



## Northern Peninsula Area Regional Council

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### MINTUES OF NPARC ORDINARY MEETING

Meeting Date: Tuesday 28<sup>th</sup> November 2017  
Meeting Location: CAIRNS office 225a Sheridan Street , Qld 4870  
Time: 9:35am

#### **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

### **Presentations**

**Mr Terry Osmond** – Australian Workers Union, regarding the upcoming Enterprise Bargaining negotiations

**Mr Andrew Hepworth** – Island and Cape, regarding proposed point of sale and stock management software for the Alau Supermarket

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

1. Apologies -Nil
2. Declaration of Conflicts of Interest
3. Business Arising from Minutes of Tuesday 31<sup>st</sup> October 2017

That Cr Adidi, requested that future reports by the CEO in relation to critical matters involving Council must not be provided in a casual verbal reporting and to be reported in a written format, including attachments of related documentation.

### **NOTICE OF MOTION 2/17**

On Monday 20 November 2017 I Cr Cassandra Adidi gave notice that I intend to move a motion to rescind resolution 5.2-151216. - Government Employee Housing Under Section 262 of the Local Government Regulation 2012.

#### **Resolution:**

That Council agrees in principle to the general terms and conditions for the lease of Lot 209 SP273361 Bamaga and Lot 90 SO59 - 10 Sebasio Street Bamaga to the Queensland State Government for government employee housing.

Further That Council delegate to the Chief Executive Officer the signing of all documentation relating to the leasing of Lot 209 SP273361 Bamaga and Lot 90 SO59 - 10 Sebasio Street Bamaga, following referral to Council.

**Moved: Cr Bond**

**Seconded: Cr Newman**

**Vote: 4/0**

**Resolution Number: 5.2 – 151216**

**MOTION**

That Council rescind resolution 5.2-151216 – Government Employee Housing

**Moved: Cr Adidi**

**Seconded: Cr Nona**

**Vote: 5/1**

**Resolution Number: NoM 2 – 281117**

**Resolution:**

That Council notify the Department of Public Works Government Employee Housing, that

**Resolution : 5.2 – 151216**, has been rescinded , that due process was not followed by administration to attain authority for a lease to be issued by DOGIT trustees for leasing of Lot 209 SP273361 Bamaga and Lot 90 SO59 - 10 Sebasio Street Bamaga under the Torres Strait Land Act 1991.

**Moved: Cr Adidi**

**Seconded: Cr Nona**

**Vote: 5/1**

**Resolution Number: NoM 2.1-281117**

**Resolution:**

That Council resolves that other service lots will be identified by respective Councillors within their respective DOGITS, for the provision of Government Employee housing as they become available.

This will enable government employee housing to be spread throughout the whole NPA region.

**Moved: Cr Adidi**

**Seconded: Cr Bond**

**Vote: 5/1**

**Resolution Number: NoM 2.2 -281117**

**4. Confirmation of Minutes of Council Meeting Tuesday 31<sup>st</sup> October 2017**

**Resolution:**

That Council confirms that the minutes of Tuesday 31<sup>st</sup> October 2017.

**Moved: Cr Newman**

**Seconded: Cr Bond**

**Vote: 6/0**

**Resolution Number: 4.0 - 281117**

**Report Number :** 5.0  
**Subject :** Chief Executive Officers Monthly Report  
**Attachments :** Letter Mr. G Humby to NPARC  
**Author :** Stephen Wilton  
**Date :** 28 November 2017

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**Executive Summary:**

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

**Recommendation:**

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

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**5.1 “Utingu” Lot 3 on Plan SO4 Parish of Seymour – Road Opening**

Mr. Geoff Humby the owner of Utingu a freehold Lot 3 on Plan SO4 Parish of Seymour in the Torres Shire Council LGA has written to Council (copy attached) seeking support for a road opening from his land though the New Mapoon DOGIT to Join the Seisia to Pajinka Road.

Mr. Humby states he has an approval to construct an ECO Tourist lodge from Torres Shire however the legal access to the land is not trafficable due to need to construct a bridge over a substantial Creek. There is currently practical access from the south through the New Mapoon DOGIT however this access is not a gazetted road.

On 5 March 2008 the New Mapoon Aboriginal Shire Council previously granted permission by way of a Trustee Permit for access through the DOGIT for the purpose of constructing and operating an Eco Lodge complex and associated activities.

The development of an Eco Tourist Lodge would provide employment opportunities both during construction and during operations once complete.

Mr. Humby has made an application to the State through the Department of Natural Resources and Mines was advised to seek NPARC views on the dedication of the road. It would appear that the State wish to deal with the application as part of the discussions and actions required around the transfer of the New Mapoon DOGIT from Council to the Traditional Owners.

NPARC is not the only stakeholder in this matter as the access road requested to be gazetted also traverses the Bond lease. The lessees would also need to be consulted.

The normal process for a road opening application (i.e. not part of DOGIT transfer negotiations) is for the State to seek the views of all stakeholder

**Recommendation:**

Either;

- A. That NPARC advise Mr. Geoff Humby that it supports the dedication of a road from the Seisia to Pajinka Road to Utingu on Lot 3 Plan SO4 at no cost to NPARC.

Or

- B. That NPARC advise Mr. Geoff Humby that it does not supports the dedication of a road from the Seisia to Pajinka Road to Utingu on Lot 3 Plan SO4.

**Resolution :**

That Council advise Mr Geoff Humby that NPARC requires further information regarding the intended road opening including a map of the proposed route , the level of tree clearing and land disturbance intended to be carried out , and evidence the Bond lease holders and Native Title Holder have been consulted

**Moved : Cr Bond**

**Seconded : Cr Getawan**

**Vote : 6/0**

**Resolution Number : 5.1-28111**

**5.2 Bamaga Tavern OLGR Application to Remove prohibition of Glass**

Bamaga Enterprises Limited operates the Bamaga Tavern. They have lodged an application with the Office of Liquor and Gaming Regulation for a “Permanent Variation to the Tavern License” in relation to no alcoholic or non-alcoholic beverages being allowed to be sold in a glass container.

Specifically they are seeking a variation to license condition LL231 which states:

“The sale or supply of liquor or non-alcoholic drinks in a glass container is prohibited.”

They are requesting that this condition be removed.

The reasons quoted for this variation include:

1. This application seeks to bring the Bamaga Tavern’s license requirements into line with those of Thursday Island and nearly all other general licenses in Queensland by seeking to remove this restriction.
2. Bamaga Tavern has a very low incidence rate, even on disco nights where live entertainment is provided.
3. A recent tavern renovation and current revamping of the bistro menu and kitchen, is all contributing to an improved service that is of benefit to all residents of the NPA. It is felt that allowing glass in the tavern will contribute to their improved image. They claim the Bamaga Tavern has come a long way from the old “Bamaga Canteen” days, and this needs to be reflected in the restrictions that are being imposed on the license.
4. The existing condition is a cut and paste from the old Council canteen licenses that was original put on the Bamaga Tavern license at amalgamation and is not relevant to the present Tavern operation and the current social environment.
5. Examples of their alcohol harm minimization measures include;

- CCTV cameras installed throughout the venue and beer garden
- Trained security on hand when patronage at functions exceeds 50, with regular patrols conducted in and around the premises
- All staff trained in Responsible Service of Alcohol

NPARC has been invited to submit any comments or objections by close of business 30 November 2017.

**Recommendation:**

Either;

- A. That NPARC advise the Office of Liquor and Gaming Regulation that it does not support the application from Bamaga Enterprises Limited for a permanent variation to the Bamaga Tavern licence.

or

- B. That NPARC advise the Office of Liquor and Gaming Regulation that it does support the application from Bamaga Enterprises Limited for a permanent variation to the Bamaga Tavern licence to allow the sale of alcoholic and non-alcoholic drinks in glass containers.

**Resolution :**

NPARC recommends that the Office of Liquor and Gaming Regulation be required to conduct community consultation throughout NPA to demonstrate community support for any variation of the licence and report the outcomes of the consultation to the Community.

That NPARC advise the Office of Liquor and Gaming Regulation that it does support the application from Bamaga Enterprises Limited for a variation to the Bamaga Tavern licence to allow the sale of alcoholic and non-alcoholic drinks in glass containers, for in-house consumption only for a trial period of 6months.

NPARC does not support the sale of alcoholic and non-alcoholic drinks in glass containers for take away sales.

**Moved : Cr Newman**

**Seconded : Cr Getawan**

**Vote : 6/0**

**Resolution Number : 5.2 -281117**

Consultation:

NIL

Legal Implication:

Nil

Policy Implication:

Nil.

Financial and Resource Implications

Nil

*That Council go into committee at 1:43pm under the Local Government Regulation 2012, Section 275 (1) (b) industrial matters affecting employees; and (f) defending legal proceeding.*

**Moved : Cr Bond**

**Seconded : Cr Getawan**

*That Council reopen the meeting to the public: 3:38pm*

**Moved : Cr Bond**

**Seconded Cr Getawan**

**Report Number :**

**5.2**

**Subject :**

**Current Legal Matters**

**Attachments :**

**Author:**

**Stephen Wilton**

**Date :**

**28<sup>th</sup> November 2017**

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#### **Executive Summary:**

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

#### **Recommendation:**

That the Council note the status of the legal matters.

