



## Northern Peninsula Area Regional Council

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### MINUTES OF NPARC ORDINARY MEETING

Meeting Date: Tuesday 19<sup>th</sup> December 2017  
Meeting Location: Bamaga Chambers  
Time: 9:00am

#### **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**

That Council accepts Cr Bond adjourned meeting via teleconference.

**Moved : Cr Adidi**

**Seconded : Cr Nona**

**Vote : 5/0**

Note Cr. Elu was in attendance by teleconference previously approved by resolution in November

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

### **3. Business Arising from Minutes of Tuesday 28<sup>th</sup> November 2017 – Nil**

### **4. Confirmation of Minutes of Council Meeting Tuesday 28<sup>th</sup> November 2017**

#### **Resolution:**

That Council confirms that the minutes of Council meeting Tuesday 28<sup>th</sup> November 2017 are correct. Noting that the Corporate Services, Operations and Finance departmental reports were presented by the Chief Executive Officer

**Moved: Cr Adidi**

**Seconded: Cr Getawan**

**Vote: 6/0**

**Resolution Number: 04- 191217**

**Report Number :** 5.0  
**Subject :** Chief Executive Officers Monthly Report  
**Attachments :** Recruitment Policy  
**Author :** Stephen Wilton  
**Date :** 19 December 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 December 2017

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**5.1 Amendment of Recruitment Policy**

At the November Council meeting Council requested an amendment to the Recruitment policy in relation to the recruitment process for Executive Manager Positions. The amendment will require the appointment panel prescribed under the S.196 (4) of the Local Government Act 2009 to present the proposed appointee to the Council for endorsement prior to the appointment.

The policy has been amended by the inclusion of a new sub-clause 4.3.9.2

**Resolution:**

That Council adopt the Policy HR-013 Recruitment Policy amended to include sub-clause 4.3.9.2 requiring Executive Manager appointees to be endorsed by Council prior to the appointment.

**Moved : Cr Adidi**

**Seconded : Cr Bond**

**Vote : 6/0**

**Resolution Number : 5.1 - 191217**

## **5.2 Christmas New Year Leave Arrangements NPARC Staff**

Historically the leave arrangements for staff over the Christmas period has required staff to apply for annual leave to cover the three working days that occur during the annual shut down. If staff did not have leave credits available then the three days were taken as leave without pay.

The new Local Government Industry Award 2017 makes the following provisions for the annual shut down;

### **19.4 Annual close down**

*(a) Where an employer closes down its operations or a section or sections thereof for the purposes of allowing annual leave to all or the bulk of the employees in the section or sections concerned, the following provisions shall apply:*

*(i) by the giving of not less than 90 days' notice the employer may direct all employees in the section or sections concerned to take leave for the duration of the closedown and allow those who are not then qualified for sufficient annual leave to cover the period of the close down to take paid leave on a proportionate basis and to take such accumulated time off/rostered days off as may be available to the employee to apply towards the close down period.*

*(ii) all time during which an employee is stood down without pay for the purpose of clause 19.4(a)(i) shall count as service in the next 12 monthly qualifying period.*

*(b) Notwithstanding clause 19.4(a), where there is agreement between the employer and the majority of employees concerned, the employer may close down its operations or a section or sections thereof on one additional occasion in any 12 month period for the purpose of allowing additional annual leave for a period agreed with its employees.*

Councillor Getawan has suggested council will have to pass that at this coming meeting for them to take leave with pay for those days as there may be a problem with people not having sufficient leave hours owing to them.

This issue has also been raised by the Staff Consultative Committee in correspondence regarding the upcoming Enterprise Bargaining agreement. Staff have stated that Council is unable to require staff to take leave for the purpose of an annual closure. This generally incorrect. However the new Award requirement for 90 days' notice has not been given therefore the statement is true for the current year.

The annual close down arrangements should also be negotiated for inclusion in the Enterprise Agreement for future years. The cost of each day additional leave is approximately \$28,500 totalling approximately \$85,500.

**Resolution :**

That Council authorise the granting of an additional three days special leave on 27<sup>th</sup> 28<sup>th</sup> and 29<sup>th</sup> December 2017 to NPARC staff to cover the annual close down period over the Christmas New Year period

**Moved : Cr Getawan**

**Seconded : Cr Nona**

**Vote : 6/0**

**Resolution Number : 5.2 -191217**

**Consultation:**

NIL

**Legal Implication:**

Nil

**Policy Implication:**

Nil.

**Financial and Resource Implications**

5.1 Nil

5.2 The cost of each day additional leave is approximately \$28,500 totalling approximately \$85,500.

*That Council close the meeting to the public at 10:51am under the Local Government Regulation 2012, Section 275 (1) (b) industrial matters affecting employee's and (f) defending legal proceeding.*

**Moved : Cr Adidi**

**Seconded : Cr Nona**

*Council officers and the Mayor were requested to leave the meeting for a short period to enable Councillors to discuss certain aspects of the QIRC matter.*

*That council reopen meeting to the public at 11:27am*

**Moved : Cr Adidi**

**Seconded : Cr Nona**

**Report Number :** 5.3  
**Subject :** Current Legal Matters  
**Attachments :**

**Author :** Stephen Wilton  
**Date :** 19 December 2017

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### **Executive Summary:**

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

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

That the Council note the status of the legal matters.

