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Ordinary Meeting of Council

25 August 2025

The Mayor and Councillors
Pormpuraaw Shire Council
PORMPURA AW QLD 4892

Dear Mayor and Councillors

Notice is hereby given that an Ordinary Meeting of the Pormpuraaw Aboriginal Shire Council will be held at the Council Chambers, on Wednesday 27 August 2025 commencing at 10:00 am.

The agenda for the ordinary meeting is attached for your information.

Yours faithfully

Janelle Menzies

Chief Executive Officer



ORDINARY MEETING OF COUNCIL

Wednesday 27 August 2025
Pormpuraaw Aboriginal Shire Council
Boardroom
24 Thinraathin Street, Pormpuraaw

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1 OPENING OF MEETING

2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE

3 APOLOGIES

Cr Lucy Foote sends her apologies. Doctors Certificate received.

4 DECLARATION OF INTEREST

5 RELATED PARTY DECLARATION FORM

6 RECEIVING AND CONFIRMATION OF MINUTES*

RECOMMENDATION

That the Council resolve to receive and adopt the Minutes of the Ordinary Meeting of Pormpuraaw Aboriginal Shire Council Held on 30 July 2025.

Attachments: 1. Unconfirmed Ordinary Council Meeting_ _30__ July 2025-
Updated [6.1.1 - 14 pages]

7 ITEMS ARISING FROM PREVIOUS MEETINGS

REPORT ATTACHED

Attachments: 1. Matters Arising from Council Meeting [7.1.1 - 1 page]

8 DELEGATIONS / GUESTS

9 CORRESPONDENCE

Nil

10 OPERATIONAL STATUS REPORTS

10.1 CORPORATE SERVICES REPORT TO COUNCIL - AUGUST 2025

Author: Tracey Graham (Executive Manager of Corporate Services)

Authorisers: Janelle Menzies

Attachments: Nil

EXECUTIVE SUMMARY

To provide Council with an operational update of the Corporate Services function as of 20 August 2025.

RECOMMENDATION

That Council resolve to receive and note the Corporate Services report as tabled.

OPERATIONAL UPDATE

- External Audit final visit was conducted the week commencing 11 August 2025. An audit briefing meeting was held on Friday 15 August 2025 with the external auditors advising at that stage there were no issues to report, and PPE was undergoing a final review early the following week, however external audit was not expecting to find any issues. The QAO closing report is due to Council by on 29 August 2025.
- Council's next audit committee meeting is scheduled for Tuesday 02 September 2025 to table and adopt our audited financial statements. The financial statements will also need to be signed by management once adopted by the audit committee on this same day.
- Internal Audit program for 2025/26 FY will be developed in the next month or two, with one area of focus being on the investment strategy and another on our comprehensive valuations of our asset categories (buildings, water & sewer). It was suggested by the audit committee independent member to incorporate fraud review in our internal audit plan.
- Council's new website development is well underway and expected to be completed in approx. 4-6 weeks' time.
- Reviewed and provided feedback to Dept of Local Govt on asset management framework guide and documents.
- Annual close down notice has been emailed out to staff on 18 August 2025, confirming our annual close down period of Monday 22 December 2025 to Friday 02 January 2026 inclusive. Essential service staff will remain working over this period (excluding public holidays) as required.
- Cairns office have a field visit to Pormpuraaw scheduled for the week of 29 September 2025.
- EM Corporate Services will be on annual leave from 25 August to 2 September 2025.
- Department/program expenditure reporting is provided each month to the executive management team and selected department supervisors to monitor their program budgets and ensure that funded projects are delivered on time and within budget.
- Attended CEO meetings on 29 July, 05, 12 & 19 August 2025.

- Attended ELT meetings on 11, 15 & 18 August 2025.
- Attended Corporate Services Team meetings on 04 August 2025.
- Attended Finance Manager support meetings on 29 July, 05 & 12 August 2025.
- Attended Accommodation Team Leader support meetings on 29 July, 12 & 19 August 2025.
- Attended Admin Store Team Leader support meetings on 30 July, 13 & 20 August 2025.
- Attended ReadyTech software demo for new financial system on 28 July 2025.
- Attended QTC Education – Service Planning training on 31 July 2025.
- IEI Aged Care Annual Performance Reporting for 2024/25 FY submitted on 31 July 2025.
- Attended Peak Services Kineo learning management system demo on 05 August 2025.
- Community Justice Group Quarterly Acquittal for April to June 2025 submitted on 05 August 2025.
- Attended Community Housing meeting on 06 August 2025.
- Attended VendorPanel administrator training on 06 August 2025.
- Long Term Financial Forecast submitted to Dept of Local Govt on 06 August 2025.
- CHSP Annual Acquittal for 2024/25 FY submitted on 06 August 2025.
- Coastal Clean Up Annual Financial Declaration for 2024/25 FY submitted on 06 August 2025.
- Deadly Active Sport & Rec Program Biannual Acquittal for Jan to June 2025 submitted on 06 August 2025.
- Home Care Quarterly Financial Reporting for April to June 2025 submitted on 06 August 2025.
- Indigenous Knowledge Centre Annual Report for 2024/25 FY submitted on 06 August 2025.
- ATO PAYG Reporting for July 2025 submitted on 11 August 2025.
- SplashPark Quarterly Reporting for April to June 2025 submitted on 12 August 2025.
- WorkCover Annual Declaration for 2024/25 FY submitted on 12 August 2025.
- ABS Engineering & Construction Survey for April to June 2025 quarter submitted on 14 August 2025.
- QIL&S Ranger Bi-annual Acquittal for January to June 2025 submitted on 15 August 2025.
- Attended External Audit final briefing meeting on 15 August 2025.
- Workplace Health & Safety Policy circulated to Corporate Services Team on 15 August 2025.
- Attended all staff forum on 20 August 2025.
- ABS Wage Price Index Survey for August 2025 quarter submitted on 20 August 2025.
- Annual Notional Certificate for GST submitted to CEO for signing by CEO & Mayor on 06 August 2025.



