



## Northern Peninsula Area Regional Council

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### MINUTES OF NPARC ORDINARY MEETING

Meeting Date: Tuesday 19<sup>th</sup> April 2018  
Meeting Location: New Mapoon Chambers  
Time: 9:30am

#### **Mayor and Councillors**

Cr Edward Newman	(Mayor)
Cr Gina Nona	(Division 1)
Cr Dennis Getawan	(Division 2)
Cr Cassandra Adidi	(Division 3)
Cr Michael Bond	Deputy Mayor (Division 4)
Cr Elu	(Division 5)
CEO	Stephen Wilton
D/CEO	Danny Sebasio
Executive Assistant	Esme Newman

## **Welcome and Declare Meeting Open – Mayor**

**Presentation: NPAWS, Kate , Patricia Yusia, Ugari Yusia**

- 1. Apologies - Nil**
- 2. Declaration of Conflicts of Interest**
- 3. Business Arising from Minutes of Tuesday 27<sup>th</sup> March 2018**
- 4. Confirmation of Minutes of Council Meeting Tuesday 27<sup>th</sup> March 2018**

### **Resolution:**

That Council confirms that the minutes of Council meeting Tuesday 27<sup>th</sup> March 2018, are true and correct.

**Moved : Cr Elu**

**Seconded: Cr Adidi**

**Vote: 5/0**

**Resolution Number 4.0 - 240418**

**Report Number :** 5.0  
**Subject :** Chief Executive Officers Monthly Report  
**Attachments :**  
- QAO Closing Report 2016/17 Financial Audit  
- Draft 2018-2022 Corporate Plan – Tabled  
- Bamaga Plan SP273361 Lots 322,323,324,325,326 & 327  
**Author :** Stephen Wilton  
**Date :** 24 April 2018

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### **Executive Summary:**

This report presents an update on current issues by the Chief Executive Officer.

### **Recommendation:**

That the Council note the Chief Executive Officers monthly report for April 2018

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## **5.1 Trusteeship Lots 23, 24, 25, 26 on Plan SO47 Pajinka**

NPARC Officers recently met with State Government representatives from the Department of Natural Resources, Mines and Energy (DNRME) and the Department of State Development, Manufacturing, Infrastructure and Planning (DSD) to discuss future development opportunities for Pajinka.

As the area is a state reserve any potential development or activity would need to be included in a Land Management Plan that has been approved by the Minister for Lands. DSD have agreed to prepare a Land Management Plan for the area however, this would also require the approval of Torres Shire Council (TSC) who are the Trustees for Lots 23, 24, 25, and 26 which are the access roads and car park areas. NPARC is trustee for the majority of the land area, Lot 22

To enable better facilitation and coordination of future uses at Pajinka it would be beneficial to future potential lessees and NPARC if all relevant lots were under the trusteeship on NPARC and not TSC. To achieve this outcome TSC would need to resign as Trustees and NPARC would need to accept trusteeship.

DNRME will write to TSC to determine if they will resign as Trustee of Lots 23, 24, 25, and 26 on Plan SO47 and then write to NPARC inviting Council to accept Trusteeship of the Lots.

NPARC now needs to determine if they will accept Trusteeship of Lots 23, 24, 25, and 26 on Plan SO47 and if so make a formal resolution to inform the DNRME of the willingness to accept the Trusteeship.

If TSC resign and NPARC accept trusteeship DNRME will complete the administrative action to formalise the council resolutions.

**Resolution :**

That Council notify the Department of Natural Resources, Mines and Energy that NPARC will accept the Trusteeship of the access roads/tracks and car park areas being Lots 23, 24, 25, and 26 on Plan SO47.

**Moved : Cr Bond**

**Seconded : Cr Adidi**

**Vote : 5/0**

**Resolution Number : 5.0-240418**

## **5.2 Establishment of Audit Committee**

The Queensland Audit Office (QAO) have recommended that NPARC establish an Audit Committee to reduce the risk of ineffective monitoring of risk and internal controls of the systems in place within Council, aid in assuring that quality financial statements are prepared and to provide a level of independent advice in relation to the internal and external audit processes at NPARC.

The establishment of Audit Committees is prescribed by the Local Government Act 2009 and the Local Government Regulation 2012. The regulations do not require Council to establish an Audit Committee as only large councils (Category 3 and above) are mandated to have such a committee. However, management agree with the QAO and are recommending that Council do establish an Audit Committee.

An Audit Committee is a committee of review that makes recommendations to Council in relation to any improvements that are identified in relation to Councils internal audit function. This aids in the improvement of controls and financial systems/processes within Council which results in a higher quality of financial reporting. The matters to be monitored and reviewed are set out in the legislation;

- (i) the internal audit plan for the internal audit for the current financial year;
- (ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;
- (iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;
- (iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and

The membership of an Audit Committee is restricted by the legislation to between 3 and 6 members. At least one Councillor but no more than two Councillors can be members. A member who has significant skills and experience in financial matters. The Chief Executive Officer may not be a member of the Audit Committee, however, is able to attend meetings of the Audit Committee.

Audit Committees must meet at least twice each year to carry out their function.

## **AUDIT COMMITTEE LEGISLATION**

### **Local Government Act 2009**

#### **105 Auditing, including internal auditing**

- (1) Each local government must establish an efficient and effective internal audit function.
- (2) Each large local government must also establish an audit committee.
- (3) A **large local government** is a local government that belongs to a class prescribed under a regulation.
- (4) An **audit committee** is a committee that—
  - (a) monitors and reviews—
    - (i) the integrity of financial documents; and
    - (ii) the internal audit function; and
    - (iii) the effectiveness and objectivity of the local government's internal auditors; and
  - (b) makes recommendations to the local government about any matters that the audit committee considers need action or improvement.

### **Local Government Regulation 2012**

#### **209 Prescribed class for large local government—Act, s 105**

For the Act, section 105(3), definition *large local government*, a large local government is a local government belonging to a remuneration category of 3 or a higher number mentioned in the remuneration schedule.

#### **210 Audit committee composition**

- (1) The audit committee of a local government must—
  - (a) consist of at least 3 and no more than 6 members; and
  - (b) include—
    - (i) 1, but no more than 2, councillors appointed by the local government; and
    - (ii) at least 1 member who has significant experience and skills in financial matters.
- (2) The chief executive officer cannot be a member of the audit committee but can attend meetings of the committee.
- (3) The local government must appoint 1 of the members of the audit committee as chairperson.

#### **211 Audit committee meetings**

- (1) The audit committee of a local government must—
  - (a) meet at least twice each financial year; and
  - (b) review each of the following matters—
    - (i) the internal audit plan for the internal audit for the current financial year;
    - (ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;
    - (iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;
    - (iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and
  - (c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.
- (2) At a meeting of the audit committee—
  - (a) a quorum is at least half the number of members of the committee; and
    - Examples—*
    - 1 If the committee consists of 4 members, a quorum is 2.
    - 2 If the committee consists of 5 members, a quorum is 3.
  - (b) either—
    - (i) the chairperson presides; or

- (ii) if the chairperson is absent, the member chosen by the members present as chairperson for the meeting presides.
- (3) The audit committee may, for performing its functions under subsection (1)(b), seek information or advice from the person who has carried out the internal audit.
- (4) The chief executive officer must present the report mentioned in subsection (1)(c) at the next meeting of the local government.

**Resolution :**

That Council establish an Audit Committee with the following membership

Cr Michael Bond Deputy Mayor  
Cr Cassandra Adidi  
Mr Graeme Gillam, Executive Manager Finance  
Suitably Qualified Independent person

**Moved : Cr Getawan**

**Seconded : Cr Newman**

**Vote : 5/0**

**Resolution Number : 5.2 - 240418**

**5.3 Draft Corporate Plan**

Council will be aware that the NPARC Corporate Plan 2012-2017 has expired and there is a need to adopt a new 5 Year Corporate plan for the 2018-2022 period.

Council must adopt its 5-year corporate plan in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted.

The adopted Corporate Plan may be amended at any time during the life of the Plan by passing a resolution to amend the Plan.

Once the Corporate Plan is adopted a local government must discharge its responsibilities in a way that is consistent with its 5-year corporate plan.

A local government's 5-year corporate plan must incorporate community engagement and outline the strategic direction of the Council. The Corporate Plan should also show the performance indicators for measuring the local government's progress in achieving its vision for the future of the local government area.

A draft Corporate Plan has been prepared utilising the previous Corporate Plan, the current Council's directions and community feedback obtained from the various public forums and community meetings that have been conducted over the last two years.

The Corporate Plan will need to be placed on display and advertised in the community (including Council's web page) inviting comment on the contents and direction of the plan for a period of twenty eight days. Once comments have been received and dealt with by the Council the new Corporate Plan.

**Recommendation:**

That Council note the Draft NPARC Corporate Plan 2018-2022 be placed on display and advertised in the community (including Council's web page) inviting comment on the contents and direction of the plan for a period of twenty eight days, after the Councillors workshop Friday 4<sup>th</sup> May 2018, and that further community forum to be held at each community .

## **5.4 Queensland Audit Office Closing Report 2016/17**

The QAO has provided the Closing Report on the 2016/17 Financial Audit. The closing report provides a summary on the conduct of the audit and identifies significant deficiencies, deficiencies and other matters of note.

The cover letter states that a modified audit opinion will be issued (Qualified Opinion) on the comparative information for depreciation expense, service charges, rental income, Trade and other receivables and commitments. The audit opinion for the current year will be unmodified (Unqualified). This is a significant improvement on previous years and reflects the excellent work of the Executive Manager Finance Graeme Gillam.

