



## Northern Peninsula Area Regional Council

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### MINTUES OF NPARC ORDINARY MEETING

Meeting Date: Tuesday 31<sup>st</sup> July 2018  
Meeting Location: Bamaga Chambers  
Time: 9:22am

#### **Mayor and Councillors**

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

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

1. Apologies Nil
2. Declaration of Conflicts of Interest- Cr Getawan
3. Business Arising from Minutes of Tuesday 26<sup>th</sup> June 2018 – nil
4. Confirmation of Minutes of Council Meeting Tuesday 26<sup>th</sup> June 2018

### **Resolution:**

That Council confirms that the minutes of Council Ordinary Meeting Tuesday 26<sup>th</sup> June 2018.

**Moved : Cr Elu**

**Seconded: Cr Nona**

**Vote : 6/0**

**Resolution Number : 4.0 – 310718**

### **Report Number :**

**Subject :** Chief Executive Officers Monthly Report

**Attachments :** Draft 2018-2022 Corporate Plan

**Author :** Stephen Wilton

**Date :** 31 July 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 July 2018

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## **5.1 Operations of NPARC Office Cairns**

NPARC has maintained an office in Cairns firstly in Florence Street then from 2012 an office Grafton Street located at 225 Sheridan Street Cairns. The lease commenced on 10 December 2014 and expires 9 December 2020.

The area of the office is 188sq/mts and consists of 3 offices, a foyer/waiting area, a general administration area (3 work stations), meeting room, toilets, shower and a kitchenette. There are also 10 car parking spaces at the rear of the building (unallocated for use of all tenants). The annual cost of the lease is \$30,000 (\$159.57 per meter). Other expenses associated with the office include;

Electricity	302.00	3624.00
Stationery	25.00	300.00
IT Network	180.00	2160.00

Cleaning	320.00	3840.00
Cairns Vehicle – Fuel, insurance, registration	90.00	1080.00
Total costs including rent per annum		\$41004.00

The rental cost is very reasonable for a commercial premise in Cairns. By comparison the Florence Street office cost \$65,000p.a and the Grafton Street office \$55,000p.a.

The Cairns office is staffed by one permanent employee Monday to Thursday. This employee's primary role is as the Information Technology and Communications (ICT) Manager. The employee costs are not included above as this would be a cost regardless of the position location. The office also provides a work location for staff who are in Cairns for other meetings etc. and have to wait for flights to return to the NPA. A number of administration staff have also worked in the Cairns office at times when they have required to spend time in Cairns for medical treatment.

There are a number of benefits in having an office and staff member in Cairns, these include;

- Pick up and drop off of freight to/from Sea Swift or Toll priority by Cairns staff.
- Source equipment and prices at local level.
- Meeting place for Mayor, Councillors, Executive and Managers Council and Managers.
- Cultural Festival – meeting place for organiser and drop off point for items
- Venue for the November Council meeting annually including Council taking representations and delegations from other organisations and Government Departments.
- Providing Councillors and senior staff with access to a motor vehicle whilst in Cairns on Council business.

It has also been suggested that a bed/cot could be placed in the rear office so that it can be utilised as single night accommodation when staff are in Cairns for one night.

#### **Resolution :**

That Council note the information and analyse the cost of not having the office in Cairns or cost sharing with another Council.

**Moved : Cr Adidi**

**Seconded : Cr Nona**

**Vote : 6/0**

**Resolution Number : 5.1-310818**

## **5.2 2018-2022 Corporate Plan Report Adoption**

In accordance with section 165 of the *Local Government Regulation 2012*, a local government must prepare five year Corporate Plan.

Councils previous Corporate Plan covered the period 2012 - 2017 and Council now needs to adopt a Corporate Plan for the 2018-2022 period. The Corporate Plan is Council's principle strategic document that together with the long term financial plan and asset management plan direct the way the Council operates to achieve the aspirations and objectives of the community.

The Draft 2018-2022 Corporate Plan was prepared based on the previous Corporate Plan with strategic themes identified. The new plan has added one additional theme being *Land and Housing*.

NPARC Minutes of Ordinary Council Meeting Tuesday 31<sup>st</sup> July 2018 – Bamaga

This is to reflect the changes that have occurred including the Native Title determination and the appointment of an RNTBC.

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

A local government's 5-year corporate plan must incorporate community engagement and outline the strategic direction of the Council.

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

The Draft Corporate Plan was placed on display and advertised in the community (including Council's web page) on 8 June 2018 inviting comment on the contents and direction of the plan for a period of twenty eight days. A series of meetings/workshops was also held in each community during the week commencing 23 July 2018.

The comments received will be tabled at the meeting to be dealt with by the Council regarding amending or not amending the Draft Corporate Plan.

During the public meetings it was discussed with the community that regular consultation meetings be held with both the Corporate Plan and annual Operational Plan to keep the community informed on the implementation of both Plans

**Resolution:**

That Council adopt the 2018-2022 Corporate Plan with the changes identified during the public consultation period.

**Moved : Cr Getawan**

**Seconded : Cr Bond**

**Vote : 5/1**

**Resolution Number : 5.2 - 310718**

**Cr. Adidi excluded herself from the vote and for the following reason: no formal community consultation process was presented for endorsement by Council. As per NPARC's community and communication policy, the community consultation process was not correctly implemented. The 2018 – 2022 Corporate Plan is not reflective or inclusive of feedback from the Bamaga Community.**

**Consultation:**

Comprehensive consultation on Draft Corporate Plan

**Legal Implication:**

Lease conditions

**Policy Implication:**

Nil.

**Financial and Resource Implications**

Nil

NPARC Minutes of Ordinary Council Meeting Tuesday 31<sup>st</sup> July 2018 – Bamaga

## IN COMMITTEE – CONFIDENTIAL

That Council close the meeting to the public at: 11:58am under the Local Government Regulation 2012, Section 275 (1) (b) industrial matters affecting employees and (f) defending legal proceedings

Moved: Cr Getawan

Seconded: Cr Adidi

Come out of committee

Moved: Cr Adidi

Seconded: Cr Getawan

**Report Number :** 5.3  
**Subject :** NPA Earthmoving Yusia  
**Attachments :**

**Author :** Stephen Wilton  
**Date :** 31 July 2018

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### Executive Summary:

#### **5.3 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.

As expected previously, the matter was ordered to mediation sometime during July. Mr. Michael Laycock from Preston Law and Barrister Mr Chris Ryall represented Council.

The mediation was successful with both parties walking away with their own costs and a notice of cessation of the proceedings being filed with the court.

#### **Resolution : (In open Council)**

That Council note the cessation of proceedings following the court ordered mediation

**Moved : Cr Adidi**

**Seconded : Cr Elu**

**Vote : 6/0**

**Resolution Number : 5.3 – 310718**

### 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 :** 5.4  
**Subject :** 2019 Show and Special Holidays  
**Attachments :** Nil  
**Author :** Stephen Wilton  
**Date :** 31 July 2018

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### **Executive Summary:**

This report recommends specific days to be nominated for Show and Special days as either a public holiday or a bank holiday for 2019. To be gazetted the nominations must be submitted no later than 11 August 2018.