FURTHER

That Council advise Preston Law that the quotation of Senior Counsel Mr Chris Murdoch QC and Barrister Ryan Haddrick is accepted and the preferred date for providing statements is the week commencing 15<sup>th</sup> January 2018

Moved : Cr Getawan

Seconded : Cr Adidi

Vote : 6/0

Resolution Number : 5.3 - 191217

**Resolution :**

That Council resolve to have the matter concerning Phillip Krisanski termination and subsequent claims immediately referred to Crime & Corruption Commission in writing by the Deputy CEO for possible corrupt conduct.

**Moved : Cr Getawan**

**Seconded : Cr Adidi**

**Vote : 5/1**

**Resolution : 5.4-191217**

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

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

As reported previously, our solicitor has requested further evidence/information from NPAEY to substantiate the amount of their claim. The solicitor for NPAEY has requested an extended period for his client to produce the evidence. This request has been denied and the information sought should be provided by 10 January 2018. If the information is not provided NPARC will make an application for a court order for the information and also claim our legal cost relative to the matter.

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

Council are aware of the circumstances regarding Philip Krisanski's adverse action claim against NPARC.

The claim has been amended by naming further Respondents. Councillors Adidi, Bond Getawan, and Nona have each been included as respondents. The claim has also been quantified by the applicant as \$1,703,890.91.

As discussed with Ms. Martine Care of Preston Law at the November Council meeting the next step for Council is to consider the appointment of a Barrister. The email sent from Ms. Care on 3 December provides quotations from a Senior Counsel and a Junior Barrister for Council's consideration.

It is recommended to accept this quotation given the quantum of the claim.

If Mr Ryan Haddrick is engaged he would need to take statements from each witness (Crs Newman, Bond, Adidi, Getawan, Nona and the CEO) in Cairns on either the week commencing 8/1/18 or week commencing 15/1/18. It is expected that each would be required in Cairns for 3 days for this to occur.

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

Grant Spork has filed an adverse action claim against NPARC that claims he was adversely treated in that his employment was terminated.

There has been no further developments in this matter and the next step is the Directions Hearing will be held 12 February 2018 although this date may change due to the conflict with the Krisanski matter.

#### **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:** 6.0  
**Subject:** Community Services Progress Report  
**Attachment:** Nil  
**Author:** Executive Manager Community Services  
**Date:** 19<sup>th</sup> December 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

**Resolution :**

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

**Moved : Cr Elu**

**Seconded : Cr Nona**

**Vote : 6/0**

**Resolution Number : 6.0 - 191217**

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

Staff movements:

- Coordinator for HCP & Npa Community Option Program, Ms Moira Mau will be taking 10 weeks long service leave, and Gail Kiesling will be covering for Moira.
- Tori has been filling Gail's position for the last 2 months, and she will continue until Moira's return in March 2018.
- All staff are going on Christmas break.  
NPA Community Option Program will be closed on Monday 25/12/2017 & recommence delivery on Monday 02/01/2018.

Community Option Program.

1. Barbara Schmidt and Associates were engaged by the Northern Peninsula Area Regional Council to build the capacity of NPA Community Options Program (NPACOP) to manage new systems and processes developed to implement aged care reforms and deliver quality aged care services. The tasks that are to be delivered under the current contract in conjunction with the Community Options Program Aged Care Manager are:

1. Establish the systems required to lead and manage the Aged Care Coordination Committee.
2. Monitor and review the systems established to produce monthly expenditure reports for Home Care Package clients and co-payment procedures.
3. Develop a budget proposal to implement the Individual Training Plans and first aid training.
4. Deliver mandatory training to staff who have not completed fire safety, infection control and manual handling.

📌 Tasks 1, 2 and 3 were completed at the site visit in October 2017.

A visit was made to the NPA Community Options program by Barbara Schmidt & Assoc from December 4-6, 2017.

📌 The purpose of the site visit was to deliver training in systems that support aged care service delivery to the Aged Care Coordinator and the Aged Care Administration Officer(s). This report provides a summary of activities completed and issues arising from the site visit.

**2. ACTIVITIES COMPLETED** - A number of activities were completed during the site visit.

### **2.1 Training in My Aged Care system**

Access to the My Aged Care portal has been re-established for the Aged Care Coordinator and the full system can now be utilised. Training was provided to the Aged Care Coordinator and Administration Officers (Tori Cashmore and Gail Kiesling) in how to use the My Aged Care system and they were supervised using the system to ensure they were competent in the use of the system. Procedures were updated to incorporate My Aged Care requirements. All new referrals have been reviewed and where possible services have been updated in My Aged Care portal. New clients referred to the service since the recent RAS visit have been added to the client list. A number of activities still need to be completed to activate all the new referrals from RAS. These activities are documented in the action list attached as appendix 1.

📌 **Outcome:** All three staffs are competent and confident in how to use the My Aged Care program.

Procedures have been updated to include My Aged Care processing requirements.

