



# Northern Peninsula Area Regional Council

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## MINUTES OF NPARC ORDINARY MEETING NUMBER 11 - Meeting Date Tuesday 5<sup>th</sup> May 2009 Meeting Location NPARC Office - Seisia Time 9:00am

Mayor and Councillors

Cr Elu (Mayor)  
Cr Nona (Division 1)  
Cr Lui (Division 2)  
Cr Williams (Division 3)  
Cr Bond (Division 4)  
Cr Aniba (Division 5)

CEO Stuart Duncan  
Deputy CEO Danny Sebasio  
Secretary Esme Newman

Welcome and Declare Meeting Open - Deputy Mayor 9.30am

Apologies - Cr Elu - Mayor  
Stuart Duncan - CEO

Declaration of Conflicts of Interest

Declaration of Material Interests

### AGENDA

**Agenda Item 1 - Minutes of previous meeting dated the 15<sup>th</sup> April 2009 Are true and correct**

**Resolution 1 - 05.05.09** : That the minutes of the previous NPARC meeting of Wednesday 15<sup>th</sup> April 2009 be accepted as true and correct

**Moved: Cr Lui**

**Seconded: Cr Aniba**

**Carried: 5/0**

**Resolution 1-05.05.09**

**Matters arising from Minutes - 15<sup>th</sup> April 2009**

Directors' attendances at Council meetings

**Cr Williams** wanted to know if the Director of Engineering was giving a presentation at this meeting and was advised that it was every 2<sup>nd</sup> meeting. The Deputy CEO informed Council the Directors are asked to provide verbal reports at every 'second' council meeting. The round of executive presentations will be at the June 2009 meeting.

Councillors Remuneration -

**Cr Jeffery Aniba and Cr Michael Bond** - Councillors Remuneration Tribunal increases have still not been adjusted to date and would need to be followed up.

GE Constructions-

**Cr Bond** - It was stated by Director of Engineering in previous meeting minutes that GE Constructions was to meet with Council at today's meeting with regards in delays to complete the 8 x houses in Bamaga, should the minutes be amended.

Deputy CEO - The minutes will not need to be amended as the issues are addressed in the report from Engineering Services.

**Cr Nona** - Insisted that Council invite GE Construction to our next Council meeting in June and demand explanations for the lack of progress.

**Cr Lui** - Council needed to develop detailed policy when dealing with large contracts of this nature..

**Cr Nona** - I agree with Cr. Lui and support the development of contract management policy

Deputy Mayor - **Cr Williams** advised that tenders should not always be awarded to the cheapest tenderer because performance management issues like this will occur.

Deputy Mayor - **Cr Williams** - Council must enforce any liquidated damages clauses that are available under contract agreements.

D/CEO informed Councillors, that council is currently in the process of re-negotiating the dissolution of future projects involving this builder.

**Cr Bond** - requested that Jim Foody be invited to the meeting, it appears that there are two different stories in regards to this company which was mentioned at the recent New Mapoon community forum meeting.

D/CEO - informed council that Mr Flecknoe provides building reports to be included as part of the Director of Engineering's housing report.

**Cr Lui** - requests that Council should site the original agreement between Bamaga Island Council and the builder.

**Cr Lui** - Mr. Flecknoe should have alerted Council at an early stage to avoid this situation.

**Cr Williams** - Consultants / Contractors from previous Council would always issue Council with a progress report. In the meantime, this situation with GE Construction has not provided council with a positive outcome.

**Recommendation: Council to site the contract between Bamaga Island Council & GE Construction**

Cr Lui – refer to page 14 of the meeting minutes under item General Business – Council requests that the issues raised by Council be reported on; or some feedback be provided.

Cr Bond – suggested that the “items on notice” table, raised under meeting agenda item “General Business be placed back as a standing agenda item, this is used as a guidelines for councillors on any outstanding issues.

Cr Nona – supported Cr Lui and said there is a backlog of projects and tasks that have not been completed in her community. There seems to be a communication breakdown, or I don’t know if these issues have been referred to the appropriate managers. For example the Injinoo cemetery grass has not been cut as requested and it was very embarrassing at a recent funeral.

D/CEO –This is an operational issue and the problem was a lack of resources within Parks & Gardens.. Workers attendance and commitment was poor which made it difficult to maintain each community.

Cr Lui – Poor attendance was a problem with CEA also.

Cr Bond – Poor attendance was a problem with the Schools as well and seems to be a problem across the NPA.

Cr Bond – Gave an example where the New Mapoon Community requested a tree to be cut down, the tree was tragically used for hanging and in respect to the family and cultural beliefs it should be removed immediately. This matter went to the appropriate Director and was never conveyed to the Supervisor or followed through.

**Recommendation: Council request that the table be inserted back into minutes as a guideline of activities raised by Councillors.**

**Agenda Item 2 – Chief Executive Officers’ Report**

Deputy CEO advised Council that there will be no report from the Chief Executive Officer and that it would be tabled at the next Council meeting in June.

**Resolution 2 – 05.05.09:** Council note and accept that there was no report from the CEO, but were concerned about the amount of travelling the CEO has done in the last month for business, it seems to be causing a lot of communication problems with Councillors not receiving information when needed on time.

Cr Lui - used the example of the GE Construction & Council meeting in Cairns. Council was not aware of the meeting and Councillors could have been involved and have had their say.

**Noted by council**

**Agenda Item 3 - Director of Engineering Report**

**Report for the month of April 2009**

**1. General Overview**

Reporting Officer : Jim Foody

Purpose of Report : Progress Report and Action Plan.