### **Resolution:**

That the following days be nominated as either a Show Holiday or a Special Holiday for 2019

Date	Event	Public or Bank Holiday
Monday 03/06/19	Mabo Day	Bank Holiday
Friday 02/08/19	Northern Peninsula Area Show	Public Holiday
Friday 25/10/19	NPA Carnival (Ropeyarn Cup)	Bank Holiday

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**Moved: Cr Bond**

**Seconded: Cr Elu**

**Vote: 6/0**

**Resolution Number: 5.4 - 310718**

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### **Background:**

Each year local governments are requested to nominate special and show holidays for the following year in line with the requirements of the *Holidays Act 1983*.

Councils are invited to make nomination/s for show or special holidays by completing and submitting the on-line form no later than Friday, 10 August 2018.

Holidays appointed in respect of an annual agricultural, horticultural or industrial show are public holidays and those appointed for an event which has significance to a particular district are bank holidays.

Upon receiving Ministerial approval, the holidays will be published in the Queensland Government Gazette.

The events and days that are traditionally applied for as public holidays are the NPA Show, the NPA Carnival (Dan Ropeyarn Cup), Mabo Day and the NPA Cultural Festival every second year (2019 is not a Cultural Festival year). The date for Mabo day is 3<sup>rd</sup> June each year. The NPA Show and NPA Carnival dates have not yet been finalised however the need to nominate prior to 10<sup>th</sup> August necessitates Council to set the dates for these events. The show is generally the first weekend in August and the NPA Carnival the last weekend in October. Each of these days corresponds to a Council pay day.

Each public holiday is an expense of approximately \$25,000 to Council. Other businesses in the NPA are also faced with the cost of paying staff for public holidays. As such Council may wish to limit the number of holidays to two or three to reduce the costs to Council and NPA businesses.

**Consultation:**

Nil

**Legal Implication:**

Holiday Act 1983

**Policy Implication:**

Nil

**Financial and Resource Implications**

Additional paid public holidays to all staff approximately \$25,000 each public holiday. Penalty rates apply to staff required to work on Council events

<b>Report Number :</b>	5.5
<b>Subject :</b>	Commencement of Northern Peninsula Area's Planning Scheme
<b>Attachments :</b>	- Minister's letter approving the adoption of the NPA Regional Area's Planning Scheme - Approved NPA Regional Area's Planning Scheme – TO BE TABLED
<b>Author :</b>	Stephen Wilton
<b>Authorised by</b>	Robert Zigterman, Program Manager, Town Planning Remote Indigenous Land and Infrastructure Program Office
<b>Date :</b>	31 July 2018

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**Executive Summary:**

The purpose of this report is for Council to resolve to commence the planning scheme in accordance with Stage 4 (Step 9) of *Statutory Guideline 01/16 Making and Amending Local Planning Instruments* ('Guideline').

**Resolution:**

That this Report be received and that:

1. Council resolve to:
  - a. Adopt the NPA Regional Council's Planning Scheme on 31 July 2018.
  - b. Commence the NPA Regional Council's Planning Scheme on Monday 27 August 2018.
  - c. Place a notice in the Queensland Government Gazette for Friday 17 August 2018.
  - d. Place a notice in Torres News for Friday 17 August 2018 publication.
  - e. Place a notice on NPA Regional Council's website regarding commencement of the planning scheme before the 27 August 2018.

**Moved : Cr Adidi**

**Seconded : Cr Getawan**

**Vote : 6/0**

**Resolution Number : 5.5 - 310818**

**Commentary:**

The NPA Regional Council's Planning Scheme is a statutory document that will guide the use and development of land and buildings within the local government area.

Since the draft Scheme was submitted to the State Government on 18 October 2016 requesting adoption, Council received confirmation dated 14 June 2018 that the draft Scheme has been approved by the Minister for State Development, Manufacturing, Infrastructure and Planning, the Hon Cameron Dick MP to progress the draft Scheme for adoption (see attachment 1).

The Guideline requires that after receiving advice from the Minister that it may adopt the proposed planning scheme (Attachment 2), the Council must decide to:

- (a) Adopt the proposed planning scheme; OR
- (b) Not proceed with the proposed planning scheme.

If the Council decides to adopt the proposed planning scheme, Council needs to note the Minister's letter:

- (a) The Minister has imposed conditions that must be undertaken prior to the adoption of the planning scheme.
- (b) Minister requires that the planning scheme be amended to include the Natural Hazard (Flood) Overlay maps and code amendments consistent with AECOM report signed and dated by REIQ engineer and include the Coastal Environmental overlay maps that was included in the draft planning scheme that was released for public consultation.



- (c) Note that State Planning Policy is appropriately integrated into the proposed planning scheme. It is noted that the planning scheme has been updated accordingly and the single State Planning Policy has been integrated into the proposed planning scheme.
- (d) Place a notice in the gazette, a newspaper circulating in the local government area and on the local government's website, stating:
  - (i) The local government name;
  - (ii) The date the planning scheme was adopted;
  - (iii) The date the planning scheme commences (if different to the adoption date).

If Council seeks to proceed with the draft scheme to adoption Council must resolve to:

- a. Adopt the NPA Regional Area's Planning Scheme.
- b. Commence the NPA Regional Area's Planning Scheme on Monday 27 August 2018.
- c. Place a notice in the Queensland Government Gazette on Friday 17 August 2018.
- d. Place a notice in The Torres News for Friday 17 August 2018 publication.
- e. Place a Notice on the NPA Regional Council's website regarding commencement of the planning scheme before 27 August 2018.

## **Conclusion**

The Minister provided approval for Council to adopt the NPA Regional Area's Planning Scheme and accordingly Council may adopt and commence the NPA Regional Area's Planning Scheme

## **Consultation:**

Department of State Development, Manufacturing, Infrastructure and Planning (Formerly DILGP)

Department of Aboriginal & Torres Strait Islander Partnerships -Town Planning Remote Indigenous Land and Infrastructure Program Office

## **Legal Implication:**

Legislative requirement: Planning Act 2016

## **Policy Implication:**

Nil.

## **Financial and Resource Implications**

The Department of Aboriginal and Torres Strait Islander Partnerships will pay for the notices that appear in the Queensland Government Gazette and Torres News.

The planning scheme may result in administrative costs for Council; however, Council may also seek to charge development application fees to offset development assessment costs.

**Report Number :** 5.6  
**Subject :** **Extension Application - Development Application for a Development Permit to establish a Multi-Purpose Facility over Lot 214 on SP273365 in New Mapoon in the Northern Peninsula Area (NPA)**  
**Attachments :** Decision Notice Dated 8 December 2016  
**Author :** Stephen Wilton  
**Date :** 31 July 2018

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**Executive Summary:**

This report presents and recommends approval for an application for a time extension on the Planning Development Permit approval that was granted to NPARC for the New Mapoon Multi-Purpose Sports facility.

**Commentary:**

At the November 2016 Council meeting Council approved a Planning Development Permit to NPARC to establish a Multi-Purpose Facility over Lot 214 on SP273365 in New Mapoon. The application and approval were given under the Sustainable Planning Act 2009. This legislation has been superseded by the Planning Act 2016 which took effect on 9 May 2018.

Under section 341 of the Sustainable Planning Act 2009 the Development Permit lapses if the development has not commenced within 2 years (8 December 2018). The Project was delayed due to Native Title consent. However, Native Title has now been resolved and the project has commenced the pre-construction phase with regards to the funding Deed of Grant which will see the project going to tender for a design and construct contract with construction to commence at the end of the wet season in 2019.