### **2.2 Aged Care Coordination Committee - Performance measures**

The MOU between the Community Options Program and the primary health care organisations have been signed off. An agenda item for discussion at the Aged Care Coordination meeting was 3 performance measures to assess the effectiveness of the Aged Care Coordination Committee and the MOU. TCHHS representatives were not at the meeting so a follow up meeting was with the staff from the TCHHS to discuss performance measures

A briefing paper was developed offsite to capture the outcomes from the meeting and discussed with the Aged Care Coordinator. The briefing paper is ready for circulation to Aged Care Coordination Committee members to ensure that Aged Care Coordination Committee members are prepared for discussion on this matter at the next Aged Care Coordination Committee scheduled for planned for February 6, 2018.

### **2.3 Activity reporting**

The requirements for activity report were discussed with the Aged Care Coordinator to document the procedures for activity. The procedures were documented and used to train the Aged Care Administration Officers (Tori Cashmore and Gail Kiesling) in how to complete activity reporting for OASIS and using the ROCS.

**Outcome: The Administration staff are competent in activity reporting and there are documented procedures that define how to complete these activities.**

### **2.4 Monthly compliance check**

To help reinforce the need for monthly compliance check for police checks, drivers licence checks, and mandatory training it was agreed at the last visit that the status of the monthly compliance check would be reported in the monthly report to the CEO. A check with the Deputy CEO found this was not occurring as a standing reporting item yet. The check of registers found that all staff have a current police check. There is one staff member whose licence has expired and he is yet to provide a copy of his new driver's licence. Until evidence of a new renewed licence is shown the worker should not be driving any vehicle as this makes void the insurance on NPARC vehicle if there is an accident. The majority of staff are now up to date with their first aid training as a result of collaborative training with the NPA Family and Community Service. There are now only 2 staff who are overdue for First Aid Training. All mandatory training except First Aid training will be delivered by Melanie van Haaren in February 2018.

### **2.5 Orientation of new Grants Officer**

Contact was made with the new Grant Officer (Phillip Baxter) to provide orientation about the aged care service and the relevant funding agreements. This was done to help him to be prepared for the meeting with the Commonwealth Department of Health officers visiting the NPA on December 7, 2017 and maximise the opportunity to meet with the Commonwealth representatives.

#### **2.5 Preparation for meeting with the Department of Health and Ageing, Dec 7, 2017.**

Contact was made with the Department of Health and Ageing to identify what their interests were for their visit to prepare the team for the visit. A summary of key points for discussion was written email to NPARC staff to flag issues for discussion with the visiting Commonwealth Officers. 4

### **2.6 Fraud Policy -** The new Fraud Prevention policy was discussed with the Administration Officer.

The previous practice to hold client key cards and pin are no longer permitted as per the new policy. This significantly reduces the risk of fraud within the organisation and transfer the duty of care for managing the client's finances to the family. This could place the older person at risk of financial abuse from family members.

## **3. ISSUES ARISING FROM VISIT**

A number of issues arose during the visit which to impact on the effectiveness of aged care activities.

### **3.1 Mandatory training**

The intention was that mandatory training would be the key activity delivered to aged care staff during this visit. Unfortunately, Melanie van Haaren who was to deliver the mandatory aged care training could not attend due to an urgent family matter. This visit will be rescheduled to occur in the first week of February before the next Australian Aged Care Quality Agency Review.

### **3.2 Training proposal**

The training proposal to implement a more extensive aged care professional development project has been developed and was submitted. The proposal includes ongoing support for the project team to continue capacity building the aged care team. Confirmation to proceed has not been received yet. Therefore at this point in time there are no further approvals for any further aged care support from Barbara Schmidt & Associates other than the mandatory training planned for February.

### **3.3 Access to My Aged Care and ROCS reporting portal - Administration Officer**

The Aged Care Coordinator is the only worker in the Community Options Program who has the AusKey credentials to access the My Aged Care System or has the ROCS program (activity reporting software) installed on their computer. Access is required to these systems to accept and process referrals, enter activity data and produce activity reports. The Administration Officer needs access to both of these systems. At the present time security policies are being breached to enable access to the systems by using the Aged Care Coordinators access credentials.

To gain access to these software programs the Administration Officer need to be provided with AusKey credentials and the IT team need to install the ROCS program. This will enable her to access these systems from her PC and process client referrals without breaching IT security by using the Aged Care Coordinators sign in credentials.

### **3.4 Technical issues with Aged Care Coordinators PC set up.**

Information about client assessment, referral and service approval by the Regional Assessment Service is sent electronically via the My Aged Care portal to the Community Options Program. This information is not able to be printed directly from the My Aged Care system because it sits outside the organisations firewall. To be able to print these documents a convoluted process needs to be followed where the documents are saved and then emailed to the Administration Officer who then saves them into Dropbox client folders and prints them. It is recommended that the IT officers be 5

Requested to investigate this issue to identify a technical solution to enable printing directly from the My Age Care portal.

### **3.5 Client fees policy**

The visit by the officers from the Commonwealth Department of Health helped clarify the department's position of charging clients. They are sympathetic to the financial pressures on people living in remote communities and advised that:

1. The organisation must have a policy that sets clients fees
2. There can be a process to suspend fees in the event of financial hardship.

Based on the discussion it was agreed that all older people in the NPA would fit into the second point. In practice this means that the service will need to indicate fees on Home Care Contracts and marketing material, but can suspend fees but need to demonstrate that each case has been considered individually. The fees policy should be reviewed to ensure these steps are included so that cost is not a barrier to access for any client.