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5.3.1 NPA Earthmoving Yusia Ats NPARC - District Court

5.3.2 Krisanski Ats NPARC - Adverse Action Claim – Queensland Industrial Relations Commission

5.3.3 Spork Ats NPARC - Adverse Action Claim – Queensland Industrial Relations Commission

#### **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 :** 5.2  
**Subject :** Enterprise Agreement Confidential Report  
**Attachments :** 1. Consultative Committee Log of Claims  
2. Email Further Log of Claims  
**Author :** Stephen Wilton  
**Date :** 28 November 2017

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**Executive Summary:**

This report presents an update on current status of the process for negotiating an Enterprise Agreement by the Chief Executive Officer.

**Resolution :**

That the Council appoint Cr Getawan to attend the NPARC Enterprise Agreement negotiation meetings with the Staff Consultative Committee and relevant unions with the Mayor Chief Executive Officer and Human Resources Manager and that a report on the status of the NPARC Enterprise Agreement negotiations be brought back to Council.

**Moved : Cr Adidi**

**Seconded : Cr Nona**

**Vote : 6/0**

**Resolution Number : 5.2-281117**

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**5.1 Enterprise Agreement**

Council will be aware that the NPARC Certified Agreement expired in 2014 and that this agreement is currently still used as the basis of employment for Council staff.

In order to progress a new Enterprise Agreement nominations were called from Council staff to form a Staff Consultative Committee (SCC) together with relevant unions to negotiate the agreement.

The SCC have met on two occasions and have presented Council with their log of claims. This has been separated into "Immediate Claim" and "Reserved Items for discussion through life of agreement" (Attachment 1). Following the second meeting a further log of claims was received (Attachment 2).

*CONFIDENTIAL ITEMS REMOVED FOR PUBLICATION*

Whilst the staff have elected a Consultative Committee to negotiate on their behalf the management negotiating team needs to be formalised. It is recommended that the Chief Executive Officer, Human Resource Manager, Mayor and one Councillor form the management negotiating team.

**Consultation:**

NIL



**Legal Implication:**

The final Enterprise Agreement will need to be certified by the Queensland Industrial relations Commission.

**Policy Implication:**

Nil.

**Financial and Resource Implications**

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

**Report Number:** 6.0  
**Subject:** Community Services Progress Report  
**Attachment:** Nil  
**Author:** Executive Manager Community Services  
**Date:** 28<sup>th</sup> November 2017

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### **Executive Summary Report.**

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

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

### **Recommendation:**

That Council accepts the Community Services Progress Report for the month of November 2017.

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#### **1. Commonwealth Health Support Program & HCP – Report for November 2017.**

<b>Monthly Report</b>	
Number of Staff whom left employment (If so, whether terminated or resigned, position now vacant and whether exit interviews were conducted)	Nil.
Number of new staff members recruited and appointed (If so, state positions and type of employment Casual/permanent part-time or permanent full-time	Nil.
Number of disciplinary actions or staff counseling	2 x staff was counselled about the importance of communication and teamwork.
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	First complaint received from family carer that worker has not provided personal care to a frail client for more than 2 days, but later end of the week worker provided personal care.

	Second complaint again about the same worker from family carer was in regards to the attitude of the worker towards the family carer. Worker will be monitored to make sure this behavior is not repeated.
Number of Staff members who took leave (if so, state the type of leave and positions)	1 x staff – Long Service (Gayle Kiesling). Tori Cashmere to relief as Admin/Case Worker.
Number of accidents/incidents (if so, risk minimization strategies in place)	Nil.
Number of lost time due to accidents/incidents	Nil hours.
Number of staff training activities	NPA Community Option Program staff will continue on their Cert 4 in Aged Care on 28 <sup>th</sup> & 29 <sup>th</sup> of November and their First Aid Training together with NPAWS & Bamaga Kazil on the 21 <sup>st</sup> & 22 <sup>nd</sup> of November.
Results of quality activities and ongoing reviews	<ul style="list-style-type: none"> <li>○ Consultants to visit on the first week of December (04.12.2017). Yet to confirm.</li> <li>○ Quality Agency to do an on sight visit late December.</li> </ul>
Outline capital works and equipment purchased or requests for purchase (Include information about purchase price; purpose; benefits for service; quotes)	<ul style="list-style-type: none"> <li>○ Request to purchase a Commuter Bus to replace the Ford Flash Cab a.s.a.p.</li> </ul>
Report progress and measurement of outcomes or key performance indicators within strategic plan.	<ul style="list-style-type: none"> <li>○ Still waiting from Council to confirm Opening date for the Age Care Centre.</li> </ul>
Other additional information	<ul style="list-style-type: none"> <li>○ Staff are now preparing and organizing for client on Christmas Party for Tuesday the 12.12.2017.</li> <li>○ HACC will be closed for the holiday period. Staff will organize with family to care for their loved ones.</li> </ul>

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

- The Annual Community Events Calendar – The Community 2018 Events Calendar is attached for Council to endorse.
- October/November – In the month of Oct/Nov sports codes have been slowing down, due to Carnivals happening in other regions.

SPORTS CODE	DATE/DAY/TIME	RESPONSIBILITY	OUTCOME
Basketball	Tuesday/Thursday Nights @Bamaga Hall	Basketball committee NPARC –sports & rec Staff Community volunteer's	Running sessional comps and trying To help the code get incorporated Also branching to outer community

			For more teams
Volleyball	community/individual teams	Basketball committee NPARC –sports & rec Staff Community volunteer's	Training leading up to NPA Carnival 2018
Touch	Training Sessions	Basketball committee NPARC –sports & rec Staff Community volunteer's	Training leading up to Weipa Torres/cape Touch carnival 2018
League	6 <sup>th</sup> October –Grand Finals	Basketball committee NPARC –sports & rec Staff Community volunteer's	6 October 2018 local Grand finals

- Basketball are still now in their last session for their local competition which will be finishing off their competition on the 18<sup>th</sup> November on Saturday.

All basketball have relocated to the Outdoor court in Bamaga due to Bamaga hall under construction under way.

- **Issues** – within the last 4 weeks of their competition games had to be relocated to other venue due to hall been under go construction.
- Games have been recoated to Bamaga Out Courts
- New session will be kicking off in the early next year hopefully our halls will be ready for their new session to be kicking off.
- **Volleyball** – Volleyball have finished their local competition mid this year. induvial teams have been doing training leading up to the NPA Carnival
  - **Issue** – Volleyball are kicking off their new sessions in the early next year due to the Umagico Hall undergoing construction too as well.
  - Getting more community people to join up to be a part of the volleyball committee.
  - Bring ref side out to other regions to compete in other comps/carnivals.
- **Touch** – touch completion has finished for the year and will be kicking their completion within the early of next year
- Training have been on the go for a ref side from NPA to compete in the Weipa Torres Cape touch carnival which took place in 4<sup>th</sup>,5<sup>th</sup>,November 2018.
- Ref side from NPA was a part of the carnival and came in third place.
- **Issue** – getting more teams to compete in the local comps and getting more volunteers to join the touch committee.
- Trying to get affiliated within the New Year 2018.
- Looking at hosting a big touch carnival – Red Dust Battle Touch Carnival in 2018.(in the process)

### 3. Arts & Culture Report for November 2017

It's been a quiet 4 weeks, winding down for Christmas, tidying up the centre, administrative tasks, art sales, and the festival preparations taking up most of the duties.

Arts coordinator, has been assisting the NPA Culture Festival Coordinator for the last 4 weeks in meeting community members and stake holders.

- Assisted Festival Coordinator Kori Totorewa arranging and attending Community Meeting at Umagico and New Mapoon.
- Meeting with Seisia IKC and arranging Community Meeting.
- Meeting with Kitty Tabuai arrangements for Bamaga Community Meeting and her private business Cape to Cairns Bus Service.
- Introduction meeting- Kori to contemporary dancer-choreographer Danielle Jawai for possible engagement of her services.
- Introduction meeting Kori to John Tabuai Bamaga People's Indigenous Corporation for their support and Bamaga community meeting.
- Meeting with Actor-Producer Aaron Fa'aoso and Actor Jimi Bani for possible engagement of their services.
- Telephone meeting with Rex Airlines representative regarding publicity article on a local artist.
- Providing information for Arts QLD grant applications.

### 4. Npa Culture Festival – Report for November 2017

#### Monthly Management Plan Status October/ November

Notification of steering committee	Date: 7/12/17 Notification sent out 20/11/17
Organising committee	Meet as required
Source funding	Completed
Source sponsorship	Ongoing Refer to funding matrix
Community engagement	Ongoing process
Contact performing groups	Ongoing process
Community activities	Ongoing process – See report
Event Dates	Seeking endorsement (see financial breakdown)
Theme: Keep the Flame of Culture Burning	Seeking endorsement (see evidence below)
NPACOP Event Plan	Completed – Consulted Moira Mau
Job tenders	Waiting for quotes

## **Resolution:**

That Council endorse the theme for the 2018 NPA Cultural Festival will be “Keep the Flame of Culture Burning”

**Moved: Cr Getawan**

**Seconded: Cr Nona**

**Vote: 5/0**

**Resolution Number: 5.4 - 281117**

## **General Overview**

Job Tenders Stage and lighting production team via Cairns.