There were three significant deficiencies identified as follows

- Periodic stocktakes at enterprises either not being carried out or not being reported to finance  
The supermarket carried out periodic stocktakes but these were not passed to finance to adjust the inventory in the accounts. The new software approved for the supermarket will alleviate this issue in future.  
The Bamaga Store traditionally has only carried out an annual stocktake at year end. This will be reviewed and a new point of sale inventory system will be investigated.
- Gross profit margins at supermarket – cost considerations not being taken into account on pricing.  
The pricing methodology has been reviewed by the new ALPA management at the supermarket. The new software approved for the supermarket will alleviate this issue in future.
- No Audit Committee

This matter is being addressed (see item 5.2 of this report) although management does not believe this is a significant matter.

### **Resolution :**

That Council receive and note the Closing Report on the 2016/17 Financial Audit provided by the Queensland Audit Office.

**Moved : Cr Adidi**

**Seconded : Cr Getawan**

**Vote : 5/0**

**Resolution Number : 5.4 - 240818**

## **5.5 Surrender of Leases Lots 322,324,325,326 & 327 Poi Poi Street Bamaga**

At the TWG representatives from the State have requested that NPARC consider the surrender of the 40 year leases on lots 324, 325, 326 and 327 Poi Poi Street Bamaga as these lots have been determined as not to be used for social housing.

**Resolution:**

That Council advise the Department of Housing and Public Works that NPARC is willing to surrender the 40 year leases on lots 322, 324, 325, 326 and 327 Poi Poi Street Bamaga as these lots have been determined as not to be used for social housing.

**Moved : Cr Adidi**

**Seconded : Cr Getawan**

**Vote : 5/0**

**Resolution Number : 5.5 - 240818**

**5.6 Government Employee Housing**

At the March 2018 Council meeting the following recommendation was made regarding a lease to the State for government employee housing.

*“ Northern Peninsula Area Regional Council, as trustee of the DOGIT and as Local Authority under the Local Government Act, agrees in principle to lease to the State, for Government Employee Housing purposes, lots 248,249,250 & 251, Danulgub Street, Seisia with terms and conditions to be agreed upon.”*

Council resolved as follows;

*“That the Northern Peninsula Area Regional Council, as trustee of the DOGIT and as Local Authority under the Local Government Act, require further negotiations for Government Employee Housing purposes, lots 248,249,250 & 251, Danulgub Street, Seisia”*

At the TWG on Thursday 19 April 2018 Mr Carlo Porreca from GEH presented the proposed layout for the Danulgub Street site and advised that a final determination on whether or not the project could go ahead in Seisia. If the project is not approved the State will withdraw the investment and transfer it to other communities with a need for government employee housing.

**Resolution :**

That the Northern Peninsula Area Regional Council advise the Department of Housing and Public Works Government Employee Housing that lots 248,249,250 & 251, Danulgub Street, Seisia are not available for Government Employee Housing purposes.

**Moved : Cr Elu**

**Seconded : Cr Getawan**

**Vote : 6/0**

**Resolution Number : 5.6 - 240418**

**Consultation:**

Department of Natural Resources, Mines and Energy (DNRME)

Department of State Development, Manufacturing, Infrastructure and Planning (DSD)

Queensland Audit Office

**Legal Implication:**

Queensland Local Government Act 2009

Queensland Local Government Regulation 2012

**Policy Implication:**

Nil.

## Financial and Resource Implications

Nil

**Report Number:** 6.0  
**Subject:** Community Services Progress Report  
**Attachment:** Nil  
**Author:** Executive Manager Community Services  
**Date:** 24<sup>th</sup> April 2018

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### Executive Summary Report.

This report is basically a brief progress report on all the current operations under NPARC Community Services Department, with its aim and purpose of effective communication in updating Council of each department's current activities and service provision.

- Age Care – CHSP & HCP
  - Events, Sport & Rec
  - Arts & Culture
  - Ribs
  - Swimming Pool
  - Hunter's Gym
  - Indigenous Knowledge Centres
  - Funeral
- 

### Resolution:

That Council accepts the Community Services Progress Report for the month of March 2018.

**Move: Cr Adidi**

**Seconded: Cr Bond**

**Vote: 6/0**

**Resolution Number: 6.0 - 240418**

### 1. Commonwealth Health Support Program & HCP – Report for April 2018.

Reporting Period	March to April 2018
Name of person and position completing report	Moiria Mau– Coordinator
Date report submitted	16/04/2018

### **Monthly Report**

Number of disciplinary actions or staff counseling	1 x written warning letter issued – 10.04.18
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Number of complaints (if so, were they resolved in a reasonable timeframe or do they need to be raised with the Councilors Or Number of Compliments	Nil
Number of Staff members who took leave (if so, state the type of leave and positions	Admin/Case Manager went on 2 weeks leave. This may delay OASIS reporting (QCC).
Number of staff training activities	<ul style="list-style-type: none"> <li>○ Gail Kiesling – personal development Training (09<sup>th</sup> to 20<sup>th</sup> of April 2018</li> <li>○ Age Care Cert 4 – 30<sup>th</sup> of April to 2<sup>nd</sup> of May 2018.</li> </ul>
Results of quality activities and ongoing reviews	<ul style="list-style-type: none"> <li>○ Updated information with Joanne for the NPA Age Care on the NPARC website.</li> <li>○ Celebrated Easter lunch with island dancing (Seisia Kian Thithuy!)</li> <li>○ Staff (2) are available to work on ANZAC day.</li> <li>○ Occupational Therapist visited 04<sup>th</sup> to 06<sup>th</sup> of April 2018 and will put recommendations to housing for client safety.</li> <li>○ QLD Community Care (OASIS) to be submitted before 30<sup>th</sup> of April 2018.</li> <li>○ Yardman has commenced duties to maintain yards for: 1 client at pension unit, 2 client at New Mapoon pension unit, 5 clients in the community. Yardman has utilized the ride on mower.</li> <li>○ Separate position needs to be created for an <b>Activity Officer</b> to runs and organize programs for Tuesday, Wednesday &amp; Thursday CBDC delivery.</li> <li>○ Meals service for lunch has been increased from 12 clients to 14 because of their situation. Meals Funding may need to be reviewed that there are still clients on waitlist that definitely need to be on meals service.</li> </ul>
Outline capital works and equipment purchased or requests for purchase (Include information about purchase price; purpose; benefits for service; quotes)	<ul style="list-style-type: none"> <li>○ Review if clients prefer <u>emergency kits</u> or find some solution when event occurs?</li> <li>○ <u>Defibrillator</u> may need to be purchased to assist first aid kit and in case of any emergency.</li> <li>○ Review funding for lawn mowing service?</li> <li>○ NPA Community Option Program requests purchasing of new uniforms for carer's and separate ones for cooks is it possible. Everyone are wearing blue NPARC uniforms. !⊗.</li> </ul>

	<ul style="list-style-type: none"><li>○ <b><i>What is the status on replacing of the Ford Flash Cab?</i></b></li></ul>
Report progress and measurement of outcomes or key performance indicators within strategic plan	<ul style="list-style-type: none"><li>○ <i>Still waiting from Council to confirm Opening date for the Age Care Centre.</i></li></ul>

## 2. Community Services – Events, Sporting & Recreation Report for April 2018

Sports Code	Date/Day/Time	Responsibility Outcome	File Note	Meetings
Basketball	Friday's as of 6 <sup>th</sup> April 2018	Basketball postponed to a later Date Basketball committee NPARC sports & Rec Staff	Bamaga/Umagico Hall are still under constructions	Basketball meeting 5 <sup>th</sup> April NPARC staff/Basketball committee  Due to Halls still under construction games are on hold till further notice
Touch Football	Games kicked off 26th March Mondays/Wednesday nights	NPARC Sports & Rec Staff Touch Committee	Monday nights-Mixed Division Wednesday Nights-Men's Division	Touch Meeting on the 26th of March
Volleyball	Not yet to be confirmed for comp	Volleyball committee NPARC Sports & Rec staff	Due to Halls under construction, local comp no dates yet be confirmed	
Volleyball Accreditation 6th to 7th April – Coaching/Refereeing	6th to 7th April	Volleyball committee NPARC Sports & Rec staff	8 Participants took part in the Accreditation course	
Deadly Sports Day	28th March	NPARC Sports n Rec Sports & Rec QLD Nicola Malone QLD Education Injinoo Secondary Campus Bamaga Secondary Campus	In partnership with QLD Education QLD sports & Recreation	

Sporting Halls will be available soon this month, still waiting patiently on dates. Wet season are starting to clear up, Facilities need to have their grass maintained. NPARC Parks & Garden are having issues with the grass cutting machines and are down to one.

### Basketball

Meeting held on the 5th of April – Basketball committee: Aaron Tamwoy, Helen Baira, Jean Williams, and Richard Passi. Sign up on 16th of April and 19th of April @ the Bamaga outdoor courts. Halls won't be available till further notice.

Youth Basketball kicked off 6th of April every Fridays onwards till 29th of June – BBQ occurred, consent forms handed out to 13yo – 17yo at the Bamaga outdoor courts. 13th of April – Training skills and drills. Local radio BRACS 5th of April, talk about the Youth Basketball kicking off Fridays.

### Touch Football

Games kicked off 26th March – Mondays Mixed division of 7 teams and Wednesday Men's division of 6 teams. Game times 6:30pm, 7pm, 7:30pm. Meeting on the 26th of March – Discussing the season kicking off late in March, may not have a chance to select a team to represent NPA in the Battle of the Island carnival on Thursday Island May 3rd to 6th. Mentioned the Weipa Touch Carnival in November will be a chance to have a representative side ready and fit. Local cluster games have been moved to an available Saturday that has no events running.

