



Northern Peninsula Area Regional Council

MINTUES OF NPARC ORDINARY MEETING

Meeting Date: Tuesday 28th March 2017
Meeting Location: Bamaga Chambers
Time: 9:30am

Mayor and Councillors

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

Welcome and Declare Meeting Open – Mayor

- 1. Apologies - Nil**
- 2. Declaration of Conflicts of Interest – Cr Elu, Cr Getawan & Cr Nona**
- 3. Business Arising from Minutes of Tuesday 28th February 2017**

Tender

9.25am Representatives of NPA Earthmoving Yusia addressed Council regarding their disappointment at the outcome of the tender process for tender 2710-2016 which resulted in the tender being withdrawn.

Material Personal Interests and Conflicts of Interest

Cr Nona –

Material Interest- son & daughter working for NPA Earthmoving Yusia
Conflict of Interest – Sister In-law owner of NPA Earthmoving Yusia

Councillor Nona Left the room and returned to the meeting at 11.00am

Cr Elu

Material Interest – Brother to Mr Reg Williams

Councillor Elu Left the room and returned to the meeting at 11.00am

Cr Getawan -

Conflict of Interest - Relatives to Mr Johnny Muholland & Patty Yusia
Material Interest – Son works for NPA Earthmoving Yusia

Councillor Getawan Left the room and returned to the meeting at 11.00am

Cr Bond –

Conflict of interest –relative of Mr Johnny Muholland, and
Grandson also work for NPA Earthmoving Yusia

Councillor Bond advised that he could still act without bias and in the public interest. he stayed in the room and participated in the debate.

Motion :

That Council agree to the NPA Earthmoving Yusia request to award Tender 2710-2016.

Moved : Cr Newman

Seconded : Motion lapse for the want of a seconder.

CEO Performance Review

Resolution :

That Council resolved that Council contact Hayden Wright HGW Consulting to carry out the CEO Performance Review in accordance with section 12(4)(e) of the Local Government Act 2009

Moved : Cr Adidi

Seconded : Cr Bond

Vote : 6/0

Resolution Number : 3.0 - 280317

Draft Recruitment Policy

Resolution :

That Council adopt the Recruitment Policy .

Moved : Cr Bond

Seconded : Cr Nona

Vote : 6/0

Resolution Number : 3.1 - 280317

4. Confirmation of Minutes of Council Meeting Tuesday 28th February 2017

Resolution :

That Council confirms that the Minutes of Council Meeting Tuesday 28th February 2017

Moved : Cr Adidi

Seconded : Cr Elu

Vote : 6/0

Resolution Number : 4.0-280317

Report Number : 5.0
Subject : Chief Executive Officers Monthly Report
Attachments : Draft Councillor Meeting Attendance Policy
Author : Stephen Wilton

Executive Summary:

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

Resolution :

That the Council note the Chief Executive Officers monthly report for March 2017

Moved : Cr Adidi

Seconded : Cr Newman

Vote : 6/0

Resolution Number : 5.0-280317

5.1 Umagico Subdivision Registration of Plans

After extensive consultation with the previous Council, the design for a new subdivision in Umagico was agreed and the first stage of the subdivision was approved with Council being the Principal Contractor.

As the subdivision works have been completed, (except for installation of power), a plan of subdivision is required to create individual lots to enable the construction of new social houses.

The individual lots cannot be created unless they have dedicated access, hence the necessity to open (gazette) the new road which has been constructed.

As trustee of the DOGIT Council approval is required for the plan of subdivision to be registered.

I trust this is sufficient background information to enable Council to consider the matter and to pass the necessary resolution to register the survey plan to enable the construction of additional much needed social housing to commence in Umagico.

Resolution :

The Council is the Local Government Authority and Trustee for the Umagico Deed of Grant in Trust (DOGIT). As the Local Government Authority and Trustee of the DOGIT the Council has the responsibility of deciding what is in the best interest of the community and we consider that subdividing the DOGIT in separable lots will facilitate improved land administration and create opportunities for further dealing with the DOGIT.

1. Council as Local Government Authority and Trustee of the DOGIT resolves to work with the Remote Indigenous Land and Infrastructure Program Office (RILIPO) to further subdivide the Umagico DOGIT as shown on plan SP292855.
2. Council also resolves to support any land administration actions incidental to and necessary to facilitate lodgement and registration of SP292855. This includes applying to the Minister responsible for administering the *Land Act 1994* for the surrender of part of the DOGIT in terms of section 55 of the *Land Act 1994* for the purpose of dedicating those surrendered areas as road in terms of section 94 of the *Land Act 1994* i.e. 2,734 square metres on SP292855.

Moved : Cr Getawan

Seconded : Cr Bond

Vote : 6/0

Resolution Number : 5.1-280317

5.2 New Local Government Award.

Council has received advice that the new Local Government Industry Award – State 2017 has been published on the Queensland Industrial Relations (QIRC) website. The Award has effect from the 28 February 2017.

NPARC has been operating under the NPARC Certified Agreement 2012-2014 which was made and operated in conjunction with the Municipal Officers (Aboriginal and Islander Community Councils) Award 2004 and the Local Government Employees (excluding Brisbane City Council) Award State 2003.

There has been a great deal of uncertainty in the local government industrial relations area over recent years. The existing Awards were struck down and a new single harmonised Award was introduced. The change of government from the Newman LNP government to existing Labour government saw the single harmonised Award abolished and negotiations between the Unions, LGAQ, Councils and the QIRC. During the interim period Councils have continued to operate on their expired certified agreements.

The new Award has a Locality Allowance for indoor white collar workers. This allowance is \$312.30 per fortnight for each full time clerical employee with a pro rata amount for part time employees. The Locality allowance was a provision in the Local Government Officers Award which covered the majority of clerical employees in Queensland local government prior to the Awards being struck down. Neither the Municipal Officers (Aboriginal and Islander Community Councils) Award 2004 or the Local Government Employees (excluding Brisbane City Council) Award State 2003 had any provision for a Locality Allowance.

The cost of NPARC paying clerical employees a \$312.30 allowance will be approximately \$700,000p.a. This would come straight from Council revenue as there are currently no grants available to cover this type of operational expense.

I believe that the LGAQ are considering lodging an appeal regarding the inclusion of NPARC and the four other Councils that were under the Municipal Officers (Aboriginal and Islander Community Councils) Award 2004 in the schedule for Locality Allowance in the new Award.

Regardless of the Locality Allowance the introduction of the new Local Government Industry Award – State 2017 will require a great deal of work to migrate our current pay and conditions to the new Award.

The LGMA CEO forum on 6 April will be dealing with the implications of the new Award and the LGAQ have indicated workshops on the new award and IR act are currently being organised for interested councils.

<p><u>Recommendation:</u> Information for Noting</p>

5.3 Torres Strait Regional Authority - MOU.

The Mayor and CEO recently met with the Chair and CEO from the Torres Strait Regional Authority. It was agreed that the relationship between the TSRA and NPARC should be supported by a high level Memorandum of Understanding.

The draft MOU attached is a straight forward document that recognises and legitimises any dealings the parties have as part of the relationship.

Recommendation :

That the Council resolve to enter into a Memorandum of Understanding with the Torres Strait Regional Authority to support the relationship .

Matter held over to April Ordinary Meeting pending a meeting with the Chair and CEO of the TSRA on the 13th April

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

- Executives Managers
- Council Workshop
- Program Office

Link with Strategic Plan/s

- Corporate & Operational Plan.

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
- Promote and support initiatives designed to enhance and increase local employment and training opportunities.

Statutory Requirements

Nil

Legal Implication:

Nil

Policy Implication:

Nil.

Financial and Resource Implications

Nil

Report Number: 6.0
Subject: My Age Care Policy Report
Attachment: Yes
Author: Executive Manager Community Services

Executive Summary Report.

This Australian Government My Aged Care system is used by the NPARC Community Options project to refer aged care clients from the Northern Peninsula Area for aged care services and to manage clients referred to the NPARC Community Options project for care.

The policy objective of the My Aged Care System policy is to define how My Aged Care is used by the NPARC Community Options Project to assist and support older people in the NPA access Aged Care Services.

Resolution:

That: Council endorses the My Age Care Policy and MOU NPAR and NPA Primary Health Torres and Cape Hospital and Health Services.

Move: Cr Bond

Seconded: Cr Nona

Vote: 6/0

Resolution Number : 6.0-280317

Background.

This policy applies to the NPARC Community Options Project only.

My Aged Care has been established by the Australian Government to make it easier for older people, their families, and carers to *access information* on ageing and aged care, have their *needs assessed* and be supported to locate and *access services* available to them. It provides a single entry point into the aged care system and to standardise the aged care referral and assessment process.

My Aged Care is used for:

- Managing all referrals to the Commonwealth Home Support Program (CHSP)
- Managing referrals to residential care, Home Support Program (HSP), Transition Care and Respite care
- Maintaining information about all aged care services

Regional Assessment Services have been set up across Australia with the following core functions:

- Assessment of new clients, with a holistic, goal oriented reablement focus
- Matching and referral of assessed clients to appropriate CHSP services and other appropriate support services
- Reassessment of existing clients where a significant change arises in the client's circumstances
- Linking service support to assist vulnerable clients with complex care needs to access a range of aged care and other services e.g. health, housing, disability, financial and aged care services
- The provision of information regarding client fees for CHSP.

