



## Northern Peninsula Area Regional Council

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### MINUTES OF NPARC ORDINARY MEETING No. 37

Notification Date: **Monday 28<sup>th</sup> February 2011**  
Meeting Date: Tuesday 1<sup>st</sup> March 2011  
Meeting Location: Umagico Council Chambers  
Time: 9:00am  
Catering: Morning Tea and Lunch will be provided

#### Mayor and Councillors

Cr Joseph Elu	(Mayor)
Cr Gina Nona	(Division 1)
Cr Peter Lui	(Division 2)
Cr Reg Williams	(Division 3)
Cr Michael Bond	(Division 4)
Cr Jeffrey Aniba	(Division 5)
CEO	Stuart Duncan
Deputy CEO	Danny Sebasio
Secretary	Esme Newman

#### Welcome and Declare Meeting Open – Mayor Start 9:35am

- Apologies

Esme Newman

- *Council - Pay respects to the local community members that have passed*
- *Council - Pay respects to the people of Christchurch New Zealand who are dealing with the tragedy of the Earthquake*
- *Council - Pay respects to the previous Member for Cook Bob Scott who passed away in January 2011.*
- *Acknowledgment of the traditional owners of the land in which we meet today*

#### **Declaration of Conflicts of Interest**

Nil

#### **Declaration of Conflicts of Material Interests**

Nil

### **AGENDA**

#### **Agenda Item (1) - 9:00am to 9:15am Minutes of previous Council Meeting 8<sup>th</sup> Feb 2011**

CEO highlighted a number of typing errors in the previous minutes.

1. Ceo 's report item 2, page 4 & dot point 5 – omit the word 'only' mentioned twice in the sentence, Should read "Only providing core Local Government services".
2. Ceo's report the middle paragraph on the same page under the heading of 'The Queensland Government code of practice. The figure in the last line should read \$600k, and not \$900k.
3. Ceo's report under land leases. Second paragraph and 3<sup>rd</sup> line. Should read ' to investigate the legal issues' and not meters.
4. Agenda item 4 page 6 should read Director of Finance Report
5. Agenda item 5 Enterprise managers report - first line should read the Enterprise manager's report, and not 'the finance report'.

**Cr Lui** stated that under the EEDU report, last sentence to be amended to 'Stage two of the NPA Farm project will be planned for the redevelopment of the Umagico farm ' To **replace 'will be planned' with 'may be considered'** given that the funding is still in process.

Resolution: That Council accept the minutes of the previous meeting dated the 8<sup>th</sup> February 2011

Moved Cr. Lui

Seconded Cr. Aniba

Carried 6/0

**Resolution number 1-01.03.11**

Matters Arising - Nil

**Cr Elu** informed Council of a visit by Minister Warren Snowdown on the 6 & 7<sup>th</sup> April. The purpose of the visit is about Health issues in the Torres Strait and NPA

**Agenda Item (2) – 9:15am to 9:30am Chief Executive Officer’s Report**

**1. CEO Report item 1 / Review of the NPARC Human Resource Delegations Policy 02/003**

**Cr Elu** requested that the CEO read through the document and to highlight the changes.

Council endorses the NPARC Human Resource Delegations Policy 02/003

Moved Cr. Nona

Seconded Cr. Bond

Carried 6 /0

**Resolution number 2-01.03.11**

**2. CEO Report item 2 / Provisional endorsement of the Municipal Fees and Charges Report tabled by NPARC Engineering Services and prepared by Preston Law**

*Council to note that Municipal Service Charges & fees must be reviewed and endorsed as part of councils next budget meeting in June 2011. The other fees can be implemented immediately.*

**CEO** – The schedule of Fees and Charges have been based on true cost recovery and measured against the proposed service fee that council will receive from the State Government under the 40 year housing lease arrangements of \$800 per year or around \$15.50 per week. This will prevent the issue of ‘differential rates’ between State leased housing and Council controlled housing during the housing lease transition period.