- On country events & productions: \$15,000.00 Cairns AV hire: \$11,600.00 with \$4,700.00 in-kind sponsorship
- Prodig Audio: (Waiting for quote)
- Videographer and production team via Cairns / Port Douglas Studio Productions: Tender yet to be sent out
- Visual Obsession: Tender yet to be sent out
- Ring of Fire Productions: Tender yet to be sent out
- *The purpose for these job tenders is to ensure that the lighting, staging and filming is done at professional level to support the performances and artists on stage. Production teams in the tender must provide a learning workshop for the local adolescents as part of the Emerging Artist Program. Confirmation of the teams will be discussed with executive manager to review profiles and financials.*

## **Sponsorship / Funding Applications**

Sponsor	Level of Sponsorship	Cash	In-Kind	Comments
Building Better Regions Fund	Gold	\$100,000.00		Approved, submitted by grants officer. Waiting for GL and Cost code account
NPARC Regional Council	Gold		\$50,000.00	Approved, submitted by Grants officer
Tourism Events Queensland	Gold	\$25,000.00		Applied, waiting for response Dec 2017
Arts Queensland	Gold	\$80,000.00		Applied, waiting for response 25/01/2018
Festivals Australia	Gold	\$60,000.00		Applied, waiting for response 01/02/2018
Playing QLD Fund	Gold	\$60,000.00		Ongoing process
Seaswift	Gold		\$10,000.00	Approved, All shipping via Cairns to Seisia
Peddells	Silver		\$6000.00	Approved, Discounted Island trips, and support letter by coordinator
Skytrans	Gold		\$12,500.00	Approved, 10 Free seats and discounted trips to Bamaga via Cairns
Tabuai Cape Bus Transport	Silver		\$5,000.00	Approved, discounted bus trips to Bamaga via Cairns.
Cairns AV hire	Silver		\$4,700.00	Approved, discounted AV production costs
Rex Airlines Magazine	Gold		\$11,000.00	Approved, discounted prices on full page ad and free 2 page editorial on Festival /Artist
Bamaga People Indigenous Corp	Supporter			Approved, support letter for funding application
Aputnema Land Trust	Supporter			Approved, support letter for funding application
MyPathways				Contacted – 3/10/17 Community engagement
Seisia Enterprises				4/10/17 Initial meet and greet, sponsorship agreed meeting scheduled at later date
Bamaga Enterprise Ltd				4/10/17 Initial meet and greet, sponsorship agreed meeting scheduled at later date
UMI Arts Ltd				
Defence Facility Thursday Island				
Bunnings Cairns				
NPA Earthworks				
Cape York Ice and Tackle				4/10/17 Initial meet and greet, sponsorship agreed meeting scheduled at later date
DATSIMA				
Health				
Housing				
Qld Police				
Emergency Services				
AQIS				
Bamaga Dreamtime				4/10/17 Initial meet and greet, sponsorship agreed meeting scheduled at later date
Cape York Peninsula Lodge	Silver			Waiting confirmation, discounted room rates for artists and production team
Punsand Bay Resort				
Loyalty Beach Resort				

## **NPA Community Options Program**

As part of the QLD Arts funding, a detailed strategic plan was completed in conjunction with the NPACOP Coordinator and Festival Coordinator to cater for people with an impairment

and community elders for the 2018 Culture Festival. Document included information such as types of language to be used, spacing, auditory, visual and verbal communication, catering and dietary requirements.

### **Community Engagement**

Representatives of the Festival Committee including J.Adidi, L.Adidi, M.Whap (IKC Seisia), N.Pai (IKC Umagico) P.Lifu (IKC New Mapoon) have been conducting meetings in the community seek festival ideas as part of the consultation process. Festival Coordinator has also engaged with BPIC – J.Tabuai and Apudthama Land Trust – Sandra Sebasio to seek cultural support from their organisation and support the festival initiative.

### **Emerging Artist Program (EAP)**

A program designed for ages 5 – 17 that exposes the different elements of the arts to these students. This program was designed under the Festival Australia program by the Festival Coordinator to create an opportunity to learn event production, staging and lighting, dancing, singing and visual arts workshops by local resident artists and acclaimed artists. Students will also perform items at the Culture Festival with Christine Anu.

### **Hiring of Christine Anu**

Christine Anu management has placed an EOI with NPARC to perform at our festival with a travelling band of 7. The Festivals Australia or QLD Arts funding will pay for this costs. Her costs are as follows: trio band: \$15,000.00 full band: \$30,000.00 Skytrans have expressed that they would like to fly her to Bamaga free of charge if they are given the opportunity to do some promotion with Christine. The Funding that has been applied for is up to \$80,000.00. Sponsorship will be given for accommodation. All other costs will come from the grant.

### **Promotion and Marketing**

Local artist have been sourced to supply all artwork for the festival. This includes, banners, logos, t-shirts, cooperate gifts. Sponsorship has is in discussion if we supply a national feature with Rex Airlines. Artists include, Anzac Newman, Vincent Babia. Signarama approved sponsorship.

## **5. Ribs Report for September 2017**

- For the month of November 2017, carry out daily visual inspection to RIBS Building, Studio's A & B, Server room, making sure all equipment's are in good working order.
- Broadcasting - daily continues from 10:04am – 12pm midday
- Visitors to station: nil due to other commitments
- Community Service Announcements (CSA) –
- NPARC's Apudthama Land & Sea Rangers re people to bring their rubbish back with them when visiting Cypress swimming area due to no bins are going to be put out there.
- Crocodile sightings – parents to warn their children
- Job Spot:  
Vacancy at Bamagau Kazil TSI Corporation re Coordinator
- NPAF&CS re Medical Receptionist, Program Manager-Finance & Admin, Program Manager- Assets & Building
- General:
  - I will be broadcasting up until 22<sup>nd</sup> December, 2017 any Christmas messages from CEO, Mayor, and Divisional Councillors are most welcome to come up and record to play in early December.
  - The main keys for RIBS is still in Cairns with Mr Gerry Pyne, due to Mr Pyne being away on medical leave, he was unable to send the keys up, so at this stage the keys will be cut (spare for QRAM) then sent up asap, so that we can get access to the Gen Set.

- Two weeks ago, we had power outage (Ergon) our Gen Set did not kick in, so once the keys arrives, further steps will be taken.

## 5. Bamaga Swimming Pool - Report for November 2017

### Pool Times / Hours of Operation:

<b>Monday</b>	8am – 1pm		3pm – 5 pm
<b>Tuesday</b>	6am – 7am	8am – 1pm	3pm – 5 pm
<b>Wednesday</b>	6am – 7am	8am – 1pm	3pm – 5 pm
<b>Thursday</b>	6am – 7am	8am – 1pm	3pm – 5 pm
<b>Friday</b>	6am – 7am	8am – 1pm	2pm – 4 pm
<b>Saturday</b>			2pm – 5 pm

### Swimmers - Already busy at the pool.

- The early mornings from 6am – 7am are busy with 4 to 6 swimmers in the pool at one time and there seems to be more people coming in for a morning swim. Afternoons are always busy with many local kids coming for swim and the office is also busy with food and drinks being sold every day.
- Primary school, both Bamaga & Injinoo campuses have been having swimming classes every Monday, Tuesday, Wednesday & Thursdays and have booked in November 29<sup>th</sup> for the school swimming carnival.

### Pool Maintenance

- The pool is clean.
- The water is constantly being monitored daily, testing and adding salt and or chlorine when needed.

### Pumps

All stock need to clean and maintain the pumps and change the filter sand in the pumps have been ordered. We are now waiting for the plumbers to come in and do the maintenance.

- Pump 1 – Continues to ‘trip’ (the power board needs to be upgraded)
- Pump 2 – working fine
- Pump 3 – leaks when doing backwash & has stopped working (No Flow, Plumber to inspect)
- Pump 4 – working fine
- Pump 5 – working fine

### Fencing

- The new fence is good. The boys have put up shade cloth on the fence down one side of the pool grounds to help reduce the amount of dust that enters the pool & the shade cloth works well providing privacy as well as cutting down dust from entering the pool.

**Toilets** - It took 6 months, but the ladies toilets have finally been fixed. All toilets are now working.

The toilet lights are not working and electricians are working on a plan to rectify the situation.



**Ramp** - Still to follow up on the boiler maker about fixing the pool ramp  
**Office**

- Dust is a big problem in the office. It gets all over the benches, computer, printer, tables, floor etc.
- It has been a struggle lately to lift open the entrance roller window, a requisition has been placed for the carpenters to come and fix the problem.

## **6. NPA Hunters Fitness Gym - Report for November 2017**

### **1. Electronic Security and Access Control Update.**

Chubb Visit - Chubb visited the Gym on 20 November 2017 to finalise installation of the electronic tag sensor at the door and cabling. The final online training session can now be held with GymMaster. This introduces the Gatekeeper component of the software allowing configuration and distribution of electronic tags to members. Distribution is scheduled to commence week commencing 27 November 2017. As previously advised all data required for members has been loaded into the software.

- Chub has also installed a third security camera for the Reception area during this site visit.

### **2. Member and Casual visit access –**

Members will be required to scan their electronic tag when accessing the Gym. This will record attendance and monitor currency of membership. Tags will allow access to the Gym outside normal operating hours when the Gym Manager is not present.

**Current normal operating hours are:**

Monday to Friday

6:00am to 8:00am

11:00am to 1pm

4:00pm to 8:00pm

- It is proposed member access be coded as 6:00am to 10:00 pm daily. Casual visitors will only have access during normal operating hours when the Gym Manager is present.
- An information pamphlet will be provided describing the process during rollout of the new system this coming week.

### **3. Business Plan (Completion by first Quarter 2018)**

(Note the following is proposed for consideration by Executive Management)

### **4. Communication Plan**

In general - The communication plan should provide an enhanced description of the facility including hours, equipment, classes provided and access/membership options to use the Gym. Mediums to be utilised include the following:

- (a) Facebook page - It very recently came to the writers' attention a Facebook page for the "Hunters Fitness Centre & Gym" was established in 2016. Contact and schedule details are out of date and the page continues to receive posts. To add further confusion there is another unofficial Facebook page created for "Bamaga Gym" with different information. This is a Council facility and needs to be controlled centrally if information provided is to be current and considered relevant. Discussions and follow up will be conducted in order to coordinate improvement.

