



Northern Peninsula Area Regional Council

MINUTES OF NPARC ORDINARY MEETING NUMBER 16

Notification Date:	Tuesday 1 st September 2009
Meeting Date	Tuesday 6 th October 2009
Meeting Location	NPARC Office – Bamaga 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 10:00 AM – Mayor

- Apologies
Cr. Williams
Secretary Esme Newman
- Declaration of Conflicts of Interest
- Declaration of Material Interests

Cr. Lui advised council that a potential conflict of material interest may exist as the letter before Council (Maryanne Toby – Request to provide vending machines in the NPA) is my partner.

Agenda Item 1 – 9:00am to 10:00 am Opening Ceremony of the “Sepie Woosup” Pre-Prep Facility

9:00AM to 10:00am at the Bamaga Junior Campus

Mayor Elu officially opened the meeting at 10:00 AM in the Bamaga Council Chambers

Agenda Item 2 – 10:00am – 10:45am Minutes of previous meeting of 1st September 2009

- CEO - informed Council that October's ordinary meeting was originally scheduled for the Umagico office but was transferred to Bamaga to coincide with the opening of the Prep school at the Bamaga Campus.

The CEO also highlighted the changes to the previous minutes as requested by the Councillors: -

- Cr. Bond – Dot-point 3 on page 8 of the minutes, change Cr Nona to Cr. Bond
- Cr. Nona – Item 8 in word table / Page 18 (General Business), change Cr. Nona to Cr. Williams

Recommendation: – That Council resolved that the minutes of the previous NPARC Meeting held on the 1st September 2009 be accepted as true and correct.

Moved: Cr Aniba
Seconded: Cr Bond
Carried: 5/0

Matters arising from the previous meeting minutes.

Cr. Lui – Cr. Lui raised the issue of continual correspondence being received from Bamaga Enterprises Limited (BEL) and why were the Councillors for divisions other than Bamaga receiving this material.

CEO informed council that there is an issue with the approach that was taken between Bamaga Island Council and Bamaga Enterprises Limited (BEL) for BEL Enterprise property leasing arrangements. This relates to the “less than market value” charges applied through the lease agreements made by the former Bamaga Island Council, this decision to lease the properties at rates lower than the cost of the “outgoings” of the landlord (NPARC) places the NPARC in a position of financially supporting BEL but without any control over executive decisions. Enmark Businesses Advisors is reviewing the full divestment commitment made to BEL and what this means to the NPARC, the report is due by mid November 2009.

Cr Lui –the process needs to be made clear to BEL to prevent the continuous stream of correspondence being sent by the General Manger.

Mayor Elu – Commented that the Enterprise Divestment issues to be resolved are complex, for example dual resolutions exist for approved use of the vacant block next to the bakery. The first resolution for the vacant block was made by Bamaga Island Council in favour of Mr. K Lui to lease the land for domestic housing, and a second resolution (at a later date)

was made by BIC in favour of BEL for use to establish a commercial interest (shop fronts). The first resolution is current and has never been repealed.

Additionally the NPARC has resolved to adopt an Asset Divestment Policy which must be adhered too; and the Policy includes the establishment of a land leasing policy which must address land tenure issues.

- Council requested the CEO to write to BEL and instruct them to address all correspondence to the CEO only

The CEO commented that he had received copies of all the correspondence and various emails from BEL but had not responded; as the matters are not new and Council had not changed its position on how Enterprise Divestment would be dealt with. BEL is aware that Enmark Business Advisors were acting as Councils agent in these matters.

Morning Tea 10:45 am - 11:00am

Agenda 2 – 11:00am – 12:20am Executive Reports - Endorsement only “no presentation by the NPARC Directors”

Chief Executive Officers’ Report

The CEO thanked the council and advised that there were six (6) items within the CEO’s October report for consideration by Council

1. Amended version 2 of the draft Corporate Plan
2. Amended version 2 of the *Corporate Plan* – Service Delivery Strategy
3. NPA News Letters Six (6), Seven (7) and Eight (8) for approval
4. Letter from Preston Law – Cost estimates for the negotiation of a an NPARC Indigenous Land Use Agreement
5. Letter from Maryann Toby – Establishment of small business (food and drink vending machines) throughout the NPA
6. New Policy - Policy Number HR/008 – Funeral Leave.