## **4. FUTURE ACTION**

The next visit to deliver mandatory training has been scheduled for February 6-7, 2018 which is prior to the next visit by the Australian Aged Care Quality Agency. The key objective of the next visit will be to ensure that all staff are up to date with Mandatory training and to commence implementation of the training plan(if approved). An action list of tasks to be completed has been provided to the aged care coordinator and is attached to this report.

### Action required prior to the next meeting in February 2018

- Review organisational capacity to report against performance indicators recommended.
- Consider final performance indicator statements to be adopted.

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

- In the month of November only Basketball have been conducting for the month.

SPORTS CODE	DATE/DAY/TIME	RESPONSIBILITY	OUTCOME	FILE NOTE
Basketball	Saturdays mornings/afternoons	Basketball committee NPARC –sports & rec Staff Community volunteer's	To promote a fun and enjoyable Sports to the kids.	Due to halls under consteuctions basketball relocated to out door venue

- Most sporting codes for the month of November – December have finished for the year and will be kicking off in early next year 2018.  
Month of November has been wind-down with our sports codes.
- NPARC sports and recreation staff have been working closely with Naomi and Nichola from QLD sports & Recreation Cairns region, in planning our holiday programs and preparing our out standing reports for funding body which is due in January 2018. We've set dates fo our next SRG meeting to be held early next year. The date is yet to be confirmed.
- All sports codes will be kicking off early next year 2018.

**BASKETBALL** - Due to our Bamaga Hall been under construction basketball have relocated to a different venue at the Bamaga out door courts. Games have been running on Saturday mornings and afternoons. In the morning they were conducting their round 1's and in the afternoons their round 2's. They have now finished their competition for the year 2017 and hopefully starting off their 2018 competition early next year and are hoping to relocated back in the the hall once it's finished.

**Holiday Programs** - Holiday program is taking time to kick in due to getting a hold of our budget/expentiture reports from finance crew. We have now recived reports from finance and working on our holiday programs. Program are due to commence on the 11/12/2017 and will break for our Christmas period and will be conduction back on the 2/01/2018 through to 12/01/2018.

### Attending meeting

Meetings	Date/Time	Out Comer/File Note
Meeting with Stanley S&R	21/11/17	Finalising Holiday Program. Confirm dates when to start and finish. Network with Kerry from Cairns Taipan to go ahead with the basketball program.
Meeting with Suicide KPM	4/12/2017	To work around youth referral to Health centre
Meeting with Nicola Malone	5/12/2017	To discuss funds and out standing reports. SRG meeting date 17/01/2018.

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

#### General

- Fire lit on the back covered area by unknown persons, reported to Police Link and investigated by local police.
- Security: Chubb Security installed cameras in gallery, workshop area and back covered area
- Fire extinguisher replaced
- Providing assistance to IKC staff, Kalaw Kawaw Ya language translation for Mosby Creek Project interviews
- Purchase and delivery of Pentax digital camera for Art Centre, to take high quality images of artwork for marketing and records (IRADF Grant for Photography Workshop)
- Arranging the return of artworks from UMI Arts Freshwater Saltwater Exhibition and Laura Festival Exhibition.
- Genevieve Martin (Arts Queensland) -Part of her job is developing case studies from IRADF outcome reports, to promote and showcase arts projects. Arts Queensland is seeking permission to publish the attached case study – “NPA Cultural Festival”. This will go on AQ Website, with images from Npa Arts centre.

#### NPA Cultural Festival 2018

- Seisia Community Meeting at Seisia RTC
- Set-up and meeting with Sandra Sebasio Apudthama Land Trust at Injinoo
- Operations Committee Meeting
- Coordinating Committee Meeting

- Vincent Babia interview set-up for Rex Airlines magazine
- Danny O'Shane (CIAF Award-winner of People's Choice) – Initial contact for future engagement
- Teho Ropeyarn – initial contact for future engagement
- Aboriginal Musicians - Arranging contacts with managements of Aboriginal Musical artists in Cairns-Cape region to balance the participation of artists from both Aboriginal and Torres Strait Islander backgrounds

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

##### Monthly Management Plan Status October/ November

Notification of steering committee	Met 7/12/17
Organising committee	Met 6/12/17
Source funding	Completed
Community engagement	Conducted surveys and meetings
Volunteering plan	Completed
Media plan	Completed
Stalls application plan	Completed – Kitty Tabuai
Job tenders	Completed

##### General Overview

Job tender proposals will be presented to Executive manager for acknowledgement of hire. A job description has been sent out to established organisations with a selection criteria process.

##### Community Engagement

120 surveys were conducted between 3/5 communities. Results included Seisia	90% surveys indicated a 4 day + event 10% surveys indicated a 1-2 day event	Seisia input included, water based activities including canoeing, boat races as well as seafood fiesta.
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Seisia identified using a horse or walking to transport the torch to the next community.

Umagico	70% surveys indicated a 4 day + event 30% surveys indicated a 1-2 day event	Umagico input included, yarning with elders and history sharing. Traditional games and more activities for the children. Umagico are happy with transporting the torch by car.
New Mapoon	95% surveys indicated a 4 day + event	New Mapoon input included, traditional workshops, bush medicine and food workshops, traditional face painting. For the festival it was indicated to have multicultural groups perform. New Mapoon



would like to transport the torch via horse.