- (b) Community Information Poster –

This would be placed at the Gym, Supermarkets, Fuel Service Stations and other facilities used by the public. The Poster would broadly reflect the information provided on the Facebook page and refer the reader to Facebook for more information including current news and events

(c) Information on NPARC Website –

A review of the information provided on the website could replicate information contained in Posters.

### **5. Membership Fees –**

(a) Issue/Feedback - The Hunters Fitness Centre offers membership options at a cost demonstrably cheaper than larger centres such as Cairns. However, enquiries by people in the community regarding membership more often than not result in that person unable to meet a membership cost. If they still wish to use the Gym these people pay on a casual basis avoiding upfront costs. It can be reasonably argued the economic demographic in remote communities may contribute to the business development challenges for the Gym. The following three initiatives can potentially be used to encourage membership.

(b) Free Trial Offer - A common strategy employed by Gyms is to provide a Free Trial. Periods from 1 to 7 days are typically offered. This can promote further use and participation by patrons. Conditions should apply including proof of residency and no previous use of a trial offer.

“Something” for \$80 Membership Join up.

- Quotes will be sought for sport caps and key tags. Figures to be provided to the Executive manager
- Membership discounts for Concession card holders

### **6. Gym Programmes in 2018**

The following programmes will be scheduled for the first Quarter 2018. They will be promoted and conducted by the gym manager.

#### **Joint mobility, stability and strengthening classes**

Classes will cater for:

- Individuals that have been inactive for a long period of time and have issues with normal activities of daily living.
- Individuals with joint problems in their upper and lower limbs and spines that inhibit normal and comfortable movement. This includes conditions such as osteoarthritis.

#### **“Core Stability” Classes**

- The ongoing research originally emanating from the 1990’s that has resulted the term “Core Stability” continues to be poorly understood and applied in clinical and gym programmes.
- The principles originally were applied in the treatment of low back pain. They have since migrated to include the improvement of sporting performance.

Classes will cater for:

- Participants with low back, hip and pain
- Sporting enthusiasts of all types wanting to improve balance and performance

NPARC HUNTERS FITNESS CENTRE MONTHLY REPORT: OCTOBER / NOVEMBER 2017										
		Individual	Pump	Weights Circuit	Mystery	Circuit	HIIT	Judo Kids/Adults	Yoga	Total
11-Oct		19						8		27
12-Oct		20								20
13-Oct		14								14
14-Oct	SAT									0
15-Oct	SUN									0
16-Oct		14								14
17-Oct		17								17
18-Oct		28					3			31
19-Oct		15								15
20-Oct		18								18
21-Oct	SAT									0
22-Oct	SUN									0
23-Oct		27						7		34
24-Oct		20	5							25
25-Oct		23					5	10		38
26-Oct		21								21
27-Oct	Public Holiday									0
28-Oct	SAT									0
29-Oct	SUN									0
30-Oct		15								15
31-Oct		14	5							19
1-Nov		17					5	6		28
2-Nov		15								15
3-Nov		11								11
4-Nov	SAT									0
5-Nov	SUN									0
6-Nov		24						7		31
7-Nov		16								16
TOTAL		348	10	0	0	0	13	38	0	409

NPARC HUNTERS FITNESS CENTRE MONTHLY REPORT: OCTOBER / NOVEMBER 2017								
PREPARED FOR DEPARTMENT OF SPORT AND RECREATION								
		ATSI	Non Ind	4 -12 yrs	13 -18 yrs	19-40 yrs	41+ yrs	Total Participants
11-Oct		12	15	8		14	5	27
12-Oct		10	10			15	5	20
13-Oct		5	9			9	5	14
14-Oct	SAT							
15-Oct	SUN							
16-Oct		5	9			10	4	14
17-Oct		8	9			12	5	17
18-Oct		15	16			21	10	31
19-Oct		9	6			11	4	15
20-Oct		10	8			15	3	18
21-Oct	SAT							
22-Oct	SUN							
23-Oct		14	20	7		15	12	34
24-Oct		7	18			20	5	25
25-Oct		9	29	10		21	7	38
26-Oct		10	11			17	4	21
27-Oct	Public Holiday							
28-Oct	SAT							
29-Oct	SUN							
30-Oct		4	11			11	4	15
31-Oct		3	16			16	3	19
1-Nov		7	21	6		14	8	28
2-Nov		1	14			13	2	15
3-Nov		2	9			9	2	11
4-Nov	SAT							
5-Nov	SUN							
6-Nov		11	20	7		16	8	31
7-Nov		5	11			13	3	16
TOTAL		147	262	38		272	99	409

### 7.Indigenous Knowledge Centres - Report for November 2017

Indigenous Knowledge Centres -	Bamaga	New Mapoon	Seisia	Umagico	Injino o
1. Operating Hours	24hrs/wk.	38 hrs/wk.	38hrs/wk.	38hrs/wk.	nil
2. Services & Public Program	First 5 program – no activity	Flyers & posters – community history	4 attendees	6 attendees	
3. Number of IKC members		48	419	100+	
4. Number of visits to IKC's	no	44	45	40+	
5. Library Lending & numbers.	no	0	0	30	
6. Public access to internet.	Yes	Yes	4	Yes	n/a
7. Average number of attendees.	no	0	30	6	

<b>8. Other new programs</b>	nil	First 5 program	3 x First 5 Program on Friday afternoons	First 5 2x attendees and Revive Language KKY & TS Creole	
<b>9. Access to resources</b>	online	online	online	online	

IKC	Public promotions
Bamaga	Research & collating information about the Mosby Creek water supply.
New Mapoon	<ul style="list-style-type: none"> <li>First 5 program kit is about to start</li> </ul>
Seisia	Audio promos on Ribs community announcements, Hacc Story telling /recording, research on Mosby Creek. The first 5 forever program is on every Friday. <ul style="list-style-type: none"> <li></li> </ul>
Umagico	First 5 program – 6 attendees / membership drive will commence soon.
Injinoo	nil

IKC Challenges:	Comments.
Bamaga	<ul style="list-style-type: none"> <li>Electricity to Bamaga IKC now resolved. The IT services at Bamaga IKC was not uploaded when the transition to RMT, and it now appears that the IT was not connected. Staff will now follow up with Kylie.</li> <li>Furniture held at stores was delivered to Bamaga IKC</li> </ul>
New Mapoon	<ul style="list-style-type: none"> <li>Professional development with using Aurora / Printer is not working.</li> </ul>
Seisia	<ul style="list-style-type: none"> <li>WiFi isn't available to public affect attendance</li> <li>Computers are experiencing problems, need upgrade.</li> </ul>
Umagico	<ul style="list-style-type: none"> <li>All resources and materials for Injinoo ikc was moved to the old bracs building at Injinoo.</li> </ul>
Injinoo	Carpenter is yet to provide an estimate cost to repair the building. (following up with Dev)

## 8. Funeral Services

No Report at this time.

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

**Legal Implication:**

**Policy Implication:**

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

## 1. Theme 2 – Community Wellbeing

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

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

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

- Grants funding - guideline.
- Nparc

**Report Number:** 6.1  
**Subject :** NPA 2018 Events Calendar  
**Attachments :** Yes  
**Author :** Executive Manager Community Services  
**Date :** 28<sup>th</sup> November 2017

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### **Executive Summary :**

The Events Yearly Calendar is based on the ongoing annual community events supported by this council. These events were inherited from legacy councils NPARC since amalgamated in 2008 and has become a vehicle for Council, Communities and Families to interact and maintain unity and strength.

Community Services department are requesting council's approval for the events listed below. This will assist our Events, Sports & Rec staffs to commence planning and making necessary arrangement to then deliver these events.

### **Annual Events:**

<b>Date:</b>	<b>Calendar day:</b>	<b>Type of Event:</b>
26th January	Australia Day	Mud Rally event
24th April	Anzac Day	Anzac celebration
3rd June	Mabo Day	Community celebration -
6 & 7th July	Npa Culture Festival	cultural activities & performances
3rd August	Npa Show	annual event, activities, side show

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<b>2018 Other Events: (not annual events)</b>	
4th March	Queens Baton Relay.
27th March	T.S.L.I.B. 75th Anniversary
2nd July	NAIDOC Week

**Resolution:**

That Council supports and approve the 2018 NPA Events Calendar.

**Move: Cr Bond**

**Seconded: Cr Adidi**

**Vote: 6/0**

**Resolution Number : 6.1 - 281117**

**Consultation:**

**Working Group:**

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

**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:**

- Nparc
- Sponsors
- Grant funding

<b>Report Number:</b>	<b>6.2</b>
<b>Subject:</b>	<b>Australia Day Mud Rally &amp; Pig Hunting Event</b>
<b>Attachments:</b>	<b>Yes – Project Management Plan</b>
<b>Author:</b>	<b>Executive Manager Community Services</b>
<b>Date:</b>	<b>27<sup>th</sup> November 2017</b>

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**Executive Summary Report.**

The Mud Rally and Pig hunting event is an annual event that Council have previously held on the Australia day. The current purpose of holding this event is to continue encouraging local community members to sign up and join the local state emergencies services or the rural fire team.

