



## MINUTES NPARC ORDINARY MEETING NUMBER 9 – BAMAGA

**Notification Date:** Friday 30<sup>th</sup> January 2009  
**Meeting Date** Tuesday 3<sup>rd</sup> February 2009  
**Meeting Location** NPARC Office Bamaga  
**Time** 9:00am  
**Catering** Morning Tea and Final Meeting 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

### Welcome and Declare Meeting Open – Mayor

#### Apologies

Cr. Nona  
Esme Newman

*A letter without notice was presented by Councillor Aniba to all Councillors without a copy to the CEO and DCEO*

Declaration of Conflicts of Interest  
*Nil*

Declaration of Material Interests  
*Nil*

### AGENDA

**Agenda Item 1- 9:00 AM to 10:00 AM – Minutes of previous meeting dated the 4<sup>th</sup> December 2008 are true and correct.**

Mayor requested minutes changed to reflect the matters raised and not documented 'Verbatim'. Council did not move to endorse these minutes but will review the amended minutes at the March meeting.

Issues raised and clarification in review of previous Minutes for amendment

- Housing with deceased Owner/Lease Holder – If the Deceased person is survived by immediate family residing in the dwelling, the property will pass to the immediate family.
- Housing rental arrears – If ATSI housing takes over the housing rental program and enforces tough new policies, who will be responsible for dealing with the social issues / back-lash from the Community, Council or ATSI Housing  
Cr. Elu commented that Council needs to continue to work very closely with ASTI housing and request that the rental program remain with Council to allow the NPARC an opportunity to reach performance targets and reduce rental arrears.
- Department of Housing 25% Rental policy. The CEO commented that the 25% Department of Housing rental policy had not been explained well, and related to a rental maximum of 25% of the combined household income up to a total rent limit of the market value of similar housing equivalents in Queensland. E.g. the total rent required for a three bedroom home would be in the order of \$190 per week.

Mayor Elu commented that he remained concerned about any increase in rental charges in the NPA where high food and fuel prices are already outpacing local incomes and adding to the gap in life expectancy between Indigenous and non-Indigenous people

- Cr. Lui – Wanted to see better fits between family sizes and the size of the dwelling they occupy to insure we are making the best use of our housing stock.
- Cr. Bond – Supported the comments from Cr. Lui sighting the issue of single people living in a 3 bedroom home and has constant parties.  
The CEO commented that the NPARC housing officers are working with the department of housing to develop enhanced policy around tenancy rules.
- Cr. Lui – Raised concerns about the lack of emergency communications at the Jardine Ferry and could Council consider the installation of a Phone.
  - ACTION ITEM – CEO to have the Director of engineering investigate options for emergency communications at the Jardine Campground and Ferry
- CEO – The minutes of the December 2008 meeting included an agenda item on the NPARC Community Police to be moved to the control of the State Police and relocate from New Mapoon to the Bamaga Police Station and requested a formal endorsement from Council.

***Resolution – That Council support the relocation of the NPARC Community Police to the Bamaga Police station and to operate under the direction of the State Police based on the successful negotiation of an appropriate MOU between the State Police and Council.***

**Moved – Cr. Williams**

**Cr. Lui**

**5/0 – Carried**

**RESOLUTION 1-03.02.09**

SES – that employees who sign-up to the Local Emergency Response Group will be allowed to attend training one ‘1/2 day’ per month from lunch (midday onward) or as approved by the CEO or Deputy CEO

Council fully supported assistance for the establishment of the NPARC Emergency Response Group including time for essential training during working hours to be approved by the CEO or Deputy CEO

- Sitting fees for Forum Members – CEO reiterated the Legislation that no sitting fees are payable to members of the community forums, the legislation only allowed for the reimbursement of expenses incurred in attending the meetings.

Cr. Elu tabled the letter presented to Council without notice from Cr. Aniba, which is a complaint with regards to the interview process for the manager of the Economic and Employment Development Unit. *The discussion is not recorded.*

#### **Agenda Item 2 – 10:00 AM to 10:30 AM Department of Natural Resources and Water**

Deliver leasing presentation as requested by the NPA regional Council on the Tuesday 3 February 2009.