Flowers provided to Cairns staff member from a camper who was appreciative of the customer service and support provided.

Current Corporate Services Projects

- Staff commencements and inductions as required. (Ongoing)
- Annual Report for 2024/25 (Current WIP)
- Undertake detailed review of above award wages and develop a methodology for Council to apply moving forward for above award positions. (Current WIP)
- Staff Handbook Review (WIP)
- Undertake detailed review of position descriptions for employees to complete a review of the award classification of these positions to ensure correct alignment. (Current WIP)
- Undertake a review of training requirements, driver's licences, blue cards, and other relevant licences relevant to roles within Council and update this information in Mango. (Current WIP)
- Policy Register for Council.
- IPOLA framework review and development.
- Develop new Council website. (Current WIP)
- Coordinate audit committee meetings. (Ongoing)
- Work with internal audit on projects for 2025/26 FY.
- Review audit matrix and update. (Current WIP)
- Complete grant acquittals and other reporting as required by due dates. (Ongoing)
- Work on development of risk management framework.
- Review demos and seek proposals for new financial/ERP system.

HR

- The HR Advisor role is currently being covered by the Corporate Admin Officer to ensure recruitment continues to be a priority. A part-time HR Advisor is working on projects such as staff handbook, position description reviews across the organisation, probation and performance management framework and other key HR projects as required.
- Fortnightly staff absenteeism report is provided to executive managers to monitor staff absenteeism. Totals hours for absenteeism for the 2025/26 financial year to date is 3,315 hours. This is the equivalent of almost 12 full-time roles (13% of current workforce). Absenteeism rates per department are as follows:
 - Operational Services - 1,650 hours
 - Community Services – 1,294 hours
 - Corporate Services - 227 hours
 - Executive Services – 144 hours
- Recruitment completed for the reporting period:
 - Plumber – Full-time (Commenced 11 August 2025)
 - Aged Care Support Worker x 2 – Part-time (Commenced 13 August 2025)
- Resignations/Terminations received for the reporting period:
 - Ranger – Full-time (Employee Resignation)
 - Accommodation Team Leader – Full-time (Employee Resignation)
 - Aged Care Support Worker – Part-time (Employee Resignation)
- Current positions vacant are as follows:
 - Aged Care Support Workers (Part-time)
 - Aged Care Cook (Full-time)
 - Recreations & Activities Officer (Full-time)
 - Road Crew Workers (Casual)
 - Accommodation Team Leader (Full-time)

Admin Store

- New Admin Store Assistant (part-time) has recently commenced and providing some relief to the Admin Store Team Leader.
- Admin Store staff have assisted with furniture for new staff houses as required.
- Materials for racking system have been ordered to ensure compliance as per external audit undertaken in April 2025.
- Forklift tyre covers have been installed on forks of the forklift to ensure compliance with safety as identified by WHS. (See photo)
- On-going rolling mini stocktakes will be conducted monthly to minimise stock loss and to identify data recording issues.



Accommodation

- Accommodation Team Leader has submitted resignation from the role, however agreed to remain in the role until the position can be backfilled.
- 3 x new cleaning staff have commenced in the last month which should provide some much-needed relief to ensure our accommodation facilities are cleaned in a timely manner. Work roster for these staff is currently being adjusted to ensure attendance and the operational requirements for our accommodation services can be met.
- A full suite of bedding and bathroom linen has been ordered for our accommodation facilities. The cleaners have stored these neatly until a storage cupboard can be procured. (See photo)
- Cleaning checklist resource provided to the accommodation team leader on 15 July 2025 to assist with the performance management of cleaning staff and to ensure that cleaning staff have a list to follow.
- Accommodation occupancy has been at a high capacity, with the Council working continuously with contractors to ensure they have accommodation available for workers to undertake capex works, such as the airport upgrade, road works, hospital, etc. The contractor's camp is being fully utilised by WIP Constructions.
- Accommodation for capex works scheduled for the 2025/26 financial year will need to be considered closely to ensure that contractors can be accommodated, whilst also ensuring that fly in and out stakeholders who provide essential services for the community can also be accommodated to ensure there is no disruption to these essential community services.



** EMCS confirms there are no changes to her reported related parties or register of interests.*

10.2 COMMUNITY SERVICES REPORT TO COUNCIL - JULY 2025

Author:	Shelina Bartlett (Executive Manager of Community Services)
Authorisers:	Janelle Menzies, Chief Executive Officer
Attachments:	1. Aged Care Report July 2025 [10.2.1 - 3 pages] 2. Photo Croc's and Immortals [10.2.2 - 1 page] 3. Photo Croc's & Immortals [10.2.3 - 1 page] 4. Pormpuraaw - First Nations Community Wi- Fi Program - July 2025 (002) [10.2.4 - 2 pages]

KEY OUTCOME

Strategic Priority: 5. Organisation - developing our character

Objective: 5.1 Ensure Council operates with integrity and transparency in all areas of business, decision making, and reporting.