1. **Corporate Plan; and**
2. **Service Delivery Strategy**

The Corporate Plan and Service Delivery Strategy framework was endorsed by Council at its ordinary meeting on the 2nd June 2009. The Plan and Service Delivery Strategy have been completed and ready for 30 day public comment as required under *S507 of the Local Government Act (1993)*

Cr. Aniba – The organisational Chart (*figure 4-1*) on Page 15 of the Corporate Plan has the wrong Divisional Offices associated with the service delivery areas. The CEO confirmed the mistake and the error will be fixed prior to the public release of the document/s.

Cr. Bond- Page 7 Service Delivery Strategy – add Croc Shop under New Mapoon Enterprises.

Resolution: to provide the NPARC 2009 – 2013 Corporate Plan and Service Delivery Strategy for public comment for a minimum of 30 days as per *S507 of the Local Government Act (1993)*

Moved: Cr. Nona

Seconded: Cr. Aniba

Carried: 5/0

Resolution: 2-6.10.09

3. Newsletters N0 - 6, 7 and 8

Recommendation: - Council endorse the release of New Letters 6, 7 and 8

Moved: Cr Lui

Seconded: Cr. Bond

Carried: 5/0

Resolution: 3-6.10.09

Cr. Peter Lui left the chambers 11.55am - Letter from Maryann Toby – provision of Food and Drink Vending machines

Resolution: Council support the submission from MT for these machines

- Mayor Elu - Requested the CEO to write to Maryanne Toby informing her that council approves the application but accepts no responsibility for the safety of the machines within the council area and a cost will apply to cover the usage of electricity

Moved: Cr Aniba

Seconded: Cr Nona

Carried: 4/0

Resolution: 4-6.10.09

Cr Peter Lui returned to the Chambers- 12.05pm

Endorsement of the Funeral Leave Policy - The CEO presented a draft Bereavement Policy for comment / endorsement

CEO - Advised council that many employees are using the excuse of funerals / “sad business” to take extended leave. Council is experiencing multiple employees taking two to three weeks bereavement leave and it is very difficult for the director to manage; as there is currently no requirement for employees to provide evidence of direct family ties to the deceased person. Additionally, there is strong evidence that the employees are also holding their children at home and they are not attending school. The CEO also reported to Council that is difficult for non-Indigenous administrator to draft policy on these matters when we do not fully understand the local culture.

Cr. Lui - what about consideration for the large role that In-Laws (marigeth) play in supporting the bereaved family?

Mayor Elu - commented employees taking extended funeral leave are creating a major operational problem by leaving council with no workers to cover the period of absence.

Council requested a cover note be added to the Bereavement Policy to advise that: - For extended family members the leave (if approved) is unpaid; and leave must not affect operational performance

Moved:	Cr Lui
Seconded:	Cr. Nona
Carried:	5/0
Resolution:	5.6.10.09

Cr Lui – Raised the issue of re-turfing the Umagico and Injinoo sports fields and the latest ‘rumour’ that this jointly funded project (State and Commonwealth) will not proceed due to the lack of a ‘water allocation’ to water the completed fields?

CEO – Commented that he was waiting on a report from the State and would report progress to the next meeting; however information coming from the State is not looking good for a short-term resolution to this issue.

The following reports were presented to the meeting but were carried over until the November Meeting.

- Engineers Report
- Enterprise Manager Report
- Director of Community Services Report
- Economic Employment Development Unit Manager
- Cairns Office Managers Report
- Senior Finance Officers Report

Jeff Aniba excused himself from the meeting at 12:30 Am

Agenda Item 3- 11.00am – 11.15am Mail Registers

Lunch Tea 12:00pm – 12:30pm

Agenda Item 5 – 1:10pm – 3:00pm NPARC Government Champions

Les Dunn - Executive Director, Investment Analysis and Evaluation, Dept Transport and Main Roads

Colin Neville - Principal Advisor (Strategic Directions) | Strategic Directions, Strategic Policy Division/Policy & Planning Group | Department of Transport and Main Roads

Barry Leahy - Deputy Director-General, Justice and Attorney General, Industrial Relations

Jennifer Peddler - A/Senior Executive Officer, Office of the Deputy Director-General, Office of Fair and Safe Work Queensland

Michelle Torrens - Team Leader, Indigenous Coordination Centre, Cairns

Ken Mc Andrew - Manager (Planning & Infrastructure) | Northern Region Services Division | Department of Transport and Main Roads

Main Roads officers assisting with various matters in NPARC, initially working on the Seisia Jetty project **Bruce Mitchell** and **Rex Beer**.

