



## Northern Peninsula Area Regional Council

### MINUTES OF NPARC ORDINARY MEETING

Meeting Date: Tuesday 26<sup>th</sup> June 2018  
Meeting Location: Change of Venue from Umagico to Bamaga – Chambers, due to limited space for visitors in the Umagico Office  
Time: 9:25am

#### 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               |

Visitors: Mr Geoffrey Fahey (CEO) and Ms Michelle Kostecki (Chair Northern Sub-Committee) Western Cape Communities Trust & Western Cape Communities  
Meet & Greet

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

### **1. Apologies**

#### **Resolution:**

That Council accepts Cr Adidi absence of leave.

**Moved: Cr. Bond**

**Seconded: Cr. Getawan**

**Vote: 5/0**

**Resolution Number: 1.0 - 260618**

### **2. Declaration of Conflicts of Interest – Nil**

### **3. Business Arising from Minutes of Tuesday 29<sup>th</sup> May 2018**

### **4. Confirmation of Minutes of Council Meeting Tuesday 29<sup>th</sup> May 2018**

#### **Resolution:**

That Council confirms that the minutes of Council Tuesday 29<sup>th</sup> May 2018

**Moved: Cr Elu**

**Seconded: Cr Getawan**

**Vote: 5/0**

**Resolution Number: 4.0 – 260618**

**Report Number :** 5.0  
**Subject :** Chief Executive Officers Monthly Report  
**Attachments :** 1 - Tourism Officer Position Description  
2 - Tourism Coordinators Functions  
**Author :** Stephen Wilton  
**Date :** 29 May 2018

---

#### **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 May 2018

---

### **5.1 TSRA Proposed Tourism Officer**

The TSRA is looking to complement the existing Regional Economic Investment Strategy (REIS) focus on its three focal industries; those being the Fisheries, Arts and Creative Industry & Tourism. As part of this focus for Tourism it is proposed to link in with the Regional Tourism Organisation Tropical Tourism North Queensland (TTNQ) appoint a Regional Tourism Coordinator and a Tourism Officer at each of the Local Governments, NPARC, TSIRC and Torres Shire.

The proposed Tourism Officer for NPARC will be funded \$100,000 per year over a three year period. The officer would be employed by NPARC and work closely with our Economic Stimulus Development Officer and our Events Team and Festival Coordinator.

NPARC Minutes of Ordinary Council Meeting Tuesday 26<sup>th</sup> June 2018 – Bamaga

The formation of a local tourism committee would be part of the role of the Tourism Officer to help identify tourism infrastructure needs and tourism opportunities in the NPA.

A Regional Tourism Committee with representative of the three Councils and Chaired by the TTNQ would also be formed.

The email received from TSRA outlining the proposal is provided below and the Tourism Officer's position description and the functions of the proposed Regional Tourism Coordinator are provided as attachments.

**From:** INGRAM Mali [<mailto:Mali.INGRAM@tsra.gov.au>]

**Sent:** Thursday, 17 May 2018 8:41 AM

**To:** Edward Newman <[mayor@nparc.qld.gov.au](mailto:mayor@nparc.qld.gov.au)>; Stephen Wilton <[ceo@nparc.qld.gov.au](mailto:ceo@nparc.qld.gov.au)>

**Cc:** ANDERSON Mark <[Mark.ANDERSON@tsra.gov.au](mailto:Mark.ANDERSON@tsra.gov.au)>; DESILVA Raymond <[Raymond.Desilva@tsra.gov.au](mailto:Raymond.Desilva@tsra.gov.au)>;

HIRAKAWA Tania <[Tania.HIRAKAWA@tsra.gov.au](mailto:Tania.HIRAKAWA@tsra.gov.au)>

**Subject:** Tourism officer/potential funding- NPARC [SEC=UNCLASSIFIED]

Morning Mayor & CEO,  
Thank you for your time yesterday.

As discussed please see a summary of our meeting and the potential Tourism Officer position description that is open for your feedback and input.

As mentioned the TSRA is looking to complement the existing Regional Economic Investment Strategy (REIS) focus on its three focal industries; those being the Fisheries, Arts and Creative Industry & Tourism.

We see an opportunity for a TSRA funded Tourism Officer within NPARC to assist the tourism focal industry focus and strengthen the already strong tourism market available to the NPA.

This will be multiyear funding of \$100,000.00 over three years.  
The funding will be provided via a standard funding agreement and include TSRA reporting requirements.  
We'd like to have the Standard Funding Agreement (SFA) finalised by 30<sup>th</sup> June 2018 with recruitment to be as soon as possible after signing.  
It will be Council's responsibility for advertising and recruitment process.

The Tourism Officer would ideally complement your existing Events Co-ordinator and has the potential to look at identifying new tourism opportunities and further develop existing ones.

As advised in our meeting we are finalising negotiations with Tourism Tropical North Queensland (TTNQ) to fund a Tourism Co-ordinator who will provide oversight, expert advice & knowledge of the tourism sector and link identified opportunities to the communities within the TSRA footprint while sharing that advice to event co-ordinators and tourism officers across the region.

We envisage the Tourism officer and Event Co-ordinator positions having a reporting line to the Tourism Co-ordinator so the following can be achieved:

- Event Coordinator & Tourism Officer mentoring and skills transfer.
- Building a calendar of yearly tourism events in the region.
- Providing a data base & management process of key contacts in the NPA & Torres Strait region.

With a reporting line to the Tourism Co-ordinator we can ensure that priority tasks leading up to potential events can be coordinated for the Events Co-ordinator and Tourism Officer.  
This reporting line will allow the Tourism Co-ordinator to engage on a regular basis with those staff to provide support and build on existing capacity of those individuals.

NPARC Minutes of Ordinary Council Meeting Tuesday 26<sup>th</sup> June 2018 – Bamaga

With that said we understand that the Tourism Officer will be an employee of council and that a supervisor and directives will be set by council priorities.

This will mean communication between the Supervisor and Tourism co-coordinator needs to be open to ensure that the Tourism Officer and Event Co-ordinator have clear direction.

If you believe the management of the position needs to be conducted differently please provide feedback.

We expect that the Tourism Co-ordinator would meet with Tourism officer and Event Co-ordinator at least twice a year and be in consistent contact throughout the month.

Attached above is the key functions of the Tourism Co-ordinator, the position will be based in Cairns

Mayor/CEO, We also propose that a regional Tourism Committee is initiated that comprises of the three councils (NPARC,TSC,TSIRC) and is chaired by the TTNQ Tourism Co-ordinator that would meet on a quarterly basis to promote a unified approach to Tourism across the region.

Would NPARC be supportive of such a model?

We believe this committee would comprise of Tourism officer and Event Co-ordinators across the three councils, if you believe others within NPARC should be involved in committee please let me know.

Also would there be room at your office for the Tourism Co-ordinator to station while visiting community?

Again I do thank you both for your time; if you have any questions don't hesitate to contact me.

Regards,

**Mali INGRAM**

Project Manager

Economic Development

Torres Strait Regional Authority

**Resolution :**

That Council notify the Torres Strait Regional Authority that it accepts the Proposal for NPARC to employ a Tourism Officer for a three year period funded by TSRA at \$100,000 per year

**Moved : Cr Getawan**

**Seconded : Cr Bond**

**Vote : 5/0**

**Resolution Number : 5.1 - 260618**

**5.2 Surrender of Social Housing Leases Umagico and Bamaga**

Council has previously resolved to surrender the social housing leases for two properties, one in Umagico and one in Bamaga. Unfortunately the resolution for the Umagico property described the address as the corner of Charlie St and Peter Street. The address on the lease is 12 Charlie Street. Likewise the resolution for the Bamaga property stated the address as 76A Lui Street for the visiting clergy house. The address for this property is 76B Lui Street.

The Department of Housing and Public works have requested that Council make a new resolution to correct the address information to ensure that the correct leases are cancelled

**Resolution :**

That the Council resolve to request the surrender of Lease VM on Plan SP246904 located at 12 Charlie Street Umagico and that the house be removed from the social housing register.

**Further**

That the Council resolve to request the Surrender of Social Housing Lease located 76B Lui Street Bamaga and that the house be removed from the social housing register.

**Moved : Cr Getawan**

**Seconded : Cr Nona**

**Vote : 5/0**

**Resolution Number : 5.2 - 260618**

Cr Nona excused from the meeting at 11:27am

**Report Number :** 5.0  
**Subject :** Chief Executive Officers Monthly Report  
**Attachments :** 1 – ANNUAL Report 2016/17 (Tabled)  
2 - LDMP A11 Resupply Operations Sub Plan  
3 – QAO Interim Report 2017/18

**Author :** Stephen Wilton  
**Date :** 26 June 2018

***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 June 2018

---

**5.1 2016-2017 Annual Report Adoption**

In accordance with section 182 of the *Local Government Regulation 2012*, a local government must prepare an annual report for each financial year and the report must be adopted within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government. The annual report must be published on the website within 2 weeks of adopting the annual report. Council's Annual Report for the 2016-2017 financial year provides a transparent report on a range of items specified in the Act and Regulation, Councils audited Financial Statements and progress against the 2014-2017 Corporate Plan.

The timeliness of the preparation and subsequent audit of the 2016/17 Annual Financial Statements has resulted in the annual report not being available to adopt until this point in time, twelve months later than what is considered acceptable.

**Resolution :**

That Council adopt the Annual Report for the 2016/17 financial year.

**Moved : Cr Elu**

**Seconded : Cr Bond**

**Vote : 4/0**

**Resolution Number : 5.1 - 260618**

**5.2 LDMP Sub Plan – Resupply Operations**

The Local Disaster Resupply Operations Sub Plan has been developed by Council's Local Disaster Coordinator (CEO) in conjunction with QFES staff and forms an integral part of the NPA disaster management arrangements.

The Local Disaster Resupply Operations Sub Plan provides a comprehensive plan for the operation of resupplying the community, rural properties and stranded travellers during an activation for a disaster. This includes providing templates for all of the required documentation.

Sub Plans are included as annexures to the main Disaster Management Plan.

Sub Plans previously adopted by Council include;

- Annexure 1 - Activation of the LDMG Sub Plan
- Annexure 2 - Community Support Sub Plan
- Annexure 3 - Local Disaster Coordination Centre sub Plan
- Annexure 5 - Evacuation
- Annexure 7 - Initial Impact and Needs Assessment Sub Plan
- Annexure 8 - Public Health
- Annexure 9 - Public Information & Warnings

**Resolution :**

That the Council resolve to adopt the NPARC Local Disaster Management Plan Annexure 11 Resupply Operations Sub Plan.