EXECUTIVE SUMMARY

Executive Manager Community Services Report July 2025

RECOMMENDATION

RECOGNITIONS, APPRECIATIONS AND MILESTONES ACHIEVED

Grace Millinda – stepping up and taking on the duties of Airline Ticketing which has been relocated to the Cashier / Post Office with a smile and positive attitude

COMMUNICATION CATCH UP

- NAIDOC Celebration with Kup Murrie in conjunction with QLD Governors Visit to Pormpuraaw
- Big Day out 3rd and 4th July (Don't Buy Sly funding)
- New equipment at Splash Park (Pool table and Table Tennis Table)
- CROC's Home game 12/07/2025
- Training for Cashier / Airline ticket sales
- Arrival to Pormpuraaw Baker
- Containers for Change visit to Pormpuraaw 11/07/2025 & 25/07/2025
- Extension of Deadly Active Sport and Rec 1 year

OPERATIONAL UPDATE

Community Services staffing for Post Office / Cashier / Justice /Centrelink and Library is complete and open for service.

Airline ticket sales and freight now booked and paid at the Cashier

Recruitment in progress Aged Care Cook & two new Aged Care Support Workers

Positions still in recruitment - Aged Care Support Worker (for domestic duties) and Sport & Recreation Officer

Bakery – Bruce and Maggie have been working on getting accounts with the appropriate suppliers, requesting quotes to cost necessary tools, food and packaging and working with contractors to get the shop prepared for opening. The machinery which has sat for 5 years has been trialled to gauge mechanically operational. The Community has been invited to provide suggestions for a name for the new Bakery via a suggestion box in the Post Office. The initial hours to be trialled will have the bakery open Tuesdays, Wednesdays, Thursdays, Fridays will be open afternoon and evening for Takeaway (Pizza/ Hot Chickens/ hot meals etc) the bakery will reopen with bread, pies and cakes Saturday mornings. This will be trialled to see what is successful and changed as necessary.

Services Australia fax machine not working – delay in services Australia supplying of ink and materials for IT connections for Silver Service causing delays in wait time on the phone. Coral working to get this rectified asap.

Grant application GO7393 in progress.

New Aged Care Act / Aged Care Reform now delayed from 1.07.25 – 1.11.2025

Community Events

3rd July as part of our Don't Buy Sly PASC held a Men's morning at Chapman Beach, morning tea and lunch was provided and an open circle for men to join and talk about men stuff. Pere from Big Pups had his guitar and spoke about his journey to where he is now, fighting drugs and alcohol – conversation was led by what the group wanted to talk about. Information was provided about services available to help.

4th July Big Day Out was held at the footy grounds and with the support of Council staff many games for range of age group was had, ending with the colour run where everyone had fun making sure the CEO was covered in many colours. The event then moved to the hall for dinner and music by Big Pups, plus a free shirt promoting Don't Buy Sly.

23rd July NAIDOC celebrations coincided with visit from Jeanette Young QLD Governor. Activities took place at the school where Jeannette was invited to participate. The day concluded at the Boomerang building for a shared Kup Murri – many thanks to the rangers for their hard work and cooking skills.

PORMPURA AW JUSTICE July CJG Summary:

ASSISTANCE	MEETINGS	COURT	OTHER SERVICES / SUPPORT
• Births, Deaths and Marriages • SPER • Community Local ID • Legal Aid, ATSILS, QIFVLS Assistance • QPS Assistance / Enquiry • Probation and Parole Assistance • Child Safety-General Assistance • Blue Card Application Assistance	• Justice Group Meetings • Justice Group Consultation • Community Stake Holders Meeting • Child Safety-Family General Meetings • Other Meetings	• Court submissions-written • Court Support - Oral • Bail submissions-written • Bail Support-Oral • Magistrate Court Days • District Court Days • Court Assistance	• Community Engagement • Mediation Peace Keeping • Justice of the Peace Services • Agency Visits • Prison-visit & Contact Assistance • Community Service Orders • CJG Referral to support Agencies

• Local Fares Scheme • Victim Assist • General Assistance			
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The centre was open for the whole, duration of the month with regular service delivery components available for Community to access.

Planning around service deliverables with Department of Justice, CJG and PASC has been progressing well

Josephine, Syd Bruce and Noel will be attending NAIDOC celebrations via visits to Lotus Glen, as well as visiting Mareeba Court house / Justice Group / Cairns Court House etc 18th

Court Day was on the 7th July 2025 -22nd August 2025

MONTH AHEAD August 2025

- Court day 11th August
- Preparations for Rodeo
- Reporting - Annual reporting Library, Don't Buy Sly due to been granted a 1-month extension
- Training Psychological Health and Safety
- Harbour Software training
- Council staff Teams Meeting 20/08/2025
- Meeting Durack (donations)
- Noel Tabuai to attend SES training in Kowanyama 7-12th August
- Visit from SDAP team for Aged Care support
- Training for implementation of Sandwai (new IT system for Aged Care)
- CROC's finals Cooktown 9th August
- CROC's Footy against Kowanyama & Crocs and Kowanyama against the Immortals 16/08/25

10.3 OPERATIONAL SERVICES REPORT TO COUNCIL - JULY 2025

Author: Grant Dennis (Executive Manager of Operational Services)
Authorisers: Janelle Menzies, Chief Executive Officer
Attachments: Nil

EXECUTIVE SUMMARY

Type here

RECOMMENDATION

1. That the council resolve to receive and note the report.

REPORT ATTACHED

Parks and Gardens

- Preparations for Football games
- Town Cleanup
- Maintain Parks and Gardens and Council yards
- Maintain Guest Houses and accommodation
- Cleanup Covid Camp and Main Roads
- Roadside Mowing and and Cleanup
- Beach and Boomerang Toilet cleaning