Section 383 of the Sustainable Planning Act 2009 enables the Assessment Manager to extend the time frame for Development Permits. Section 86 of the Planning Act 2016 also enables the Assessment Manager to extend the time frame for Development Permits

**Resolution :**

That Council approves the extension for a Development Permit to establish a Multi-Purpose Facility over Lot 214 on SP273365 in New Mapoon in the Northern Peninsula Area (NPA) with the same conditions for a further two years. Development must commence before 8 December 2020.

**Moved : Cr Adidi**

**Seconded : Cr Nona**

**Vote : 6/0**

**Resolution Number : 5.6 - 310718**

**Consultation:**

Department of Aboriginal Torres Strait Islander Partnerships

**Legal Implication:**

Compliance with planning legislation; Planning Act 2016 Sustainable Planning Act 2009

**Policy Implication:**

Nil.

**Financial and Resource Implications**

Nil

**5.7 NPARC Travel & Accommodation Policy****Resolution:**

That Council amend the Travel and Accommodation Policy to include the following under airfares for all travel south of Cairns, business class travel is permitted for Councillors and Executive staff travelling with Councils.

**Moved: Cr Getawan**

**Seconded: Cr Bond**

**Vote: 6/0**

**Resolution Number: 5.7 - 310718**

**Report Number:** 6.0  
**Subject:** Community Services Progress Report  
**Attachment:** Nil  
**Author:** Executive Manager Community Services  
**Date:** 31<sup>st</sup> July 2018

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### **Executive Summary Report.**

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

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

### **Resolution :**

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

**Moved : Cr Bond**

**Seconded: Cr Nona**

**Vote : 6/0**

**Resolution Number : 6.0 - 310718**

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

<b>Aim:</b>
To ensure effective communication between the Councilors and operating management (such as, administrator, manager/coordinator)

Reporting Period	June to July 2018
Name of person and position completing report	Moiria Mau– Coordinator

### **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).	<ul style="list-style-type: none"> <li>○ Interviews took place on Friday 21<sup>st</sup> of July for an Activity Officer &amp; Age Carer.</li> <li>○ Judith Wasiu on leave from 01<sup>th</sup> of August to 11<sup>th</sup> of September 2018 need to use her many annual leave days.</li> </ul>
Number of accidents/incidents (if so, risk minimization strategies in place)	<ul style="list-style-type: none"> <li>○ Ford Flash Cab has been causing staff to have medical issues and really needs to be urgently replaced.</li> </ul>
Number of lost time due to accidents/incidents	Nil
Number of staff training activities	<ul style="list-style-type: none"> <li>○ 3 exiting staff and 1 x Activity Officer will be enrolled for the next training on Age Care Cert 3 through TAFE QLD.</li> <li>○ Attended Aged Care Governance Workshop on the 19<sup>th</sup> of June 2018. As explained at the workshop they are funded to provide up to 3 hours mentoring support for site from now until September. Some areas where I feel and recommend I've identified and want support for mentoring was on: claiming of aged care subsidies, use of the My Aged Care portal, skills mix and supervision, grant writing &amp; policy and procedures</li> <li>○ Monday 16<sup>th</sup> of July 7 staff were involved in Grief and Loss session with Dr Greta from NPAFACS from 2pm till 4pm.</li> </ul>
Results of quality activities and ongoing reviews	<ul style="list-style-type: none"> <li>○ WH&amp; Safety Rep to give Training report at staff meeting on Friday 27/07/18. <i>(will be attached on next monthly report)</i></li> <li>○ Staff who worked at Cultural Festival to give feedback on staff meeting on Friday 27/07/18. <i>(will be attached on next monthly report)</i></li> <li>○ Appoint a day and time once a week for staff debriefing on our next meeting.</li> <li>○ Staff have been cooperative and patient to deliver CBDC while awaits new Activity Officer to start.</li> <li>○ Age Carer will be using the Toyota Land cruiser (270-HPU) until Ford Flash Cab will be replaced.</li> <li>○ Coordinator will follow up on each staff if updated with Hep A &amp; Hep B</li> </ul>

	immunizations as part of staff WH& Safety requirements.
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 for ride-on-mower.</li> </ul>
Report progress and measurement of outcomes or key performance indicators within strategic plan	<ul style="list-style-type: none"> <li>○ Numbers for Meals (lunch) waitlist are increasing and may need to see funding for this service.</li> <li>○ Demand for Lawn Mowing and through away other rubbish for clients have been ongoing and may need Council assistance. Need to follow up with Council for who throws away the trees, coconuts and other yard rubbish and other house hold rubbish and tree lopping in our communities.</li> </ul>

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

The Bamaga hall is available, and are back on track running sports and activities. The Yusia Ginau oval was prepped well prior to the Cultural Festival Week, and will also be looked after for the up and coming NPA Show.

### Basketball

*The Bamaga Hall is back on track and are having the final games played Tuesday 24th of July, Thursday 26th of July and Saturday Grand Final 28th of July. Next season packages will be distribute out on game days.*

### Touch Football

*Games have not been played on the Bamaga oval due to events that have been booked throughout the weeks leading up to preparation and to pack up after the event. Other community sports field have been checked but are not safe to play on. I have arrange emails to have workers maintaining the sport fields in the communities.*

### Rugby League

*An Urgent meeting with the committee was arrange on Friday 20th of July. The NPARRL committee were Robert Bagie, Jasmin Bond and Kitty Gebadi. John Tabuai and Kitty Tabuai are no longer a member of the committee. NPARC members Nandy Nona, Danny Sebasio and myself. Season was cancelled due to many circumstances such are: Sporting field WHS, Team officials issues, Team fees/regos, Players lack of health check/self-registering, No qualified Coaches and trainers. NPARRL AGM in November (date TBA). NPARRL will provide workshops and training leading up to next year season kick off.*

### Other Activities

*On the 19th and 20th of June the Northern Peninsula College had their athletics days on Yusia Ginau oval. I have been assisting Teaching staff Elsja Mosby and Aaron Kerly setting up and having the area prepped prior to the event.*

### 3. Arts Centre Report for June 2018

#### FLAME OF CULTURE BURNING FESTIVAL

##### Art Centre Activity

- Curator Andrew Monighan installed “Yulpu” the Retrospective Exhibition of New Mapoon Artists in the gallery
- Coordinated “Kese Mipla Ai” children’s photography exhibition with Mabalene Whap at Seisia.
- “YULPU – A Retrospective of New Mapoon Artists” Exhibition launched by Mrs Agnes Mark 05/07/18.

##### Young Emerging Artists Program

- T-SHIRT PRINTING: completed for all communities and Danielle’s dancers, and delivered on Festival week, Injinoo children displayed their t-shirts on Injinoo Culture Day and on Float Parade.
- Choral singing – cancelled due to unavailability of singing teacher during the first week of school holidays.
- NPA Dancers opened for My Name is Jimi at Umagico and Bamaga. Performed at oval on Opening Day Friday 06/07/18.

##### Community Cultural Celebrations

##### NEW MAPOON:

- Hosted Gab Tltui pop-up shop and children’s workshop at the Art Centre 05/07/18
- MARK OLIVE, hosted chef Mark Olive’s cooking demonstration at the Art Centre on following the exhibition launch and welcome dance by New Mapoon Dancers.