#### **Attendees**

Maria Grabaldi (MG)	DNRW
Wayne Lake (WL)	DNRW
Colin Klemins (CK)	IBA (Home Ownership)
Felix Klose (FC)	ATSI Housing
Gary Wright (GW)	IBA
Sarah Sheehan (SS)	Housing

#### **Agenda item 2 was adjourned at 10:20 AM to allow for a short morning tea**

#### **Agenda item 2 continued at 10:35 AM**

Mayor Elu gave opening remarks about the importance of Home Ownership and the relationship between economic development, home ownership and community expectations

- Maria Grabaldi – opening statements on home ownership and the changes to Legislation (this is why we are here today)
- Introduction by all attendees

#### **(Lease and Trustee Presentation [Maria Grabaldi] 10:35 – 12:00 PM**

- impart legislative and policy advice relating to leasing
- outline the leasing procedures and benefits to leasing
- introduce the Indigenous Land – Trustee Support Service Unit within the Department (DNRW)
- outline the role of the unit and the support available for the processing of lease applications
- use of the DOGIT land, planning,

#### **Power Point Presentation by Maria (DNRW) – *leasing under the Land Act 1991***

1. Legislation
2. Benefits of Leasing
3. Leasing Objectives
4. Leases to Aboriginal People
5. Leasing Procedure Overview
6. Granting and Conditioning a Lease
7. Forfeiture of leases, and
8. Support for Leasing

*Following the presentation by Maria Grabaldi, Council supported Inviting officers from NR&W back to provide Consultation sessions to Council and the Community.*

#### **Felix Klose, Housing Home Ownership – 12:00 PM – 12:30 PM**

#### **Power Point Presentation by Felix Klose (The Department of Housings role in Home Ownership for people living on deed of Grant in Trust Land)**

1. Additional process for leasing land where subsidised housing is located
2. Confirm that the dwelling is subsidised and obtain approval to grant the lease

#### **LUNCH TAKEN DURING MEETING**

3. Valuation of a subsidised dwelling
4. Provide information to the Department of Housing following registration of a lease

### **Terrence Mowle and Gary Wright - IBA – Home Ownership 12:30 – 1:36 PM**

Power Point Presentation by Terrence Mowle and Gary Wright (**Home Ownership on Indigenous Land**)

1. Information on IBA
2. Home Ownership on Indigenous Land Program (HOIL)
3. HOIL Loan Package
4. Current Progress

Cr. Elu – Commented and was unanimously supported by the council to establish Trustee (Council) Guidelines on land lease conditions, rates and general land and town planning tools.

CEO – reported that since the amalgamation council had received a large number of lease requests ranging from small vacant blocks of 800 sq meters; to large parcels of land up to 800 hectares. The lease applications are on hold pending the development of council policy which will set-out the process and establish the guidelines for dealing with lease applications to ensure a standard set of conditions and charges are applied to all applicants within the NPA.

The development of this process is being hampered by the lack of planning tools and information on existing leases and accurate determination of 'actual' land under council's control. Council has engaged Conics of Cairns to prepare a "Chart of Leases" which will determine all current leases in the NPA to ensure council does not re-lease; leased parcels of land or lease land that over-lap existing leases.

Additionally appropriate tools to make decisions for the approval of medium to large leases must consider a range of legislative requirements like, Vegetation & Land Clearing, Wild Rivers, Access to Public Infrastructure (Telstra communication towers) and the possibility of large leases "locking-out" public access to the fore shore.

Recommendation

**Council note the presentation by the above agencies**

**Moved Cr. Aniba**

**Seconded Cr. Bond**

**Carried 5/0**

**RESOLUTION 2-03.02.09**

### **Agenda Item 3 - Chief Executive Officers' Report 1:30PM – 1:35 PM**

*Mayor Elu commented that several Directors were waiting to present their reports and suggested that the Engineering Report and Financial Report are presented today and the meeting is adjourned until tomorrow for all other reports.*

**Cr. Bond and the CEO left the chambers at 1:35 for discussion with DNRW**

### **Agenda Item 4 – Engineering Report 1:35 – 2:00 PM (Jim Foody – Director of engineering services)**

Jim Foody presented the Engineering Services Report

- Council is concerned with the time taken to complete the houses at the Bamaga Sub-Division. Cr. Williams commented that engineering services needs to report to council on the criteria and performance milestones of local contracts
- Bamaga basket ball court – The basket ball court will be sealed once the wet-season has passed, as the product being used for the court surface cannot get wet
- New Mapoon Upgrade of three houses being lot 36, 37 and lot 38
  - The contracts for the housing upgrades are ready to sign and work should commence in mid-March 2009

**Cr. Bond and the CEO returned to the chambers at 1:50pm**

- Umagico Sport Hall, stage two and three (ablution block, kitchen and covered area) has been tendered and will commence in April 2009.
- Injinoo Boat-Ramp Lighting – Engineering Services will consult with the Injinoo Community to determine the best location for the lighting system.
- Seisia Boat Ramp – Council is concerned that the boat ramp provided by QT is not fit-for-purpose and represents a liability for council. The CEO and director of Engineering Services will need to meet with Queensland Transport to determine the future of the boat-ramp and associated redevelopment of the boat ramp car park.