**Cr. Lui** – How can the residence afford these charges?

**Cr. Elu** – How are the fees applied

**Cr. Lui** –what if the dwelling owner wants to dump their own rubbish?

**Cr Elu** – house hold members who take rubbish directly to the land-fill will then pay for disposal charges at the rubbish tip.

**Cr Elu** stated that in the wider communities the curb-side collection and water charges are usually included in the rates.

**CEO** – the proposed rates are necessary for the survival of the Council and critical to ensure that Council can maintain a high standard of services.

**CEO** mentioned the provisional endorsement of the rates and charges will allow the Director of Engineering Services to prepare the necessary community notification and paper-work ahead of the formal adoption at the June Budget meeting 2011

**Cr. Lui** – If our residence are expected to pay they will expect the garbage to be collected on time.

**CEO** – If we can achieve a level of service cost recovery, council will be able to develop and commit to a set level of “customer service standards” and “response times”

**Cr Lui** - stated that council should look into a recycle plant, where all plastic and glass etc can be packed and then recycled.

**CEO** – Rubbish separation and recycling opportunities will be incorporated into the design of the next land-fill

**Resolution:** Council provisionally endorsed the Municipal Service Charges & Fees Report.

Moved Cr. Lui

Seconded Cr. Williams

Carried 6 /0

**Resolution number 3-01.03.11**

### **3. CEO Report item 3 / Tabling the report of Sustainable Workforce**

Council note the report – NPARC Sustainable Workforce Numbers

**Cr Elu** asked if there is any Workplace guarantee.

**CEO** stated that the workplace guarantee ends at 15<sup>th</sup> March 2011.

**CEO** – The tabled ‘Sustainable Workforce Numbers’ report indentified two tables the first is a report called ‘staffing profiles’ at the 16<sup>th</sup> November 2010; and an identical table labelled ‘Status Report at 23<sup>rd</sup> February 2011.

The table shows that there has been an improvement in expected full year employee costs of in excess of \$1.5 million, most of this saving has been a result of the recruitment freeze, ban on overtime and a stricter approach to workforce management.

From March 17<sup>th</sup> 2011, Council will no longer be constrained by the Code of Practice; employment guarantee and we will move forward with the abolishment of non-essential positions.

The process will involve a round of interviews and the offer of redundancies targeting the indentified non-essential positions. The interview team will consist of council HR, councils IR consultant and the AWU representative. As indentified in the tabled report council needs to abolish around 30 positions.

**Cr. Lui** - We must also invite the JSA’s to attend the meetings.

**Cr Aniba** asked how many staff are in the Cairns office.

**CEO** stated 5 or 6 Staff.

**CEO** mentioned Council will offer a round of targeted voluntary redundancies for non-essential positions or redeployment into essential positions. Should Council achieve its target of 28 redundancies, the payout will be in the order of \$600k.

Council note the Workforce Sustainability Report

Moved Cr. Lui

Seconded Cr. Aniba

Carried 6/0

**Resolution Number 4-01.03.11**

#### **4. Review of the CEO's Contract**

*The CEO exited the Council chambers to allow the Council to discuss the renewal of the CEO's Contract of Appointment*

Resolution: that Council approved to reappoint the CEO Stuart Duncan as Chief Executive Officer of the Northern Peninsula Area Regional Council on the terms of the employment contract, ending on the 30 September 2013 and authorises the Mayor to sign the contract on behalf of the Northern Peninsula Area Regional Council.

September 26<sup>th</sup> 2013

Moved Cr. Bond

Seconded Cr. Nona

Carried 5 /1

**Resolution number 5-01.03.11**

**Morning Tea 10:00am – 10:30am**

#### **Agenda item (3) Director of Engineering Report**

Council supports the CEO to investigate the availability of funding for replacement mowers and requests a brief report from Engineering Services on why the recently purchased mowers are not doing the job.

**CEO** – Funds are very limited at present, however council is working on recovering a significant amount of money through the NDRRA program for completed road works; which if successful the new mowers could be purchased at that time.