A consultation was previously done around the communities, and the feedback to the committee is for council to consider approving the overall 'days' for the cultural event.

### **Resolution**

That Council approves a Four Days Cultural Event.

**Moved : Cr Adidi**

**Seconded : Cr Bond**

**Vote : 6/0**

**Resolution Number : 4.1 - 191217**

### **Food Permits**

This document consists of several documents via trim. The food permits and food handling needs to be updated or reviewed. There are multiple food application forms that shows inconsistency regarding the application process and lack of detail. Please review and create a generic stall application process to maintain its professionalism and consistency for all members in the community and future events.

### **Volunteers.**

Volunteering Plan The volunteering plan is designed to lessen the workload on NPARC staff. The following plan was conducted using previous experience in my role with Ironman coordinator. Partnering with local groups, sports clubs, NPOS an honorary payment will be given to help increase volunteer participation.

### **Frequency of Festival Meetings**

Meetings will be conducted monthly beginning from February. This decision was made by John Adidi and supported by those present. A timetable will be presented to all executive managers to make the necessary allowances for staff. Given that there are staff from various departments. Kitty Tabuai as Stalls coordinator (Corporate services) John Adidi as Chair (Corporate services) Joanne Hingano as Media officer (Corporate services) Clifford Wasiu as Parks and Gardens (Operations) George Mara as WHS (Operations) Community Services Team (Community Services) Meetings will run on the 1st and 2nd weeks of each month prior to council meetings at the end of each month. Meetings will resume in February 2018.

**Theme Given** that the 2018 NPA Cultural Festival – Keep the Flame of Culture Burning has been endorsed a theme for the festival has been identified based on the following.

The festival has generated an Emerging Artist Program for student's age 5-17 exposing local students to the arts.

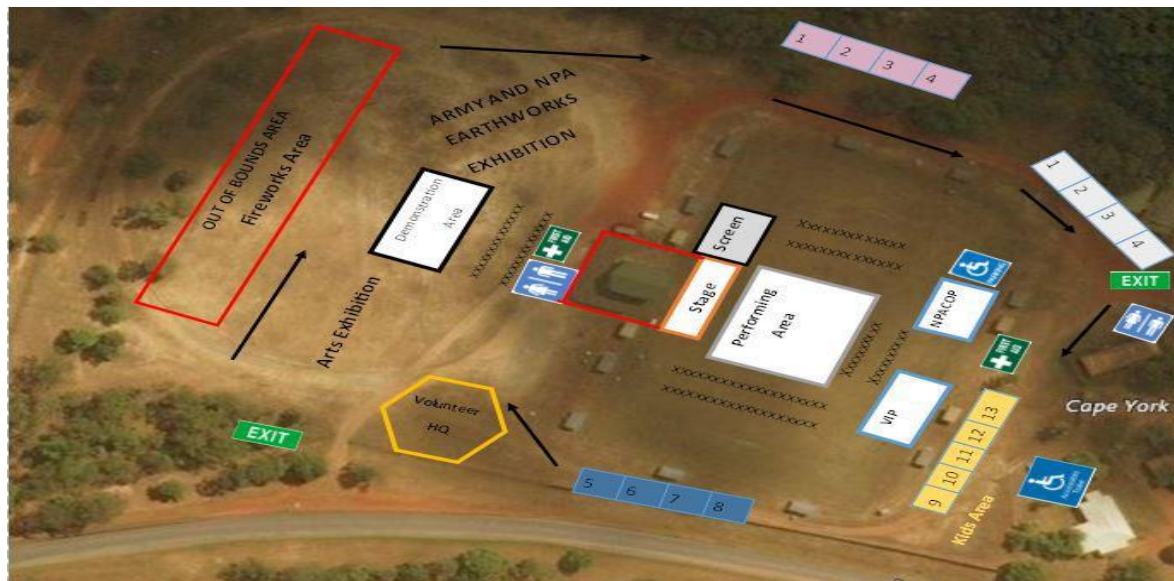
2. The festival artwork has been designed by a young local artist with a fresh new modern look
3. The potential to host a community expo that provides information on government services, employment and higher education.



4. Funding bodies of Building Better Regions Fund “Better Futures”, QLD Arts – Exposure to the arts in youth, Dept. Prime Ministers Cabinet – Supporting Indigenous Communities and development.

Given the above reasons it was noticed how there is a strong focus on future, emerging, rebuilding, exposure and development. Hence the following titles. “Our Generations Uprising” “Our Culture, Our future” “Unity in Harmony’s “United we stand, Generations uprising”

## Site Layout



Light Purple = Space / Marquees for invited groups to rest and or stay together

Blue Stalls = Retail / Dry stalls. Includes arts and crafts, merchandise etc.

Yellow stalls = Children’s activity space, partnering with local activity centres to do things with the children, from face painting, activity sheets, colouring in competitions etc.

Grey stalls = Career expo stalls, partnering with tertiary institutes, government agencies, recruitment agencies to display services and products. VIP = Corporate sponsors, NPARC CEO’S, Mayor and councillors, NPARC Executives.