**Moved – Cr. Aniba**

**Second – Cr. Bond**

**Carried 5 / 0**

**RESOLUTION 3-03.02.09**

**Agenda Item 5 – Financial Reports 2:48 – PM**

Peter Anderson, Neil Turner and Anthony Wright

1. Neil Turner – Presented the Financial Report

In my earlier report to Council I indicated that there were six (6) primary activities which are currently “work-in-progress”. The following is an update on each of those matters.

**Completion of preparation and audit of Annual Accounts to 30<sup>th</sup> June 2007.**

The following is a summary of the progress made in relation to the completion of the Annual Accounts for 30<sup>th</sup> June 2007:

- Injinoo - certified by the Queensland Audit Office (QAO) without qualification
- Umagico – we have been advised that the accounts have been finalised and received by QAO who are in the process of discussing some matters with the contract auditor
- Bamaga – Auditors are yet to forward statements to QAO
- New Mapoon - certified by the Queensland Audit Office (QAO) without qualification
- Seisia - QAO have confirmed that they have received the accounts which are now subject to review by them. All indications are that the audit will be unqualified.

**Completion of preparation and audit of accounts for the period 1<sup>st</sup> July 2007 to 14<sup>th</sup> March 2008**

Each of the five former Councils is required to prepare financial accounts for the period 1<sup>st</sup> July 2007 to 14<sup>th</sup> March 2008. The same contract accountants are in the process of completing these draft accounts and the following is a summary of progress to the date of preparing this report:

- Injinoo – draft accounts were completed as is the audit. Awaiting referral to QAO
- Umagico – The accountants BDO Kendalls have advised that they will be working on the Financial Statements on Friday 15 August 2008. The Auditor has raised questions and Mr Anthony Wright and Mary Yoelu are responding to these questions..
- Bamaga – The Internal Auditor is still preparing the Financial statements in the required format. The Auditors will then complete their role and forward the statements to the QAO. The Statements are currently with the Auditor.
- New Mapoon – It is understood that the draft accounts have been prepared and that the audit is finalised. QAO finalised 5 Sept 2008.
- Seisia – It is understood that the draft accounts have been prepared and that the audit is in the process of being finalised. Financial Statements have been received and have been sent to QAO.

The QAO has advised that Bamaga 06/07, Seisia 07/08, Injinoo 07/08 and Umagico 07/08 Financial Statements are yet to be submitted to them. Anthony Wright is to follow up with the contract auditors.

### **Development and adoption by Council of a budget for the period 15<sup>th</sup> March 2008 to 30<sup>th</sup> June 2009**

The budget process is still happening for the specific grants budget. These will become known in greater detail once the audited financial statements for 14<sup>th</sup> March 2008 become available. Audit requests for information in regard to Seisia, Injinoo, Umagico and Bamaga have required the diversion of resources to answer these enquiries. This has meant delays to the finalisation of the statements and this has caused the Budget to be pushed back further as ending balances have been found to be incorrect.

### **The conversion of several accounting systems into one consolidated system**

No work has as yet been commenced on the Asset register. As conditioned based asset valuation is required by law the implementation of the MECS program is closely aligned with the Asset Register. The CEO is currently arranging for a tentative MECS implementation to start mid January 2009. All of Council's assets require revaluation. A tender for such a revaluation will be required.

The Northern Peninsula Area Regional Council is partly consolidated as at 16<sup>th</sup> January 2009.

This should permit the entry of budgets so that comparison to actual can be reported to Council. Bought forward balances will be estimated in the initial reports to Council as audit difficulties suggest that figures may be a continuing problem to acquit.