**Moved : Cr Bond**

**Seconded : Cr Elu**

**Vote : 4/0**

**Resolution Number : 5.2 - 260618**

**5.3 Queensland Audit Office Interim Report 2017/18**

The QAO has provided the Interim Report on the 2017/18 Financial Audit. The report provides a summary on the interim findings during conduct of the audit and identifies significant deficiencies, deficiencies and other matters of note.

The interim report includes an assessment of the internal control environment; status of the audit; and a summary of significant control deficiencies, financial reporting issues and other matters identified to date. The Auditor-General Act 2009 requires the auditor-general to report to parliament on an issue raised during an audit if he considers it to be significant.

This interim report is based on the audit work performed to 1 June 2018. This includes the QAO assessment of the design and implementation, and operating effectiveness, of controls. Other relevant information on QAO reports to parliament and upcoming QAO events are also included as appendices to this report.

There were three significant deficiencies identified as follows

- The Council does not have an up to date risk register (last published in 2011) and is not utilised by senior management for monitoring of risks. Council is required to maintain an up-to-date record of risks and control measures to manage these risks under section 164 of the Local Government Regulation 2012. Such a register further aids the Council in managing its operational risks..
- In the 2017 financial year audit, we identified that the Council's policy documents
  - made references to superseded legislation
  - contained incomplete and incorrect information and
  - had not been reviewed for a number of years.At the time of our 2018 financial year audit, we note that management have not made any progress to review and update these policies, nor have an action plan in place to commence this process.
- We noted that the Council's current purchasing policy is out-of-date as it no longer meets the minimum statutory requirements under the Local Government Regulation 2012. The current policy refers to superseded legislation and reflects the minimum requirements under the superseded Local Government Regulation 2010. Council is required, under the current requirements of Chapter 6 to adopt either
  - strategic (Part 2) or
  - default (Part 3) procurement approaches.Part 3 most closely resembles current council policy. However it should also be noted that the delegation bounds for medium and large contracts has been amended from \$150,000 (current council delegation limits) to \$200,000.

#### Financial Reporting Deficiency (High Risk)

- In 2015-16, Council undertook a comprehensive asset valuation to, among other things, adequately record its assets in the fixed asset register. As a part of the desktop valuation for 2017-18, the Council has identified a further 40 community housing buildings that were not previously recognised in the Council's financial statements. From our discussions, we understand that this may have been due to poor information being provided by ex-Council staff the then management executive in their instructions to the valuer. Consequently, this asset class was materially understated by \$7,952,080 (6.5% of total PPE) as at 30 June 2017. We understand that the Council is working closely with the valuer and internal audit (Altius Advisors) to
  - assess and calculate the effects on the changes required
  - prepare a position paper to Council on this matter
  - update the fixed asset register and trial balance and
  - Prepare the financial reportWe will review the work of the valuer and the internal audit, as well as review the position paper prepared by the Council as a part of the year end testing and provide any feedback.

#### **Recommendation:**

That Council receive and **note** the Interim Report on the 2017/18 Financial Audit provided by the Queensland Audit Office.

#### **5.4 Non Surrender of Lease Lot 29 SP273357 Mara Street Umagico**

At the TWG representatives from the State have sought clarification from NPARC regarding the surrender of lease PJ on SP249600 on Lot 29 SP273357 Mara Street Umagico as this lease area was considered as being smaller than optimum. Councillors advised that the lot should be maintained as available for social housing and that it would be suitable for a two bedroom house to be built upon. State representatives asked if Council could make a resolution to confirm this direction.

##### **Resolution :**

That Council advise the Department of Housing and Public Works that NPARC does not wish to surrender of lease PJ on SP249600 on Lot 29 SP273357 Mara Street Umagico as it is suitable to have two bedroom house constructed for social housing.

**Moved : Cr Getawan**

**Seconded : Cr Bond**

**Vote : 4/0**

**Resolution Number : 5.4 - 260618**

##### **Consultation:**

Queensland Fire and Emergency Services

Queensland Audit Office

##### **Legal Implication:**

Queensland Local Government Act 2009

Queensland Local Government Regulation 2012

##### **Policy Implication:**

Nil.

**Financial and Resource Implications – Nil**

##### **IN COMMITTEE – CONFIDENTIAL**

That Council close the meeting to the public at 12:10pm under the Local Government Regulation 2012, Section 275 (1) (b) industrial matters affecting employees and (f) defending legal proceedings.

**Moved: Cr Getawan**

**Seconded: Cr Elu**

Come out of committee 12:19pm

**Moved: Cr Getawan**

**Seconded: Cr Elu**



**Report Number:** 5.5  
**Subject:** Current Legal Matters  
**Attachments:**  
**Author:** Stephen Wilton  
**Date:** 26 June 2018

---

**Executive Summary:**

This report presents an update on current status of the matters currently before the Courts.

**5.6 NPA Earthmoving Yusia Ats NPARC - District Court**

Council are aware of the circumstances regarding NPA Earthmoving Yusia (NPAEY) serving NPARC with a Statement of Claim for an alleged breach of contract.

**Resolution: (In open Council)**

That Council Instruct Preston Law to engage a Barrister to represent Council at the court ordered mediation

**Moved :** Cr Elu

**Seconded :** Cr Bond

**Vote :** 4/0

**Resolution Number :** 5.6 - 260618

**Consultation:**

Preston Law

**Legal Implication:**

The outcomes will determine what the implications are for Council.

**Policy Implication:**

Nil.

**Financial and Resource Implications**

There could be major financial implications dependant on the final outcomes.

**Report Number :** 5.7  
**Subject :** Complaints about Public Official  
**Attachments :** Complaints about Public Official – CEO Policy

**Author :** Stephen Wilton  
**Date :** 26 June 2018

---

**Executive Summary:**

Section 48A of the Crime and Corruption Act 2001 requires Council to adopt a policy on the process Council will use to deal with a complaint about the Public Official (CEO). This report presents a draft **Complaints about Public Official - CEO Policy** for adoption.

**Resolution :**

That Council adopt policy No. *TBA* **Complaints about Public Official - CEO Policy**

**Moved : Cr Bond**

**Seconded : Cr Elu**

**Vote : 4/0**

**Resolution Number : 5.7 - 260618**

**Commentary:**

The Crime and Corruption Act 2001 requires Council to adopt a Section 48A policy. A Section 48A is a policy on the process Council will use to deal with a complaint about the Public Official (CEO).

Council has received advice from the Crime and Corruption Commission that an audit of Queensland Councils Section 48A Policies had not been able to review NPARC's policy.

A review of our policy register found that Council had not yet adopted a Section 48A Policy.

The proposed policy nominates the Mayor as the person to receive complaints about the public official and provides the Mayor a process to either deal with the matter or to delegate the matter to another person.

The Mayor (and any other person) has an obligation to report Complaints involving a reasonable suspicion of corrupt conduct, even if uncertainty exists as to whether or not a complaint should be reported.

The proposed policy meets the requirements of the Act and provides an effective process for dealing with a complaint about the Public Official (CEO).

**Consultation:**

Crime and Corruption Commission

**Legal Implication:**

Legislative requirement S.48 Crime and Corruption Act 2001

**Policy Implication:**

Nil.

**Financial and Resource Implications**

Nil

**5.8 NPA Family Services April Delegation– Outstanding Debtor**

**Determination:**

That Council maintain the original resolution from December 2017 instruct Finance Manager to set up a payment plan.

Council notes that no payments have been made in the interim period.

## 5.9 Minutes of Public Meeting New Mapoon & Injino

### **Recommendation:**

That Council note the minutes of community public meetings for New Mapoon and Injino

**Report Number:** 6.0  
**Subject:** Community Services Progress Report  
**Attachment:** Nil  
**Author:** Executive Manager Community Services  
**Date:** June 26<sup>th</sup> 2018

---

### **Executive Summary Report.**

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

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

---

### **Recommendation:**

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

---

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

|                                               |                        |
|-----------------------------------------------|------------------------|
| Reporting Period                              | May to June 2018       |
| Name of person and position completing report | Moiri Mau– Coordinator |
| Date report submitted                         | 21/06/2018             |

| Monthly Report                                                                                                                                      |                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Number of disciplinary actions or staff counseling                                                                                                  | Nil                                                                           |
| 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 & new positions filled).                                       | We welcome Samantha Laifoo fulltime cook & Alison Gowa to her new position as |

|                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                          | an Home Carer & Wasada Wapau as the new Transporter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Number of accidents/incidents (if so, risk minimization strategies in place)                                                                             | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Number of lost time due to accidents/incidents                                                                                                           | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Number of staff training activities                                                                                                                      | <ul style="list-style-type: none"> <li>1 x staff completed WH&amp;S training May 2018 (Joyce)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Results of quality activities and ongoing reviews                                                                                                        | <ul style="list-style-type: none"> <li>TCHHS M.O.U updated on the 07<sup>th</sup> of June 2018.</li> <li>Awaiting NPAFACS to update their M.O.U.</li> <li>Still waiting for HR to advertise Activity Officer &amp; Age Care position.</li> <li>Disability Service LAC was in NPA communities to access exiting and new referrals for NDIS eligibility.</li> <li>4 x HACC staff are willing to work on NPA Cultural Festival.</li> <li>HACC staff will meet with Dr Greta &amp; Libby Carney on debriefing session possible starts July.</li> <li>Missed 2 fortnightly meeting, hoping to put extra effort to have 1 next week.</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>Will get quotes for box trailer with ramp to carry Ride on Mower.</li> <li>Still utilizing the Landcruiser wagon (HPU 270) <u>while waiting for the Ford Flashcab.</u></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Report progress and measurement of outcomes or key performance indicators within strategic plan                                                          | <ul style="list-style-type: none"> <li></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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

Sports & Rec activities for May – June 2018

The Bamaga hall is closed due to power, need to replace power pole. Ovals (Bamaga & Umagico) are in progress of being maintained for our upcoming local rugby league.

