



MEETING BOOK

Northern Peninsula Area Regional Council

Ordinary Council Meeting #12

To commence at 9:00am

On

Monday 24th March 2025

UMAGICO BOARDROOM

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AGENDA ITEM 1- 5
ORDINARY COUNCIL MEETING #12
Monday 24th March 2025
UMAGICO BOARDROOM

- 1. Welcome and Opening of Meeting**
- 2. Acknowledgement of Traditional Owners**
- 3. Present**
- 4. Apologies**
- 5. Declarations of Conflicts of Interest**



CONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #11
Tuesday 25th February 2025
Injinoo Boardroom

Northern Peninsula Area Regional Council

Ordinary Council Meeting #11

To commence at 9.00am

On

Tuesday 25TH February 2025

Injinoo Boardroom



CONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #11
Tuesday 25th February 2025
Injinoo Boardroom

Agenda Item 1. Welcome and Opening of Meeting:

Mayor Poipoi welcomed attendees and opened the meeting at 08:38am with a prayer by Cr Yoelu

Agenda Item 2. Acknowledgement of Country

Mayor Poipoi paid respects on behalf of the Council to the traditional owners of the land upon which the meeting was held and the traditional owners of the Northern Peninsula Area region; and to their elders past, present and emerging.

Meeting paused at 08:38am for deputation by Rio Tinto

Agenda Item 3. Present

Mayor & Councillors

Mayor Robert Poi Poi	Mayor	
Cr David Byrne	Division 1	
Cr Mary Yoelu	Division 2 / Deputy Mayor	
Cr Kitty Gebadi	Division 3	(via videoconference)
Cr Bradford Elu	Division 5	

Other Attendees

Kate Gallaway	CEO
Gus Yates	Executive Manager Operations
Lew Rohjan	Executive Manager Corporate & Finance Services
Brett de Chastel	Advisor
Benjamin Schierhuber	Financial Controller
Sabrina Mudu	Senior Executive Assistant (Minute Taker)

Cr Gebadi has requested to attend the meeting via videoconference. A resolution is required.

Resolution

That Council:

accepts for Cr Gebadi to attend the meeting via videoconference.

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Yoelu

Resolution: C3.1-25022025

CARRIED



CONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #11
Tuesday 25th February 2025
Injinoo Boardroom

Agenda Item 4. Apologies

Resolution

That Council:

Does not grant a leave of absence for Cr Bond who is away on study leave.

Moved: Cr Yoelu

Vote: 4/0

Seconded: Cr Byrne

Resolution: C4-25022025

CARRIED

Agenda Item 5. Declarations of Conflict of Interest

Nil

Agenda Item 6. Confirmation of Minutes of Previous Meeting

Resolution

That Council:

Notes and confirms the minutes from the Ordinary Council Meeting held Tuesday 21st January 2025

Moved: Cr Elu

Vote: 4/0

Seconded: Cr Byrne

Resolution: C6.1-25022025

CARRIED

Resolution

That Council:

Notes and confirms the minutes from the Special Council Meeting held Friday 7th February 2025

Moved: Cr Yoelu

Vote: 4/0

Seconded: Cr Byrne

Resolution: C6.2-25022025

CARRIED

Agenda Item 7. Business Arising from Previous Meeting

Action items were discussed as per the Action Task List



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Meeting Minutes
ORDINARY COUNCIL MEETING #11
Tuesday 25th February 2025
Injinoo Boardroom

Agenda Item 8. Reports

Agenda Item 8.1. Social Housing Accelerator Program - Studio and Extension Funding

Resolution

That Council:

1. Note the report

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Yoelu

Resolution: C8.1-25022025

CARRIED

Agenda Item 8.2. Community Housing Project – Preliminary Concept for 40 Langie Draha, New Mapoon Refurbishment

Resolution

That Council:

1. Approve the preliminary concept drawing for 40 Langie Draha refurbishment at New Mapoon

Moved: Cr Yoelu

Vote: 4/0

Seconded: Cr Elu

Resolution: C8.2-25022025

CARRIED

Agenda Item 8.3. Sole Supplier Register

Resolution

That Council:

Resolve to:

- 1) Request that the finance team create a sole supplier register, and resubmit after review every financial year.
- 2) Approve the additional proposed suppliers attached as nominated sole and/or specialised service providers under s 235(a) and (b) of the *Local Government Regulation, 2012* for the supply of equipment and services, for the remainder of the current 2024-25 financial year:
 - Bowyers Group
(Quarry products – Archer River Quarry)
 - Emmett Contracting Pty Ltd
(Coarse Sand)
 - B&B Electrical
(Electrical inspection and repair work at the NPA airport)

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Yoelu

Resolution: C8.3-25022025

CARRIED



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Meeting Minutes
ORDINARY COUNCIL MEETING #11
Tuesday 25th February 2025
Injinoo Boardroom

Morning Tea Break at 10:20am

Return from Morning Tea at 10:48am

Agenda Item 8.4. Veolia's Variation SCADA RTU's PLCs

Resolution

That Council:

Delegate authority to the CEO and Executive Manager, Operations to increase the purchase order value to the value to \$555,410 (ex GST) in favour of Veolia, under the Terms of the *Operation and Maintenance Services of the Northern Peninsula Area Water Supply System NPARC-2022-03-01* agreement for the replacement RTU and PLC's and associated works, within the water treatment system.

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Elu

Resolution: C8.4-25022025

CARRIED

Agenda Item 8.5. ALPA Contract Review

Resolution

That Council resolves:

1. Pursuant to section 254J(1) of the Local Government Regulation 2012 ("LG Reg"), to close this part of the meeting to the public;
2. Pursuant to section 254J(5) of the LG Reg:
 - a. The matters to be discussed includes negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government
 - b. An overview of what is to be discussed while the meeting is closed is the Agreement for the operation of the Umagico Supermarket

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Yoelu

Resolution: C8.5.1-25022025

CARRIED

Cr Gebadi joined meeting at 11:02am

Cr Gebadi left meeting 11:06am

Cr Gebadi returns 11:20am

Cr Yoelu left the meeting 12:03pm

Cr Yoelu returns 12:03pm

Cr Gebadi left the meeting 12:07pm

Cr Gebadi returns 12:09pm

Cr Byrne left the meeting 12:12pm

Cr Byrne returns 12:15pm



CONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #11
Tuesday 25th February 2025
Injinoo Boardroom

Resolution

That Council resolves:

1. To open the meeting to the public

Moved: Cr Byrne

Vote: 5/0

Seconded: Cr Elu

Resolution: C8.5.2-25022025

CARRIED

Resolution

That Council:

1. Note the report
2. Confirm Option 2, tender out the entire operation, management, and maintenance of the supermarket, including staffing, as the preferred option
3. Request that the CEO and Executive Manager Community and Regulatory Services undertake a tender for this services including preparing tender documentation and draft contract taking into consideration the financial and operational analysis presented in the report.
4. Commence consultation processes with staff as required under the NPARC Certified Agreement 2023

Moved: Cr Yoelu

Vote: 5/0

Seconded: Cr Elu

Resolution: C8.5.3-25022025

CARRIED

Agenda Item 9. Managers Reports

Agenda Item 9.1. Operational Update on Works Department

Cr Yoelu left the meeting 12:52

Cr Yoelu returns 12:53

Cr Gebadi left the meeting 1:10pm

Resolution

That Council:

1. Note the report

Moved: Cr Yoelu

Vote: 4/0

Seconded: Cr Byrne

Resolution: C9.1-25022025

CARRIED



CONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #11
Tuesday 25th February 2025
Injinoo Boardroom

Agenda Item 9.2. Operational Update on Regulatory Services

Resolution

That Council:

1. Defer to the March ordinary council meeting

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Elu

Resolution: C9.2-25022025

CARRIED

Council meeting Break for lunch -13:13pm

Moved: Cr Elu

Seconded: Cr Byrne

Vote: 4/0

Carried

Council meeting opens after lunch – 13:13pm

Moved: Cr Byrne

Seconded: Cr Elu

Vote: 4/0

Carried

Agenda Item 10. Financial Reports

Agenda Item 10.1. January 2025 Financial Report

Resolution

That Council:

Note and accept the Finance report for the period ending 31 January 2025

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Elu

Resolution: C10.1-25022025

CARRIED

Agenda Item 9.2. Update from Financial Controller

Resolution

That Council:

- Note the verbal update from the financial controller from Tuesday 25th February 2025

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Yoelu

Resolution: C10.2-25022025

CARRIED

Council meeting Break for afternoon tea – 15:02pm

Council meeting opens – 15:15pm

Agenda Item 11. Mayor Report

Update about New Fire Station

- Visitors from Queensland Fire Station attended to provide an update on the progress on the new fire station
- Current practical completion is in the middle of the year
- It will be two buildings of an office area and a shed with bays
- Local staff have advised they are unaware of the full time position at the Fire Station. Currently following up this commitment with the state

Stakeholder Deputations

- Thank you to the Councillors and Agencies that attended the first round of stakeholder deputations
- It was a very positive engagement and look forward to these continuing with the various stakeholders

Alcohol Management Plan

- I had a phone meeting with Minister Simpson regarding our request for removal of alcohol restrictions
- She appreciated the on-the-ground feedback and will be following up with us shortly
- I intended to speak to Minister Simpson regarding this at Community Cabinet on Sunday

Draft Public Health Plan

- Thank you to all the councillors for attending the briefing session on the Draft Public Health Plan with Environmental Health from Cairns
- It was good to see strong community engagement to inform the different priorities

Local Disaster Management Group Meeting, Exercise & Training

- Last week we have the Emergency Management Coordinators visit to hold an LDMG meeting, a group exercise and induction training for new members
- The exercise was very topical looking at high wind events during peak tourism seasons. It was good to have all members contributing towards the exercise to help our preparedness
- Thank you to the Emergency Management Coordinators for visiting and facilitating the few days

Interact-TSI

- I met with representatives of Interact-TSI which is a company who undertake legacy metal waste recovery in the Torres Strait as well as reestablishing the Badu Island Quarry
- They are currently providing information so I can provide to council to look at how we can work together to address the legacy waste issue here in the communities

Cert IV Animal Management Graduation

- I was invited to present certificates to the students of the Cert IV in Animal Management that was held here in the NPA last week
- It was great to see students from all over the state and different councils completing the course in NPA
- Thank you to the LGAQ for providing the funding for the event and UQ for facilitating the training.



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Meeting Minutes
ORDINARY COUNCIL MEETING #11
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Injinoo Boardroom

- A special recognition to our three staff members who undertook the training: Lorenzo Whap, Winston Williams and Henry Toby

Visit from Palm Island

- Thank you to all the Councillors who attended the visit from Palm Island yesterday
- It was great to have Mayor Lacey, his council and CEO visit NPA to see the new IBIS shop but also the areas of the community
- Mayor Lacey has invited us to Palm Is and we look forward to visiting them later in the year

Assistant Minister Visit

- A reminder that Assistant Minister Bree James is visiting NPA tomorrow and we will be meeting from her from 10am to 11am at the lodge
- The CEO has prepared the deputation based on what we discussed at our workshop and we will discuss briefly after today's council meeting

Resolution

That Council:

- Note the Mayor's verbal report from Tuesday 25th February 2025

Moved: Cr Yoelu

Vote: 4/0

Seconded: Cr Elu

Resolution: C11-25022025

CARRIED

Agenda Item 12.

CEO Report

Resolution

That Council:

- Note the Report

Moved: Cr Yoelu

Vote: 4/0

Seconded: Cr Byrne

Resolution: C12-25022025

CARRIED

Agenda Item 13.

Presentation from Advisor

Resolution

That Council:

- Note the presentation from the advisor from Tuesday 25th February 2025

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Elu

Resolution: C13-25022025

CARRIED



CONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #11
Tuesday 25th February 2025
Injinoo Boardroom

Agenda Item 14.

Executive Reports

Agenda Item 14.1.

Executive Manager Operations Report

Resolution

That Council:

- Note the report.

Moved: Cr Elu

Vote: 4/0

Seconded: Cr Yoelu

Resolution: C14.1-25022025

CARRIED

Agenda Item 14.2.

Executive Manager Community & Regulatory Services Report

Resolution

That Council:

- Note the report.

Moved: Cr Byrne

Vote: 4/0

Seconded: Cr Elu

Resolution: C14.2-25022025

CARRIED

Agenda Item 14.3.

Executive Manager Building & Infrastructure Report

Cr Yoelu left the meeting – 16:35pm

Cr Yoelu returns – 16:38pm

Resolution

That Council:

- Note the report.

Moved: Cr Yoelu

Vote: 4/0

Seconded: Cr Byrne

Resolution: C14.3-25022025

CARRIED



CONFIRMED

Meeting Minutes
ORDINARY COUNCIL MEETING #11
Tuesday 25th February 2025
Injinoo Boardroom

Agenda Item 14.4. Executive Manager Finance & Corporate Services Report

Resolution

That Council:

- Note the report.

Moved: Cr Elu

Vote: 4/0

Seconded: Cr Byrne

Resolution: C14.4-25022025

CARRIED

Agenda Item 15. General Discussion

Agenda Item 16. Close of Meeting

Meeting closed at 17:04pm with a prayer by Cr Yoelu.



CONFIRMED

Meeting Minutes
SPECIAL COUNCIL MEETING
Friday 7th March 2025
Bamaga Boardroom

Northern Peninsula Area Regional Council

Special Council Meeting

On

Friday 7th March 2025

Bamaga Boardroom



CONFIRMED

**Meeting Minutes
SPECIAL COUNCIL MEETING
Friday 7th March 2025
Bamaga Boardroom**

AGENDA

1. Welcome and Opening of Meeting
2. Acknowledgement of Traditional Land Owners
3. Present
4. Apologies
5. Declarations of Conflict of Interest
6. Other Business
 - 6.1. In camera – CEO Contract
7. Close of Meeting



CONFIRMED

Meeting Minutes
SPECIAL COUNCIL MEETING
Friday 7th March 2025
Bamaga Boardroom

Agenda Item 1. Welcome and Opening of Meeting

Mayor Poi Poi welcomed attendees and opened the meeting at 08:38am with a prayer by Cr Kitty Gebadi.

Agenda Item 2. Acknowledgement of Country

Mayor Poi Poi paid respects on behalf of the Council to the traditional owners of the land upon which the meeting was held and the traditional owners of the Northern Peninsula Area; and to their elders past, present and emerging.

Agenda Item 3. Present

Mayor & Councillors

Mayor Robert Poi Poi	Mayor
Cr Mary Yoelu	Division 2 / Deputy Mayor
Cr David Byrne	Division 1
Cr Kitty Gebadi	Division 3
Cr Marlene Bond	Division 4
Cr Bradford Elu	Division 5

Other Attendees

Brett de Chastel	Advisor
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Councillor Bond has requested to attend the Special Council meeting via Videoconference.

Council resolution:

- 1. That Council approve the attendance of Cr Bond at this Special Council meeting via videoconference.*

Moved: Cr Byrne

Seconded: Cr Elu

Vote: 5/0

Resolution: C3.1-107032025

Carried

Cr Bond joined the meeting via Teams at 8.40am

Agenda Item 4. Apologies

Nil



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Meeting Minutes
SPECIAL COUNCIL MEETING
Friday 7th March 2025
Bamaga Boardroom

Agenda Item 5. Declarations of Conflict of Interest

Mayor Robert Poi Poi advised the meeting that he had a declarable conflict of interest in the matter to be dealt with in agenda item 6.1 - CEO Contract.

1. Pursuant to the Local Government Act 2009 (LGA), Mayor Poi Poi stated that the nature of his declarable conflict of interest was that his brother was a close associate of the CEO.
2. Mayor Poi Poi stated that he would handle his declarable conflict of interest by electing to leave the meeting room at the time the matter was being discussed and decided upon and would not involve himself in decision-making.
3. Consistent with the Local Government Act requirements, Mayor Poi Poi stated that he had provided information about his declarable conflict of interest via a written notice at the Council Meeting after becoming aware of it.

Mayor Poipoi left the meeting at 8.41am

Agenda Item 6. Other Business Agenda Item 6.1 In Camera – CEO Contract

Resolution

That Council resolves:

1. This matter is considered to be confidential under s.254J(3) of the Local Government Regulations 2012, and the Council is satisfied that the discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the appointment, discipline or dismissal of the Chief Executive Officer for which a public discussion would be likely to prejudice the interests of the local government. An overview of what is to be discussed while the meeting is the CEO Contract. That Council close the meeting to the public pursuant to section 254J (3) of the Local Government Act.

Moved: Cr Byrne

Vote: 5/0

Seconded: Cr Gebadi

Resolution: C6.1.1-07032025

CARRIED

Resolution

That Council resolves:

1. To open the meeting to the public

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Byrne

Resolution: C6.1.2-07032025

CARRIED

Resolution

That Council:

- A. give notice pursuant to section 17.1 (e) of the CEO's employment contract that the employment contract is terminated with effect on Friday 21 March 2025;*
- B. note that the Council will honour all contract entitlements of the CEO pursuant to her employment contract including the provision of 4 months pay pursuant to section 17.1 (e) of the contract and reimbursement of actual relocation expenses up to \$5,000 pursuant to section 15.6 of the employment contract;*
- C. thank the CEO for her service to Northern Peninsular Area Regional Council and further note that Council recognises the contribution that she has made to both the Council and NPA communities;*
- D. authorize the Mayor to provide formal advice to the CEO giving effect to this Council decision;*
- E. immediately commence recruitment processes to engage a new CEO and request that the Council Advisor provide support to the Mayor and Councillors throughout that process and further, delegate to the Mayor (with support from the Council Advisor) to select a recruitment agency to facilitate the recruitment; and*
- F. confirm the delegation to the Mayor for the Mayor to appoint an Acting CEO on and from 21 March 2025 pending the recruitment of a new permanent CEO.*

Moved: Cr Gebadi
Vote: 3/2

Seconded: Cr Byrne
Resolution: C6.1.3-07032025

Cr Gebadi – For
Cr Byrne – For
Cr Bond – For

Cr Yoelu – Against
Cr Elu - Against
CARRIED

Mayor returns to the meeting at 09:20am

Agenda Item 7. Close of Meeting

Mayor closed the meeting at 09:40am with a prayer by Cr Gebadi.

Council Ordinary Monthly Meeting Action Register

Action	Updated	Update	Person Responsible	Date of Meeting
Follow up compliance notice re scaffolding	07/11/2023	Compliance officer has advised, they did not serve the compliance notice as owner agreed to move the items. Will be moved by wet season.	EMCRS-CEO	24.10.2023
	12/12/2023	Previous compliance officer is assisting with the removal of these items to his yard.		
	10/01/2024	RSM contacted owner, he will action removal once back in community.		
	20/02/2024	No action in January.		
	06/03/2024	No updates		
	13/04/2024	Delays in moving equipment due to weather		
	22/05/2024	Still pending weather		
	11/06/2024	Still pending weather		
	17/07/2024	Delays due to resignation of RSM		
	21/8/24	Provided to a/RSM		
	18/09/2024	New RSM has commenced work, task assigned to him to follow up.		
	18/10/2024	RSM is seeking compliance/legal advise from Present Law to assist with this task.		
	20/11/2024	RSM has engaged conversations with the owner.		
	11/12/2024	No further updates. RSM engaged with owners. Three options provided for storage. Encouraged to submit a Community Grants Application for council resources to assist. Aiming to move in late Jan / early February depending on weather.		
	19/02/2025	Due to be completed last week pending weather and owner		
Speed bumps in new Injino Subdivision & potentially Bowie St	13/12/2023	Works Manager & EMO to meet with Cr Nona in the new year to identify where the speed bumps are to be installed	EMO	21.11.2023
	08/01/2024	Meeting Scheduled for Wednesday 17 th December		
	22/02/2024	Meeting Held with Cr Nona. Blade mix has been ordered and speed bumps will be programmed to be installed after it arrives		
	07/03/2024	Blade mix has arrived. Will be programmed for late April / May Works manager has works scheduled for May		
	17/04/2024			
	24/05/2024	Works Manager has been on leave will seek update Monday 27 th May if works are on track		
	14/06/2024	Quotes for speed bump signs are being requested. Once signs have arrived in the NPA the speed bumps and signs will be installed.		
	14/07/2024	Still awaiting signs		
	12/08/2024	Signs are being reordered		
	12/09/2024	Waiting cold mix bags and additional signs to arrive. Some materials have arrived. Signs Have been reordered		

Action	Updated	Update	Person Responsible	Date of Meeting
	23/10/2024 20/11/2024 9/12/24 10/01/2025 19/02/2025 18/03/2025	Cold Mic Bags have arrived EMO ordered signs in November, awaiting delivery of signs (PO 174) Still awaiting delivery of signs, PO resent to Suppliers Townsville branch Signs have arrived in the NPA on Thursday 9 th January. Speed bumps and signs are scheduled to be installed on the weeks of the 13 th and 20 th of January, weather permitting. Speed bumps and signs have been installed at Moses Close and Mulga Street. Speed bumps are yet to be installed at Mimi Close and Bowie Street. Scheduled to be installed week beginning 17/03/2025, weather permitting.		
Line marking at Injinoo Service Station due to driver confusion	12/08/2024 12/09/2024 23/10/2024 20/11/2024 11/12/2024 13/01/2025 19/02/2025 18/03/2025	No action in August Still to be scheduled with Airport Staff Scheduled to be completed in the first week of December after the pre wet cleanup Airport staff were on leave during the first week of December, works are being rescheduled for during December. Works are scheduled to be completed by mid-January between rain events Works still to commence Airport Manager has been on planned leave for two weeks since last meeting and has not been available for line marking	EMO	23.07.2024
Disability access to Injinoo Hall	20/11/2024 10/12/2024 14/01/2025 19/02/2025 18/03/2025	Scoping works with Rob D to see if it can be accommodated within existing budget or needs to be put forward as a project for 25-26 budget Scope of works carried out by Wendy and Rob D. Proposed moveable disability ramp same as Jardine Ferry Shop. Costings and pictures provided by Rob D. Works can begin Jan-2025. Works are scheduled to commence in Feb-2025. Works delayed and rescheduled to commence early March, awaiting materials. Works delayed and rescheduled to commence early March, awaiting materials.	EMBI	31.10.2024
Include HACC Client Numbers per community		New Mapoon - 11 Seisia - 4 Umagico -7 Bamaga - 19 Injinoo - 4	EMCRS	25/02/2025
Follow up that external pre-paint works included guttering	18/02/2025	TBA	EMBI	25.02.2025