Accordingly, Council is advised that:

- financial records for the NPARC are in one ledger.
- the opening balances of the financial records will not be available after 31<sup>st</sup> March 2009
- the balance of grant funds available for expending on associated projects should be known by January 2009
- it is not yet possible for staff to prepare meaningful financial reports to Council for the current period
- 

### **The development of procedures, the introduction of those procedures and the allocation of responsibilities for the staff post amalgamation .**

As a required by the TSRA, the investment funds of the TSRA and the Northern Peninsula Area Regional Council have been separated. Council might note that investment returns will be slightly reduced by this action.

Bank Account balances for the Northern Peninsula Area Regional Council as at 31st January 2009 together with Investment Funds held by the Queensland Treasury Corporation are shown below.

It should be noted that Umagico and Injinoo main bank accounts have been closed as at 2 February 2009. All accounts must now be paid from the Northern Peninsula Area Regional Council Main Account.

Account Name	Account Type	Account No	
INJINOO ABORIGINAL SHIRE	Cheque Acct Bearing Interest	973	\$0.00
INJINOO ABORIGINAL SHIRE	Cheque Acct Bearing Interest	981	68,280
INJINOO ABORIGINAL SHIRE	Cheque Acct Bearing Interest	670	\$0.00

INJINOO ABORIGINAL	Cheque Acct Bearing Interest	886	11,735
NPARC TSRA Account	Business Day Term Deposit	806	137,108
Northern Peninsula Area R	Cheque Acct Bearing Interest	842	7,753
Northern Peninsula Area R Seisia	Cheque Acct Bearing Interest	13	9,978
Northern Peninsula Area R Seisia	Premium Business Account	233	193,421
Northern Peninsula Area R Seisia	Cheque Acct Bearing Interest	364	39,122
Northern Peninsula Area R Seisia	Cheque Acct Bearing Interest	733	10,982
Northern Peninsular Area	Cheque Acct Bearing Interest	20	209,680
Northern Peninsular Area	Cheque Acct Bearing Interest	39	1,835
Northern Peninsular Area	QTC Investment Account	NPARC	3,859,799
Northern Peninsular Area	QTC Investment Account	Injinoo	\$0.00
Northern Peninsular Area	QTC Investment Account	Seisia	\$0.00
Northern Peninsular Area	QTC Investment Account	Umagico	\$0.00
Northern Peninsular Area	QTC Investment Account	TSRA	788,147
			<b>Total \$5,337,840</b>

2. **Anthony Wright** – **Umagico Audit** – The 31<sup>st</sup> March 2009 may be the earliest expected date for completion.
  - a. Anthony spoke about the Umagico Audit and sited the lack of stock take at the Alau Store and Tavern as serious issues to be dealt with; in completing the accounts/balance sheets for the 2007/2008 audit
3. **Peter Anderson** – Grants Officer provided a ‘handout’ to the Councillors on the roles and responsibilities of the NPARC Grants Officer. Peter commented on his current activities and explained the process of reviewing/auditing the 204 existing grants that are with the NPARC. Reconciliation of the grants is a major task as there is a lack of information, some of the grants have not been acquitted or lack reporting documentation with some grants dating back to 2002.

#### **Council endorsed the financial Report**

**Moved – Cr. Aniba**

**Seconded - Cr. Lui**

**Carried – 5/ 0**

**RESOLUTION 4-03.02.09**

**Meeting Adjourned 4:14 PM – 3<sup>rd</sup> February 2009)**

**Meeting Resumed (9:08 AM – 4<sup>th</sup> February 2009)**

#### **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  
Deputy CEO

Stuart Duncan  
Danny Sebasio

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

### Apologies

Cr. Nona  
Esme Newman

### **Agenda Item 6 – Enterprise Report 9:08 – 10:07 AM**

#### Arthur Wong

Jardine Ferry – The ferry is currently out of the water receiving urgent maintenance.

CEO commented that the Council ferry operators requested a separate air-conditioned Cabin to be built on the existing ferry platform; the current operating controls are located in the engine bay which is noisy and does not give a clear view of the ferry platform which is a safety issue. Council is unable to fund an air-conditioned cabin and the age of the ferry does not justify the expense. The controls of the ferry will be relocated to the external wall of the engine room and a canopy constructed to provide the operators with all-weather protection.

Cr. – Lui Can we get new pumps for the Injinoo service station. Arthur commented that council is currently reviewing tenders from fuel suppliers to provide fuel and fuel related products to all council owned service stations, and the contract can include the replacement of bowsers and will be reviewed as part of any new contractual arrangements.