- Basketball

  - Games are played at the Umagico hall due to Bamaga hall unavailable. We are reaching at the end of the season with the finals ending of June. Bus has been a successful for the participants around the communities.
  - Youth Basketball– Another program that is ending this month. We have Kerry Williams coming up this month and would have to switch the days to suit him from Friday to a Wednesday afternoon. School campus engagement crew are doing a tremendous job catering for our participants.
- Touch Football

  - Games have been forfeited due to team not turning up. The bus still met its time schedule for pick up around the communities. The committee are suggesting other alternatives to solve the problem in the next coming meeting.

#### **Volleyball**

- Outdoor games have been played at the Umagico main park between 5:30pm – 6:30pm Mondays & Wednesday. Still trying to get interest for a competition, other than that just been having social games. May need to sit with the committee to start what we have with a mini competition.

#### **Rugby League**

- The committee has yet to confirm on starting dates. Field have been marked and ready. Upcoming is the Cultural Festival on the 2<sup>nd</sup> – 7<sup>th</sup> of July that will be utilising the oval area. Not sure if there will start after this.

**Other Activities** - On the 27<sup>th</sup> of May Elements Ultra a marathon event run by Stephen Petroff had their event running 3km back from the Croc Tent up to Pajinka car park and return back to the start. Approx. 30 runners took part in the event with 23 of them running 21km half marathon to the Tip and 7 runners taking on the 42km. Sport and Rec/Events and volunteers assisted along the track with water, fruits, ice and lollies.

#### **Otium Planning Group - Sports and Rec Plan**

- Otium have asked for an extension to the existing timeframe for the Sport and Recreation Plan.
- Email correspondence was sent to Sports & Rec Qld, for the extension of the draft report to be due by the end of July 2018 and the Final Due by the end of August 2018.
- This allows Otium to coordinate with Council on the review process, and provides sufficient time for the community to review the document, which was not accounted for in the previous timeframe.

### **3. Arts Centre Report for June 2018**

#### **ART CENTRE ACTIVITY**

- Met with Phlizanna Bamaga from NPA Family and Community Services”, provided assistance to their “Pikinini Program art activity.
- Engaged Andrew Monighan as Curator for Art Exhibition

#### **FLAME OF CULTURE BURNING FESTIVAL**

##### **Young Emerging Artists Program**

- T-SHIRT PRINTING: Commenced at Bamaga Activity Centre 25/05 and Injinoo 07/06, first phase of the process, carving totems on lino blocks with Ruby Greene.

##### **Fire Stik Tour**

- Planning of Firestik tour to Torres Strait – Thursday Island, Horn Island and Saibai
- Art Development Coordinator and Media Officer Joanne Hingano travelled to TI by ferry, presented FireStik to Mayor Vonda Malone and Elders Romina Fuji, Carol Thompson.
- Water taxi to Horn Island and presented Firestik to Kaurareg Elder Enid Tom, who formally welcomed the Fire stik to country on Horn Island Wharf.
- Charter to Saibai Island, presented the Firestik to Elder & WW2 Veteran Mebai Warusam in the presence of the Saibai community. Formally welcomed to the community by Thabu Clan Elder & Councillor Keri Akiba.
- Presented information about the Festival to the Councillor, Elders, Muyngu Koekaper Dance Team, TSRA Member, PBC and community.
- Presented the school with mini footballs. Sponsored by Umagico Supermarket

### Community Cultural Celebrations

- Assisting Injinoo Events Committee with the ordering of art supplies and art activities.
- Assisting Pauline Lifu with art supplies and planning of the event for New Mapoon and Lorraine Solomon with art supplies and art activities Umagico.
- Coordinating Seisia Photographic Exhibition with Mabalene Whap.

### Community Engagement

- Planning meeting with Injinoo Events Committee 13/6/18 and attended Injinoo Public Meeting 14/6/18, informed the community about the Festival activities and opportunities for the community, groups and individuals.

### Promotion & Media

- Radio interview with Amy McKeown RIBS Bamaga, general promotion of the Festival and Young Emerging Artist Program
- Radio interview with Jenny Enosa 4MW Thursday Island, promoting the FireStik Tour and the Festival

## 4. NPA Culture Festival – Monthly Progress Report for June 2018

### PROJECT NAME:

2018 CULTURAL FESTIVAL

### CONTACT NAME:

Kori Totorewa

### CONTACT POSITION:

Cultural Festival Coordinator

### CONTACT DETAILS:

07 4048 6606

### Accommodations:

| Updated 17th of May                   |              |      |        |        |        |       |       |       |                  |                   |                                |       |       |
|---------------------------------------|--------------|------|--------|--------|--------|-------|-------|-------|------------------|-------------------|--------------------------------|-------|-------|
| NPARC Cultural Festival Accommodation |              |      |        |        |        |       |       |       |                  |                   |                                |       |       |
| Config                                | Catering     | Room | 28-Jun | 29-Jun | 30-Jun | 1-Jul | 2-Jul | 3-Jul | 4-Jul            | 5-Jul             | 6-Jul                          | 7-Jul | 8-Jul |
| Queen Room                            | \$50 per day | 2    |        |        |        |       |       |       | Black Star 1 Pax |                   | Minister Champ 1pa             |       |       |
| Queen Room                            | \$50 per day | 3    |        |        |        |       |       |       | Black Star 1 Pax |                   | Minister Champ 1pa             |       |       |
| Queen Room                            | \$50 per day | 4    |        |        |        |       |       |       | Black Star 2 Pax |                   | Minister Champ 1pa             |       |       |
| Queen Room                            | POA          | 6    |        |        |        |       |       |       |                  |                   | Tosco 1 Pax                    |       |       |
| Queen Room                            | POA          | 7    |        |        |        |       |       |       |                  |                   | Minister 2 PAX                 |       |       |
| Queen Room                            | POA          | 8    |        |        |        |       |       |       |                  |                   | Minister Champ 2pa             |       |       |
| Queen Room                            | TBC          | 11   |        |        |        |       |       |       |                  |                   | Trillity 1 Pax                 |       |       |
| Queen Room                            | TBC          | 12   |        |        |        |       |       |       |                  |                   | Trillity 1 Pax                 |       |       |
| Queen Room                            | TBC          | 14   |        |        |        |       |       |       |                  |                   | Trillity 1 Pax                 |       |       |
| Queen Room                            | TBC          | 15   |        |        |        |       |       |       |                  |                   | Trillity 1 Pax                 |       |       |
| Twin Room                             | All          | 16   |        |        |        |       |       |       | Mark Olive 2 Pax |                   |                                |       |       |
| Twin Room                             | POA          | 17   |        |        |        |       |       |       |                  | Yonda Malone 2 Pa |                                |       |       |
| Queen Room                            | All          | 18   |        |        |        |       |       |       |                  |                   | Christine Anu Band 1 PAX       |       |       |
| Queen Room                            | All          | 19   |        |        |        |       |       |       |                  |                   | Christine Anu Band 1 PAX       |       |       |
| Queen Room                            | All          | 20   |        |        |        |       |       |       |                  |                   | Christine Anu Band 1 PAX       |       |       |
| 1x King (SUITE)                       | All          | 21   |        |        |        |       |       |       |                  |                   | Christine Anu 1 PAX            |       |       |
| 1x King & 1 x Single                  | \$50 per day | 23   |        |        |        |       |       |       |                  |                   | Ian Zaro 1 Pax                 |       |       |
| 1x King & 1 x Single                  | All          | 24   |        |        |        |       |       |       |                  |                   |                                |       |       |
| 1x King & 1 x Single                  | All          | 25   |        |        |        |       |       |       |                  |                   |                                |       |       |
| 1x King & 1 x Single                  | POA          | 26   |        |        |        |       |       |       |                  |                   |                                |       |       |
| 1x King & 1 x Single                  | POA          | 27   |        |        |        |       |       |       |                  |                   |                                |       |       |
| 1x King & 1 x Single                  | All          | 28   |        |        |        |       |       |       |                  |                   |                                |       |       |
| Queen Room                            | \$50 per day | 31   |        |        |        |       |       |       |                  |                   | Ring Of Fire Productions 1 Pax |       |       |
| Queen Room                            | \$50 per day | 33   |        |        |        |       |       |       |                  |                   | Ind In Your Eyes 1 P           |       |       |
| Queen Room                            | \$50 per day | 34   |        |        |        |       |       |       |                  |                   | usual Sound/ Production 1 P    |       |       |
| Queen Room                            | \$50 per day | 38   |        |        |        |       |       |       |                  |                   | usual Sound/ Production 1 P    |       |       |
| 2 Single Beds                         | \$50 per day | 39   |        |        |        |       |       |       |                  |                   | usual Sound/ Production 2 P    |       |       |

### Group Bookings

| Group             | PAX | Accommodation Style | Location                 |
|-------------------|-----|---------------------|--------------------------|
| Wujal Wujal       | 21  | Camping             | Alau                     |
| Lockhart          | 21  | Billeted            | Umagico                  |
| Yarrabah 1        | 16  | Billeted            | Injinoo                  |
| Yarrabah 2        | 21  | Camping             | Alau                     |
| Saibai            | 30  | Billeted            | Bamaga                   |
| Cook Islands      | 24  | Billeted            | New Mapoon               |
| New Zealand       | 19  | Billeted            | Bamaga                   |
| Catering group 99 | 10  | Housing             | Cape York Ice and Tackle |
| Palm Island (TBC) | 30  | Camping / Billeted  | Bamaga / Alau            |

Umagico Sub contractor headquarters have been booked for Monday 2<sup>nd</sup> July – Monday 9<sup>th</sup> July.