## **Volleyball**

Volleyball Accreditation 6th to 7th April – Coaching/Refereeing training was based at Umagico hall office room. Umagico Hall still won't be available until further notice. May utilise Local Park to drive social games.

### **Rugby League**

Meeting held 12th of April – Committee formed John Tabuai, Estelle Gebadi, Robert Bagie, Jasmin Bond, Glen Murray, and Kitty Tabuai. Need to network with NPARC dept. CEO Danny Sebasio and Apudthama Injinoo Sporting Indigenous Corporation to kick off a short season.

### **Deadly Sports Day**

Indigenous Sport Day held 28th March – Driven by the Northern Peninsula Area State College Bamaga & Injinoo State School. Sports was based at the Umagico Hall, Umagico Oval and the local park. Ages were 8yo – 11yo. Ambassadors for Basketball, Rugby League, AFL, Hockey and myself (Stanley Dai) and Nola Lewin with indigenous games played at allocated areas. Sports stations were set in the areas and kids had 30mins in each stations and were rotated to another sports station. There were 60 to 80 kids that participated in the Days Event.

## **MEETINGS**

### **Basketball:**

- April 11th met with Youth basketball Aaron Bani and Aaron Tamwoy.
- April 5th met with NPA Basketball regarding draws. Aaron Tamwoy, Helen Baira, Jean Sebasio, Val Sebasio, Richard Passi.
- April 5th went on the radio regarding Youth Basketball and lay out the message.
- 23rd March met with Youth Basketball with Aaron Bani, Aaron Tamwoy

### **Touch Football:**

April 11th met with Touch committee -Yuriko Ah Boo, Amanda Small, Sarah Tamwoy, Peri Sunai discussing about the Team packages.

- 26th March met with committee regarding mixed and men's division separated for Mondays and Wednesdays.

### **Volleyball:**

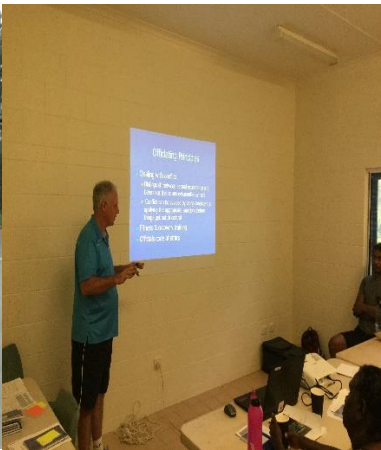
- April 6th – 7th Volleyball Accreditation Nicola Malone, Patricia Crowe, Nola Lewin, Katy Daniel, Zeblon Young, Richard Passi

### **Rugby League:**

- April 12th AGM with Estelle Gebadi, Jasmin Bond, John Tabuai, Kitty Tabuai, Robert Bagie, Glen Murray

### **Other events/activities:**

- Met with Councillor Getawan regarding establishment of Umagico, celebrate 65" years, Nola Lewin, Dept. CEO Danny Sebasio, Leonora Adidi, and Ruby Neliman
- 29th March met with Nai-Beguta After School Care New Mapoon with Sonia Sagaukaz.
- 26th March met with Council regarding Sports and Recreation Consultation with Danny Sebasio, Nandy Nona, Nola Lewin, and Joanne Hingano



### 3. Arts Centre Report for April 2018

#### ART CENTRE ACTIVITIES

- Viewed Torres Strait Light Infantry Battalion Exhibition and Indigenous Australians at War: From Boer to Present at Gab Titui Cultural Centre
- Arts Industry Meeting arranged by Culture Arts & Heritage TSRA on Thursday Island. Presenters were Supply Nation, Visicopy, Indigenous Art Code, Flying Arts and UMI Arts.
- IRADF Grant 15/16 acquittal sent and Arts QLD advising request can be submitted for the surplus funds.
- NPA Markets Meeting 04/04/18 – Art Centre to be used as one of the venues for the Saturday community markets

#### FLAME OF CULTURE BURNING FESTIVAL

##### Young Emerging Artists Program

- Promoted program at New Mapoon Culture Day Meeting
- Meeting with Pauline 22/03/18 & Lorraine 24/03/18 discussed language and clan research for screen-printing on t-shirts
- Promoted program at Umagico Culture Day Meeting 06/04/18
- Presented update to Festival Committee Meeting 11/06/18

##### Community Engagement

- Attended the New Mapoon, Umagico and Seisia Community Festival Meeting and informed the community of the Festival's events

#### ARTIST'S DEVELOPMENT

- Textile Printing Workshop arranged for NPA Artists by TSRA Culture Arts & Heritage commenced at Seisia IKC on Monday 16/04/18.

### 4. Npa Culture Festival – Report for April 2018

#### Monthly Progress Report

##### COUNCIL:

##### NORTHERN PENINSULA AREA REGIONAL COUNCIL

PROJECT NAME:	2018 Cultural Festival
CONTACT NAME:	Kori Totorewa
CONTACT POSITION:	Cultural Festival Coordinator
CONTACT DETAILS:	07 4048 6606
REPORTING PERIOD:	March/April Progress Report
REPORTING TO:	Executive manager



Expenditure	GL Code	Detail	Costs	Balance	Inv/Order/Ref
Co-ord Flights to Cairns	5248.2095.0000	Sponsorship Engagements 27/03/18 - 5/04/18	643.19	19,356.81	Ref: ZBGCBC
Promotion and Marketing	5248.2120.0000	Rex Airlines Ad Feburary Edition	2,200.00	5,300.00	Inv: 10018
		Rex Airlines Ad April Edition	2,200.00	3,100.00	Inv: 20009
		4WD Touring Australia Marh edition 15/02/18 E Req	1,650.00	1,450.00	Inv:1615
Promotion and Marketing	5246.2770.0000	4WD Touring Australia May edition	1,650.00	8,350.00	Yet to be Paid
Entertainers Salaries	5248.2601.0000	Christine Anu Deposit Payment E Req 14/02/18	8,250.00	31,750.00	P.O: 4003738
Community Meetings	5246.1900.0998	Seisia Community Meeting 19/03/18 I Req	100.00	345.45	Inv: 20151383
		New Mapoon Community Meeting 14/03/18 I Req	100.00	245.45	Inv:20149897
		Community Photoshoot 21/03/18 I Req.	70.00	175.45	Inv: 20152309
Entertainers Salaries	5248.2601.0000	August Management - Ian Zaro emcee 12/04/18	\$2,000.00 deposit	29,750.00	Inv: IZ0717A

### **Community Meetings**

Third round of community engagements have commenced.

### **Injinoo Program: TBC**

When: July 4<sup>th</sup> 2018 Where: Injinoo Lookout Time: 7:00am – 1:00pm

Includes: Live music, cultural performances @ Injinoo Lookout, signage erection of the original settlement of Injinoo, signs of families at the settlement for an historic tour, market stalls, and History exhibition. Cultural Fire Stick to be passed onto Umagico from 2:00pm via a float.

Allocated Funding: \$3,500 (Cultural Festival & Metro Mining)

Community Sponsors: Metro Mining.

***General considerations: NPARC to assist the Injinoo community with a site map of the original settlement of Injinoo. This is to be positioned at the entrance into the Lookout. A blessing to be conducted on a separate day (Monday 2<sup>nd</sup> July 2018) with elders and community members. Graphic designer can be sourced via Cairns to assist in the drafting of the site map. (See attached).***

### **Umagico Program: TBC**

When: July 4<sup>th</sup> 2018 Where: Umagico Hall & Oval Time: 2:00pm – 8:00pm

Includes: Establishment of Umagico exhibition / promotion, Children's activities, market stalls, Cultural Performances, Traditional sporting games, band and entertainment.

Event Program updated: Relocation from Lockhart was postponed until 2019 to allow ample time in planning for this significant event for Umagico. Transporting Cultural Fire Stick yet to be confirmed. Allocated Funding: \$2,500 (Cultural Festival)

### **Seisia Program Confirmed:**

When: July 5<sup>th</sup> 2018 Where: Seisia Beach (Opposite enterprise) Time: 6:30 – 12:00pm

Includes: Community Breakfast, Language / Dance workshops, V.Babia's performance, Maori / Cook Island performances, Sand Sculpturing, Healthy food demonstrations, Food stalls, market stalls, Storytelling, arts exhibition using coconut trees.

Community sponsors include: QLD Health.

Engaged sponsors: Seisia Enterprises, Seisia Florist.

Allocated Funding: \$2,500 (Cultural Festival)

**New Mapoon Program:** Yet to be confirmed.

When: July 5<sup>th</sup> 2018 Time: 1:00pm – 6:00pm Where: Charlie Lifu Park.

Includes: NPA Arts exhibition at the Arts Centre, Bush food, and Bush medicine, spear making, head dress, face painting totems, body painting and weaving activities. Traditional language workshops, traditional games. – Opportunity for performances to take place during this time.

Allocated Funding: \$2,500 (Cultural festival)

Community Sponsors: Nai Beguta Corporation to assist with the learning activities and children's activities.

My Name is Jimi: Confirmed

When: July 5<sup>th</sup> 2018 Time: 6:00pm where: Bamaga Hall

Includes: Queensland theatre, Cultural Performance

Bamaga July 6<sup>th</sup> – July 7<sup>th</sup>

Bamaga – Beribal Dance Team are steering the community event No new progress has been provided.

Request to NPARC Executive Management

Payment for Injinoo History board. Design and shipping

In-kind support for Parks and Gardens to conduct works to all sites for events including wages and resources

### **Funding opportunities**

All funding sources have been sourced. Sponsorship engagement are ongoing.

Embargoed funding includes: \$140,000 waiting submission of an outstanding IRADF acquittal for Arts QLD.

Feedback

NAIDOC week funding closed and I was not able to submit the application on time given that there was no draft program or planning in place.