Cr. Lui – Why is the fuel so expensive at Injinoo Fuel depot – Arthur commented that the current fuel stock in the service station storage tanks was purchased at the previous higher price and the pump-price is adjusted according to a fuel calculator on the invoice received for each delivery. The next load of bulk fuel should reflect the State wide reduction in fuel prices.

Cr. Lui - Ready mix, what about the rates for employees, if the batching plant workers are reassigned to wet-season works, how is the employees PAYE rate adjusted? Should we be placing these workers on Casual Employment to give council better flexibility to reassign the batching plant workers to e.g. Parks & Gardens?

CEO- commented that the employees are established under the NPARC Certified Agreement and we cannot change workers Conditions or PAYE rates if we reassign their duties temporarily.

Cr. Lui - Umagico Campground, Drinking is an issue in and around the campground, Locals camp in the area opposite to the tourist camp-site; however the campground needs to be fenced. Is the campground going to go ahead or not?

CEO – Council has already supported the enhancement of the Umagico Camp-Ground, however we are currently focusing on the “change of use” for the Tavern. The campground does need significant work to make it attractive to the average tourist but still may be an option to cater for the over-flow from other campgrounds or to the more ‘rugged camper’. One of the main issues appeared to be the access road into the Umagico campground and we need to investigate an alternate route for the tourists; to prevent them from driving through the main streets of the community.

Cr. Lui – There is a valuable bush walk around Umagico camp-ground area with good access to ‘Traditional Tucker’, this was established by the rangers some years ago and needs to be part of the assessment of future development.

Cr. Lui – Can the campground be leased out?



Mayor – Council and the State Police will still need to control the drinking and public nuisance issues at the Campground

Mapoon Lease – *Off-Camera Discussion about Loyalty Beach*

Cr. Elu – Council needs to consider leasing out the NPARC Tarzali Farm as it is making a loss and needs to be placed under the control of private operators

Cr. Elu – Commented, the Seisia camp-ground kiosk is now trading a lot better under new management

### **Council accept the Enterprise Managers Report**

**Moved – Cr. Williams**

**Seconded – Cr Bond**

**Carried 5/0**

**RESOLUTION 5-03.02.09**

## **Morning Tea 10:10 – 19 AM**

### **Agenda Item 7 – Community Services Report 10:19 AM – 11:14 AM**

Neville Reys – Director of Community Services

- Community policing has been an area of concern for some time and the proposed arrangement of handing the control of the Community Police to the State Police is supported, pending the outcome and review of the MOU between Council and the Qld Police.
- CEO - commented that Council has endorsed the drafting of an NPARC by-law for Law and Order which will reflect new Legislation and the ability for Council to enforce the conditions of the By-Law. The draft by law should be ready for comment by Council in April 2009
- Neville Reys– There continues to be a large problem of loud parties, and in a lot of cases it is not the tenant but gate-crashes causing the disturbance. Cr. Elu - commented that the State Police and Community Police should record who is at the party or causing the disturbance and the offenders should be notified and dealt with.

Cr. Lui – We need to place more responsibility on the lease holder of the property and prepare a warning letter to each offender. We need to develop a housing By-Law that clearly identifies the Community and Council expectation of respectful living within this LG Area (Noise and general disturbance).

- Neville Reys – Can we return to the days were we have Councillor or Mayor Visiting the school to chat with the pupils about behaviour – Cr. Elu this will by invitation only

**ACTION** Invite the new Principle to the next Council meeting

Cr. Aniba – We need to continue to develop a NPA “good learning” “good education” ‘Local Committee’

Neville Reys – PCYC have sent an MOU which references Kowanyama Council not the NPARC, the MOU is a very poorly constructed document and Council need to write to the State. The MOU was received by the Council 2 days prior to the 2008 Christmas break.

**ACTION** – CEO to meet with the State Coordinator of PCYC and discuss the future of Sport & Recreation activities in the NPA

- Cr. Bond – AFL remain interested in establishing a program in the NPA. Council need to see a Report from AFL that explains what is proposed and what will be the responsibilities of each

partner. Cr. Lui – This is a good opportunity to include an alternative to Rugby League as a sport for our youth

**ACTION** – Council to write to AFL to get clarity around what is proposed for the NPA

- Cr. Elu – We cannot give open access to the sporting facilities in the NPA as the facilities are required by the council for social events and other agencies for various sporting activities and events. Neville Reys, we will need to get some understanding around how the playing fields are going to be cared for and maintained (mowed and line-marked) once PCYC comes to the NPA

