantity exists although estimates for the guidance of the supplier may be given.

#### 4. Policy statement:

There are four aspects to the Procurement Policy, which are the principles that the local government will apply in the 2022-23 financial year, and generally for the period in which this Policy remains current, for purchasing goods and services:

- a) The Procurement Principles provide guidance in regard to ethical behaviour and sound contracting principles.
- b) The Procurement Arrangements provide the procedures to be followed for each procurement category.
- c) The Local Supplier Preference provides guidance on how to apply the Council's desire to give preference to local suppliers; and
- d) The Delegations prescribe the limits for staff to authorise the procurement of goods and services.

#### 4.1 Procurement Principles

Council officers are required to:

- a) Adhere to the "sound contracting principles" as stipulated in the *Local Government Act 2009*. The sound contracting principles are:
  - (i) value for money; and
  - (ii) open and effective competition; and
  - (iii) the development of competitive local business and industry; and
  - (iv) environmental protection; and
  - (v) ethical behaviour and fair dealing.

Council officers involved in purchasing must act with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives. All employees must:

- Perform the procurement task honestly and without favour or prejudice;



## MAPOON ABORIGINAL SHIRE COUNCIL

### Procurement Policy

- Spend Council funds efficiently and effectively and in accordance with the law and Council policy;
- Deal fairly, impartially and consistently with supplies and prospective suppliers;
- Keep confidential all sensitive information obtained as part of the procurement activity;
- Not have an actual conflict of interest in relation to the procurement activity; and
- Not seek or accept any remuneration, gift or advantage.

Purchase Orders are to be generated for all purchases of goods and services other than:

- Staff reimbursement;
- Corporate card transactions; or
- Long-term supply contracts (Ergon, Telstra, etc.); or
- Direct payments and fees (bank charges etc.); or
- Other purchases where an Executive Manager or the CEO has determined in extenuating circumstances that a Purchase Order is not required prior to purchase.

Purchasing activities must, whenever possible, result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.

#### **4.2. Procurement Arrangements**

Council staff are to achieve the best value for money over the long term in their purchasing decisions. The concept of value for money is not restricted to price alone. The value for money assessment may include consideration of:

- Contribution to the advancement of Council's priorities;
- Fitness for purpose, quality, after sales servicing and support;
- Whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
- Internal administration costs;
- Price;
- Technical compliance issues;
- Risk exposure and reputation of the supplier;
- The value of any associated environmental benefits; and
- Advantages of local knowledge, networks and relationships.

The relative weighting of the different components will depend both on the value of the transaction and the materials or services being procured.

Consideration must be given to the use of evaluation criteria for medium-sized contractual arrangements where it will assist in determining the most advantageous supply arrangement to Council over the long term.

The use of evaluation criteria is mandatory for all large-sized contractual arrangements.



## MAPOON ABORIGINAL SHIRE COUNCIL

### Procurement Policy

The purchasing thresholds described in Table 1 below must be adhered to unless directed in writing by the CEO or otherwise varied by Council. The value of the purchase contract is to be calculated over the full contract period. Approval of all Purchase Orders must be undertaken by the appropriate delegated purchasing officer. Purchasing delegations are provided in Table 2.

To the extent of any inconsistency between these purchasing thresholds and any provision of the *Local Government Act 2009*, *Local Government Regulation 2012*, or any other legislation, the legislative requirement will prevail.