Resolutions

Resolution	Updated	Update	Person Responsible	Date of Meeting
Social Housing Accelerator Program - Studio and Extension Funding	18/03/2025	TBA	EMBI	25.02.2025
Community Housing Project – Preliminary Concept for 40 Langie Draha, New Mapoon Refurbishment	18/03/2025	TBA	EMBI	25.02.2025
Sole Supplier	18/03/2025	Suppliers and key users advised of the sole supplier register and the current businesses listed for what services. Finance have created a Sole supplier register.	EMO / EMFCS	25.02.2025
Contract Variation - Veolia	18/03/2025	Purchase order raised and provided to Veolia.	EMO	25.02.2025
ALPA Contract Review	18/03/2025	ALPA has been notified of Council's resolution to divest the Umagico Supermarket. Work is already underway with Preston Law to draft necessary correspondence and assist with tender preparations. Further updates will follow as the process progresses.	EMCRS	25.02.2025
Illegal Dumping Temporary Road Closures	19/02/2025 18/03/2025	The Manager Regulatory Services and Works Manager are liaising with the Media Officer to advertise the temporary closures to start in March once Illegal dumping sites have been cleaned up of waste. Both Backhoes in the NPA area have been unserviceable during February Council backhoe has been repaired Regulatory Services Manager to coordinate with Works Manager.	EMO	21.01.2025
Aged Care and Disability Support Program Meal Services	11/12/2024 10/01/2025 19/02/2025	Clients and families have been informed about upcoming changes in 2025. No Updates for the month of December. Clients have been informed by upcoming changes again. The transition to a single daily meal delivery has commenced, combining lunch and dinner. Clients have responded positively, enjoying the flexibility of not needing to be home for two separate deliveries. Overall, this adjustment has enhanced	EMCRS	26.11.2024

		convenience while making the service more cost-effective.		
Management Arrangements for Rumble in the Jungle	18/11/2024 19/02/2025	EOI drafted to be published following community events To be discussed at March Community Meeting	CEO	31.10.2024
Tender Assessment Report – Project Number QBFNQ0764	23/10/2024 13/11/2024 10/12/2024 14/01/2025 19/02/2025 18/03/2025	Purchase orders raised awaiting approval. Hold up was waiting for QBuild to approve safety documents. HCB won't start works until SWMS are approved. NPARC WHS Officer Michael Madaley reviewed documents and waiting for HCB to review and progress. No further updates at this stage. Works have commenced. Works in progress	EMBI	24.09.2024
Capital Budget Amendment 122 Williams Crescent	24/09/2024 23/10/2024 20/11/2024 10/12/2024 14/01/2025 19/02/2025 18/03/2025	Matter deferred to special meeting with further report to this meeting. Works have commenced Works are being progressed. Works are being progressed. Works are being progressed. Works are on hold pending family negotiations. Works are on hold pending OT's review.	EMBI	27.08.2024

Title of Report: Appointment of Acting CEO

Agenda Item: 6.2

Classification: For decision

Author Council Advisor

Attachments Nil

Officers Recommendation:

That Council:

endorse the appointment of Lew Rojahn as Acting CEO on and from 10 March 2025 to assist the Council in the transition period as the Council undertakes its recruitment process for a new permanent CEO.

PURPOSE OF REPORT

At the Special Council meeting held on Friday, 7 March 2025, the Council made a decision in relation to the employment of the Chief Executive Officer.

Included as part of that decision was the following:-

- F. confirm the delegation to the Mayor for the Mayor to appoint an Acting CEO on and from 21 March 2025 pending the recruitment of a new permanent CEO.*

The purpose of that decision was to confirm that the Mayor could appoint an Acting CEO and was intended that this appointment would commence from 21 March 2025 which was proposed conclusion date for the CEOs contract. The CEO subsequently advised Council that she would be taking 2 weeks of personal leave (annual leave) effective from 10 March 2025.

Accordingly, there was a need to appoint an Acting CEO on and from that date. The Mayor appointed Lew Rojahn as acting CEO. Mr Rojahn has considerable local government experience including as CEO at both Etheridge and Bulloo Shire Councils as well as previously working at the Weipa Town Authority and Aurukun Aboriginal Shire Council. Mr Rojahn has agreed to assist the Council through this transition period.

To remove any doubt about the issue, it may be prudent for the Council to pass a formal resolution confirming the appointment of Mr Rojahn as acting CEO on and from 10 March 2025 (two weeks earlier than originally envisaged).

The term of Mr Rojahn's appointment will conclude one week after the new permanent CEO commences. This will allow for a one-week handover period to assist the new permanent CEO settle into the role and be briefed on relevant matters.



ORDINARY COUNCIL MEETING #12

Agenda Item 6.1

Monday 24th March 2025

Umagico Boardroom

FINANCIAL CONSIDERATIONS

Mr Rojahn will receive the same salary package as Council has paid to its previous CEO. This is budgeted but of course, the Council will need to address the additional contract payments to the previous CEO as part of its financial considerations.

RISKS

The intent is for Mr Rojahn to act as CEO until the Council has appointed a permanent new CEO. Every effort is being made to undertake that recruitment process as soon as practical. Mr Rojahn has advised that he is not going to be a candidate for the permanent CEO role but is happy to assist the Council through the transition period.



Title of Report: Tender Assessment Report and Award Tender No. NPARC 01NMUI/2025
Concrete Roads Project – Stage 2 New Mapoon, Umagico & Injinoo

Agenda Item: 8.1

Classification For Decision

Author Executive Manager Operations

Attachments A. Tender Assessment Report (tabled)

Officers Recommendation:

That Council notes the Tender Assessment Report and

1. Authorise the Chief Executive Officer and Executive Manager Operations to accept the NPA Earthmoving Yusia submitted prices of \$1,197,500 (ex GST) and to liaise with NPA Earthmoving Yusia for a final program of works.
2. Approve an overall budget of \$5,730,000 (ex GST) as per the approved QRA Submission Value.

PURPOSE OF REPORT

To award Concrete Roads Project Stage 2 – New Mapoon, Umagico & Injinoo as tendered in Contract Number: NPARC 01NMUI/2025.

BACKGROUND AND CONTEXT

The scheduled works resulted from damage to essential public assets caused by wet weather events over numerous years.

Council's Operations Department has not included sealed town streets in annual DRFA submissions for disaster relief, believing the submission would not be approved, as it did not meet essential eligibility criteria, i.e. damage resulting from a recent event.

However, after liaising with QRA Executive, Council submitted a submission that was approved at \$1.97M for Town Streets Restoration. Later, the grant was increased to \$5.73M which included Betterment Funding.

Councils Project Managers for this project facilitated the tender for these works. The select tender was advertised on Vendor Panel Local Buy Registered Contractors on the 23rd January, 2025 and closed at 8pm on the 6th March, 2025.

Three Tenders (Carruthers, CGW Australia and NPA Earthmoving Yusia) were received in Council's Vendor Panel by the nominated closing date and time.

Tenders were assessed against the following weighted criteria:

- | | |
|----------------------------------|-----|
| • Price | 40% |
| • Local Content | 30% |
| • Proposed Methodology & Program | 20% |
| • Experience & Past Performance | 10% |



ORDINARY COUNCIL MEETING #12

Agenda Item 8.1

Monday 24th March 2025

Umagico Boardroom

A tender report (Tabled) was prepared and submitted to Council officers by SLH Projects Pty Ltd and Robert Bottger, Council Project Manager.

With current concrete supply issues possession of site will not be given until the start of the dry season once material's can be imported by road freight.

CRITICAL DATES

It is critical that Council deliver these works as soon as possible, but no later than the commencement of the 2025/26 wet season.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

Council Procurement Policy, as the value of the works exceeds \$200,000.00 a tender was required.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Focus area 3.1 "We support and facilitate Indigenous and local employment and business opportunities".

FINANCIAL AND RESOURCE CONSIDERATIONS

This project has been budgeted for by Council. The current budget is \$5,730,000 including GST.

CONSULTATION

Councils Contract Engineers

Other NPARC Executive Officers

Relevant NPARC Officers

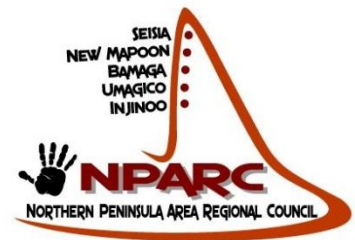
Tender Assessment Report

Tender Number: NPARC 01NMUI/2025

Project Number: VP 445401

Concrete Roads Project Stage 2 – New Mapoon, Umagico, Injinoo
Northern Peninsula Area Regional Council

Prepared by



Location

Bamaga QLD

Date: 13th March 2025

Distribution

Northern Peninsula Area Regional Council - 1 ecopy

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1.0 Description of Works

The Works generally involves restoration of roads with concrete pavement within set chainages as approved by QRA DRFA Assessment Team NPARC.0026.2223G.REC.

Note: In order to receive Betterment Funding, local governments must demonstrate how to build back more resilient essential infrastructure. Hence, Council submitted the concrete pavement option, which was approved.

2.0 Scope of Works

The scope of the work under the contract currently includes:

Preparation of project plans including environmental management plan, traffic management plan, quality management plan, safety management plan and traffic control.

Mobilisation and demobilisation of plant and equipment to each site location identified in the Schedule of Prices for Tendering (SOPT). These costs are to be included in the relevant item within the SOPT.

Construction of concrete pavement sections as per for construction drawings and technical specification prepared.

Council is responsible for the provision of concrete and all reinforcing materials for this project. These materials will be paid for separately by the funding agency.

3.0 Financial Commitment

The project is fully funded under QRA's DRFA program NPARC.0026.2223.G.REC.

Total funding for town streets including betterment has been approved for \$5,730,000.

Advertisement Detail:

Tender was advertised in Vendor Panel on 23rd January 2025.

Tender No. NPARC 01NMUI/2025

4.0 Submission Closing Date & Conforming Tender

Closing date of the request for Tender with Northern Peninsula Area Regional Council was 8pm, 6th March 2025. Tenders were accepted through Vendor Panel.

There were 3 conforming tenders from the following companies:

Carruthers Contracting, Yandina, QLD

CGW Australia, Wallumbilla, QLD

NPA Earthmoving Yusia, Bamaga, QLD

5.0 Summary of Prices Received

Below is a summary of the prices received for each site. All prices shown are including GST.

SCHEDULE	Carruthers Contracting	CGW Australia	NPA Earthmoving Yusia
Preliminaries	308,820.87	0	36,000
New Mapoon	582,120.41	951,520.65	432,500
Umagico	665,620.89	1,442,260.27	646,000
Injinoo	102,407.49	177,833.67	83,000
Sub Total	1,658,969.66	2,571,614.59	1,197,500
GST	165,896.97	257,161.46	119,750
TOTAL	1,824,866.63	2,828,776.05	1,317,250

6.0 Analysis of Prices and Weighting

Prices received for this Request for Quote were evaluated in accordance with Council's Purchasing Policy and the Conditions given in the Request for Quote documents.

The following key selection criteria will be considered with the corresponding weightings:

Price	40%
Local Content	30%
Proposed methodology & program	20%
Experience & past performance	10%

Scoring is out of 10 (with 10 being the best score), with the relevant weighting applied to the score. The following tables list the scoring received by each Contractor in regard to each selection criteria:

- Price Scoring (40% weighting)**

Schedule	Price scoring (non-weighted)			Price scoring (weighted)		
	Carruthers Contracting	CGW Australia	NPA Earthmoving Yusia	Carruthers Contracting	CGW Australia	NPA Earthmoving Yusia
TOTAL	7.2	4.7	10	2.9	1.9	4

Scoring is based on the submitted price, with full (10) scoring given to the lowest submitted price and the other scores based off the difference from submitted price with the lowest submitted price.

- **Local Content (30% weighting)**

Schedule	Local Content (non-weighted)			Local Content (weighted)		
	Carruthers Contracting	CGW Australia	NPA Earthmoving Yusia	Carruthers Contracting	CGW Australia	NPA Earthmoving Yusia
TOTAL	5	4	10	1.5	1.2	3

Scoring is based on the recent past performance of the contractor.

- **Proposed methodology & program (20% weighting)**

Schedule	Methodology & Program (non-weighted)			Methodology & Program (weighted)		
	Carruthers Contracting	Cgw Australia	NPA Earthmoving Yusia	Carruthers Contracting	Cgw Australia	NPA Earthmoving Yusia
TOTAL	10	10	10	2	2	2

Scoring is based on proposed methodology to undertake the works (scheduling, method of works, expertise etc.) as well as the program.

- **Experience & Past Performance (10% weighting)**

Schedule	Experience & Past Performance (non-weighted)			Experience & Past Performance (weighted)		
	Carruthers Contracting	Cgw Australia	NPA Earthmoving Yusia	Carruthers Contracting	Cgw Australia	NPA Earthmoving Yusia
TOTAL	10	10	10	1	1	1

Scoring is based on proposed methodology to undertake the works (scheduling, method of works, expertise etc.) as well as the program.

- **Overall Score**

Schedule	Overall Score (non-weighted)			Overall Score (weighted)		
	Carruthers Contracting	CGW Australia	NPA Earthmoving Yusia	Carruthers Contracting	CGW Australia	NPA Earthmoving Yusia
TOTAL	7.4	6.1	10	2	3	1

The overall score for each site was obtained by totalling the weighted scores for each selection criteria. The final ranking from the assessment is shown above.

7.0 Contractor Assessment

7.1 Carruthers Contracting, Yandina, QLD

- Schedule of rates submitted.
- Pricing Schedule checked against Signed Tender Form. Confirmed the extension checked prices are correct.
- Submitted program of works.
- Provided evidence of similar works completed previously. However, no previous work for NPARC.
- Methodology to perform the works criteria was submitted.
- Evidence of insurances and WH&S plans provided, via Local Buy.

Assessment Officer's comment: Carruthers has no local experience.

7.2 CGW Australia, Wallumbilla, QLD

- Schedule of rates submitted.
- Pricing Schedule checked against Signed Tender Form. Confirmed the extension checked prices are correct.
- Submitted program of works.
- Provided evidence of similar works completed previously. However, no previous work for NPARC.
- Methodology to perform the works criteria was submitted.
- Evidence of insurances and WH&S plans provided, via Local Buy.
- No significant local benefit.

Assessment Officer's comment: CGW Australia has no local experience.

7.3 NPA Earthmoving Yusia, Bamaga, QLD

- Schedule of rates submitted.
- Pricing Schedule checked against Signed Tender Form. Confirmed the extension checked prices are correct.
- Submitted program of works.
- Provided evidence of similar works completed previously.
- Methodology to perform the works criteria was submitted.
- Evidence of insurances and WH&S plans provided, via Local Buy.
- *Assessment Officer's comment – NPA Earthmoving Yusia has completed similar type concrete road works in the NPARC Region previously.*

8.0 Contractor's Experience

8.1 Carruthers Contracting

Comment: Carruthers has no local experience.

8.2 CGW Australia

Comment: CGW Australia has no local experience.

8.3 NPA Earthmoving Yusia

Comment:

NPA Earthmoving Yusia has previously undertaken and worked on road restoration projects for NPARC. The Contractor is considered suitable.

9.0 Recommendation from Tender Assessment

The three Contractors submitted detailed Tenders for the project.

It is recommended that the contract for this project in New Mapoon, Umagico, and Injinoo be awarded to:

NPA Earthmoving Yusia for the amount of \$1,317,250 (incl GST).

for the following reasons:

- The contractor's price is competitive – approx. \$500,000 less than the next quote received.
- The Contractor has demonstrated recent construction experience in this type of work (recently constructed concrete roads Seisia)
- Contractor is based locally and will be able to complete works before the next monsoon season
- Supports local companies and local employment
- The contractor provided all documentation requested in the tender.



Title of Report: Tender Award T001/25 Jardine Ferry Maintenance
Agenda Item: 8.3
Classification For Decision
Author Executive Manager Operations
Attachments A. Tender Assessment Report (tabled)

Officers Recommendation:

That Council notes the Tender Assessment Report and

- 1. Authorise the Chief Executive Officer and Executive Manager Operations to accept the Mindorenio Pty Ltd's submitted prices of \$259,500.00.00 (ex GST) and to liaise with Mindorenio for a delivery of the works.**
- 2. Approve an overall budget of \$350,000.00 (ex GST) as per the approved W4Q project Value.**

PURPOSE OF REPORT

To award Jardine Ferry Maintenance as tendered in Tender Number: T001/25 Jardine Ferry Maintenance.

BACKGROUND AND CONTEXT

The hull repairs that make up the scope of these works were originally identified in a survey report received by NPARC in 2017. The Australian Maritime Safety Authority (AMSA) undertook a subsequent inspection in June 2024 with repairs to be undertaken within 3 months. AMSA were advised by Council that Funds had been allocated under the W4Q 24-27 Program to undertake these works, during the 24-25 wet season.

Awarding of the W4Q Program was delayed by the state government, tender documents were prepared in January / February and run during February / March 25. AMSA have issued a improvement notice on the Ferry to have the repairs completed by 30th of June 2025

Councils Project Managers (Aurecon) facilitated the tender for these works. The tender was advertised on 14th of February in Vendor Panel Local Buy Registered Contractors and closed on the 10th March, 2025.

Five Local and regional companies were made aware of thee tenders, and one other tenderer reached out during the tender period. Tenders were received via email from two suppliers by the nominated closing date and time. Both tenders are considered conforming tenders and have been assessed against the selection criteria.

Post tender correspondence was sent to both tenders, and responses received, prior to the tender evaluation meeting. Detail supplied in the Tender Evaluation prepared by Aurecon (Attachment A)



ORDINARY COUNCIL MEETING #12

Agenda Item 8.2

Monday 24th March 2025

Umagico Boardroom

Tenders were assessed against the following weighted criteria:

- | | |
|-----------------------------------|-----|
| • Price | 30% |
| • Methodology and Program | 30% |
| • Experience and Past Performance | 25% |
| • Local Benefit | 15% |

Assessment of tenders was undertaken by a tender evaluation panel comprising 3 members identified as follows:

- Yanetta Nadredre/Gus Yates – NPARC
- Tyler Hall – Aurecon PM
- Tim Caligaris – Aurecon Project Engineer

Panel members independently reviewed, assessed, and scored each tender based on the assessment criteria on a scale of 1 (poor) to 5 (excellent). A tender evaluation session was conducted on 14th March 2025 whereby each panel member shared their assigned scores and review comments of each tender for each criterion. Panel members were then required to come to an agreed final score for each tenderer in each criterion. These raw scores were multiplied by the relevant weightings and added for each Tender to give a total weighted score.

On completion of the tender evaluation session:

- BME NQ received the highest weighted score for non-price criteria, followed by Mindorenio Pty Ltd.
- Mindorenio Pty Ltd have submitted the lowest price for the works. It is noted that BME NQ submitted a price that is outside of Council's budget for the project.
- Mindorenio Pty Ltd have scored the highest aggregated score including price.
- The program and methodology submitted by Mindorenio Pty Ltd is detailed, credible and realistic, with completion of works scheduled before the end of the current wet season (30 April).
- In the assessment committee's opinion, Mindorenio Pty Ltd presents the best value for money Tender in terms of price, experience and local benefits.

Tender assessment Recommendations

- The Contract be awarded to Mindorenio Pty Ltd for a Contract Sum of **\$259,500.00** (ex GST).
- An overall construction contingency of 15% be applied to the project, typically required for projects of this nature and in this location. This contingency would be for NPARC's purposes and not included in the Contract Sum. The estimated contingency amount based on the Contract Sum is **\$38,925.00**. This contingency is within Council's budget for delivery of the project
- It is recommended that further discussions be held at the Pre-Start meeting with the Contractor to confirm the confined space entry requirements.

Note the delivery of the project will have implications on the NP1 construction project. Council may need to consider coordinating the contractors to minimise the impact of the ferry maintenance on the NP1 construction. This should be raised during the Pre-Start meeting.



ORDINARY COUNCIL MEETING #12
Agenda Item 8.2
Monday 24th March 2025
Umagico Boardroom

CRITICAL DATES

It is critical that Council deliver these Works as soon as possible, but no later than 30th of June 2025

OTHER OPTIONS CONSIDERED

N/A

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

Council Procurement Policy, as the value of the works exceeds \$200,000.00 a tender was required.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A

FINANCIAL AND RESOURCE CONSIDERATIONS

This project is fully funded by W4Q 24-27 program (\$350,000.00 ex GST).

CONSULTATION

Councils Contract Engineers Aurecon
NPARC Executive Officers
NPARC WH&S Coordinator

Attachment A – Development Application Assessment

Decision Making Period

Assessing and deciding on applications period as set in the *Planning Act 2016* and *Development Assessment Rules* (s.60 & 61(3));

- 10 Business Days for a Confirmation Notice from date after receiving an application; and
- 40 Business Days for a Referral Response from date after referral of an application; and
- 35 Business Days from date of Referral Response received or impact consultation completed the application must be assessed and a decision made.
- 5 Business Days from date of a decision made the Decision Notice must be mailed out.

Note: Public Holidays and close down periods are excluded from Business Days.

PLEASE NOTE

If no decision has been made within the relevant Decision-Making period the application is Deemed Approved with Ministers Conditions applicable.

IDAS item	Date
Application lodged with Council	12/03/2025
Action Notice Issued	12/03/2025
Confirmation Notice Issued	n/a
Referrals Information Received	n/a
Impact Consultation period	n/a
<i>Planning Act 2016</i> - Decision Making Period Concludes	30/04/2025
Applicant agreed Decision Making Period Extension Concludes	n/a
Council Meeting	24/03/2025
Decision Notice preparation and mail-out Period Concludes	31/03/2025

Assessment against relevant legislation.