A space for those who have supported the event financially with \$5000 sponsorship or more.

A catering group will host cook and host people in this area (to be tendered out) as way to recognise their financial efforts.

NPA Community Option Plan = A space for clients enrolled in the NPACOP and elders.

Volunteers will help NPARC staff to assist these clients. This is also a catered space and is only to be used for NPACOP and elders.

Red Tape = No public access, fireworks area and behind in front of the clubrooms. These spaces have a lot of heavy equipment and are expensive. This is also a hazardous area.

Volunteers will secure this space. Miscellaneous space = A hashtag will be created and a frame for people to take photos behind the frame **#Flame of Culture**. Partnering with Rustys markets via Cairns or suppliers to give away free fruit and veges to promote healthy living and eating.

## Festival Artwork



### **“United Stand” Created by Anzac Newman**

To promote our future generations rising, this art piece signifies the natural colours we see around the NPA intertwining as one. Uniting as one around the flame present in the middle as way to share our cultures through yarning. The story of the “E” symbolises the yarning of cultures gathering in one place being, NPA.

### Performer/Artist EOI

- Christine Anu – Will commence promotion in January 2018 (Confirmed)
- Jimi Bani – In Process
- SK Boys – In Process
- Damian Olive – In Process
- Moa Island Dancers
- Nancy Bamaga – Brisbane
- X 6 Local groups

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

- ❖ For the month of December 2017, carry out daily visual inspections to RIBS Building, Studio's A & B, Server Room, making sure all equipments are in good working order, and to report any faults.
- ❖ Broadcasting daily 10:05 – 12 midday
- ❖ Visitors to station: New member for the seat of Cook Cynthia Lui. All other community stakeholders couldn't make it due to other commitments.
- ❖ Community Service Announcements (CSA): NPARC's Apudthama Land & Sea Rangers re No Bins at Cypress during festive season, Ergon, NPARC & SES 2018 Mud Rally & Pig Hunt Comp for Australia Day, NPAWS White Ribbon Day Activities.
- ❖ Job Spot: Bamagau Kazil TSI Corporation  
NPA Family & Community Services  
NAPRC

General:

- ❖ We are experiencing technical issues with transferring of audio files (pre-recorded interviews or songs) from Studio B (Production/On air unit) over to our main On-Air Studio.
- ❖ We are working with QRAM. All NPA Files will need to be stored onto Usb or cd's to free up space (Gb).
- ❖ Invitation to NPARC Mayor & Councillors for Christmas message

<b>5. Bamaga Swimming Pool - Report for December 2017</b>
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**Pool Times / Hours of Operation:**

Monday	8am – 1pm		3pm – 5 pm
Tuesday	6am – 7am	8am – 1pm	3pm – 5 pm
Wednesday	6am – 7am	10am – 1pm	3pm – 5 pm
Thursday	6am – 7am	10am – 1pm	3pm – 5 pm
Friday	6am – 7pm	8am – 3pm	2pm – 4 pm
Saturday			2pm – 5 pm
Sunday			2pm – 5pm

**Swimmers**

- With the holidays we have the Bamaga OSHC bringing kids in for a swim & the Holiday Program also have swimming sessions on certain days at the pool.
- Regular morning swimmers

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

Pump 1 - Is working but has a leak (we have turned it off, leak too big)  
Pump 2 Working Fine  
Pump 3 - Leaks when doing backwash  
Pump 4 - Working Fine  
Pump 5 - Working Fine

- We have all the equipment to change the sand in the Pump filters we are just waiting on a plumber to come show us how to do it and we should be able to change it ourselves.

**Pool Water**

The pool water is currently stable and clean.  
Salt and chemicals are thrown into the pool water only when needed.

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

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

- Staff will look into obtaining quotes for a new robotic pool cleaner/vacuum to clean both the big pool and baby pool

**Toilet** - Drains on toilet building are clogged up and the down pipes are broken.

**Paving – the paving is uneven in some areas around the pool and have become hazards. A Recommendation** would be is to scope out the work and apply for assistance in grant funding.

Volunteer Staff - Xavier Barker has recently volunteered to open the pool on Sunday afternoons from 2 -5 pm.

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

### **1. UPDATE**

- A) The GymMaster is now configured and distribution of the electronic tags has commenced. As previously proposed the following will come in to effect:
- 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.

B) The Gym Manager will be on annual leave from 19 December 2017 until 2 January 2018. – signs will be posted out to inform community.

C ) A site visit for maintenance and servicing of the Gym equipment is planned for late January. Costings to be provided for approval.