## 2. Critical Issues & Actions

Reporting Officer: Jim Foody

Purpose of Report: Progress Report

### **Urgently Needed Infrastructure –**

- Injinoo Subdivision- This community requires at least a 15 lot Subdivision to meet planned housing construction over the next 5 years. Estimated cost \$1.2M
- Integrated Waste Management System- As the current NPA landfill is nearing the end of its life we need to develop a waste management system that will provide for the NPA for the next 50 years. Such a system may involve a single large landfill with transfer stations for each community. Estimated cost \$6M

**Action-** Further planning will be ongoing and we are now at a point where we need input from the councillors and traditional owners. We should also be actively pursuing funding for these infrastructure projects.

- **NPARC Sewerage Pump Stations-** We find now also Bamaga's pump station requires an extensive overhaul. All pump stations now currently in use need immediate repairs.

**Action-** We have commissioned the construction of a portable sewerage pump that can be set up at any pump station should the need arise. This pump will also be used to bypass sewerage while major repairs are carried out at any particular pump station.

**Cr Williams** advised council that he had spoken to Director of Engineering in regards to the pump station problem. The only option was allow an overflow into Mosby Creek.

**Cr Bond-** If this was the case this water was also used for irrigation for the school farm, and had the school been informed.

**Cr Aniba** – If this situation continues sickness or infection could occur from the contaminated ground water

**Cr Lui** – Disaster strategies and contingency plans should be in place to deal with this and other spills like it.

|                            |
|----------------------------|
| <i>Morning Tea 10:45am</i> |
|----------------------------|

## Meeting Resumed at 11:05am

### Jim Foody, Director of engineering - joined the meeting at 11.10am

The Director of Engineering informed the council that the design of the sewer system in the NPA did not allow for an emergency situation such as the one we are currently experiencing. Director of Engineering then informed council that most sewer sub-stations would have a bypass main fitted with a valve and coupling that worker(s) can access to bypass the sewer flow if/when the submersible pump fails or requires major maintenance.

Director of Engineering informed council that a notice was passed to the school. Director of Engineering highlighted that the waste was not 'pumped out' but rather 'run off' into the creek as was the original designed. EPA is fully aware of this procedure.

- **NPARC Staff Discipline & Behaviour** - All departmental managers are reporting an increase in unexplained absenteeism and declining work ethics.

**Action-** Recent disciplinary action has caused some improvement. Managers & supervisors have been advised to closely monitor and record all and any incidences.

- **Seisia Sewerage Scheme Rising Main-** The long overdue completion of this project has far reaching implications for the NPARC and NPA communities. Further housing and infrastructure development in the NPA may be affected. as a direct result of failure to complete this project.

**Action-** A meeting is now scheduled for 10am on the 21/4/09 with the Gudang Traditional Owner's to progress the matter.

- **Radio Communications** - this item is back on the critical list. A recent review of work methods has highlighted the need for more 2-way radios in work vehicles.

**Action** - Austek Communications has been contacted with a view to providing more radios. Funding has now been approved.

- **EPA Compliance** - The NPARC has a number of critical issues to remedy to become fully compliant with EPA regulations. While there are many issues, the major issues are listed as follows;

- Sewerage Pump Station Repairs (Min \$80K)
- Extensions to the NPA Landfill (Approx \$40K)
- Remediation of illegal dump (Approx \$35K)
- Works to get the Bamaga machinery workshop fully EPA compliant (Approx \$80K)

**Action** - We are currently awaiting the final report from the EPA.

### 3. Current Projects

Reporting Officer: Jim Foody

Purpose of Report: Progress Report

- **AAA House (Telstra)** - Power has now been connected to this house. A contractor has now been engaged with a view to finalising the project by mid May 2009.
- **Jardine Ferry Housing-** Work is complete. Generator slab constructed and awaiting installation of power generator and conduits. Contractors have been engaged and we are looking to finish all works by 31/5/09.
- **Umagico & Injinoo Sports fields-** This project has now commenced.
- **Bamaga Basketball Courts-** As it is not possible to install the synthetic surface during wet weather this project will be delayed until the dry season.
- **Umagico Sports Centre Stage 2 & 3-** Given the lowest price submitted for construction of stages 2 & 3 is well in excess of available funding, we have had extensive discussions with the prospective contractor with the view to engaging them to undertake the construction of stage 2 only. Stage 2 consists of the ablutions block which, when completed, would allow the facility to be used as intended. Further funding for stage 3 (internal stage & dressing room) will need to be found.
- **Unsealed Area Near Supermarket- Umagico-** Programmed for completion by 30/6/09
- **New Mapoon Arts & Crafts Building-** Partial funding of \$70K has been identified. Contractor Appointed.
- **New Mapoon All Abilities Playground-** Agreements signed with the Centre for Appropriate Technology as project managers. A site survey was undertaken by the project managers in February.
- **Injinoo Cemetery Beautification-** Plans have been drawn up and we have consulted with the Injinoo community. A local contractor has been engaged to undertake the fencing and NPARC staff have begun installing a water supply to the site. Fencing is now complete and awaiting completion of water supply to site before commencing landscaping works.
- **Injinoo Lookout Park Street Lighting & Road Works** - This project will now include a general road works upgrade funded by the Roads to Recovery program. Road works to commence early May 2009
- **Umagico Campground** - There is clearly a need for an additional campground in the NPA to cater for the increasing number of tourists. Awaiting report from electrical engineer.