The development proposal is determined to be Assessable Development.

Legislation	Assessment Trigger	Assessment
Northern Peninsula Area Regional Council Planning Scheme 2018	✓	The Assessment Manager is the Northern Peninsula Area Regional Council as determined by Schedule 8 of the Planning Regulation 2017. Under the Planning Act 2016.
• Code Assessment	✓	Council as the Assessment Manager will undertake assessment of the application against the relevant codes making the decision pursuant to section 60 of the Planning Act 2016, are outlined in 45(3) and s26 to 28 of the Planning Regulations 2017.
• Impact Assessment	✗	Council as the Assessment Manager will undertake assessment of the application against the relevant codes making the decision pursuant to section 60 of the Planning Act 2016, are outlined in 45(3) and s26 to 28 of the Planning Regulations 2017.
• Public Notification	✗	Public Notification is not applicable
Northern Peninsula Area Regional Council Master Plan 2019	✓	The proposed development is generally in accordance with the outcomes of the Master Plan.
State Interests		
• State Assessment and Referral Agency (SARA)	✗	The proposed development does not trigger referral
• State Development Assessment Provisions (SDAP)	✗	The proposed development does not trigger State Interest Assessment.

<ul style="list-style-type: none"> State Planning Policy (SPP) 	✖	The proposed development does not trigger State Planning Policy Assessment.
<ul style="list-style-type: none"> Regional Plan <ul style="list-style-type: none"> Cape York Regional Plan (CYRP) 2014 	✖	The proposed development does not trigger CYRP Assessment.

Detailed assessment of the proposed development against the **Specific Benchmarks** for applicable codes is reflected in the Development Application.

An assessment against the applicable **Purpose and Overall Outcomes** provisions has been undertaken as reflected hereunder:

Proposed Use	Zoning	Precinct	Zone Codes	Overlay Maps
Infrastructure	Road	n/a	Operational Works	Nil

Northern Peninsular Area Regional Council Planning Scheme 2018	
Operational Works Code	
Purpose	Assessment
<p>(1) The purpose of the operational works code is to:</p> <ul style="list-style-type: none"> a. Ensure that development is provided with adequate infrastructure and services; b. Manage the impact of development on the environmental values identified in the Council area. <p>(2) The purpose of the code will be achieved through the following overall outcomes:</p> <ul style="list-style-type: none"> (a) The standards of water supply, waste water treatment and disposal, stormwater drainage, local electricity supply, telecommunications, footpaths and road construction meet the needs of development and are safe and efficient; (b) Development maintains high environmental standards; (c) Development is located designed, constructed and managed to avoid or minimise impacts arising from altered stormwater quality or flow, wastewater discharge, and the creation of non-tidal artificial waterways; (d) The integrity of existing infrastructure is maintained; (e) Development does not detract from environmental values or the desired character and amenity of an area. 	<p>The proposed relocation of the water main is compliant with the purpose. Relevant conditions are imposed managing potential environmental impacts</p> <p>The relocation and replacement of the water main provide a safer water supply to the community.</p> <p>The replacement of the water main provide a safer water supply to the community ensuring a high environmental standard. The relocation and replacement of the water main is conditioned to comply with the purpose.</p> <p>The integrity of existing infrastructure is maintained and enhanced. The proposed operational works is located in the Lui St road reserve which is designated for the provision of infrastructure services.</p>

Attachment B: Locality Plan



WATER MAIN RELOCATION

1. ALL WATER WORKS TO BE CONSTRUCTED IN ACCORDANCE WITH FNQROC

5. PROVIDE HYDRANT KERB / ROAD MARKERS IN ACCORDANCE WITH ENQROC STD DRG S2010.

7. CONNECTION OF NEW WATER MAIN SHALL BE IN ACCORDANCE WITH COUNCIL REQUIREMENTS / FNOROC STD DG S2020. CONTRACTOR TO LAISE WITH COUNCIL & ORGANISE FOR CONNECTION AS REQUIRED.

DO NOT SCALE FROM DRAWINGS

2. **DO NOT SCALE DIRECTLY FROM DRAWINGS!**
IF YOU REQUIRE A DIMENSION THAT IS NOT DOCUMENTED ON THE DRAWING OR AVAILABLE WITHIN THE DESIGN MODEL PROVIDED, PHONE THE ENGINEER. A DIMENSION WILL BE PROVIDED TO YOU.

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ORDINARY COUNCIL MEETING #12

Agenda Item 8.4

Monday 25TH March 2025

Umagico Boardroom

Title of Report: OPW2025_008 Operational Works Relocation and Replacement of Water Main

Agenda Item: 8.4

Classification:

Author Executive Manager, Operations

Attachments Attachment A Development Application Assessment

Attachment B Locality Plan

Attachment C Operational Works Plan

Officers Recommendation:

That Council:

Approve Operational Works (Relocation & Replacement of a Water Main).

Subject to the below conditions:

CONDITIONS OF APPROVAL	TIMING																
<p>1. Administration</p> <p>1.1. The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:</p> <p>1.1.1.The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports;</p> <p>1.1.2.The development must, unless stated, be designed, constructed and maintained in accordance with relevant Council policies, guidelines and standards and with the relevant design guidelines in the Far North Queensland Regional Organisation of Councils (FNQROC) Development Manual;</p> <p>1.1.3.The conditions of approval, the requirements of Council’s Planning Scheme and best practice engineering.</p>	At all times																
<p>2. Currency Period</p> <p>2.1. The applicable currency periods are:</p> <p>2.1.1.Operational Works - Two Years</p>	As per condition																
<p>3. Approved Site Drawings/Plans</p> <p>3.1. The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval:</p> <table><tr><th>Plan / Document Nam</th><th>Drawing Number</th><th>Issue</th><th>Date/DWG</th></tr><tr><td>Proposed QFES Rural Fire Station</td><td>90945/CN/C10.01</td><td>B</td><td>13.03.25</td></tr><tr><td>Water Reticulation</td><td></td><td></td><td></td></tr><tr><td>Water Main Relocation</td><td></td><td></td><td></td></tr></table> <p>3.2. Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.</p> <p>3.3. Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.</p>	Plan / Document Nam	Drawing Number	Issue	Date/DWG	Proposed QFES Rural Fire Station	90945/CN/C10.01	B	13.03.25	Water Reticulation				Water Main Relocation				At all times
Plan / Document Nam	Drawing Number	Issue	Date/DWG														
Proposed QFES Rural Fire Station	90945/CN/C10.01	B	13.03.25														
Water Reticulation																	
Water Main Relocation																	
<p>4. Construction</p>	At all times																

<p>4.1. Any construction work associated with this development shall be carried out in accordance with sound engineering practice.</p> <p>4.2. No nuisance is to be caused to adjoining properties by way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours.</p> <p>4.3. Where material is to be carted to or from the site, loads are to be covered to prevent dust or spillage.</p> <p>4.4. Where material is spilled or carried on to existing roads or shared paths, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety.</p> <p>4.5. Stormwater will be managed during construction in accordance with FNQROC Development Manual standards and a Soil and Erosion Management Plan to be completed prior to commencement of construction and to the satisfaction of the Chief Executive Officer.</p> <p>4.6. A Traffic Management Plan is to be completed prior to commencement of construction and to the satisfaction of the Chief Executive Officer.</p>	<p>Prior to commencement of construction.</p> <p>Prior to commencement of construction.</p>
<p>5. Damage to Infrastructure</p> <p>5.1. In the event that any part of Council's infrastructure is damaged as a result of work associated with the development, Council must be notified immediately of the affected infrastructure and have it repaired or replaced, at no cost to Council.</p> <p>5.2. All works must be completed prior to the issue of a Compliance Certificate, Building Act.</p>	<p>At all times</p> <p>As per condition</p>
<p>6. Traffic Management / Access</p> <p>6.1. Traffic Management to ensure the safety of users and the community is required during the construction phase.</p> <p>6.2. The community must be informed of the proposed scheduled work period prior to the proposed works.</p> <p>6.3. Access provision to the existing developments must be maintained and provided/constructed in accordance with FNQROC specifications and to the satisfaction of the Chief Executive Officer for the full duration of the construction period.</p>	<p>At all times</p>
<p>7. Infrastructure Services</p> <p>7.1. Water Supply connection or suitable alternative adequate water supply must be provided to affected site/s in accordance with FNQROC Development Manual standards or demonstrate that such is already in existence.</p>	<p>At all times.</p>
<p>8. Acid Sulfate Soils</p>	<p>At all times</p>

8.1. Due care must be taken to ensure that the development will manage to not disturb or minimise the release of acid or metal contaminants.	
8.2. Dispose of acid or metal contaminants compliant to legislation and provide relevant disposal documentation to Council.	

PURPOSE OF REPORT

The proposal seeks to obtain approval Operational Works Relocation and Replacement of Water Main. At the QFES Development site on Lui Street Bamaga.

BACKGROUND AND CONTEXT

Council is in receipt of a development application for:

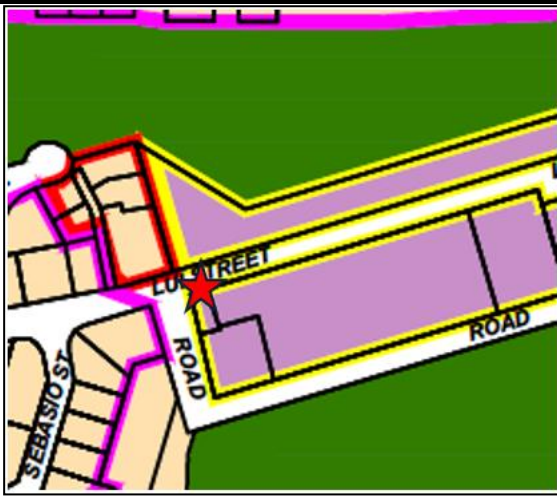
- i) Operational Works (Relocation & Replacement of a Water Main).

(Attachment B, Locality Plan)

The proposed development is assessment provisions are set out in the tables below and is assessable development in accordance with the provisions of the planning scheme and the *Planning Act 2016*.

Application & Site Details Summary	
Applicant:	Northern Peninsula Area Regional Council Operational Works application prepared by CivilWalker Consulting Engineers Pty Ltd on behalf of Richardsons Building Service.
Proposed Development:	Operational Works (Relocation & Replacement of a Water Main).
Type of Approval sought:	Development Permit
Street Address:	Lui Street, Bamaga
RP Description:	Lot 89 on SP243595
Land Area:	n/a
Lease Area:	n/a
Existing Use of Land:	Lot 89 is to be developed as a Fire Station. The water main located on Lot 89 will interfere with the development of the structure and is proposed to be relocated into the road reserve of Lui Street.

Local Plan Summary	
Local Plan:	NPARC Planning Scheme, 2018
Zoning:	Industry Zone & Road Reserve

Local Plan Summary	
	 <p>NPARC Planning Scheme Zoning Plan: Bamaga</p> <p>Legend</p> <p><u>Zones</u></p> <ul style="list-style-type: none"> Local Government Area Township Industry Rural Emerging Community Environmental Management & Conservation
Codes	<ul style="list-style-type: none"> Operational Works Code
Overlays:	<ul style="list-style-type: none"> Nil
Level of Assessment:	Code Assessable

Master Plan Summary	
Master Plan:	NPARC Master Plan 2019
Land Use:	n/a
Assessment:	The proposed Operational Works does not impact on the Master Plan.

State Requirements Summary	
State Mapping:	n/a
Pre-lodgement:	n/a
Referral:	n/a

IMPACT ASSESSMENT CONSULTATION	
Impact Application:	n/a
Consultation Period:	n/a
Submissions:	Nil
Assessment:	Nil

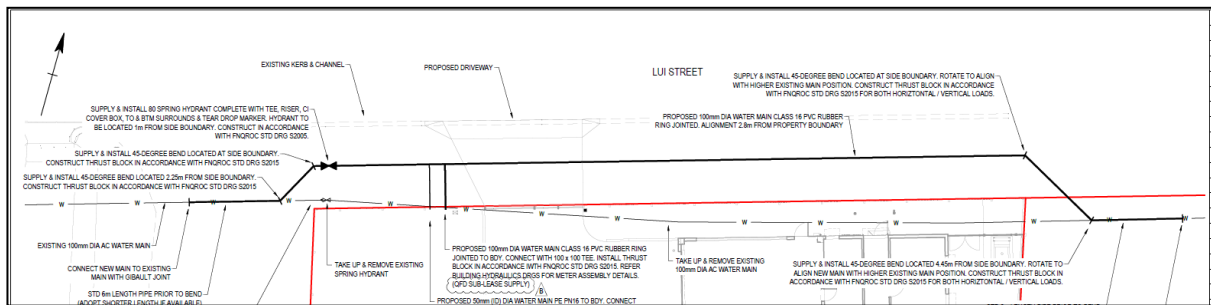
The proposal seeks to obtain a Development Permit as reflected in the table below.

Proposal
Operational Works (Relocation & Replacement of a Water Main)

Proposal

The proposed development is for an Operational Works application to relocate and replace the Water Main currently located within the boundaries of Lot 89 on SP243595 and located it within the Road Reserve of Lui Street, Bamaga.

The water main in its current location restricts the development of the proposed Fire Station at Lot 89.



The proposal can be considered to be generally in accordance with the following outcomes of the NPARC Planning Scheme 2018, in particular the proposed development:

- The relocation of the water main will advance the development of a Fire Station on Lot 89.
- The relocation will advance a safer community and
- Provide for a more resilient community

Reasons for Decision:

As discussed within this report, the proposed development is considered to be generally in accordance with the following relevant overall outcomes.

- The relocation of the water main will advance the development of a Fire Station on Lot 89.
- The relocation will advance a safer community and
- Provide for a more resilient community

Summary

The proposed development is considered to be generally in accordance with the overall outcomes of the NPARC Planning Scheme.

Historical Information

Development Permit for the development of a QFES Rural Fire Station on Lot 89

Risk Management Implications

Lui Street is a high traffic route.

Traffic Management to ensure the safety of users and the community is required during the construction phase.

The community must be informed of the proposed scheduled work period prior to the proposed works.

Statutory Environment

Planning Act 2016

Planning Regulation 2017

Development Assessment Rules – version 1.3 published 02 September 2020 and commenced 11 September 2020

State Planning Policy – July 2017

Northern Peninsula Area Regional Council Planning Scheme 2018

CRITICAL DATES

Decision Making Period Concludes on the 30th of April 2025.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

Nil

FINANCIAL AND RESOURCE CONSIDERATIONS

Nil

CONSULTATION

DTATSIPCA RILIPO.

Title of Report: Community Housing Program – 325 Poi Poi Project Management Stage 2

Agenda Item: 8.5

Classification: For noting

Author Executive Manager, Building and Infrastructure

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

To inform Council that the Construction Phase (Stage Two) Project Management scope of works being undertaken by Lackon for the Remote Capital Community Housing Project is to be expanded to include 325 Poi Poi Street, Bamaga.

BACKGROUND

The Remote Capital Program Funding Agreement (the Funding Agreement) was executed on 22 October 2024 and is designed to provide funding to increase housing supply through lot development, new constructions or extensions of existing dwellings. Three (3) funding schedules are in place under this Funding Agreement to deliver the fifteen (15), three (3) bedroom dwellings currently in progress.

The funding caters for Stage Two Project Management costs and Council resolved during its October 2024 Council Meeting to engage Lackon to undertake these services for Council (Resolution C8.10-31102024). The value of the engagement was based on the construction project management of the nine houses being constructed by Richardson's Building Services and the two refurbishments (90 Sebasio and 40 Langie Draha).

325 POI POI BAMAGA CONSTRUCTION PROJECT MANAGEMENT

The tender for the construction of 325 Poi Poi Street, Bamaga has recently been advertised. Project Management Services are now required to undertake tender administration and evaluation, onsite surveillance, inspections, coordination, contract administration, project management, reporting, quality assurance and handover documentation. This scope of works is not included in the current arrangement with Lackon.

These works have been estimated to require 290 hours of work to be based on the current commercial contract rates. This body of work represents an extra cost of \$47,850 exc. GST plus any additional disbursements to the existing contract. Council resolution C8.10-31102024 endorsed a contingency amount of 20% which will cater for this extra body of work however it should be noted that this amount is not funded under the existing funding agreement.

FINANCIAL CONSIDERATION

Council officers have also identified a number of other unfunded additional costs associated with the project and discussions have been held with the funding body (Queensland Department of Housing) to seek further funding. The Department has requested Council formally write to the Department outlining these costs for their consideration and this body of work is underway.

It is the intention of Council Officers that Lackon undertake the Project Management Stage Two works for 325 Poi Poi Bamaga utilising the existing procurement agreement as per the Council resolution. However, this will lead to a shortfall of funds. It is the aim of Council officers to continue negotiations with the funding body and obtain a further funding schedule or variation to the existing schedules to cover these costs including the Stage Two Project Management cost for 325 Poi Poi Street, Bamaga.

Whilst verbal discussions have been positive with the funding body, there remains risk that the additional funding request is refused. In this scenario, alternative project management may need to be undertaken potentially resulting in a poorer quality outcome and significant time delays.

RECOMMENDATIONS

- Lackon Stage Two undertake Project Management Services Stage Two including 325 Poi Poi Street, Bamaga utilising the existing contract arrangement.
- Formalise a request to the Department of Housing seeking further funding to cover additional costs with the community housing project.
- Council consider a contingency allowance in Council's budget for the 2025 – 2026 financial year.

Title of Report: Change Of Meeting Date.

Agenda Item: 8.6

Classification: For Decision

Author Acting CEO

Attachments Nil

Officers Recommendation:

That Council:

Change the meeting date for the General Council Meeting for the month of April, 2025 from Thursday 24th April 2025 to Wednesday 16th April, 2025 and the Trustee meeting to Tuesday 15th April, 2025 and the change be advertised accordingly.

PURPOSE OF REPORT

To change the meeting date from Thursday 24th April, 2025 to Wednesday 16th April, 2025, to accommodate the short week between Easter and Anzac Day Long weekends.

SCOPE OF DELIVERY

It is becoming apparent that staff are considering leave for the short week of three(3) days between the Easter weekend and the Anzac Day Long weekend. It is not intended that Council will close and we will still work for those who are not travelling. However, experience indicates that people take advantage of these short weeks to go camping and visit family because it doesn't impact their leave and they are absent from work for a greater period of time.

It could however, reduce the services that will be available depending on the number of staff available to man the customer service desks

CHALLENGES

It would mean that there would be a shorter reporting period but because we report on the previous month's activities, Officers reports will still contain the usual information but will need to be submitted a week earlier

RECOMMENDATIONS

That the meeting date be amended, and the change be advertised accordingly

Title of Report: Bamaga Enterprise Limited – Change of Post Office Premises.

Agenda Item: 8.7

Classification: Action

Author Acting CEO

Attachments Bamaga Enterprises Correspondence.

Officers Recommendation:

That Council:

Authorise the Mayor and Acting CEO to commence negotiations with Bamaga Enterprises Limited (BEL) to exchange premises with the IKC to enable the Post Office to be compliant and allow growth for their organisation and that any final agreement be submitted to Council for approval.

PURPOSE OF REPORT

To advise Council and seek approval for the Mayor and Acting CEO to commence negotiations with BEL to allow them to swap premises with Council's IKC to give the Post Office more operating room. The Post Office is currently struggling with limited storage space for the increasing market of online shopping.

BEL are seeking Council's approval to relocate the IKC area in the RTC building for the Post Office operations. This would allow the existing Post Office space to be used for storage and repositioning the Post Office front Counter and shop.

The alternative would be to acquire air conditioned containers to be placed in the car park area which would not provide a suitable alternative nor a professional look.

BEL Now propose the following:-

- IKC to relocate to the current BEL office, which provides sufficient space and infrastructure to support their needs.
- BEL to move its office operations to the Lodge, repositioning space there currently being used by the Lodge Manager Accommodation.

STAFFING

Council would need to assess the current volume of IKC usage but no changes to staff is envisaged

SCOPE OF DELIVERY

This would affect the current Post Office location and move the IKC

ACHIEVEMENTS

Advantages to be assessed as part of the proposal.



OUTCOMES

This would primarily be beneficial to BEL. There is no distinct advantage to Council apart from enhancing the opportunity to maintain the Post Office so it meets the requirements of the Post Office Hierarchy.

It is desirable that Council do what it can to ensure the Post Office remains as part of the community. The Post Office provides identity to the community and is an integral part of people's lives now that online shopping is a way of life.

Impact

As Stated, this is a vital part of this community's identity

Gaps

N/a

CHALLENGES

There needs to be an assessment of the impact on the IKC and their operating ability.

RECOMMENDATIONS

That Council support the investigation of such a change and a recommendation be later submitted for Council approval.



BAMAGA ENTERPRISES LTD

4th December 2024

Kate Gallaway – CEO
NPA Regional Council
P. O. Box 200
Bamaga Qld 4876

Cc: Mayor Robert PoiPoi
Councillor Kitty Gebadi

RE: Proposal to Address Post Office Storage Challenges

Dear Mayor and Councillor,

I hope this message finds you well.

Bamaga Enterprises Ltd (BEL) would like to propose a practical solution to address the limited storage space for the expanding market of the community buying over the net and their parcels being received at the Post Office. We kindly request NPARC's consideration to reallocate the IKC area in the RTC building for Post Office operations. This relocation would allow the current Post Office space to be repurposed for parcel and stock storage while continuing to serve the community with the existing post office boxes and repositioning the post office front counter and shop. The alternative is having to acquire secured air-conditioned containers and placing in the current car park area – which require electrical wiring etc. An unsavoury looking set up, not employee friendly, providing further security and OH&S issues

As we know, BEL, took on the socio (loss making) role of providing a post office service when NPARC declined to same. We believe this adjustment would greatly enhance the Post Office's functionality and better serve the needs of the community.

As part of this solution, we propose the following relocations:

- IKC to relocate to the current BEL office, which provides sufficient space and infrastructure to support their needs.
- BEL to move its office operations to the Lodge, repositioning space there currently being used by the lodge manager accommodation.