### **Promotion and Marketing**

Program of events and activities are due no later than April 27<sup>th</sup> 2018 to allow for designing, printing and shipping. Process can take up to x3weeks. No further changes or additions can be made.

Photoshoots and Video promotions were postponed and will commence in the next few weeks.

Cultural Festival Facebook is currently being setup

Cultural Festival t-shirts are currently being designed as per Anzac Newman design "United we Stand".

Blackstar Radio will hold a promotional marketing event at Bamaga Gym on Thursday 5<sup>th</sup> July & Friday 6<sup>th</sup> July 2018. They will host the breakfast timeslot from 7:00 – 10:00am and then Amy McKeown to host her show from 10:00 – 11:00m. Prizes will be on hand for visiting tourists, coffee van, and youth sports games on the court.

Resolution

The Media Officer has assisted with all promotional and marketing for the festival. The EMCS has been informed of the Media Officers involvement and will continue to be informed throughout the process in the lead up to the festival.

### **Emerging Artist Program**

Program has begun with 1<sup>st</sup> stage of screen printing for young children and also D. Idai has begun teaching young students their dance choreography.

Students to perform at local events where possible

Request to Executive Management

In-kind support for the Emerging Artist Program to utilise the Gym for rehearsals. These programs will run after school hours or weekends. For approximately 2 hours.



### **Cultural Performing Groups**

Groups are to perform during the starting from Tuesday 3<sup>rd</sup> July – Saturday 7<sup>th</sup> July 2018. Groups may only get the opportunity to perform twice pending the confirmation of groups.

X2 groups have declared that they cannot attend the festival.

Absolute confirmation of all groups are to be determined no late than 27<sup>th</sup> April 2018. No addition or changes can be made after this date. This also includes local dance groups.

### **General Considerations**

Notification letter has been sent to all businesses to notify them of the Cultural Festival.

Request for extended trading hours for Umagico for community members, festival patrons and families to do shopping.

Booking all NPARC accommodation for the cultural dance groups including halls and houses.

Notify all Government Agencies who wish to engage with the community residents to hold an information to stall at the community events and Bamaga. Ie. Stolen Wages, Otium, Mental Health, Vet etc. Any person who approaches NPARC could use the festival numbers to engage with the community as it provides variety for all events.

Festival Coordinator request to sign for festival related Requestions and access into GL Code program to monitor expenditure for the festival. There is a delay in process payments due to signatures and also access to GL codes. Please accept this motion, it allows me to manage the finance easier. Especially for acquittals of funding.

### **Stall applications**

EHO / Works Overseer to conduct a generic stall application process for the Cultural Festival stall holders. The following works to be conducted

- Restoration of huts at Yusia Ginou Oval
- Check power supply for all sites
- Fire extinguishers for all powered sites

Culture Festival to hold a promotion and marketing stall at all events in the NPA including the NPA markets. 2014 / 2016 Festival t-shirts will be available for purchase and provided to finance.

<b>5. Ribs Report for April 2018</b>
--------------------------------------

**Facility &Equipment Audit:** For the month of April 2018, carry out visual inspection to RIBS building, Studio's A & B, Server room, making sure all equipment's are in good working order.

**Broadcasting:** Daily 10:04 – 12.00 midday

#### **Visitors to Station:**

- NPARC Mayor Mr Edward Newman & Former R.A.N Veteran Mr John W Adidi re feedback to families who attended TSLIB 75<sup>th</sup> Anniversary on Thursday Island.
- NPARC Mayor Mr Edward Newman re Local Airfare Scheme
- NPARC Mayor Mr Edward Newman re Sports & Rec Facility Planning Community Consultations
- My Pathway Community Engagement Officer Mr Aaron Bani, NPA Basketball Association Mr Aaron Tamwoy, and NPARC Sports & Rec Officer Mr Stanley Dai re NPA Youth Basketball program.
- NPA Basketball Association Mr Aaron Tamwoy re NPA Basketball Association Lightning Round.
- My Pathway Mr Aaron Bani re feedback on NPA Youth Basketball program

#### **Community Service Announcements (CSA):**

- NPARRL re AGM, NPAF&CS re talk about drug and alcohol, Community event at Seisia, NPARC re Community consultation on developing Sports & Rec facility Strategies for NPA, NPA Touch Football re Game Nights, NPARC re NPA & Jardine River Markets

**Job Spot:** NPARC

**General:** Studio A "Live to Air" phone is now connected **40830 097**

- Genset due to be serviced.

## 6. Bamaga Swimming Pool - Report for April 2018

### Pool Times / Hours of Operation:

Monday	8am – 1pm		3:30pm – 5 pm
Tuesday	6am – 7am	8am – 1pm	3:30pm – 5 pm
Wednesday	6am – 7am	8am – 1pm	3:30pm – 5 pm
Thursday	6am – 7am	8am – 1pm	3:30pm – 5 pm
Friday	6am – 7pm	8am – 2pm	
Saturday			2pm – 5 pm
Sunday	Closed	Closed	Closed

### Swimmers

- Since the rains have settled down more people have been swimming especially the early morning swimmers.
- It's the Holidays at the moment so we have the Activity Centres bringing their kids in their holiday programs.
- The school based RSAS program has also brought their kids in to swim.

### Pool Pumps & Maintenance of the pool is ongoing.

- Pump 1 - recently replaced with new sand - pump stopped working (ceased up. Need to buy new pump)
- Pump 2 - recently replaced with new sand and is clean - Working Fine
- Pump 3 - cleaned waiting to be connected
- Pump 4 - Working Fine – to be cleaned & replaced with new sand
- Pump 5 - Working Fine - to be cleaned & replaced with new sand

- Shane has showed Dean & myself how to clean the filters out but he connects the pumps for us.

**Recommendation** - Purchase a new pump.

### Pool Water

- The pool water is currently stable and clean.
- Salt and chemicals are constantly thrown into the pool water when needed.
- Black algae still hanging around but under control.

### Pool Stock

- Food and drinks selling well.
- Will be needing to order more pool salt
- When needed we contact stores to drop off the pool sand because we don't have nowhere to store the sand bags at the pool?

### Suggestions

- Pool to have its own vehicle strong enough to be able to pick up salt and other stock when needed.
- A pallet of salt weighs the current vehicle right down putting a lot of pressure on the suspension and makes tyres look flat
- Other uses for a vehicle would be to throw away garden debris instead of making a big pile outside the pool grounds that doesn't get cleared for a few months.
- To hand in time sheets every fortnight
- Attend staff meetings

**Robotic Pool Cleaner (Animal)** - The pool cleaner is doing a good job but the lid on the Animal does not close properly and sometimes falls off when pulling it up out of the water letting all the muck collected fall back into the pool.

- For the pool to have a mobile pump to manually clean the pool. In the past the electricians have taken a part from the mobile pump (capacitor) to fix another pump. So the mobile pump now doesn't work.
- Purchase a new pump for the manual cleaner.
- Have a spare pump so if a pump breaks down it can be replaced without the wait and we can have 5 working pumps at all times.

**Paving** - The paving around the pool side still has many trip hazards, where the paving has sunk down creating small dips where many patrons have tripped; and missing paving still needs to be fixed.

**Ramp** - waiting for boilermaker to fix ramp.

**Fence** -The main side gate lock is becoming weaker. There have been many times when the wind has blown the gate shut too hard and the gate has bust right through coming out the other side and taking the lock hinge with it. (Its plastic & it just slide back on)

#### **Pool Grounds**

- We have been having problems with our ride on mowers so the grass is long.
- The pool ride on had a broken steering Rod and is currently waiting for parts to arrive for a long time now.

### **7. NPA Hunters Gym & Fitness Centre - Report for April 2018**

1. General Commentary
2. Gym Master Software Update
3. Income Received
4. Statistical Report for Council
5. Statistical Report for Sports & Rec Qld.

#### **1. GENERAL COMMENTARY**

Gym Hours – a survey was previously done in relation to a suitable hours of operation for the gym. The outcome was good, and majority of the users indicated that the proposed gym hours would fit into their daily jobs.

- New Bag Rack – on Tuesday 11<sup>th</sup> April, staffs have installed 2 x portable rack for holding bags for users. This was also to have children placing their bags, without having to lay it on the floor which can become hazard.
- Two new first aid kits has been purchase for the Gym. We have a wall mounted First Aid Kid and also a portable First Aid Kit that can be carried to the outdoor basketball area if need be.
- A boxing instructor had recently been added to deliver programs through the Gym. However due to medical reasons, he needed to delay his program until 24<sup>th</sup> April.
- Setting an position of equipment in ideal location
- Better access of fire exit – the Tread Mills were relocated that were previously in the path of the Fire exit door way.

#### **2. GYM MASTER SOFTWARE UPDATE**

GYMMASTER System has proven that it's a great system to work with. We are now progressing the system software with minor problems.