**Airport Drainage & Pavement Works** – The initial works are complete and funding is being sought to carry out the remainder of the project

- **Seisia Boat Ramp** – The NPARC has '*washed its hands*' of this debacle and now await a response from QLD Transport.
- **House Lots for QLD Police** – Surveyors will attend site in April to finalise issues.
- **Jardine Ferry Repairs** – Mostly complete with some minor alterations required. Completion expected 30/4/09.
- **Somerset Road Upgrade** – This road has been severely damaged by the recent wet season. \$150,000 has been allocated from the Roads to Recovery funding with some additional funds likely to be added from other sources. Works will include gravel re-sheeting, reshaping of road formation and drainage works. This project will commence in late April 2009.
- **General Road Improvement Program**- The Engineering Services has developed plans to improve the standards of NPARC local roads & streets. We now have confirmed funding of over \$500,000.00 and are negotiating for a further \$1M.

**Programmed Works. (Funded)**

|  |           |
|--|-----------|
| • Snake Gully Rd formation (Completed)               | \$36,000  |
| • Maintenance Grade Bamaga to Lockerby (Completed)   | \$68,000  |
| • Flat grade Muttee Heads Rd (Completed)             | \$85,000  |
| • Little Sebasio St (30/6/09)                        | \$68,000  |
| • Somerset Rd (30/6/09)                              | \$150,000 |
| • Injinoo Lookout Rd & Cemetery (30/6/09)            | \$48,000  |
| • Snake Gully Rd Extension to Sports Field (30/6/09) | \$24,710  |
| • Little Lui St (30/6/09)                            | \$21,050  |
| • New Mapoon Maintenance(30/6/09)                    | \$6,428   |

**Programmed Works (Funding to be confirmed)**

|  |          |
|--|----------|
| • Elu St Reconstruction (30/11/09)           | \$45,000 |
| • Lui St repairs(30/11/09)                   | \$25,000 |
| • Kerb & Channel Seisia(30/11/09)            | \$40,000 |
| • Additional Works Somerset Rd(30/11/09)     | \$90,000 |
| • Pajinka Rd (Lockerby to Pajinka)(30/11/09) | \$85,000 |
| • Various Culverts Pajinka Rd(30/11/09)      | \$75,000 |

**Housing Report for the month of April 2009**

**4. Introduction**

Reporting Officer : Jim Foody

Purpose of Report : Progress Report and Action Plan.

**5. General Housing Report**

Reporting Officer: Jim Foody

Purpose of Report: Progress Report

**New Houses**

- **Seisia Housing (Block home)-** Awaiting final word from the project manager.
- **Seisia Ark Home-** Keys handed over but some defects remain to be fixed.
- **New Mapoon Ark Home-** Keys handed over but some defects remain to be fixed.
- **Injinoo Duplex-** Awaiting further discussions as to a start date for construction.
- **Umagico Duplex-** Awaiting further discussions as to a start date for construction.
- **Bamaga House Construction-** Awaiting final word from the project manager as to completion dates on individual houses.

**Upgrades –** Work currently underway or planned for the near future.

- **New Mapoon -** \$820,421 Various repairs & renovations to 12 houses
- **Bamaga** \$261,652 Various repairs & renovations to 9 houses
- **Seisia** \$368,881 Various repairs & renovations to 6 houses
- **Injinoo** \$304,164 Various repairs & renovations to 20 houses
- **Umagico** \$412,517 Various repairs & renovations to 7 houses

**6. Housing Financial Report**

Reporting Officer: Jim Foody

Purpose of Report: Progress Report

The following financial data has been obtained in a different manner from the previous report and is considered more accurate. The following values are centred on money received. Using Umagico data  $\$38,790 - \$46,410 - \$1,394 = -\$9,013$  or arrears of \$9,013. Similarly Injinoo reports a surplus this quarter  $\$55,508 - \$52,912 - \$1,110 = +\$1,485$ . The adjustments value in New Mapoon, however is negative and must be added not subtracted.

We should also note that arrears are reported only for the particular quarter, this is not the cumulative arrears of each community. Cumulative arrears are now reported by ATSIC housing at the end of each financial year. The value of the cumulative rent arrears as of the 08/09 financial year for the NPARC is still under review as some non ATSIC housing rents have been incorrectly included.

**Financial Data on Rents.**

➤ Umagico

|               |           |
|---------------|-----------|
| Rent Invoiced | \$ 46,410 |
| Rent Received | \$ 38,790 |



|   |                                  |                         |
|---|----------------------------------|-------------------------|
|   | Adjustments                      | \$ 1,394                |
|   | <b>Arrears for period</b>        | <b>\$ 9,013</b>         |
| ➤ | <u>Injinoo</u>                   |                         |
|   | Rent Invoiced                    | \$ 52,912               |
|   | Rent Received                    | \$ 55,508               |
|   | Adjustments                      | \$ 1,110                |
|   | <b>Surplus for period</b>        | <b>\$ 1,485</b>         |
| ➤ | <u>Bamaga</u>                    |                         |
|   | Rent Invoiced                    | \$156,989               |
|   | Rent Received                    | \$154,977               |
|   | Adjustments                      | \$ 2,809                |
|   | <b>Arrears for period</b>        | <b>\$ 4,821</b>         |
| ➤ | <u>New Mapoon</u>                |                         |
|   | Rent Invoiced                    | \$ 42,640               |
|   | Rent Received                    | \$ 34,018               |
|   | Adjustments                      | \$ -1,790               |
|   | <b>Arrears for period</b>        | <b>\$ 6,832</b>         |
| ➤ | <u>Seisia</u>                    |                         |
|   | Rent Invoiced                    | \$ 21,870               |
|   | Rent Received                    | \$ 21,690               |
|   | Adjustments                      | \$ 2,900                |
|   | <b>Arrears for period</b>        | <b>\$ 3,080</b>         |
| ➤ | <u>NPARC Totals</u>              |                         |
|   | <u>Rent Invoiced</u>             | <u>\$320,821</u>        |
|   | <u>Rent Received</u>             | <u>\$305,163</u>        |
|   | <u>Adjustments</u>               | <u>\$ 6,603</u>         |
|   | <b><u>Arrears for period</u></b> | <b><u>\$ 22,261</u></b> |