**Resolution: That Council note the Director of Engineering Report**

Moved Cr. Aniba

Seconded Cr. Bond

Carried 4 /0

**Resolution number 6-01.03.11**

**Afternoon Tea 3:00pm – 3:30pm**

#### **Agenda Item (4) Director of Finance Report**

**Resolution: That Council note the Director of Finance Report**

Moved Cr. Nona

Seconded Cr. Aniba

Carried 4 /0

**Resolution number 7-01.03.11**

**Agenda Item (5) Manager of Enterprise Report**

**Cr. Lui** – we need to investigate the profit margin for the sale of essential goods through the shop and review the types of products we are presenting to the community. I understand that the cyclone and floods have contributed to the wholesale cost of produce, but the cost of healthy / fresh food is now well beyond the affordability of the community.

- Action for the CEO to work with the Director of Corporate Services to review prices and fresh food variety
- Cr. Nona – can council confirm the unrecovered cash amount stolen from the Injinoo Servo and what are the new procedures to prevent another

**Cr Lui** questioned the price for fresh fruits and vegetables at the Umagico supermarket. Cr Lui recently purchased a sliced piece of watermelon priced at \$22.00 each.

**CEO** - Council needs to regularly check prices of a set number of essential groceries in Cairns and compare it to prices in the NPA.

**Cr Lui** – indicated that there should be a price rise for ‘junk food’ to allow for a reduction of cost on fresh fruits and vegetables.

**Cr Bond** stated the high cost on fruits and vegetables will result in the items rotting on shelves.

**Cr Lui** - mentioned that snap-lock products are okay as long as we stock up on a variety products.

**Resolution: That Council note the Manager of Enterprise Report**

Moved Cr. Aniba

Seconded Cr. Bond

Carried 5 /0

**Resolution number 8-01.03.11**

**Agenda Item (6) Director of EEDU Report**

Cr. Nona – Question as to where the re-opening of the Injinoo Snack bar up too?

- Action – Have the EEDU provide Cr. Nona with an update.

DCEO mentioned that its waiting on the gas stove and range hood. Both items have been ordered.

**Resolution: That Council note the Director of EEDU Report for March 2011**

Moved Cr. Aniba  
Seconded Cr. Nona

Carried 5 /0

**Resolution number 9-01.03.11**

**Agenda Item (7) Presentation by the Australian Bureau of Statistics – Northern Australia East Census Management Unit 1:23PM**

1. The purpose of the Census is to count all of the people of Australia and the dwellings in which the people reside in

Census night is the 9<sup>th</sup> August 2011 – In remote locations where English is a second or third language we like to interview all of the Community people to ensure the community engages in this process. Some of the data-sets collected are

- House densities
- Demographics
- Range of services

General information

- Info is collected under an act of Parliament
- Government funding is allocated in accordance with the Data Collected.
- The data is kept confidential and not released in a form that an individual can be recognised
- An 'assessed' factor is applied to under-counts of communities

Cr. Bond – what happens to people that are travelling? – The interviewer asks “who are the people that would reside in this house” and this information is collected and we have methods in place to prevent double counts

Your Regional coordinator will employ community coordinators (5 of) and these officers will interview the occupants. The project can be run over 4 weeks but we could get the job done in one week.

Cr. Lui – how many position will be available – Two area supervisors are allocated for the NPA (employed for 4 months) to work with the 5 collectors. This process will start around May – June 2011.

- The more collector s / interviewers the better (this could be anything from 20 houses per collector to 10 per collector).
- The rate of PAYE for employees of the Census project is a flat rate and not subject to penalty rates.
- We will need an area for forms to be securely stored
- We will hire a car for this project
- We will liaise with the NPARC Media Officer
- The engagement with community is very important

**Finish 1:55 PM**

***Council to note the presentation from the ABS Northern Australia East Census Management Unit***

Moved Cr. Lui  
Seconded Cr. Bond

Carried 5 /0

**Resolution number 10-01.03.11**

**Jason O' Brian Member for Cook – 1:57**

- The member for Cook gave council an update on his activities and State Government portfolio changes

Cr Elu asked why Council had not been informed of the passing away of the Late Bob Scott, previous Member for Cook.