##### SEISIA:

- The Seisia children’s photography exhibition “Kese Mipla Ai” set-up by Mabalene Whap and Anna Nona in the playground area on the beachfront at the Seisia Cultural Day 05/07/18. . Pallets from Seaswift painted white by Casual staff and used as display panels for the photographs

##### BAMAGA:

- MY NAME IS JIMI Show, Art Coordinator delivered short speech on the artistic developmental aspect of the Festival and introductory remarks on the My Name is Jimi show at Bamaga Hall 07/07/18.
- Supervision of Bamaga Firestik Welcome.

##### Yusia Ginau Oval

- Supervision of Dance groups and people in the stage area and people in the performance area.
- General clean-up.

##### Community Engagement

- Planning meeting with Guba Markai Cultural Group regarding Laura Shield Handover and Firestik Welcome at the Float Parade

##### Promotion & Media

- Radio interview with Sylvia Tabua 4MW Thursday Island, promoting the Festival

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

 **Culture Festival Report** - Refer separate attachment

### 5. Ribs Report for June 2018

For the month of July 2018, carry out visual inspections to RIBS building, Studio’s A & B, making sure all equipments and programs are in good working order, and to report any faults.

Broadcasting daily 10:04 – 12midday

NPARC Minutes of Ordinary Council Meeting Tuesday 31<sup>st</sup> July 2018 – Bamaga

Visitors to station: pre-record interviews with:

1. Joanne Krumin NPARC Gym Manager re Encouraging people to come in and have a look in the Gym, what programs are on.
2. Joanne Krumin NPARC Gym Manager re Classes & Gym opening hours
3. Althea McKeown Safe Pathways Support Worker of TS & NPA re Becoming a Carer & Training
4. John Adidi Chair 2018 NPA Cultural Festival re Vote of Thanks to everyone who part in the 2018 NPA Cultural Festival

Visitors doing Live to Air:

1. Aaron Tamwoy NPA Basketball Association Committee member re no games for two weeks due to school holidays, games to continue after school holiday

**Community Service Announcements:**

Torres & Cape Hospital & Health Service re Young Persons Health Check until 4<sup>th</sup> July 2018, Sea Dogs Vet July Clinic from 17<sup>th</sup> – 19<sup>th</sup> July 2018, NPARC re Jardine River Ferry Eftpos payment, 2018 NPA Cultural Festival, NPA Show 3<sup>rd</sup> & 4<sup>th</sup> August  
JOBSPOT: NPAF&CS, NPARC

Overall, I joined the Live Outside Broadcasting with Blackstar Team from Cairns on Friday 6<sup>th</sup> July, at Hunter's Fitness Centre.

All equipments and programs are in good working order.

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

- Over the school holidays it has been busy with many Holiday programs bring their kids in to swim
- A few local kids and families have also come in over the holidays which was good to see and also tourists.

**Pool**

- Constantly cleaning the pool and throwing salt and chemicals.
- Maintenance of the pool is ongoing.

**Pumps**

- Pump 1 - Working Fine
- Pump 2 - In the process of being fixed(need to order new pump)
- 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
- One of the poles that hold the shade cloths has broken and fallen down (luckily when no one was at the pool)

***Recommendation***



- Need health & safety check for all poles around the pool, some have rust another has a slight tilt towards the pool.
- Purchase 2 new pumps. – 1. For the manual pool cleaner 2. To replace pump 1

### **Pool Water**

- We have just finished cleaning the surface inside the pool from mould. Still needs to have the mould vacuumed out (long and slow process).
- Salt and chemicals are constantly thrown into the pool water when needed.

**Recommendation** - Council purchase a new pool cleaner (animal)

### **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.
- Paving Missing - This is a hazard and still needs to be fixed
- There are missing pavers in front of toilets (also a trip hazard)
- Poolside paving, dropped/sunk down (left hand side corner of pool, closest to toilets)
- The worn/eroded pavers have become sharp, it hurts peoples feet when walking on them and has already cut a young patrons foot.
- 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 -**

- Waiting for ramp to be fixed.

### **Pool Grounds**

- Pool grounds looking clean just having problems with the ride on mower stopping after shot use. (on going issues with the ride on mowers)

#### **Recommendation**

- Purchase new ride on mower

### **Office**

- Many people are still asking for Eftpos at the pool.
- People are still asking for pool membership.
- The dust is back. Office constantly covered with dust over everything.

#### **There is no staff toilet in or near the office:**

- This is a big problem in the wet season having to walk so far in the rain to get to the toilet.
- The toilets are over 100 meters away from office
- Office and pool grounds are left unattended for a longer time than should be on toilet breaks because of distance.

#### **Suggestion**

- Consider extending the office and installing a staff toilet, kitchenette and extra storage.

### **CHANGE ROOMS**

- Currently the only shower is an outdoor shower.
- Toilets are situated at the back of the pool grounds away from the outdoor shower and change rooms, making it an inconvenience if wanting to go to the toilet after rinsing.
  - e.g.: young children are peeing when rinsing and or peeing in the change rooms.
  - Children are still urinating in the change rooms

### **Suggestion**

- For showers and toilets to be situated in the change rooms
- Many people have suggested the need for privacy with cubicles in the change rooms that have showers to rinse properly and to change in.
- Tourists seem to find it an inconvenience for the toilets to be so far in the back corner.

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

### **NPA Hunters Gym and Fitness Centre Report – July 2018**

#### **1. General Commentary**

This month has been a very busy month. Tanu will be commencing as Gym Assistant at the end of the month which will help in the Gym operation.

Retimoi Satrick has started with us as a school based trainee and will be working with Jo on Wednesdays for the next 2 years as she completes her Cert II in Sport and Recreation.

During the Cultural Festival we had Black Star Radio broadcasting from outside the Gym. The Lower Coastal Yidinji group came down and enjoyed some activities such as Water Balloon Catching and Tug of War for a couple of hours and we had demonstrations done by the NPA Judo Club and the new Hapkido team. We didn't manage to attract as many people as we had hoped down here and I think a lot more advertising as part of the Festivals activities would have helped.

Three new classes have started this month. Kerri Scandolera has started running a Total Beginners Class for complete new starters to the Gym. We have started Boxercise 2 mornings a week and Hapkido has started 2 evenings a week.

A Strength and Conditioning Workshop was held here at the Gym on Wednesday 18<sup>th</sup> July. It was run by Sport and Recreation Queensland with Tony Attridge (Level 3 Sports and Conditioning Coach) presenting. 17 people attended and there has been a lot of positive feedback about the night since. Most participants are also wanting the Nutrition side of the training to be conducted so hopefully we will be able to have that happen before the end of the year to complement what we learnt at this session.