We believe this arrangement would be a mutually beneficial outcome for both NPARC and BEL. It would enhance the Post Office's ability to serve the community, optimise the use of available spaces, and ensure IKC has a suitable location for its activities.

📍 179 Adidi Street, Bamaga QLD 📧 PO Box 82, Bamaga QLD 4876

📞 (07) 4069 3533 ✉️ admin1@bament.com.au

www.bament.com.au



BAMAGA ENTERPRISES LTD

Please do not hesitate to reach out if further details or discussions are required.

Thank you for your time and support.

Kind regards,

Reginald Williams
Executive Chairperson

Sharon Sloane
Executive Officer

179 Adidi Street, Bamaga QLD PO Box 82, Bamaga QLD 4876

(07) 4069 3533 admin1@bament.com.au

www.bament.com.au

Title of Report: Bamaga Enterprises Ltd proposal to take over operation of Swimming Pool

Agenda Item: 8.8

Classification: Action

Author Act CEO

Attachments Email from BEL

Officers Recommendation:

That Council:

Authorise the CEO to negotiate with Bamaga Enterprises Ltd (BEL) an agreement for BEL to operate the Council's swimming Pool operations on a full-time basis and any proposed agreement be submitted to Council for approval.

PURPOSE OF REPORT

To seek Council's approval to negotiate an agreement with BEL to take over the annual operation of the Bamaga Swimming Pool and that any future agreement be submitted to Council for approval.

The Council Swimming Pool is currently unused and is suffering from a lack of maintenance. It is unusable by the general Public. Council is unable to find qualified staff to operate it and it remains a risk to council by being an unattended area that children could access.

BEL are proposing to take over the operation of the pool, restore it to operational standard and continue to provide a facility for the community. The pool could be used to support the school with swimming classes, it could provide a swimming training venue and also a fitness facility. It could be much more than just a family entertainment area. Currently it is unusable. They are also proposing the implementation of a water park.

STAFFING

Qualified Staffing would be provided by BEL

SCOPE OF DELIVERY

This would focus purely on the operation of the pool and look to enhance it as a viable community asset. Currently, Council is unable to create that function and the pool is deteriorating as an asset and a support venue for the community.

BEL have also identified an opportunity to develop a water park as part of the operation of the pool. This would be a significant attraction for the children and families of the community.

BEL do not see this as a profitable investment and would be seeking a free lease to operate it.



ACHIEVEMENTS

The pool has been lacking function for some time now and this is an opportunity to make the pool functional without being a drain on Council resources.

OUTCOMES

Data

N/a

Impact

Currently the pool does meet community needs.

Gaps

A decision will be required if the pool is leased to BEL providing income to Council or if Council maintains the entrance fee (Income) and pays BEL to operate it, (Expense)

CHALLENGES

Restoration of the pool, and pumps, chlorinator etc to an operational standard, access to chemicals, qualified staff, (A Bronze Medallion and lifesaving qualification will be required for the staff).

Potential income will be unknown for the first year.

RECOMMENDATIONS

That Council enter negotiations with BEL for the future operation of the Bamaga Swimming Pool

From: [Executive Officer](#)
To: [Lew Rojahn](#); [Lew Rojahn](#)
Cc: [Chairperson](#); [Mayor](#); [Kitty Gebadi](#)
Subject: Pool - Water Park
Date: Thursday, 13 March 2025 12:06:19 PM
Attachments: [Outlook-l21ynwuf.png](#)

Hi Lew,

Following BEL's discussions yesterday, we are interested in taking on the lease for the Bamaga Pool under the condition of a free lease arrangement, with the commitment that BEL will investigate, plan and install a water park within two years of signing the lease.

We understand that the pool is currently unfit for use, so we would welcome the opportunity to negotiate a mutually acceptable outcome that benefits the entire NPA community.

While we recognise that operating the pool may not be financially profitable, our focus is on providing the community including families and the elderly with a safe and healthy swimming environment.

Looking forward to hearing your thoughts.

Sharon Sloane

EXECUTIVE OFFICER

(W) 07 4069 3533
(M) 0427 504 722
179 Adidi Street | PO Box 82,
Bamaga QLD 4876



eo@bament.com.au

Pool - Water Park

EO

Executive Officer <eo@bament.com.au>

To Lew Rojahn

Cc Chairperson; Mayor; Kthy Gebadi

Reply

Reply All

Forward

...

Thu 13/03/2025 12:06 PM

Hi Lew,

Following BEL's discussions yesterday, we are interested in taking on the lease for the Bamaga Pool under the condition of a free lease arrangement, with the commitment that BEL will investigate, plan and install a water park within two years of signing the lease.

We understand that the pool is currently unfit for use, so we would welcome the opportunity to negotiate a mutually acceptable outcome that benefits the entire NPA community.

While we recognise that operating the pool may not be financially profitable, our focus is on providing the community including families and the elderly with a safe and healthy swimming environment.

Looking forward to hearing your thoughts.

Sharon Sloane

EXECUTIVE OFFICER

(W) 07 4069 3533
(M) 0427 504 722
179 Adidi Street | PO Box 82,
Bamaga QLD 4876



eo@bament.com.au

Title of Report: BEL - Development of Sporting Conference and Facility Centre

Agenda Item: 8.9

Classification: Action

Author Acting CEO

Attachments Email from BEL

Officers Recommendation:

That Council:

That Council support Bamaga Enterprises Limited's proposal to develop a Sports and Conference Centre in principal and request them to make the appropriate applications to secure the development.

PURPOSE OF REPORT

To seek Councils support of BEL's proposal to develop a Sports and Conference Centre for the NPA Region.

The intent is for this facility to create a dedicated space for conferences, meetings, training courses and functions whilst supporting visiting sporting clubs and enhancing local sporting opportunities

Teams regularly travel here to the NPA for major events, this facility could be a valuable asset in attracting more opportunities and fostering stronger ties with other sporting associations.

As well, a full sized conference venue beyond the capacity of the Lodge's conference room would be beneficial.

This is a proposal for Council's consideration and no plans have been developed.

STAFFING

Provide summary of the staff and positions within the unit, any HR Challenges and vacancies

SCOPE OF DELIVERY

There is nothing in place at this time. Plan and Concepts are yet to be developed.

ACHIEVEMENTS

N/a

OUTCOMES

N/a



ORDINARY COUNCIL MEETING #12

Agenda Item 8.9

Monday 26th March 2025

New Mapoon Boardroom

CHALLENGES

These issues would be considered as part of the planning process. A Development application will need to be submitted with appropriate plans and concept drawings. The town plan would need to be considered to see if the correct zoning exists and agreement would be needed depending on where the development would take place. Council would also need to consider the impact on traffic flow, Water and Sewerage and service charges . All of this would be part of the development application process.

RECOMMENDATIONS

Council advise BEL that it would be prepared to support the proposal in principal subject to appropriate applications being provided.

From: [Executive Officer](#)
To: [Lew Rojahn](#); [Lew Rojahn](#)
Cc: [Chairperson](#); [Kitty Gebadi](#); [Mayor](#)
Subject: Lot 232 Sagaukaz Street - Proposal of a sports / conference centre
Date: Thursday, 13 March 2025 12:32:44 PM
Attachments: [Outlook-04unovwx.png](#)
[image.png](#)
[Outlook-JOHN McGRA.jpg](#)

Dear Lew,

Following our brief conversation yesterday, I'd like to formally express BEL's interest in developing a sports and conference centre/pavilion for the NPA region.

Our vision for this facility is to create a dedicated space for conferences, meetings, training courses, and functions, while also supporting visiting sporting clubs and enhancing local sporting opportunities. Given that teams regularly travel to the NPA for major sporting events, this facility could be a valuable asset in attracting more opportunities and fostering stronger ties with sporting associations. Additionally, a full-sized conference venue beyond the capacity of the Lodge's conference room would be highly beneficial.

At this stage, we have no formal plans or designs—our goal is simply to open the lines of communication. Below, I've included a few images of concepts that we believe could work well in Bamaga.

I'd appreciate the opportunity to discuss this further and explore how we can bring this project to life for the benefit of the community.

Looking forward to your thoughts.

JOHN McGRATH PAVILLIONS



Sharon Sloane

EXECUTIVE OFFICER

(W) 07 4069 3533

(M) 0427 504 722

179 Adidi Street | PO Box 82,

Bamaga QLD 4876



eo@bament.com.au

Title of Report: Operational Update on Works Department Report

Agenda Item: 9.1

Classification:

Author Operations Project Manager

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

To provide Council with an insight of the Project Manager's role and responsibilities within Operations Division of Council, how projects are delivered, the constraints and challenges confronted.

This report is not intended to be a duplication of EMO's monthly report to Council.

STAFFING

- Robert Bottger (Operations Project Manager) reporting to Gus Yates (EMO).
- An assistant project manager (Trainee) position has been approved, but not yet assigned.
- External consultants are engaged to assist with managing projects. Currently, Council has a standing arrangement with Aurecon (Cairns) for engineering, SLH Projects (Brisbane) for DRFA assistance and RPS for survey activities.

CURRENT PROJECTS

Project	Grant	Cost	Completion	Status
NP1 – Ferry Road (South)	TMR/QRA	\$11.0M	30/6/2025	Construction 75%
NP2 – Ferry Road (North)	TMR/QRA	\$9.7M	31/12/2025	Tender Phase
Airport Runway	Growing Regions/TMR	\$15.0M	1/12/2026	Initiation
Airport Power	QRA	\$2.0M	30/6/2025	Env. Approval Clearing
DRFA	QRA	\$14.7M	Varies	Varies
UMAG – BAM Cycleway	TMR/LRCI	\$1.6M	30/6/2025	Construction 15%
W4Q 2024-27	HLGP&PW	\$2.6M	30/6/2027	Initiation
R2R 2024-29	ITRD&LG	\$1.5M	30/6/2029	Initiation

PROJECT MANAGEMENT ESSENTIALS

Process Tool

- Projects are delivered in accordance with Project Management Body of Knowledge (PMBOK) published by the international Project Management Institute.
- The key elements of PMBOK are managing:
 1. Scope, 2. Scheduling/Time, 3. Cost, 4. Quality, 5. Resource, 6. Communications, 7. Risk, 8. Procurement, and 9. Stakeholder Engagement

The project manager is focused on integrating the above elements during the project life cycle, in particular at concept phase of new projects.

- Note that OpProjMan has formal qualifications in project management and is a member of the Australian Institute of Project Management.

Delivering Project Management

A Project Plan is normally prepared for new projects which will address the PM principals.

1. Scope

This process is to ensure that the project includes all the work required. Currently, scoping is being undertaken by Operations, Aurecon and Peak Services for the delivery of the airport runway upgrade and application for further QRA Crucial Access Links Program funding.

2. Scheduling / Time

Detailed scheduling is required to manage the timely completion of the project. This task is assigned to the engineering consultants and contractors under the PM's direction and review.

3. Cost

This important process involves the planning, estimating, budgeting, financing, funding, managing, and controlling costs so that the project can be completed within the approved budget. A team effort is required (Finance/PM/Grants/Consultant).

Usually, the PM has control and is required to remain up to date with project expenditure. However, NPARCS current financial system is inadequate to provide live, accurate updates during a project life cycle. The PM is unable to view general ledgers. It is expected this will be rectified with the new system due to roll out in July 2025.

4. Quality

These are activities of the engaged consultants and contractors that determine quality policies, objectives, and responsibilities so that the project will satisfy the needs for which it was undertaken. A Quality Management Plan is a mandatory requirement when engaging external contractors.

5. Resources

Nominated resources organize, manage and lead the project team. The PM is responsible for the selection of adequate, capable resources. This is done at initiation and is reviewed during the project.

6. Communication

Is the collection, distribution, storage, control and the disposition of project information. The PM must ensure dissemination of information is appropriately communicated between stakeholders by phone, email and regular project meetings. Mostly, this is successfully applied by the project team.

7. Risk

Conducting risk management planning, identification, analysis, response and controlling risks on a project. Risk management is applied seriously on all of Operations projects. Risks identified on projects were concrete demand, adequate resourcing and no show at work, plant break downs, time overrun and budget constraint.

8. Procurement

This process involves the purchase or acquiring products and services. All procurement is carried out strictly in accordance with the State and Council Procurement Policy. Typically, suppliers and contractors are invited to quote after receiving a Request for Quote from the PM. A Price Evaluation form is completed and included with the documents requesting a Purchase Order for the successful bidder.

The PM prepares open tenders for procuring products and/or services over \$200k. A tender analysis is completed and a report prepared for Council to approve. Tenders were recently prepared for NP2 Ferry Road North Upgrade.

9. Stakeholder Engagement

The processes required to identify all people or organisations impacted by the project, analysing stakeholder expectations and developing appropriate strategies for engaging stakeholders in project decisions.

This process has commenced on the new airport runway upgrade project. A workshop has been scheduled to discuss the project management principals above. Key stakeholders invited are finance, grants, communications, consultant airport specialists and Aurecon.

ACHIEVEMENTS

After two years tenure with Council, a noticeable achievement is relationship building with stakeholders. Operations team for capital works projects is made up of Operations, Grants Unit, Finance Grants Officer, Peak Services, SLH Projects PM and Inspector services for DRFA work, Aurecon (Council's preferred engineers) and QRA Regional Liaison Officer.

Together, we were successful in our bid for the \$15.0 million airport runway upgrade. This may be increased in our current application to QRA for additional funding. Also, QRA increased initial \$1.6M for Town Streets Betterment to \$5.7M without Council applying. QRA realises NPARC's Operations Team and demonstrated ability to deliver on time.

Title of Report: Operational Update on Building and Infrastructure

Agenda Item: 9.2

Classification: For noting

Author Capital Project Manager

Attachments

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

To provide a summary of current operations within the Project Management team of the Building and Infrastructure department.

STAFFING

- Project Manager and Assistant Project Manager.
- The Assistant Project Manager is currently undertaking studies towards a Diploma of Project Management

SCOPE OF DELIVERY

- Community Housing Project (15 new houses)
- Social Housing Accelerator Project – studios and extensions
- Works For Queensland - essential building renewals
- New Mapoon Multi-Purpose Facility Upgrade
- Additional asset management activities as required.
- Local Housing Planning as required.

ACHIEVEMENTS

- Registration of NPARC as a National Registered Community Housing Provider.
- Completion of the draft Project Prioritisation Tool.

OUTCOMES

Data

Six houses are currently being built for community housing with a local content spend of \$143K to date.

Impact

- The Community Housing Project and the new Social Housing Accelerator Program is meeting the needs of the community. It is a clear deliverable on strategies to address homelessness and overcrowding.
- It is difficult to ascertain whether other grant funded projects are meeting or will meet the needs of the community as there is no Community Plan.

Gaps

- Community Plan – A community plan is essential to formalise the aspirations of the community.
- Asset management for building and infrastructure assets – condition assessments, routine maintenance programs.
- Strategies are required to inform sustainable delivery of services and identify infrastructure needs.

CHALLENGES

- Turnover of Project Managers for the Council – loss of momentum and knowledge on projects.
- The requirement to have Indigenous Economic Opportunity Plans should be mirrored in NPARC procurement policy if it is Council's expectation.
- Asset management is not driving projects, so projects are being undertaken that are not necessarily adding to Council's sustainability and are difficult to engage contractors for.
- The new model of Council building community housing for the State has many new learnings for Council – financially and for project management.
- Delayed recruitment to the Council's building team.
- Concrete supply.
- Payment of creditors, lack of a permanent management accountant.

RECOMMENDATIONS

- Improve project concept and planning stages processes to ensure projects are shovel ready prior to seeking grant funding and commencement. For example, ensure all legislative triggers such as native title, cultural heritage, town planning have been considered adequately.
- Council prepares a long term asset management plan that integrates with the long term financial plan. Develop and endorse asset management plans and project prioritisation criteria.
- Fund programs for condition assessments and routine asset maintenance for housing and facilities.
- Update the NPARC procurement policy to mirror the IEOP requirements.
- Ensure that grants that we apply for are suitable for our priority projects, do not have ongoing financial or sustainability implications and don't detract from core business.
- Projects could be justified and defended by three sources of truth including the Community Plan, and Council Strategies and Plans.
- Investigate the potential for efficiencies in establishing a Cairns Office that attracts and retains key support staff, lessening the need for staff housing.
- Establish a more positive social media presence. We are painted in a poor light when only notifying of closures, breakdowns and price increases. Look to other Council's for examples.



ORDINARY COUNCIL MEETING #12
Agenda Item 10
Monday 24th March 2025
Umagico Boardroom

10. Finance Report



ORDINARY COUNCIL MEETING #12
Agenda Item 11
Monday 24th March 2025
Umagico Boardroom

11. Mayor Verbal Report



Title of Report: CEO Report

Agenda Item: 12

Classification: For Noting

Author Acting Chief Executive Officer

Attachments HR Manager Report

Officers Recommendation:

That Council:

- Note the Report

PURPOSE OF REPORT

To provide a status update for Council from the Acting Chief Executive Officer

GENERAL DISCUSSION

Councillors, unfortunately I cannot add any additional answers or updates to ongoing projects at this stage. Even though this report should encompass February Activities, I can only report on what has occurred in the last week at time of writing.

My time has primarily been around, Meeting with staff in all areas so they know who I am. Other meetings have been TEAMS meetings with most government Departments eg DATSIP, QPS
I have also met with the MANEX team and discussed their priorities and what the blockages have been and how we can remove those blockages and move the projects forward.

We have been held up with me authorising payments because COMMBIZ has been unable to get the Dongle to me to allow me to authorise payments on line. Ben, from BDO has been liaising to have this progressed.

I have met with HR to move forward any contracts that have been held over such as the progression of Casual people to Fulltime in accordance with the EBA.

Bamaga Enterprises Limited Chairman and EO have met with me to progress a number of issues with them. You will see from the Agenda that these reports to authorise my actions have been submitted.

HUMAN RESOURCES

Purpose of Report: HR Monthly Report – March 2025

Team:

Leonie Ishmail – HR Manager

Joyce Soki - HR Advisor



Michael Madeley – WHS Coordinator
Dale Salee – WHS Trainee

Human Resources

1. Employment Outlook

Total number of employees currently employed by **NPARC: 277.**

Current number of employees -

- Full Time – 156
- Part Time –10
- Casual – 111

Resignation/Terminations

Name of Employee	Position	Department
Michael Namok	Jardine River Ferry Operator	Community and Regulatory Services

2. Recruitment

Currently, there are ongoing recruitment efforts at NPARC to fill key positions across various departments. The recruitment team is actively reviewing applications, conducting interviews, and assessing candidates to ensure that only qualified individuals are selected. Updates will be provided as new hires are finalised or as positions are filled. The focus is on securing talent with the right skills and experience to support NPARC's operations and growth in the coming months.

Positions Advertised:

Position	Status
Sports and Recreation Coordinator	Successful applicant appointed
Events Coordinator	Readvertised, closed 25/03/2025. No suitable applicants
Events Officer	Successful applicant appointed

Laborer Carpenter	Successful applicant appointed
Qualified Carpenter (x2 positions)	Interviews stage
Trade Apprentice – Carpenter (x2)	Interview stage
HACC Yards Person (casual)	Successful applicant appointed
HACC Support Worker/Floater (casual)	Successful applicant appointed
HR Administration Support (Trainee)	Successful applicant appointed
Manager Injinoo Service Station	Successful applicant appointed
Senior Executive Officer	Successful applicant appointed

New Appointments

NPARC is pleased to announce several new appointments across various departments, strengthening our team and bringing in fresh expertise to support the continued success of our operations. These new team members bring experience and knowledge that will contribute to the organization's growth and efficiency. We look forward to welcoming them and are excited about the value they will add to the NPARC team.

<u>Position</u>	<u>Status</u>
Steven Rhodes	Injinoo Service Station Manager
Sabrina Mudu	Senior Executive Assistant – Commenced fulltime

NPARC Certified Agreement 2023

Under the NPARC Certified agreement 2023, several actions have commenced.

EBA Information Sessions

The information sessions have begun, with operations at the Umagico depo being the first to be completed. HR is currently developing a rollout schedule for all departments.

Casual Conversion

The Casual Conversion process reflects NPARC's commitment to enhancing employment opportunities for casual employees. After completing six (6) months of continuous service with NPARC, casual employees have the option to request conversion to full-time or part-time employment, based on the expectation that their employment will continue.

HR has been supporting several departments with this process and is pleased to provide an update that the following have been completed.

Department	Status
Building and Infrastructure	BAS Admin – 2x Employee's converted. Into fulltime employment Carpenters – 2 x Employee Converted into fulltime employment
Operations	Parks and Gardens - 4x near completion Workshop- 1x near completion
Community and Regulatory Services	Jardine River Ferry – 5x near completion IKC- 1 near completion HACC – 1x near completion

Status: Ongoing

Reclassification

The reclassification process is where an employee may make a request for reclassification to the CEO at any time where the employees' position has been restructured or re-organised, or as a result of a substantive change in the position initiated by NPARC or if the it is identified by an employee or NPARC that an employee is required by NPARC to perform duties on a regular basis that are of higher classification.

Department	Status
Executive	Customer Service – 2x request under review
Community and Regulatory Services	IKC- 1x request under review

Status: Ongoing

NPARC Apprenticeship and Traineeships.

The Department of Employment, Small Business, and Training has allocated two positions to NPARC following a competitive bidding process for the 2024 First Start Program. NPARC has been awarded:

- **1 Apprenticeship** – Allocated to the Building and Infrastructure Department: **Interview stage.**
- **1 Traineeship** – Allocated to the HR Department: **Recruited**

Recruitment for these positions is ongoing, with the successful appointment of the Human Resources Administration Trainee. Interviews for the apprentices in the Building and Infrastructure Department are currently underway.

Status: Ongoing

The Department of Housing has allocated funding for 10 trainees under the First Nations Workforce Pathways Program. These trainees will be engaged in a Certificate II in Indigenous Housing Repairs and Maintenance Traineeship.

The HR Department has met with the Building Services Manager to discuss the recruitment for the 10 trainee positions. Additionally, the Building and Infrastructure Department will reengage in discussions with the Department of Housing and provide HR with guidance on the next steps.