The **Service Provider** portal is used to:

- Manage information about the services we provide
- Manage referrals for service(s) issued by My Aged Care contact centre staff or assessors by accepting, rejecting, or placing on a waitlist
- Update client records with information about services being delivered
- Request that an assessor undertakes a new assessment of the client
- Generate reports.

Policy Statement

- All clients requiring aged care must be referred to the RAS using My Aged Care.
- No Aged Care Clients can be accepted by the service unless the referral is received from the RAS.
- Acceptance of a new aged care client must be recorded via the My Aged Care system

The Aged Care Coordinator is the systems administrator for the My Aged Care system and is delegated to sign on new staff to the system when required.

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

NPARC Managers and Coordinators

Nparc Councillors/ Executives Workshop

Barbara Schmidt Assoc. (Consultant)

Legal Implication:

nil

Policy Implication:

Age Care Act 1997

Community Care Common Standard 1&2

CHSP Guidelines

CHSP Operational Manual

HCP Operational Manual 2016

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.

Financial and Resource Implications:

- Grants funding - guideline.
- Nparc

Report Number: 6.1
Subject: Age Care Client Fees and Expenditure Policy
Attachment: Yes
Author: Executive Manager Community Services

Executive Summary Report.

Previously Council has endorsed a draft Client Fees, Budget and Deduction policy at the 15th December 2016 meeting. The objective was to address the current changes under the age care reform and primarily based on the clients fees, budget and deduction which accompany the choice and the type of services for each clients

The second site visit was made to Age Care by Barbara Schmidt and Melanie van Haaren from March 7 -10. This report provides a summary of activities completed to during the visit meet the visit objectives, key risks identified and processes recommended for Nparc Aged Care Service to meet compliances

This policy outlines the client fees policy, for it will determine the care services delivered NPARC Community Options Program, the systems required to support implementation of the client fees and expenditure reports policy and obligations NPARC has to provide information about expenditure on aged care services to clients with a Home Care Package.

The policy objectives of the Client fees and expenditure reports Policy are to:

- a. To define who will be required to pay fees for aged care services
- b. To communicate the schedule of fees and charges that will be applied to clients of the aged care service
- c. To describe the process for explaining, documenting and collecting fees and charges for aged care services
- d. To explain the reports that will be provided to aged care clients with Home Care Packages

Resolution :

That Council endorses the Reviewed Age Care Clients Fees & Expenditure Policy.

Move: Cr Newman

Seconded: Cr Elu

Vote: 6/0

Resolution Number : 6.1-280317

Background.

In 2012 the Australian Government embarked on a 10-year program of aged care reform. The reasons for reform is to ensure that with an aging population aged care services:

- are sustainable and affordable
- offers choice and flexibility for consumers
- encourages businesses to invest and grow
- provides diverse and rewarding career options.

Clients with similar levels of income and service usage patterns should be charged equivalent fees for equivalent services. Clients with high and/ or multiple service needs are not to be charged more than a specified maximum amount of fees in a given period, irrespective of actual amounts of services used.

Fees charged should not exceed the actual cost of service provision.

Fee collection should be administered efficiently and the cost of administration should be less than the income received from fees.

The revenue from fees is to be used to enhance and / or expand CHSP/HCP services.

Procedures for the determination of fees, including assessment criteria, should be clearly documented and publicly available. Procedures for the determination and collection of fees should take into account the situation of special needs groups, e.g. clients with an intellectual disability, physical disability, Acquired Brain Injury (ABI), etc.

Fees should be as simple and unobtrusive as possible, with any information obtained treated confidentially.

For older people on the maximum basic rate of a single pension, fees must not exceed 17.5% of that pension.

For the purposes of this policy, solicited donations for services are equivalent to fees and are subject to all provisions of this policy.

Consumers and their advocates have the right of appeal against a given fee determination.

In summary key changes that will impact on the NPARC Aged Care services are that:

- Recipients of meal services who are able to contribute to the cost of meals are expected to pay for the cost of meal provision.
- Recipients of Home Care packages are required to pay a contribution to their care
- NPARC must enter into a Home Care Agreement with the client that defines how their Home Care Package funds will be spent.
- NPARC must make information publically available about how it makes decisions as to who will be charged for aged care services and how much will be charged for services.
- NPARC must provide monthly expenditure reports to recipients of Home Care package accounting how the funds from their home care package are expended.

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

NPARC Managers and Coordinators

Nparc Councillors/ Executives Workshop

Barbara Schmidt Assoc. (Consultant)

Legal Implication:

Policy Implication:

Age Care Act 1997

Community Care Common Standard 1&2

CHSP Guidelines

CHSP Operational Manual

HCP Operational Manual 2016

Corporate & Operational Plan. (Governance)

3. Theme 2 – Community Wellbeing

To provide direct wellbeing services and designed for the needs of the npa communities.

Community Wellbeing –

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- 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 Mabo Day Event 2017
Attachments : Yes – Mabo Day Project
Author : Executive Manager Community Services

Executive Summary :

Mabo Day Celebration is an annual community event celebrated by indigenous people. The celebration this year is currently planned to be held at the New Mapoon.

The Mabo Day Celebration nationally marks a significant day celebrated nationally by Indigenous people. It marks a victory through a High court decision by the late Koki Eddie Mabo. The Mabo decision altered the foundation of land law in Australia by overturning the doctrine of terra nullius and recognising the traditional rights of indigenous people

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

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

Resolution :

That Council supports the 2017 Mabo Day celebration to be held at New Mapoon.

Moved :Cr Nona

Seconded: Cr Bond

Vote: 6/0

Resolution Number : 6.2-280317

Consultation:**Working Group:**

- NPARC Staffs - Community Services Manager, Events, Sports & Rec Staffs
- Councillors/ Executives Managers

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

Legal Implication:

N/A

Policy Implication:

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

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

Financial and Resource Implications :

- TSRA Grant
- Nparc
- Sponsors

Cr Getawan was granted leave and left the meeting 1:52pm

Report Number: 6.3
Subject: NPA Culture Festival 2018
Attachment: Nil
Author: Executive Manager Community Services

Executive Summary Report.

The Northern Peninsula Area Regional Council has successfully hosted our second festival in keeping the Flame of Culture Burning in 2016.

The event that was open to all communities there is a scope for greater participation from cape and Torres Strait communities in bringing together indigenous and non- indigenous people where locals can demonstrate and showcase their culture and identity.

Council has previously endorsed the event to be a Bi- Annual event which will be in 2018.

To assist Council Executives and Staffs in planning stage, budgeting and marketing for the 2018 Festival Cultural Festivals, Council direction is now sought in nominating the date for next Cultural festival.

It was also recommended by the festival coordinator (Leo Akee) last year that The Fire Stik could become the 'signature event' of the NPARC Cultural Festival along with the naming rights 'Keep the Flame of Culture Burning. Given this, we are also requesting here council's decision.

Resolution :

That Council approves the date of **6th July 2018** to hold its 3rd NPA Cultural Festival.

Moved: Cr Elu

Seconded: Cr Bond

Vote: 5/0

Resolution Number : 6.3- 2803/17

Consultation

- Nparc Staffs
- Council Workshop meeting

Legal Implication:**Policy Implication:****Corporate & Operational Plan. (Governance)**

4. Theme 2 – Community Wellbeing

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Community Wellbeing –

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- 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:

Report Number: 6.4
Subject: Community Services Progress Report
Attachment: Nil
Author: Executive Manager Community Services

Executive Summary Report.

This report is basically a brief progress report on all the current operations under Community Services Department, with the purpose to updating Council of its current situation.

- Hacc – CHSP & HCP
- Events, Sport & Rec
- Arts
- Ribs
- Swimming Pool
- Hunter's Gym

- Indigenous Knowledge Centres
- Funeral

Resolution:

That Council accepts the Community Services Progress Report for March 2017.

Moved : Cr Adidi

Seconded : Cr Bond

Vote : 5/0

Resolution Number : 6.4 - 280317

1. Commonwealth Health Support Program & HCP (QCC) – Report for March 2017.

Service Development Assistance Panel (SDAP)

INTRODUCTION

The second site visit was made to New Mapoon by Barbara Schmidt and Melanie van Haaren from March 7 -10. This report provides a summary of activities completed to during the visit meet the visit objectives, key risks identified and processes recommended for Nparc Aged Care Service to meet compliances.

1. SERVICE ORIENTATION AND PROJECT INCEPTION MEETING

- An inception meeting was held with the Aged Care Coordinator (Moirā Mau) and Care Worker/Administrative Officer (Gayle Kiesling) on arrival at the service.
- The February Quality Review report from the Australian Aged Care Quality Agency was discussed to assess the current status of activities and to highlight the areas that still require action to meet quality standards.
- It was agreed that the priorities for the visit were to operationalise the DSS data reporting system, finalise the Home Care Agreement, assess the status of care plans, finalise the Food Safety plan and complete the training needs analysis.