Main Roads – Working with council to review operational issues with the Seisia Wharf and Boat Ramp.

Ken Mc Andrew – Main roads, the Seisia Jetty was build in 1993 – ownership transferred from Main Roads to Queensland Transport (QT). We have not collected fees from passengers or vessels for a long-time. The current way of is not working and the jetty is falling into disrepair due to vandalism and Ship Strikes.

Options are

1. Locally owned and operated, or
2. State owned & operated

Initial thoughts are to have the facility locally managed thru a local manager (from NPARC employees) – the role would be to collect money and manage jetty functions. The funds would help for wages and any surplus would go to QT for maintenance

Mayor Elu – Land adjacent to the jetty was under special lease to Seisia Island Council, this is the land were the existing shed has been established. Any fees would be passed onto the passengers.

- Queensland Transport will prepare an Options Report to be presented to NPARC December meeting 2009

New Boat Ramp – Maintenance on the Seisia Boat Ramp would include the removal of sand build-up, water blasting (slime build-up) and other repairs by agreement. Maintenance activities to the boat ramps would attract additional annual funding of \$70k. The fees would not fully fund the facility for operation and maintenance. Council may need to consider fees per passenger ship of around (\$16.00 per ship) per docking.

Colin Neville – We are currently looking at a mentoring program that would see Ex-school students (professionals) to visit the NPA as mentors to the current school students. **LIPA 12 months** ago we began the process to collect the relevant data from the key agencies, communities and from community forums. The format changed recently to the commonwealth format, this is the first LIPA is this format in Queensland, I have five copies that we are hoping to sign today and they will go to the Commonwealth and the NPARC Government Champions for signing. We are looking at the next round of Public Consultation in September 2010.

CEO – Commented that the Council Annual Reports should become attachments to the LIPA

Finish 2:31

Afternoon Tea 3.00pm – 3.12pm

Agenda Item 6 – 3:12pm – 4.00pm – Qld Police Citizens Youth Welfare Association

- Peter Pilot (Regional Manager), PCYC Cape York
- Ilene Demal-Hall (State Manager) & Sonia Townsend (Area manager)

Mayor Elu – the 2007 Ministerial review of Sport and Recreation was not released to Council for comment. Seisia Council did write to Minister Spence saying that Council did not agree with the States intention to move S&R funding to the PCYC organisation. The Initial MOU from Cape PCYC was a very poor document and gave the NPARC no confidence in PCYCV as an organisation.

Council asked

- Who is control of the infrastructure
- How will we fund our own S&R activities
- What about events, will PCYC undertake these activities

It was decided that Cape PCYC will work through the Director of Community Services and develop an annual calendar of events and an operations plan for the two agencies.

Cr. Peter Lui – was nominated and accepted to act as the Council Rep for Sport and Recreation services

Serilli Vola Vola – well continue working for Council as the events coordinator

Cr Lui – Sport and Recreation (Department) failed, what difference will PCYC make?

- Peter Pilot – We do not underestimate that this will be a major challenge in the first year

Cr Bond – Council needs to be fully informed of any dissection of current activities in the NPA

Council resolves to work with the PCYC to provide strategic sport and recreation activities in the NPA

Recommendation: Council resolves to work with Cape PCYC to provide strategic sport and recreation activities in the NPA

Moved: Cr Nona

Seconded: Cr. Lui

Carried: 5/0

Resolution 8-6.10.09

- Council considered a letter from Steven Perks requesting councils permission for him to provide voluntary basketball skills training in the NPA

Council requested the DCEO to write a letter to Mr. Perks and inform him that Council is working with PCYC to determine the future of Sport and Recreation activities in the NPA and was not in a position to consider specialist services at this time.