*Jason O'Brien apologised for the oversight.*

CEO updated the member for Cook with council's current financial situation on the imminent redundancy of employees.

- Council reiterated how disappointed the NPARC is with the lack of funding assistance from the State with regards to restructure costs and announced it was proceeding with redundancies the following week of around 30 employees who would struggle to regain employment in the NPA. The council's disappointment related to the lack of funds that council had to effect the redundancies in a socially acceptable manner.

Council also raised the issue of State Government announcements at the time of amalgamation where council was told that there would not be a reduction in funding, however 'as it now turns out' this commitment did not relate to employees who were performing municipal jobs but were partly funded by CDEP.

CEO mentioned that council may be forced to take out a low interest loan with QTC to cover State and Federal Government policy changes (Amalgamation and CDEP), and the repayment will be met by a reduction of services provided to the community

2.20pm Cr Lui – asked to be excused, left the room.

**Agenda Item (8) Director of Community Services Report**

- Council to investigate the condition of the Hearse and seek funding to urgently replace the vehicle
- Action – CEO to arrange a meeting between the director of community services and Cr. Williams to discuss the proposed new HACC building and the preservation of the old jail.
- Council requested a new policy be developed for rules around former Councillors, Traditional Owners and Elders (family / community grants).

**Council anonymously supported the recommendation by the Director of Community Services not to upgrade its current Transmission facilities to digital.**

**Resolution: That Council note the Report from the Director of Community Services for March 2011**

Moved Cr. Aniba

Seconded Cr. Bond

Carried 5 /0



**Agenda Item (9) Council to note the Inward and Outward Mail Registers**

*No Mail Register were include in the Meeting Papers*

**Agenda Item (10) General Business**

- Letter tabled from Jack Randell – Requesting permission to produce a documentary on Environmental issues in the NPA, focussing on the impacts Wild River Legislation.
- Main Roads – Council discussed the opportunities for the NPARC to become the Principle Contractor for future roads works north of the Wenlock River; and the current issue between Main Roads and the Apudthama Land Trust
- Balkanu – request for services to assist with the Apudthama 2011 Cape York Indigenous Rangers Conference – Action for the CEO to write to Balkanu and request to sight the grant that Balkanu has for this event including a complete disclosure for the funding that are receiving for the conference. Council acknowledged that it would not be able to fund the requests from Balkanu which included the complete refurbishment of the Injinoo Lookout ablution block.
- Cr Williams informed Council of his recent meeting with TRSA. Cr Williams stated that the TSRA has requested to meet with elected members of Injinoo, Umagico and New Mapoon.
- Cr. Lui – requested the CEO to investigate how the grant/s applications for the Lighting of the Umagico Sport Field is progressing?
- Cr Lui – commented that he was very concerned about the Umagico Sport Field that is full of weeds
- Cr. Bond – AFL coming to use the oval mid-term to third term, will be running some programs with the Gold Coast Suns, the visitors are looking for accommodation and requested the use of the “emergency house in New Mapoon”. The Suns will hopefully be sponsoring a couple of CDEP players to attend block training.
- Cr Bond informed council that WCCCA has approved a \$500k grant towards building a Multi Purpose Community hall for New Mapoon.
- Cr Aniba – Can Engineering Services investigate the placement of Safety signs for Councils slashing operations. I have observed some “near misses” by the public when driving past council’s road-side slasher.

**Seisia Community Forum Bi Election – Council supported not to have the Bi Election and to hold off until the 2012 Local Government Elections.**

- Cr. Nona – Can I have an update on progress with the Injinoo sports-field turfing and associated water supply

1. NPARC Newsletter Issue 22

**Next Meeting – Tuesday 5<sup>th</sup> April**