#### **2. Income Received**

<b>Income Received</b>					
<b>Week</b>		<b>Cash</b>	<b>Eftpos</b>	<b>Total</b>	<b>Comments</b>
22/6/18 - 26/6/18		\$ 5.00	\$ 204.00	\$ 209.00	
26/6/18 - 28/6/18		\$ 26.00	\$ 65.00	\$ 91.00	
29/6/18 - 4/7/18		\$ 89.00	\$ 10.00	\$ 99.00	
5/7/18 - 12/7/18		\$ 63.00	\$ 93.00	\$ 156.00	
13/7/18 - 19/7/18		\$ 20.00	\$ 809.00	\$ 829.00	
<b>TOTAL</b>		\$ 203.00	\$ 1,181.00	\$ 1,384.00	

#### **1. Statistical Report for Council**

NPARC Minutes of Ordinary Council Meeting Tuesday 31<sup>st</sup> July 2018 – Bamaga

Council Statistical Report											
Date		Individual	Judo Kids	Judo Senior	Total Beginners	Hapkido	HITT	Boxercise	School Training	Dance	Total
22/06/2018		11									11
23/06/2018										16	16
24/06/2018											
25/06/2018		14									
26/06/2018		14									14
27/06/2018		13	11	4							28
28/06/2018		11					2		5		18
29/06/2018		10								14	24
30/06/2018										18	18
1/07/2018											
2/07/2018		16		3						8	27
3/07/2018		13									13
4/07/2018		12									12
5/07/2018		9									9
6/07/2018											
7/07/2018											
8/07/2018											
9/07/2018		10		3				3			16
10/07/2018		11				2					13
11/07/2018		4		4							8
12/07/2018		5			2		4				11
13/07/2018		5									5
14/07/2018											
15/07/2018											
16/07/2018		16		3	2			4			25
17/07/2018		15				2					17
18/07/2018		17				2		2			21
19/07/2018		12			2		1		5		20
<b>TOTALS</b>		218	11	17	6	6	7	9	10	56	<b>326</b>

## 1. Statistical Report for Sport and Recreation

Sport & Recreation Statistical Report								
Date		ATSI	Non ATSI	4-12yrs	13-18yrs	19-40yrs	40+	Total
22/06/2018		3	8			10	1	11
23/06/2018		12	4	16				16
24/06/2018								
25/06/2016		4	10			14		14
26/06/2018		4	10					14
27/06/2018		14	10	11		10	3	24
28/06/2018		5	11		5	10	3	16
29/06/2018		14	10	12	2			24
30/06/2018		16	4	18	2			20
1/07/2018								
2/07/2018		11	14	8	1	12	4	25
3/07/2018		6	7			7	6	13
4/07/2018		6	6			6	6	12
5/07/2018		2	7			5	4	9
6/07/2018								
7/07/2018								
8/07/2018								
9/07/2018		6	2	1		9	2	8
10/07/2018		7	4			7	4	11
11/07/2018		2	2			4		4
12/07/2018		2	6	1		5	5	8
13/07/2018		2	3			3	2	5
14/07/2018								
15/07/2018								
16/07/2018		2	12	1		11	5	14
17/07/2018		5	6			7	4	11
18/07/2018		6	13			12	6	19
19/07/2018		5	7		5	5	2	12

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

### State Library Qld – CQU Visit to Seisia & Umagico IKC's

The State Library of Queensland has engaged Central Queensland University to undertake research to develop Case Studies of Indigenous Knowledge Centres (IKCs) across Queensland.

Central Queensland University have identified the week of 30 July or 6 August 2018 to visit both Seisia and Umagico. These two communities will enable the research team to seek Torres Strait Islander perspectives.

State Library are waiting on CQU to confirm specific dates as their research team need to arrange their schedules. I hope to confirm by Wednesday 25/7.

The objectives of this project are to identify, evaluate and showcase the existing and potential societal impacts and benefits of Indigenous Knowledge Centres in their communities, using the analytical framework established in The Impact of Libraries as Creative Spaces report.

Evidence of the positive impacts of IKCs, identification of examples of best practice within the IKCs and provision of opportunities to enhance the impacts that can be used as an advocacy tool by both your Council and the State Library showcasing the benefits of investing in IKCs.

The State Library will be providing background information to CQU, including:

- ☐ Council contact details, elected and administrative
- ☐ Specific contact details of staff involved with the delivery of IKC services at Seisia and Umagico
- ☐ List of programs known to SLQ that are run at Seisia and Umagico IKCs
- ☐ SLQ internal reports from previous visits to Seisia and Umagico IKCs
- ☐ Council planning documents that relate to IKC services and are [publicly available on your website](#)
- ☐ Draft IKC strategic plan

The CQU research team will undertake the research utilising appropriate consultation and methodologies developed for this research. They will be undertaking individual and small group interviews.

Aunty Henrietta Fourmile-Marrie and Miriam Ham will be visiting community and undertaking the consultations.

Name and Position	Contact details	Role / Key obligations
<b>Professor Susan Davis</b> <b>Deputy Dean</b> <b>Research, School of Education &amp; the Arts</b>	Mob: 0418 763 428 07 5440 7007 (W) <a href="mailto:s.davis@cqu.edu.au">s.davis@cqu.edu.au</a>	Community consultation processes and case study research
<b>Associate Professor Henrietta Marrie</b>	<a href="mailto:h.marrie@cqu.edu.au">h.marrie@cqu.edu.au</a> 07 4037 4703 (W)	Indigenous knowledges and community consultation
<b>Helena Gulash</b>	<a href="mailto:helena.gulash@gmail.com">helena.gulash@gmail.com</a> 0438 654 121	Indigenous knowledges and community consultation
<b>Miriam Ham</b>	<a href="mailto:m.ham@cqu.edu.au">m.ham@cqu.edu.au</a> 07 4037 4745 (W)	Community consultation processes and case study research

The CQU team want to commence making arrangements as soon as possible. Consultations will be occurring across the state; other communities participating are Cherbourg, Wujal Wujal and Yarrabah.

A final report will be provided to the State Library at the end of August 2018. We hope to share the results with you within a few months of receipt.

We are excited to work with CQU on this project and anticipate that the case studies developed and final report will be of value to Northern Peninsula Area Regional Council to support future funding opportunities and for all Indigenous Councils across the state.

**Resolution :**

That council approves the dates for CQU research team to visit Npa and to identify and conduct consultations (this is required for CQU Ethics processes) with Nparc Community Services staffs.

**Moved: Cr Bond**

**Seconded: Cr Elu**

**Vote: 6/0**

**Resolution Number : 8.8 - 310718**

**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 :** 7.0  
**Subject:** Financial Services Monthly Report  
**Attachments:** NPARC Financial Statements @ 30 June 2018  
**Author:** G Gillam (Executive Manager Finance)  
**Date:** 25 July 2018

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### **Executive Summary :**

This is the Council Report for the month of June.

The following preliminary financial information is provided for the period 1<sup>st</sup> July 2017 to 30 June 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 : 6/0**

**Resolution Number – 7.0 - 310718**

### **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 \$5M of surplus funds invested with QTC at 2.5% and decent cash management is now implemented.

There is a net cash position of \$5,418,975. This is marginally less than the amount reported in May due to late grants received in the period and still unspent.

The provision for depreciation is to the end of June 2018, using \$506,667 per month as the estimated depreciation amount. When I have finished the budget I will be able to focus on finalizing actual depreciation per the Asset Register in Council's PCS System.