### Operations Update

| Works                       | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Location         |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Workplace Health and Safety | <ul style="list-style-type: none"> <li>- An Emergency Response Plan was completed and shared with Emergency Services at the technical meeting.</li> <li>- QPS, QAS, QHS were consulted on the progress of the festival at a technical meeting held on 07/06/18 to review festival scope and emergency services plan.</li> <li>- First Aiders have for festival have been identified and have been asked to assist with first aid of festival patrons</li> <li>- X1 Paramedic and ambulance will be present on the festival unless called away.</li> <li>- SES Services will provide a LV w/ flashing lights to aid in float parade and will be present to assist with first aid and crowd control</li> <li>- First aid kits have been purchased by WHS manager.</li> <li>- Barricades, signage will be erected week of the festival.</li> </ul> | Council chambers |
| Permits                     | <ul style="list-style-type: none"> <li>- Road closure permit submitted 07/06/18 and is currently being reviewed. A meeting will be discussed at the next technical meeting on 25/06/18 to confirm.</li> <li>- Blast permits from XPLOSIVE Arts are to be presented to WHS before any works can be conducted. An induction is to be held with all subcontractors with WHS.</li> <li>- Stall holder permits have been drafted and are ready to proceed for distribution.</li> </ul>                                                                                                                                                                                                                                                                                                                                                               |                  |
| Stalls / Huts / Grounds     | <ul style="list-style-type: none"> <li>- Works on huts and stalls are nearing completion. Rangers are continuing to cut coconut trees to rejuvenate the traditional huts. My Pathways have assisted Trades Supervisor to paint stalls. BB Electrics have completed checks of the grounds and will commence work at the Bamaga Hall.</li> <li>- Casuals will due to commence on Tuesday to assist Trades Supervisor.</li> <li>- Grounds to be watered every day until the festival. All sports to be postponed until after the festival.</li> <li>- Casuals will commence dressing up of Adidi st and festival grounds from Tuesday onwards.</li> </ul>                                                                                                                                                                                          | Bamaga Oval      |
| Seisia                      | <ul style="list-style-type: none"> <li>- Due to de-nutting of coconuts the venue has changed for Seisia community to the playground area. Outside the Hall entrance and basketball area.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Seisia           |
| New Mapoon                  | <ul style="list-style-type: none"> <li>- Sand is yet to be delivered to Arts Centre and also Late Charley Lifu Park. For performance areas.</li> <li>- Event officers have commenced preparations and have orders in place.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | New Mapoon       |
| Bamaga                      | <ul style="list-style-type: none"> <li>- Float parade applications, at present a total of 14 have entered.</li> <li>- Prizes for float are \$1,500 , \$1,000 and \$500.</li> <li>- The handover of the Laura Dance Shield will continue has programmed in the events.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |
| Umagico                     | <ul style="list-style-type: none"> <li>- Event is progressing. No immediate concerns at present.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Umagico Hall     |

|                  |                                                                                                                                                                                                                     |        |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                  | - Road blocks will be present during the float parade march from the Bus Stop into the Hall                                                                                                                         |        |
| Injinoo          | - White rocks have been delivered. More will be required. Painting has been completed. The Settlement map is yet to be delivered to Operations.                                                                     |        |
| Other works      |                                                                                                                                                                                                                     |        |
| Opening Ceremony | - Will be held on 06/07/18 and will be conducted by M.Solomon and traditional owner groups. They will welcome Ministers, Mayors, CEOs and councillors onto the Festival grounds. The float parade will follow suit. | Bamaga |
| Closing Ceremony | - A closing prayer will be conducted followed by the Fireworks display.                                                                                                                                             |        |
| Toilets          | - Further 15 toilets will be hired in from Cairns and is due to be delivered on 29/06/18. The EHS truck will need to empty waste before leaving NPA.                                                                |        |
| Generators       | - X2 Generators have been hired from Kennards to ensure power supply for staging area. X1 Generator will be required for My Name is Jimi Tour.                                                                      |        |
| Camping          | - 120 Blow up mattress and 20 10man tents have been purchased from BCF.<br>- Another 20 to be purchase from KMART. These will belong to NPARC at the conclusion of the festival.                                    |        |
| Group Area       | - A dedicated space for invited groups will be allocated for external groups. This is situated on the Creek side under the trees. This is a group only area for members to utilise for resting etc.                 |        |
| Stalls           | - Stalls coordinator has now been passed onto Marj Sagigi.                                                                                                                                                          |        |

### **Fire Stik Tour**

The Fire Stik has toured the Cape, Torres Straits, Cairns and Surrounding Areas. The Fire Stik was held by prominent leaders within the community, Mayors, Councillors and elders. The feedback was positive as the groups attending the festival were able to address their concerns, updates and excitement.

Messages to NPARC from all councils is that they wish NPARC all the very best in the Festival and they wish that this Fire Stik tour can continue in the future.

The Fire Stik continued to be a message of celebration and unity between the NPA and neighbouring communities. The tour commenced on 07/06/18 and concluded on 18/06/18.



Mayor Bob Manning CRC



Councillor Hobson of Lockhart River



Elders Romina Fujii and Carol Thompson



Mayor Vonda Malone of TSRIC

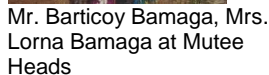
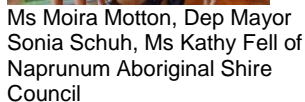
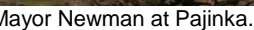
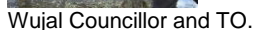
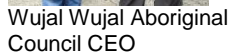
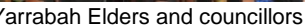


Enid Tom Kaurareg



Saibai Island Community





## Promotion and Marketing

IT'S LIVE!  
on demand!

NORTHERN PEAKS AREA REGIONAL COUNCIL

# 2018 CULTURAL FESTIVAL

KEEP THE  
FLAME CULTURE OF  
BURNING

SPONSORS: Northern Peaks Area Regional Council, City of Burnaby, City of Richmond, and others.



x160 Tshirts have been printed

- For the month of June 2018, carry out visual inspections to RIBS building, Studio's A & B, making sure all equipments are in good working order, and to report any faults.
- Broadcasting daily 10:04 – 12midday

NPARC Minutes of Ordinary Council Meeting Tuesday 26<sup>th</sup> June 2018 – Bamaga

**Visitors to Station: pre-recorded interviews with:**

1. Qld Dept. of Health – Mr Mario Assan, Senior Public Health Officer re Young People's Health Check
2. NPA Festival – Stan Dai re Volunteers, Kitty Tabuai re Stalls, Leonora Adidi re Festival FireStik, Billets, and Young Artist Program
3. Safe Pathways – Mrs Althea McKeown, Foster & Kinship Support Worker for TS & NPA re what the program is all about and recruiting for Carer's
4. Cairns Hardware – Mr Peter Geard re NPA Festival Gold Sponsor

**Visitors doing Live to Air:**

1. NPA Basketball Association – Mr Aaron Tamwoy re Basketball game results and draws
2. Metro Mining – Colleen Fish re NPA Festival Silver Sponsor

**Community Service Announcements:**

NPARC re Reginald Sebasio Community Hall still closed for another two weeks – Jardine Ferry re preferably Eftpos only – Asbestos Awareness in some buildings Mabo Day - Sea Dogs Vet visit in July

NPA College re SF Day Monday 4<sup>th</sup> June, Information session for P & CG of current Yr10 students attending NPA College 21<sup>st</sup> June 6:30pm at Library, Athletics Day 19<sup>th</sup> & 20<sup>th</sup> at Yusia Ginau Oval Bamaga

**Job Spot: NPARC & NPAF&CS**

|                                                       |
|-------------------------------------------------------|
| <b>6. Bamaga Swimming Pool - Report for June 2018</b> |
|-------------------------------------------------------|

**Pool Times / Hours of Operation:**

|                  |           |           |               |
|------------------|-----------|-----------|---------------|
| <b>Monday</b>    | 8am – 1pm |           | 3:30pm – 5 pm |
| <b>Tuesday</b>   | 6am – 7am | 8am – 1pm | 3:30pm – 5 pm |
| <b>Wednesday</b> | 6am – 7am | 8am – 1pm | 3:30pm – 5 pm |
| <b>Thursday</b>  | 6am – 7am | 8am – 1pm | 3:30pm – 5 pm |
| <b>Friday</b>    | 6am – 7pm | 8am – 2pm |               |
| <b>Saturday</b>  |           |           | 2pm – 5 pm    |
| <b>Sunday</b>    | Closed    | Closed    | Closed        |

**Swimmers**

- We still have the regular morning swimmers coming in to swim.
- A few tourists have come in to swim this month

**Pool** - Maintenance of the pool is ongoing.

**Pumps**

- Pump 1 - recently replaced with new sand - pump stopped working (need a replacement)
- Pump 2 - In the process of being fixed
- Pump 3 - Working Fine
- Pump 4 - Working Fine – to be cleaned & replaced with new sand
- Pump 5 - Working Fine - to be cleaned & replaced with new sand

**Reserve Pumps for Pool.**

A need to purchase 2 new pumps. – 1. For the manual pool cleaner 2. To replace pump 1

- Purchase a new pump for the manual cleaner.
- Handy to 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.

**Pool Water** - The pool water is currently stable.

NPARC Minutes of Ordinary Council Meeting Tuesday 26<sup>th</sup> June 2018 – Bamaga

### **Robotic Pool Cleaner (Animal)**

The pool cleaner is doing a good job but the lid on the Animal does not close properly.

A recommendation - Purchase a new robotic pool cleaner that has the bin on the top of the cleaner so nothing falls out of it when taking it out of the pool.

**Toilets** - there is a for a staff toilet to be constructed as part of the pool office building.

**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 tree roots have uplifted pavers outside the toilet block which is a trip hazard.

Recommendation - Cement all around pool side and wherever there are pavers (edging) or Re-pave all pavers.

**Ramp** - Still needs to be fixed / 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 slides back on)

- There have been a few kids jumping the pool fence and entering the pool grounds when the pool is closed.

**Pool Grounds** - The pool ride on was fixed but broke down again after the first cut after arriving back at the pool. We have organised for the 2 broke down mowers at the pool be picked up and taken to Small Engines to be maintained. In the mean time we have been given a mower to use for both pool and hall.

Recommendation - Purchase new ride on mower

**Safety Issue:** - One of the poles that hold the shade cloths has broken and fallen down (luckily when no one was at the pool)

- We will engage health & safety officer to check all poles around the pool, some have rust another has a slight tilt towards the pool.

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

The new Gym Manager Joanne (Jo) Krumin started on 6/6/18. The same day Tanu took leave/finished. Hopefully he will be coming back in a part time position.

- Takings for the month of May through GymMaster were \$1001. This consisted of \$876.00 from Gym Memberships and Passes, the remaining \$125.00 from casual passes sold.
- Takings for the month of June to 21/6/18 are \$1718, consisting of \$1554.00 coming from Gym Memberships and Passes and the remaining \$164.00 from casual passes.
- Total number of visitors who swiped in for the month of May was 295, currently for the month of June we have 185 who have swiped in. This doesn't include the casual visitors as there is no easy way of tracking those visits through GymMaster at the moment. I'm working on a way to see if we can track these visits easier to give more accurate results.