Mechanical Workshop Apprenticeship

Rodney Luff has successfully completed his first block of training as an apprentice in Diesel Mechanics at Cairns TAFE. Regular updates on his progress are provided to both his manager and the HR department.

The Workshop Manager and HR have been working closely with Busy at Work to onboard additional apprentices in Diesel Fitting. Serge Elu has successfully registered with Axial Training Services (RTO) and is set to begin his apprenticeship in Diesel Mechanics.

Status: Ongoing

Upcoming Training

There have been no training sessions conducted or reported during this period. Further updates will be provided once training activities are scheduled or completed.

Funding – Growing Workforce Participation Project

The Department of Employment, Small Business and Training has allocated funding under the Growing Workforce Participation Fund for the Skills Audit and Training Plan Project at NPARC. This initiative aims to improve staff retention, reduce shortages, and enhance career progression for Aboriginal and Torres Strait Islander staff by creating individual skills profiles and training plans.

The project will:

- Identify employees' skills, interests, and aspirations.
- Develop individualized training plans to improve job fit and career growth.
- Enable staff to take on higher duties, allowing unemployed Indigenous residents to fill their previous roles.

HR has met with the Department of Employment, Small Business and Training to provide a progress update on the project's commencement. HR Law has been awarded the HR specialist consultancy role and will aid throughout the project's duration. Requests for workstation and IT equipment have been received, and procurement processes are being followed. Recruitment for the Project Coordinator and Project Support roles will begin shortly.

Status: Ongoing

Work Health & Safety

Workplace Health and Safety is crucial for ensuring employee well-being and reinforcing NPARC's commitment to a strong Safety Culture.

Achievements

Here is a summary of key achievements and progress on operational deliverables:

- Discussions with LGW regarding costs of transitioning from WorkCover to the LGW Scheme for RRTW.
- HSR Meeting – Had first involvement from Executive manager.
- Signing up for use of Safety Culture SMS online reporting and recording.
- Successful return to work for a long-term outstanding employee.
- Continual identification of training needs and updates to the Training Matrix.
- Safety catch-ups with FNQ Councils, organized by WorkSafe QLD (ongoing monthly).
- Active participation in "Take 5 for Safety" across workgroups.
- Involvement of managers, supervisors, and HSRs in workgroup hazard inspections.

These efforts contribute to improving workplace safety, training, and operational efficiency.

Staffing

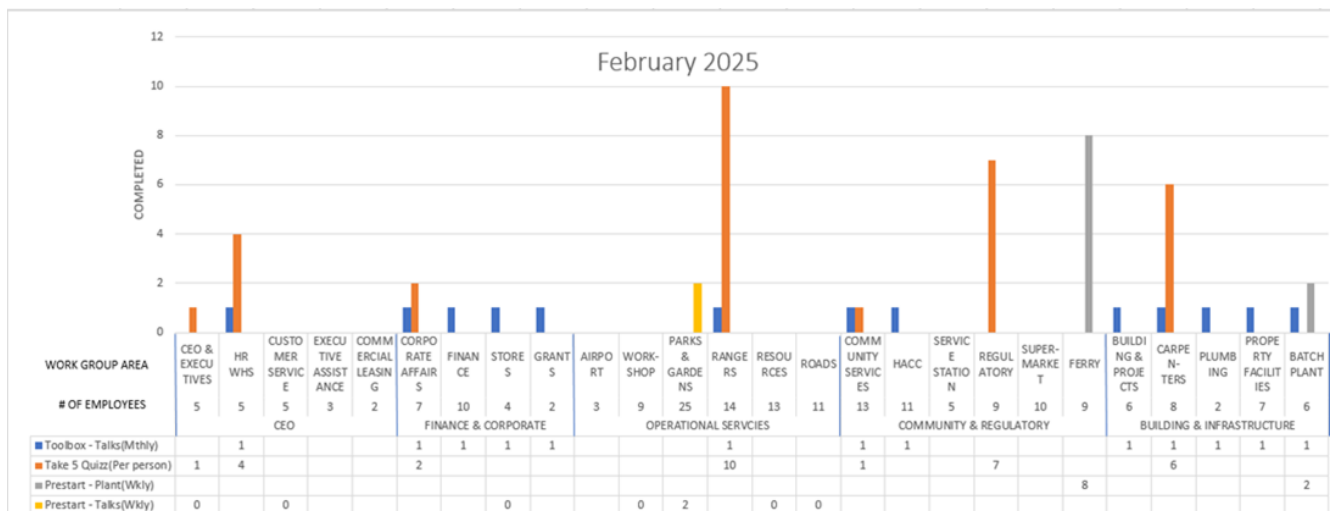
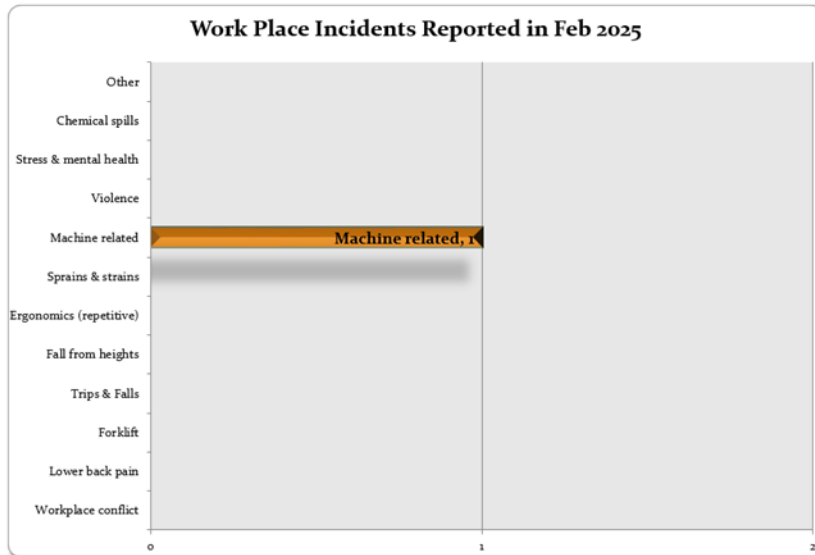
The unit is currently operating with two staff members, additional positions may be required to support WHS initiatives.

Data

Is there any qualitative or quantitative data showing impact?

- 2 x Incident / Injury report. –
- 5 x Hazard reports –
- 5 x Hazard Inspection completed

- 3 x Take5 guides sent out
- 0 x Workcover Claims ongoing -
- 3 x Toolbox Talks for the month



Outcomes are that finance & Building teams doing toolboxes and only five (5) work fronts doing Take 5 quizzes.

Need to have more support from senior management to emphasize the importance of the Managers & Supervisors WHS obligations.

These activities reflect ongoing efforts to identify and manage workplace risks.

WHS Induction

No WHS inductions have been conducted recently. Arrangements are currently underway for new staff inductions.

WHS Training

- Training required for Managers & Supervisors on WHS 2011 obligations to ensure they do not expose workers to risks.
- Awaiting quotes from LGAQ for training in Work at Heights, ACDC Chemical, Confined Space, and First Aid. – Ongoing

Toolbox Meeting

These sessions help reinforce workplace safety and awareness among staff.

- 2 Take5 Guides Issued
- 3 Toolbox Talks conducted.

Workcover cases

Cases are being actively managed to support employee recovery and return to work.

- 2 Ongoing WorkCover Claims
- 1 New Claim

Rehabilitation And Return to Work Co-ordinator:

No new updates to report currently.

Site Inspection

No new updates to report currently.

Complaints received:

No complaints received.

Safety Awareness Bulletins sent out:

- Melioidosis
- Working outdoors

Impact

- Our continual involvement at all work fronts is having a positive impact for NPARC to achieve a better Safety Culture mine set.
- Involvement by Managers and Supervisors is continually improving.
- Major incident with NPARC load on a truck hitting powerlines. Ongoing investigation

Gaps

- Chemical identification and SDS recording ongoing - Chemwatch
- Training is required for Managers & Supervisors as to their WHS 2011 obligations and responsibilities to ensure they understand not to expose risks to their workers.
- Waiting for quoted from LGAQ for training for Work at Heights, ACDC Chemical & Confined Space & First Aid.
- Our EAP program is lacking support and back for our workforce.

Concerns for Improvement



ORDINARY COUNCIL MEETING #12

Agenda Item 12

Monday 24th March 2025

UMAGICO BOARDROOM

- Ongoing duty of care for Managers and supervisors to understand the importance of reporting and recording of WHS information.
- Training for Return-to-Work Co-ordinators needed – still waiting.
- Training for Psychosocial Management is desperately needed.
- Sent out bulletins to all NPARC re Melioidosis – message not getting through.

Recommendation

- Continual roll out of current Safeplan system while looking at future proofing the WHS area in terms of making it a practical program to deliver.
- AGAIN - Updating of policies is too slow, I have been waiting since March this year for our Drug & Alcohol Policy to be finalised, until it is done, we cannot test any employees.
- Feedback on issues from our reports.

UPCOMING MEETINGS & VISITS

No Data available

REGULATORY SERVICES

PURPOSE OF REPORT

To provide a summary of current operations within the Regulatory Services Unit within Council.

STAFFING

Provide summary of the staff and positions within the unit, any HR Challenges and vacancies

- Staffing within the Regulatory Services department is as follows:
- Regulatory Services Manager – Ronald Williams
- Administration Officer – Pamela Ger (until 30 June 2025)
- Senior Environmental Officer – George Mara
- Illegal Dumping Officer – Frank Mau (until 30 June)
- Animal Management Supervisor – Winston Salee (until 30 June)
- Animal Management Officers – Henry Toby, Lorenzo Whap, Lequisha Charlie,

SCOPE OF DELIVERY

Provide summary of the areas managed within the unit and any services delivered

Animal Control:

- Maintain the pound and care for impounded animals 7 days per week
- Trap and impound wandering dogs identified or reported
- Re-home unwanted dogs or dogs that are not identified
- Assisting visiting vet when they are in the NPA
- Community education re: wandering or sick dogs
- Assist people in the communities by providing free parasite treatment to dogs
- Respond to phone calls regarding dead or sick animals and arrange the euthanasia and disposal of animals
- Implementing Council Local Laws

Illegal Dumping:

- Monitor known illegal dumping sites
- Community education re: Illegal Dumping
- Coordinate the cleanup of illegally dumped materials
- Installing review monitoring equipment

ACHIEVEMENTS

Provide summary of key achievements that have been made over the past 6 months

More detail on the progress of deliverables under the operational plan

- The first vet (Burton Veterinary Contracting) visit for the NPA was on Monday 10th – 14th March and I'm still waiting on the vet to send me the details of how many dogs they desexed and parasite treatments.
- The next vet visit will be in September and November the vet will work out dates and let me know.
- Regulatory Services Team supported the vet by transporting dogs to the vet service area for people who don't have transport.
- Euthanasia dogs with vet supervision
- Illegal dumping officer currently working on temporary closure of roads
- Currently investigating dog bite issue at Snake Gully Injinoo
- Animal Management Team conducted animal census (dogs) in the NPA before the vet visit. Seisia 22, New Mapoon 126, Bamaga 106, Umagico 59 & Injinoo 65.
Total - 369

OUTCOMES

Impact

The Regulatory Services team accept that there is always room and time to improve, we feel that we have been able to service the broader community well.

Gaps

Are there any gaps in service delivery



ORDINARY COUNCIL MEETING #12

Agenda Item 12

Monday 24th March 2025

UMAGICO BOARDROOM

- At times staff need to respond to urgent issues which can slow progress on general activities.
- Access to computers and IT to perform positions.
- Community expectation that staff will respond 7 days a week.

CHALLENGES

Are there any issues regarding the delivery? E.g. staff, resources, design, community needs and priorities

- Slow progress on establishing the office for Regulatory Services as during wet season the office is flooded.
- Strong need for upgrade to the dog pound and to build a horse paddock.

RECOMMENDATIONS

Any recommendations to improve future delivery

- Consider using council funds to support the ongoing employment of an administration officer.
- Seek funds to build a new horse paddock and expand the dog pound.
- Consider using council funds to support at least 3 vet visit visitd each year.
- Consider using council funds to support Regulatory Services team to be trained and have Cert 3 in Indigenous Environmental qualification, staff need proper cultural relevant training which is relevant to communities in the NPA.



ORDINARY COUNCIL MEETING #12
Agenda Item 13
Monday 24th March 2025
Umagico Boardroom

13. Presentation from Advisor

Title of Report: Operations Report

Agenda Item: 14.1

Classification: For Noting

Author Executive Manager, Operations

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

To provide Councillors with an outline of monthly activities undertaken by Operation Department sections.

BACKGROUND AND CONTEXT

Capital Projects Update

Robert Bottger (Project Manager - Roads)

1. Umagico to Bamaga Cycleway

- Works completed in January is as follows:
 - Installation of Nona Creek bridge (adjacent floodway)
 - Relocation of bridges in Umagico to align with Mara Street
- Responses to the latest batch of design review comments from TMR.

Forecast Activities Next Month

- Responses to the latest batch of design review comments from TMR.
- On site works paused due to concrete supply issues.

2. Bamaga to Seisia Cycleway (Planning Phase)

- Completed

3. NP1 – Ferry Road Southern Approach

- Gulf Civil have undertaken pavement rectification works at the start of the job (near Cook Shire boundary) that failed due to rain saturation in December 2024.
- Gulf Civil have submitted a revised program of works to complete the Contract.
Start date – 31 March 2025
End date – 30 June 2025

Forecast Activities Next Month

- Re-commence works as per revised program.

4. NP2 – Ferry Road Northern Approach

- Aurecon are managing the tender and construction phases of the project.
- Tender Phase commenced.
- Tender close date: 2 April 2025

Forecast Activities Next Month

- Tender analysis and award of Contract.

5. Environmental Management Register – Removal of Lot 7

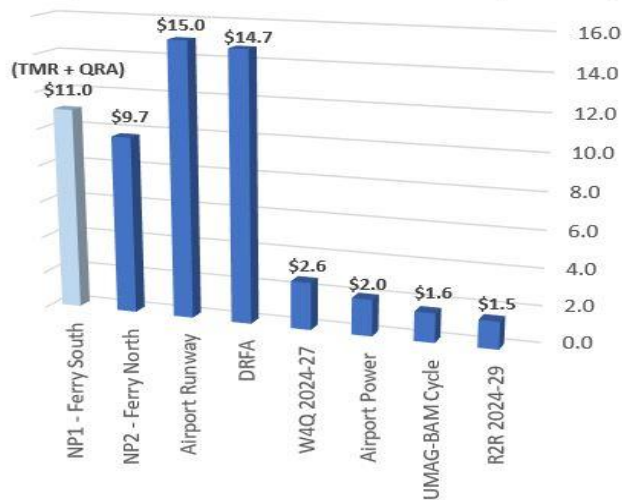
- A Preliminary Site Investigation Report has been prepared and was discussed with Gus Yates. Council supported the report which was issued to the Contaminated Land Auditor (CLA) for review.
- CLA reviewed the report and had some comments on the proposed environmental sampling requirements. Aurecon engaged directly with the CLA and negotiated the removal of wells from the requirements.
- Aurecon is currently preparing a variation to cover services to undertake environmental sampling and reporting.

6. Grant Applications

- Council has been advised they were successful with several grant applications under the Housing Support Program – Community Enabling Infrastructure scheme, including the following project:
 - Bamaga 20 Lot Social Housing Development
 - Umagico 9 Lot Social Housing Development, Stage 3 – Mooka St
 - New Mapoon Social Housing Development – Langie Draha St Upgrade
 - Seisia 32 Lot Residential Development
- Council resubmitted the application to upgrade the Ferry Road section south of the Muttee Heads turnoff, under the Safer Local Road Infrastructure Program (SLRIP). This application was submitted on 31 January 2025.
- Council submitted a grant application under TMR's 2025 Cycle Network Local Government Grants Program on 30th September
 - Application is for funding to construct the New Mapoon to Seisia Cycleway, currently under design.
- An NPARC Access Road strategy was prepared at the request of TMR to support TMR's funding allocation request for the next stage of the Cape Access Roads Program (Stage 3) program. This was submitted 28 October 2024.

The below column chart demonstrates grant funding for 2024-26 financial years.

Capital Works 2024-26 Grants (58.1M)



7. 2023 REPA Town Streets (3105-4810)

- New Mapoon/ Umagico / Injinoo (NM/I/U) Tender closed 06 March. Assessment Report prepared for March Council meeting.
- **Forecast activities next month**
 - Purchase Principal Supplied reinforcement for NM/I/U.
 - Award NM/I/U Concrete Roads Tender
 - Complete design for 17 Bamaga sites and prepare tender documents.

8. North and Far North Tropical Low Activation, commencing 29 January 2025

- NPA has been activated by the Queensland Government for this event. DRFA assistance measures include Counter Disaster Operations and Reconstruction of Public Assets. PM (SLH Projects) is currently collecting damage evidence to enable a submission to be developed and submitted to QRA.
- **Forecast activities next month**
 - Build arterial gravel roads submission for QRA approval
 - Survey all minor gravel roads and build a second submission.

9. 2025 QRA Emergency Works (3105-4824)

- Council to commence Emergency Works on Arterial Roads to make safe for traffic.

10. 2025 QRA Arterial Gravel Roads Restoration (3105-4825)

- Damage evidence collection and building submission for presentation and approval by QRA is the priority. PM (SLH Projects) in Community working on this task in March.

11. 2025 QRA Local Gravel Roads Restoration (3105-4826)

- PM (SLH Projects) programmed to collect Damage Evidence in April to enable submission to be built and approved by QRA.

12. 2022-23 QRRRF (QRA) Airport Power Line (3105-4850)

- This project is jointly funded with ATSI TIDS contributing \$439.5K and QRA providing an additional 1.63M. Total project value \$2.05M.

- Ergon has completed the design phase. Ergon is finalising the Environmental Approval with the State Govt to enable the roadside tree clearing to occur. It is anticipated that construction will be completed by the end of June 2025.
- Connection scope from the Ergon Pillar Box to all the current facilities at the airport including the terminal, strip lighting, fuel, house, generator, etc. Contractor engaged for this project. Works forecast to commence on site April 2025.

Forecast Activities Next Month

- Ergon prestart for easement clearing/.

13. NP Airport Runway Upgrade

- This project is funded by the Commonwealth Government's Growing Regions Program and is administered by the Queensland Department of State Development, Infrastructure and Planning.
- Council received on 14 May 2024 a letter of approval from the Federal Dept. ITRDC&A.
- A fully executed agreement was signed on 17 February 2025 for the amount of \$14,994,656.
- Planning Phase is scheduled for 2025 and the Construction Phase will be undertaken in 2026.
- Aurecon (Cairns) will be engaged to project manage the project under Council's current engineering agreement with Aurecon.
- Aurecon have airport specialists and have delivered runway projects for the Department of Defence in remote areas.

Forecast Activities Next Month

- Aurecon to prepare an estimate of fees to undertake the Planning Phase.
- Aurecon to prepare a Project Plan for Council and State approval.
- A Planning Workshop with key stakeholders to define the scope and deliverables to be undertaken.

14. Lot 87 Sebasio Street Powerline Upgrade

- New poles delivered on site. Works commence in April 2025.

15. W4Q 24 – 27 Project updates Update

- Strategic Planning Projects \$520,000.00
 - This project will deliver planning projects that support strategic planning for:
 - a) Future industrial and commercial areas across the communities of the NPA
 - b) Cemetery expansion/renewals across Injinoo, Umagico, Bamaga & New Mapoon.
 - c) Open parks and space strategy for whole of NPA –inform and guide future investment in parks and recreation spaces across five communities.
 - d) Rodeo grounds – community consultation, concept design and precinct planning for future new facility for Rodeo events.
 - e) Local Waste Strategy – to tailor regional strategy to local needs.
 - Asset condition assessment reports to inform the ongoing development asset management for council. (MENTOR APM)
 - Proposed commencement is March 2025 with an estimated completion by mid-2026
 - External specialist consultants will be engaged via Local buy to undertake these planning projects on Councils behalf.
 - Given the fixed budget and breadth of the above scope deliverables will need to be prioritised to ensure the budget is not exceeded.

- Jardine River Vessel Upgrade \$350,000.00
 - Aurecon has been approached to assist operations with managing an tender process to engage a suitably qualified contractor to undertake the repairs.

Parks & Gardens

Community maintenance was completed in all communities during February.

The new Outfront mower arrived in the NPA during February and was immediately put to use.

Contractors have been engaged to assist in some areas during February.

Additional Snap Send Solve internal request tasks responded to are listed below:

- Radio station Bamaga
- Anu St Walking Path
- Waiting Shed Seisia wharf
- Overgrown trees Adidi street
- Overgrown pathway Adidi street
- Lui Street clean up

Works

Roads

Roads crews were involved in the following activities during February:

- Repairing potholes in all communities
- Removing sand from the Seisia barge ramp for ongoing Barge access
- Commenced cleaning drains in and around the NPA Communities
- Loading of green waste from the transfer station to the landfill
- Preparing new street signs for installation at Injinoo in March / April

Wastewater (sewer)

- Ongoing maintenance in and outside public toilets
- The boys also checked and cleared debris off the outlet filters of the three Communities Sewer Ponds at New Mapoon, Bamaga, and Injinoo to avoid Ponds from overflows.
- Some issues were experienced at the Injinoo Pump Station staff and contractors have made temporary repairs and ordered the necessary replacement parts.
- Borrowed Roads Tractor Slasher from Roads to cut grass around the Sewer Ponds. T
- Checked the Sprinkler Paddock Pumps, to get sprinklers working out at the opposite paddock, adjacent from the Sewer Ponds.
- Cleaning and maintenance undertaken at the Sewer Pump Stations.
- Roads crew cut a divert rain drain in front of the Umagico Sub Pump-station.
- Workshop repaired the Sewer Ponds Mower trailer tyres, and for the Mowers front tyres.
- Ordered the Six by 20 Litres of Bio-zyme Bottles for the Pump Stations Wet wells.
- The Bamaga Pump station well had water halfway up, so staff manually pumped the water out from the line, the same occurred at Seisia sub-pump, New Mapoon, and Umagico Highway pump. Everything has returned to normal and staff are monitoring, probably the rising of water table due to the rain.