**Comments-** Generally it is now very clear that NPARC housing has halted the increasing accumulation of rent arrears. I would like to make it very clear to all who view this data, however that if administration staff are running a few days late in either invoicing or receipting rent received then arrears or surpluses of many thousands of dollars might appear in this reported data. However, it should tend to even-out over time with surpluses & arrears of one period being cancelled by a reversal in the next period. It also seems our early indications were incorrect and the Director of Engineering Services unreservedly apologises to the Injinoo councillor & community for my comments in the last report

## 7. **Critical Issues and Actions**

Reporting Officer: Jim Foody

Purpose of Report: Progress report.

**Rent Arrears-** While the new policies of the NPARC housing department would seem to be having good effect on preventing further arrears, we still have substantial cumulative rent arrears to address.

**Action-** Given the possible variation in the obtainable financial data, we are looking at an overall solution rather than targeting perceived problem areas

**Tenants Rights-** It has been found that the NPARC is breaching the tenancy agreement by not providing sufficient data on rental receipts.

**Action-** NPARC Finance & Administration has been notified to correct the matter ASAP.

## **5. Finance and Resource Implications**

Reporting Officer: Jim Foody

Purpose of Report: To update Council on Resource Requirements.

We now have resolved most of our problems in reporting Annexure 2A financial information to ATSIC Housing. We are now awaiting further discussions with ATSIC Housing on the proposed \$10M capital investment plan.

## **11. Conclusion**

We are now able to offer financial data that seems accurate and accountable; however such data might be skewed by untimely data entry. Generally we consider the financial data to be highly accurate if viewed over longer time periods. We will endeavour to establish an accurate value of the cumulative rent arrears for the NPARC as of the 30/6/08, this then will give us a true picture of where we now stand.

On all issues the NPARC Housing Dept has performed well and will continue to review policies and procedures to maximise service delivery to the residents of the NPA.

**Resolution 3 – 05.05.09: That council accept Director of Engineering's report.**

**Moved: Cr Aniba**

**Seconded: Cr M Bond**

**Carried: 5/0**

## **Agenda Item 4 - Accountant Stores & Assets Manager Report**

Report for the month of April 2009

### **1. Stores – Bamaga**

Reporting Officer: Neil Turner

Purpose of Report: Progress Report.

The Accountant – Stores and Assets, two Purchasing Officers and two Storemen are working from the Bamaga Main Store.

The following improvements are proposed to meet Workplace Health Safety requirements, Environmental Protection Agency requirements and the restructured NPARC operational requirements:

1. Insulation in the warehouse area is a priority to lower the ambient temperature of the workplace. This work is partially complete with the area over the Council records yet to be done.
2. The installation of two toilets, one male – one female, in the stores area with a separate hot and cold shower is proposed. Currently the Store has no facility to wash down anyone contaminated with acids or alkaloids, both which are presently held in stock.
3. An additional fax line dedicated to incoming faxes, with additional power outlets will be required. At present unsafe electrical connections are in evidence and the plan to issue all fuel orders from the stores will not be workable without these additional facilities. A new fax has been acquired but the electrical rectification has yet to be undertaken.

4. A major stock take has occurred on 16 April 2009 with vacancies in counted stock and recorded stock being costed at \$9230.21. The store contains 2050 items with a value of \$262,279.80.
5. Purchasing Officers are in the process of reordering stock.

**2. Bamaga Post Office**

Reporting Officer: Neil Turner

Purpose of Report: Progress Report.

1. Security cameras have been installed but are yet to be full operational. A hardware fault has been detected when attempting to perform copies of the data. Training is not yet completed for anti-terrorist activities.
2. Australia Post has advised that the current counter is not per standards. The matter has been referred to the Carpenter's Supervisor for consideration as at the end of April 2009.

**3. Conferences**

**Reporting Officer : Neil Turner**

**Purpose of Report : To up date Council on Conferences attended.**

No conferences attended.

On-Line staff training was undertaken by the Accountant – Stores and Assets on 23 April 2009 for Financial Reporting Basics at the Bamaga Main Store utilising the online training facility. Further training is proposed for the Stores and Creditors.

**4. Meetings**

Reporting Officer : Neil Turner

Purpose of Report : To update Council on meeting attended

No meeting attended

**5. Leave**

We will be down one storeman for a 6 to 8 weeks period due to the staff member having a shoulder reconstruction.

**Resolution 4 – 05.05.09: That the Accountant Stores & Asset Manager be accepted**

**Moved: Cr Lui**

**Seconded: Cr Nona**

**Carried: 5/0**

## **Agenda Item 5 – Enterprise Manager Report**

Report for the month of April 2009

### **3. Jardine River Ferry and Service Station**

Reporting Officer: Charles Woosup

Purpose of Report: Progress Report and Action Plan.