### **1. Advertising**

- Going to see Amy at BRACS next week to do a live ad on the radio to promote the gym. I'm designing some flyers to go up on the community noticeboards advertising gym hours and classes to engage the community more and to also let visitors and tourists know where we are. Have noticed from previous visits to NPA that while I knew there was a gym here I didn't know where it was until it was pointed out to me so want to try and encourage more visitors to the area here as well as locals.

### **2. Classes running**

- I have introduced a Ladies Self Defence class twice a week which has been slow to kick off. Anyone is welcome to join me for a stretch twice a day, once in the morning and once in the evening. Hapkido classes for all ages from 5 upwards will be starting in July for those interested in learning a self-defence martial art and getting fit at the same time.

- Steel classes and HIIT classes as well as Judo still running at the same times although we lose one HIIT class on Mondays at the end of term with Matty moving back to Brisbane. Still waiting to meet the Dance Class Instructor who is supposed to be running classes on a Saturday to see if these will be continuing. I turned up last Saturday just in case to see if she was here but no-one had turned up by 9.20 so went home.

### **3. Competition Results**

- The weekend of 9<sup>th</sup> and 10<sup>th</sup> June the NPA Judo team who train out of the gym took a 4 member team to the National Judo titles on the Gold Coast. They came away with 4 medals, Francis winning her first National Gold in her Kyu Grade and silver in both the U18 and U21 divisions. Xavier won silver in his Master's division.
- The following weekend Leandra Newman took a team of Cross fitters to a competition in Cairns. This being the first year they have taken a team down they did exceptionally well coming in 4<sup>th</sup> out of 53 teams, only narrowly missing out on a higher placing.
- These guys train as part of the Steel Fitness group mainly out on the Basketball Courts outside the gym several times a week. I'm sure this result will encourage others to become involved so a bigger team can be taken next year.

### **4. Equipment**

Last week I sent Danny quotes to have equipment replaced and repaired. Hopefully at least the treadmills can be replaced and the leg press fixed as it seems these have been out of action for a while now and members are asking when they will be fixed.

### **5. Opportunities**

- I've started to identify some opportunities to encourage more people into the gym. Currently the Year 12's at the High School are coming in one morning a week for an hour to do some weight training for those students who are interested as part of their Rec classes. There is also an opportunity for Year 11 to come in one day a week as part of their Rec studies as well. This would mean extending the opening hours of the Gym for an extra hour on Monday mornings so something that needs to be looked at especially if we have an extra person here.
- I've also identified a dance group who want somewhere to practice their cultural dances leading up to the Cultural Festival. They are happy to pay for the use of the space and we are organising to do this during a quieter time of the gym, namely between 7-8pm Friday's and either Tuesday or Thursday. This will have the benefit of introducing this group to the gym environment and may even mean a few of them become gym members as well as providing an extra income to the gym. Hopefully it will continue after the festival as well, giving them a place to come and practice.
- Starting to look at where we may be able to source supplements to stock here at the gym in the long term as well. I believe there would definitely be a market for it here as most of the people I have spoken to about it buy their supplements online and have to have it shipped.

### **6. Additional**

- I'm slowly cleaning the gym as it was in bad need of it when I started. Especially the walls. It is starting to look a lot brighter now as a result. This should make it easier to keep on top of
- Some graffiti has occurred on the underside of the roof of the veranda over the last couple of days.
- Water leak that had been occurring since before I started outside the building has been fixed.

## 8. Indigenous Knowledge Centres - Report for June 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            | 2 public programme |         |
| 3. Number of IKC members        |                                | 48                                             | 180          | 100                |         |
| 4. Number of visits to IKC's    | Yes –walk through visits       | 13                                             | 100          | 40+                |         |
| 5. Library Lending & numbers.   | no                             | 10                                             | 0            | 20                 |         |
| 6. Public access to internet.   | Yes                            | Yes                                            | yes          | Yes                | n/a     |
| 7. Average number of attendees. | no                             |                                                | 50           | 4                  |         |
| 8. Other new programs           | Nil – first 5 still to deliver | nil                                            | First 5 logo |                    |         |
| 9.Access to resources           | online                         | online                                         | online       | online             |         |

| IKC        | Public promotions                                                                                                          |
|------------|----------------------------------------------------------------------------------------------------------------------------|
| Bamaga     | Nil (building needs repairs)                                                                                               |
| New Mapoon | Research; assist culture fest                                                                                              |
| Seisia     | <ul style="list-style-type: none"> <li>Language programme through dancing/singing, designs and promote totems</li> </ul>   |
| Umagico    | <ul style="list-style-type: none"> <li>Probation &amp; parole fortnightly visits</li> <li>Youth justice monthly</li> </ul> |
| Injinoo    | Ongoing                                                                                                                    |

| IKC Challenges: | Comments.                                                                                                                                                   |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bamaga          | <ul style="list-style-type: none"> <li>H&amp;S Issue - nil asbestos result confirmed by Safety Officer</li> <li>Aurora system down at the moment</li> </ul> |
| New Mapoon      | Ongoing yard mtc , computers                                                                                                                                |
| Seisia          | upgrade of all computers                                                                                                                                    |
| Umagico         | limited computers available for public                                                                                                                      |
| Injinoo         | Ongoing                                                                                                                                                     |

## 9. Funeral Services – June 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. 2  
**Subject:** NPA Show 2018 – Project Management Plan  
**Attachments:** yes  
**Author:** Executive Manager Community Services  
**Date:** 22th June 2018.

---

**Executive Summary Report.**

The purpose of this Management Plan is ensure the 2018 NPA Show is effectively coordinated by the relevant NPARC delegates and the organizing committee, in coordinating an effective plan to accommodate the community, and visiting communities in emphasizing our 2018 NPA Show. The activities as part of the NPA Show will be held at various location around NPA Yusia Ginau Oval, Bamaga from 3 -5th August 2017.

The Annual NPA Show includes a wide range of different events such as the Rodeo, Horse Novelty Events, and Novelty Events for adults and other amusements & rides for Children.

We have received call from a Side Show company and they are keen to be a part of NPA Show this year.

There will be a strong focus on risk management and most tasks will be handled by man power with NPARC Staff, stakeholders and volunteers endeavouring to work together and make this a successful event for the NPA.

**Resolution:**

That Council approves and support the Project Management Plan for the 2018 NPA Show and estimated expenditure budget.

**Moved: Cr Getawan**

**Seconded: Cr Bond**

**Vote: 4/0**

**Resolution Number: 6.1 - 260618**

---

**Background:**

The NPA Show days is an annual community event hosted by council for the benefit and enjoyment for the people of Northern Peninsula Area. The NPA show has been operating for over a number of years and was previously known as the Bamaga show during the legacy Councils.

NPARC application to the Department of Justice and Attorney-General was submitted and approval in 2017 and then gazetted Holidays for NPA. The date for the Show holiday is Friday 3<sup>th</sup> August, with the opening ceremony commencing on the evening of 2<sup>nd</sup> August 2018.

The NPARC Events team has put together a Management Plan (attached) to ensure that the 2018 NPA Show is effectively coordinated by the relevant NPARC delegates and the organizing committee, coordinating an effective plan to accommodate the community, visiting communities in emphasizing NPA Show 2018, being a community event for the Northern Peninsula Area.

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

- NPARC Executive managers and staffs
- My Pathway
- Sponsors & Contractors

Link with Strategic Plan/s

Theme 2 – Community Wellbeing

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

**Statutory Requirements** (example cost to Council or adverse audit opinion)

- NPARC
- My Pathway -

**Sustainability.**

N/a

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

**Legal Implication:**

**Policy Implication:**

Holiday Act 1983. Sect 4.

**NPARC Corporate & Operational Plan. (Governance)**

2. 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.
- Local Government Act 2009 & Local Government Regulation 2012.

**Financial and Resource Implications:**

- NPARC

Cr Nona adjoined the meeting at 11:45am



**Report Number:** 6. 1  
**Subject:** Matter referred to Queensland Integrity Commission  
**Attachments:** Nil  
**Author:** Deputy CEO Mr Daniel Sebasio  
**Date:** 26<sup>th</sup> June 2018  
**CONFIDENTIAL**

---

#### **Executive Summary Update Report.**

The purpose of the report is to update council on Resolution Meeting on 24<sup>th</sup> April 2018. At that meeting, Councillors have requested that the matter be referred to the Queensland Integrity Commission.

The Queensland Integrity Commissioner has two distinct roles, providing advice to designated persons and maintaining the Queensland Register of Lobbyists. The integrity Commissioner does not provide legal advice.

#### **Advice**

People who are 'designated' under the Act and able to ask for advice from the Commissioner are: Ministers Parliamentary Secretaries all MPs statutory officers  
Chief executives senior executive's senior officers in government entities  
Other officers who have been nominated.

Until the Integrity Act 2009 came into force, they could only ask for advice about conflict of interest issues. They may now ask for advice about any ethics or integrity issue, including a conflict of interest issue.

Under the Integrity Act 2009, an ethics or integrity issue is an issue concerning ethics or integrity and includes a conflict of interest issue.

The interest could be that they or their friends or relatives may benefit from a decision if it is made in a particular way. The interest may conflict with the public interest.

Public officials who have such an interest in a matter should declare their interest and remove themselves from the decision making process.

The whole process is confidential. The Right to Information Act 2009 does not apply to the integrity functions of the Integrity Commissioner. However, the person who has sought the advice may disclose it if they wish.

The Integrity Commissioner may also meet with and give advice to MPs on ethics and integrity issues in relation to their declarations of interests. In addition, she contributes to public awareness of public integrity standards.

The Integrity Commissioner only provides advice in written form and may not make public the name of a designated person who has sought advice or the advice that was given. However the person who has been given advice may disclose it to anyone, and make it public.

#### **Recommendation**

That council engage a qualified independent consultant to investigate the issues or matters relating to the conduct of the Mayor and CEO.

---

#### **Background:**

- Matter as directed by Councillors at 24<sup>th</sup> April 2018 Meeting – **Resolution 6.4.240418**
- As directed by councillors at 19<sup>th</sup> December 2017 meeting – **Resolution: 5.4.191217**

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

NPARC Minutes of Ordinary Council Meeting Tuesday 26<sup>th</sup> June 2018 – Bamaga

- NPARC Councillors
- Crime Corruption Commission
- Integrity Commission Queensland
- LGAQ

**Link with Strategic Plan.**

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

**Legal Implication:**

**Policy Implication:**

**Financial and Resource Implications:**  
Nparc

Mayor Newman, CEO Stephen Wilton and Executive Assistant E Newman left the room during discussion of Item 6.1 at 1.40pm and returned at 1.55pm

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

---

**Executive Summary :**

This is the Council Report for the month of May.