2. GYM MEMBERSHIP TYPES AND MEMBER NUMBERS (This table is produced by GymMaster. It does not include casual visit numbers

Name	Group	Price	Paying	Members	Status	Action
10 Visit Pass	Gym Membership	\$40.00	Full Cost	0	-	
1 Visit Pass	Gym Membership	\$4.00	Full Cost	0	-	
20 Visit Pass	Gym Membership	\$60.00	Full Cost	6	-	
Ambulance Access	Gym Membership	\$0.00	Full Cost, open ended	3	-	
Family 12 Month Fee	Gym Membership	\$550.00	Full Cost	2	-	
Family 1 Month Fee	Gym Membership	\$100.00	Full Cost	0	-	
Family 3 Month Fee	Gym Membership	\$250.00	Full Cost	0	-	
Family 6 Month Fee	Gym Membership	\$400.00	Full Cost	0	-	
Family Annual Membership Joining Fee	Gym Membership	\$120.00	Full Cost	4	-	
Individual 12 Month Fee	Gym Membership	\$380.00	Full Cost	7	-	
Individual 1 Month Fee	Gym Membership	\$70.00	Full Cost	1	-	
Individual 3 Month Fee	Gym Membership	\$170.00	Full Cost	0	-	
Individual 6 Month Fee	Gym Membership	\$250.00	Full Cost	1	-	
Individual Annual Gym/Pool Membership Joining Fee	Gym Membership	\$120.00	Full Cost	1	-	
Individual Annual Membership Joining Fee	Gym Membership	\$80.00	Full Cost	32	-	
Instructor Access	Gym Membership	\$0.00	Full Cost, open ended	3	-	
Police Access	Gym Membership	\$0.00	Full Cost, open ended	1	-	
10 Visit Pass Non Member	Non Member	\$50.00	Full Cost	0	-	
1 Visit Pass Family Non Member	Non Member	\$5.00	Full Cost	0	-	
1 Visit Pass Individual Non Member	Non Member	\$5.00	Full Cost	0	-	
20 Visit Pass Non Member	Non Member	\$90.00	Full Cost	2	-	

## Stats - November – December 2017

NPARC HUNTERS FITNESS CENTRE MONTHLY REPORT: NOVEMBER/DECEMBER 2017 PREPARED FOR DEPARTMENT OF SPORT AND RECREATION								
		ATSI	Non Ind	4 -12 yrs	13 -18 yrs	19-40 yrs	41+ yrs	Total Participants
8-Nov		20	16	13		20	3	36
9-Nov		12	13	8		13	4	25
10-Nov		6	8			11	3	14
11-Nov	SAT							
12-Nov	SUN							
13-Nov		21	20	14		22	5	41
14-Nov		16	8			23	1	24
15-Nov		9	22	14		14	3	31
16-Nov		18	9	9		15	3	27
17-Nov		3	13			13	3	16
18-Nov	SAT							
19-Nov	SUN							
20-Nov		29	18	19		23	5	47
21-Nov		12	5			14	3	17
22-Nov		27	14	12		20	9	41
23-Nov		3	13			14	2	16
24-Nov		1	9			10		10
25-Nov	SAT							
26-Nov	SUN							
27-Nov		4	7			9	2	11
28-Nov		8	9			14	3	17
29-Nov		10	5			12	3	15
30-Nov		7	10			15	2	17
1-Dec		5	5			5	5	10
2-Dec	SAT							
3-Dec	SUN							
4-Dec		15	11			20	6	26
5-Dec		10	7			13	4	17
TOTAL		236	222	89		300	69	458



NPARC HUNTERS FITNESS CENTRE MONTHLY REPORT: NOVEMBER/DECEMBER 2017										
		Individual	Pump	Weights Circuit	Mystery	Circuit	HIIT	Judo	Yoga	Total
8-Nov		23						13		36
9-Nov		17						8		25
10-Nov		14								14
11-Nov	SAT									0
12-Nov	SUN									0
13-Nov		27						14		41
14-Nov		24								24
15-Nov		17						14		31
16-Nov		18						9		27
17-Nov		16								16
18-Nov	SAT									0
19-Nov	SUN									0
20-Nov		26						21		47
21-Nov		17								17
22-Nov		29						12		41
23-Nov		16								16
24-Nov		10								10
25-Nov	SAT									0
26-Nov	SUN									0
27-Nov		11								11
28-Nov		17								17
29-Nov		15								15
30-Nov		17								17
1-Dec		10								10
2-Dec	SAT									0
3-Dec	SUN									0
4-Dec		26								26
5-Dec		17								17
TOTAL		367	0	0	0	0	0	91	0	458

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

Indigenous Knowledge Centres -	Bamaga	New Mapoon	Seisia	Umagico	Injinoo
1. Operating Hours	24hrs/wk.	38 hrs/wk.	38hrs/wk.	38hrs/wk.	nil
2. Services & Public Program	First 5 program – will roll out in 2018	Flyers & posters – community history	50 attendees	6 attendees	
3. Number of IKC members		53	401	100+	
4. Number of visits to IKC's	no	19	70	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	9	50	6	
8. Other new programs	nil	First 5 program 2018	3 x First 5 Program on Friday afternoons	First 5 2x attendees and Revive Language KKY & TS Creole	
9.Access to resources	online	online	online	online	

IKC	Public promotions
Bamaga	Research & collating information about the Mosby Creek water supply. IKC staff also covered for IKC worker at Umagico.
New Mapoon	<ul style="list-style-type: none"> <li>First 5 program kit will start 2018</li> </ul>
Seisia	<ul style="list-style-type: none"> <li>Research on Mosby Creek. The first 5 forever program is on every Friday.</li> <li>Kayin thithuyl dance team</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 were delivered to Bamaga IKC and assembled.</li> </ul>
New Mapoon	<ul style="list-style-type: none"> <li>Professional development with using Aurora</li> <li>3 x computers and a printer not working</li> <li>Building need fresh coat of paint and chairs</li> </ul>
Seisia	<ul style="list-style-type: none"> <li>Seisia Kayin Thithuyl to Sydney Dance Rites</li> <li>Complete cert4 business admin</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	<p>Ongoing -Carpenter is yet to provide an estimate cost to repair the building. (following up with Dev) Cr Nona – relocation of Co-orp Service &amp; Events Team will free up office space at Injinoo office for proposed Injinoo IKC hub.</p>