#### **3. INCOME RECEIVED**

<b>Month of March 2018</b>			
Week Ending		16/03/18 - 13/04/18	Comment:
	CASH	\$302.00	
	EFTPOS	\$1,400.00	
	TOTAL	\$1,702.00	
Week ending		13/04/2018	
	CASH		
	EFTPOS		

4. STATISTICAL REPORT PREPARED FOR COUNCIL  
NPARC HUNTERS GYM MONTHLY REPORT: 27 FEB-16 MAR 2018

		INDIVIDUAL	PUMP	JUDO SENIOR	JUDO KIDS	HIIT	BOXING	TOTAL
19-MAR-18		17	5	3	3			33
20-MAR-18		12				4		21
21-MAR-18		11		4	9			24
22-MAR-18		15						15
23-MAR-18		17			8	3		20
26-MAR-18		13						21
27-MAR-18		15				4		19
28-MAR-18		12		4	12			28
29-MAR-18		19						19
30-MAR-18		17				4		21
2-APRIL-18		14						14
3 APRIL-18		10				4		14
4-APRIL-18		17		7				24
5-APRIL-18		12						12
6-APRIL-18		12				4		16
9-APRIL-18		15						15
10APRIL 18		15				5		20
11APRIL-18		21		5				26
12APRIL-18		15				5		20
13APRIL-18		14				6		20
TOTAL:		293	5	29	42	39		408

## 5. STATISTICAL REPORT PREPARED FOR SPORT AND RECREATION DEPARTMENT

### NPARC HUNTERS GYM MONTHLY REPORT: 27 FEB-16 MAR 2018

		ATSI	Non Indigenous	4-12yrs	13-18yrs	19-40yrs	41+ yrs	TOTAL
27-FEB-18		11	23			34		34
28-FEB-18		13	17	9		31		40
1-MAR-18		9	16			25		25
2-MAR-18		13	16			29		29
5-MAR-18		16	13	10		29		39
6-MAR-18		12	16			28		28
7-MAR-18		15	9	10		24		34
8-MAR-18		7	12			19		19
9-MAR-18		9	18			27		27
12-MAR-18		8	11			19		19
13-MAR-18		9	18			27		27
14-MAR-18		10	10			20		20
15-MAR-18		9	11			20		20
16-MAR-18		11	13			24		24
TOTAL		152	203	29				385

### 8..Indigenous Knowledge Centres - Report for April 2018

Indigenous Knowledge Centres -	Bamaga	New Mapoon	Seisia	Umagico	Injinoo
1. Operating Hours	24hrs/wk.	38 hrs/wk.	38hrs/wk.	38hrs/wk.	nil
2. Services & Public Program	no	Flyers & posters – community & school activity	4		
3. Number of IKC members			180		
4. Number of visits to IKC's	no		100		
5. Library Lending & numbers.	no		0		
6. Public access to internet.	Yes	Yes	5	Yes	n/a
7. Average number of attendees.	no		50		
8. Other new programs	nil	First 5 program 2018 -nil	Nil – story telling in March.	First 5 5 x attendees	
9.Access to resources	online	online	online	online	

IKC	Public promotions
Bamaga	
New Mapoon	Staffs been assisting with the QBR,
Seisia	<ul style="list-style-type: none"> <li>Hacc Respite, Language program with Kayn Thithuyi.</li> <li>Traditional stories will commence end of March.</li> </ul>
Umagico	<ul style="list-style-type: none"> <li>Probation &amp; parole fortnightly visits</li> <li>Youth justice monthly</li> </ul>
Injinoo	

IKC Challenges:	Comments.
Bamaga	Building is undergoing some repairs
New Mapoon	
Seisia	Upgrade of all computers
Umagico	
Injinoo	Ongoing – discussing proposed site with new building supervisor.

## 9. Funeral Services - March 2018

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

**Legal Implication:**

**Policy Implication:**

Corporate & Operational Plan. (Governance)

### 1. Theme 2 – Community Wellbeing

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

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

**Financial and Resource Implications:**

- Grants funding - guideline.
- Nparc

**Report Number:** 6.1  
**Subject :** NPA Mabo Day Event 201  
**Attachments :** Yes – Mabo Day Project  
**Author :** Executive Manager Community Services  
**Date :** 24<sup>th</sup> April 2018

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**Executive Summary :**

Mabo Day Celebration is an annual community event celebrated by indigenous people. The celebration this year is currently planned to be held at the Umagico hall. The Mabo Day Celebration nationally marks a significant day celebrated nationally by Indigenous people. It marks a victory through a High court decision by the late Koki Eddie Mabo. The Mabo decision altered the foundation of land law in Australia by overturning the doctrine of terra nullius and recognising the traditional rights of indigenous people

This Mabo day will celebrate through traditional dancing, traditional cooking and games throughout the day. This provides an opportunity of educating children, youths and non-indigenous people of the significance and importance of late Mr. Eddie Koike Mabo.

The previous Council have highlighted the need to stage and rotate the event to each community each year. The 2017 Mabo Day celebration is earmarked for New Mapoon community.

**Resolution:**

That Council approves the Project Management Plan for 2018 Mabo Day and supports the Celebration to be held at Umagico.

**Move: Cr Getawan**

**Seconded: Cr Nona**

**Vote: 6/0**

**Resolution Number: 6.1 - 240418**

**Consultation:**

**Working Group:**

- NPARC Staffs - Community Services Manager, Events, Sports & Rec Staffs
- My Pathways

(other stakeholders will be involved at the next working group meeting)

**Legal Implication:**

N/A

**Policy Implication:**

Link with Strategic Plan/s - Theme 2 – Community Wellbeing

- To provide direct wellbeing services that are designed for the needs of the community

**Financial and Resource Implications :**

- TSRA Grant
- Nparc
- Sponsors

## **6.2 NPA Rugby League Competition for 2018**

Cr Nona declare her conflict of interest 2:09pm and elected to leave the room

Cr Bond declared a conflict of interest as a family member is a committee member. Cr Bond elected to stay in the room and participate in the public interest. Cr Bond voted in favour of the motion

### **Resolution:**

That council supports both NPA RL / AISIC to manage the NPA Rugby League Competition 2018.

**Moved: Cr Newman**

**Seconded: Cr Elu**

**Vote: 5/0**

**Resolution Number: 6.2 - 240418**

**Mayor excused 2:39pm to attend funeral, Deputy Mayor to chair meeting.**

## **6.3 Torres & NPA Employment and Training Awards**

### **Recommendation:**

That Council note.

CEO declare his conflict and Mayor not present.

## **6.4 Matter referred to Crime & Corruption Commission**

### **Resolution:**

That Council note the response from CCC, and requested that the matter be referred to Queensland Integrity Commissioner.

**Moved: Cr Getawan**

**Seconded: Cr Adidi**

**Vote: 4/0**

**Resolution Number: 6.4 - 240418**



**Report Number:** 7.0  
**Subject:** Financial Services Monthly Report  
**Attachments:** NPARC Financial Statements @ 31 March 2018  
**Author:** G Gillam (Executive Manager Finance)  
**Date:** 7 April 2018

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**Executive Summary :**

This is the Council Report for the month of March.

The following financial information is provided for the period 1<sup>st</sup> July 2017 to 31 March 2018:

- Cash Position Summary
- Revenue and Expenditure Summary
- Breakdown of Council Income and Expenses
- Grant Funding Analysis
- Balance Sheet
- Debtors
- Creditors

**7.1 NPA Cultural Festival**

**Resolution:**

That Council notes the financial report for the period 1<sup>st</sup> July 2017 – 31<sup>st</sup> March 2018,  
Further that Council allocates an additional \$ 50,000 the 2018 NPA Cultural Festival

**Moved: Cr Elu**

**Seconded: Cr Adidi**

**Vote: 5/0**

**Resolution Number: 7.1 - 240418**

**Cash Position Summary – Attachment A**

This attachment shows the cash we currently have available for use, less any unexpended grants and payables, borrowings and provisions. This also includes an estimate for capital expenditure based on depreciation for the year to date.

There is a net cash position of \$8,338,253. This is less than the amount reported in February due to grants received in the period.

The provision for depreciation is to the end of March 2018, using \$506,667 per month as the estimated depreciation amount.

**Revenue and Expenditure Summary**

The table below gives a comparison between the actual revenue and expenditure and the budgeted revenue and expenditure to the end of March. Overall NPARC has received 74% of the income which it had budgeted to receive to the end of this month and has spent 69% of its estimated expenditure.

The detailed report is to the Program and Sub-Program levels respectively and gives better information to Council. Council and Managers are now able to use this report (to the Account level) to monitor areas of responsibility.

Revenue and Expenditure Report - Northern Peninsula Regional Council								
Financial Year Ending 2018 - (Budget to End of Report Month)								
Program	REVENUE				EXPENSES			
	31-Mar-18				31-Mar-18			
	Actual	Budget	Variance Favourable/ (Unfavourable)	% Received	Actual	Budget	Variance Favourable/ (Unfavourable)	% Spent
CORPORATE GOVERNANCE	826	-	826	> 100%	1,053,046	1,249,074	196,028	84%
FINANCE & ADMINISTRATION	6,169,835	6,206,670	(36,835)	> 100%	939,454	3,310,938	2,371,484	28%
CORPORATE SERVICES	477,405	247,059	230,346	> 100%	1,980,965	1,816,722	(164,243)	109%
ENGINEERING SERVICES	14,595,985	23,360,121	(8,764,136)	62%	14,758,007	23,555,232	8,797,225	63%
COMMUNITY SERVICES	939,795	704,259	235,536	> 100%	1,603,441	1,826,235	222,794	88%
DEVELOPMENT	1,343,022	2,754,531	(1,411,509)	49%	1,496,241	1,837,548	341,307	81%
ENTERPRISES	5,102,639	5,340,861	(238,222)	> 100%	4,566,417	4,421,988	(144,429)	103%
TOTAL REVENUE & EXPENDITURE	28,629,507	38,613,501	(9,983,994)	74%	26,397,571	38,017,737	11,620,166	69%
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 2,231,936</b>							

The following is an explanation for variances for each of the departments:

#### Corporate Governance –

**Income** – No material variance.

**Expenditure** – is under budget by \$196K.

Salaries & Wages are under budget by \$172k.

Insurance costs need analysis and allocation to accrued/prepaid.

#### Finance and Administration –

**Income** - is \$37K less than budgeted.

No material variance.

**Expenditure** has a favourable variance of \$2,371K.

This is mainly due to the allocation of On Costs. This may need re-allocation or a budget review.