R&M

- Qbuild Works
- Accommodation furniture assembly
- Covid Camp upgrades
- General repairs on staff housing

Social Housing

- Excellent feedback at meeting with client
- Backlog work has nearly completely been cleaned up
- Still not getting much work for contractors, Qbuild hope to push more through in August

Workshop

- Works have started on Kowanyama Road
- Coleman Access opened
- Garbage running generally on time
- Absenteeism has been higher than preferred and has affected productivity
- General Maintenance and repairs

Airport

- Preparations and planning for temporary airport well underway
- Tender let for Airport upgrade
- New ARO's have been taking callout shifts

Plumbing (Water Supply and Sewerage)

- No major issues or exceedances for Month
- No reportable incidents
- Some issues with pumps shutting down overnight that fill high lift tanks, we have managed to not lose supply for any significant period during the day to date and are monitoring with service company going forward. Brett and Grant to monitor daily to ensure operation continues.
- Toolbox with ESO to remind them of testing protocol due to some anomalies in test results.
- Gavin Zeelie offered a plumbing position and is to start in August.

Rangers

- Turtle Program has started
- Carbon Credit program completed
- Backlog of Arborist works caught up
- Caught up on Pest Control work
- No major issues

11 CHIEF EXECUTIVE REPORTS

11.1 CEO MEETINGS AND STATUS REPORT

Authorisers: Janelle Menzies

Attachments: Nil

EXECUTIVE SUMMARY

To provide a status report for Council to 22 August 2025

RECOMMENDATION

That the council resolve to receive and note the report.

OPERATIONAL UPDATE

Business Precinct Plan – Art Centre and Admin Officer - Consultant will be on site 2 & 3 September 2025. The same consultant will do the plans for the new HACC Centre.

6 Extensions and 4 Granny Flat – Project Manager has been appointed. PM has visited community and met with Dept of Housing scoping has begun.

Subdivisions – Project Manager has been appointed. Sourcing more funding for Northern Subdivisions. Environmental Approvals are being sought so that we can begin moving the Orchids.

Asset Management Plans – WIP - should be complete this week , Draft will be ready for Audit Committee.

Risk Management Plan – WIP - should have outline for Audit committee.

The **Traditional Owner Group** held their pre-incorporation meeting on 3 July 2025 and work is progressing forms have been lodged for incorporation.

CEO to Employee delegations and almost have those finalised.

Mustering Tender is WIP and almost complete – After sourcing legal advice the Contract will be with Ngokal Weendi. This can now proceed without a Tender.

Ngokal Weendi – Accounts to be sent off to auditor for 2024/25 Audit.

Home Ownership Debtors – One debt paid so that Home Ownership can be transferred to family member. Home Ownership Team will be in community during September to assist with consultation with Home Owners.

AB Kiosk Debtor – Still Reviewing

Outstanding Leases – PPAC & PUBSC working through the issues with these.

Funding	Project	Outcome
RDA	Trunk Infrastructure for new subdivision on northside	Not Successful
RDA	Trunk Infrastructure for new subdivision on southside	SUCCESSFUL \$13,000,000
QRA	Enclosing and Air Conditioning the Community Hall so it can be used for a Place of Refuge	WIP
QRA	Flood Cameras along Strathgordon Road at Lukin and Coleman Rivers	WIP
RJED	1 Assistant Manager & 2 Counter Staff for Bakery	SUCCESSFUL
RJED	4 Culture and Land Management Staff to maintain the Landfill and Cemeteries	SUCCESSFUL
RJED	1 Radio Operator	Not Successful
DES	Shed for Battery Recycling	WIP

26 July to 22 August

Date	Event / Meeting	Location	Attendees
28 July 2025	RediTech Software Demonstration	Teams	CEO & EM Corporate
28 Jul 2025	Council Briefing	Pormpuraaw	Council
30 Jul 2025	Council Meeting	Pormpuraaw	Council
29 Jul 2025	Legal Advice for Carbon Farming	Teams	CEO
30 Jul 2025	Housing Plan Meeting	Pormpuraaw	Council
1 Aug 2025	TWG Meeting	Teams	Mayor & CEO
11 Aug 2025	Council Briefing	Pormpuraaw	Council
1 Aug 2025	Sage Software Demonstration	Team	CEO
5-7 Aug 2025	Vet Visit	Pormpuraaw	
6 Aug 2025	Picatach Software Demonstration	Teams	CEO
06 Aug 2025	Vendor Panel Software Training	Teams	CEO
7 Aug 2025	Dept of Housing & Project Manager for Extensions and Granny Flats	Pormpuraaw	CEO
7 Aug 2025	Keiren Mau Project Manager for DRFA and Airport Project	Pormpuraaw	CEO
7 Aug 2025	Pat Dwyer – QRA & Keiren Mau	Pormpuraaw	CEO & EM Comm
8 Aug 2025	Airport Staff regarding logistics moving to temp airport	Pormpuraaw	CEO, EM Ops, Airport Supervisor
8 Aug 2025	Bessie & Freddy Holroyd regarding Christmas Creek Lease	Pormpuraaw	CEO, Bessie & Freddie
11 Aug 2025	Council Briefing	Pormpuraaw	CEO, Mayor & Deputy Mayor