Amount of	Requirement
Under \$1,000	<ul style="list-style-type: none"> <li>a) The Preferred Supplier List shall be utilised for these procurements where such goods and services are on the Preferred Supplier list.</li> <li>b) Quotations are not required, but staff must be able to demonstrate that Council is receiving value for money with the purchase;</li> <li>c) Payment for purchases under \$1,000 can be made with a Corporate Card;</li> <li>d) Staff may make purchases with the prior approval of a purchasing delegate and request re-imbursement;</li> <li>e) Staff may request a Purchase Order to be used for the purchase.</li> </ul>
\$1,000 to \$5,000	<ul style="list-style-type: none"> <li>e) The Preferred Supplier List shall be utilised for these procurements where such goods and services are on the Preferred Supplier list.</li> <li>f) A local supplier may be given preference for purchases in this category with the application of a maximum 10% local preference up to a maximum of \$200.</li> <li>c) Goods and Services may also be sought from the Local Buy panel arrangements.</li> <li>d) Payment for purchases under \$5,000 can be made with a Corporate Card up to the individual item limit of the card;</li> <li>e) Where practicable, two verbal quotes shall be requested, and the details recorded on the Purchase Requisition.</li> </ul>
\$5,000 - \$20,000	<ul style="list-style-type: none"> <li>a) The Preferred Supplier List shall be utilised for these procurements where such goods and services are on the Preferred Supplier list. A single written quote shall be obtained.</li> <li>b) Where suppliers cannot be sought from the Preferred Suppliers List, a minimum of two written quotes shall be requested, with the details recorded on the Purchase Requisition. A minimum of</li> </ul>



## MAPOON ABORIGINAL SHIRE COUNCIL

### Procurement Policy

Amount of Purchase	Requirement
	<p>two working days is to be allowed for the receipt of such quotes from time of request.</p> <p>c) A local supplier will be given preference for purchases in this category with the application of a maximum 7.5% local preference up to a maximum of \$650 to encourage the development of local business and the availability of such goods and services to the community locally.</p> <p>d) Suppliers may be sourced from Local Buy Panel Arrangements with a written quotation.</p> <p>e) Relevant Quality Assurance and Workplace Health &amp; Safety requirements are to be considered in the procurement of such goods and services.</p> <p>f) Reasons for not accepting the lowest quote from the lowest conforming local supplier must be recorded.</p> <p>g) Where local preference has been applied to award the procurement to a local supplier, the local preference amount applied will be noted.</p> <p>h) The procurement of these goods and services shall be in accord with the conditions of delegation under this policy and the Chief Executive Officer's delegation to relevant Council Officers.</p>
\$20,000 - \$200,000	<p>a) A specification shall be prepared for all goods and services in this category.</p> <p>b) The Preferred Supplier List shall be utilised for these procurements where such goods and services are on the Preferred Supplier list. A minimum of one single written quote shall be obtained.</p> <p>c) Where suppliers cannot be sought from the Preferred Suppliers List, or a Local Buy Panel Arrangement, a minimum of three written quotes shall be requested, with the details recorded on the Purchase Requestion. A minimum of four working days, except in the case of emergencies is to be allowed for the receipt of such quotes from time of request.</p> <p>d) A Local Supplier will be given preference for purchases in this category with the application of a maximum 5% local preference up to a maximum of \$2,000 to encourage the development of</p>





## MAPOON ABORIGINAL SHIRE COUNCIL

### Procurement Policy

Amount of Purchase	Requirement
	<p>local business and the availability of such goods and services to the community locally.</p> <p>e) Public advertising may also be used for this category. Where public advertising is used to source quotations, a minimum of four selection criteria shall be used to assess the submissions. A minimum of ten working days is to be allowed for the receipt of such quotes from time of advertising.</p> <p>f) Relevant Quality Assurance and Workplace Health &amp; Safety requirements are to be considered in the procurement of such goods and services.</p> <p>g) The procurement of these goods and services shall be in accord with the conditions of delegation under this policy and the Council's delegation to the Chief Executive Officer.</p> <p><b>Note: Council approval is required for all procurements of \$100,000 or more.</b></p>
\$200,000 and Above	<p>a) Council approval is required for all procurements of \$200,000 or more.</p> <p>b) A detailed specification shall be prepared and shall include any relevant Quality Assurance requirements and Workplace Health and Safety requirement in accordance with the <i>Work Health &amp; Safety Act 2011</i> for all goods and services in this category.</p> <p>c) Selection criteria shall be used to assess the submissions. Relevant Quality Assurance and Workplace Health requirements are to be considered in the procurement of such goods and services.</p> <p>d) A form of contract will be included with the specification.</p> <p>e) The Local Supplier preference arrangements do not apply to this category.</p> <p>f) Procurements in this category will be by way of tender and shall be advertised in local and/or regional newspapers, public notices, flyers and council email distribution list for public notices or as directed by the Chief Executive Officer from time to time. Invitations may also be invited from members of Local Buy panel arrangements where appropriate.</p> <p>g) The tender advisement/notice shall allow at least 21 days</p>