1. Tourists are now crossing on the Ferry. The Peninsula Development Road is still classified as closed. However once the word gets-out that the road is passable, it may lead to “early” increased traffic.
2. The Ferry is currently undergoing an upgrade. All materials have been received and should all be on site the week ending 18th April. The driver’s area on the ferry has been partly completed and is awaiting completion. Current works include the replacement of decking on the ferry. Signage is being completed in relation to camping at the Ferry site.
3. Trenching to the new power supply site has been completed and second generator has been moved on site. On completion of a generating shed power will be connected and generator currently being used will be reconditioned.
4. The BP bowsers have been installed and Caltex bowsers are awaiting transport back to Cairns.
5. Australian Point of Sale is still waiting on Telstra re connection of a scanning system on site.
6. Other areas as mentioned in the surveyors report are receiving attention

### **4. Injinoo Readymix**

Reporting Officer: George Ropeyarn

Purpose of Report: Progress Report and Action Plan.

1. The issue of plant operators at the concrete batching plant losing their licence has been finalised with super nummary staff being transferred to the roads gang and casual employees being hired to replace them.
2. The issue of aggregate being supplied from Horn Island is being looked at and whether this would be more economical is yet to be determined.
3. Outstanding debt from GE Construction is being followed up.
4. There are security issues at the plant in that juveniles are stealing vehicle batteries to power their music systems.

### **5. Injinoo Service Station**

Reporting Officer: Josh Paii

Purpose of Report: Progress Report and Action Plan.

1. As with the Jardine Ferry site the BP bowsers have been installed.
2. The motivation of staff is an issue at present.

**Cr Nona** - was advised by the Injinoo Service Station Manager that he had put in a proposal to the Director of Enterprises to open Service Stations on weekends but was told to wait for the tourist season to start.

It would be convenient to open on weekends especially when going fishing to have easy access to a fuel outlet.

**Cr Lui** – agreed that storing fuel over night at your residence would encourage theft.

**6. Alau Supermarket**

Reporting Officer: Peter Craven

Purpose of Report: Progress Report

1. An assistant manager should be trained or hired to alleviate the number of hours worked by the manager. Housing will be an issue should one be hired from outside.
2. Record trading figures for the month of March/April continue to be made. The Federal Government incentive payments may be the reason.
3. Other quotes are still being obtained in relation to re tiling of supermarket floor.

**Cr Lui** - request from the Enterprise Manager a report on the Alau supermarket operation, without any CDEP component.

**7. Alau Tavern**

Reporting Officer:

Purpose of Report: Progress Report

Efforts are being made to assess what is required to upgrade the Tavern to a point that it will be able to reopen at the proposed July date

**8. Umagico Campgrounds and Budget Lodge**

Reporting Officer: Delma Magala

Purpose of Report: Progress Report

1. GE Construction employees currently reside in one wing of the budget lodge. Issues to have the company pay for the accommodation is currently being worked through.
2. A beautification program of the Campground is urgently required.
3. A quote costing \$12,000 has been received to fix all powered sites. For the Umagico campground to be competitive this needs to be done within the next month.
4. Council should consider leasing the budget lodge and campgrounds.

**9. New Mapoon Enterprises & Arts and Craft**

Reporting Officer: Arts and Craft – Agnes Kennedy

Purpose of Report: Progress Report

1. Lease issues are still a major issue.
2. Arts & Craft – A public meeting with artist and the coordinator was scheduled but did not eventuate. A second meeting will be rescheduled.

**10. Seisia Meat works**

Reporting Officer: Noel Lavis

Purpose of Report: Progress Report

1. The meatworks is operating economically. A trainee recently completed his indenture and will continue with the plant as a fully qualified butcher

#### **11. Farm**

Reporting Officer: David Shaw

Purpose of Report: Progress Report

*There are no current issues.*

#### **12. Seisia kiosk**

Reporting Officer: Anna Nona

Purpose of Report: Progress Report

1. The Seisia Kiosk is gearing up for the tourist season with a complete internal and external paint job.
2. Orders have been placed to replace the air-conditioning in the kiosk and restaurant. The restaurant will then be capable of being hired out for conferences.
3. The bistro cook has returned and the restaurant should open in the next week
4. A review of daily trading has seen an increase in turnover.

#### **11. Seisia Supermarket**

Reporting Officer: Carlos Goncalves

Purpose of Report: Progress Report

1. As with the Alau Supermarket, the Seisia supermarket has seen record trading for the month. This has been put down to the initiative monies from the Federal Government.
2. Refrigeration problems continue to be an issue with the breakdown of the fruit and vegetable compartment.
3. Computer problems are also an issue with scanners and the server malfunctioning. A quote of \$51,000 to replace the whole system has been received. This quote is currently being looked at.

#### **13. Seisia Service Station**

Reporting Officer: Rosie Dunn

Purpose of Report: Progress Report

1. There are no current issues with the service station.
2. An account is being opened with the Super-Cheap franchise to increase and offer more cost saving products.