Date	Event / Meeting	Location	Attendees
13 Aug 2025	Cairns Hardware and Makita BBQ	Pormpuraaw	CEO & Staff
13 Aug 2025	Denise Ballie, George Conrad, Stacey Conrad and Chrissy Conrad re outstations	Pormpuraaw	CEO
13 Aug 2025	Qbuilding JOM	Pormpuraaw	CEO & Housing staff
15 Aug 2025	ELT	TEAMS	Exec Staff
15 Aug 2025	Durack – Community Donations	TEAMS	CEO & EMComm
15 Aug 2025	External Audit Exit Meeting	TEAMS	Auditors and Finance Team
19 Aug 2025	School, Grants Office about funding opportunity	Pormpuraaw	CEO
19 Aug 2025	Element time – software demonstration	TEAMS	CEO
19 Aug 2025	Sage Software Scoping intro	TEAM	CEO
20 Aug 2025	Rex Burke & Solomon CEQ	Pormpuraaw	CEO & Mayor
20 Aug 2025	All staff toolbox	Pormpuraaw & Cairns	CEO & All Staff
20 Aug 2025	Glenn at Housing	Pormpuraaw	CEO
20 Aug 2025	Ngokl Weendi & TOIG meeting	Pormpuraaw	CEO
21 Aug 2025	QPS re Mayors Summit	Pormpuraaw	CEO
21 Aug 2025	ELT	TEAMS	CEO & Ex Managers
21 Aug 2025	Early Intervention Webinar	TEAMS	CEO
21 Aug 2025	McCullough Robertson Solicitors re Carbon Farming	TEAMS	CEO
21 Aug 2025	ATSIPHP EH Plan	TEAMS	CEO, EXOps, Rangers

Date	Event / Meeting	Location	Attendees
22 Aug 2025	Vendor Panel Training	TEAMS	CEO & some Staff
22 Aug 2025	Legal Advice re mustering contract	TEAMS	CEO
22 Aug 2025	Readi Tech – Software demonstration	TEAMS	CEO
22 Aug 2025	Durack re Community Donations	TEAMS	CEO, EMComm
22 Aug 2025	Element Time – Software Demo	TEAMS	CEO & Finance
22 Aug 2025	QRA – Pat Dwyer handover to Tom	TEAMS	CEO
22 Aug 2025	Todd – Rise work planning	Pormpuraaw	CEO
22 Aug 2025	Flight Centre re setting up account	TEAMS	CEO

FUTURE MEETINGS

Date	Event / Meeting	Location	Attendees
27 Aug 2025	Council Meeting	Pormpuraaw	Council
8 Sep 2025	Council Briefing	Pormpuraaw	Council
2 Sep 2025	Audit Committee Meeting	TEAMS	Council
3 Sep 2025	TCICA	Cairns	Mayor & CEO
22 Sep 2025	Council Briefing	Pormpuraaw	Council
8-17 Sept	CEO AWAY LGMA		
24 Sep 2025	Council Meeting	Pormpuraaw	Council
1-2 Oct 2025	Mayors QPS Summit	Cairns	Mayor +1
6 Oct 2025	Kings Birthday Public Holiday		
15 Oct 2025	Council Meeting	Pormpuraaw	Council
20-26 October	ILF & LGAQ Conference	Gold Coast	Council
23 Oct – 24 Nov	CEO on LEAVE		
3 Nov 2025	Council Briefing	Pormpuraaw	Council
11 Nov 2025	Cape York Road Package	Cairns/Teams	Mayor & CEO
17 Nov 2025	Council Briefing	Pormpuraaw	Council
26 Nov 2025	Council Meeting	Pormpuraaw	Council
1 Dec 2025	Council Briefing	Pormpuraaw	Council

15 Dec 2025	Council Briefing	Pormpuraaw	Council
17 Dec 2025	Council Meeting	Pormpuraaw	Council

11.2 NQ PETRO

Author: Janelle Menzies (Chief Executive Officer)
Authorisers: Janelle Menzies, Chief Executive Officer
Attachments: 1. NQ PETRO Req for OPT [11.2.1 - 11 pages]

KEY OUTCOME

Strategic Priority: 5. Organisation - developing our character

Objective: 5.8 Implement best practice financial planning that incorporates the costs of assets over their lifetime for current and future needs.

EXECUTIVE SUMMARY

To approve NQ Petro for Sole and Prequalified Supplier Arrangement

RECOMMENDATION

That Council resolve to endorse the purchase of an OPT system from NQ Petro and approve to place NQ Petro on the Council's Sole Supplier – Prequalified Supplier Arrangement.

BACKGROUND

The credit card function of the fuel supply system has become operatable on a number of occasions in the last few months, leaving the community with a manual, cash only system.

NQ Petro are the only supplier to quote for a new OPT system.

CONSULTATIONS (Internal/External)

NQ Petro and other suppliers

LEGISLATION / LEGAL IMPLICATIONS

Local Government Act 2009

POLICY IMPLICATIONS

Procurement Policy

FINANCIAL AND RESOURCE IMPLICATIONS

Provided for in 2025/26 budget

ASSET MANAGEMENT IMPLICATIONS

Enhancement to currently fuel bowser system.

RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating – additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
			Refer to risk calculator provided above for measures			
Example: <i>Insufficient funding</i>	<i>None</i>	<i>Delays to purchasing</i>	<i>C Possible</i>	<i>4 Major</i>	<i>High</i>	<i>Ensure funding approvals obtained at start of project</i>
System US and no fuel available	Manul pumping of fuel and cash only	Loss of Cash	<i>A Almost Certain</i>	<i>3 Moderate</i>	<i>High</i>	Fund available in the budget.