## MAPOON ABORIGINAL SHIRE COUNCIL

### Procurement Policy

Amount of Purchase	Requirement
	h) All offers shall be evaluated, and a report prepared for Council's consideration. Purchase Orders cannot be placed or contracts entered into until Council has approved the purchase.

**Table 1: Purchasing Thresholds.**

#### 4.3. Local Supplier Preference

Council encourages the development of competitive local businesses within its local government area. In this policy, a "local supplier" is a:

- Registered Business that is beneficially owned and operated by persons who are residents within the MASC local government area; or
- Registered Business or individual that has its principal place of business within the local government area of council; or otherwise a
- Registered Business that has a place of business within the Local Government area of Council which solely or primarily employs persons who are residents of the MASC Local Government area.

Where goods or services are available locally but procured from outside the shire, documentation is required to demonstrate that local preference has been considered. Council has a scaled local preference policy for the procurement of goods and services other than plant hire as follows:

Contract Value	Evaluation preference
Up to \$5,000	10.0% up to a maximum of \$200
Greater than \$5,000 up to \$20,000	7.5% up to a maximum of \$650
Greater than \$20,000 up to \$200,000	5.0% up to a maximum of \$2,000
Greater than \$200,000	None

**Table 2: Local Supplier Preference values**

Plant Hire is excluded from the application of the Local Supplier Preference as local suppliers have an advantage in regard to the transport of plant to site.

#### 4.4. Purchasing Delegations



## MAPOON ABORIGINAL SHIRE COUNCIL

### Procurement Policy

The Chief Executive Officer has the delegated authority to allocate financial delegation to positions within Council. These are provided below in Table 3. Any new positions or changes/variations must be approved by the Chief Executive Officer in accordance with the relevant legislation.

Position	Amount
Chief Executive Officer	\$100,000
Executive Infrastructure & Services Manager	\$20,000
Executive Finance Manager	\$20,000
Executive Environmental Services Manager	\$20,000
Executive Community Development Manager	\$20,000
Building Supervisor	\$3,000
Office Manager	\$3,000
Aged Care Manager	\$3,000

**Table 3: Purchasing Delegations.**

#### 5. Inclusions and exclusions

For the purposes of this policy, the following inclusions and exclusions apply:

- Disposal of land and valuable non-current assets. Section 227 of the *Local Government Regulation 2012* provides that land and valuable non-current assets must be disposed of by way of auction or by inviting tenders.
- Additional exceptions are permissible where Council considers that one of the following circumstances is evident:
  - Council is satisfied that only 1 supplier is reasonably available;
  - Council determines that due to the specialised or confidential nature of the services sought, it would be impractical or disadvantageous for Council to invite quotes or tenders;
  - A genuine emergency exists as determined by the Mayor or CEO;
  - The contract is for the purchase of goods and is made by auction;
  - The contract is for the purchase of second-hand goods; or
  - The contract is made with, or under arrangement with, a government body.





## MAPOON ABORIGINAL SHIRE COUNCIL

### Procurement Policy

#### 6. Relevant Legislation

- Local Government Act 2009
- Local Government Regulation 2012.

#### 198 Procurement policy

- (1) A local government must prepare and adopt a policy about procurement (a *procurement policy*).
- (2) The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.
- (3) A local government must review its procurement policy annually.