Council Staffs will be working closely with the local SES & Rural Fire group and volunteers with running activities. The event's project management report has been prepared and is attached to provide council with more information.

**Resolution:**

That Council supports the annual Mud Rally & Pig Hunting Event and accepts and supports the Event Project Management Plan

**Moved: Cr Adidi**

**Seconded: Cr Bond**

**Vote: 6/0**

**Resolution Number: 6.2 - 281117**

**Consultation (who did you consult?)**

- Mayor
- QFES – Adam (Acting Superintendent NQ Atherton)
- Fire Services TI - Connor
- Nparc Community Services - Executive Manager, CSM and Staffs

**Legal Implication:**

No

**Policy Implication:**

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:**

- Volunteers
- Sponsors
- Council
- SES

That Council notes the report from Apudthama Injinoo Sporting Indigenous Association



**Report Number:** 7.0  
**Subject:** Financial Services Monthly Report  
**Attachments:** NPARC Financial Statements @ 31 October 2017  
**Author:** G Gillam (Executive Manager Finance)  
**Date:** 8 November 2017

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### **Executive Summary :**

This is the Council Report for the month of October. There are still adjustments being made to the 2016-17 Financial year which may impact on this report. Nevertheless we have been able to produce draft 2016-2017 Financial Statements in good time and hopefully restore NPARC's reporting credibility for the future.

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

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

### **Resolution :**

That Council note the finance report.

**Moved : Cr Bond**

**Seconded : Cr Getawan**

**Vote : 6/0**

**Resolution Number : 7.0 - 281117**

### **Cash Position Summary – Attachment A**

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

There is a net cash position of \$13,670,651. This is about the same amount as reported in August.

The provision for depreciation is to the end of October 2017, using \$506,667 per month as the estimated depreciation amount.

### **Revenue and Expenditure Summary**

The table below gives a comparison between the actual revenue and expenditure and the budgeted revenue and expenditure to the end of October. Overall NPARC has received 96% of the income which it had budgeted to receive to the end of this month and has spent 65% 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 2017 - (Budget to End of Report Month)								
Program	REVENUE				EXPENSES			
	31-Oct-17				31-Oct-17			
	Actual	Budget	Variance Favourable/ (Unfavourable)	% Received	Actual	Budget	Variance Favourable/ (Unfavourable)	% Spent
CORPORATE GOVERNANCE	750	-	750	> 100%	471,619	555,144	83,525	85%
FINANCE & ADMINISTRATION	3,389,327	2,758,520	630,807	123%	507,603	1,471,528	963,925	34%
CORPORATE SERVICES	172,659	109,804	62,855	157%	630,751	807,432	176,681	78%
ENGINEERING SERVICES	9,637,195	10,382,276	(745,081)	93%	6,633,496	10,998,992	4,365,496	60%
COMMUNITY SERVICES	488,168	313,004	175,164	> 100%	771,347	811,660	40,313	95%
DEVELOPMENT	334,531	1,224,236	(889,705)	27%	689,007	816,688	127,681	84%
ENTERPRISES	2,371,886	2,373,716	(1,830)	> 100%	1,632,757	1,965,328	332,571	83%
TOTAL REVENUE & EXPENDITURE	16,394,517	17,161,556	(767,039)	96%	11,336,579	17,426,772	6,090,193	65%
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 5,057,938</b>							

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

#### Corporate Governance –

**Income** – No variance.

**Expenditure** – is under budget by \$84K.

*No comment required.*

#### Finance and Administration –

**Income** - is \$631K more than budgeted.

*Mainly due to the SGFA (State Government Financial Aid) Grant for 17/18 now being received but budgeted monthly.*

**Expenditure** has a favourable variance of \$964K.

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

#### Corporate Services –

**Income** is \$63K less than budgeted.

*No comment required.*

**Expenditure** – is under budget by \$177K.

*Insurance budget spread over 12 months.*

#### Engineering Services –

**Income** is \$745K less than budgeted.

*Some timing differences on grants received against budget but is being controlled.*

**Expenditure** is \$4,365K 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 175K over budget.

*National Job Creation Package Grant received in August but budget spread over 12 months.*

**Expenditure** No material variance.

*No Comment required.*

#### Economic Development –

**Income** is \$890K less than budgeted income.

*This is due to grant funds for the Rangers Programs of not yet being received as budgeted.*

**Expenditure** is \$128K less than budgeted expenditure.  
*No comment required.*

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

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

### **Debtors**

The debtors balance at 31 October 2017 was \$5,533,229 with a provision of \$1,325,307 for Doubtful debts.

A full review of debtors is in progress and over several years the main anomalies are in BASCON and BASMAINT (Building & Assets Services – Maintenance).

We expect that a significant increase in the Provision for Doubtful Debts in 2017 and a write off of those debts will be necessary in 2018.

Please see attachment

- G. Debtor aged balances at most recent report.

### **Creditors**

The creditors balance at 31 October 2017 was \$1,266,104. The majority of these balances fall within the current or 30 days and are being processed on a regular basis.  
Please see attachment H which reflects the most recent report balance.

- H. Aged Creditors Report

### **Background :**

Local Government Act 2009 and Local Government Regulations 2012.

### **204 Financial report**

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

### **Consultation :**

Nil

### **Legal Implication:**

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

**Policy Implication:**

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

**Financial and Resource Implications:**

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

***Cr Elu excused from meeting at 4:13pm***

**Report Number :** 8.0  
**Subject :** Executive Corporate Officers Monthly Report  
**Attachments :** 1 X TAFE Certificate IV in Accounting  
1 X Confirmation – Purpose of Use Letter – Rumble in Jungle  
1 X Anti-Money Laundering & Counter – Terrorism Individual  
Question Forms – Western Union Registered Agent  
**Author :** Edward Sailor -  
**Date :** 2 November 2017

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**Executive Summary:**

This report contains an overview of the various sub-sectors that make up the Corporate Services Sector within NPARC.

Notable activities and progression since the previous Council meeting and information on issues or developments within the Corporate Services area.

**Recommendation:**

That Council note the content/s of this Corporate Services Report.

**Resolution 1**

That Council resolved that the Service level agreement between Enterprise Management Group and NPARC is table at the December 2017 meeting for review of arrangement.

**Moved: Cr Adidi**

**Seconded: Cr Nona**

**Vote: 5/0**

**Resolution Number: 8.0 - 281117**

## **Resolution 2**

That Council resolved that as the Service Level agreement is coming to a close in June 2018, a 6 months transitional plan is developed for the reinstatement of assets and facilities to be returned back to NPARC.

**Moved : Cr Adidi**

**Seconded : Cr Getawan**

**Vote : 5/0**

**Resolution Number : 8.1 - 281117**

## **PROPERTY AND LEASING UNIT (P&LU)**

### **Operational Summary:**

The Property and Leasing (P&L) unit has been very busy for the last month. With the new Executive Manager Corporate Services (EMCS) taking over in that role, the P&L Manager is able to get back to the property and leasing duties, tasks and responsibilities. Our P&L administration officer is coordinating staff housing and accommodation bookings with the P&L Managers assistance and has also been assigned administrative tasks from the EMCS.

THE P&L Manager has been approved to work with Operations two days a week in the Project Management area. This will start this week, (week commencing 20.11.17).

Operations staff have been encouraged to seek further training to also work in this area of NPARC if they are interested.

### **Day to Day Operations:**

- Repairs and maintenance to all NPARC staff and social housing, buildings, except public toilets are being carried out.
- Supervision and coordination of all NPARC cleaners.
- Allocating and coordinating staff/contractor housing.
- The Property and Leasing vehicle is back from Cairns but still need minor work such as a new steering wheel but it is drivable now.
- HC builders still occupying Contractor Quarters at Umagico.
- Received NPARC Housing residence, 11 Pascoe Street Umagico, property back from NPA FaCS. Available for staff housing use.
- New occupant, Tony Mara now occupies 'Bay 3' at the old Injinoo Workshop bays, he is leasing the area.
  
- P&LU needs confirmation on what the status of Tradesman Way area is.
- Seisia Enterprises Limited (SEL) and are NPARC still in negotiations on enterprises within the Seisia community/area.
  - **Query to Council:**
    - Is there any changes, development or progress on this?

### **Repair & Maintenance**

- Repairs and maintenance are continually being addressed and carried out within the NPARC infrastructures.

### **Matters of Concern:**

- Vending machines in NPARC enterprises - need to talk with ALPA about cigarette

lockable storage and new NPARC owned vending machines.

- Tourism dollars not being captured by NPARC – need to look at Jardine River Ferry Roadhouse to capture tourism dollars.
- Bamaga Enterprises Limited (BEL) BP are not currently under a 'Lease Agreement' with NPARC. BEL refused NPARC's offer to lease from NPARC for \$65000 per year and 2c per litre, this was a valuation from Night Frank Pty Ltd about 2 years ago.

#### **Proposed Resolution:**

- With assistance from ALPA, NPARC to purchase our own vending machines with line variety and possible healthy options and lockable drawers for our Injinoo Service Station, Umagico Supermarket and Jardine Ferry Store/Office.
- Set up the Jardine Ferry Store, Umagico Supermarket and Injinoo Service Station to retail local art and craft, fresh food and souvenirs etc.