HUMAN RIGHTS CONSIDERATIONS

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in a way compatible with human rights. The Human Rights Act 2019 requires public entities to only limit human rights in certain circumstances. The human rights protected under the Human Rights Act 2019 are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

1. Recognition and equality before the law;
2. Right to life;
3. Protection from torture and cruel, inhuman or degrading treatment;
4. Freedom from forced work;
5. Freedom of movement;
6. Freedom of thought, conscience, religion and belief;
7. Freedom of expression;
8. Peaceful assembly and freedom of association;
9. Taking part in public life;
10. Property rights;
11. Cultural rights—generally;
12. Cultural rights—Aboriginal peoples and Torres Strait Islander Peoples;
13. Right to liberty and security of person;
14. Humane treatment when deprived of liberty;
15. Fair hearing;
16. Rights in criminal proceedings;
17. Children in the criminal process;
18. Right not to be tried or punished more than once;
19. Retrospective criminal laws;
20. Right to education;

11. Privacy and reputation;

23. Right to health services.

12. Protection of families and children;

Consideration of the 23 human rights protected under the Human Rights Act 2019 has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

11.3 PPAC - GRANT REQUEST - RENT SUBSIDY AND SUPPORT FOR COMMUNITY SERVICE PROVISION

Author: Janelle Menzies (Chief Executive Officer)

Authorisers: Janelle Menzies, Chief Executive Officer

Attachments: 1. 2025 Signed Grant Request Rent Subsidy and Support for Community Service Provision [11.3.1 - 2 pages]

KEY OUTCOME

Strategic Priority: 1. Community - the way we want to live together

Objective: 5.1 Ensure Council operates with integrity and transparency in all areas of business, decision making, and reporting.

EXECUTIVE SUMMARY

To inform Council of the Grant Request – Rent Subsidy and Support for Community Service Provision

RECOMMENDATION

1. That Council resolve to

BACKGROUND

Council has received a Grant Request from Pormpur Paanthu Aboriginal Corporation (PPAC) for Rent Subsidy and Support for Community Service Provision.

PPAC currently rents the following properties from Council:-

Property	Current	Increase
16/10/2025		
11B Ngurrin Street	\$495.00 pw	\$520.00 pw
15A Yalu Street	\$495.00 pw	\$520.00 pw
16B Yalu Street	\$495.00 pw	\$520.00 pw
21A Yalu Street	\$495.00 pw	\$520.00 pw
21B Yalu Street	\$495.00 pw	\$520.00 pw

Up until 30 June 2025 we have been subsidising the rent with a Community Grant of \$145.00 per week. Their rent has been \$350.00 per week.

They are also occupying the Self-Contained unit at the Land & Sea Guesthouse.

PPAC also occupies part of the BRACS centre and are paying \$1027.41 per month. They also occupy the buildings on Yalu Street – Old Women's Shelter, Corner Shed, Daycare, Admin Office as well as the Men's Shed that they are not paying any rent.

Council has a budget of \$66,000 for Community Grants in the 2025/26 financial year which is fully allocated.

OPTIONS

1. Support a Community Grant – this will require a budget variation
2. Not Support a Community Grant

CONSULTATIONS (Internal/External)

Finance Manager

INTERESTED PARTIES

Nil

LEGISLATION / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Community Grant and Assistance Policy

FINANCIAL AND RESOURCE IMPLICATIONS

Loss of Income

ASSET MANAGEMENT IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

HUMAN RIGHTS CONSIDERATIONS

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- | | |
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| 2. Right to life; | 14. Cultural rights—Aboriginal peoples and Torres Strait Islander Peoples; |
| 3. Protection from torture and cruel, inhuman or degrading treatment; | 15. Right to liberty and security of person; |
| 4. Freedom from forced work; | 16. Humane treatment when deprived of liberty; |
| 5. Freedom of movement; | 17. Fair hearing; |

- 6. Freedom of thought, conscience, religion and belief;
- 7. Freedom of expression;
- 8. Peaceful assembly and freedom of association;
- 9. Taking part in public life;
- 10. Property rights;
- 11. Privacy and reputation;
- 12. Protection of families and children;

- 18. Rights in criminal proceedings;
- 19. Children in the criminal process;
- 20. Right not to be tried or punished more than once;
- 21. Retrospective criminal laws;
- 22. Right to education;
- 23. Right to health services.

Consideration of the 23 human rights protected under the Human Rights Act 2019 has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS

12.1 CORPORATE SERVICES REPORT FINANCIAL STATEMENTS FOR PERIOD ENDED 31.07.2025

Author: Tracey Graham (Executive Manager of Corporate Services)

Authorisers: Janelle Menzies, Chief Executive Officer

Attachments: 1. Finance Report for Period Ended 31 07 2025 [12.1.1 - 9 pages]

EXECUTIVE SUMMARY

To provide Council with the financial statements for the period ended 31 July 2025.

RECOMMENDATION

A summary of the financial statements for the period ended 31 July 2025 is as follows:

1. Operating revenue was \$4.17 million, 15% less than budgeted.
2. Operating expenses were \$642 thousand lower than budgeted at a total of \$2.53 million, resulting in an operating position of \$1.64 million, which is \$78 thousand unfavourable to adopted budget.
3. Capital items showed a negative variance, with actual capital revenue of \$75 thousand against a budget of \$1.48 million.
4. Council's cash position shows unconstrained funds of \$64 million.
5. Aged debt amounts to \$313,891 outstanding over 60 days. Long term debt for service levies on commercial properties will require a resolution from Council on action required for this debt as all previous attempts to recover this debt have been unsuccessful.
6. Overall, the Council's financial performance shows a positive operating position for the first month of the 2025/26 financial year.
7. Community equity currently sits at just under \$249 million.