Recommendation

Council note the report from the Community Service Manager

**Moved CR. Aniba**

**Seconded Cr. Bond**

*Carried 5/0*

**RESOLUTION 6-03.02.09**

**Agenda Item 8 – Economic Development 11:23 - AM**

Alex Barker – Economic and Employment Development Unit

- Lease arrangements – Umagico Campground – I have had some interest in leasing the Umagico Campground, does Council want to progress the discussion. Cr. Lui supported with progressing the discussion around leasing the Campground, however no commitment will be made prior to Council considering any proposal.
- Alex Barker – We need to look at improvement to the Jardine Ferry Campground to attract more interest from the passing tourists
- Cr. Elu – Somerset bush camping proposal, is there going to be any accommodation. CEO commented that the council is yet to see the design of the proposed ‘bush-camp’ at Somerset as proposed by the Department of Tourism, Regional Development and Industry in partnership with the Apudthama Land Trust.

**Moved – Cr, Lui**

**Seconded – Cr. Williams**

**Carried 5/0**

**RESOLUTION 7-03.02.09**

**Agenda Item 9 – Cairns Office Managers Report – AM**

Recommendation – That Council note the Cairns Office Managers Report

**Moved Cr. Williams**

**Seconded – Cr Aniba**

**Carried 5/0**

**RESOLUTION 8-03.02.09**

**Agenda Item 3 - Chief Executive Officers' Report 11:50 – 12:13 PM**

1. On the 16<sup>th</sup> January 2009 final amalgamation of the three community Databases took place and we are now operating a combined (NPA Wide) payroll and finance system.

2. The new NPARC Certified Agreement; employee pay rates, work classifications and penalty rates were loaded onto the finance system during the week beginning the 26<sup>th</sup> January 2009
3. Alex Barker has been offered the position of NPARC Economic & Employment Development Unit (EEDU) Manager
4. Council has begun to establish a Local Emergency Response Group that will combine Police, Ambulance, Qld Health, Qld Fire Department, SES and Council. A draft plan has been developed in-house; and will be ready for presentation to the April Council meeting
5. The Mayor and CEO attended the Ministerial Roundtable in Brisbane (8<sup>th</sup> – 12<sup>th</sup> December 2008). The theme of the Roundtable was Housing and Home Ownership. The main issue raised by the Mayors in regards to home ownership was the matters surrounding Land Tenure.
6. The Queensland Audit Office sent four (4) Senior Auditors to the NPARC for 10 days being the 19<sup>th</sup> – 29<sup>th</sup> January 2009 (this included the Australia Day Weekend). The Auditors investigated the progress made by the NPARC and checked the levels of controls, Policy, Procedures, Delegations, Authorisations and Governance tools that were developed and being applied.

During the Exit Interview the auditors presented eight (8) letters that identified eight matters requiring a response. The matters were of a minor nature and easy to remedy.

**My appreciation goes out to the staff of the NPARC for presenting a well run, transparent and accountable Council operation.**

#### NPARC Employee Certified Agreement

The certified agreement was submitted to employees for a vote. The vote was concluded on 23<sup>rd</sup> December 2008 with 180 employees voting for the agreement and only 10 employees voting against the agreement. It is currently going through the formal approval process with the Queensland Industrial Relations Commission.

Work has been proceeding to configure the payroll system to accommodate the conditions included in the new agreement and to amend employee records as required. The first pay to be made under the new pay rates and conditions will be for the pay period commencing 30 January 2009.

Delegations for the agreement have been finalised. These delegations specify which positions are able to make decisions under the agreement and any controls on those powers. Examples of decisions that are subject to the delegations are approval of leave, creation of new positions and approval of employee loadings (that is, an additional amount of pay that is necessary because of labour market shortages or to recognise an employee with outstanding performance).