#### **Current Expressions of Interest for Trustees Meeting**

- BEL has submitted their Business Plan for the 2 lots at the new Newman Crescent Light Industrial estate.
- Ray Sailor has submitted his land use purpose behind requesting the area known as 'Rumble in the Jungle', which is to occupy/use the land for recreational purposes only. Letter attached.
- John Mullholland has submitted an EOI for an area south of Pajinka. He has requested this for agricultural use, this area lies in the New Mapoon borders.
- John Mullholland has also requested an area between Bamaga and New Mapoon to set up a training facility, he has been requested to submit a BP.
- NMAC has submitted a Business Plan for the use of the area requested in New Mapoon in Yangie Street.
- Tabuai Family Trust has expressed an interest in the old slaughter yard in Bamaga and the farming area between water tanks and old slaughter yard. They have been asked to provide a Business Plan.

**Meetings:** 16<sup>th</sup> November 2017 - Attended our Corporate Services Management meeting facilitated by the Executive Manager Corporate Services (EMCS).

#### **RANGERS**

**Turtle Monitoring** - This month from the 22<sup>nd</sup> to the 24<sup>th</sup>, Rangers conducted turtle nest patrols on the west coast from the Skardon River to Slade Point. The patrol's carried out caging new nests of Hawksbill, Olive Ridley's and Green Back turtles and conducted nest counts.

NPARC/Apudthama Rangers have the largest turtle monitoring and predator control program of the WCTTAA groups. This year covering aerial surveys of 3 inshore islands and west coast mainland. NPARC/Apudthama Rangers conducted aerial and on-ground predator control as part of their WCTTAA work programs and obligations.

**Fencing** – The Rangers are still doing fencing work to the Vriliya Point Entry Gate. This should be completed by the end of November 2017.

NPARC Mayor Edward Newman has approached the Acting Ranger Coordinator, requesting the Rangers do a clearing around the old radar station at Muttee Heads and maybe give it a coat of paint. The whole actual exercise is to try and preserve as much as possible of the remains of the old radar tower. Rangers are going to be tasked to do that, but for the up-keep of it, NPARC will have to apply for funding, as it's not part of the Ranger Program's Working on Country.

Rangers are also currently endeavouring to do repair and maintenance work on fencing that was erected at Muttee-Jardine, Muttee Heads, around Somerset and the plane crash sites in the vicinity of the airport.

**Proposal:** NPARC apply for funding to carry out repairs, restoration and or maintenance work.

**Native Tree Planting** – The acting Ranger Coordinator has managed to arrange the delivery of the 250 She Oak saplings to be brought up by road which are somewhere up in Atherton area hopefully by the end of this month or early in December before the big wet. On the arrival of the plantings the Rangers need to sit with ALT to discuss with the clans/community members facilitate the planting of the saplings.

**General Duties** – The camp sites are now patrolled once a week to check on rubbish. Our Rangers have been instructed to put up notices at all camp sites and swimming holes, to advise locals and stray tourists to be croc wise and litter wise, hoping this will encourage tourists and or visitors to collect and take their rubbish with them.

## **HUMAN RESOURCE MANAGEMENT UNIT (HRMU)**

Executive Manager Corporate Services has been taking care of our HRMU and developing our new acting HR Advisor, in lieu of a Human Resource Manager.

**Over the past month the following operational positional changes have occurred:**

### **Positions filled:**

- Works Overseer
- Grants Officer
- Postal Clerk/Officer x 2
- Injinoo Service Station Attendant x 2

### **Positions advertised and closed for 'Shortlisting and Selection':**

- Human Resource Manager
- Communications and Media Liaison Officer
- Home Carer
- Diesel Fitter
- Records Manager
- Workplace Health & Safety Manager

### **Resignation/Terminations:**

- Postal Clerk x 1
- Jardine Ferry Operator x 1



**Enterprise Bargaining Agreement:**

- Consultative Committee has emailed our CEO regarding their EBA matters of concern.
- EMCS respectfully asks our CEO address Council with this update/development.

<b>Administration</b>
-----------------------

**Operational Summary:**

- Local Fare Scheme - A total of 2363 are now registered in the NPA, holiday season is approaching , customers are starting, book flights in advance.
- Assisted with Police Check for employee & renewed PO box in Cairns
- Executive Assistant on leave , assisted with the travel for Mayor & Councillors
- Minute taking for Cr Nona, Injinoo Public Community Meeting.

**Performance Appraisals and or Professional Development Training Carried Out or Requesting**

- Request for upcoming training **Certificate 4 in Accounting – (Triple Diploma)**  
• \* See attached

**Repair & Maintenance****IT – Data Processing**

- Phone Headset on Order – Still waiting on order

**Matters of Concern:** install a Log Out/In board – to track staff whereabouts.

**Proposed Recommendations:**

- That Council supports the training in **Certificate 4 in Accounting – (Triple Diploma)**  
A . Paid Study Leave  
Or  
B Registration

## **Bamaga Local Post Office**

### **Operational Summary:**

The Post Office have been very busy with its' incoming mail services. We have had customers with online shopping orders coming through almost on every surface mail day. (Mondays & Fridays) Air mails have been coming in 4 days a week and are sorted immediately so customers can collect their urgent express items. A lot of inquiries regarding Western Union money transfer services have been requested within the post office too. Unfortunately the Post Office is not a registered agent, but, the Post Office is proposing that NPARC – Post Office should become a Western Union Registered Agent, again.

### **Overall Report:**

- Stock sales for the month of October prior to the Christmas stocks arriving was \$8,500.
- Stock sales for November are up around \$15,570.
- Surface Mail pick up from SeaSwift to the Post Office has been resolved with operations and corporate service teams working together to create a resolution enabling the surface mail container being picked up and delivered on time. Therefore meeting Australia Posts time critical expectations from NPARC.
- Workplace area is now less of a hazard to work within, due to the arrival of the storage container at the situated at the rear of the post office. Majority of the parcels and bulk mail is stored within the lockable storage container.

### **Staff**

- 1 x Postal Clerk/Officer member resigned in late November.
- 1 x Postal Clerk/Officer recruited and will commence in early December.
- 1 x Casual Postal Clerk/Officer recruited and will commence in early December.

### **Repair & Maintenance**

- More security camera options within and around the post office and extra external security lighting is needed.
- **Proposal:**
  - To install and erect extra lighting and security cameras around our Local Post Office.

### **Meetings:**

- 16<sup>th</sup> November 2017 - Attended our monthly Corporate Services Management meeting facilitated by Executive Manager Corporate Services.

### **Matters of Concern:**

- To recommence the Western Union Registered Agent services operating from within the Bamaga Local Post Office.
  - Attached are the **Anti-Money Laundering & Counter-Terrorism 'Individual Questionnaire' Forms** that need to be completed and signed by the Mayor, Deputy Mayor, CEO and all current Councillors to enable NPARC's Bamaga Post Office to become a 'Western Union' Registered Agent once again. A lot of customers locally and visiting have been requesting the Western Union service be made available again.

**Proposal:** Requesting the Mayor, Deputy Mayor, CEO and all current Councillors agree that NPARC Bamaga Post Office become a Western Union Registered Agent and complete and sign the Anti-Money Laundering & Counter-Terrorism 'Individual Questionnaire' Forms attached.

ICT
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**Operational Summary:**

The practical PCS system is a 'dinosaur' in our IT Managers opinion and is very labour intensive and expensive. I firmly believe the Council would benefit both in the short and long term, financially and otherwise changing to another financial software package, windows based.

All Financial Executives, both past and present have struggled with the capabilities of PCS. After speaking to other Council's in FNQ and investigating several different options, I have recommended Synergy software. A demonstration of this software's capabilities has been given to the Executive Managers, CEO, DCEO and Mayor. The IT Manager has previously suggested that Council could change over, module by module, to another package. This would avoid major outlay in the first instance, plus allow users to get used to change, gradually, bit by bit. Specifically urgent is the payroll system, workshop, Umagico Supermarket, Jardine Ferry operations, Injinoo Service Station, Stores POS system and work orders. The IT Manager will just keep highlighting this and hopefully there will be a decision made sooner rather than later. Then NPARC will finally complete the move away from Civica and allow a user friendly windows based system to urgently be rolled out to the Jardine Ferry Operations, Supermarket – Umagico, Injinoo Service Station, Stores and Workshop.

The new Telstra/AirBridge network is now installed and should be active by end of November. It's waiting on Telstra cutover. It has CCTV installed as part of the AirBridge service that will hook back into our Truvision/Chubb network.

**Software**

- The practical PCS system - is a 'dinosaur' and is very labour intensive and very expensive.
- Specifically urgent areas to renew the PCS systems in place now are the payroll system, workshop, supermarket and stores POS system and operational orders.

**IT Manager's Communication Recommendation:**

- NPARC would benefit both in the short and long term, financially and otherwise changing to another financial software package, windows based.
- All Financial executives, both past and present have struggled with the capabilities of PCS. After speaking to other Council's in FNQ and investigating several different options, IT Manager recommends installing the Synergy software or to another updated version.
- A demonstration of this software's capabilities has been presented to the Executive Managers, CEO, DCEO and Mayor.
- Our IT Manager has previously suggested that NPARC could change over, module by module, to another package. This would avoid major outlay in the first instance, plus allow users to get used to changes, bit by bit.

## SUPERMARKET

### **Operational:**

- Island & Cape Training – in Retail:
  - Supermarket Manager to collect all employee information, require full names and date of birth and employment status.
  - ALPA to check if employees have existing qualification.
- I&C Operational visit on W/C 20/11/2017.
  - Island & Cape - Operations Manager - Andrew Hepworth to attend from Cairns Office.
- 21.11.17 - Met with Executive Manager Corporate Services (EMCS) and Umagico Supermarket Manager and Andrew Hepworth and discussed:
  - Freight and mark-up
  - Sales & Budget Reporting
  - Implementing systems and procedures
    - Ordering process
    - New supplier process
    - Daily routines and rosters
    - Stocktakes date and frequency
    - Smoke Vending machine
      - Propose NPARC to sell tobacco products and remove vending machine

**Proposal:** Propose replacement of existing back office software and POS.

**Proposed Meeting Request:** The Island & Cape (I&C) – Operations Manager would like to present to Council I & C's the new software, 'Grocery Manager' and explain its benefits to council employees and operations.