Council's audited financial statements for the 2024/25 financial year are currently under review with QAO and external audit and will be tabled at the next Council meeting.

REPORT ATTACHED

13 EXECUTIVE MANAGER OF OPERATIONS REPORTS

Nil

14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS

Nil

15 CONFIDENTIAL ITEMS*

15.1 ORGANISATIONAL STRUCTURE

CONFIDENTIAL REASONS

As required under Section 254J(3) of the *Local Government Act 2009*, this item is considered confidential due to the following reason(s):

(b) industrial matters affecting employees.

EXECUTIVE SUMMARY

To provide Council with an alternative Organisational Structure

RECOMMENDATION

That Council resolve to adopt the new Organisational Structure

16 LATE ITEMS

16.2 APPROVAL FOR PROJECT MANAGEMENT FEES - ORION PROJECT CONSULTING

Author: Janelle Menzies (Chief Executive Officer)

Authorisers: Janelle Menzies, Chief Executive Officer

Attachments: 1. PM Orion [16.2.1 - 2 pages]

KEY OUTCOME

Strategic Priority: 5. Organisation - developing our character

Objective: 5.1 Ensure Council operates with integrity and transparency in all areas of business, decision making, and reporting.

EXECUTIVE SUMMARY

To provide Council information regarding Orion Consulting Project Management fees for the Disaster Recovery Funding Arrangement Project.

RECOMMENDATION

That Council accept the quotation from Orion Consulting Project Management for amount of \$600,000 as per the project Scope.

BACKGROUND

Orion Consulting have been project managing the Disaster Recovery Funding Arrangement (DRFA) funded by Queensland Restoration Authority (QRA) for the

REPORT

Type here

OPTIONS

Type here

CONSULTATIONS (Internal/External)

Type here

INTERESTED PARTIES

Type here

Note: The identification of interested parties is provided on a best endeavours basis by Council Officers and may not be exhaustive.

LEGISLATION / LEGAL IMPLICATIONS

Type here

POLICY IMPLICATIONS

Type here

FINANCIAL AND RESOURCE IMPLICATIONS

Type here

ASSET MANAGEMENT IMPLICATIONS

Type here

RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating – additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
			Refer to risk calculator provided above for measures			
Example: <i>Insufficient funding</i>	<i>None</i>	<i>Delays to purchasing</i>	<i>C Possible</i>	<i>4 Major</i>	<i>High</i>	<i>Ensure funding approvals obtained at start of project</i>

			Choose an item.	Choose an item.	Choose an item.	
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HUMAN RIGHTS CONSIDERATIONS

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in a way compatible with human rights. The Human Rights Act 2019 requires public entities to only limit human rights in certain circumstances. The human rights protected under the Human Rights Act 2019 are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

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| 4. Freedom from forced work; | 16. Humane treatment when deprived of liberty; |
| 5. Freedom of movement; | 17. Fair hearing; |
| 6. Freedom of thought, conscience, religion and belief; | 18. Rights in criminal proceedings; |
| 7. Freedom of expression; | 19. Children in the criminal process; |
| 8. Peaceful assembly and freedom of association; | 20. Right not to be tried or punished more than once; |
| 9. Taking part in public life; | 21. Retrospective criminal laws; |
| 10. Property rights; | 22. Right to education; |
| 11. Privacy and reputation; | 23. Right to health services. |
| 12. Protection of families and children; | |

Consideration of the 23 human rights protected under the Human Rights Act 2019 has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

16.3 AMENDMENT TO TRAVEL POLICY

Author: Janelle Menzies (Chief Executive Officer)
Authorisers: Janelle Menzies, Chief Executive Officer
Attachments: 1. POL G0V T002 TravelPolicy V3 202500827 [16.3.1 - 6 pages]

KEY OUTCOME

Strategic Priority: 5. Organisation - developing our character

Objective: 5.1 Ensure Council operates with integrity and transparency in all areas of business, decision making, and reporting.

EXECUTIVE SUMMARY

To provide Council with an updated Travel Policy

RECOMMENDATION

That the Council resolve to adopt the amended Travel Policy.

BACKGROUND

Council adopted the current travel policy on 28 May 2025. The policy has been amended to ensure that we book accommodation and airlines with cancellation policies up to 24 hours before travel or check in. The policy has also been updated to include flights for Mayor and/or Councillors partners when they have an official invitation to accompany the Mayor and/or Councillors to a function.

Additions to this policy are highlighted in yellow.

POLICY IMPLICATIONS

Travel Policy

FINANCIAL AND RESOURCE IMPLICATIONS

Potential additional travel expenditure

ASSET MANAGEMENT IMPLICATIONS

NII

RISK MANAGEMENT IMPLICATIONS

HUMAN RIGHTS CONSIDERATIONS

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| 10. Property rights; | 22. Right to education; |
| 11. Privacy and reputation; | 23. Right to health services. |
| 12. Protection of families and children; | |

Consideration of the 23 human rights protected under the Human Rights Act 2019 has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

17 TENDERS & QUOTATIONS

17.1 APPROVAL FOR 6M3 AGITATOR TRUCK FOR CONCRETE CARTAGE

Author: {authors-names-with-position}
Authorisers: Janelle Menzies, Chief Executive Officer
Attachments: 1. Agitator Truck Quote Analysis [17.1.1 - 1 page]
 2. Quote Agitator [17.1.2 - 6 pages]
 3. Requisition Agitator truck [17.1.3 - 1 page]

KEY OUTCOME

Strategic Priority: 2. Built Environment - shaping our surroundings

Objective: 5.1 Ensure Council operates with integrity and transparency in all areas of business, decision making, and reporting.