### **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 81% of the income which it had budgeted to receive to the end of this month and has spent 84% 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			
	30-Jun-18				30-Jun-18			
	Actual	Budget	Variance Favourable/ (Unfavourable)	% Received	Actual	Budget	Variance Favourable/ (Unfavourable)	% Spent
CORPORATE GOVERNANCE	826	-	826	> 100%	1,439,452	1,665,387	225,935	86%
FINANCE & ADMINISTRATION	8,847,256	8,275,567	571,689	> 100%	1,946,253	544,967	(1,401,286)	357%
CORPORATE SERVICES	591,163	329,417	261,746	> 100%	2,530,225	2,379,454	(150,771)	106%
ENGINEERING SERVICES	20,231,157	31,146,821	(10,915,664)	65%	21,188,375	30,218,892	9,030,517	70%
COMMUNITY SERVICES	1,854,157	939,000	915,157	> 100%	2,282,575	2,434,983	152,408	94%
DEVELOPMENT	2,539,872	3,672,728	(1,132,856)	69%	2,018,927	2,445,652	426,725	83%
ENTERPRISES	7,732,745	7,108,816	623,929	> 100%	6,758,038	5,895,966	(862,072)	115%
TOTAL REVENUE & EXPENDITURE	41,797,177	51,472,349	(9,675,172)	81%	38,163,845	45,585,301	7,421,456	84%
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 3,633,332</b>							

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

#### Corporate Governance –

**Income** – No material variance.

**Expenditure** – is under budget by \$226K.

*Councilor Expenses are under budget by \$73k and Executive expenses are under budget by \$153k.*

#### Finance and Administration –

**Income** - is \$572K more than budgeted.

*SGFA & FAG Grants are \$801 over budget, interest is \$166 under budget and other income is \$84k under budget.*

**Expenditure** has an unfavourable variance of \$1,401K.

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

#### Corporate Services –

**Income** is \$262K more than budgeted.

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

**Expenditure** – is **over** budget by \$151K.

*Salaries & Wages are under budget by \$19k, legal cost are over budget by \$107k re EMO, insurance costs are \$52k over budget, materials & services and consultancy expenditure is \$30k over budget.*

#### Engineering Services –

**Income** is \$10,916K less than budgeted.

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

**Expenditure** is \$9,031K 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 915K over budget.

*Several Grants have been received which were not budgeted for: Tourism Grant \$300k, My Name is Jimi Tour \$126k, Arts re Cultural Festival \$63k, and ICSRP Program \$284K. Also DOHA grant income > budget by \$145k.*

**Expenditure** is \$152K more than budgeted.

*Various expenses are over budget and several timing differences between reports at year end –More meaningful management reports will be done with year-end finalisation.*

#### Economic Development –

**Income** is \$1,133K less than budgeted income.



*This is due to grant funds being under budget for: Bamaga Industrial Subdivision \$630k, Rangers Programs \$435k, and Contractors' Camp \$90k.*

*Grants reporting is challenging at present.*

**Expenditure** is \$427K less than budgeted expenditure.

*Ranger expenditure is \$424k under budget.*

**Enterprises** – *The enterprises will need separate analysis and comment and it will be prudent to delay this until stock counts etc. have been finalized for year-end.*

- 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 30 June 2018 was \$7,365,617 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.

Tenders have been received and a decision is imminent.

Please see attachment

- G. Debtor aged balances at most recent report.

## **Creditors**

The creditors balance at 30 June 2018 was \$1,293,798. 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:**

NPARC Minutes of Ordinary Council Meeting Tuesday 31<sup>st</sup> July 2018 – Bamaga

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: Ordinary Council Meeting – Corporate Services Report – July.  
 Attachment: Nil.  
 Author: Edward Sailor – Executive Manager Corporate Services (EMCS)  
 Date: 31<sup>st</sup> July 2018.

NPARC Corporate Services			
1.	Property & Leasing	9.	Stores
2.	NPARC-Apudthama Ranger Operations	10.	Injinoo Service Station
3.	Injinoo Cement Batching Plant	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		
8.	Jardine River Ferry Operations		

### Executive Summary:

This report contains an overview of 14 x Corporate Service Units which make up the Corporate Services Sector/Department operating within NPARC.

### **Resolution:**

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

**Moved: Cr Elu**

**Seconded: Cr Getawan**

**Vote: 6/0**

**Resolution Number: 8.0 - 310818**

## **1. PROPERTY & LEASING UNIT (P&LU)**

### **Overall Summary:**

- P & L Team along with finance personnel have continued housing visits throughout Injinoo, Umagico and parts of Bamaga communities.
- Bamaga, New Mapoon and Seisia communities will be visited soon.
- The lease spreadsheet presented to the Trustees Meeting on the 30<sup>th</sup> June 2018 is a working document and is being updated continually as documents are located within TRIM or new licences, agreements and or leases are entered into.

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

## **2. NPARC-APUDTHAMA RANGER OPERATIONS**

### **Overall Summary:**

The Ranger operations have provided a range of patrols, community assistance and carried out cultural activities throughout the NPA with Apudthama Land Trust (ALT) and Registered Native Title Body Corporate (RNTBC) advice and assistance

### **Activities:**

- **Cultural Festival – Preparation and Assistance:**
  - Building Humpys
  - Preparing ground
  - Ranger Display Stall – erect marquee, collate and display activity photos,
  - Provide materials, equipment and personnel
  - Display and present slide show
  - Setting up fire places
  - Provide cultural material eg palm fronds, grasses etc
- Turtle Track Count (Crab Is and Red Wallis).

- Compliance Patrol – conducting community awareness patrols around boat ramps camp sites and non-camp sites eg Muttee Heads, Summerset and Pajinka
- Rangers Assistance - NPAWS Holiday Program in beach clean-ups from Umagico to Injinoo including a trip to Cypress.
- Rangers commenced fire management burning within Muttee Heads
- Collecting fire wood for sorry business.
- Two trainee students, Mr Akitau Salee and Miss Kendolyn Williams, have commenced their school-based-traineeship with the Ranger Operations.

#### **Training:**

- Emergency Response Training Cairns.
- Heathland Assistance Fire Management – Training –with 2 x Traditional Owners (TO's) Joseph Pascoe and Tolowa Nona (jnr)
- GBRMPA Compliance Training - Angelina Williams.

### **3. INJINOO CEMENT BATCHING PLANT**

#### **Overall Summary:**

- Cement Powder was again delayed last week due to ordering and delivery problems.
- Problems remain with the delivery from Cairns depot to Injinoo batching plant. Fortunately, no cement job orders were affected.
- A new ordering strategy is being created, but, storage seems to be an arising problem.
- Will update within the next Council meeting.
- 

### **4. ADMINISTRATION**

- As per HR position recruitment and new employees.
- Shared position – admin support staff throughout NPARC.
- 11 x NPARC Council Policies are attached seeking Council endorsement.
- Policies will be continually updated/amended, then presented to Council seeking endorsement.

### **5. LOCAL POST OFFICE - BAMAGA**

#### **Overall Summary:**

- Customer service is progressing.
- Surface mail was late due to mechanical problems on board one of SeaSwift vessels.
- Recruitment and selection of casual postal officers is underway.

### **6. INFORMATION, TECHNOLOGY and COMMUNICATION (ITC)**

#### **Overall Summary:**

- Nil to report.

## **7. UMAGICO SUPERMARKET**

### **Overall Summary:**

- Operating as expected with a 35% increase in sales as opposed to this time last year and 60% increase in the week sales as opposed to the same week last year.
- More people from within the local communities seem to be buying from the supermarket.
- Late night shopping has commenced on Thursday, 26<sup>th</sup> July, trading until 9pm.