2. KEY ACTIONS PROGRESSED DURING SITE VISIT

The following is a summary of the actions taken during the site visit to address issues from the February Quality Review Report and other actions contained in the project plan.

3.1 Client register and audit of client files

- A client register was developed to have a clear list of current clients that are to be managed and to use as the basis for the client file audit.
- There are 18 active clients receiving services from the Community Options Project through the Commonwealth Home Support Program (CHSP) or Home Care Package.
- The client file audit was conducted to assess the status of client files and the currency of aged care plans. The audit revealed that all of the files were missing critical information such as client photos to ensure that clients can be identified and

medical summaries enable staff to have an understanding of the client needs. All care plans were out of date and need to be updated. A copy of the file audit was provided to the team and discussed.

- A mock file was developed for staff to use as a template for establishing new client records. The sample file was discussed with the Aged Care Coordinator and Aged Care Worker/Admin Officer and the reason for a standard approach to file order explained.
- The Aged Care team were left with the task to collect missing information from files and update all client files to get them in a standard order.
- Action has been initiated to get all aged care clients to have a health check to provide a medical to inform the development of new care plans for all clients. Training will be provided to the Aged Care Coordinator and Aged Care Worker on the development and implementation of care plans at the next site visit.

3.2 Home care agreements

- The draft Home Care agreement was finalised and circulated to the Aged Care Coordinator, Community Services Manager and the Deputy CEO for review. The agreement will be sent to the NPARC for approval at the next NPARC meeting.
- Implementation of the Home Care Agreement was discussed. Home Care clients will be approached to sign an agreement once the new care plan has been updated.
- Training in how to complete this will occur at the next site visit. The consultant will sit with the Aged Care Coordinator to work her through explaining the Home Care agreement to clients to build the confidence of the Aged Care Coordinator with this task.

3.3 DSS Data Exchange system

- The DSS Data Exchange system has been operationalised. Organisational details have been updated and codes downloaded to enable data exchange with the Record of Aged Care Services (ROCS) system.
- Attempts were made to upload data from ROCS, but this activity could not be completed as systems upgrades had not been installed on the ROCS system. Contact was made with the NPARC IT Officer and the consultant from Begg Consulting to resolve this issue. Firewalls are preventing the upload of data between the systems. The IT Officer is currently trying to resolve these last hurdles to submit the activity reports dating back to the period January to June 2016.

3.4 Aged care reform and Consumer Directed Care training session

- An in-service was delivered about the Aged Care reform process and Consumer Directed Care. The in-service was attended by all the aged care staff, Deputy CEO, Community Services Manager and the Financial Accountant.
- The aim of the training was to explain the Aged Care reforms that have been implemented since 2012, the principles of consumer directed care, the responsibilities of aged care service providers and the changes that are required to aged care work practice to implement the aged care reforms.

3.5 Food Business Licence and Food Safety Plan

- review the work practices in place to ensure food safety for clients.
- The first draft of the Food Safety manual was developed and includes policy and procedures as well as the existing worksheets used by the kitchen to manage food safety activities.
- An in-service covering food safety and infection control was delivered to all staff.

3.6 Fire safety

- An in-service training session on fire safety was delivered to all aged care workers and the training record left with the Aged Care Coordinator. It was recommended that a fire drill is scheduled next week.
- The NQ Fire Protection Services has not provided an updated report yet that addresses the errors in the location of fire safety equipment from the previous Fire Safety report. This was followed up with NQ Fire Protection Services and the updated report was requested again.

3.7 Police Checks

- The Aged Care Act 1997 requires that all key personnel and staff have a current police check. The NPARC Human Resources department checked the status of police checks after the last visit which revealed that requests for police checks for new staff had not been sent off due to issues with the NPARC credit card. This issue has been resolved and these requests have now been submitted.

3.8 Review of work practice

- A visit was made to client homes with the home care workers to assess service delivery practices. Work practices are of a high standard. Aged Care Workers appeared to be committed; they are well resourced and undertook their duties diligently.
- The area that requires further development relates to documenting service activity and collating evidence of hours spent in the home through sign off by clients (e.g. home visits and cleaning). Tools to monitor activity and checks were provided to the Aged Care Coordinator for implementation.
- It was noted that there are positions identified for Aged Care Workers, Home Care Workers, Cleaners and Transport, all of whom (current staff) have some or all of the skills to deliver care to old people.
- The new building has provision to accommodate respite and high care clients, but there are currently no plans to place to deliver these services.

3.9 Training needs analysis

- A training needs analysis self-assessment form based on the National Aged Care Worker Skill Set (2016) was developed. It was presented to the aged care staff in a facilitated forum to identify the areas where staff required up skilling based on their own assessment.
- All aged care staff except the cook completed the self assessment. Results will be collated and analysed offsite and used to inform the development of individual training plans. The results will be presented to staff at the next site visit.

3.10 Policies and procedures

- A My Aged Care policy was developed to guide service responsibilities in regards to the use of the My Aged Care System and to outline the procedure to log onto the My Aged Care system.

- Hard copy and electronic copies of all other policies have been collected to inform the update of all aged care service delivery and management policies. Update of all other policies and procedure will continue offsite and discussed with the Aged Care Coordinator via monthly meetings between visits.

3.11 Aged Care client and carer workshop

- The client and carer workshop to develop client information was postponed. The decision was made to provide the opportunity for NPARC to discuss and approve the Fees and Reporting policy and Home Care Agreement before action is taken in the community to implement these requirements.
- The workshop will be held at to the site visit planned for May 2017.

3.12 Development of expenditure reports

- A meeting was held with the Financial Accountant, Grants Officer and the Aged Care Coordinator to discuss how expenditure reports can be generated. The process for developing expenditure reports was mapped out and tasks that need to be completed to operationalise the system discussed.
- It was agreed that the process for recording service provision will be modified to collect information based on clients and not staff. This will provide the information required for expenditure reports.
- The Grants officer will review the individual service costs against the different type of services to include in expenditure reports.

3.13 Establishment of monthly mentoring meetings

- The key purpose of these meetings will be to ensure that policies and procedures are being developed with local input, systems implementation is progressing and to assist with problems solving any issues that arise. The first meeting will be held by teleconference on April 4, 2017.

In summary the key actions progressed during the site visit include:

- Review of the care plan status and client files
- Review of work practice of Aged Care Workers
- Development of the food safety plan
- Finalisation of the Home Care agreement
- Development of a process to produce expenditure reports for clients
- In-service training provided on a number of topics to Aged Care Workers
- Training needs analysis completed on all Aged Care Workers
- Development of an MOU with NPA Family and Community Services
- Operationalisation of the data reporting system

4.0 AUSkey for other staff to access My Aged Care and DSS Data Exchange

- The Aged Care Coordinator has got access to My Aged Care and the DSS Data Exchange System but other staff (Grants Officer and Aged Care Worker/Admin Officer) have not yet been able to get access to the system because they need to be assigned an AUSkey.
- The Grants Officer is continuing to follow this up.

4.1 Disability clients

- The audit of client files identified there are two disability clients who are receiving services and being treated as aged care clients. These clients will need to be assessed under the National Disability Insurance Scheme and taken off the aged care client list. Information about the process for doing this will be sourced by the consultancy team and provided to NPARC.

4.2 Client assessments and Care Plans

- The client files are missing information (due to change in system and involvement of staff from Thursday Island) and lacks detail in the information such as day to day incidents impacting on clients e.g. death in the family.
- All of the existing clients need a medical assessment prior to updating the care plans. New care plans will be developed next visit, when the information required is available and training can be provided.
- Care Plans need to be signed off by the client, it would also be prudent to time the 'signing off' of the care plan with the 'signing on' of the Client Agreement which will contain fees for meals.

4.3 Staffing

- The delivery of remote area aged care services can be difficult to sustain unless strategies are employed to maximise staff potential. Several different categories of staff are currently employed by the Aged Care Service. One way of ensuring sustainability of service delivery is to recruit the majority of staff to one job description and rotate staff through all of the areas that make up the service profile.
- It is also noted that there are no male care workers which may lead to alienating elderly men from using the service.

4.4 Scope of Service

- The new building provides potential for the service to consider providing enhanced care such as palliative care, respite and transitional care for the elderly. This would be in keeping with the "aging in place" principle underpinning aged care.
- It is recommended that the long-term vision for aged care and a strategic plan for aged care services is developed for the NPA.

4.5 Training needs analysis "other" aged care staff

- The training needs analysis was only completed for Aged Care Workers. The service also employs a cook and cleaner. There are specific training needs for these staff that need to be assessed.
- A training needs analysis self-assessment form will be developed for competencies required for these positions and used with these category of staff members at the next site visit in April 2017.

4.6 Data reporting

- While progress has been made in operationalising the data reporting systems there continues to be a barrier with reporting due to technical software issues. NPARC has been given until the end of March to submit outstanding activity reports dating back to the reporting period January to June 2016.
- High level advocacy is required from NPARC to ensure the IT Manager addresses this issue as a matter of urgency to ensure that NPARC meets its reporting requirements and funding is not withheld by the Australian Government because the service is in breach of contractual requirements.