EXECUTIVE SUMMARY

Approve purchase of 6m3 Agitator Truck

RECOMMENDATION

1. That council approve the purchase of Agitator Truck
- 2.

BACKGROUND

Increase size of concrete truck to allow for future hire to external parties and use of truck for new construction without hiring a truck externally.

REPORT

See attached quote analysis

OPTIONS

1. Approval
2. Rejection of quotation and take to tender.

CONSULTATIONS (Internal/External)

Workshop manager

Local Contractors

INTERESTED PARTIES

Nil conflicts

Note: The identification of interested parties is provided on a best endeavours basis by Council Officers and may not be exhaustive.

LEGISLATION / LEGAL IMPLICATIONS

NA

POLICY IMPLICATIONS

NA

FINANCIAL AND RESOURCE IMPLICATIONS

Nil as allowed for in budget

ASSET MANAGEMENT IMPLICATIONS

Positive use vehicle that will be useable for council own works as able to complete works faster due to size increase. Also Council will be able to supply concrete to third parties rather than they needing to hire in trucks ue to carrying capacity.

RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating – additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
			Refer to risk calculator provided above for measures			
Example: <i>Insufficient funding</i>	<i>None</i>	<i>Delays to purchasing</i>	<i>C Possible</i>	<i>4 Major</i>	<i>High</i>	<i>Ensure funding approvals obtained at start of project</i>
			Choose an item.	Choose an item.	Choose an item.	

HUMAN RIGHTS CONSIDERATIONS

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| 10. Property rights; | 22. Right to education; |
| 11. Privacy and reputation; | 23. Right to health services. |
| 12. Protection of families and children; | |

Consideration of the 23 human rights protected under the Human Rights Act 2019 has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

17.2 APPROVAL REQUEST FOR HEAVY TIPPER TO REPLACE P5

Author: {authors-names-with-position}
Authorisers: Janelle Menzies, Chief Executive Officer
Attachments: 1. Heavy Tipper Requisition [17.2.1 - 1 page]
 2. Heavy Tipper Quote Analysis and Quote [17.2.2 - 4 pages]

KEY OUTCOME

Strategic Priority: 2. Built Environment - shaping our surroundings

Objective: Develop and maintain a comprehensive service catalogue that enhances the accessibility & quality of services provided to the community.

EXECUTIVE SUMMARY

Seeking council approval for the purchase of Heavy Tipper Truck to replace older equipment

RECOMMENDATION

1. Council approves purchase of new vehicle
2. Cost below budget approved by council
3. Vehicle suitable for purpose of council
- 4.

BACKGROUND

Replacement of existing Plant due to age

REPORT

Attached Quote and Quote analysis by workshop manager

OPTIONS

1. Approve purchase
2. Reject purchase and issue for tender
3. Reject purchase and continue to use existing vehicle

CONSULTATIONS (Internal/External)

Workshop Manager

Contractors

INTERESTED PARTIES

Nil outside council and plant sales vendor

Note: The identification of interested parties is provided on a best endeavours basis by Council Officers and may not be exhaustive.

LEGISLATION / LEGAL IMPLICATIONS

nil

POLICY IMPLICATIONS

nil

FINANCIAL AND RESOURCE IMPLICATIONS

Nil if approved as replacing older item that is reaching end of practical life.

ASSET MANAGEMENT IMPLICATIONS

Newer Asset requiring less maintenance thus reducing ongoing costs.

RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating – additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
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HUMAN RIGHTS CONSIDERATIONS

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12. Protection of families and children;	

Consideration of the 23 human rights protected under the Human Rights Act 2019 has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

17.3 RCG REQUISITION ESTIMATE APPROVAL FOR ROAD WORKS 25-26

Author: {authors-names-with-position}
Authorisers: Janelle Menzies, Chief Executive Officer
Attachments: 1. RCG Quote Analysis [17.3.1 - 1 page]
 2. Req 56254 RC G 1 [17.3.2 - 1 page]

KEY OUTCOME

Strategic Priority: 2. Built Environment - shaping our surroundings

Objective: 5.1 Ensure Council operates with integrity and transparency in all areas of business, decision making, and reporting.

EXECUTIVE SUMMARY

Request for approval of requisition 56254 for estimated costs for plant and operators from RCG in the 25/26 current approved roadworks

RECOMMENDATION

1. Approval of requisition
2. Preferred supplier
3. Recommended by project manager
4. Availability
5. Cost is considered reasonable
- 6.

BACKGROUND

Local long-term contractor to be used for ongoing roadworks

REPORT

See attached Quote analysis

OPTIONS

1. Approval of requisition
2. Reject requisition

CONSULTATIONS (Internal/External)

Workshop Manager

Orion Consulting

INTERESTED PARTIES

Nil except Council Employees and Contractor.

Note: The identification of interested parties is provided on a best endeavours basis by Council Officers and may not be exhaustive.

LEGISLATION / LEGAL IMPLICATIONS

nil

POLICY IMPLICATIONS

nil

FINANCIAL AND RESOURCE IMPLICATIONS

Low resource availability in our region.

ASSET MANAGEMENT IMPLICATIONS

Effective management of our road assets

RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating – additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
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18 NOTICE OF MOTION

19 NEXT MEETING

20 CLOSE OF MEETING