#### Corporate Services –

**Income** is \$230K more than budgeted.

Insurance proceeds re Sebasio Street and Plant Auction Proceeds not budgeted.

**Expenditure** – is **over** budget by \$164K.

Salaries & Wages are over budget due to several vacant positions being filled, materials & services expenditure is \$44k over budget.

Insurance budget spread over 12 months.

#### Engineering Services –

**Income** is \$8,864K less than budgeted.

Some timing differences on grants received against budget and on Construction contracts.

**Expenditure** is \$8,797K less than budgeted

This relates to a few main contract items still in progress:

NDARRA works

Airport Drainage works

Drainage Upgrade works

Workshop Plant not yet purchased

Housing Construction works

#### Community Services –

**Income** is 235K over budget.

ICSRP Program Grant received but not budgeted \$284K..

**Expenditure** is \$223K less than budgeted.

NPARC Show & similar expenses timing differences..

#### Economic Development –

**Income** is \$1,412K less than budgeted income.

This is due to grant funds for the Rangers Programs of not yet being received as budgeted. Grants reporting is challenging at present.

**Expenditure** is \$341K less than budgeted expenditure.

Ranger expenditure is under budget as well as Commercial Rentals R&M expenses..

**Enterprises** – The enterprises both overall and individually are within track of budget.

## B. Statement of Financial Position

- C. Statement of Comprehensive Income
- D. Graphs – Revenue, Expenditure, Surplus/(Deficit)
- E. Capital Work in Progress Report
- F. Grants by Project

### **Debtors**

The debtors balance at 31 March 2018 was \$5,528,875 with a provision of \$1,264,437 for Doubtful debts.

A full review of debtors is in progress and the engagement of a contract debt collection agency is imminent.

Please see attachment

- G. Debtor aged balances at most recent report.

### **Creditors**

The creditors balance at 31 March 2018 was \$1,093,761. The majority of these balances fall within the current or 30 days and are being processed on a regular basis.

Please see attachment H which reflects the most recent report balance.

- H. Aged Creditors Report

### **Background :**

Local Government Act 2009 and Local Government Regulations 2012.

## **204 Financial report**

- 1) The local government must prepare a financial report.
  - a) The chief executive officer must present the financial report - if the local government meets less frequently than monthly - at each meeting of the local government, or
  - b) Otherwise - at a meeting of the local government once a month.
- 2) The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

### **Consultation :**

Nil

### **Legal Implication:**

Statutory compliance with the Local Government Act 2009 and Local Government Regulations 2012.

### **Policy Implication:**

Statutory compliance with Policies required by the Local Government Act 2009 and Local Government Regulations 2012.

### **Financial and Resource Implications:**

These are interim statements to provide Council with as up to date information as possible based upon available financial information (unaudited).

**Report Number:** 8.0  
**Subject:** Executive Corporate Services - Monthly Report  
**Attachments:** 1. Sketch – Injinoo Service Station Upgrade  
                           2. Umagico Supermarket – Sales Report  
**Author:** Edward Sailor (Executive Manager Corporate Services )  
**Date:** 24<sup>th</sup> April 2018

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2.

NPARC Corporate Services			
1.	Administration	9.	Communications and Media
2.	Human Resource	10.	Ranger Operations
3.	Injinoo Service Station	11.	Jardine River Ferry Operations
4.	Stores	12.	Local Post Office
5.	Umagico Supermarket	13.	Economic Stimulus Development
6.	Information Technology Communication (ITC)	14.	Property & Leasing
7.	Records System Management	15.	Injinoo Cement Batching Plant
8.	Grants		

**Executive Summary:**

This report contains an overview of the 15 x Corporate Service Units that make up the Corporate Services Sectors/Department operating within NPARC.

**Recommendation:**

That Council note and accept the content/s of this Report and provide outcomes for listed proposals within this report, if any.

<b>PROPERTY &amp; LEASING UNIT (P&amp;LU)</b>
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**Overall Summary:**

- Expression of Interests (EOIs) submitted within the 'Trustees Meeting' scheduled for Monday, 23<sup>rd</sup> April 2018.
- Staff Housing almost at its full capacity.
- NPARC housing reaching its full capacity.

**Professional Development:**

- Staff will be attending the REIQ Course – 'Commercial Series in Property Management Training'.
- Admin Support Officer – enrolled in Cert III in Business and Administration course – Bamaga TAFE Campus.

**Repair & Maintenance:**

- Addressed and attended to as notified – ongoing throughout NPARC.

## NPARC-APUDTHAMA RANGER OPERATIONS

### Overall Summary:

- Restructuring operations – commenced and are ongoing.

<b>NPARC-Apudthama Ranger Operations Structure</b>		
Coordinate Ranger Operations in accordance with Project Plan		
<b><u>1 x Co-Coordinator</u></b>  <b>Roles - but not limited to:</b> <ul style="list-style-type: none"> <li>• Coordinate Ranger Operations in accordance with Project Plan.</li> <li>• Communication - seek advice and direction from NPARC &amp; Apudthama Land Trust (ALT).</li> <li>• Report writing.</li> </ul>	50% Shared Field, Administrative & Operative Role	<b><u>1 x Co-Coordinator</u></b>  <b>Roles - but not limited to:</b> <ul style="list-style-type: none"> <li>• Coordinate Ranger Operations in accordance with Project Plan.</li> <li>• Communication – seek advice and direction from NPARC &amp; Apudthama Land Trust (ALT).</li> <li>• Report writing.</li> </ul>
<b><u>1 x Snr Ranger – Team Leader</u></b>  <b><u>Roles – but not limited to:</u></b>  <b><u>Admin &amp; Field</u></b> Operations, Identify operational needs. Plan, prepare & coordinate staff according to qualifications, skills and experience. Identify training needs, Procurement. Land & Sea Operations Report writing	<b>Shared responsibilities</b>  One Snr Ranger will focus on Admin more than Field Ops.  The other Snr Ranger will focus on Field Ops more than Admin.	<b><u>1 x Snr Ranger – Team Leader</u></b>  <b><u>Roles – but not limited to:</u></b>  <b><u>Field &amp; Admin</u></b> Operations, Plan, prepare & coordinate Land & Sea Management Operations. Administrative duties, report writing.
<b><u>Support Staff</u></b>		
<b>1 x Ranger - Administration Support Officer – 1 x Repairs &amp; Maintenance Ranger</b>		
<b><u>Field Operations and Base Staff</u></b>  <b>8 x Ranger Personnel</b>		

### Summary:

- 2 x Senior Ranger – Team Leaders have been ‘stepped-up’ into a 50% shared higher duties role as the Acting Co-Coordination in lieu of the current Ranger Coordinator being on leave.

- Those former Senior Ranger-Team Leaders were selected based on their work qualifications, performance, skills, cultural connection to land and sea, experience and professional knowledge.
- By having 2 x Co-coordinators overseeing the Ranger program allows a broad, shared-responsibility approach to identify, plan, allocate and complete 'Project Plan' objectives.

<b>HUMAN RESOURCE MANAGEMENT UNIT (HRMU)</b>
--

**Overall Summary:**

	Position	New Employee	Comment/s
1.	<b>Jardine River Ferry Operations – Ferry Assistant Operator – Permanent Full-Time</b>	Richard Sunai	<b>Commenced:</b> 18 <sup>th</sup> April 2018
2.	<b>Jardine River Ferry Operations – Ferry Assistant Operator - Permanent Full-Time</b>	Tabua Woosup	<b>Commenced:</b> 4th April 2018
3.	<b>Diesel Fitter – Permanent Full-Time</b>	Andrew Dodd	<b>Commenced:</b> 16 <sup>th</sup> April 2018
4.	<b>Batching Plant Assistant Operator – Permanent Full-Time</b>	Denson Missi	<b>Commencing:</b> Once 'Letter of Offer' and induction forms are completed
5.	<b>Batching Plant Assistant Operator – Permanent Full-Time</b>	Giovanni Pablo (Bob)	<b>Commencing:</b> Once 'Letter of Offer' and induction forms are completed
6.	<b>Batching Plant Assistant Operator – Casual</b>	Charles Sagigi	<b>Commencing:</b> Once 'Letter of Offer' and induction forms are completed
7.	<b>Diesel Fitter – Permanent Full-Time</b>	1 x Diesel Fitter had to withdraw recently, due to medical reasons. May need to re-advertise.  1 x local Diesel Fitter may be commencing.  Will update at next council meeting.	
8.	<b>Grants Officer –</b>	Employment applications received.	

	Permanent Full-Time	No applications were tenable. May need to readvertise. Awaiting CEO advice.
9.	<b>Assistant Finance Manager –</b> Permanent Full-Time	HR team and Finance department need to review/create a position description (PD) before recruitment & selection process can begin.
10.	<b>Gym Manager –</b> Permanent Full-Time	The temporary Gym Managers' contract is extended monthly, until the position is filled.  <b>Position closed:</b> 20 <sup>th</sup> April 2018.  Awaiting shortlisting to begin to advance through to selection interviews.
<b>Resignation</b>		
1.	<b>Sarah Tamwoy –</b> <b>Administration Officer –</b> Permanent Full-Time	Sarah resigned from her position as NPARC - Administration Officer as of Friday, 13 <sup>th</sup> April 2018.
<b>Current Advertised Position</b>		
1.	<b>Administration Officer –</b> Permanent Full-Time	Advertised internally within NPARC, with a view to advertise externally, if no qualified applications are received.  <b>Closing Date:</b> Thursday, 26 <sup>th</sup> April 2018.
<b>Finance - Structural Review for Possible Future Change/s</b>		
1.	<ul style="list-style-type: none"> <li>Executive Manager of Finance is consulting with the HR Team to review all finance positions within NPARC, with a view to implement positional restructuring changes.</li> <li>Will report on updates, accordingly.</li> </ul>	

#### **Professional Development Training/Courses – NPARC Personnel:**

- Professional development initiatives are currently progressing throughout NPARC.