**Proposal:** Invite Island and Cape Operations Manager – Andrew Hepworth to present their proposal to Council at the earliest convenience.

### **Repairs & Maintenance**

- Repairs and maintenance carried out routinely and continually.

### **Sales Update:**

- Stores sales are continuing to beat last year sales and is currently up 8%
- Last week (13.11.17 to 19.11.17), lost sales due to ATM, EFTPOS and POS issues (customers unable to use their debit cards at the POS)
- Increase in food sales with the introduction of promotions
- Investigating the option to sell Mobile Phones

### **Meetings:**

- 16<sup>th</sup> November 2017 - Attended our 1st Corporate Services Management Meeting with our new Executive Manager Corporate Services.

### **Recommendations:**

- HR to send out a list identifying all of supermarket staff rate of pay, contracted hours and allocated positions assigned to the supermarket.
- Upgrade or source a new PCS and or POS system.

## JARDINE RIVER FERRY

### Operations:

- Tourist traffic is slowing down now.
- Service takings are to be EFTPOS only soon.
- **Suggestive Proposal:** To have both EFTPOS and Cash transactions available until after January and then begin to phase-out the cash transactions

### Human Resource & Attendances:

- Staff are attending regularly.
- 1 x Staff member resigned to take up a mining position.
- HR has been advised and will be recruiting soon.

### Tender Vessel

- New 'Tender Vessel' being transported via SeaSwift to Seisia and should be in operation soon.

### Meetings:

- 16<sup>th</sup> November 2017 - Attended our Corporate Services Management Meeting facilitated by the Executive Manager Corporate Services.
- Toolbox Meetings carried out regularly on Wednesday.

### Recommended Proposals:

- NPARC to purchase a new vehicle for the Jardine Ferry Operations. Not a re-used NPARC vehicle as staff travel daily on corrugated roads and need a new vehicle.
- Staff to be paid mileage for using their own vehicle to travel to and from work on corrugated unsealed roads, as the Jardine Ferry Operations staff members don't have the entitled access of the NPARC Courier service/s.
- New Rubbish Tip or Skip Bin.
- Create a 'One-Way or Two-Way' vehicle sticker system.
- Installation and purchase of:
  - Kids playgrounds - on high grounds.
  - Ferry Shade Cover – removable preferred.
  - Lighting – office, street and ferry access areas.

## **STORES**

### **Operational Summary:**

The Stores has been very busy currently going through the process of rearranging/setting up floor planning.

There has been an increase in customer numbers and sales it's noticeable that stock have been coming in and going out fast (especially in our disposable stock) due to the recent community events eg Dan Ropeyarn Cup Carnival and also in our timber/hardware section.

Received a visit from the Cairns Hardware sales rep Mick Volp.

### **Operations:**

- Daily sales –external & internal customers
- Stock ordering- getting ready for next year stationery, uniforms diaries, raincoats
- Goods receive- data entry
- Stock issuing- data entry
- Deliveries-internal and external customers
- Restacking shelves according to stock sheets
- Pricing & coding of stock

### **Performance Appraisals and or Professional development training carried out or requesting**

- HR to carry out performance appraisals on existing staff member's
- John Adidi slowly getting use to the stores daily operation's
- Need to get confirmation for Edgar Nomoa's proposed transfer from HACC TO Stores – 100% fulltime.
- Recommendation was made in Manager's meeting for Edgar and John to do basic training on retail operations.
- Council to consider First Aid Training.

### **Repair & Maintenance:**

- Fencing job has commenced by local contractor and chain fencing was replaced by lockable gates to enhance security around the stores and workshop areas.
- Old fuel tank needs to be removed from store area to make room for additional storage.

### **Matters of concern:**

- Outdated stores POS System, needs replacement.
- Service area to be done to cater for external and internal customers.
- Under staffed. Requests additional Staff. HR will follow up.

### **Proposed Resolution:**

- Urgent need for an updated POS System that is suitable for stores.
- Requesting quotes from local builders to upgrade serviceable area.
- Recruitment for a stores person.

### **Meetings:**

- 16<sup>th</sup> November 2017 - Attended our Corporate Services Management Meeting facilitated by the Executive Manager Corporate Services.

<b>INJINOO SERVICE STATION</b>
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### **Operational Summary:**

The Injinoo Service Station has seen an increase in sales from the month of October and continues the trend into November. Valuable customer service and satisfaction continues. Fuelling issues with Sea Swift, regarding the ULP now appears to have been rectified. Gradually customers are seeing the differences in our pricing system as we are seeing more customers from the other communities frequenting our business.

A proposal for a variance in the service stations Lot size has been lodged with the Property & Leasing Officer to be tabled before the Council. The reason for this is to further enhance accessibility in & out of the service station and allow for additional Caution/Warning signs as well as Directional/ or Promotional & Advertising signs. Much needed upgrades to the service station are now finally taking place, in particular the air-conditioning, which has brought a lot of very positive praises and comments from all of our clients. Efforts still continue in locating suitable supplier to acquire information/quotes for new/ or adequate shelving's to replace the existing ones.

### **Operations:**

- The increase in sales trend continues on from the previous month into November.
- Compared to this time last month, sales in the fuel departments has seen are slight drop in Diesel and an increase in ULP this month.
- General groceries department has seen an increase in sales while the drinks department continues to be our star seller.
- Still some issues around full operation awareness of the POS system, but can be resolved through upskilling/ or practical training from a Sharp IT personnel. Sharp has been contacted and are to send a quote for practical hands on training for all service station staff.
- Shelves & stock are being cleaned and rotated on a daily basis. Casual is constantly ensuring that this is carried out.
- Air-conditioning the shop area has now allowed us to relocate some products from the chiller sections onto our shelves, which in-turn has freed up spaces for some new line of chiller products to be sold.
- **Suppliers Visits and or Promotions**
- Nil for this month

### **Human Resource, Performance Appraisals and or Professional Development Training:**

- Performance Appraisals and Professional Development initiatives will be carried out upon the commencement of the Human Resource Manager.
- **Recruitment and Commencement Dates:**
  - 1 x Service Station Attendant – Fulltime – Early December 2017
  - 2 x Service Station Attendant – Casual – Early December 2017

### **Repair & Maintenance**

- Upgrades to the service station have since commenced inclusive of the following:
  - Building sealed off and a split system air-condition appliance is installed
  - Replacement of the old front window and unsightly iron grill removed
  - Seeking quotes for work/materials for construction of the new office underway.
- Repairs and maintenance work being carried out routinely and as needed.

### **Matters of Concern:**

- Unable to carry out stock entry from PC into POS system to enable '*End of Year Stocktakes*' to be carried out on the POS system.
- Vehicle required to carry out basic managerial duties such as chasing after change for the cash register, especially on the weekend; chasing after requisitions from stores or other local suppliers etc...

### **Proposed Resolution:**

- Need to purchase/install new Software Package that enables stock/data entry from PC into POS system, thus enabling '*End of Year Stocktakes*' to be carried on the POS system. Further information is currently being sourced by IT Manager.
- Allocate a vehicle specifically for service station use. As a business within the council's enterprise department, it would be more than capable to accommodate all associated costs.
- Site boundary amendment (see attachment): The main intention is to allow for the angle in which traffic enters/exit from the southern side. There is very little space to manoeuvre, especially for larger vehicles, because vehicles requiring to utilise the air pump are forced to park at an angle that restricts incoming/exiting traffic. It also opens up the area to allow for signage, such as Caution/Warning signs, Advertising & Promotional signs etc...
- **Proposal:** to amend the Injinoo Service Station boundary, as indicated within the attachment attached, to accommodate traffic convenience, service use and safe customer access and use.

### **Meetings:**

- 16<sup>th</sup> November 2017 - Attended our Corporate Services Management Meeting facilitated by the Executive Manager Corporate Services.

<b>GRANTS</b>
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No report lodged.



**Report Number:** 9.0  
**Subject:** Progress Report  
**Attachments:** Nil  
**Author:** Dev Ghosh A/Executive Manager of Operations  
**Date:** 22 November 2017

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**Recommendations:**

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

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**1. Road and Drainage Works**

**(a) NPARC NDRRA 2017** schedule of works has been approved by QRA. Maintenance grade works are to commence in November 2017.

**(b) R2R Grant Funds**

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

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

**(c)** The status of the projects included in the CIMA program is as follows:

- Ferry Road Culverts – Culverts have been completed. Remaining works bitumen seal which is scheduled for 22 November 2017.
- Ferry Road (Ch 3.5 to 5.5) – TMR has approved transfer of savings from previously completed Ch 00 to 1.77 seal. Planning commenced for sealing pavement preparation next year after wet season.
- Ferry Road Pavement Sealing (Ch 30.0 to 33.5) – funds to be transferred to extension of current seal (Ch 3.5 to 5.5). Awaiting TMR approval for transfer.
- Seisia Jetty – TMR will be project managing these works, currently in the process of carrying out design and preparation of tender documentation. Council will be kept up to date with the works by the consultants and will be consulted with on any issues, hold points or critical decision making processes.
- 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 sorted by TMR following the recent master planning information sessions in NPA.