Agenda Item 7 – 11:15am – 12.00pm General Business

No General Business was tabled at this meeting.

Meeting Close 4: 15PM

Next Meeting - Tuesday 3rd November 2009

Matters Raised by	Date Raised	Matters Raised	Responsibility of	Current Status	Estimated Completion Date
Cr. Nona	16.09.08	The sewage pump station at Injinoo has no holding capacity and will over flow within 4 hours of a power outage	Engineering Services	This requires a major upgrade to the pump station and inlet works. Engineering Service will investigate and provide report	Ongoing
Cr. Nona	16.09.08	We need to increase the power outlet capacity at the Bamaga Football Oval for market and stall holders	Engineering Services	Engineering Services to obtain report and quote from electrical contractor and possibly Ergon	Ongoing
Cr. Nona	16.09.08	The Injinoo cemetery – can we seal the road passed the cemetery	Engineering Services	Engineering Service to investigate and provide a costed report	Ongoing
Cr. Nona	16.09.08	Injinoo lookout where the Army set-up its camp – can we get funds to convert the area into a historic site	Economic Development	Engineering Service to consult with the community & investigate and provide a costed report	Ongoing
Cr. Aniba	16.09.08	EMQ – Requests Council to support EMQ employees (18 members) attending training during work hours for a few hours per month	Endorsed by Council – CEO to Coordinate with EMQ		Ongoing
Cr. Lui	16.09.08	Speed bumps and signage outside the Child Care Centres (Pascoe Street)	Engineering Services		Completed
Cr. Lui	16.09.08	Juvenile offenders – can we seek funding to get assistance to work with young offenders	Establish a committee to discuss the issue and find solutions	CEO to arrange meeting Justice Group / Council By-Laws and State Police	Completed through SEDS activities

Cr. Bond	16.09.08	Speed bump at Parry Street and library (old lying at the side of the road)	Engineering Services		Completed
Cr. Nona	19.08.08	Injinoo Parks are need of irrigation systems.	Parks and Gardens / SunWater to assess and report		Ongoing
Cr. Nona	19.08.08	With the high costs of Funerals, can the council consider producing locally made coffins to reduce costs and provide skilled employment	Engineering Service / CEO	Director of engineering to discuss with the NPARC Joinery staff	December 2008, reviewed and ongoing as-of July 2009
Cr .Bond	19.08.08	Larradeenya swimming hole had bins overflowing with rubbish, Cr Bond suggested that the bins be removed and signage erected to" take your rubbish away".	Engineering Service	Signs have been ordered	November 2008
Cr. Bond	10.06.08	Can we investigate the housing previously built by the ACAP program (Army) and develop a report on the tasks and resource required to complete the dwellings	Director of Engineering	Engineering staff have investigated and provided the ICC with quote	Ongoing
Cr. Nona	10.06.08	Can we investigate the opportunity to re-open the Injinoo Kiosk	CEO / Director of Engineering Services	Waiting for the electrical safety report	Ongoing
Cr Nona	10.06.08	Reported the Street Lights at the Boat Ramp at Injinoo are not working	Director of Engineering	Being investigated	Ongoing
Cr. Lui	10.06.08	Can we provide house "green waste" bulk bags	CEO / Director of Engineering Services	Options Report	Ongoing
Cr. Bond	02.07.08	Can Loyalty Beach Campground be connected to the Seisia to Bamaga Sewer rising main	Engineering Services	Discussion continues with the sewer line, once the final route is known council can investigate other connections	Ongoing