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

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

**Moved: Cr Bond**

**Seconded: Cr Nona**

**Vote: 5/0**

**Resolution Number: 7.0 - 260618**

**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.  
 Council now has \$6M of surplus funds invested with QTC at 2.5% and decent cash management is now implemented.

NPARC Minutes of Ordinary Council Meeting Tuesday 26<sup>th</sup> June 2018 – Bamaga

There is a net cash position of \$5,708,972. This is less than the amount reported in April due to grants received in the period.

The provision for depreciation is to the end of May 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 April. Overall NPARC has received 69% of the income which it had budgeted to receive to the end of this month and has spent 72% 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-May-18            |            |                                           |               | 31-May-18  |            |                                           |            |
|                                                                      | Actual               | Budget     | Variance<br>Favourable/<br>(Unfavourable) | %<br>Received | Actual     | Budget     | Variance<br>Favourable/<br>(Unfavourable) | %<br>Spent |
| CORPORATE GOVERNANCE                                                 | 826                  | -          | 826                                       | > 100%        | 1,348,475  | 1,526,646  | 178,171                                   | 88%        |
| FINANCE & ADMINISTRATION                                             | 6,678,209            | 7,585,930  | (907,721)                                 | > 100%        | 1,592,869  | 4,046,702  | 2,453,833                                 | 39%        |
| CORPORATE SERVICES                                                   | 552,650              | 301,961    | 250,689                                   | > 100%        | 2,369,252  | 2,220,438  | (148,814)                                 | 107%       |
| ENGINEERING SERVICES                                                 | 16,064,683           | 28,551,259 | (12,486,576)                              | 56%           | 18,302,402 | 28,789,728 | 10,487,326                                | 64%        |
| COMMUNITY SERVICES                                                   | 1,365,417            | 860,761    | 504,656                                   | > 100%        | 2,007,686  | 2,232,065  | 224,379                                   | 90%        |
| DEVELOPMENT                                                          | 1,382,743            | 3,366,649  | (1,983,906)                               | 41%           | 1,895,935  | 2,245,892  | 349,957                                   | 84%        |
| ENTERPRISES                                                          | 6,491,676            | 6,527,719  | (36,043)                                  | > 100%        | 6,118,849  | 5,404,652  | (714,197)                                 | 113%       |
| TOTAL REVENUE & EXPENDITURE                                          | 32,536,204           | 47,194,279 | (14,658,075)                              | 69%           | 33,635,469 | 46,466,123 | 12,830,654                                | 72%        |
| <b>SURPLUS/(DEFICIT)</b>                                             | <b>-\$ 1,099,265</b> |            |                                           |               |            |            |                                           |            |

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

**Corporate Governance –**

**Income** – No material variance.

**Expenditure** – is under budget by \$178K.

*Salaries & Wages are under budget by \$271k and various other expenses marginally over budget YTD.*

**Finance and Administration –**

**Income** - is \$908K less than budgeted.

*SGFA Grant timing difference.*

**Expenditure** has a favourable variance of \$2,454K.

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

**Corporate Services –**

**Income** is \$251K more than budgeted.

*Insurance proceeds re Sebasio Street and Other proceeds not budgeted.*

**Expenditure** – is over budget by \$149 2K.

*Salaries & Wages are under budget by \$49k, legal cost are over budget by \$100k re EMO, materials & services and consultancy expenditure is \$30k over budget.*

*Insurance budget spread over 12 months = \$90k over budget YTD.*

**Engineering Services –**

**Income** is \$12,487K less than budgeted.

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

**Expenditure** is \$10,487K less than budgeted

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

*NDRRA works*

*Airport Drainage works*

*Drainage Upgrade works*

*Workshop Plant not yet purchased*

*Housing Construction works*

**Community Services –**

**Income** is 505K over budget.

*ICSRP Program Grant received but not budgeted \$284K, DOHA grant income > budget by \$180k.*

**Expenditure** is \$224K less than budgeted.

*NPARC Show & arts & culture and similar expenses are under budget and timing differences.*

**Economic Development –**

**Income** is \$1,904K less than budgeted income.

*This is due to grant funds for the Rangers Programs of not yet being received as budgeted. It has been received since this report was prepared.*

NPARC Minutes of Ordinary Council Meeting Tuesday 26<sup>th</sup> June 2018 – Bamaga

*Grants reporting is challenging at present.*

**Expenditure** is \$350K 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 May 2018 was \$5,965,143 with a provision of \$1,264,437 for Doubtful debts.

Now that we appear to have financial reporting back on track we are able to focus on the disgraceful state of debtors and in particular housing debtors and records. A full review of debtors is in progress and the engagement of a contract debt collection agency is in process.

Emma Peters from Local Buy strongly recommends using Vendor Panel to issue a Request for Quote to a number of suppliers to obtain the best pricing for Debt Recovery services.

Please see attachment

- G. Debtor aged balances at most recent report.

### **Creditors**

The creditors balance at 31 May 2018 was \$1,340,179. 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:** Corporate Services Report for June 2018  
**Attachments:** Nil  
**Author:** Edward Sailor – Executive Manager Corporate Service  
**Date:** 26<sup>th</sup> June 2018

---

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

**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.

**Resolution:**

That Council note and accept the content/s of this Report.

**Moved: Cr Nona**

**Seconded: Cr Newman**

**Vote: 5/0**

**Resolution Number: 8.0 - 260618**

**PROPERTY & LEASING UNIT (P&LU)****Overall Summary:**

- P&L team and finance personnel have commenced NPARC housing visits within Injinoo and New Mapoon. Ongoing.
- As requested within the previous Council meeting, attached (attachment 1) is a spreadsheet listing NPARC leases and Expression of Interests (EOI) throughout NPA. This research is ongoing.
- Property & Leasing Unit have completed the Real Estate Institute of Queensland – Commercial Property Management Series Workshops. Units completed:
  - Operations Management
  - Preparing Financial and Management Reports
  - Leasing and Retail Management
  - Acquiring and Commencing a New Management

**Repairs & Maintenance:** Addressed and attended to as notified – ongoing throughout NPARC.

**NPARC-APUDTHAMA RANGER OPERATIONS****Overall Summary:**

- 1 x Resignation.

**Summary:**

- Required field and operational tasks and duties are being carried out accordingly and in accordance of the NPARC-Apudthama Ranger Project Plan.

- Ranger assistance is being given to assist NPARC in preparing for the upcoming Cultural Festival.

#### HUMAN RESOURCE MANAGEMENT UNIT (HRMU)

#### Overall Summary:

| Resignation                                              |                                                                                                                                                                                                  |                                                                               |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| 1.                                                       | Cameron Wilson                                                                                                                                                                                   | Personal Reasons – Applied for 6 months secondment, but, was declined by CEO. |
| 2.                                                       | Kitty Tabuai                                                                                                                                                                                     | Reasons – Unknown.                                                            |
| 3.                                                       | Caleb James                                                                                                                                                                                      | Recruited to work within his family electrical business.                      |
| Advertised Positions                                     |                                                                                                                                                                                                  |                                                                               |
| 1.                                                       | Variable Admin Officer Positions                                                                                                                                                                 | Closing Date: Friday, 8 <sup>th</sup> June 2018.                              |
| 2.                                                       | Building & Construction Manager                                                                                                                                                                  | Closing Date: 1 <sup>st</sup> June 2018.                                      |
| 3.                                                       | 4 x Apprenticeship Positions<br>2 x Carpentry<br>2 x Diesel Mechanic                                                                                                                             | Closing Date: 29 <sup>th</sup> June                                           |
| 4.                                                       | Labourers and Skilled Tradies                                                                                                                                                                    | Closing Date: 13 <sup>th</sup> June                                           |
| 5.                                                       | Labourers                                                                                                                                                                                        | Closing Date: 13 <sup>th</sup> June                                           |
| 6.                                                       | Admin Support Officers                                                                                                                                                                           | Closing Date: 8 <sup>th</sup> June                                            |
| 7.                                                       | Jardine River - Ferry Assistant Operators                                                                                                                                                        | Closing Date: 22 <sup>nd</sup> June                                           |
| Finance - Structural Review for Possible Future Change/s |                                                                                                                                                                                                  |                                                                               |
| 1.                                                       | <ul style="list-style-type: none"> <li>• HR Unit and our Executive Manager Finance are working through the structural review process.</li> <li>• Will report on updates, accordingly.</li> </ul> |                                                                               |

#### Enterprise Bargaining Agreement (EBA):

NPARC Minutes of Ordinary Council Meeting Tuesday 26<sup>th</sup> June 2018 – Bamaga



- EB Meeting held on Thursday, 21<sup>st</sup> June within New Mapoon Conference Room.
  - Request, CEO to provide update.

#### ADMINISTRATION

- As per HR position recruitment and new employees.

#### LOCAL POST OFFICE - BAMAGA

#### Overall Summary:

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

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

#### Overall Summary:

- Nil to report.

#### UMAGICO SUPERMARKET

#### Overall Summary:

- Operating as expected.
- Will report within the July Council meeting on the progress of the recently installed Grocery Manager – POS System.

#### JARDINE RIVER FERRY OPERATIONS

#### Overall Summary:

- Will commence Casual Ferry Assistant Operators recruitment interviews for selection as soon as possible.
- Once employment appointments are finalised we'll have the staffing capacity to initiate the 'non-stop' full day operation of the ferry service, with alternate staff break times.
- Ferry traffic is increasing daily. Staff have been short-staffed due to medical appointments and medical conditions eg flu/cold sickness.

## STORES

### Overall Summary:

- Operating effectively.
- Regional Manager of Cairns Hardware visited and met with Stores Manager and EMCS. Cairns Hardware have offered their support to NPARC Stores by way of advice, materials and design to provide NPARC Stores an improved customer service delivery.
- Too early to report wholly on this. Will report at a later date on suggested support.

## INJINOO SERVICE STATION

### Overall Summary:

- Additional fuel orders are being sent to SeaSwift due to the high demand of fuel from the Injinoo Service Station.
- SeaSwift delivery of fuel to the service station is progressing.
- The spare airport tanks were auctioned off/bought by a local business and are no longer available.
- Will report more at a later date.