## **8. JARDINE RIVER FERRY OPERATIONS**

### **Overall Summary:**

- 3 x Casual Ferry Assistant Operators have been recruited.
- A trial-run of 'no-stoppage ferry operations' is being carried out, when staffing level permits this undertaking.
- The recruitment of 2 more casual staff members is needed to transition into the 'no-stoppage operations' stage.
- Ferry traffic is increasing daily with around 100+ customers south and north bound.
- The 'Visitor Handout' is attached as attachment 1, for review, as request within previous Council meeting.

## **9. STORES**

### **Overall Summary:**

- Operating effectively.
- Cairns Hardware follow up visit with stores manager and EMCS and provided site suggestions to improve shelving of line items and safe customer traffic design options.
- Looking into re-designing the stores area, pending budget outcome.

## **10. INJINOO SERVICE STATION**

### **Overall Summary:**

- Recruitment and selection process in underway to recruit casuals for these positions to assist in the daily operations.
- As previously reported, continual 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 slowly progressing.

## 11. GRANTS

### **Overall Summary**

- The recruitment and selection process for this position is now completed with the successful candidate being Mr Kori Totorewa.

## 12. ECONOMIC STIMULUS DEVELOPMENT

### **Overall Summary:**

- Awaiting recruitment and selection process to complete.

## 13. RECORDS MANAGEMENT

### **Overall Summary:**

- Nil to report.

## 14. COMMUNICATIONS & MEDIA (C&M)

### **Overall Summary:**

- Nil to report.

### **Other Business:**

- 1) Attached are 11 x NPARC Council Policies, seeking Council adoption/endorsement.
- 2) **Executive Assistant:** Will create a report with options, listing costings to table within the August meeting.
- 3) **Regulatory Service Manager:** Will create a report with options, listing costings to table within the August meeting.
- 4) **Relocate IT Manager Position to NPA:** Will create a report with options, listing costings to table within the August meeting.

**Recommendation**

That Council note the following policies, to be tabled at the August 2018 Council meeting

- Recruitment Policy
- Investment Policy
- Asset Management Policy
- Debt-Borrowings Policy
- Asset Accounting Policy
- Fraud & Corruption Policy
- Related Party Disclosure Policy
- Police Check Policy
- Fraud Risk Register
- Financial Delegation Policy

**Report :** 9.0  
**Subject :** Executive Manager of Operations Progress Report  
**Attachments :**

- No.1 WHS Report April 2018
- No.2 WHS Report May 2018
- No.3 WHS Report June 2018
- No.4 MIP6 Register of Tenderers
- No.5 Local Animal Clinic July 2018
- No.6 Seadogs Nov 2017 Site report

  
**Author :** Keith Yorkston  
**Date :** 31 July 2018

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**Resolution :**

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

**Moved : Cr Adidi**  
**Seconded : Cr Bond**  
**Vote : 5/0**  
**Resolution Number : 9.0 – 310718**



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## 1. Safety in the Operations Department

### Progress Report

As an employer we are obligated under the WHS Act 2011 to ensure, so far as is reasonably practicable, the health and safety of workers at the workplace. Duties are also placed on officers of the Council, workers and other persons (contractors) at a workplace.

Implementation of Safety in the operations department has been very challenging due to following reasons;

- (a) not having a current operating safety system in place
- (b) lack of staff knowledge in risk identification and controls process
- (c) lack of staff resources in rolling out operational requirements
- (d) inadequate trained & licensed staff
- (e) inadequate contractor management processes
- (f) lack of safety induction program
- (g) no processes to manage high risk activities (SWMS)
- (h) Management of hazard substance

Moving forward I have proposed the following to reduce the risk to Council and its employee's by;

- (a) Purchase of SAFEPLAN system and train staff on use (this can be used by all NPARC staff)
- (b) Provide relevant training to managers, supervisors & key staff to undertake workplace risk identification, controls and specific skills training.
- (c) Request to employ additional local staff (x2) to support WHSA in rolling out and maintaining Councils safety system. **(needs to be approved in budget)**
- (d) Roll out safety inductions to operations staff and contractors
- (e) Roll out high risk inductions of Safe work Method Statements and Safe Work Procedures to operations staff and contractors.

As it currently stands the operations department is around 10%-15% compliant with meeting its obligations under the WHS Act 2011. Obviously being only 10% compliant leaves NPARC and its workers at risk both physically, financially and legally.

As an executive manager for the operations department I have responsibilities to ensure all staff under my control meet the requirements of workplace health & safety.

Other executive managers are expected to manage their own department's safety requirements with the support of the WHSA.

**(See attachments 1,2 &3 for WHS Advisor reports for April, May & June)**

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## **2. Roadworks**

### **(a) NPARC NDRRA**

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

The restoration works are progressing on Punsand Bay Road & Pajinka road.

A Request for Quote was put for the remaining NDRRA 2017 works. The selection of earthmoving contractors was taken from the register of ***pre-qualified suppliers***. A late item will be tabled for review and endorsement.

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

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

### **(b) 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.

## **3. Environmental Health**

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

Black and More has advertised the open market tender. The tender closes on the 14th August 2018 at 2pm.

22 tenders where issued to various companies, it includes only one local company, Yusia NPA Earthmoving. It is not expected that all 22 companies will tender on project.

A site visit for all tenderers is scheduled for the 1 August.

**(See attachment No.4 for tender register).**

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

There has been two sewer overflow incidents since the last report.

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(1) The first overflow was reported on the 27/7/18. Location of overflow was at a manhole at the end of Moses Close in Injinoo. The cause of the overflow was a blocked line downstream of manhole, the repair was completed within 24hrs of notification. The clean-up of site was completed a few weeks later. An estimate of 1000L of effluent leaked onto surrounding area.

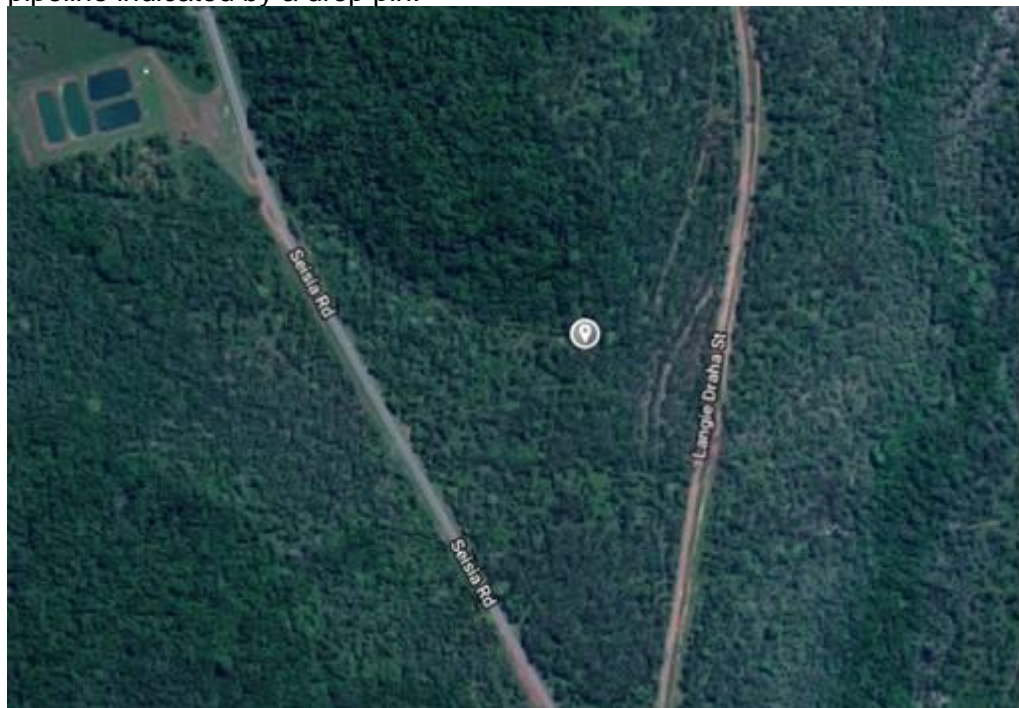
The leak was reported to the pollutions hotline, reference # CR84279.