#### **14. Seisia Campgrounds**

Reporting Officer: Jane Johnson

Purpose of Report: Progress Report

1. The beautification program at the campground is coming to an end as tourist start to arrive
2. A quote to electrify the area known as the Palm Grove has been received. The quote of \$38000 is being deciphered.
3. A further quote to upgrade the area within the campground to allow 15 amp outlets has also been received. The quote of \$95000 gives management a ball park figure to plan the 2009/10 budget

#### **15. Rental Properties**

Reporting Officer: Jane Johnson  
Purpose of Report: Progress Report

1. Lease issues similar to New Mapoon continue to be the main issue

**13. Conferences - Nil**

**14. Meetings**

**16. Leave - Nil**

**Resolution 5 - 05.05.09: That Council accept the Enterprise Manager Report.**

**Moved:** Cr Bond  
**Seconded:** Cr Lui  
**Carried:** 5/0

**Agenda Item 6 - Director of Community Service Manager Report**

**Report for the Month of April 2009**

**1. School Bus Services**

Reporting Officer: Neville R Reys  
Purpose of Report: Progress Report

Two applicants applied for Driver positions and have been approved in principle. The Two are only awaiting their letter of acceptance.

The MOU is in progress with the NPARC and has worked successfully. However NPARC has still yet to find a volunteer driver or employee to take over the current interim driver who is also a teacher at the school.

**2. Sport and Recreation**

Reporting Officer: Neville R Reys  
Purpose of Report: Progress Report

- The MOU between NPARC and PCYC draft completed and sent onto PCYC. The PCYC has stalled and continue to not respond to the operational responsibility of the sport and recreational activities within the NPA.
- NPARC Sport and Rec. have continued to maintain the activities to date; touch football, basketball, nine-a-side rugby league and senior / junior rugby league competition draw for 2009.
- A calendar for events for 2009 is completed.
- Progress and performance reports have been provided to the Dept. Sport and Rec. Financial Reports are still being finalized by council

Currently the senior league is now run by an incorporated interim committee for the NPA. The committee also involves various stakeholders such as NPA Family Resource Centre, Bamaga Health, QRL and NPARC.

### **3. Indigenous Knowledge Centre/Libraries**

Reporting Officer: Neville R Reys

Purpose of Report: Progress Report

Seisia, New Mapoon and Injinoo IKS's will receive \$500 each worth of pre arranged/prepaid Books for the Centres. Council staff have prepared a list of books for the various age groups.

A meeting was organized for The Cairns Regional Manager for State Libraries Queensland to meet with myself, IKC Administrators and staff to gain firsthand knowledge of the NPA operations. The SLQ manager will also meet with CEO and Council.

### **5. RIBS**

Reporting Officer: Neville R Reys

Purpose of Report: Progress Report

This period a number of call-outs to trouble shoot Television broadcasting for Injinoo Seisia and New Mapoon Communities.

### **7. Arts, Craft and Culture**

Builder selected to undertake the extension. Work expected to commence by May 2009. Paving and block-retaining work is progressing well with monitoring and instruction from the TAFE trainer.

**Resolution 6 - 05.05.09: That council accept the Community Service Manager report.**

**Moved: Cr Aniba**

**Seconded: Cr Lui**

**Carried: 5/0**

**Lunch 1:18pm**

**Meeting Resumed at: 1:50pm**

### **Agenda Item 7- Economic Employment Development Unit Manager Report**

**Report for the month of April 2009**

#### **8. CDEP Application -esub**

Reporting Officer : Alex Barker

Purpose of Report : Progress Report and Action Plan.

The NPARC has completed an application to manage both streams of CDEP for the next 3 years. The application totalled \$27.5M plus wages for over 450 staff. This was a major application that was completed during the last month. This application involved several meetings with TSRA and the Cairns ICC, TAFE and the schools during the last month. I have also had discussions with the potential employment providers in regards to the delivery of the CDEP program.

#### **9. Business Assistance**



Reporting Officer: Alex Barker  
Purpose of Report: Progress Report

This month we have continued to assist community members to start their own businesses. I have provided assistance and advice to nine individuals this month and have also provided assistance to one business owner who wishes to sell part of the business to a local person. The business for sale is the gas distribution business for the NPA.

Cr Bond – stated that TAFE was taking on apprentices as well.

#### **10. NPA Employment and Training Network**

Reporting Officer: Alex Barker  
Purpose of Report: Progress Report

This was the first meeting of the employment and training network to discuss several issues around employment and training. Several suggestions were discussed for council consideration and they include:

- A central location to advertise job vacancies and training opportunities. (Jobs Board)
- An NPARC website to host employment opportunities in the NPA.
- A comprehensive Government and Business listing for the NPA.

#### **11. Wild Rivers Ranger Program**

Reporting Officer: Alex Barker  
Purpose of Report: Progress Report

This month, in conjunction with the CEO, I have commenced an application to the Federal Government for a ranger program for the NPA. The program will include the employment of 4 full time rangers and equipment for a period of 3 years to manage country and tourism impact. Further progress will be supplied in May's report.

#### **12. Employment and Human Resources**

Reporting Officer: Alex Barker  
Purpose of Report: Update on Employment within the NPARC

This month I am pleased to announce that the NPARC has employed nine new apprentices in the workshop. They include  
Four x diesel fitters, one x boiler maker, two x auto electricians and two x panel beater/spray painters. In addition to this announcement the NPARC will be managing its own apprentices in the future. This will provide significant financial benefits to the NPARC and internal management of its own staff.

We have also employed one x new office secretary for the Bamaga workshop who will be responsible for the day to day management of the apprentice staff.

Cr Aniba – was Council aware that CRGT had a name change, now operating under the new name of Skills 360.

**Resolution 7 – 05.05.09: That council accept the Economic Employment Development Report.**

**Moved: Cr Bond**

**Seconded: Cr Aniba**

**Carried: 5/0**

## **Agenda Item 8 – Cairns Office Managers Report**

### **Report for the month of April 2009**

#### **1. Correspondence Management**

Reporting Officer: Jeff Jenkins

Purpose of Report: Progress Report and Action Plan.