Work has also commenced on the development of position descriptions for all positions within the NPARC using a standard template. The positions descriptions will include position numbers and define reporting lines

#### Candidate Projects for 2009

The following projects should be completed in 2009

1. 20 to 25 new houses for the NPA (the construction phase of this project may run into 2010)
2. Sub-surface irrigation and Returfing of Umagico and Injinoo Sports Fields
3. The completion of the Umagico Sport Stadium
4. Re-sealing of the Bamaga Basket Ball Court
5. The Construction of the All Disabilities Playground at New Mapoon
6. Replacement of all traffic control road signs throughout the NPA
7. Complete refurbishment of the Bamaga Swimming Pool
8. Deliver Anti-litter Education and signage program (includes Stickers for all NPA Wheelie Bins)
9. Install vehicle speed pacifying controls (Speed-Bumps) and signs in relevant areas
10. Begin the revival of the Bamaga & Umagico Community Garden

11. Upgrades to the Injinoo, Umagico and New Mapoon Playgrounds

**Moved - Cr. William**

**Seconded - Cr. Bond**

**Carried 5/0**

**RESOLUTION 9-03.02.09**

**Agenda Item 10 - Mail Registers (note no outward mail)**

Council noted the incoming mail register

**Agenda Item 11 – Other Business**

1. Council requested that each director presents at each meeting and given 30 minutes each. If the allocated 30 minutes is not enough or a director has a special issue to discuss the presentation by the directors could be staggered between meetings
2. 145 North Wasiu Street – this house has been inspected and approved for an upgraded. But Council has concerns that this house is not structurally sound to justify the upgrade and consideration should be made to demolish the house and construct a new dwelling.

**ACTION** – Director of Engineering to investigate

Cr. Williams

1. What is happening with the establishment of an NPARC Workplace Health and Safety Officer
  - a. CEO commented that we have several existing employees with first aid and WH&S qualifications which are recognised in the new Certified Agreement, but a full time Workplace Health and Safety Officer will operate under the Director of the EEDU once established in Seisia.
2. Does Council hold a list of Drivers Licences for employees (Jim Foody – Induction System)
3. Leasing, we have some residence who took out private housing leases some years ago that may no longer be valid and I suggest Council review these arrangements.
4. If there is a medium to major issue to be discussed about a Community, and the Councillor is not present at that meeting, the matter should be carried to the next meeting if possible to ensure the opinion of the relevant councillor is present at that meeting.
5. Q Build – Q Build are in the NPA constructing carports, what is happening to our work teams.
  - a. The CEO commented that we have a problem with work ethics and too many employees do not provide a full 38 hours of effort per week, and council has no choice but to look for alternate solutions. Council is working on professional development programs with our managers to improve this situation.

Remuneration Tribunal – that the increased approved by the Tribunal be accepted by the Council

Cr. Lui

1. CEA “stepper Program” the intervention program in the NT has resulted in 20,00 litres of spare paint that may be able to used in the NPA
2. Weeds and seeds – can we establish our own program, can we tie all of these natural resource programs together?
  - a. CR. Elu, there are several bodies / agencies competing for the establishment of a Natural Resource Management Board, I met with Jim Turnour and requested he visit Council and discuss the future of Natural Resource Management in the NPA

Jeff Aniba

1. Can council write to Queensland Transport about the poor condition of the new boat ramp – Council to write to QT

2. Cr. Elu – we need to form a sand knoll along the Seisia Forshaw to prevent inundation and king-tide wave action flooding the car park area.
  - a. CEO will raise this with the Director of Engineering Services
3. What is the time frame for the divestment of Seisia enterprises – The CEO commented that the divestment of enterprises is a complex project and must be handled in accordance with the NPARC Divestment Policy, the Technical Group Committee will be meeting on the 27<sup>th</sup> February 2009
4. Can the Councillors have a draft copy of the Corporate Plan? The CEO commented that the corporate plan is only 50% complete, but a draft should be available for the May meeting.

#### **CR. Bond**

1. TAFE Courses – we get a lot of applicants who have a very low numeracy and literacy level which must be addressed before they can complete the modules of the course they chose, I have met with the new principle of the high school to look at strategies to align development training programs. This is a plan to improve the opportunities for the school leavers both in the NPA and externally. Can council target Council positions to offer to the “high Achievers”
  - a. Cr. Elu – we need a long-term strategic plan to address this issue, we have only so-many dropping out of employment, but we have many school leavers, and we cannot accommodate them all in Council positions
2. Cr. Bond - the high turnover of school teachers and Principals in the NPA does not help with the ‘quality of education’ issue.
3. Cr. Bond – What has happened to the establishment of “council history artefacts” being set-up in display cabinets in each council office. – Deputy CEO to discuss with the Divisional Officers

**Moved – Cr. Aniba**

**Seconded – Lui**

**Carried 5/0**

**RESOLUTION 10-03.02.09**

**Meeting Close 1:15 PM**

**Next Meeting – 3<sup>RD</sup> March 2009**