## GRANTS

### Overall Summary

- Awaiting CEO advice on suggested recruitment alternative/s

## ECONOMIC STIMULUS DEVELOPMENT

### Overall Summary:

- As per HR report.
- 

## RECORDS MANAGEMENT

### Overall Summary:

- Nil to report.

## COMMUNICATIONS & MEDIA (C&M)

### Overall Summary:

- Nil to report.

## INJINOO CEMENT BATCHING PLANT

### Overall Summary:

- Nil to report.
- 

### **Other Business:**

1. Attachment 1. – Corporate Services – DRAFT Proposal – Operational Structure
- **Action:** Seeking Council endorsement post feedback, suggestions, advice and guidance.

Cr Elu excused from the meeting at 3:52pm

**ACTION:** Council requested that a report be prepared outlining the options for the Cairns office and NPARC's ICT operations

**Report Number:** 9.0  
**Subject :** Executive Manager of Operations Progress Report  
**Attachments :** Attachment 1.d(a) Bamaga Drainage  
Attachment 1.d(b) Channel Freeboard  
**Author :** Keith Yorkston  
**Date :** 26 June 2018

---

### Recommendation:

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

#### 1. Roadworks

##### (a) NPARC NDRRA

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

The restoration works are progressing on Jardine Ferry Road & Pajinka road.

##### **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.

---

For the role out of 2018 NDRRA works it is proposed to tender out work packages as the current plant hire arrangement is not cost effective to manage.

***Discussion: Council endorsed the Executive Manager Operations intentions to tender out the NDRRA works utilising smaller packages of work***

**(b) CIMA Projects**

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

- Seisia Jetty – TMR will be project managing these works and we are yet to receive a progress update report. Geotechnical investigations have started at Seisia. No further feedback to provide at this stage.
- 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.
- 

**(c) NPA RAU**

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

The project is complete as of early June.

**(d) DILGP Drainage**

**Design Review**

The design criteria for the drains is based on the Queensland Urban Drainage Manual 3<sup>rd</sup> Edition 2013.

Average Reoccurrence Interval of 1 in 100 years (Q100) which must accommodate a calculated flow of 14600L/sec from catchments N&P (see attachment 1.d(a))

Third edition QUDM 2013 also applies a recommended channel freeboard (from top of calculated flow water height in drain) should be the greater of

- 300mm
- 20% of channel depth
- Flow velocity head

The height distance criteria was adopted (see attachment 1.d(b)).

Where overtopping of the drain is considered undesirable (inundating adjacent properties) the greatest freeboard height was applied.

Both above design factors have contributed to the overall size of the structure. As for the culverts under the road they will be upgrades at a later stage.

**Expenditure Review**

Tender No. 2017/06/01 Stormwater Drainage Upgrades was advertised with a closing date of 29 June 2017, with a budget of \$1.59M, only two tenders received;

- 
- Fleas Concreting - \$4.068M
  - NPA Carpentry - \$1.077M

Prior EMO had discussions with NPA carpentry it was deemed an unusually low bid and did not consider all finance, resource and administrative requirements of the tender and was a high risk to both Council and the contractor. Fleas Concreting bid was discounted due to being well over budget.

Therefore the Council decided to manage the works and use NPA Carpentry as a subcontractor with NPAEY and NPA constructions. Machinery was supplied by RACE and REM.

The budget allocation for the works have been depleted and an estimated amount of \$300,000 required to complete remaining works.

Funding will be sort for this works.

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

➤ **Works in progress**

- Bamaga oval Building Upgrade (3 phase power) – Ergon Energy to undertake works.

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

This project is in the process of being cancelled.

**(g) ILGSP Indigenous Local Government Sustainability Program (ILGSP) – New Project Proposal.**

This funding submission was proposed to part fund the Lui Subdivision project. The approved amount of \$375K and the deadline was set for 30 June 2018. With the Lui street subdivision project not proceeding the option was either to give the funding back or submit a new project with a short completion time.

A possible project which has a short turnaround is purchase of plant and equipment.

The project includes purchase of a suitable excavator and truck combination to undertake earthworks projects internally and external to Council.

The project will;

- increase local employment and skill development
- build Councils internal capacity to undertake earthworks projects
- increase plant hire revenue stream for Council

---

**Resolution :**

That Council endorse the new project submission for purchase of excavator and truck.

**Moved : Cr Bond**

**Seconded : Cr Getawan**

**Vote : 4/0**

**Resolution Number : 9.0 - 260618**

---

## **2. Environmental Health**

### **(a) MIP6 Projects.**

TSRA has not agreed with transferring the budget allocation for the Sewer Ponds project (\$4M) over to the landfill project, instead they have instructed PDR to go to open market to gauge pricing.

Depending on what price comes back the following outcomes are possible.

1. Tendered price falls within budget – project proceeds at contractor/TSRA risk.
2. Tendered price is over budget slightly - depending on how much PDR will reduce scope so works still take place.
3. Tendered price too high – project will not proceed and money will go back into MIP fund bucket.

### **(b) Sewer - Incident**

An overflow incident from Umagico Pump Station No.2 was reported on 12 June 2018. After the initial investigation it found that the pump station was only newly built last year and mains power from Ergon Power pole was not connected but two new houses were connected from November 2017. Immediate action was to start manual pump outs when required.

Power connection has now been sorted and the pump station should be fully operation before the end of June.

The main causes of this incident was the delay in Ergon installing the power pole and the lack of key staff in the Building Managers role and Executive Manager for Operations to facilitate power connection.

### **(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.

Sea Dogs Vets – will be making a visit to the area in July.

---

### 3. Parks and Gardens

#### Vegetation control

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.

There has also been a lot of focus on festival preparations and other community event support.

### 4. Airport

#### (a) Runway Lights

There has been a delay in the design review hold point. The submitted design will require further review/amendments to meet the relevant standard. The delay will affect the completion time.

#### (b) Drainage works

The drainage project are completed.

#### (c) Flight Statistics for month of May

| CARRIER      | NUMBER OF FLIGHT | PASSENGERS IN/OUT |
|--------------|------------------|-------------------|
| Rex Airlines | 27               | 1138              |
| Skytrans     | 22               | 317               |
| Other        | 72               | 16                |

#### (d) Fuel Sales for May

| FUEL TYPE | QUANTITY (L) |
|-----------|--------------|
| Jet A-1   | 15068        |
| Avgas     | 3609         |

#### (e) Pavement Issues – refer to separate for emergent expenditure required to undertake patch work.

### 5. Fleet & Mechanical Workshop

#### (a) Mechanical Workshop

The Workshop staff have been very busy with backlog in repairs and maintenance due to insufficient staff.

#### (b) Fleet

The 11 new vehicles have been received are now being utilised in their designated areas.

### 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.

**(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. (70% complete up to 19/6/18)
- Upgrades - 25 Upgrades (18 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  
Following update on the 12 detached

| Contract # - Location         | Status (as of 20 June)                                          |
|-------------------------------|-----------------------------------------------------------------|
| 73995CNB-CLI 5 Stephen Close  | Practical completion on the 14/6/18                             |
| 74005CNB-CLI 1 Wilima Close   | Practical completion on the 14/6/18                             |
| 74006CNB-53 Bowie Street      | Expected to reach practical completion on 25 June 2018          |
| 74007CNB-47 Bowie Street      |                                                                 |
| 74012CNB-CLI 427 Jawai Street |                                                                 |
| 74013CNB-CLI 428 Jawai Street |                                                                 |
| 74014CNB-CLI 429 Jawai Street |                                                                 |
| 74015CNB-CLI 430 Jawai Street | Expected to reach practical completion on the 27 July 2018      |
| 74026CNB-Lot 157 unnamed road |                                                                 |
| 74027CNB-Lot 160 unnamed road |                                                                 |
| 74028CNB-Lot 161 unnamed road | Expected to reach practical completion at end of September 2018 |
| 74029CNB-153 Woosup Street    |                                                                 |

The expected claim to be made on the 29 June 2018 will represent an overall completion of 88%.

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

Native approval now given. Development application has been submitted for approval.

Final design layout to be developed and approved prior to going to tender.



---

**(b) NPA Public Facility Rehabilitation (TSRA/NPARC)**

Works have commenced on this project, the following public toilets will receive minor refurbishment works;

- Seisia Wharf Toilet Block
- Bamaga Park Toilet Block
- New Mapoon Toilet Block
- New Mapoon Playground Toilet Block
- Injinoo Lookout Toilet Block
- Bamaga Oval Toilet Block
- Umagico Toilet Block

The expected completion date is September 2018.

A detailed scope of works is available on request.

**(c) Bamaga Heritage Centre Toilets (TSRA/NPARC)**

Delay in the roll out of project due to lack of staff.

- (d) Additional Community Toilets (near cemeteries) – NPARC/My Pathway partnership.** My Pathways have purchased the kit toilet blocks and they should arrive at the end of July.

**Report Number:** 9.1  
**Subject :** Bamaga town centre car parking

**Attachments :** Attachment 1 – Bamaga Town Centre  
Attachment 2 – Proposed Layout Site A  
Attachment 3 – Proposed Layout Site B

**Author :** Executive Manager of Operations – Keith Yorkston

**Date :** 26 June 2018

---

**Executive Summary :**

NPARC as a Local Government has a duty of care to provide adequate parking to it constitutes and visitors to the area.

Due to vacant land in the town area being limited the preferred option would be to construct off-street parking with additional traffic control devices in place to manage pedestrian movements from parking area to business centre.

The proposed location and concept layouts for parking is put forward in the attachments for discussion and endorsement.

Seek Council endorsement on location before a detailed design and costing is developed.

**Recommendation :**

That Council note report only, to be tabled at the July 2018 meeting.

---

**Background:**

Concerns have been raised regarding inadequate public vehicle parking in the Bamaga Town Centre. The growth in the area relating to industry and tourism is very high.

An estimate of 15000 vehicles come in via Jardine ferry each year and the majority is concentrated around June – September.

The proposed locations for carparks are located on Lot 7 SP 273361. The land tenure owner is NPARC under Deed of Grant in Trust.

**Consultation:**

REC Consultants

Executive Staff

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

Public Safety

**Policy Implication:**

Links strongly with all key drivers and objectives as outlined in the NPARC Corporate Plan.