4.7 Access to Dropbox

- The project team is developing a lot of new material and establishing an electronic filing system of reference documents.
- The Aged Care Coordinator is not currently able to download Dropbox onto her desktop which would enable sharing of these documents in real time.
- A request has been submitted with the IT officer to allow Dropbox to be downloaded onto the Aged Care Coordinator desktop.

RECOMMENDATIONS

1. Home Care Agreements and NPARC Fees and Reporting policy is endorsed by NPARC.

Approval is required for the Home Care agreement and Fees policy before the Home Care agreement can be implemented.

2. Schedule a fire drill and record when it occurred.

This will help test knowledge retained from the Fire Safety in-service delivered. It is recommended that this occur at the next site visit by the project team in April to enable any follow up training to be delivered immediately to address any corrective action that may be required.

3. Develop generic job descriptions for Aged Care Workers

Merging all position descriptions into one aged care worker job description will provide greater flexibility within the workforce. A suggested job description will be developed by the consultancy team and provided to the service for consideration.

4. Recruit male aged care workers

The transport driver has aged care experience and is currently updating his skills in aged care. Creating generic position descriptions and moving some duties around will increase capacity for the provision of gender specific services without increasing the total number of staff.

5. Develop a strategic vision and strategic plan for the Aged Care Service.

This will help inform the workforce development to ensure the service can deliver against the future service profile.

PLANS FOR THE NEXT SITE VISIT

- The next site visit has been planned for April 4-6, 2017 by Melanie van Haaren to focus on providing training care planning and client documentation, and to update care plans. Work will continue offsite to develop new procedures and in service training material.

2. Community Services – Events, Sporting & Recreation Report for March 2017

Update on Queens Baton Relay

Email correspondences was forwarded to councillors with attached details of the **Council Selected and Specialised Batonbearer Nomination Programs**.

1. **Your information pack:** this document provides more details on the Queen's Baton Relay, the Batonbearer process and the steps to submit your nominations.
2. **Your nominations spreadsheet:** showing your five Council selected Batonbearer positions (one per community) and the one Specialised Batonbearer position (Batonbearer for the photo opportunity at the tip) allocated. As discussed during our LWG, these batonbearers cannot be an elected official.
3. **A printable nomination form:** this can be used to assist in obtaining nominee details (not to be returned to GOLDOC).
4. **Nominee terms and conditions:** nominees are required to read and agree to these terms and conditions.

Council selected batonbearers: To ensure local participation in each Australian Celebration Community the QBR visits, an allocation of Batonbearer positions have been assigned to host local councils to nominate a community representative to participate as a Batonbearer. Final positioning of batonbearers will be at the discretion of the GOLDOC QBR team.

Specialised batonbearers: Similarly, an allocation of Batonbearer positions have been assigned within QBR celebration communities for specialized batonbearers. These allocations will enable the Queen's Baton to be transported by batonbearers who may skydive, ride a horse, drive a ferry, or operate another alternate mode of transport to the standard Batonbearer mode of walking or jogging. Specialised batonbearers may also be required for photo opportunities or other special requirements as deemed necessary by Relay operations.

I encourage you to read through your information pack carefully before submitting your nomination spreadsheet. Frequently asked questions can be found in the appendix of your information pack.

Please note, the nomination process closes at 5pm AEST on Friday 2 June 2017.

Strictly no nominations can be accepted after this date.

Your completed nomination spreadsheet is to be returned to the QBR Batonbearer team at batonbearer@goldoc.com.

NPA Touch Football Games.

We have successfully set up a committee for the touch and have kick off the session. The touch football competition starts off at 6 PM and the last game finishes at 9pm every Monday.

- The NPA touch football committee has a Working Group of five committee members.

The committee members are:

Peri Sunai	Amanda small	Sarah Tamwoy
Yuriko Ahboo	Relsie Ahboo	

- The competition at the moment has been running for the last five weeks and has now had there second official competition match games on Monday. The competition is made up of teams from the five communities of NPA with category of mix and open men's

Teams that are currently participating in the competition:

- Seisia mix and open men's
- Bamaga mix and 2 Open men's
- Injinoo mix and Open men's

The other two community teams (New Mapoon & Umagico) had recently had a sorry business in the community therefore couldn't participate for the last two games.

The NPA touch football Association is currently at the moment looking for sponsorship to take a representative side from NPA to TI to participate in the local Carnival, battle of the islands. They have sent sponsorship request out to local businesses and at this point of time waiting for response.

BASKEBALL

- Basketball have kick off their session for this year with their senior comp's starting and they will be branching out to the other community's for their, Junior comp and are trying to run skills and drill in other community to build the interest in outer community's for the juniors.
- Basketballs have run skills and drills for juniors in Bamaga, and have had large numbers attending.

RUGBY LEAGUE.

- **The** Rugby League has recently formed a committee and is now in the process in kicking off the season for this year.
- The committee will be working closely in with NPARC sports/event team in getting insurance and running the season. Committee for the league have requested that if the umagico is up to stranded to have some of the games to be held at that site. We have notified Chris to help us do a risk management on both Bamaga and Umagico Oval sites.
- Chris is assisting with a risk management for the both ovals.
- The Npa League have a committee set and is now in the process of getting Incorporated to run on its own with the assistance of NPARC.

OTHER OUT COMES

- SRG –we have now formed a new NPA SRG (Sports & Recreation Group).
Members of SRG –
- Nola Lewin and Stanley Elu – NPARC
- Amanda Small and Sarah Tamwoy – Touch committee
- Marsat Newman – Community member
- Leandra Newman – Steel Fitness
- Aaron Tamwoy and Wendy Phineasa - Basketball Assoc
- Phoebe Motlop – QLD Health
- Xavier Barker and Dale Mears –NPA Judo Club

SRG hold monthly meeting and are schedule for first Thursday's of the month.

3. Arts Development Report for February 2017

- CIAF - Application for stall in Market Place submitted as practical training exercise for completion of Certificate 4 units for artists in the VFFF (Vincent Fairfax Foundation Fund) program.
- VFFF as administered by UMI Arts has since notified this is not longer possible due to lack of funds to bring the 4 artists to Cairns.
VFFF: Concerns raised with UMI Arts about duplication of training as artists are already enrolled with a RTO and relevance of using VFFF for training.
- VFFF: Meeting to be arranged with UMI Arts to discuss option of steering funds for Art Centre Business & Strategic Planning.
- EXHIBITIONS & AWARDS: Paintings by Agnes Mark and Matthew Kulla Kulla accepted into the "you and me" exhibition by UMI Arts. A work-on-paper submitted to Gab Titui Award by Samantha Laifoo. Umi Art Saltwater, Freshwater, Gab Titui Awards
- New works-on-paper hung in the gallery by new artist Samantha Laifoo. Samantha has Certificate 4 in Aboriginal and Torres Strait Arts from Cairns TAFE.
 - New Artist Samantha Laifoo works-on-paper on display in gallery.
 - Planning for Teho Ropeyarn mini solo for next month. Teho is keen to hold an exhibition in NPA to bring income to the Art Centre.
 - Coordinator attended launch of the Torres Strait Language Charter and Language Plan at Gab Titui hosted by TSRA.

4. Ribs (Remote Indigenous Broadcasting Services) Report for March 2017

- For the month of Feb – March 2017 carry out inspection in Studio's A & B, Server Room, to check all monitors and receivers are in good working order and also technical faults and damages to be reported.
- Broadcasting daily Monday – Friday – 10am – 12 midday

Visitors data to our Radio station Live to Air Interview:

- Duncan Smith – Vet/Surgeon re letting Communities know that due to heavy rainfalls in Cooktown, their plane is unable to take-off. However to still ring NPARC Umagico office to put peoples names down for those who wish to see him when they come to NPA.
- Mabalene Whap – Seisia IKC Coordinator re First Five Forever program at the Seisia IKC for ages 0-5yrs on reading, playing, and singing activities.

Visitors' data to our Radio station pre-recorded interview:

- Kristen Ellis – Public Health nurse Qld Health re School Vaccination program for students in yrs 7 – 9. Letting families know about the importance of the vaccinations and consent forms, and those who miss out will have to pay. More info, parents/Guardians to ring Bamaga Health Centre.
- Rebecca Drury – NPASC HOD Reading Program re Reading program has started across the Campuses, to help students with their vocabulary, understand what the book is all about etc.
- Aaron Tamwoy – NPA Basketball Association re postponement of games, sign-on nights, registration fees.