- Facilities repaired the following at the Waste Management office,
 - vandalised sliding window replaced the broken glass window with an acrylic material.
 - Councils Plumber fixed our leaking Waste Management office toilets, the water pipe was leaking in the ceiling.

SOLID WASTE (WASTE MANAGEMENT)

- The Workers of the Transfer Station cleared heaps of Rubbish from near the green waste area and transported them out to the main Landfill Dumpsite with the big Hook Skip-bin truck. Akitau Salee (AJ) always transports full bins from the Transfer Station out to the Main Landfill when full.
- Alex Sagaukaz operated the small Skip-bin truck, emptying Skip-bins from Internal and External areas. Mid-February we Purchased ordered the UD truck from Roads to carry gravel and dump them upon the rubbish in the filled-up cells to bury into the landfill. we had the truck working five hours on Saturday 15/02/25, two hours on Sunday 16/02/25.
- Wilfred Jacksonia and other Workers take turns Monitoring Vehicles entering the Transfer Station with rubbish, and directing where to dump, separating metal from Green-waste. On 17/02/25, We purchased order the Front-end Loader from Batching Plant for two hours to push the Transfer Station Green-waste materials into its pile.
- We took in another Casual Worker, Anthony Roger William to help drive the Garbage truck.
- On the 20/02/ 25 a purchased order was written to replace a missing bolt from the big Hook Skip-bin truck, but it is now fixed. Wilfred Jacksonia the Transfer Station, and Landfill Leading Hand took a Week annual Leave from the 21/02/25 to the 25/02/25.
- Robert Nevill and I talked to bring in Yusia Earth Moving to remove all the Metal wastes and Scraps from the transfer Station to the main Landfill, due to the metal pile pilling up. Due to rain, they worked from Friday the 21/02/25 to Monday the 24/02/25. Robert Neville asked Yusia Earth Moving for another Extension of Five days. So, they continued from Monday through till Friday the 28/02/25, also removing all the big mounds of Green-waste piles.
- The truck arm grip is getting better now than before. The arms of the bin truck can now hold bins from falling away from the arm, while emptying into truck, but still the lifting arm freezes halfway when doing its bin runs, after cooling off then the truck run again.
- On the 04/03/25 the Small Skip-bin truck snapped the chain for lifting the Skip-bins, a purchased order was sent to fix the chain, after a day the truck was operating again.
- We made a purchase order to Workshop the 06/03/25 to fix the Hydraulic fan of the Bandit Garbage truck, it is broken, not working, its function is to keep the Hydraulic system cool, when heat and hot air forms inside the hot Hydraulic, it freezes the hydraulic arm of the Bandit truck, it could be the reason the Hydraulic arm keeps freezes, apart from the electrical sensors of the truck. The Hydraulic pipe behind the lifting arm of the Bandit truck burst but was fixed again the same day at the workshop.

Water

The month of February continued to be a relatively easy month with the onset of the wet season and the significant reduction in water consumption.. All community reservoirs are full and the sprinkler ban signs have been removed. This has allowed for some plant shutdowns to occur to be able to catch

up on some planned maintenance works. The replacement of pumps and some minor leaks around the plant have been completed. The next few weeks will see more maintenance tasks being completed while downtime can be afforded with the reduction in consumption. One of these maintenance tasks will be the servicing of all fire hydrants within the NPA, these will require some small water outages during this process. The recently repaired Jardine river pumps are performing well and arrangements are being made to send the failed pump and motors away for refurbishment. We are awaiting Seaswift to pick up some pumps that we scheduled to be sent for refurbishment which once completed will mean we now have spare pumps onsite.

Rainfall in Bamaga was recorded at 372.9 mm, which is below the average recorded for February of 423.3 mm.

Total Water Production (Filtrate) Volume for the Bamaga WTP for the month was 1116.40 ML, averaging 4.15 ML/day.

Membrane PDT results for Trains A and B remain at 8 and 12, respectively. These results are being monitored as we have seen a slight increase this month. All equipment, including but not limited to the replacement membranes and paddle blinds, is onsite. Veolia will continue monitoring and tracking PDT results and the condition of the current membranes to determine the replacement date and mobilise any additional personnel and spare tools to expedite the replacement process.

Veolia has been working with the State Government on the proposed WTP CMF Upgrade, facilitating funding efforts supplying all necessary supportive material and information. Further discussions have been held with identified stakeholders, with some additional information requested. Further meetings have commenced with the state advising that they have engaged with a consulting company to begin the review process. The state government and Aecom are scheduled to visit during the first week of March along with a process engineer from Veolia to review the proposed process upgrades for finalisation.

A water leak has been identified from the clear water tank and reported to the state as this will be a warranty issue. Raven tanks placed their drone the the tank to try identify the leak and have given their findings to the state. The state engaged with ATM tanks to rectify this leak, at which they attended the site and completed these repairs. We will continue to monitor and advise if any further issues arise. No further leaks have been noted

4 residential leaks were inspected and handed over to NPARC.

0 commercial leaks were inspected and handed over to NPARC.

0 mains leaks were identified and repaired.

There were 0 new service requests and 0 new service installations completed in the period.

There were 0 OHS incidents, 0 environmental incidents.

Workshop

Summary of works carried out during January:

- Jardine Ferry
 - Ignition and Starter motor issues was resolved.
 - AMSA faults completed excluding below the water line hull repairs

- Bandit Garbage
 - ongoing solenoid issues causing intermittent stoppages.
 - Control bank to be disassembled now that the old truck is back on the road
- Iveco Garbage truck lift arm was lost in transit and flown to the NPA in mid March
- Rangers vehicles
 - Replaced the clutch and gear box in one vehicle
 - Replaced the clutch in a second
 - Replacing injectors in another

SUMMARY OF COMPLETED JOBS			
SERVICE – PM	BREAKDOWN	SMALL PLANT	TYRES
5	15	17	11

Stocktakes

- Monitoring of stock is improving with the admin ladies getting familiarise with the PCS Store/Inventory system.
- Still a lot of work to be done around updating and ordering of stock.
- We have parts for older vehicles we no longer own, we will look to dispose of them at our next tender.

Recommendations

- That apprentices to do their training at Thursday Island through Busy at Work RTO – Axial Training
- Workshop lighting need to be repaired / replaced
- Replacement / renewal of workshop tools with trade quality tools.
- Workshop staff would benefit from the following training:
 - Air Conditioning,
 - Basic Auto Electrics,
 - CAT SIS.
 - Mentor APM

Rangers

Daily operational task –

- Vehicle checks
- Safety Toolbox & take 5
- Ranger Vessel washdown & parked in shed before Xmas break
- Road Checks & road clearing
- Cleaning of amenities block Somerset & Muttee Heads
- Check swimming areas if it's clean
- Biosecurity Fee for Service - (all biosecurity activity is submitted to biosecurity through their Top Watch app)
- Croc sightings in and around our coastal areas

- Weed mapping of the areas where weeds are identified on the country, where rangers drive around sighting weeds in an area, and how much.

Aerial Shoot planned for Skardon River to Jardine Swamp 25th of April 2025 – Avgas fuel to be dropped off at Muttee Heads / Jardine

Airport

The NPA airport has remained operational through February.

Sales figures for February are as follows:

Sale item	Monthly Totals	Comments
Jet A-1 litres	12,966	
Jet A-1 sales	\$35,008.20	
Avgas litres	1,507	
Avgas sales	\$4,068.90	
Landing fees	\$3,797.85	
Passenger tax	\$13,133.63	January
Parking Fees	\$0.00	January

Sale items	Skytrans	Other airlines	Total
Flights in/out	41	69	110
Passengers in/out	1,259		1,259

Major Maintenance issues identified/corrected.

Boundary Fencing	Awaiting outcome of grant application. Materials for a small repair around the apron and storage area have arrived. Quotes have been received from fencing contractors to erect and a PO will be raised in March
Main Generators has faulted	Replacement generator to be installed and commissioned in March
Fuel Supply	Delivery of Jet fuel was delayed due to the floods in Townsville during February NQ Petro engaged to: - Replace Point of sale equipment

Airport HR - Nothing to note for January.

Batching Plant

Staffing

- Keith van Woerkom – Manager
- Keas Blarrey – Acting Supervisor Batching Plant
- Graham Wasiu – Truck Driver
- Denson Missi – Truck Driver/labour

- Mickey Pablo – Casual Truck Driver/Labour
- Sebastian Kiwat – (Plumber) – Driver when staff away/leave/sick

Stocktake as at 28/02/2025.

Stock Item	Opening Balance (31/12/24)	Closing Balance (31/01/25)
Fine Sand	90 (T)	120 (T)
Coarse Sand	311 (T)	160 (T)
10mm Aggregate	162 (T)	154 (T)
20mm Aggregate	280 (T)	137 (T)
Cement	94 (T)	8 (T)
Premixed	9 (T)	4 (T)
Water Reducer	3,000 (Ltr)	2,650 (Ltr)
Retarder	1,100 (LTS)	1,050 (Ltr)
Fibre Crete Fibres	166 (boxes)	166 (boxes)

Sales

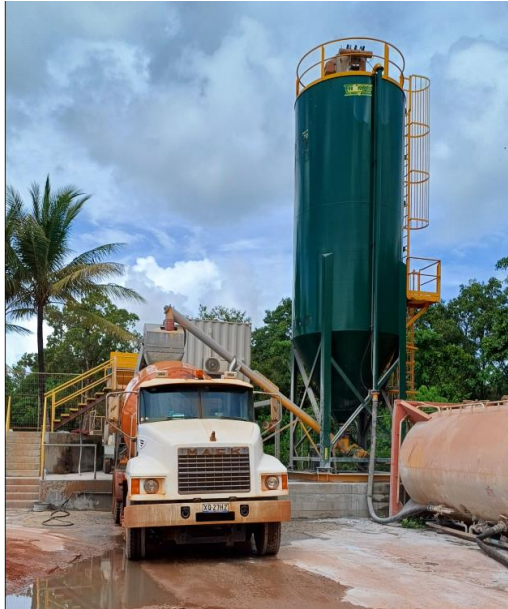
Product	Volume	Value (\$)
32 mpa concrete (m ³)	0	\$0.00
25 mpa concrete (m ³)	306.6	\$390,915.00
20 mpa concrete (m ³)	0	\$0.00
Block / core fill (m ³)	26.0	\$32,630.00
K&C (m ³)	0	\$0.00
Premix Blend (m ³)	0.25	\$286.25
20mm Aggregate (m ³)	0	\$0.00
10 mm Aggregate (m ³)	0	\$0.00
Coarse Sand (m ³)	0	\$0.00
Fine Sand (m ³)	0	\$0.00
Totals		\$423831.25

Challenges

- The ongoing issue in January and February with water getting into the silo and creating cement rocks which blocks which jam the valve at the bottom of the silo may have been resolved.
 - Several modifications have been made implemented with this system.
 - The batching plant has not incurred any production issues since these modifications were completed.
 - There has only been a small volume of concrete batched without any issues, since completion of the modifications.
- Current estimated demand for concrete during the 24-25 wet season exceeds the volume of screenings and coarse sand available on site.
 - Batching plant has negotiated supply for structural works with the two major building contractors in the NPA to allow them to continue until more screenings and coarse sand can be imported after the wet season.

ACHIEVEMENTS

- Although delays have occurred concrete has been produced and supplied to costumers through the issues with the Silo.



Level three manager reports, question from EMO. Is the Council gaining the benefit from these reports that they are looking for? Given the stress that it puts some managers under to report to Council. Could a less formal process still provide Council the outcomes that they are looking for?

CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

This report is in line with the following sections of the Operational Plan 2020-2021:

1. Reliable and Affordable essential Services
 - 1.1 Water
 - 1.2 Landfill
 - 1.3 Access
2. Safe, clean and attractive physical environments
 - 2.1 Animal Management



ORDINARY COUNCIL MEETING #12

Agenda Item 14.1

Monday 24th March 2025

New Mapoon Boardroom

2.2 Clean and tidy public areas in each Community

FINANCIAL AND RESOURCE CONSIDERATIONS

Operational budget expenditure

CONSULTATION

Works Manager

Parks and Gardens Supervisor

Ranger Coordinator

Workshop Manager

NPARC Project Managers

Airport Manager

Batching Plant Manager

Title of Report: February Update on Community & Regulatory Services Report

Agenda Item: 14.2

Classification:

Author Executive Manager, Community & Regulatory Services

Attachments Compliance Report

Officers Recommendation:

That Council: Note the content provided in this report on current progressive activities and projects undertaken by Community Services Team including Indigenous Knowledge Centres, Events Team, and Sports and Recreation. Aged Care, Regulatory Services including, Illegal Dumping, Animal Control and Enterprises including Jardine Ferry, Umagico Supermarket and Injinoo Service Station.

PURPOSE OF REPORT

To provide Councillors with an update of monthly activities undertaken by Community Services and Regulatory departments.

Community Services

- Community Services has been busy planning for upcoming events and programs. The team has reviewed the calendar and highlighted key events, with preparations underway for ANZAC Day on April 25 and the upcoming school holiday programs.
- In Sports and Recreation, recruitment has been completed, and a new Sports and Rec Officer is expected to start next week. The Oval has been prepped for maintenance, and pest control measures have been scheduled following a recent building inspection. Work continues with the grants team, including finalising significant funding applications. The team recently hosted a visit from Deadly Active Sports and Rec's Chris Coutts.
- Regarding the swimming pool, it remains closed to the public, with contractors already sourced for a deep clean. Progress and timelines will be provided in the next meeting.
- The IKC is undergoing planning for fresh programs and a new approach for youth engagement. Collaboration efforts continue with aged care, schools, and the arts centre.
- With Dev's departure, Fairlylynn has taken on the managerial role at the arts centre, ensuring ongoing support for artists and workshops. Preparations are also underway for the upcoming CAIAF event.

Home and Community Care

A summary of current operations within the Aged Care & Disability services

STAFFING

The current staffing structure is as follows:

- Current staffing – 9
- 7 x Full time staff
- 2 x Casual staff

Total Staff: 10

1 x Manager (FT)
1 x Coordinator (FT)
0 x Yardmen
1 x Cook (FT)
1 x Transporter (FT)
1 x Receptionist, (C)
3 x Support Care workers (FT)
1 x support worker (C)
1 x support worker / relief cook / Activity coordinator (C)

The Aged care Manager is transitioning to a Community Services Manager role, while the Coordinator is moving into the Aged Care Manager position. The Support Worker/Relief Cook/ Activity Coordinator is transitioning into Aged care Coordinator role. Training has already begun to support these transitions.

1x Transporter high level of absenteeism.

The Manager is formally advocating for a casual conversion for the Administration assistant emphasising that the assistant has worked in the position for an extended period and it is clear that the consistency and reliability associated with a permanent role would benefit both the employee and the organisation, ensuring continuity and enhanced performance within the administrative role. *1x Transporter high level of absenteeism.*

SCOPE OF DELIVERY

Aged Care & Disability Services currently provides the following:

5 x support workers and floater - 5 clients each

Services delivered include:

- Transportation: Providing group transportation for activities, Meal drop off, shopping, medication pickups, and health appointments.
- Meals: Offering daily lunches and dinners from Monday to Friday.
- Domestic Assistance: Clients are assigned domestic assistance based on their care plans.
- Personal Assistance: Provided according to individual care plans.
- Social Support Individual: Tailored to each client's care plan. Medication pickups.
- Social Group Activities: Scheduled for Tuesdays and Thursdays.
- Yard Maintenance: Scheduled as required. No less the 3 weekly.

All services are documented to meet reporting and record-keeping requirements.

All staff at the centre are committed to meeting our clients' needs and continuously improving our services. However, consistently delivering service has been challenging due to being short-staffed and the need to reassign team members to different roles. Despite these challenges, we remain dedicated to addressing any service gaps and carefully managing delivery to avoid over-servicing in any areas.

ACHIEVEMENTS

- Initial MOU meeting with hospital and NPAFACS successful still waiting for further meetings.
- Identified and submitted job cost codes for aged care programs and grants to finance for creation.
- Required upgrades to E'tools software, staff training, and data migration to support the Government reform transition. Applied for a \$10,000 grant to assist with the transition.
- Cert III in Individual Support training has commenced, with strong participant engagement. The trainer conducts face-to-face sessions once a month and weekly sessions via Teams.
- CHSP reform workshop attended Cairns attended and networks extended.
- Advertised Yardperson position.
- Advertised for casual support workers.
- Laptops and a trolley with accessories have been ordered and are in transit. The laptops are being sent directly to RMT for programming before being delivered to the community.
- SDAP program approved. Waiting for Panel members / organisation to be allocated.
- Client contribution options were explored but are unlikely due to the client's low cash flow. Alternative cost-cutting measures are being considered.
- SSI (Senior Social Isolation) funding has been approved for 5 years. Working groups are being formed to plan and implement events.
- Ferry workers helped with client garden maintenance while the recruitment of a new yard person is underway.
- Commencement of yearly client care plan reviews

Data

- Data is recorded daily and consistently updated in the compliance spreadsheet.
- CHSP and HCP data are recorded separately for reporting purposes.
- The collected data reveals a noticeable trend of over-servicing across most service types.
- Meal quantities have increased due to a rise in the number of clients.
- A significant proportion of clients are actively participating in activities.
- A meeting with the CHSP funding manager identified areas for improvement, and the necessary measures have been implemented.
- Record keeping training for staff ongoing.

As the number of clients continues to grow, the demand for meals has risen sharply, resulting in more meals being supplied. Social support services are also seeing a significant increase and need to be closely monitored. Overall, the community's needs are being effectively met.

Gaps

- **Staffing gaps:** Gaps have been observed during leave periods (annual, carer's, personal leave), emphasising the need for additional casual staff. The transporter's frequent absences have led to other workers handling meal deliveries.
- **Yard person Position description:** An updated yard person PD and interview questions approved for use by HR dept.
- **Support worker position description:** An updated support worker PD and interview questions approved for use by HR dept.
- **Maintenance:** requests for upkeep and repairs around the aged care centre have been submitted. These tasks included addressing various issues to ensure the facility remains safe, functional, and comfortable for residents and staff.

CHALLENGES

- Despite a performance improvement plan, ongoing absences and poor work performance continue, impacting safety and compliance. Disciplinary action is being considered. Support workers have had to cover transporter duties, causing service delays and affecting client care. This has also impacted statistical data, making it harder to meet targets.
- **GPMS Access:** A non-compliance notice with warnings of sanctions was issued for QFR1 due to lack of access to GPMS. Evidence of attempts to gain access has been requested and forwarded to the Financial Prudence Compliance Team at Aged Care Quality. Access to the GPMS portal is critical for online reporting applications. The quality and assurance commission representative has highlighted that a code from the organisation's administrator is required to proceed.
- **ETOOL's:** The E-Tools system is administratively demanding, with training requirements that are also labour-intensive. All information within the system must be accurate and up-to-date before the Government reform rollover. To ensure smooth operation and compliance during this transition, additional staff will be required to manage the increased workload, ensuring that all data is correctly entered and verified. This will help meet compliance standards and avoid delays or errors during the implementation of the reforms.
- **Casual Pool Staff:** Additional casual staff are needed to cover absences, with a particular focus on hiring male staff to ensure culturally appropriate client support.
- **Front Electric Gate and fence:** Requires several repairs, including the installation of a roller, servicing of electronics, and replacement of a missing bar. Quote received. Waiting to be actioned.
- **A/C in kitchen:** Requires repairs.
- **Over Servicing:** There is a need to address over-servicing across all areas to improve efficiency and reduce costs.

RECOMMENDATIONS

- **Restructure Services:** Revise and streamline all services to improve effectiveness, address over-servicing, and reduce costs. Cont..
- **Client Contributions:** Develop and implement a policy to state that no contributions are required due to cost of living increases.
- **Service Reduction:** Adjust services to align with CHSP and HCP guidelines.
- **Casual Pool List:** Interview for more casual support workers for the casual pool to ensure availability and coverage.
- **Yard person:** Interviews currently underway.
- **Performance appraisals:** Conduct yearly performance appraisals.

- **Enhance Communication:** Improve transparency and communication regarding workloads and activities among staff.
- **Staff Absences:** Establish clear accountability measures and consequences to improve attendance and reduce absenteeism.
- **Training:** Provide training for staff on the importance of accurate record-keeping and share statistical information to ensure clarity and better understanding - ongoing

Injinoo Service Station

STAFFING

- Increased productivity and improved teamwork in February.
- Attendance was strong, with two full-time staff and three casuals.
- Casual staff worked over 20 hours per week, prompting a need for contract reviews.
- No stable rosters were in place, causing uncertainty for casual staff.
- Contract conversions would improve stability, productivity, and commitment.

SCOPE OF DELIVERY

- February was productive, with essential goods and fuel provided to the community, customers, and NPARC.
- Regular hours were maintained with no disruptions.
- Sales continued despite the tourist season still being months away
- Stock turnover remained steady, but availability was affected by weather-related delivery delays

ACHIEVEMENTS

- Fuel, powercards and other stocked items readily available to customers
- Constant sales and customer relationship
- Continued progress with Outside Payment Terminal 24-hour fuel works, with initial administrative communication and applications between NPARC and NQ Petro.
- Monthly Stocktake

IMPACT

- Satisfied Customers
- Community receiving essential living goods.
- QLD Freight Discount helping lower higher cost of living.
- Ensuring NPARC and other businesses can operate by providing fuel.

GAPS

- **After-Hours Fuel Availability:**
 - The outdated Compact device is no longer compatible, preventing after-hours fuel access.
 - Installation of a new device and system is planned and will commence soon.
- **Cigarette Sales**
- **Hot and Chilled Food Sales:**
 - The sale of hot and ready-to-go chilled food requires:
 - A dedicated shop section and equipment upgrades.
 - Integration into the proposed shop floor plan.
 - Staff training and certification for quality service.