#### 7. Variations

MASC reserves the right to vary, replace or terminate this policy from time to time.

#### 8. Related Policies and Procedures

- Code of Conduct
- Contract Negotiations Policy
- Credit Card Policy
- Disposal of Current Assets Policy
- Fraud and Corruption Plan

#### 9. Policy Version and Revision Information

**Policy authorised and adopted by:**

Mapoon Aboriginal Shire Council.

**Original issue:** 1/5/19

**Policy Maintained by:** Executive Manager  
Finance

**This version:** 4.0

**Date Adopted:**



**MAPOON ABORIGINAL SHIRE COUNCIL**  
**Procurement Policy**

**10. Workplace Participant Acknowledgement**

I acknowledge:

- a) Receiving this MASC Policy;
- b) That I should comply with this policy; and
- c) That there may be disciplinary consequences if I fail to comply, including termination of employment.

**Your name:**

\_\_\_\_\_

**Signed: :**

\_\_\_\_\_

**Date: :**

\_\_\_\_\_

**7.10 EXECUTIVE MANAGER OF ENVIRONMENTAL SERVICES, LAND AND SEA, PARKS AND GARDENS**

**Author:** Kelli Leatham, Executive of Environmental Services, Parks & Gardens

**Authoriser:** Tom Smith, CEO

**Attachments:** Nil

**PURPOSE OF REPORT**

To present to Council a report of Program Performance and Operational action for the previous month

**BACKGROUND**

This report details the Program and Operational action from Mapoon Land and Sea Rangers and Parks and Gardens

**DISCUSSION**

- Funding Bodies
  - Mid-year reporting for Ranger's funding bodies is due in January. Reporting is required on the Project Plan for NIAA along with an IAS Performance report. QILSR program requires reporting on Rangers workplan. These are very informative reports and when reviewed and deemed satisfactory, Rangers receive their payment for the next 6 months.
  - Two additional reports required in January. One was the completion of one grant for Ranger Capability Building. For this grant Rangers received a new outboard motor for Trathalarrakwana and 8 Water Quality testing certifications. Second report was a progress report on activities performed for the IRCCP Program.
- Cultural Heritage
  - Cultural Awareness training with new Aged Care Manager and Danielle Turner.
  - Monitoring and maintenance of unmarked graves and old cemeteries (as conducted by the Land and Sea Rangers).
  - Created portable asset register for the Cultural Keeping Place, as requested by Elzebie (for auditing purposes).
  - Final editing and ordering of exhibition banners for the Cultural Keeping Place (Project now complete).
  - Commencement of planning for Reconciliation Day activities.
  - Data entry to the Mapoon Data Base (continuation of uploading of lost data).
  - Discussions with State Library QLD regarding the upcoming Local Studies Group meetings:

***The Local Studies Group** consists of coordinators, librarians and heritage officers working in public libraries and the RLQ network across Queensland who are involved in local collecting, sometimes referred to as community collections or local studies collections. The group meets*

*in person and online 4 times a year to share ideas and to support each other in developing collections.*