Community Service Announcements

- Eyedentity visit 13 & 14 February 2017
- Aust.Gov Dept. of the Prime Minister and Cabinet – Remote housing review meeting @ Injinoo Community Hall
- NPASC re Student Investiture Ceremony, P & C AGM
- QAS re First Aid & CPR Course
- NPA Basketball Association re Sign on nights etc
- NPAF&CS re Adult Health Check
- Bamagau Kazil TSI Corp re 2 day workshop for young indigenous women in Bamaga
- NPARC re Jardine River Ferry closure/re-open, Animal Management's free dog treatment for mange and worming, Community Consultation on Horse Management Plan, NPA Markets/Garage sale, NPA Rugby League Committee 2017 AGM, Bamaga Pool hrs and Entry fee, Seisia IKC hrs and programs, Seisia IKC promo on First Five forever program & membership drive, Seisia IKC closed every Thursday afternoon from 3-5pm due to Junior basketball activity networked with school and NPARC Events, NPARC Auction
- Dept. Housing Public Works re Community Meeting on Home ownership & 40yr Leases
- NPA Touch Football Committee re sign on nights, fees, team sheets

JOB SPOTS

- NPAF&CS, NPARC

General

All equipment's are in good working order, except for studio Headphones. I'm down to one headphone at the moment which needs to be replaced urgently, so we need to purchase 4 Broadcast quality headphones for both Studios urgently.

5. Bamaga Swimming Pool - Report March 2017

Pool Times / Hours of Operation:

Monday	6am – 8am	10am – 1pm	2pm – 5 pm
Tuesday	6am – 8am	10am – 1pm	2pm – 5 pm
Wednesday	6am – 8am	10am – 1pm	2pm – 5 pm
Thursday	6am – 8am	10am – 1pm	2pm – 5 pm
Friday	6am – 8am	10am – 1pm	2pm – 5 pm
Saturday			2pm – 5 pm

Swimmers

We have our regular morning swimmers and casual school kids swimming in the afternoons.

Activities

Currently Leandra Newman is running a 6 week fitness program and is doing Women's Water Aerobics on certain days of the week.

Pool - Maintenance of the pool is ongoing.

Pumps – all 5 Pool Pumps are currently in working order

Fencing

The fencing around the pool grounds is in fair condition with green shade cloth covering the fence to help block the dust out from getting into the pool.

Recommendation -Put a safety fence/ glass between baby pool and big pool as a safety barrier.

Suggestion – To put safety fencing around pool paving & between baby pool& big pool

- Safety precaution because the baby pool is adjoined to the big pool.
- Stop young children/toddlers from entering the pool side unless accompanied by an Adult
- Stop children running from pool grounds and diving or jumping into pool

Toilets

- Inside toilet light needs to be fixed (it keeps flickering)
- The outside toilet light is not working and needs maintenance (Electricians have come to look & will come back at later date to fix)
- Drains on toilet building are clogged up and the down pipes are broken

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 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.

Recommendation - Cement all around pool side and wherever there are pavers.

Ramp

Still needs to be maintained.

- Slip Hazard – when patrons either enter the pool or on exit many have slipped on the ramp. This has happened on numerous occasions to both adults and children. (still an issue)
- Needs to be fixed urgently!
- Children have slipped on entry fallen backwards and hit their head on the ramp
- Adults and children have walked out of the pool slipped & some have fallen to the ground.
- Under Ramp – many children like to dive under the ramp which I find dangerous, the younger children who are not good swimmers watch and try to copy. I fear that if any younger swimmers copy and dive under the ramp it may cause drowning.

Recommendation

- Put a gate on the bottom of the ramp so no one can have access under the ramp.
- Move ramp closer to wall so no children can slip, fall or swim on the inside of ramp.

6. NPA Hunters Gym - Report to Council – January 2017

Gym Manager - Recruitment

The Position for the Gym Manager has been advertised and has been filled. Out of 5 applicants, Stanley Elu is the new Gym Manager commencing on the 20th March.

- Staffs are looking into the Gym Master Managing system to improve reporting and data collection for the Gym.
- Judo Club – have requested to install a 'sprung floor' in the Hunter Fitness gym, and this will be at their own costs and would benefit all users at the Gym.

7. INDIGENOUS KNOWLEDGE CENTRES (IKC) - REPORT FOR January 2017

IKC Locations.	Services /Public programs	No of Visits.	IKC members	Library lending	Successes
SEISIA Operation: 38hrs /week	Hacc respite, Pc training traditional dancing, language after school After school program.	410	419	4	first 5 forever program, -awaiting first 5 toolkit
NEW MAPOON Operation: 38hrs/wk	After school activity	19	48	0	Community history collection/ family tree/ computer training
BAMAGA Operation: 36hrs/week	planning process, due to Current limited space.	2-3	none	none	Promoting First Five Program
UMAGICO Operation: 38hrs /wk.	2 Programs	60+	135	40 books & DvDs	3 attendees for the first 5 programme.
INJINOO	nil				No response received to date – ongoing.

IKC Location	Current Issues.	Public access to internet	Average no of attendees	Public Programs	Staffs Prof Development
SEISIA	Urgent maintence on Printer. Aircon not working properly in the kitchen.	free to public	38	5	
NEW MAPOON	Computer,Printer is not working.	free to public	7	5	Staff taking LSL from 12/4/17 Casual staff will be engaged to cover.

BAMAGA	All computers, printer is working.	Free to public.		Still working on First 5 Program.	
UMAGICO	Internet dropping off each time./continues No access to email	free to public	10	10	
INJINOO	Npa Justice Group coordinator will inform council of the future use of Injinoo justice group building	nil			

8. Funeral Services

Council Staffs have received correspondence from Cairns Crematorium and Funeral Home offering their services to the community.

- They are an established funeral home that has been servicing the Cairns region for over 30 years to local families offering Cremation or Burial services. We pride ourselves in creating with families a personal dignified or culturally designed funeral service. We would like to offer our services further north to family communities that would benefit their needs.
- We humbly request an appointment to meet with those to discuss the needs of families in your local area.

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

Legal Implication:

Policy Implication:

Corporate & Operational Plan. (Governance)

5. 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

Agenda Item: 7.0
Subject: Financial Services Monthly Report
Attachments: NPARC Financial Statements @ 28 February 2017
Author: G Gillam (Executive Manager Finance)

Executive Summary :

This is the Council Report for the month of February. There are still adjustments being made to the 2015-16 Financial year which may impact on this report. The following financial information is provided for the period 1st July 2016 to 28th February 2017:

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

Resolution :

That Council accepts the Financial Report (p/e 28/02/2017) for March 2017.

Moved : Cr Elu

Seconded : Cr Bond

Vote : 5/0

Resolution Number : 7.0-280317

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 depreciation for the year to date which is a non cash item.

There is a net cash position of \$5,466,567.

The provision for depreciation is to the end of February 2017, using \$506,667 per month as the estimated depreciation amount. Whilst depreciation is not a cash expense it is being used to estimate the cost of new and re-furbished assets over the year.

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 February. Overall NPARC has received 86% of the income which it had budgeted to receive to the end of this month and has spent 81% of its estimated expenditure to the end of February.

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.

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

Community Services –

Income is down on budget by \$143K.

This is due mainly to the timing of the receipt of several grants which are closely monitored by the Grants Officer.

Expenditure is under budget by \$317K.

Expenditure is under budget on: National Job Creation Package \$192k; Sponsored Community Projects \$45k and Sports, Recreation and Youth \$67k.

Corporate Governance –

Income – No material variance.

Expenditure – is under budget by \$102K.

Community forums expenditure of \$40K has not been spent as budgeted and Governance and Executive expenses are \$19k and \$44k respectively underspent.

Corporate Services –

Income is marginally under budget by \$45K.

Due to less than anticipated stores sales.

Expenditure is higher by \$33K.

Mainly due to the insurance budget timing for the year and will resolve at year end.

Economic Development –

Income is \$717K less than budgeted income.

This is due to grant funds for the Working on Country grant of \$471K and the Wild River Rangers grant of \$113K not being received as budgeted.

Community housing rent of \$126K has not been received as budgeted – this could be a revenue misallocation. Economic Development Grant is \$53K more than budgeted.

Expenditure is \$131K less than budgeted expenditure.

This is mainly due to the Working on Country expenses being under budget.

Engineering Services –

Income is \$2,793K less than budgeted.

The TSRA MIP5 (Torres Strait Regional Authority – Major Infrastructure Program #5) Contract Income has not been received as budgeted (\$3.5M).

ATSI TIDS Grant of \$800k has been received which is not budgeted.

Rates and Utility Charges have now been recognized or received as budgeted.

Airport re-fueling Income was \$77K over budget.

Expenditure is \$2,313K less than budgeted.

This relates to a few main items.

The contract Income deficiencies referred to in the Income note have a direct relationship to this under-expenditure.

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

Finance and Administration –

Income - Revenue shortfall of \$786K.

Mainly due to the SGFA (State Government Financial Aid) Grant received to date being less than budget.

Expenditure has a favourable variance of \$2,478K.

This is mainly due to timing differences of on Cost Recoveries and budget timing will be a factor until year end. Allocation of On Costs on a monthly basis will improve this comparative in future years.