- **Shop Display Equipment:**
 - New display fridges and freezers are required to increase space and sales.
 - Coca Cola can supply fridges if products are ordered directly from them.
 - Currently, only Umagico Supermarket orders Coca Cola products.
- **Workplace Health and Safety (WHS):**
 - A review of WHS standards and procedures is needed, starting with a hazard inspection checklist and report in collaboration with the WHS team.
 - Recommendations will follow to improve safety for staff and customers while enhancing service quality.
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 - A review of WHS standards and procedures is needed, starting with a hazard inspection checklist and report in collaboration with the WHS team.
 - Recommendations will follow to improve safety for staff and customers while enhancing service quality.

CHALLENGES

The challenges are mentioned in the parts above. There are several challenges from minor to major. These are:

- Limited Storage (New fridge and freezers required)
- Overall Security of the Service Station
- Doors and security alarm system (Chubb to upgrade siren and review alarm contact process)
- Building/Property (Upgrade and security)
- Steel cage needed for back door (has been scoped out by Building team)
- Working Space
- Poor Condition of the outside roof/shelter of the service station
- Turnover and balancing of stock
- Stock Control
- Compac OPT (outside payment terminal – after hours fuel) – in progress
- Sale of cigarettes
- Late delivery of Unleaded Fuel due to limited IBC Tanks with supplier
- Point of Sale/Internet slow

RECOMMENDATIONS

- Improvements in service quality can lead to:
 - Increased sales.
 - Enhanced asset safety.
 - Greater customer satisfaction.
 - Better working conditions for staff.

Umagico Supermarket

STAFFING

- Currently, there are around 13 staff members.
- Lolly has returned from leave.
- Andrew will be with the team until the end of the ALPA supermarket contract.
- Staffing attendance has been steady under the new operating hours.
- Rosters have been adjusted to ensure weekend male staff coverage for safety.

IMPACTS

- Freight costs remain a significant concern, with Seaswift being expensive.
- Exploring alternative freight providers and solutions.
- Reviewing freight tenders to identify cost-effective options.
- Delays in applying the 20% freight subsidy to the supermarket.

GAPS

- No smoke alarms in the store; urgent attention needed.
- No business license; team is working on renewal.
- First aid course refresher needed for staff.
- Power problems at the supermarket due to overload; the store has an 80-amp capacity but is drawing 85 amps, which is a WHS and fire hazard. This is the second occurrence, and updates on an upgrade are needed.
- Air conditioning units need to be replaced or fixed as they are leaking, posing a WHS issue.

CHALLENGES

- Staff failing to inform managers of absences impacts communication and accountability, requiring improvement to maintain operational efficiency.
- Point of Sale (POS) systems need integration with the PCS accounting system for accurate financial reports and debtor insights.
- Break-ins and false alarms with chup security
- Safety for Manager when alarm sets off after hours
- CCTV access
- Current state of the building is inadequate and requires urgent attention.

RECOMMENDATIONS

- Implement a clear communication protocol for staff to notify managers in advance of absences.
- Review the attendance monitoring system to track and address absenteeism.
- Conduct regular staff meetings to reinforce accountability and discuss operational expectations.
- Provide training on professional communication standards to ensure consistency across the team.
- Regularly POS review generated reports for accuracy and address any discrepancies promptly
- Regular meetings with finance team to manage supplier payments in smaller, regular instalments to avoid lump-sum financial strain.
- Implement a clear absence reporting procedure to improve staff accountability and communication.

- Integrate POS systems with accounting software for accurate financial reporting and debtor insights.
- Negotiate with suppliers to reinstate credit accounts or establish alternative payment arrangements.
- Review and reconcile financial records to ensure accurate reporting of the supermarket's financial status.
- Upgrade security systems, including Chup Security and CCTV, to address break-ins and enhance manager safety.
- Conduct an urgent building condition assessment and implement a phased maintenance plan.
- Repair or replace non-functional fridges and freezers to prevent product losses and financial strain.

Jardine Ferry

Maintenance & Operating Hours

- Significant maintenance challenges have affected operations.
- Current operating hours are Monday to Friday, 8:00AM – 5:00 PM.
- Weekends are reserved solely for mechanical maintenance.
- Due to rising water levels, operating hours may need to be adjusted to 8:00AM – 10:00AM and 3:00PM – 5:00PM - Monday to Friday, once commenced will remain until closure for the wet season.

Regulatory Compliance

- An improvement notice from AMSA requires compliance by **June 30, 2025**.
- Measures have been put in place to ensure strict maintenance and surveillance.
- Tenders have been conducted.

Mechanical Issues

- Three starter motors have failed in the past few months due to mechanical works completed in the refurbishment of the vessel which has been identified as a failure in the mechanical wiring. These failures led to solenoid burnouts, requiring multiple replacements.
- Ongoing mechanical issues will need to be addressed once the wet season ends, allowing the mechanical crew time to work on long-term repairs.
- Enhanced maintenance protocols are in place to prevent further issues.

Workforce & Safety

- HR issues continue to impact operations, particularly compliance with safety management systems.
- Safety management refresher training is being conducted for ferry staff.
- Staff have attended to maintenance work to ensure operational reliability.

Infrastructure & Equipment

- The generator is too old and requires replacement.
- Works are being scoped for procuring a new generator.



Staffing & Management

- Stephen Rhodes has commenced as the new Injinoo Service Station Manager and Jardine Ferry Shop Manager.
- He will oversee a full stocktake and manage merchandise orders for both the Injinoo Service Station and Jardine Ferry Shop.

ALPA Contract Review

Following Council's decision to fully divest the Umagico Supermarket, a draft letter has been sent to ALPA informing them of this resolution. Preston Law is assisting in preparing the tender process, which will involve an open market tender for the full management of the supermarket, including staffing, to ensure a competitive and sustainable solution.

Once the tender is ready, the CEO and Executive Manager will release and finalize the process. A comprehensive report will then be presented to Council for decision-making. Additionally, once the building condition report is finalized, Council will undertake necessary works before proceeding further. A media statement will be issued to inform the community of the process moving forward.

HOME CARE SERVICES

MONTHLY AGED CARE COMPLIANCE REPORT

REPORT TO	Yanetta Nadardre
REPORT DATE	13/03/2025
REPORT FROM	Beth Wright

AGED CARE SERVICE DELIVERY

Summary of client status over the past month

Reporting item	Number	Comment
HCP Clients	13	Level 1: 2 Level 2: 11 Level 3: Level 4:
New HCP Clients	1	Level 1: Level 2: 1 Level 3: Level 4:
HCP Enquires		
Referrals for assessment or reassessment	20	

Summary of CHSP client status and activity

Summary of CHSP client status and activity

Reporting item	Number	Comment	
Number of clients	31		
Number of new clients	0		
Clients on waiting list	0		
Number of clients transitioned to HCP	0		
CHSP Hours	Monthly target	Hours delivered	Comment
Social support group	331	528	Calculated in hours
Domestic assistance	80	25	Calculated in units 1 unit = 1 hour
Social support individual	80	67	Calculated in units 1 unit = 1 hour
Personal care	18	14	Medication delivery
Home/ garden maintenance	12	20	
Flexible respite			
Meals at centre	99	106	
Meals at home	99	517	Client Increase for meals
Transport	37	107	
Home Modifications			Do not provide home modifications.

Aged care legislative compliance status report

Compliance requirement	Number of clients	Overdue	Action taken
Charter of aged care rights explained	44	39	Review ongoing
Signed aged care agreements	44	39	Review ongoing
Signed current care plans	44	39	Review ongoing
Advanced health directives completed (HCP clients only)	0	0	Need health appt to conduct this procedure.

Aged care activity reporting

Agency	Report submitted in the past month	Date due	Date Submitted
Operational update/ report to council	1	09/02/2025	13/03/2025
Compliance report	1	09/02/2025	13/03/2025
Roster	1	09/02/2025	13/03/2025

STAFF MANAGEMENT**Staff changes over the past month.**

Staff	Staff establishment	Current number of staff	Number of resignations	Number of new staff
Total staff	14	9	1	
Carers	4	5 inc Cook		

HR Management

Reporting item	No of staff	Overdue	Action required
Current Police checks	9	9	Evidence required
Aged Care Code of conduct	9	9	
Current Drivers licence	9		Currently updating staff files with DL's
Performance review	9	9	
Annual Flu vax	9	9	Emails and visit to PHC to schedule flu vax to clients. Awaiting response.

Status of Core training

Mandatory training	No of staff	Overdue	Action Required
Orientation	9	2	
Fire Safety	9	9	
First Aid	9	9	All staff due for CPR refresher in October 2024
Manual Handling	9	9	Staff completed training
Infection control	9	9	
Elder Abuse	9	9	Training being organised through NPAWS
Food Safety	9	9	Health and food safety will deliver training in September
Open disclosure	9	9	

QUALITY IMPROVEMENT

Progress against Plan for Continuous Improvement

Feedback/complaints management

Complaints	Total No	Type of incident			
		Employee	Service	Facilities	Other
Number of Complaints in the reporting period	0		0		
% Investigations completed within 5 days	0		0		

Key issues and action taken

- No complaints as yet, in the process of doing a Consumers survey, on what changes they like to see and if our delivery of care effective and sufficient.

Incident/near miss management

Incidents	Total No	Type of Investigation				
		Client	Employee	Equipment	Facility	Medication
Number of Incidents in the reporting period	0					
% Investigations completed within 5 days	0					
Number of SIRS Incidents in the reporting period						
% SIRS Investigations completed within 24 hours						
% SIRS Investigations completed within 30 days hours						

Key Issues & action taken

.

Actions Taken:

Next Steps:

Title of Report: February Information Report

Agenda Item: 14.3

Classification: For Noting

Author Executive Manager, Building & Infrastructure

Attachments Nil

Officers Recommendation:

That Council:

Note the Report

PURPOSE OF REPORT

To provide Councillors with an outline of monthly activities undertaken by the Building & Infrastructure sections.

BACKGROUND AND CONTEXT

BAS Manager Update

NPARC Job Cards / Minor Works

STAFFING

The BAS team (BM) consists of 1 x Manager, 3 x Technical Officers

Staff Name	Position Title
Beatrice Nona	BAS Manager
Cathrine Salee	Technical Officer
Salome Nona	Technical Officer
Emily Kepa	Technical Officer

February follow-ups with aged jobs were still being carried out as normal. The aged report update found duplication of work orders which the BAS Manager have requested BAS/QBuild to cancel. Aged jobs shown on the aged report has dropped out of the portal and I have requested to re dispatched to the portal, most of those were the re assigned jobs from NPARC Trades/Carpentry to other contractors.

Follow up work required extra jobs being as carried out with raising new purchase orders, creating new job cost numbers, and recording on the job cost spread sheet. As well as resending the PO's & work orders to the assigned contractors.

With aged plumbing works for BAS Maintenance, works were reassigned from nominated contractor to another contractor due to unavailability or no capacity to do the work. Eg, Western Cape Plumbing to Top End Plumbing & Far North Plumbing.

Days Outstanding	Work Order
< 0	0
> 30	7
> 30-60	1
> 61-90	1
> 91-120	0
> 121-180	50
> 181-365	155
> 366-730	0
Grand Total	214

The table above refers to the QBuild updated aged report dated **21 /02/2025**.

Total on the table includes 6x Work Orders shown on the aged report but not in our records. Request has been made for the work orders to be redirected to our portal.

Staff have finally been trained to use share point and is now using it before filing the hard copies to folders.

BAS Manager is currently working on the unpaid invoices for the BAS Maintenance Account in Debtors. A few invoices were found that were duplications and BAS Manager have organised with staff to raise credits notes.

Recommendation – that all NPARC Staff who do tasks that may affect Debtors needs to be aware that the receipting in Debtors needs to be always updated. i.e., print audit trail & update. This process allows BAS staff and others to process credit notes etc in a timely manner. E.g., BAS Manager was unable to process a credit note due to receipts not updated in Debtors.

BAS Manager had to contact Bamaga Finance (Karen) to update the receipts in debtors before BAS Manager could process a credit note. Because there is more than one staff with access in Debtors, it is important that they bear in mind to update so that other staff can carry out their tasks in a timely manner.

As for the Direct Deposits and receipting for BAS Payments, this had ceased as requested as well as with the Bank Recs. BAS Manager later preferred not to assist any Finance Staff in the future, due to the lack of communication between staff. In conclusion, BAS Manager and her staff have been trying to do their best to clear the aged jobs so that the portal can be returned to NPARC sooner.

Building & Infrastructure

February 2025

Upgrade Works Program 2023/2024

TENDERS SUBMITTED TO QBUILD AND AWAITING APPROVAL – 2023

TENDER NO.:	DESCRIPTION OF WORKS	SUBMISSION DATE:
WS168983	FENCING UPGRADE – 221 ADIDI ST BAMAGA	17/07/2023
WS171394	KITCHEN UPGRADES – VARIOUS INJINOO RESIDENCES	08/12/2023

TOTAL: 2

OUTSTANDING PURCHASES ORDERS – WORKS ISSUED IN 2024

QBuild PO #	Type of Works	NPARC PO #	Contractor	Status
B87493	FENCING UPG – 271 YUSIA ST BAMAGA	5682	CYBM	Waiting on design before materials can be ordered. 06.02.25
B86868	KITCHEN PKG – VARIOUS RESIDENCES UMAGICO	EO6601	NQB	Final kitchen is being made. Completion 31.03.25
B90194	BATHROOM PKG – VARIOUS RES UMAGICO	93622	NQB	WIP – completion 17.02.25
B91034	VARIOUS REFURB – 48 WARE ST INJINOO	93274	NQB	Materials enroute – completion 31.03.25

TOTAL: 4

TENDERS SUBMITTED TO QBUILD AND AWAITING APPROVAL – 2024

TENDER NO.:	DESCRIPTION OF WORKS	SUBMISSION DATE:
WS170981	HOME MODIFICATIONS – 133 JACOB ST BAMAGA	13/02/2024
WS169431	KIT,FLOOR/LAUNDRY – 269 ORCHID CL BAMAGA	04/12/2024
WS170973	DISMOD – 16 PASCOE ST UMAGICO	04/12/2024
MI172281	BATHROOM UPGRADE – VARIOUS INJINOO RESIDENCES	05/03/2024
MI172939	BATHROOM UPG – 270 ORCHID CL BAMAGA	04/04/2024
MI176957	WARDROBE UPG – 9 TUMEMA ST SEISIA	
MI177018	LAUNDRY UPG – 18B MCDONNELL ST INJINOO	16/10/2024
MI177015	WARDROBE UPG – 50 WARE ST INJINOO	16/10/2024
MI176961	BATHROOM UPG – 158 ADIDI ST BAMAGA	16/10/2024
MI177024	BATHROOM UPG – 86 LUFF ST NEW MAPOON	16/10/2024



ORDINARY COUNCIL MEETING #12

Agenda Item 14.3

Monday 24th March 2025

Umagico Boardroom

MI177022	BATHROOM UPG – 9 BOND ST NEW MAPOON	16/10/2024
MI177034	BATHROOM UPG – 16 PASCOE ST UMAGICO	16/10/2024
MI176969	LAUNDRY UPG – 2 STEPHEN CL SEISIA	16/10/2024

TOTAL: 13Carpenters Team – Edmund Ober [Supervisor]

Recruitment:

Carpenter Labourer (full-time) position was advertised last month, and interviews were carried out on the week of the 24th of February. An applicant has been recommended and is awaiting further approval process.

Current works:

- Minor maintenance of the playground located between Bond St and Langie-Draha St at New Mapoon
- Other minor works requested by the Property & Facilities team.
- Minor maintenance – QBuild work orders.

Building Team – Rob Davi

Recruitment:

Four positions were advertised last month as well for 2 x Trades Carpenters and 2 x Trades Apprentices. The applications have now closed, and we are in the process of carrying out interviews.

NPARC Plumbers – ongoing/regular works

- Assist Veolia
- Water Pipe bursts
- Stormwater outlet curb and gutter
- Ongoing Water Leaks
- Gas Bottles swaps
- Install new water meters where necessary
- Unblock toilets and sinks where necessary
- Seisia Dump Points
- Water Pumps repairs

Project Manager update for February 2025.

NPARC Project Status

The following report provides the progression of each project that is currently underway, and the percentage completion is a combination of all phases of the project that includes Initiation, Planning, and Execution.

Table 1 Project Progress Report February 2025

PROJECT PROGRESS REPORT				
Grant Funding	Projects	Project Managed By	Funding End Date	% Complete
REMOTE CAPITAL PROGRAM	15 x Housing Development	LACKON & NPARC	2027	<div><div></div></div> 30
Dept Housing	Extension / Studio	TBC	Mar-26	<div><div></div></div> 0
WCCCA & QRA	New Mapoon Multipurpose centre	RPS	May-25	<div><div></div></div> 20
W4Q 21-24	Upgrade to unused Umagico historical building in the business precinct	NPARC	Jun-25	<div><div></div></div> 55
W4Q 21-24	New Mapoon Park Upgrade (Rumble in the Jungle)	NPARC	Jun-25	<div><div></div></div> 90
W4Q 24-27	Injinoo Building Renewal / Upgrade Project	NPARC	2027	<div><div></div></div> 5
W4Q 24-27	Seisia Building Renewal / Upgrade Project	NPARC	2027	<div><div></div></div> 5
W4Q 24-27	Umagico Building Renewal / Upgrade Project	NPARC	2027	<div><div></div></div> 5
W4Q 24-27	New Mapoon Building Renewal / Upgrade Project	NPARC	2027	<div><div></div></div> 0
W4Q 24-27	Cultural Sports Recreational Upgrades	NPARC	2027	<div><div></div></div> 0

Remote Capital Program (Community Housing Development)

9 Houses – Contracted

Current works

- Trusses in progress at Seisia sites.
- Slab completed for 324 Poi Poi.
- Building pad completed for 322 Poi Poi and slab formwork prepared for 326 Poi Poi Street.
- Monthly progress meeting being undertaken with RBS and Lackon.
- Financial controllers BDO are assisting in the administration of the grant finances for the project.
- Monthly reporting completed.
- Native Title for 3 lots (Injinoo and New Mapoon) will create a 3 – 5 month delay on those sites and potential cost implication.
- Concrete supply issues.
- Native title consultation to be undertaken in March for Pablo Street, Injinoo Close, Bond Street, and Sebasio Street.

Council Build – 2, 3 Kulla Kulla and 26 Woosup Umagico.

- All materials have been received for the three council houses.
- Pads completed on 2 & 3 Kulla Kulla Cl, and 26 Woosup.
- Neighbour at 26 Woosup has complained about the location of the new house. Council officers have engaged the building designer Struxi to present alternative layouts.
- Recruitment to the building team underway.

325 Poi Poi, Bamaga

- Tender documentation has currently being drafted.

90 Sebasio and 40 Langie Draha

- Struxi were engaged to design the construction of a new build at 90 Sebasio and refurbishment of 40 Langie Draha. Preliminary concept drawings were prepared and considered at a Council workshop on 11th February.
- Council endorsed the preliminary design of 40 Langie Draha at its February Meeting.
- Council did not approve the concept for 90 Sebasio Street. Council officers have investigated the reason for a platinum level, single storey dwelling and have found that the Department of Housing has identified a specific tenant that has special accessibility and other health needs. The department is currently confirming the intention of this tenant and will seek Council's endorsement through the appropriate channels as soon as possible.

Poi Poi Street Water and Sewer Extension

- A full review of the sewer options is to be undertaken to ensure the best possible outcome is achieved for the community, Council and the Department of Housing.

Community Housing Extensions and Studios

- Council has received a new funding schedule to progress Stage 1 of the Studio and Extensions program as per February council report.
- Lackon have been advised of the outcome and will be engaged as soon as possible.

New Mapoon Multi-Purpose Centre

Current works

- A request for variation has been submitted to QRA to seek further funding and extension of timeframe following the tender evaluation process. WACCA and QRA funding project completion deadlines are at significant risk.

Works For Queensland 21-24 -Umagico Tavern Refurbishment

- Weekly progress meeting are being undertaken with trades.
- Expected completion end of May 2025.
- Electrical contractor delayed due to other works (backlog)
- Significant progress was made the Cape York Building Maintenance this month.

Works for Queensland 21-24 Rumble in the Jungle

- Plumbing work commenced.
Building certification required when works are completed.

Works for Queensland 2024 – 2027

- Project scoping and cost estimation nearing completion to ensure the funding budget is sufficient to undertake works.

NPARC LOCAL HOUSING PLAN STATUS

No further activity for the month of February. NPARC has sought advice from the department to progress implementation.

Property and Facilities

The Property and Facilities team continues to manage the Umagico Contractor's Camp, maintaining council buildings, staff housing, hall hire, meeting room bookings, and some tenancy management aspects of the NPARC social housing stock.

Ongoing inspections continue for all Council Staff Accommodations and social properties and are regularly carried out through exit and entry reports and when maintenance issues arise.

The number of staff accommodation properties continues to change due to the separation of NPARC staff and the approval of leasing to some external parties.

NPARC Staff Accommodations	Total Count
Total	22
Tenanted	18
Vacant Tenatable (Available)	1
Vacant Untenatable (Unavailable)	3
Potential Housing Requirements	1

NPARC External Accommodations	Total Count
Total	5
3 Bedroom	3
2 Bedroom	2
1 Bedroom	0
Donga	0

Social Housing	Total Count
Total Social Housing	51
Tenanted	49
Vacant	1
Schedule demolition	1

Social Housing Applications
remains the same this reporting period.

Applicants	Preferred Community	Alternative Community
0	Seisia	5
3	New Mapoon	0
10	Bamaga	4
1	Umagico	1
0	Injinoo	4
2	Did not indicate	0
16		



CRITICAL DATES

N/A.

OTHER OPTIONS CONSIDERED

N/A.

LEGAL AND LEGISLATION CONSIDERATIONS

N/A

POLICY CONSIDERATIONS

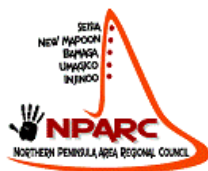
N/A.

CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

FINANCIAL AND RESOURCE CONSIDERATIONS

CONSULTATION

NPARC Project Managers.
Property & Facility Manager
Building Manager
BAS Office Manager



Title of Report: Operational Update on Corporate Services

Agenda Item: 14.4

Classification: For noting

Author Executive Manager Corporate and Financial Services

Attachments

Officers Recommendation:

That Council:

Note the Report

CORPORATE and FINANCE SERVICES

Purpose Of Report

To provide a summary of current operations within the Corporate and Finance Services.

Staffing

The Corporate and Finance Services Team is composed of:

Position	Employee
Manager Corporate Affairs	Romina Nona
Communications Officer	Kerrie Hall
Records/ Archives Officer	Esme Newman
Records Clerk	Thomas Serubi
IT Support	Ryesa Sebasio
RIBs Officer	Amy McKeown
Media Officer	Kerrie Hall
Stores Manager	Ray Sailor
Stores Assistant	John Adidi
Stores Assistant	Kenny Sebasio
Stores Assistant	Margaret Gebadi
Stores Assistant – School based trainee	Janaya Salee (Left Council 24/1/2025)
	Finance Services Manager
Jayne Shulze	Management Accountant
Shirley Nawakie	Senior Payroll Officer
Timika Mudu	Payroll Assistant
Pearl Pascoe	Senior Finance Officer - Creditors
Nora Salee	Receipting Clerk
Anna Nona	Finance Officer - Creditors
Charmaine Bond	Junior Finance Officer

Karen Waina	Senior Finance Officer Debtors
Cindy Meissner	Contract Accountant - Grants
Margaret Mandie	Grants Manager

Scope Of Delivery

Corporate and Finance Services supports and promotes Council business and the community through:

- Financial Services
- Communications and media
- Records management
- Information and Communications Technology (ICT) delivered via a mixture of external contracts and internal staff.
- Stores Operations
- Radio Indigenous Broadcasting System (Red Dust FM).

INFORMATION AND COMMUNICATIONS TECHNOLOGY (Internally and Externally Delivered):

Report: NPARC Communications & Media: FEBRUARY 2025

NPARC Communication and Media had a busy FEB 2025 period – strongly focused on service updates (eg Skytrans), service breakdowns and public notices on outages (power, internet, etc).

Materials prepared for advisory of annual ferry price increases (1/1/25) remained on hold due to ferry closures/ maintenance planning. Media releases prepared went on hold – advised by CEO not to publish.

Support to Operations and Community Services: inform public of service updates, ie. ongoing waste collection issues, illegal dumping campaign, ferry, utilities and animal management news and campaigns, and tender notice support & news promos: cross-promoted via NPARC social media & local radio.

Support to Human Resources: promotions of Employment Opportunities and website updates.

Other messaging included art skills opportunities and events ie NPA Art Centre workshops and exhibits, cross-agency news sharing eg. Services Australia - Community visits, NAIDOC news, etc.

Good news to social media published as photo articles.

Promos & Campaigns:

Messaging – broadcast notices for:

- **LGAQ – Dear Canberra:** Fairer Funding for QLD Councils Campaign – 12/2/25
- **Cert IV Animal Management** - Animal Health Treatment Promotions (17-21 Feb)
- **Bin Truck Breakdowns:** 3/2, 5/2, 7/2, 10/2, 17/2,

- **Illegal Dumping** – Temporary Road Closures: Prepare flyer and messaging to distribute via:
 - NPARC web page, NPARC Facebook, Black star Radio, All staff email, Council Notice Boards, Community notice boards
- **Bush is Not Your Bin** – Resume Online Campaign - Video + Temporary Road Closures 27 Feb
- **Staff:** activity articles
- **Jardine River Ferry:** Resumed operation 5/2; Closed until further notice 20/2; To resume operation M – F from 3 Mar, 28/2
- Digital - Public Notice:
 - Nparc facebook page + NPA Community group page +++ regular Update Posts;
 - All Staff Email
 - Radio – Black Star CSA – broadcast
- **Power Outage** – 6/2
- **Water Outage** – Bamaga 25/2
- **Seaswift** – weather update
- **Tender Notices:** Jardine River Ferry Maintenance (Cairns Post, Cape York Weekly, Torres News, NPARC website, NPARC facebook)

Regional opportunities: Promos of:

- Melioidosis – QLD Health notice
- LGAQ – Federal Govt Funding Campaign for QLD Councils (“Dear Canberra ...)
- NPA Worm Week – QLD Health (Microchipping & animal health training/ TAFE & community visits, 17-21 Feb)
- Services Australia – Medicare, Centrelink, Child Support – NPA community outreach visits 24-28 Feb

Activities Summary for month – February 2025:

NPARC Promotions

NPARC– develop & publish:

- **NPARC Facebook/ Instagram** – public notices
- **NPARC website/ public notice** – Advisory – Jardine Ferry Maintenance Tender & Addendum notes; webpage updates.

Media release prepared:

- **5 Feb – Media Release: Jardine Ferry Resumes Normal Off-Season Hours.**
 - Withheld from release – CEO.

- **5 Feb – NPARC ensures future of Jardine Ferry** (on hold due to media cycle/ ie. Recurrent disasters)

RADIO - REMOTE INDIGENOUS BROADCASTING SERVICE: (RIBS)

To provide summary of current operations within RIBS – Remote Indigenous Broadcasting Service) Blackstar Radio 91.9FM

Scope of Delivery:

To provide summary of current operations within RIBS – Remote Indigenous Broadcasting Service) Blackstar Radio 91.9FM

Staff: Amy McKeown

Scope of Delivery: Interviews conducted with: NPA F&CS Michelle Tamwoy Ochre Ribbon Week Activities (Live interview)

: Others had to rescheduled due to other commitments.

Community Service Announcement (CSA): NPARC's Jardine River Ferry under maintenance-Help to Prevent Illegal Dumping-Vet Visits-Job Vacancies.

NPA Family & Community Services: Health Promotions National Condom Day-Community Outreach Program-Respectful Relationships- Parents &Guardians Night-various activities.

Services Australia: Visiting service to NPA communities from 24th-28 Feb 2025

TSCHHS: NPA Young Persons Health Check.

NPA State College: NAPLAN Test for Yr 3,5,7, or 9 students 12th – 24th March 2025 & Community Info Session Fri 21st March 2025 9am – 9:30am Bamaga Jr Campus.

Funeral Notice of Late Anna Lena Sagigi 27th Feb 2025

Open Invitation Tombstone Unveiling of late Mrs Margaret Wosomo 30th Aug 2025

Achievements: Interviews & CSA's on time.

Blackstar Radio has News and weather hourly 24/7.

Outcome: Verbal Feedback from Community saying they like the station with good variety of music, interviews, and CSA.

All other equipment's are in good working order.

Impact – Community feedback is the need to hear from their Leaders.

Gaps – Our radio should be used to its fullest extent to inform communities of events.

Challenges: Having Council staff to talk about their roles in their Dept /Councilors to talk about Community issues.

FINANCE – Section Overview:

- The Finance team have been working on creating the books of Account for the past two years, We are now at a point where 22/23 is nearly complete. The Management Accountant is working on reconciliations of our daily bank account balances to enable us to arrive at a set of accounts for the end of February. These will be used to assist with the preparation of the budget by providing a basis on which we can project whole of year figures.
- The process of reconciliations has also identified a number of oversights that will need to be dealt with prior to the end of year.
- The Financial Controller position remains in place and is working through some overspends identified with the Corporate Department and looking at possible ways to offset this and remain within budget parameters.

STORES

Stores monthly part stocktake for Feb 2025.

STOCKTAKES

Stores monthly part stocktake for January 2025.

Stock counts

# Undertaken	Variance identified	Variance value	Yearly total (F/Y)
30/01/2025	Under/Surplus	\$ - 2647.37-2647.37\$4	

Audit report has been updated in PCS. Audit report/Manual count will be submitted to Finance Department.

SALES

Sales – internal (value)	January 2025	February, 2025
Internal Sales	\$ 61,011.45	\$ 35,180.96

Sales – external (value)

Credit Sales	\$ 18,888.45	\$ 20,262.95
Eftpos Sales	\$ 18,568.26	\$ 12,6247.94
Direct Debit	\$ 977.50	\$ 79.10
Total Sales	\$ 99,445.66	\$ 68,170.95

Stock Purchases

CAIRNS HARDWARE -	\$ 38,290.20
S/CROSS SAFETY	\$ 29,298.19
COS	\$ 8,662.50
Total	\$ 76,250.89

ACHIEVEMENTS

- All Purchase Orders for stores are raised at stores.
- Manager's Delegation increased to 15,000.00.

REPAIRS & MAINTENANCE

- Awaiting on B&B Electrical to repair/replace lights in the office and bay areas.
- Forklift undergone service and awaiting on parts to arrive.
- Awaiting on LMDC to do yard maintenance.

STORES PURCHASING PROCESS/OPERATIONS.

Stores is supplying essential bulk items and is ordering items to meet our Internal and External customers' demands e.g., Timber and Hardware, office supplies e.g. (A4 copy papers) cleaning products, disposables (toilet paper, hand towels, facial tissues) stores to become a centralized point for receiving and distribution of goods.

- Quotes/requests are to be sourced through our approved suppliers (Local Buy contract/Vendor Panel)
- Approved quotes or requests are sent from Managers/Supervisors/Staff through to stores.
- Approved Quotes/requests is raised through PCS by Stores Officers
- POs are approved through PCS by Signing Officers
- POs are sent through to suppliers (Local Buy contract/Vendor Panel) by email.
- Stores to be the centralized point of delivery - all goods are received through stores; goods are checked off signed/enter through PCS by receiving Stores officer.
- Signed Invoices and goods received copy is sent to Finance for processing/ payments.
- Copies of purchased goods (e.g., invoices, P/O, Quotes) are save in notes in PCS.
- Goods are to be distributed or collect by departments from stores.

RECORDS AND ARCHIVE

Operational Summary

RECORDS/ARCHIVES MONTHLY REPORT FEBRUARY 2025

Operational Summary

The Record Office has been operating smoothly this month, mostly follow-up with SharePoint giving staff access.

SHAREPOINT

SharePoint folder structure is ongoing, currently working with managers and seniors level staff in Community Services, Arts and Craft Manager Dev Lengiel resignation, needed to ensure all files were uploaded into SharePoint, the shuffle between managers Fairlylynn Wasu and Beth Wright , with Beth's knowledge and experience of SharePoint, she was happy to take care of the folder structure.

Last month SharePoint issue with saving document with attachments, the SharePoint system was not allowing attachments to be saved, **issue has been rectified via RMT see below.**

Staff

Uncle Thomas is performing very well, and is back on track with his daily duties, which also includes, labelling of archive boxes, make up folders.

RECORDS STAFF ROSTER on going.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ELECTRONIC DOCUMENT	SHAREPOINT TRAINING DAY	HARDCOPY DOCUMENT	SHAREPOINT TRAINING DAY	RETENTION & DISPOSAL
SHAREPOINT ENTRY	NEW EMPLOYEES	SORTING/FILING	NEW EMPLOYEES	

Files Delivered to Archives

Nil

Retention & Disposable Schedule

A Memo of "Archive Records **Review** (only) for Disposal has been sent Finance Management, before final approval by CEO

A list of records that have met their minimum retention period under the General Retention and Disposal Schedule, last updated 22 December 2023 and the Fair Work guidelines and are ready for review.

1099 FINANCIAL MANAGEMENT ACCOUNTING Asset and money management "Records relating to the payment or receipt of money and the financial management of the agency's assets. Includes records, which document the agency's financial and bank transactions, as well as the management of trusts.

Records may include, but are not limited to:

- banking activities – banking accounts, investment and dividend statements, deposit/withdrawal records, electronic funds transfer (EFT) and international money transfers (IMT) transaction records 7 years after the financial year to which the records relate.

Council	Store	From	To	Description	Destruction Code
NPARC	All	1/07/2016	31/06/2017	EFT	1099

Records

Council Department	Store	From	To	Description	Destruction Code
NPARC Finance	2016/2017	#17464	#17493	Creditors Payments EFT	1099
NPARC Finance		#17434	#17463	Creditors Payments EFT	
NPARC Injinoo Service St				ISS Cancelled Purchase Orders	
NPARC Finance		#17928	#17940	Creditors Payments EFT	
NPARC Finance		#17955	#17981	Creditors Payments EFT	
NPARC Finance		#16531	#16562	Creditors Payment EFT	
NPARC Finance		#17537	#17567	Creditors Payments EFT	

New Employee/User Setup Request SharePoint

- Ms Tanne Faud – Workshop Admin
- Ms Pamela Ger – Operations

Search & Save File Request

- Operations
- CEO
- Project
- Property & Facilities

IT/Equipment Asset –

- Nil

Training /Professional Development

- On going monthly WH&S Awareness Talk – Attitude and Safety

Repair & Maintenance

- **Pending** Heavy rainfall, the same problem keeps re-occurring, water seeping through the Left side of the wall.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (Internally and Externally Delivered):

CHALLENGES RECOMMENDATIONS

- Update Phone directory.
- RMT have provided several recommendations to improve NPARC ICT capabilities:
- Implementation of Laptop Device Management (MDM) - Provides a platform management for mobile device for security awareness, application controls etc.
 - Continue with ICT asset management with RMT to progress maturity levels, desktop, and laptop refresh program.

- Access for IT support for PCS
- IT Policies
- CCTV
- EFTPOS machines also included.
- Starlink

Supplier	Completed
RMT ICT support	127 requests.
RMT	Printer configuration for Finance Team. 90 requests completed.
TerraCom	Integration of Starlink into Council Network
Airbridge	Travel to NPA to complete NPARC Surge Affected Hardware.

1. Airbridge visit.

- **Umagico Supermarket** – secondary switch replacement and viewport installation.
- **New Mapoon Aged Care** – primary switch replacement.
- **Staff Accommodation (Finance Manager)** – UX router installation.

Additional out of scope items include:

- **Investigating Internet Issues at 9 Pascoe Street, Umagico** – as requested by Loli Jacques, it was determined that the NTD device has failed and requires replacement. We have passed this info onto Skymesh who the likely service provider is and awaiting response. Its skymesh service but not sure whether its residential or Corporate Services’.
 - **Investigating LOS Issues Injinoo PtP Wireless Network** – reviewed line of sight (LOS) between Injinoo Council admin and the service station for potential changes to placement of point-to-point (PtP) links.
2. Reconfiguration of printers at Bamaga Admin.
 3. Replacement of UPS at Bamaga Admin due to low battery. IT successfully replaced UPS and working fine.
 4. Firmware updated due to recent outage from fibre break.
 5. Airbridge installation of Starlink at Umagico Supermarket.
Delete licenced users

Training /Professional Development

- On going monthly WH&S Awareness Talk – Attitude and Safety

Repair & Maintenance

- Heavy rainfall the same problem keeps re-occurring, water seeping through the Left side of the wall.

Upcoming Staff Leave

- Nil

GRANTS

Scope Of Delivery

Monthly Grant Update – February 2025

- Aged Care: Currently working on overdue reporting for the Seniors Social Isolation funding, due to incorrect delegation of terminated employee in the system.
- Community Forward Housing: ongoing tracking of budget and expenditure with BDO & monthly reports for December submitted.
- Art Centre: Continued works on overdue reports for Live Music grant and Indigenous Visual Arts Industry Support 00772 grant and successfully submitted Mid-Year report for IVAIS 00908 grant. Successfully submitted Financial Acquittals for TSRA Cultural Festival grants and Cultural Arts Workshops grants.
- Community Enterprises: Received feedback the Remote Communities Freight Assistance Scheme monthly reports need to be amended for September 2024 for the Umagico Supermarket and Injinoo Service Station. Monthly claims for Oct – Dec 2024 are still pending due to BAS not yet available.
- Community Services: Ongoing since July 2024, working on completing overdue 23/24 Progress Reports and Finance Acquittal reporting for the Deadly Active Sports and Recreation Program.
- HR: Successfully submitted Remote Jobs and Economic Development Program grant application on 03/02/25. Currently working on completing overdue reporting for the 1000 Jobs Packages – ongoing.
- Meeting with Grants Advisor and Executive Manager Finance and Corporate Services to discuss this new funding opportunity to deliver projects outlined in NPARC's CHAS and SEMP documents with Alluvium.
- Building Infrastructure: meeting with Project Officers regarding WCCCA/NEMA funding for the New Mapoon Place of Refuge progress updates - ongoing
- Management Accountant working closely with NPARC Rangers DAFF regarding Indigenous Rangers Coastal Clean Up Program grant, with overdue financial acquittal.
- Submitted report completed for Illegal Dumping Compliance grant with Department of Environment.
- Fully executed the funding agreement with Growing Regions Round 1 for the Airport Runway Pavement Upgrades

Quarterly Funding Body Representatives 'meetings:

- n/a

Other:

- Ongoing collaborations with Alluvium, NPA Family and Community Services, Apudthama Land Trust, Aurecon Group, Ipima Ikaya RNTBC, and Aecom; with reporting, consultation and planning of Council's grant funded projects in Corporate Services, Operations, Building and Infrastructure and Community Services.

Staff Training:

- P2i Reporting Training 05/02/25 for Senior Social Isolation grant.

Status	Type	Department	Fund
In Progress	Acquittal	Community & regulatory services	DES Illegal dumping and litter grant - Council is actioning the final acquittal.
In Progress	Acquittal	Community & regulatory services	Remote Communities Freight Assistance Scheme - successfully applied subsidy for two locations, monthly reporting to be actioned. Subsidy was increased to 20% on 9th September 2024. Submitted Jul-Sept. Awaiting BAS to complete all the claims for Oct-Dec 2024 & Jan 2025.
In Progress	Acquittal	Community & regulatory services	DES Partnership funding for compliance officer - extension for another 12months of funding, Position is now filled.
In Progress	Acquittal	Operations	Roads to Recovery circular 2024 - Work schedule has been submitted to the department.
In Progress	Acquittal	Operations	Ranger Program - Council working with NIAA to resolve overdue annual and IAS performance reports - ongoing. Recent update is, it's expected to be completed by March 2025.
In Progress	Acquittal	Operations	DAFF Biosecurity Capability Building Initiative for Rangers Groups - funding for training
Overdue	Acquittal	Community & regulatory services	NIAA 1000s Job - Council working with NIAA to resolve overdue reporting. Expected to be completed by February 2025.

Overdue	Acquittal	Community & regulatory services	IVAIS00772 - 2023-24 End of Year performance and audited financial report is being progressed. Council in communication with funder regarding outstanding report. Funding was for Art Centre upgrades, art workers and ceramic workshop.
Overdue	Acquittal	Community & regulatory services	IVAIS00772 - 2023-24 -request independent audit of financials - Art Centre upgrades, art workers and ceramic workshop
Overdue	Acquittal	Operations	Local Roads and Community Infrastructure Program (Phases 2, 3 & 4) - Council is actively working to resolve overdue Annual report. Council had commenced delivery of these projects, but they have been placed on hold due to limited availability of concrete and prioritisation of housing projects. Additional concrete supplies are anticipated in community at the end of the wet season (late April- Early May 2025).
In Progress	Acquittal	Operations	W4Q 21-24 (projects multiple) - Council's extension of time request has been approved and remaining projects expected to be completed by 30 June 2025.
In Progress	Project Maturity	Finance & Corporate services	ICT Renewal Project - Preparing maturing this project to seeking grant funding to undertaken renewal of ICT infrastructure in the NPA.
In Progress	Grant Writing	Community & regulatory services	Regional Precincts' and Partnership Project -Planning Stream - Jardine River - Waiting on letters of partnership and application is ready to submit

In Progress	Grant Writing	Finance & Corporate services	Regional Precincts' and Partnership Project -Delivery Stream - Injinoo Historical village - Waiting on letters of partnership and application is ready to submit
Pending Outcome	Grant Writing	Finance & Corporate services	Qcoast - Round 4 - Council is preparing an application to deliver key prioritise of NPARC's SEMP. Application was submitted 21/02/25.
Pending Outcome	Grant Writing	Operations	RAUP - preparing an application for airport fencing replacement and wildlife hazard training/planning.
Successful	Grant Writing	Operations	Active Transport Fund - Council was successful in their application to fund Bamaga Footpath upgrade project (stage 1).
Pending Outcome	Grant Writing	Operations	Safer Local Roads and Infrastructure Program (SLRIP)- Tranche 2 - Resubmitted the previously unsuccessful Injinoo Back Road Section 2 project.
Pending Outcome	Grant Writing	Finance & Corporate services	Remote Jobs and Economic Development Program - Round One - Council submitted application to create 6 new positions within Council's Finance and Corporate Services.
Unsuccessful	Grant Writing	Community & regulatory services	QLD Remembers funding opportunity applying for funding to complete Anzac memorial Honour Board plaque restoration.
Pending Agreement	Successful Grant Submission	Community & regulatory services	Play Our Way - Approved for full amount. Pending Agreement to be issued by funder.

In Progress	Grant Writing	Human Resources	Cyber Security Awareness Grant - funding of \$35,000 received for cyber security training program.
Pending Agreement	Successful Grant Submission	Operations	Housing Support Program - council submitted 4 applications in which 3 applications have been announced as successful. Waiting on formal notification from the funder.
Pending outcome	Grant Writing	Operations	TMRs 2025-26 Cycle Network Local Government Grants - application prepared by Aurecon requesting funding for New Mapoon to Seisia shared path project.
Pending outcome	Grant Writing	Operations	Scheme Supply Fund - Council identifying project scope to make an application to deliver outcomes of Local Housing Action Plan.
Unsuccessful	Grant Writing	Operations	Safer Local Roads and Infrastructure Program (SLRIP)- Tranche 1 - application submitted to fund Injinoo Back Road Section 2 project.
Pending Agreement	Successful Grant Submission	Operations	Growing Regions - Round 1 - Airport Runway Upgrade - Approved for full amount. Pending Agreement to be issued by funder.



ORDINARY COUNCIL MEETING #12
Agenda Item 14.4
Monday 24th March 2025
Umagico Boardroom



ORDINARY COUNCIL MEETING #12

Agenda Item 15-16

Monday 24th March 2025

Umagico Boardroom

15. General Discussion

16. Close of Meeting