Incident (2) – The second incident was reported on the 13/7/18. The leak was situated between the pumping station at New Mapoon and the treatment ponds. See map below. Local plumbing contractors were then contacted and the pipe excavated. This revealed that there was a crack in the pipe about 30 – 40 cm in length which was allowing discharge in to the surrounding soil.

The area is remote and it would appear that the crack has developed as a result of natural ground movements as the soil has dried acting on the pipe. The actual quantity of leakage is unknown but is estimated at 1000L. The section of pipe was repaired on the same day.

The clean-up of the contaminated soil began immediately and the excess soil removed will be replaced with clean fill.

The leak was reported to the pollutions hotline, reference # CR84491. An image from Google Maps shows the location of the discharge along the pipeline indicated by a drop pin.



Based on the ongoing sewer incidents and basic requirement of asset management there will need to be focus on regular inspections and procedures to ensure compliance with license requirements.

There is currently three staff employed to maintain the Council sewer infrastructure including cleaning of the public toilets. I am reviewing the whole environmental management section's capacity to undertake the current duties and additional.

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**(c) Animal control**

As the vet was unable to make their scheduled visit which was planned for the 18-19 of July therefore an Animal Clinic was run from the Umagico Depot by Council's Works Overseer with support via phone from Duncan Smith from Sea Dogs.

**See attachment No.5** for officer's report on of treatments undertaken over the two days by NPARC staff.

The rescheduled visit for Sea Dogs Vets has not been locked in yet.

**See attachment No.6 Seadogs Nov 2017 site visit report**

**Ongoing Vet Services for NPA**

QLD public health supports the Council in strengthening their Animal Management program and an ongoing vet service would help achieve positive outcomes. Therefore I recommend to put out a tender for ongoing vet services for a period of three years.

The estimated cost for this service would ranges from \$60K - \$70K per annum. The service would consist of 4 visits to the area and ongoing offsite support and mentoring via phone or email to Council staff.

The vet services where recommended by QLD Public health and will be partly funded from the Aboriginal and Torres Strait Islander Public Health Program.

**Recommendation - *The Council support the proposal to have ongoing vet services in area for a period of 3 years.***

**4. Parks and Gardens – no officers report received**

**5. 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 peer review is expected to be completed by mid-August.

The delay will affect the completion time.

**(b) Flight Statistics for month of June - no officer's report received for June**

CARRIER	NUMBER OF FLIGHT	PASSENGERS IN/OUT
Rex Airlines		
Skytrans		
Other		

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**(c) Fuel Sales for May**

FUEL TYPE	QUANTITY (L)
Jet A-1	
Avgas	

**(d) Airstrip Pavement Issues**

The Airport manager has verbally indicated that the pavement ruts have settled down since the last report.

The emergence works is currently being scoped and plant organised.

**6. Fleet & Mechanical Workshop – no officer's report received.**

**(a) Mechanical Workshop**

**(b) Fleet**

**7. 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.

**Cr Elu excused from the meeting at 4:12pm**

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

BAS will be undertaking procurement service for upgrades valued higher than \$150,000. The Council will reduce a reduce project management fee of 18%.

This temporary arrangement will be reviewed in November with the new building manager on board we may have the capability to manage procurement of larger contracts once we have standard procedures in place.

- Residential driveways – 90 driveways have been tendered out and contracts awarded. (70% complete up to 19/6/18). There has been minimal progress due to lack of concrete supply.

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## 8. 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	Practical completion on 28 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	
74026CNB-Lot 157 unnamed road	Expected to reach practical completion on the 3 August 2018
74027CNB-Lot 160 unnamed road	
74028CNB-Lot 161 unnamed road	
74029CNB-153 Woosup Street	Expected to reach practical completion at end of September 2018

There has been a delay in Lot 157, 160 & 161 reaching practical completion and this partly due to lack of concrete supply.

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

The Council has requested an extension of time on the projects.

The pre-construction conditions will be met before the 31 December 2018 and construction is expected to be completed before the 30 June 2019.

A concept design should be available in September for review and approval.

### (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 - **completed**
- Bamaga Oval Toilet Block - **completed**
- Umagico Toilet Block

The expected completion date is September 2018.

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A detailed scope of works is available on request.

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

A review of the current budget has shown a shortfall of \$40,000 to install a remote sewer system and erect kit toilet. This will bring the budget to \$110,000.

**(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.

Exact locations for new toilets will need to be established.

**8. Other specific Grants**

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

This project has been approved by the department. The deadline for the purchase is September 2018. A tender has been placed on **Local Buy** for a new excavator and truck.

**(b) National Disaster Resilience Program 2017-2018 (NDRP)**

The Council submitted a grant application and was successful in one out of two projects submitted.

The submission was made for the purchase of emergency assets to improve resilience.

1. 80KVA Generator fixed at Bamaga Pump station
2. 45KVA Mobile generator x 2 (used for pump stations and other infrastructure)
3. 15KVA Generator fixed at 3 community halls

The project will be rolled out in the 2018/19 financial year.

## **IN COMMITTEE – CONFIDENTIAL**

Cr Getawan declare his material interest and left the room  
Cr Nona declare her conflict, sister in-law NPA Earthmoving Yusia  
Cr Bond declare his conflict, brother in-law NPA Earthmoving Yusia  
and also cousin Ichirru Construction

That Council close the meeting to the public at : 4:44pm under the Local Government Regulation 2012, Section 275 (1) (b) industrial matters affecting employees and (f) defending legal proceedings

**Moved: Cr Bond**  
**Seconded: Cr Adidi**  
**Come out of committee**  
**Moved: Cr Bond**  
**Seconded: Cr Adidi**

### **Recommendation:**

That

Resolve to authorise the Chief Executive Officer to accept the submitted prices for the eleven sites as list above and award the works to ;

Ichirru Construction & Earthmoving for Site 1 to the value of \$197,516

and

NPA Earthmoving Yusia for Sites 2,,3,4,5,6,7,8,9,10 & 11 to the value \$1,286,453.52



**Resolution:**

That Council award the “2017 NDRRA RFQ1/18 Restoration of Roads” for the reconstruction of roads described as sites 1 to 11 to the value of \$1,483,969.52 as follows;

NPA Earthmoving Yusia will be awarded site 1,2,3,4,9,10 & 11 to the value of \$1,173,463.17

And;

Ichirru Construction and Earthmoving will be awarded sites 5,6,7 & 8 to the value of \$310,506.35

Total cost for work is \$1,483,969.52

**Moved: Cr Bond**

**Seconded: Cr Newman**

**Vote: 4/0**

**Resolution No: 9.1 – 310718**

**Cr Bond voted in favour of the motion**

**Cr Nona voted in favour of the motion**

**Meeting closed 5: 25pm**