Report to 28 February 2017 (Budget to End of Month)								
	REVENUE				EXPENSES			
Program	Actual	Budget	Variance	%Rec'd	Actual	Budget	Variance	% Spent
Community Services	731,783	874,576	(142,793)	84%	1,399,585	1,716,376	316,791	82%
Corp. Governance	463	-	463	> 100%	825,790	928,160	102,370	89%
Corp. Services	194,699	240,000	(45,301)	81%	1,456,728	1,423,776	(32,952)	102%
Economic/Employ. Development	1,090,063	1,806,752	(716,689)	60%	1,504,517	1,635,104	130,587	92%
Engineering Services	14,445,217	17,238,240	(2,793,023)	84%	13,010,569	15,323,808	2,313,239	85%
Enterprises	3,911,063	3,432,264	478,799	114%	3,425,992	3,475,616	49,624	99%
Finance & Admin.	4,233,610	5,019,648	(786,038)	84%	1,000,618	3,478,400	2,477,782	29%
TOTAL	24,606,898	28,611,480	(4,004,582)	86%	22,623,799	27,981,240	5,357,441	81%

Statement of Financial Position

- B. Statement of Comprehensive Income
- C. Graphs – Revenue, Expenditure, Surplus/(Deficit)
- D. Capital Work in Progress Report
- E. Note 23 – Grants by Project

Debtors

The current debtors balance at 28 February 2017 is \$4,013,986 with a provision of \$1,325,307 for Doubtful debts. The majority of the doubtful debt provision relates to housing rental not received by NPARC, prior to the State Housing taking over the rentals.

Utility Charges (Water, Sewerage, Waste)

The analysis of Utility Charges is:

	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>TOTAL</u>
Charges raised	1,368,263.66	2,684,700.00	2,691,300.00	6,744,263.66
Payment received	993,063.66	2,230,100.00	2,154,300.00	5,377,463.66
Owing	375,200	454,600.00	537,000.00	1,366,800.00

Charges of **\$1,366,800** are unpaid.

Notices for 2015-16 and 2016-17 have been sent to Commercial and Residential lessees together with an explanatory letter from the CEO explaining the situation and offering assistance.

Utility charges notices are now included in NPARC's Debtors (Accounts Receivable) system for proper collection and control.

The **2017** amount of **\$2,691,300** is now recognized as income and reflected in the Debtors (Receivables) balance. Hopefully much of this will now be received from citizens and businesses.

Please see attachment

- F. Debtor aged balances at most recent report.

Creditors

The creditors balance at 28 February 2017 is \$1,468,526. 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.

G. 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
Attachments :
Author : Executive Manager Corporate Services

Executive Summary :

This report contains an overview of the various components that make up the Corporate Services area of Council.

Notable activities, progress since the previous meeting and information on issues or developments in the Corporate Services area.

Resolution:

That Council note the content of this Corporate Services Report.

Moved : Cr Elu

Seconded : Cr Bond

Vote : 5/0

Resolution Number : 8.0-280317

Background:

Property Leasing

- United Pentecostal Church Umagico Agreement to Grant Lease signed
- 8/87 Tafe Road (old BEL) almost ready for occupancy, new air conditioners installed
- Almost all old EOI Action Table items have now been finalised
- New list of available properties drawn up publication of EOI to occur shortly
- Pastor Titom has handed back keys to the old staff house he was occupying at Snake Gully after been allocated new public housing property at Snake Gully
- Another large lot of air conditioners have been replaced in Council buildings
- All NPARC Social Housing will have rent increases in about 6 weeks time
- Property and Leasing data base continues to be updated

Rangers

Gamba grass control work – rangers have been spraying Gamba mainly the area from Loyalty Beach to the turnoff for the Pajinka Road (Galloway). Rangers have been using one Quikspray unit mounted on tray back and using an ATV with two backpack hand pump spray units. The Quikspray unit is deployed in areas where Gamba grass is thick; ATV and backpacks were used where Gamba is found in small patches and/or inaccessible by tray back.

AQIS – one cattle bleed and one community animal health report completed.

Container foundations – rangers have welded steel posts and rails to mount containers on an elevated platform, we cannot seem to access a posthole digger so rangers are digging holes with shovels at present we are waiting for more rapid set concrete which has been ordered by NPARC stores

Signage – rangers have worked out designated areas to mount the place name signs fabricated by rangers.

Rubbish removal- from mainly day picnic and swimming areas for locals out on country.

Track maintenance- mainly removal of fallen trees after periods of heavy rain and/or wind.

Campsite maintenance – rangers have been taking photos and recording damage to Somerset campground.

Rangers Margaret Gebadi and Erra Bond attended the three day ranger forum in Cairns.

CYNRM ran a one day workshop on Climate Change at ranger base, all rangers attended. This was aimed at gaining support to instigate a monitoring project to highlight local effects from climate change

Ranger Coordinator and Senior Ranger Christopher Lifu attended GBRMPA legislation requirements training in Cairns to compliment recently gained Cert 4 Compliance to become Authorised Officers within GBRMPA Indigenous compliance unit.

Upcoming activities – More weed spraying as weather permits, mount shipping containers for storage, placement of signage, two day workshop with WCTTAA Coordinator to plan turtle monitoring activities for 2017.

Human Resources

Over the past month the following changes have occurred

Positions filled:

- 2 Diesel Fitters have been outsourced from Hays Recruitment to fill temporary positions 2 Weeks on, 1 Week off.
- Receptionist at Bamaga 20th March 2017.
- Gym Manager is filling in at the Bamaga Gym 20th March 2017.

Positions advertised:

- Engineering Project Officer Closed
- Human Resources Manager – outsourced to LGAQ
- Senior Ranger – Team Leader Shortlisting.

Resignation/Terminations:

- 2 Diesel Fitters Workshop Bamaga
- 1 Human Resources Manager

ICT

Unfortunately computer problems persist with the ICT system and/or Telstra issues.

As reported last month the new phone rollout has been progressed but is not complete and not all equipment has been installed and made fully functional. The penalty clause for this work failing to meet the specified deadline has been actioned.

Umagico Supermarket

Sales have been ticking over well at the supermarket. Many of the old slow moving product lines have been cleared from shelves and are now being replaced by experimental lines.

Further stock controls are now in place for most of the dry goods orders. This has seen stock orders become more consistent as store sale averages are used to determine what quantities need to be ordered rather than waiting for stock to be run down before ordering.

The appointment of one of the staff to a senior shop assistant position has worked well with the employee really stepping up to his role of senior shop assistant and the staff have responded positively to this. The staff have shown great respect for his appointment and it has offered them a new point of contact for any queries questions or concerns that they may have.

The new safe has arrived and is now in place and in use. Steps have been taken to palletise stock in the chiller and freezer to keep stock off the floor in the interest of good hygiene. The freezer unit is also now fixed and is working properly, keeping all food within temperature safe zones.

The staff have expressed their interest in further retail training. Some are eligible for their Certificate II and III's, whether this is done through ALPA or independently. Further training would improve overall team abilities in areas such as merchandising, stock rotation, stock controls, food safety protocols and WHS responsibilities.

Injinoo Service Station

Work has been approved to get the container installed within the fence line and move the gates to the Pablo side of the yard. This will massively improve all weather access for deliveries, improve functionality at the Service Station and stop damage being done to underground water pipeline on the hillside.

Technicians have been working on resolving the communications issues, at the time of writing this report improvements had been achieved but not all the problems had been resolved.

Jardine River Ferry

The ferry repair work is complete with staff providing substantial support to the tradesmen. The ferry was placed back in the river on the 9th of March.

The roadhouse has been treated for white ant infestation and barriers will be put in place once termite activity is confirmed as ceased. Repairs to some of the display boards are needed and stock ordering is being considered for the tourist season.

Maintenance work has been done on the fences, toilets and showers in the camping area.

Auction

Over 260 lots were offered for sale with over 250 lots sold, only a few electronics left over

Prices ranged from \$1 to over \$12,000 for a vehicle. Approximately \$50,000 raised in sales

Five staff worked extra hours as well as on the Saturday of the auction, about \$6000 overtime was paid. Their efforts have been appreciated and staff thanked. The CEO and Executive Manager Corporate Services also worked on Saturday.

Huge effort and commitment by all, very hot on Saturday but good outcome for council with a lot of work areas considerably less cluttered.

NPARC Stores

The electrical wiring for the NPARC Stores has been replaced in the past year and there have been no loss of lights this wet season.

Stores are still doing stores issuing, quoting, invoicing manually and it is time consuming, costly and provides slow customer service.

A stock control system that is able to scan stock that is received and stock that is issued out and also to do ordering and to raise quotes and invoices as periodic reports would support stores to operate efficiently. This will be considered for the 2017/18 budget process.