## 8. Funeral Services

- Council will need to consider engaging a 'pool' of casual drivers for the hearse. Staffs have experiencing delays in finding a driver for the hearse; and that has done the formal training to handle deceased body.
- Previously council have obtained funding several years ago from TSRA for this training, and 4 local community members have done the training.
- Community Services staffs will work with Human Resources to put out an EOI for interested drivers.

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

**Legal Implication:**

**Policy Implication:**

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

1. Theme 2 – Community Wellbeing

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

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

**Financial and Resource Implications:**

- Grants funding - guideline.
- Nparc



**Report Number :** 7.0  
**Subject:** Financial Services Monthly Report  
**Attachments:** NPARC Financial Statements @ 30 November 2017  
**Author:** G Gillam (Executive Manager Finance)  
**Date:** 12 December 2017

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### **Executive Summary :**

This is the Council Report for the month of November. 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 30 November 2017:

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

**Moved : Cr Bond**

**Seconded : Cr Nona**

**Vote : 5/0**

**Resolution Number : 7.0-191217**

### **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 \$10,908,036. This is less than the amount reported in October due to grants expenditure in the period.

The provision for depreciation is to the end of November 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 November. Overall NPARC has received 89% of the income which it had budgeted to receive to the end of this month and has spent 68% of its estimated expenditure.

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

Revenue and Expenditure Report - Northern Peninsula Regional Council								
Financial Year Ending 2018 - (Budget to End of Report Month)								
Program	REVENUE				EXPENSES			
	30-Nov-17				30-Nov-17			
	Actual	Budget	Variance Favourable/ (Unfavourable)	% Received	Actual	Budget	Variance Favourable/ (Unfavourable)	% Spent
CORPORATE GOVERNANCE	750	-	750	> 100%	568,990	693,930	124,940	82%
FINANCE & ADMINISTRATION	3,931,067	3,448,150	482,917	> 100%	550,183	1,839,410	1,289,227	30%
CORPORATE SERVICES	268,626	137,255	131,371	> 100%	812,594	1,009,290	196,696	81%
ENGINEERING SERVICES	10,361,330	12,977,845	(2,616,515)	80%	8,647,914	13,748,740	5,100,826	63%
COMMUNITY SERVICES	603,493	391,255	212,238	> 100%	953,695	1,014,575	60,880	94%
DEVELOPMENT	710,385	1,530,295	(819,910)	46%	913,018	1,020,860	107,842	89%
ENTERPRISES	3,163,595	2,967,145	196,450	> 100%	2,376,649	2,456,660	80,011	97%
TOTAL REVENUE & EXPENDITURE	19,039,245	21,451,945	(2,412,700)	89%	14,823,043	21,783,465	6,960,422	68%
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 4,216,202</b>							

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

#### Corporate Governance –

**Income** – No material variance.

**Expenditure** – is under budget by \$125K.

*No comment required.*

#### Finance and Administration –

**Income** - is \$483K 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 \$1,289K.

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

#### Corporate Services –

**Income** is \$131K more than budgeted.

*No comment required.*

**Expenditure** – is under budget by \$197K.

*Insurance budget spread over 12 months.*

#### Engineering Services –

**Income** is \$2,617K less than budgeted.

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

**Expenditure** is \$5,101K 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 212K 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 \$820K less than budgeted income.

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

**Expenditure** is \$107K 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 30 November 2017 was \$5,651,559 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 30 November 2017 was \$1. 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).

## **Budget Review**

### **Recommendation**

That Council approve and adopt the following amendments to the 2017/2018 budget resulting in a reduction in budgeted operating surplus from \$4,297,049 to a budgeted operation surplus of \$4,297,049

That Budget Review be held over to the January 2018 Council meeting.

***Cr Bond left the meeting 4:21pm***

***Matters that are carried forward to January 2018 Council Meeting.***

Service Lease Agreement

#### **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**

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.

**Other Business**

Policy on Councillors discretionary funds also to be reviewed at the January 2018 meeting.

**Meeting closed: 5:18pm**

**EXECUTIVE MANAGER OF OPERATIONS  
- NIL REPORT**

Move into close committee 3:33pm  
Moved : Cr Elu  
Seconded : Cr Adidi

Move out of close committee 3:40pm  
Moved : Cr Elu  
Seconded : Cr Adidi

## **9.0 Operations MIP6 Tender – Project Management**

Resolution :

That Council award the contract for the Engineering Consultancy Services Project Management (PM) for the individual projects,

- MIP6 – NPARC – Project Package No.1 – Bamaga Sewerage Pond Upgrade
- MIP6- NPARC – Project Package No.2 – Regional Waste Facility

To Black and More

**Moved : Cr Elu**  
**Seconded : Cr Bond**  
**Vote 6/0**  
**Resolution 9.0 - 191217**





## GENERAL BUSINESS