#### **(d) NPA RAU & TIDS 17/18**

The Regional Airports Upgrade program commenced 5<sup>th</sup> October and is underway utilising local contractors. Majority of the drainage excavations within airport boundaries is complete, lining of drains, installation of subsoils drains and earthworks outside of the airport fence remains.

Subsoil drains to be installed with airport ground lighting, consultant for lighting design is in correspondence with CASA over design requirements.

Estimated 30% complete

#### **( e ) DILGP Drainage**

Drainage works commenced 6<sup>th</sup> October using local contractors in communities of Bamaga and Umagico.

Bamaga drains estimated 40% complete, works expected to continue into the new year.

Umagico drains estimated 80% complete, due to finish early December. Works in Injinoo and New Mapoon communities to be undertaken after the Umagico drains have been completed. Expected completion

Extension of time has been given to Feb 2017

Due to the only tender received being well over budget, and the tight time constraints, delivery will be undertaken internally using hired supervision expertise.

Local contractors have been requested to provide quotations for concreting crews and the project will be split into a number of sections to ensure delivery by 30 November 2017.

Cr Adidi advised the meeting that she had raised her concerns in relation to the Lui Street section Bamaga, of the drainage program and confirmed that she was at no time in favour of the project.

#### **(f) Lui Street Subdivision**

Contract documents have been prepared ready for the calling of tenders. The project is on hold until a resolution with the CYLC is obtained.

#### **(g) TMR Marine**

Jackie Jackie Car Park – design of carpark layout is currently underway. Sealing of car park to be done next year in combination with the Ferry Rd sealing works.

Injinoo Car Park – earthworks and pad preparation started, to be completed by 22 November 2017. Bitumen seal to be complete by 30 November 2017.

#### **(h) DILGP Work 4 Qld Projects**

The projects included under this grants program include:

- Injinoo Lookout Road – road pavement preparation completed, bitumen seal scheduled for 22 November 2017
- Wasui Street Guardrail – strip footing required as ground is hard rock. To be done by local contractor before 30 November 2017.
- Guardrails to Seisia Road, Bamaga – works have been completed.
- Street Rehabilitation – Poi Poi and Wasui Streets, Bamaga - works have been completed.
- Footpath reinstatements - works have been completed.

- Bamaga Cemetery Road Seal – road pavement preparation completed, bitumen seal scheduled for 22 November 2017.
- Bamaga Cemetery Road – pavement has been completed, bitumen seal scheduled for 22 November 2017.

## 2. Environmental Health

### (a) MIP6

Waiting for the Program manager to report the progress on starting of the works on (i) the Regional Waste Tip (\$6.0M) and (b) the Bamaga Sewerage Lagoon Extension (\$4.0M) under MIP6.

### (b) Public Toilets

A funding of \$125,552 is now available from Torres Strait Regional Authority under “Healthy Communities” program for the activity of NPARC Minor Infrastructure for refurbishment of public toilets. When resources allow the works will be scoped and invitations will be sent to receive quotations.

### ( c ) Responsible Dog Management Plan

Sea Dog Vets are scheduled to visit in mid-November for treatment & de-sexing of Dogs in the area in November 2017.

### ( d ) Bamaga Sewage Pump Station

The only sewage pump in the pumping station has broken down and the Grundfos Sewage pump is being sent to Cairns for repairs. In the meantime the standby Flight

Pump from Seisia sewage pump station has been brought to pump Bamaga sewage.

Process to buy another sewage pump for Bamaga Pumping station is underway such that Bamaga sewage pump station can also have 2 pumps including the existing Grundfos pump which is being sent for repair.

**( e ) Two Officers from Workplace Health & Safety, Cairns** came to enquire about the Rubbish dump site and presence of any asbestos there. They were told that no asbestos presence was there which may affect health and safety of the shire council population.

## 3. Parks and Gardens

**For tree management** alternate quotations are to be obtained as the price Quotation

**From the arborist Mike Dowling was considered high.**

During this month the crew was involved in grass cutting and vegetation control from Bamaga towards Umagico.

## 4. Airport

The Regional Airports Upgrade program commenced 5<sup>th</sup> October and is underway utilising local contractors. Majority of the drainage excavations within airport boundaries is complete, lining of drains, installation of subsoils drains and earthworks outside of the airport fence remains.

Subsoil drains to be installed with airport ground lighting, consultant for lighting design is in correspondence with CASA over design requirements.

## **Other Projects:**

**Fuel Farm Retaining Wall:** The retaining wall is to stop erosion around aviation fuel Tank. Waiting on the availability of a backhoe to dig footing.

**Diesel Fuel Facility:** A tank at the workshop is currently being upgraded which will be used at the airport to create a proper diesel fuel facility.

**Runway and tarmac Area:** Requires sweeping and waiting on new tractor.

**Number of flights in/out:** 29 flights by Rex airline, 18 flights by Skytrans and 53 flights by other airlines.

## **5. Concrete Batching Plant**

During the month of October about 192M3 was produced and provided to the builders and our NPARC Road Crew in Umagici and Bamaga for the drainage works.

A new conveyor belt still need to be installed during one of the weekends when the batching plant is not in operation. The replacement belt has been received. The closing stock for various materials at the batching plant was as shown below:

Cement – 7140 bags

Sand – 578M3 and

Aggregate – 1187M3

## **6. Mechanical Workshop**

As part of fleet maintenance 25 vehicles were serviced & repaired this month. Workshop buildings need maintenance/improvements in the following areas:

1. Workshop Entry to the Main Office. Approximate estimated cost is \$30K.
2. Weatherproof sheds for light vehicle workshop. Approximate estimated cost is \$40K

Replacement Tyre Changer is yet to be received from Brisbane.

Staff attendance and productivity continues to be an issue at the workshop. Chris Jawai had resigned from his position and his position being advertised on Seek and the Council website. Michael Pablo won't be able to attend workshop until further notice due to legal issue. External labour (2 numbers) is still being employed to help take up the shortfall.

Current period (October) expenditure is about \$55,982.65 and estimated total expenditure from July to October this year was about \$560,000.00

## **7. Jardine Ferry Operations**

No major problem was there in the operation. Generator set in the Jardine Road House

Is regularly being serviced. The Hilux from Jardine Ferry has been brought for repair.

## **8. Building Contracts**

### **(a) BAS Houses - Projects NPC 3 & 4**

Lot 3 & 4 Apudthama Street, Injinoo – These two houses are being built by Injinoo Building Constructions and are now 90% complete.

### **(b) BAS Houses – Projects NPC 5**

All 12 detached houses under this project have been completed. Currently variation costs are being looked into for payments. 2 additional houses awarded are still under construction by HC Building and maintenance and are about 30% complete.

### **( c ) BAS Houses – Project NPC 6**

Under this project 6 houses were allocated to HC Building & Construction, 1 house to Cape York Building Maintenance, 3 houses to Yorkston Construction and 2 houses to Positive Concrete Construction Pty Ltd.

### **( d ) Work 4 Qld and BAS**

**Bamaga Hall & Kitchen Refurbishment** – The contract was awarded to HC Building & Construction. This will be funded by Work 4 Qld.

**Umagico Hall Refurbishment** – Letter of Acceptance was sent to Cape York Building maintenance. This will be funded by both Work 4 Qld and BAS. Waiting for BAS to tease out and reset scope.

**Seisia Hall Refurbishment** – The job was awarded to Cape York Building Maintenance. This will be funded by BAS

**Injinoo Hall Refurbishment** – This job was also awarded to Cape York Building Maintenance. This will Also be funded by BAS.

## **10. Other Business**

### **10.1 Christmas Light Competition**

Cr Adidi advised that the provision of \$2.500 from Bamaga Councillors discretionary funds to be allocated to support a Christmas light competition in Bamaga. Selected prizes will be purchased by NPARC.

### **10.2 Cultural Awareness Package**

Council note that a Cultural Awareness Package is developed.

### **10.3 NMAC – Christmas Light Competition**

An invitation from the NMAC members to the NPARC Councillors take part in judging the Christmas Light Competition.

Councillors accepts.

***Meeting Adjourned: 5:37pm to continue Wednesday 29<sup>th</sup> November 2017 – 1:30pm***

**Meeting Continued Wednesday 29<sup>th</sup> November 2017 – 2: 45pm**

#### **10.4 Sponsorship for 2018 National Touch Team League (NTL) – Mr Tony Ahboo**

**Resolution :**

*That Council support Mr. Tony Ahboo with his request for NPARC to pay tour levy and uniform costs for his selection in the North Queensland Cyclones team in the National Touch League at Coffs Harbour in March 2018. Evidence of his selection in the team to support his request to be provided*

**Moved : Cr Adidi**

**Seconded Cr Getawan**

**Vote : 5/0**

**Resolution Number : 10.4 – 291117**

Council request to review the NPARC Sponsorship Policy at the December 2017 meeting.

**2. NPA Family & Community Services – Grant Concession for Rates - Cr Nona declared a Material Personal Interest as she is employed by the NPA Family and Community Services. The matter was held over to December with no debate however Cr Nona left the room**

**Recommendation :**

That Council to review at the December 2017 meeting.

#### **3. Mara Carpentry Services**

That Council note, Mayor and CEO to investigate, outcome to be tabled at the December 2017 meeting.

Jardine Ferry

That Council to note the safety concerns raised around the freight semi-trailers crossing the Jardine Ferry with large loads and causing Maritime Safety issues.

**Meeting Closed 3: 30pm**