- Biosecurity
  - Rangers conducted a Marine Debris clean-up starting at Cullen Point round to Dog Reef. 57 bags collected totalling 246kg of debris. All details of collection entered on the Biosecurity App and sent.
  - Animal Health report conducted through information provided from the Mapoon Clinic. A variety of question to be answered from what types of animals live in community and to whether any health problems or attacks have been noted through the medical system. Information entered on the Biosecurity App.
  - Organising of the next IRCCP on Flinders Beach. From Barges to cart ATVs onto the beach and return the debris to Cullen Point, preparing ATVs (ensuring all serviced). Extra bags for collection, Skip Bins for Cullen Point, PPE, Lunches, Large water coolers, pick up tools. Confirming numbers for volunteers from Sea Shepard, Biosecurity, Border Force as Rangers are hoping to double our collection rate from the previous clean-up. We have confirmed 25 people for the clean-up including Rangers.
- Visitor Management
  - Rangers head to Cullen Point every Monday morning for their routine amenities block clean and to check the foreshore for rubbish left over the weekend and empty rubbish drums. More drums have been placed around with signage.
  - Rangers have placed cameras out the rubbish dump on the chance of catching people dumping illegally. Cameras are pulled in once per week, checked, data emptied and placed back out. This is more unwanted visitor management.
  - Day use area cleaned of leaves and coconuts, mowed and whipper snipped.
- Weed Management
  - This was a large part of the Rangers work this month. Putting a real focus on slowing the spread and eliminating weeds were possible. With our very steading flow of rain this is a constant exercise, initially caltrops was the main offender but now Mossman Grass and Khaki Burr are emerging like wildfire. Areas of focus have been Cullen Point Campground and foreshore, Janie Creek, Sandstone Point and Back Beach.
  - Rangers also sprayed the garden beds, Culverts and around power poles from Cullen Point to Thungu Road.
- Cultural Heritage Maintenance
  - Rangers mowed and whipper snipped Old Cemetery, New Cemetery, First Contact Site and Unmarked grave sites. This now will be a recurring job throughout wet season.
- Parks and Gardens
  - Very busy month keeping up with all tasks required. Mowing and whipper snipping of all Aged Care clients, Rec Hall, All nature strips from Cullen Point to Thungu Road, Water treatment plant, Airport, Paanja Lodge, Anzac Park, Cultural Centre.
  - Delivery of enough mulch to finish all garden beds, only one bed left to spread.

**RECOMMENDATION**

That the report of Executive Manager of Environmental Services, Land and Sea and Parks and Gardens be received and noted.

<b>7.11</b>	<b>LOCAL</b>	<b>THRIVING</b>	<b>COMMUNITIES</b>
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**Author:** Jo Linnane, Consultant

**Authoriser:** Tom Smith, CEO

**Attachments:** Nil

## PURPOSE OF REPORT

Mapoon Interim Local Thriving Communities.

## BACKGROUND

Provide Council with a progress report:

1. Mapoon Interim Local Thriving Communities Committee Meetings held 8<sup>th</sup> November 2022.
2. Social Reinvestment Holiday Program.
3. CSP Update
4. Mapoon Stakeholders Working Group Forum.

## DISCUSSION

1. A Mapoon Interim Local Thriving Communities Committee Meetings was held on 7<sup>th</sup> February 2023. Meeting Report attached to report. Copy has been provided to DSDSATSIP.
2. Social Reinvestment Holiday Program. Planning for April 2023 program underway.
  - a) First Week - Daily program to be delivered in community first week (3 – 6 April) instead of on country program.

Discussion held with DSDSATSIP to provide in community daily program. Variation to agreement will not be required as long as outcomes and deliverables do not change.

- b) Second Week – National Youth Week. Mapoon collaborating with PCYC Youth Week Program (11 – 14 April). Activities currently planned for Mapoon, Aurukun and Napranum. LTC noted preference for Mapoon & Napranum activities with youth to be transported from Mapoon to Napranum for the Thursday & Friday activities. Council to provide transport and staff/community member to travel with youth. PCYC require the staff/community member to be a Blue Card holder.
3. Executed Variation for extension of funding for both Community Safety Plan (CSP) & Service Enhancement to December 2023 have been received.
 

All DSDSATSIP reporting requirements have been completed.

CSP will be reviewed with LTC at March Meeting. Changes and new inclusions to be updated in the CSP. Council to review iteration for endorsement with resolution during April or May Council meeting.
4. Mapoon Stakeholders Working Group Forum initial meeting will be held Monday 13<sup>th</sup> March. Planning underway with DSDSATSIP.