### **Enterprise Bargaining Agreement (EBA):**

- An initial EBA negotiation meeting was conducted on the 12<sup>th</sup> April 2018, within the New Mapoon NPARC Chambers.  
**Attendees were:** NPARC CEO, Mayor, Umagico Councillor, HR Manager, 6 x NPARC Union Reps/Members, LGAQ Facilitator and via teleconference 2 x Union Representatives being from AWU & CSU.
- Next meeting set for 7th & 8th June 2018, however AWU Rep and members asked that a date be set earlier as our NPARC CEO will be on leave and have asked for a full pay review.

### **Other HR Business:**

- HR Manager, Mayor and the Bamaga Dance Group were invited to attend and entertain at the 100 Year Centenary – Deadly Didge & Dance Festival on Palm Island. The NPARC/NPA invitees travelled to Palm Island on Friday 20<sup>th</sup> April and returned on Sunday 22<sup>nd</sup> April 2018.

#### **ADMINISTRATION**

- Nil to report.

#### **LOCAL POST OFFICE - BAMAGA**

### **Overall Summary:**

- Customer service is progressing and postal deliveries are on schedule.

#### **Information, Technology & Communication (ITC)**

### **Overall Summary:**

- Security, Communications and IT issues being identified and addressed with dedicated priority, through to completion.

#### **UMAGICO SUPERMARKET**

### **Overall Summary:**

- Supermarket Manager on leave.
- Replacement Manager is settled in and managing well.
- Sales Report attached

## JARDINE RIVER FERRY OPERATIONS

### Overall Summary:

- Jardine River Ferry Operations are operating soundly with new recruits commenced and are being orientated into their role.
- Due to additional personnel, the ferry service operations will commence a new ferry service operative schedule. This approach will aim at utilising the full daylight hours, with rotational-rostered staff breaks to compliment the commencement of a '*No-Lunch-Break-Shut-Down*' operation.
- Will report further on its progress.

## STORES

### Overall Summary:

- Store operations is progressing soundly.
- Stores Manager and most staff members are attending the Cert III in Business or the Cert III in Business Administration course – Bamaga TAFE Campus.

## INJINOO SERVICE STATION

### Overall Summary:

- This month has experienced a slight decline in sales due to the weather conditions further down south, causing disruptions to some of our freight deliveries.
- Although, due to forward planning, additional stock was pre-ordered to accommodate the long Easter Weekend.
- Awaiting a response to the proposal for a variance in the service stations 'Lot' size.
- A draft copy of the service station surroundings upgrade is attached.
  - This draft sketch is attached to provide NPARC elected members and CEO a visionary glance as to what the service station surroundings may look like and not to seek an outcome, at this stage.

### Professional Development Training:

- Ongoing – Cert III in Business.

## GRANTS

### Overall Summary

- No credible employment application received for the Grants Officer position after the closing date, being the 30<sup>th</sup> March 2018.
- Currently looking into other recruitment alternatives which may include re-advertising the position.
- Awaiting CEO advice.

## **ECONOMIC STIMULUS DEVELOPMENT**

### **Overall Summary:**

- Improving involvement to educate NPA community members in accessing community grants, whilst leading and facilitating community economic development workshops/meetings with the aim to:
  - improve the wealth of indigenous people of the region;
  - sustain industries created, owned and operated by NPA people,
  - improve access to capital and other opportunities to finance enterprises and industries.
- Progress is increasing.

## **RECORDS MANAGEMENT**

### **Overall Summary:**

- Duties and operative tasks carried out as expected.

## **COMMUNICATIONS & MEDIA**

### **Overall Summary:**

As per expectations, the communications and media personnel is constantly producing, releasing and posting the following NPARC approved documents:

- Flyers
- Newsletters
- Media Releases
- Press Releases
- Facebook/Website Update

## **INJINOO CEMENT BATCHING PLANT**

### **Overall Summary:**

- Freight delivery from the Cairns SeaSwift Depot to the Seisia SeaSwift depot is still a major problem in NPARCs ability to deliver requested services to fulfil our customers' requests. With the weather also playing a big part in this delay.
- The recent recruitment of 3 x local staff members, this will provide a welcomed response to deliver NPARC services and complete customer requests more effectively and efficiently.

**Report Number :** 9.0  
**Subject :** Executive Manager of Operations Progress Report  
**Attachments :**  
**Author :** Keith Yorkston  
**Date :** 24 April 2018

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**Recommendation:**

**That Council note the contents of the Executive Manager of Operations Progress Report.**

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**1. Roadworks**

**(a) NPARC NDRRA**

**I. NDRRA Event – Far North Queensland Monsoon Trough, 21-28 March 2017**

The restoration works are progressing on Pajinka road but has been delayed due to wet weather.

**II. NDRRA Event – Cape York Queensland Trough, 19 January – 2 February 2018**

The submission for the 2018 event is currently being assessed by Queensland Reconstruction Authority (QRA). There will be delays in approval of the submission as the counter disaster operations from the recent cyclone in the gulf will take precedence.

**(b) R2R Grant Funds**

The status remains as previously reported with discussions continuing with the Queensland Audit Office to resolve historical financial reporting. Allocated funds of \$278,068 for 2017 have been designated for:

- I. Jardine River Ferry maintenance and repairs
- II. Loyalty Beach Road drainage
- III.

**(c) CIMA Projects**

The status of the projects included in the CIMA program is as follows:

- Ferry Road Culverts (CH1940 & 2460) – Works have been completed
- Ferry Road Pavement Sealing (CH 3000 to 3350) – Works have been completed.
- Seisia Jetty – TMR will be project managing these works and we are yet to receive a progress update report.
- Seisia Barge and Boat Ramps. TMR are still considering these works in conjunction with the overall master plan review for the foreshore precinct. Feedback is currently being sort by TMR following the recent master planning information sessions in NPA.

- 
- **Variation Works** - The sealing of the Ferry Road between chainage 3500 – 5500 has been approved by TMR late 2017. This works will be programmed with other sealing works to reduce additional mobilisation costs.

**(d) NPA RAU**

The Regional Airports Upgrade program includes the upgrade of drainage at the airport.

The project is currently 20% complete with an expected completion date around June.

**(e) DILGP Drainage**

An extension of time has been sought for this project due to the supply of raw materials and an extensive wet season. The new deadline is proposed for 30 June 2018.

**(f) DILGP Work 4 Qld Projects Round 1 (2017)**

➤ **Works completed**

- Injinoo Lookout Road – boat ramp to point
- Wasui Street Guardrail
- Guardrails to Seisia Road, Bamaga
- Bamaga Cemetery Road Seal
- Tree Management

➤ **Works in progress**

- Bamaga oval Building Upgrade (3 phase power) – Ergon Energy to undertake works.
- Bamaga Hall (95% complete, expected completion 20/4/18)
- Umagico Hall (95% complete, expected completion 20/4/18)

**(g) Lui Street Subdivision (BOR Sate Development)**

This project is on hold due to Native Title approvals

**(h) Training**

Training is currently being investigated under the MIP6 and LGAQ, with a focus on mandatory and compliance training to be delivered as a priority followed by staff development.

**2. Environmental Health**

**(a) MIP6 Projects.**

The two approved projects for MIP 6 is the Regional Waste Tip and transfer station (\$6.0M) and the expansion of the sewer ponds with a new irrigations system (\$4.0M). Completion date for the works is December 2019.

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The Regional Waste Tip project is considered a higher priority due to the state of the current tip and will be programmed for 2018. The Project Managers should have all construction documents available shortly.

The initial works include construction of 12 cells which are expected to provide for waste landfill for 5 years. Future Stage 2 construction costs for construction of additional landfill cells are estimated to be \$6.1M over 25 years. The designer's estimate that approximately 12 new cells will be required every 5 years over the 30 year service life of the facility. NPARC will need to set aside funds for this and long term rehabilitation.

Further geotechnical tests are required to determine suitability of materials onsite, this will determine final cost as material may need to be carted in from another site.

As the cost estimate for the project was done late 2016, the design report has indicated that the original estimate has not allowed for a contingency therefore will require prioritisation of scope. An option is to look at other funding available this year to ensure project achieves 100% scope completion.

The Council will be submitting an in-house bid for the works. This will enable NPARC to manage the project as the principle contractor.

Black & Moore Engineers will be assigned as the Project Managers for delivery of the two major projects.

#### **(b) Sewer**

The existing sewer reticulation and associated infrastructure has been reviewed to ensure it safe, reliable and meets the community needs. There is a need to replace some existing pumps and to maintain spare unit's onsite.

The alert/alarm system is also being repaired to ensure appropriate notifications are issued effectively and repairs and undertaking in a timely manner.

One sewer overflow incident was reported to Department of Environment & Science (formerly DEHP). This has been followed up and an improvement plan developed.

#### **(c) Animal control**

Procurement for new dog traps and tools has been organised. A trapping program will commence once traps are received.

The dog pound repairs are currently being scoped and is proposed to be completed by June 2018.

### **3. Parks and Gardens**

Vegetation control

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The Parks crew has been working very hard to maintain the level of service to the community. The maintenance program of works for each community is to spend a week in each community. This creates a 4 week rotation before returning back.

#### **4. Airport**

##### **Runway Lights**

The contractor has planned to start the works after the wet season. The works are expected to be completed around August.

##### **Drainage works**

The drainage project is around 75% completed, the remaining works to be completed after wet season.