The files management company, In-Order will be returning to the NPA in early April as we have purchased appropriate storage containers for the NPA climate. In Order will be creating a new files management & storage system.

#### **2. Asset Divestment - Seisia**

Reporting Officer: Jeff Jenkins

Purpose of Report: To initiate divestment of Seisia enterprises.

The outcomes of the joint meeting between the Technical Advisory Group and the Seisia Community Torres Strait Islander Corporation are being progressed. Council has requested its Solicitors to commence the drafting of a Divestment document. On its completion the document will be brought to Council for consideration

#### **5. Asset Divestment - Alau**

Reporting Officer: Jeff Jenkins

Purpose of Report: Progress Report on Alau Enterprises.

A draft Memorandum of Understanding has been signed by representatives from Alau Eagles Sporting Association and by the Chief Executive Officer on behalf of the NPARC. The AESA are adopting the ORIC Association model. And a meeting has been arranged between AESA and Preston Law for the purpose of incorporating the AESA.

#### **6. Asset Divestment – New Mapoon Enterprises**

Reporting Officer: Jeff Jenkins

Purpose of Report: Progress Report on New Mapoon Enterprises

Following the receipt of the letter from the NPARC, NME submitted a log of assets they wanted divested to them. The Technical Advisory group is currently assessing the submission and seeking further advice on the requests

#### **7. Asset Divestment – Injinoo**

I have met with representatives of Injinoo Enterprises about divestment. I advised them of the process and at the March meeting Council resolved to write to Injinoo

Enterprises asking them to submit a request to divest. The Injinoo Enterprises group are currently considering the best option to progress their request.

**8. Transfer of Sewerage Infrastructure Assets from TSIRC to NPARC**

Reporting Officer: Jeff Jenkins

Purpose of Report: Progress Report

Preston Law has been instructed to draft transfer documents and I am still awaiting the final document.

**9. NPARC Web Page**

Reporting Officer: Jeff Jenkins

Purpose of Report: Update

This is still a work in progress as I am now focussing on the NPARC telephone structure.

**10. Conferences**

Reporting Officer: Jeff Jenkins

Purpose of Report: To update Council on Conferences attended.

Nil

**11. Meetings**

Reporting Officer: Jeff Jenkins

Purpose of Report: To update Council on meetings attended.

**Department of Natural Resources and Water and the Indigenous Coordination Centre** - The CEO and I met with the two staff members to discuss a Rangers proposal. The CEO will provide further details.

**TELSTRA** - I met with the NPA's Country wide representation to discuss reviewing our current telephone situation. I am attempting to rationalise the number of telephone lines we currently have.

**12. Leave**

Two days taken before Easter.

**Resolution 8 - 05.05.09: That council accept the Cairns Office Managers Report.**

**Moved:** Cr Nona

**Seconded:** Cr Aniba

**Carried:** 5/0

**Agenda Item Nine - Senior Finance Officer, Report**

**Report for the month of March 2009**

**1. Practical System Conversion**

Reporting Officer: Peter Anderson

Purpose of Report: Progress Report.

The Practical Accounting system was shut down for conversion at close of business Thursday 15<sup>th</sup> January and restarted Tuesday 20<sup>th</sup> January. The system is operational but only at the most basic level. The General Ledger and Job Costing Systems are currently being restructured.

Mr Graeme Pearson, a forensic accountant, has been engaged to assist with the process. A separate report on the restructure process is being provided.

**Cr Aniba** -was Council aware of Graeme Pearson employment, was this job advertised?

**Cr Bond** - was concerned about council not employing local skilled people.

## 2. **Grants Files**

Reporting Officer: Peter Anderson

Purpose of Report: Progress Report

Nothing to Report

## 3. **Funding Bodies Liaison**

Reporting Officer: Peter Anderson

Purpose of Report: Progress Report

One of the key aspects of the task is liaison with funding bodies. Relationships with Funding Bodies are being treated as a priority and every effort is being made to keep them informed of progress. Extensive work has been undertaken with a number of them. In particular, those agencies either offering substantial amounts of money – or which are currently withholding funds are being given priority. Mr Wright is assisting in this area.

**Cr Aniba** - requests Finance Report to include how many grant submissions/applications were received and how many were completed.

## 4. **Audit Results**

Reporting Officer: Peter Anderson

Purpose of Report: Progress Report

|                       |  |
|-----------------------|--|
| Seisia 2007/08        | QAO Audit Report Issued – Unqualified  |
| New Mapoon 2007/08    | QAO Audit Report Issued – Unqualified  |
| Injinoo 2007/08       | QAO Audit Report Issued – Unqualified  |
| Bamaga 2006/07        | We have been advised that the Auditor General will qualify this audit report based on issues with the closing 2006 stock figures. However they are happy with the closing 2007 stock figures so the qualification will not flow to the |
| Bamaga 2007/08 report | – for that reason at least.  |
| Bamaga 2007/08        | The financials have been with the QAO for a week.  |

|                 |  |
|-----------------|--|
| Umagico 2007/08 | <p>Anthony Wright is working on the final 8 queries from the contract</p> <p>Auditors KPMG. The financial statements are being redrafted by BDO</p> <p>Kendalls and hope to have all materials to the QAO by the end of April.</p> |
|-----------------|--|

## 5. Staff

Reporting Officer: Peter Anderson

Purpose of Report: Advice Only Update as at 17th April 2009

Discussions have been held with staff at a number of levels. The purpose has been to assess their skills and desire for advancement. It has also been to inform any proposal to improve our efficiency of working by encouraging some staff to relocate. Employees have responded well and with a few exceptions, seem to be keen to help Council as it strives to improve and overcome the hurdles from the Amalgamation.