Initial meeting all Service Providers and Stakeholders to present to the Forum specific Agreements, Deliverables, KPI's, Delivery Models, Outcomes and identified gaps/barriers to provision of services in Mapoon.

**RECOMMENDATION**

That Council:

1. Notes the Interim Local Thriving Communities Meeting Report held 7<sup>th</sup> February 2023.
2. Notes Social Reinvestment Program planning for April underway.
3. Notes extension to CSP & Service Enhancement Funding to 31<sup>st</sup> December 2023.
4. Notes Mapoon Interim LTC Committee will undertake a review of Mapoon CSP March 2023 with recommendations to be presented to Council at the April or May Council Meeting.
5. Notes Mapoon Stakeholders Working Group Forum meetings to commence March 2023.

**8 ANY OTHER BUSINESS**

Nil

**9 CORRESPONDENCE IN****9.1 CORRESPONDENCE IN**

**Author:** Amy Thomson, Office Manager

**Authoriser:** Tom Smith, CEO

**Attachments:** 1. DG Sport & Rec Correspondence

**PURPOSE OF REPORT**

To provide Council with copies of incoming information from outside sources regarding Council business

**BACKGROUND**

Provide as received

**DISCUSSION**

- Letter from Director General – Sport & Recreation – Football Field Lighting

Please quote: CTS 20381/22  
Contact officer: Anand Pillay  
Contact phone: 0427 578 200



31 JAN 2023

Department of  
Tourism, Innovation and Sport

Mr Tom Smith  
Acting Chief Executive Officer  
Mapoon Aboriginal Shire Council  
CEO@Mapoon.qld.gov.au

  
Dear Mr Smith

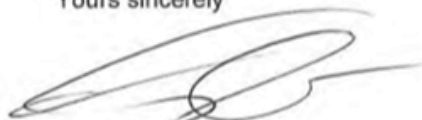
I understand from ongoing discussions with Mr Paul Martyn, Director General, Department of Energy and Public Works and Government Champion for Mapoon, that the number one priority for the Mapoon community with regard to its sport and active recreation aspirations is to provide appropriate lighting for the community football field.

Through Mr Martyn, I am aware of the significant amount of master planning that the Mapoon Aboriginal Shire Council (Council) has undertaken for the future development of public spaces in Mapoon and that an upgraded football oval will be a critical asset to ensure greater physical activity participation. I understand that the installation of lighting at the football field will also complement the existing community gym on the sports precinct.

Given this, I am pleased to advise that I have approved for the Department of Tourism, Innovation and Sport (DTIS) to work with the Council to confirm costs and scoping requirements for lighting at the Mapoon community football field. Please note approval of funding is contingent upon the Council submitting a funding application which includes all relevant information required to complete a standard DTIS infrastructure funding submission. Once the appropriate information is received, the Council will be invited to enter into a funding agreement with DTIS.

I commend Council on their commitment to improving the public spaces for the Mapoon community and I look forward to hearing about the positive impact the lighting of the football field will have. I have asked Mr Anand Pillay, Regional Director, Sport and Recreation, DTIS, to continue to work with the Council regarding the out of round funding application. Mr Pillay is contactable on 0427 578 200 or by email at [anand.pillay@dtis.qld.gov.au](mailto:anand.pillay@dtis.qld.gov.au).

Yours sincerely



Andrew Hopper  
Director-General

CC: Mr Paul Martyn  
[Paul.Martyn@epw.qld.gov.au](mailto:Paul.Martyn@epw.qld.gov.au)

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PO Box 15168  
CITY EAST QLD 4002

Telephone +61 7 3333 5122  
Website [www.dtis.qld.gov.au](http://www.dtis.qld.gov.au)  
ABN 83 481 966 722 (Tourism and Innovation)  
ABN 49 536 543 548 (Sport and Recreation)

**10 CORRESPONDENCE OUT**

Nil

**11 NEXT MEETING DATE**

Proposed date for next meeting: 21 March 2023

**12 CLOSE MEETING**