Grants

Grants Report March 2017

Summary of Grant Activity	Applications in progress	5+
	Applications lodged	2
	New approved grants	2
	Variations Amendments to Agreements	2
Summary of Reporting	Completed Financial and Performance Reports	See
	In Progress Financial and Performance Reports	Attached

APPLICATIONS IN PROGRESS

Grant	Scope	Due Date	Projects
DIRD Building Better Regions Fund Community Investments Stream	Community building activities, including, but not limited to, new or expanded local events, strategic regional plans, and leadership and capability building activities. These projects will deliver economic and social benefits to regional and remote communities.	31-Mar-17	• 2018 Cultural Festival
DSD Building Our Regions 3	Expression of interest successful. Preparing final application. To provide critical infrastructure, while supporting jobs, fostering economic development and improving liveability.	7-Apr-17	• Northern Peninsula Airport Terminal Infrastructure Project \$500,000
IRADF Indigenous Regional Arts Development Fund	Cultural retention Arts Development	31-Mar-17	• Art Project to be determined
2016-2018 ILGSP Indigenous Local Government Sustainability Program	Completed acquittal by 30 June 2018	Project Proposal for approval – at any time	• Seisia Hall \$330,000 • Injinoo Hall \$150,000
TSRA Common Funding Round 1	Healthy communities programme Safe communities programme Culture, Arts & Heritage	11-Apr-17	• To be identified

REPORTING

Program Name	Date Due	Type	Report Lodged
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CHSP Service System Development	30/10/2016	Service System Development - Service Stocktake Report and Financial Acquittal (combined); and a report against the AWP for the period 1 November 2015 to 30 June 2016.	8/03/2017
IVAIS Ministry of Arts - Visual Arts (Arts & Culture Workers 2015/2017	11/02/2017	Financial Report	7/03/2017
IVAIS Ministry of Arts - Visual Arts (Arts & Culture Workers 2015/2017	11/02/2017	Performance Report	7/03/2017
NPA (Apudthama) Indigenous Rangers	3/02/2017	Mid year report 2016/2017	8/03/2017
QH Queensland Health ATSI Public Health	11/12/2016	Work Plan	9/03/2017
ICSRP Indigenous Community Sport & Recreation Program	27/01/2017	File Note of Meeting SRG	10/02/2017
ICSRP Indigenous Community Sport & Recreation Program	27/01/2017	Financial Report - July 16 to Dec 16	10/02/2017
QH Queensland Health ATSI Public Health	31/01/2017	Director's Certification	9/03/2017
QH Queensland Health ATSI Public Health	31/01/2017	Financial Acquittals Periodic Quarterly Oct 16 to Dec 16	10/02/2017
QH Queensland Health ATSI Public Health	31/01/2017	Quality Framework Report (6 monthly) July 16 - Dec 16	9/03/2017
TETRA Radio Upgrade	31/01/2017	Final - Performance Report	23/02/2017
DILGP Bamaga Swimming Pool Fencing	20/02/2017	Monthly Report	22/02/2017
DILGP Bushfire clearing buffers and emergency access	20/02/2017	Monthly Report	22/02/2017
DILGP Drainage Upgrade	20/02/2017	Monthly Report	22/02/2017
DILGP Generator Bamaga Local Disaster Coordination Centre	20/02/2017	Monthly Report	22/02/2017
DILGP Horse Management Fencing	20/02/2017	Monthly Report	22/02/2017
DILGP Mosby Creek Project Landscaping	20/02/2017	Monthly Report	22/02/2017

Consultation:

Managers, Officers and HR team.

Legal Implication:

No legal implications currently apply to this report.

Policy Implication:

No policy implications in this report.

Financial and Resource Implications:

Cost of time for legal representation and advice for leases.

Report Number 9.0
Subject : Executive Manager of Operations Progress Report
Attachments :
Author : Philip Krisanski

Resolution:

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

Moved : Cr Bond

Seconded Cr Elu

Vote : 5/0

Resolution Number : 9.0-280317

1. Roadworks

(a) NPARC NDRRA 2016

The tender packages issued, as previously advised, were as follows:

- Site 1 – Ferry Road Ch 3.500 – 9.122
- Site 2 – Ferry Road Ch 9.470 – 16.723
- Site 3 – Muttee Heads Road – small sections
- Site 4 – Old Bamaga Ferry Road Ch 0.00 – 9.947
- Site 5 – Pajinka Rd Ch 0.00 – 17.757
- Site 6 – Punsand Bay Road Ch 0.00 – 8.197
- Site 7 – Somerset and Pyrah Rd – small sections
- Site 8 – Sawyer Rd – small sections

On hold until further notice.

(b) NPARC NDRRA 2017

Following the Wet season, an assessment of the road damage on all roads will be undertaken and a claim submitted to QRA for evaluation.

(c) Plant Hire Rates for 2017

Following the previous Council meeting where the selection criteria for the Plant Hire Tenders were approved, tenders have been called and close on 30 March 2017. In addition, a meeting was held with the earthworks contractors to discuss the selection criteria and the need to have a transparent process for the selection of hourly hire plant, as required throughout the year. No concerns were raised by the contractors. The importance of having plant that complied with Queensland Transport regulations and appropriately qualified drivers was noted. An indication of future projects was also provided for their information.

(d) R2R Grant Funds

As previously advised, \$278,068 of funds are available for roads projects in NPARC for this current financial year and \$240,000 for 2017/18 and \$120,000 for 2018/19. Possible projects were discussed at the previous Council meeting and it was requested that the Operations Manager return to the next meeting with cost estimates of the options for further consideration. These estimates are as follows:

▪ Loyalty Beach Road drainage	\$285,125
▪ Injinoo Lookout access road (500m)	\$202,500
▪ Wasiu Street guard rails	\$80,000
▪ Bamaga Cemetery road (500m)	\$202,500

However, it has also been determined that these funds can also be utilised for the repairs and maintenance works on the Jardine River Ferry. The recent works on the ferry were brought forward due to the MSQ Prohibition Notice and were un-budgeted. Final costs are not available at this time, but it likely to be in the region of \$80,000 and the R2R funds should be utilised for this expenditure. Therefore the balance of approximately \$200,000 is available for the other projects above. These funds would go close to completing the drainage works on the Loyalty Beach road which would include causeway crossings and a culvert crossing. However the scope may have to be curtailed to fit within the budget. Given the high tourist and local traffic that uses this road, it should be given serious consideration as the first priority. The following year's funds could then be utilised for the other projects. This is for Council's deliberation.

(e) CIMA Projects

Through CIMA, NPARC currently have approved funds to the value of \$3.79m for the delivery of two culvert upgrades on Ferry Road, pavement sealing at the end of Ferry Road to complete the roadworks commenced last year and Seisia Jetty repairs. Status is as follows:

- Culverts – units ordered and due for delivery with 6 weeks. Construction to be undertaken by NPARC roads crew with contractor assistance.
- Pavement sealing – timing dependent on other possible projects to share mobilisation costs
- Seisia Jetty – initial scoping of works commenced

(f) TIDS 2017/18

The majority of the funds are tied to the NPA RAU project to complete the drainage upgrade at the airport and these works will roll out with this program.

(g) NPA RAU

Under the Regional Airports Upgrade program, NPARC's application was successful in obtaining funds to upgrade the drainage at the airport. Civil design is currently in progress. The application also included pavement reconstruction which was not approved at this time, but it is hopeful that funds may be available in the future for these works.

(h) DILGP Drainage

NPARC was successful in obtaining grant funds to upgrade drainage throughout the communities to upgrade the scoured and overgrown open earth drains. Civil design is currently in progress.

(i) Lui Street Subdivision

NPARC was successful in obtaining funds for the construction of the Lui Street industrial subdivision. The civil design has previously been undertaken. However, the CYLC have issued a Refusal Notice for the proposed activity on the land and this has put the project on hold which may soon have serious implications on the grant funding as there are time constraints surrounding this.

(j) Council's Roads Crew

- I. Community clean-ups have been completed with the exception of the derelict cars on the footpaths. Notices will be issued to the offenders to have the cars removed within 4 weeks otherwise they will be removed by Council at a cost to the owner of \$278 in accordance with the current Fees & Charges Schedule.
- II. New signage along the main roads is near complete.
- III. Works are progressing with the Bushfire Buffers throughout the communities with the Seisia and New Mapoon now complete. These works are being funded by a successful grant application with the DILGP.
- IV. Culverts on Ferry Road. These fall within the CIMA projects and will be undertaken by the road's crew with contractor assistance. This will provide valuable experience and additional skills for the roads crew.

2. Environmental Health

- (a) Vet Visit. The next vet visit is scheduled for 21-24 March and over 50 advance bookings have been made for animal treatments which include desexing, mange and worm treatments plus other animal health issues. Treatments will be made subject to the animals being registered. In addition, the "2 dogs only" per household message will be reinforced. A strategy for this is being discussed with the Vet.

The worming and mange treatments program of providing Ivomec continues on a monthly basis.

Horses are becoming more of a problem around the streets of the communities. Sick and injured horse incidents also seem to be on the increase and they are being neglected by the owners.

Queensland Health representatives will be visiting NPARC on 5-7 April to review progress being made and offer assistance with the dog program and the food stall licencing practices.

- (b) Sewerage. Due to the number of recent incidents with sewage pump failures, the SCADA system has now been set up on the Operations Manager's computer which will allow closer monitoring of the operations of the pump stations in order to reduce the occurrence of serious failures at significant cost.
- (c) Rubbish Tip. The traxcavator is now operational again after a significant period of downtime in the Workshop. This will enable the Tip to be maintained in a much better condition and enable better access to the tip face.