Work has also been undertaken on the functions of our supporting systems for example, Debtors, Creditors, Payroll. Employees have been enthusiastic in their participation.

**Resolution 9 – 05.05.09: That council accept the Strategic Finance Co-ordinator report.**

**Moved: Cr Bond**

**Seconded: Cr Lui**

**Carried: 5/0**

## Bamaga Police -Community Issues

**Officer in Charge, Sergeant Dave Rutherford from the Qld State Police was welcomed by Deputy Mayor at 3.00pm**

Matters addressed to Council - NPA Alcohol Related Issues

- Large outdoor social gatherings are an issue, as council will be aware of the recent party at the Bamaga primary school-grounds
- Bamaga Police officers have been attacked in the NPA, and gave a recent example where a mobile police-patrol was attacked by a person throwing a star picket at the vehicle. The offender was located and charged.
- A community member was charged for contravening a noise abatement order
- Community members have limited transport to purchase alcohol from Bamaga. People with vehicles are transporting multiple passengers to the tavern drive-thru which places the vehicle in breach of the NPA Alcohol Management Plan, the combined amount of alcohol regularly exceeds the carriage limit.
- The ability to control sly-grogging is hampered by the lack of resources and the ease at-which locals can carry alcohol into the NPA by road (gazetted and back roads), air and sea.

A general discussion was held on a joint Council and Police project to erect signs in the NPA such as "No Public Drinking" – The Council will contact liquor licensing to get advice on the type and wording of signs.

Additional discussion has held on the ability of the benefit of "Dry Parole Orders" being handed-out by the magistrate in appropriate circumstances.

- Council requested additional community awareness campaigns are delivered on the use and effect of Police Tazers. A general discussion was held on community involvement in law and order issues.

#### Some Prevention measures discussed were

- Signage – Public Drinking
- BEL – to provide a Courtesy/Booze Bus for the tavern
- Sale of wine to involve increased monitoring (per purchase)
- Enforce Dry Parole (where appropriate)
- Mens Shed - Awareness on drug/alcohol
- Cultural control (community awareness)
- Alau Sports Bar – developing a constitution which supports alcohol free sports activity, and sets strict guidelines for the membership of the club around role-model standards.

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|-----------------------------|
| <i>Afternoon Tea 3.35pm</i> |
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#### Other issues

Speed limit increase

**Cr Williams** - Will not support the increase of the speed limits from 80kph to 100kph on open roads, the maximum speed limit within community is 40kph.

#### Agenda Item 10 - Mail Registers

**Cr Lui** – does Council have an overall housing policy in place now for the new NPA council, how does this rental recovery process work with these solicitors who are engaged to recover bad debt? If we are taking tenants to court and recovering rental money, then it should apply uniformly throughout the NPA.

**Cr Aniba** – requests the housing manager provides a report to Council at the next meeting

**Cr Williams** - requested that he site the copy of the letter from Qld Health regarding Morris Ware.

**Resolution 10- 05.05.09: That the inwards & outwards mail register is accepted.**

**Moved: Cr Bond**

**Seconded: Cr Nona**

**Carried: 5/0**

### **Agenda Item 11 Other Business**

#### **Cr Williams**

Community Hall/Swimming Pool - the state and condition of these two facilities is appalling. The Community Service Manager needs to be approached to see what actions have been taken. Council should consider the request from the Kitty Hawks Basketball Assoc who are willing to maintain these facilities.

Community Health & NPA Family Resource Centre - Council to investigate if these organisations are being charged an amount under the lease agreements.

#### **Cr Aniba**

- New Business - tabled letter from Nicole Wojula to start up a hairdresser business. The letter will be provided to the EEDU for comment.
- SES - New Coast Guard vehicle has arrived.

#### **Cr Bond**

New Mapoon Football Oval - with the football oval not being used for any sporting activities through the local Sports & Rec program. The oval has since been neglected and vandalized. Council will need to make a decision to consider letting AFL Qld have full time use of the oval under the condition that they operate and maintain the facility.

#### **Cr. Nona**

- Grass Cutting - on going problem in the community which looks untidy, the roadside and park-area grass needs to be cut.
- Service Station - for community convenience could the Service Station be open during weekend also.
- Injinoo Kiosk - any progress on repair and maintenance?
- Public Transport - The community are finding it very difficult to access shops, post office etc. The only other transport is a taxi service that is far too expensive - standard cab charge \$60 one way from Injinoo to Bamaga. Could Council consider providing public transport?

#### **Cr Lui**

Outstanding Issues - Issues from previous Council meetings, to provide feedback.

Meeting Closed at 3.55pm  
Closed D/Mayor

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Signed as a true record

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### **NPARC Trustee Meeting declared Open – 4:14PM**

#### Agenda Item 1

Council was provided a draft Lease Agreement between Education Queensland and the NPARC for the construction of the Injinoo Prep school. The CEO has met with Traditional Owners and their legal representative to ensure the wishes of the Traditional Owners were reflected in the Terms and Conditions in the Lease Agreement

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| <p><b>Recommendation that that draft lease be provided too and reviewed by the Injinoo Land Panel</b><br/><b>Moved Cr. Aniba</b><br/><b>Seconded Cr. Bond</b><br/><b>Carried 5/0</b></p> |
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Meeting Closed 5:20 PM