Cr. Bond	02.07.08	Can we clear the trees adjacent to the old dam	Engineering Services	Investigate site and report	October 2008
Cr. Bond	02.07.08	Are we able to let the Scout Group utilise the old SES shed in New Mapoon	Community Services	The old SES is targeted for the "Men Shed" Program	December 2008
Cr. Nona	02.07.08	Can council investigate making a clean-up project along the beach front at Injinoo	EHW / Engineering Services	Council to establish anti-littering signs / Regional Planning	Completed
Cr. Williams	07.11.08	Main Roads – Meet with Main Roads to review what is required to become a principle contractor before next wet-season	CEO / Engineering Services	Arrange meeting with Main Roads	Ongoing
Cr. Aniba	07.11.08	Taps at the Seisia Gazebo's, we need to replace the existing taps with tamper proof taps	EHW / Engineering Services		December 2008
Cr. Aniba	07.11.08	Lights at Seisia Wharf are not working and dangerous	Engineering Services	Write to the Department of Transport	December 2008
Cr. Aniba	07.11.08	We need more Bus Stops shelters around Seisia, this could be an opportunity for hands on Learning at school; and could include the establishment of Speed Bumps	Engineering Services	Liaise with TAFE and School	Ongoing
Cr. Aniba	07.11.08	Toilets at the Seisia wharf need repairing and maintaining - Seisia Supermarket and IBIS Bamaga need to be monitored as well	EHW / Engineering Services		December 2008
Cr. Bond	07.11.08	New Mapoon oval – underutilised and the commentary building damaged, the door is broken and the building has paint and equipment inside The fence around the lighting switch is broken	EHW / Engineering Services		December 2008
Cr Bond	04.12.08	New Mapoon Sports Oval needed some maintenance done to its commentator box before the Christmas break. Smashed Window, Install Locks on door, remove paint drums	Report to Carpenters		

Cr. Aniba	Feb 2009	Can council write to Queensland Transport about the poor condition of the new boat ramp – Council to write to QT	Council to discuss with QT or have QT attend meeting	QT will prepare a report due to be presented to Council at the November Meeting 2009	
Cr. Bond	Feb 2009	What has happened to the establishment of “council history artefacts” being set-up in display cabinets in each council office	Community Services		
Cr Williams	April 2009	Toilets at Cemeteries, draft a design to build new toilets			
Cr. Bond	April 2009	Toilet at the Seisia Car park (cleaning and maintenance)			
Cr. Lui	April 2009	As a matter of urgency we need to develop Public Guidelines to give to community members information who are seeking social housing	Engineering Services (Housing)		
Cr. Nona	April 2009	The Injinoo Service Station would greatly benefit from the installation of an Ice Machine and a spare freezer for storage of the Ice			Freezer and Ice need to be installed (as of October 2009)
Cr. Lui	September 2009	Central Park Umagico – Basketball court surface needs urgent attention	Engineering Service		
Cr Bond	September 2009	Rumble in the Jungle – A lot of rubbish is lying around the area	Engineering Services		
Cr Bond	September 2009	Training for Land Panel and Councillors (Governance)	EEDU		
Cr Bond	September 2009	Policy for Cemetery e.g. distance between grave plots (to include marking and register	Engineering Service		
Cr. Aniba	September 2009	Taps on Gazebo's – can the taps at public assets be replaced with tamper proof fittings	Engineering Service		
Cr Aniba	September 2009	Public Toilets – Safety issue (good signage)	Engineering Service		
Cr Aniba	September 2009	Sign at Seisia (burnt one to be removed)	Engineering Service		

Cr. Williams	September 2009	Tender for old Council equipment – Truck and machinery removed from the dump	Engineering Service		
Cr Williams	September 2009	RTC Building			
Cr. Williams	September 2009	Swimming Pool Times (to be reviewed 9:00AM – 6:00PM)	Sport and Rec Engineering Services		
Cr Williams	September 2009	Horses – Identify some land to detain horses that are found wandering the community – Fines etc..)	State / Council – Council will need powers under a local law process		Ongoing (as of October 2009)
Cr. Elu	September 2009	Bamaga Gym – cables for the machines are broken and lighting and general maintenance is not being done			
Cr Nona	September 2009	Fire Breaks – Review all communities fire breaks	Engineering Services		
Cr Nona	September 2009	Public Bus Service (Options report with costs)	Community Services		
Cr. Nona	September 2009	Bus at Injinoo appears to be being used for private use.	Community Services		
Cr. Nona	September 2009	Levy on Injinoo Dwellings (well the whole NPA be levied for User Pays / utilities)	CEO / Deputy CEO and Director of Engineering Services		
Cr Nona	September 2009	Bus Stop – pick-up at the top of the new subdivision (kids are currently walking down the hill)	Engineering / Community Services		