3. Airport

On 2 March the airport experienced serious lightning strikes which resulted in unrepairable damage to the runway lights and controls. Lights were blown out of the ground and the surge caused significant damage to the electronic equipment in the terminal building. Emergency lighting is now being used for night time callouts which involves physically placing up to 70 battery powered lights around the perimeter of the runway.

The insurance company has been notified and cost estimates for the replacement of all the equipment is being finalised. Indications to date are in the order of \$350,000. Reinstatement will require urgent attention as soon as the insurer's approval is given. The new system will be designed with a number of fused circuits to prevent such widespread damage should another incident occur in the future.

Flights schedules. A summary of the flights for January and February are as follows:

	<u>Jan</u>	<u>Feb</u>
▪ Rex Airlines	17	24
▪ Skytrans	20	20
▪ Other	26	37

Fuel Sales for January and February are as follows:

	<u>Jan</u>	<u>Feb</u>
▪ Jet A-1 (litres)	10,461	3400
▪ Avgas (litres)	884	60

An opportunity exists for grant funding under Round 3 of Building Our Regions through the Department of State Development to expand and upgrade the Northern Peninsula Airport terminal building, which is long overdue for a facelift. The funding available is up to a maximum of \$500,000 and subject to a detailed funding application. The scope of the project will include upgrade and expansion of toilet amenities to include disabled access; provide cover for luggage transfer station; provide a pilot briefing room; upgrade administration offices; upgrade and secure the counter area; control overland stormwater flow around the terminal; and provide provision for future communications upgrade. Concept plans to accompany the application will be tabled at the meeting for information.

Resolution:

Northern Peninsula Area Regional Council –

supports submission of the detailed application for the Northern Peninsula Airport Terminal Infrastructure Project

is committed to delivering the project and approves any applicant financial and/or in-kind contributions; and

is committed to the management and costs associated with the ongoing operation and maintenance of the infrastructure

Moved : Cr Adidi

Seconded: Cr Nona

Vote: 5/0

Resolution Number : 9.2-280317

4. Concrete Batching Plant

In January and February, 62 and 58 cubic metres of concrete respectively was supplied to our building contractors for projects including house pathways and driveways.

The batch plant has stockpiles of concrete materials to enable approximately 80m3 of concrete to be manufactured. Additional stocks are being ordered in preparation for the 12 new house slabs being constructed by HC Building and Construction. However weather and road conditions between NPA and Archer River may cause delays. Alternative sources are being investigated.

A recent inspection of the concrete trucks by our workshop manager revealed the trucks to be in a very poor condition and this seems to be the result of a combination of factors including age, normal wear and tear, and poor maintenance and proper care. One truck has been taken off the road and considered to be uneconomical to repair. The other truck is considered suitable for repair in the short term, but will need replacement in the next 1 to 2 years. With a significant building works schedule again this year, it is paramount that we have reliable plant to deliver concrete. Of most concern and of critical importance is the upcoming 12 house slabs for HCBC which are programmed to commence in mid-April. The options for replacement of the truck are:

- Buy a new truck \$230,000
- Buy a quality second-hand truck \$120,000
- Hire a truck (if available) at approx \$1,250 per day as a short term solution and then buy a truck

Further details will be available for discussion at the meeting and decisive action will be required.

Resolution :

That Council approves the expenditure of \$170,000 for the acquisition and delivery of Kenworth Concrete Agitator and that the 2016-17 budget be amended.

Moved : Cr Newman

Seconded : Cr Bond

Vote : 5/0

Resolution Number:9.4-280317

3. Mechanical Workshop

A significant improvement has already occurred at the workshop in terms of getting vehicles back into service and having a tidy and safe workplace.

Staff attendance and productivity continues to be a problem and two staff have recently resigned. In order to keep some work flow while staff recruitment occurs, temporary labour has been employed. In addition, a contract auto electrician has been employed to deal with the mounting electrical issues. When repairs are at a satisfactory level, regular maintenance services will be undertaken.

The parts stores area has been organised to enable easy storage, identification and re-ordering of parts. Minimum stock levels will be maintained as required to ensure vehicles are returned to service without delay.

Two old uncertified hoists were sold at the recent auction and these will be replaced with budget monies allocated in this year's budget.

New Plant and Vehicles. Delivery of the tip truck is still pending and expected to be in NPA within two weeks.

4. Jardine Ferry Operations

As planned, the Jardine Ferry repairs and maintenance works were completed by the 9 March 2017 and refloated for service on the following day. In brief, the works included:

- Major service to the ferry engine including the replacement of all hoses and engine mounts
- Replacement of lights and electrical wiring
- Replacement of ignition switch
- Replacement of captain's chair
- Replacement of damaged decking timbers
- Replacement of steel angles on deck ends
- Replacement of wear plates under ramps
- Ladder to ferry side
- Internal and external hull inspections
- Marine Surveyor's inspection and certification
- MSQ inspection

The works were completed without incident or delay, despite the rain. The MSQ Prohibition Notice was removed and the Certificate of Operation is now current for a further 12 months. The Marine Surveyor has requested two minor repairs be undertaken on the hull within the next 12 months. Other than that, the hull was considered to be in very good condition.

5. Building & Maintenance

(a) BAS Portal Maintenance

There are currently 399 active maintenance jobs and the over 60 day jobs remain at low levels.

Previous advice from BAS was that maintenance budgets were exhausted for the 2016/17 financial year, however over recent weeks numerous jobs have been issued after recent inspections. It is understood from BAS that budgets for the next financial year will be similar or larger than the past year.

(b) BAS Housing Upgrades

The current project status is as follows:

- Projects below \$20,000 – 15
- Projects above \$20,000 – 22
- Total projects value = \$2.0m

These works need to be complete prior to 30 June 2017.

(c) Pergolas, Verandas and Louvres

The current project status is as follows:

- Pergolas – 100% complete. All that remains is the assessments of final payments to IBC.
- Verandas – 100% complete. All that remains is the assessments of final payments to IBC.
- Louvres – 10% complete.

6. Contracts

(a) BAS Houses (13)

The updated status is as follows:

- 2 Lots at Seisia - Strategic Builders – completed Jun 16
- 2 Lots at Seisia - Positive Concrete – completed Sep 16
- 1 Lot at Bamaga - Yorkston Constructions – 98% complete. Waiting on Ergon to connect power
- 2 Lots at Bamaga - Cape York Building and Maintenance – 80% complete. Program completion 30 April 2017
- 1 Lot at Seisia - Somerset Building Company – completed November 16
- 1 Lot at Injinoo – Somerset Building Company – completed November 16
- 2 Lots at Injinoo – Injinoo Building Constructions - framing near complete. Program completion 30 June 2017.
- 2 Lots at Bamaga – Strategic Builders – commenced July 16, completed September 16

(b) BAS Houses (12)

Document and Construct 12 x Detached Houses – Project NPC5.

A pre-start meeting was held with HC Building & Construction (HCBC) and BAS on 16 March 2017 in the Umagico office where the program and details of the contract were discussed. Preliminary house designs were presented and the site building pads inspected. As a variation, some site earthworks will be undertaken prior to the house construction commencing.

HCBC have indicated that works will commence on site in mid-April and expect completion by 30 September 2017. As previously noted, the delivery of concrete is one of the biggest risks that we face and could potentially cause project delays.

HCBC are also committed to employing two apprentices and they are currently progressing with recruitment.

(c) New Mapoon Multi Purpose Facility

The CYLC have issued a Refusal Notice for the proposed activity on the land and this has put the project on hold which may soon have serious implications on the grant funding as there are time constraints surrounding this.

Separately, the Department of Sports and Rec are yet to provide the Deed of Agreement for signature.

(d) MIP 6

As previously reported NPARC has two major projects in contention for this program including the Bamaga Sewerage Ponds Upgrade and the new Regional Waste Facility. We are still awaiting further advice and this will not be forthcoming until the appointment of the new program manager. The next MIP meeting for 2017 is yet to be scheduled.

Other Business

10.0 Sponsorship –STEEL Fitness

Material Personal Interest

Cr Newman declared a material Interest as Brother and Sister In Law own Steel Fitness. Cr Newman left the room at 4.50pm and took no part in the debate or vote. Cr Newman returned at 4.58pm

Conflicts of Interest

Cr Adidi declared a conflict of interest being a member of Steel Fitness

Cr Bond declared as he has family who are members of Steel Fitness

Both Cr Adidi and Cr Bond advised that they could act in the public interest and in order to maintain a quorum stayed in the room and participated in the debate and vote.

Resolution :

That Council supports \$1,650.00 Steel Fitness for the requested assistance with accommodation costs.

Moved : Cr Adidi

Seconded : Cr Nona

Vote : 4/0

Resolution Number : 10.0-280317

Cr Adidi and Cr Bond voted for the motion

10.2 Sponsorship – NPA Touch Team

Resolution :

That Council supports \$1650.00 NPA Touch Team for \$1,650 towards ferry costs conditional on NPARC being acknowledged in any promotional activities, shirts etc .

Moved : Cr Adidi

Seconded : Cr Nona

Vote : 5/0

Resolution Number : 10.1-280317

Meeting closed: 5:05pm