##### **Flight Statistics for month of March**

CARRIER	NUMBER OF FLIGHT	PASSENGERS IN/OUT
Rex Airlines	27	793
Skytrans	20	255
Other	38	-

##### **Fuel Sales for February**

FUEL TYPE	QUANTITY (L)
Jet A-1	13103
Avgas	652

##### **Generator**

The current generator is nearing its end of life. A new unit will need to purchase as soon as possible, estimated cost is.

#### **5. Fleet & Mechanical Workshop**

##### **(a) Mechanical Workshop**

The Workshop staff have been very busy with repairs and maintenance to small plant as a result of the vegetation control required in the wet season.

A high number of light vehicle services have also been undertaken. At the end of March vehicle service schedule stands at 41 due & 45 Complete.

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## **(b) Fleet**

The Council currently has a high number of light vehicles, trucks and heavy plant in service. Some of these plant are over 10 years old and in poor condition. Moving forward the Council will need to consider an aggressive plant replacement program in line with business needs to ensure vehicle safety requirements are met.

## **6. BAS Building & Maintenance**

### **(a) BAS Portal Maintenance (17/18)**

BAS continue to provide a steady stream of maintenance jobs. Council's administration processes continue to keep the over 60 day jobs at acceptable levels. Contractors appear to be managing their jobs and administration in a timelier manner to enable NPARC to close out jobs.

- 1680 maintenance requests have issued since 1 July 2017 to 30 March 2018

### **(b) BAS Housing Upgrades (17/18)**

BAS have aided in the procurement of the local trades for the supply of the following projects. The following upgrades below are all expected to be completed by June 2018.

- Residential driveways – 90 driveways have been tendered out and contracts awarded. (10% complete)
- Upgrades - 25 Upgrades (9 out of 25 completed)
- Upgrades (painting) – 8 packages (completed)
- Building exterior upgrades – Retaining walls (x4) and drainage upgrades (x5) ( both completed)

## **7. Building Projects**

### **(a) BAS New Builds – Project NPC6**

Document and Construct 12 Detached Houses

Construction progress - To date 50% of floor slabs have been poured.

Expected completion date is 30/6/18.

Safety - An external safety audit administered by BAS was conducted on the NPC 6 project. Overall compliance has been achieved with only minor compliance issues that require attention.

### **(b) New Mapoon Multi-Purpose Facility (NPSR)**

This project is currently on hold, awaiting Native title approval.

### **(c) NPA Public Facility Rehabilitation (TSRA/NPARC)**

Scoping of works has been completed , currently in procurement stage, expected completion date 2018

### **(d) Bamaga Heritage Centre Toilets (TSRA/NPARC)**

Procurement of a materials has commenced, expected completion date is June 2018

## **8. Grants**



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**(a) Torres Strait Regional Authority (TSRA) Community Minor Infrastructure Fund (CMIF) 2018/2019. Closes on the 20/4/18.**

TSRA has released the 2018/19 round for funding submissions, the funding is based on a 50% contribution from the Local Government and must be deemed shovel ready. TSRA will fund up to \$500,000 with Council funding an equal amount.

The projects I recommend to put forward is as follows:

1. Street Lighting Upgrades Stage 1 (Seisia & New Mapoon) - \$343,400
2. Transfer stations (Umagico & Seisia), cost estimate \$363,818
3. Bamaga pump station upgrades & additional new pumps, cost estimate \$250,000

Note that project 2 is currently scoped in MIP6, from Black & Moore's design report there was not enough contingency built into the original estimate done in 2016 therefore I recommend funding these two sub projects under the TSRA CMIF so NPARC can achieve 100% delivery of planned scope

**Recommendation**

**The Council supports the projects for submission into the TSRA Community Minor Infrastructure fund 2018/19 program.**

**Resolution :**

That Council supports the projects for submission into the TSRA Community Minor Infrastructure fund 2018/19 program.

**Moved : Cr Adidi**

**Seconded : Cr Nona**

**Vote : 4/0**

**Resolution Number : 9.1- 240418**

**(b) Maturing the Infrastructure Project Pipeline -Round 2 (MIPP)**

Nominated MIPP projects are to meet the following criteria:

- *strategic planning for infrastructure – funding studies and investigations that will assist local governments to form a strategic view of their key infrastructure priorities and needs; and*
- *business cases and/or detailed designs for the development of local government infrastructure proposals to provide better clarity on investment decisions*

I recommend the following projects:

1. Route study Loyalty Beach Rd, Pajinka Rd & Punsand Bay Rd
  - Drainage crossings and structures
  - Water supply

- 
- Material supply
  - Cultural heritage clearance
  - Environmental clearance

2. Alternate water supply intakes or infrastructure planning report
3. Business case & concept for hard stone gravel supply source
4. New NPARC administration centre including arts centre and tourist information centre business case.

**Recommendation**

**The Council supports the projects for submission into the Maturing the Infrastructure Project Pipeline (Round 2) program.**

**Resolution :**

That Council supports the projects for submission into the Maturing the Infrastructure Project Pipeline (Round 2) program.

**Moved : Cr Adidi**

**Seconded : Cr Getawan**

**Vote : 4/0**

**Resolution Number : 9.2-240418**

## Cr Elu excused from the meeting at 5:07pm

**Report Number :** 9.1  
**Subject :** Preferred Supplier Arrangement – Trade Services  
Tender: NPARC 2018-01-02  
**Attachments :** Preferred Supplier List -Trade Services 2018-01-02  
**Author :** Executive Manager of Operations – Keith Yorkston  
**Date :** 27 April 2018

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### **Executive Summary :**

The Council has advertised a tender for interested parties to submit for consideration to a register of ***pre-qualified suppliers*** for trade services, the tender closed on 4.00pm 28 February 2018.

The trade services include forty four (44) categories which the Council would use as required.

### **Resolution :**

That Council:

- 1) Resolve to endorse the Preferred Supplier List -Trade Services 2018-01-02, for a period of 12 months with an end date of 27 April 2019.
- 2) Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to negotiate, finalise and execute any and all matters in relation to these arrangements.

**Moved : Cr Bond**

**Seconded : Cr Adidi**

**Vote : 4/0**

**Resolution Number : 9.1 - 240418**

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### **Background:**

Each year the Council undertakes building maintenance and new works.

The preferred supplier register reduces the requirement for requesting quotes and evaluation for each individual work package, however where Council officers see fit quotes will be requested to ensure value for money principles are still being adhered to.

A "pre-qualified supplier" is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

Thirty seven (37) tender submissions was received before the closing date and six (6) tenders where received late and not considered in the evaluation process. The late tenders were not competitive in pricing and are not local based companies.

The evaluation criteria for ranking is based on the following:

- (a) Pricing (60%)
- (b) Past performance (10%)
- (c) Reliability and workmanship (10%)
- (d) Ability to deliver (10%)
- (e) Enhancement of local business and industry (10%)

**Consultation:**

The following parties were consulted during the document preparations:-

- RECS Engineers
- NPARC Staff

**Legal Implication (STATUTORY, BASIS, LEGAL RISKS) :**

*Local Government Act 2009 and Local Government Regulation 2012.*

**Policy Implication:**

The project links very strongly with all key drivers and objectives as outlined in the NPARC Corporate Plan.

**Financial and Resource Implications:**

The use of the preferred supplier is linked primarily to BAS administered works and grant funded works.

Tender rates will remain current for 12 month

**Report Number :** 9.2  
**Subject :** Preferred Supplier Arrangement – Plant hire  
Tender: NPARC 2018 - 01 - 01  
**Attachments :** Preferred List – Plant Hire 2018-01-01  
**Author :** Executive Manager of Operations – Keith Yorkston  
**Date :** 27 April 2018

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**Executive Summary :**

The Council has advertised a tender for interested parties to submit for consideration to a register of **pre-qualified suppliers** for plant hire, the tender closed on 4.00pm 28 February 2018.

The plant hire tender includes ten (10) categories which the Council would utilise to deliver its yearly programmed works. Ranking of suppliers is based on rates submitted, additional costs will also be considered when services are requested.

**Resolution :**

That Council:

- 1) Resolve to endorse the Preferred Supplier List for Plant Hire 2018-01-01, for a period of 12 months with an end date of 27 April 2019.
- 2) Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to negotiate, finalise and execute any and all matters in relation to these arrangements.

**Moved : Cr Adidi**

**Seconded : Cr Getawan**

**Vote : 5/0**

**Resolution Number : 9.2 - 240418**

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**Background:**

Each year the Council undertakes various roadworks and earthworks projects. Due to insufficient capacity within Councils fleet the only current option is to hire plant and equipment on an hourly, weekly or monthly basis when the need arises. This preferred supplier register reduces the requirement for requesting quotes and evaluation for each individual plant hire package, however where Council officers see fit quotes will be requested to ensure value for money principles are still adhered to.

A "pre-qualified supplier" is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

Fifteen (15) tender submissions was received before the closing date with only one non-conforming tender.

The submissions were evaluated in accordance with the adopted “evaluation criteria” as per Council’s resolution # 9.1-280217.

This did make evaluation difficult as some of the companies that submitted a tender did not performed any work in the area within in the last two years.

**Consultation:**

The following parties were consulted during the document preparations:-

- RECS Engineers
- NPARC Staff

**Legal Implication (STATUTORY, BASIS, LEGAL RISKS):**

Local Government Act 2009 and Local Government Regulation 2012.

**Policy Implication:**

The project links very strongly with all key drivers and objectives as outlined in the NPARC Corporate Plan.

**Financial and Resource Implications:**

The use of the preferred supplier is linked primarily to grant funded works.

Tender rates will remain current for 12 month

**Meeting closed: 6 : 30pm**