**Financial and Resource Implications:**

**Report Number :** 9.2  
**Subject :** BAS – Procurement Services  
**Attachments :** Attachment 4 BAS procurement services  
**Author :** Executive Manager of Operations – Keith Yorkston  
**Date :** 26 June 2018

---

**Executive Summary :**

Procurement is a vital part of delivering works funded by public monies. The risk is significant to the organisation if processes and procedures are not in place.

In the past BAS has undertaken procurement services for NPARC especially for the larger packages (upgrades & new builds).

There is an estimate of \$4m in upgrade works to procure and roll out in NPA for the 18/19 financial years.

The project management agreement between BAS and NPARC attracts a standard 20% for the value of works delivered.

In order for BAS to continue procurement services a request was put forward that BAS only pay NPARC 15% instead of 20%.

This would mean that NPARC would only gain \$600,000 in administrative fees if the 15% is applied to the \$4M.

A counter offer was put forward to BAS for 17.5% which would see NPARC recover \$700,000 for delivery of \$4M of works.

**Resolution :**

That Council:

Council to delegate the Chief Executive Officer to negotiate a final project management charge which is most beneficial to Council.

**Moved : Cr Newman**

**Seconded : Cr Bond**

**Vote : 4/0**

**Resolution Number : 9.2 - 260618**

**Background:**

Under the Local Government Act 2009 and Regulation 2012 the Council is bound to ensure procurement principles are adhered to.

As per the Regulation - REG 235

Under Other exceptions

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

*the contract is made with, or under an arrangement with, a government agency.*

At current the Council has neither the resources or procedures/ processes in place to undertake. Council has its own projects (external to social housing) that need to be procured out.

**Consultation:**

CEO

NPARC staff

BAS Senior Managers

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

Legal, financial and statutory

**Policy Implication:**

Links strongly with all key drivers and objectives as outlined in the NPARC Corporate Plan.

**Financial and Resource Implications:**

**Report : Number :** 9.3  
**Subject :** Emergent expenditure – Airport Operations Budget

**Attachments :**

**Author :** Executive Manager of Operations – Keith Yorkston

**Date :** 26 June 2018

---

**Executive Summary :**

The pavement at the Airport has continued to rut in other areas and is going to continue to be an issue if not address soon.

At the May meeting a request was made to secure finances to develop an up to date report on the runway and recommendations for repair. The report is still a few weeks away however it would be sensible to secure finances to undertake short term repair works immediately.

The report will also have a long term recommendation which can be used to source funding.

The estimated cost for short term repairs is \$100,000.

**Resolution :**

That Council:

Approve the emergent expenditure to undertake short term repairs of Airport Runway.

**Moved : Cr Nona**

**Seconded : Cr Bond**

**Vote : 5/0**

**Resolution : 9.3 - 260618**

---

**Background:**

Based on the Jacobs report done in 2014 the NPARC airport runway has had pavement issues for some time now. Estimates have been developed

**Consultation:**

Airport Manager

RECS Engineers

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

Statutory – CASA Regulations

Public Safety

**Policy Implication:**

Links strongly with all key drivers and objectives as outlined in the NPARC Corporate Plan.

**Financial and Resource Implications:**

Finances to be taken from Airport operating expenses.

**Meeting Closed: 5: 26pm**

Commented [EN1]:

**New Mapoon Community Public Meeting**

**Meeting Date: Tuesday 1<sup>st</sup> May 2018.**

**Meeting Location: New Mapoon Community Hall**

**Time: 7:15pm**

**Attendees :** Loyla Mark, Edna Mark, Helen Bond, Lillian Bond, Maria Mark, Margie Mark, Jimmy Bond, Lizzy Bond, Steve (NPARC CEO), Michael Bond (Councillor), Police (Nathan & Anders), College Principal (Steve Moore & Ben Reeve)

**Welcome and Declare Meeting Open : Cr Michael Bond**

NMAC- Cert II Skills for Work and Vocational Pathways enrolment @ TAFE Campus- Tuesday, Wednesday and Thursday morning

Master plan- talked about the concepts and ideas that I have put forward and encourage Community to express their thoughts. There will soon be a Draft that, again, the Community may comment on or provide feedback.

Steve Moore: Acting NPA College Principal

Ben Reeve: Injinoo Head of Campus

- IT specialist set up internet
- Laptops for campus

Steve talked about if students 70% tracking about 80% well below state average which is 90%

- Looking at incorporating ATSI education into the curriculum
- Need to provide highly qualified teachers to deliver this curriculum
- Reading activities very important
- Engaging kids
- Science week in August
- Parent teacher interview week this week
- Parents are encouraged to attend class with their child.
- Improve resources and facility of school to improve the learning environment – more conducive.
- Teacher aids – trained – they receive induction
- Bullying complaint
- Steve advised that parents can elevate their complaints to the Departments office CNS
- If parents not happy they can go the department further up.

**Member:**

- Teacher aids speaking language to known to New Mapoon kids
- English is our priority
- Are the teacher aids in every classroom – No - replied the Principal.
- QLD Education allocate an Aid to a class that has a certain number of students

**QLD Police Nathan & Anders:**

- PLO advertised interviewed/appointed
- Admin officer advertised on SMART Jobsite
- Thank families for supporting
- Brake and stealing from cars at Seisia Campground
- Bus run- Council CEO advised that the bus only runs to pick up and drop off workers.
- Dept transport office needed in NPA to
- Drugs and alcohol ring crime stoppers
- Speeding in the community
- Speed detecting device- shared with T.I.

**NMAC:**

- Course announced enrolment
- Horses- what council doing about this  
Steve expects horse paddock being built and finished soon.  
Vets will be in NPA soon

**ELY TRUST:**

- Money for the hall
- 8m money from- write letter to director meeting
- See Vicki

**General discussion:**

- Blue phone at council office is broken
- Illegal dumping. Police will be monitoring and check for evidence as to who is doing it.

**Meeting closed:** 8.30pm



**Injinoo Community Public Meeting**

**Meeting Date: Thursday 14<sup>th</sup> June 2018.**

**Meeting Location: Injinoo Community Hall**

**Time: 6:15pm**

**Attendees:** Cr Gina Nona, Nandy Nona, Pauline Lifu, Lorraine Solomon, Leonora Adidi, CEO Steve Wilton, Cecilia Ropeyarn, Tommy Savage, Tolowa Nona(Snr), Harriet Sebasio, Kevin Sebasio, Meun Lifu, Billy Baira, Robert Tamwoy, Solomon Woosup, Barbara Nona, Sandra Woosup-Sebasio, Cathy Salee, Matthew Pascoe, Josie Nona, Sarah Tamwoy, Annie Bowie, Waiaka Soki, Steven Nona, Reg Sebasio (Jnr), Devlon Tamwoy.

**Minute Taker :** Ms Catherine Salee

**Welcome and Declare Meeting Open :** Cr Gina Nona & Mrs Harriet Sebasio opened the meeting with a prayer.

Nandy explained about the Cultural Festival which is to be held here at the NPA from 4<sup>th</sup>-7<sup>th</sup> July 2018. Injinoo will be doing Welcome to Country. The event will be held at the Injinoo Look-out area, Injinoo Community people to assist in the event. The community have formed an Events Committee to organise events in the community. E.g. X-mas lights comp, Church day, garden comp.

Leonora explained about Art works. Children printing T-Shirts of their clan groups. Art works for adults will be on Thursday night and it should be displayed at the festival ground. Leonora said that there are dancers from Lockhart, Gulf and Straits and around NPA area. Injinoo has 3 dancing groups.

Pauline spoke about Resources & Accommodation. Solly requested a water truck for service on the festival days. Rangers to build grass huts. Visitors coming for the festival will be billeted.

Nandy mentioned about money for Food and other resources- \$2500 can be used for Food and Gears for dancing, i.e. paint for body, raffia for grass skirt.etc.

\$1700 for Visitors expense only if they are billeted with families.

\$500 for Floats.

Forms are available at the New Mapoon Office.

There are prizes for the Floats.

Sandra requesting stone for the Look-out area where the event will be held.

Cr Gina Nona is responsible and she'll follow on that, she is working together with My Pathways.

Cr Gina Nona thanked Solly and Barbara for being leader to this event.

On the opening ceremony the Injinoo Elders will unveil a plaque at the Old Village site.

Stalls will also be available for more information you can contact Kitty Tabuai on 40486800 Injinoo Office.

Bus service is available.

Elders to review the old village map at the ALT office at 10am.

Injinoo DOGIT transfer – the community has to review the Master Plan and workshop it.

Members of Injinoo community asked about the Jardine Ferry income and where does it go. 7% income goes to ALT. Can ALT take over the Jardine Ferry? Injinoo Community wants to benefit from the Jardine Ferry, because they believe that they do not benefit from it, they have no shops, people don't have transport and there are hardly public transport.

Divestment of Enterprises - Harriet talked about IAC (Injinoo Aboriginal Co-operation). She asked what's happening to it. Cr Nona explained that there are process to follow. The people said that they were the first settlers, but they have nothing. Cr Nona said that Steve was away when NPARC Councillors talked about Divestment of enterprises. DOGIT transfer is in process and will take time, Injinoo will be the first. Injinoo residents decided to remove the Jardine Ferry from Council what will happen, Council is operating from their land

Injinoo Service Station extension car park, sitting area or will move to another site.

Injinoo Servo and Batching Plant are to remain as community's enterprises.

Kitchen at the community hall can be kept for feasting no to go out for leasing/rent.

Workshop site has 2 bays available for lease/rent. Contact Amanda Small at Injinoo Office for more information. Ph. 40486800.

Black spot has built-in camera. The black spot coverage can be reached at Injinoo, New Mapoon and Seisia.

Dumping is legal all rubbish should be taken to the dump. The dump has areas/bays where you can dump your white goods, battery. Etc.

Cr Nona spoke about budget for the playgrounds, bus stop and football oval upgrade. Street lights upgrade (Ergon).

Cr Nona will be working with My Pathways project to do community beautifications.

Old village to be fenced around the area. The community and old village to have signs with name.

Housing.

Cemetery waiting area and register of grave sites.

Power cards? Some metre boxes chew up more power.

Speed bump in/out of Injinoo – Ropeyarn H'Way.

Harriet Sebasio closed by prayer.

**Meeting closed 8:15pm.**

