

PORMPURA AW



ABORIGINAL  
SHIRE COUNCIL



**PORMPURA AW**

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**CAIRNS**

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# Ordinary Meeting of Council

13 October 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 15 October 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 15 October 2025  
Pormpuraaw Aboriginal Shire Council  
Boardroom  
24 Thinraathin Street, Pormpuraaw

## ORDER OF PROCEEDINGS

|           |                                                                                                            |           |
|-----------|------------------------------------------------------------------------------------------------------------|-----------|
| <b>1</b>  | <b>OPENING OF MEETING.....</b>                                                                             | <b>5</b>  |
| <b>2</b>  | <b>ATTENDANCE AND CERTIFICATE OF ATTENDANCE.....</b>                                                       | <b>5</b>  |
| <b>3</b>  | <b>APOLOGIES .....</b>                                                                                     | <b>5</b>  |
| <b>4</b>  | <b>DECLARATION OF INTEREST .....</b>                                                                       | <b>5</b>  |
| <b>5</b>  | <b>RELATED PARTY DECLARATION FORM.....</b>                                                                 | <b>5</b>  |
| <b>6</b>  | <b>RECEIVING AND CONFIRMATION OF MINUTES* .....</b>                                                        | <b>6</b>  |
| 6.1       | MINUTES OF THE ORDINARY MEETING OF PORMPURA AW ABORIGINAL<br>SHIRE COUNCIL HELD ON 24 SEPTEMBER 2025 ..... | 6         |
| <b>7</b>  | <b>ITEMS ARISING FROM PREVIOUS MEETINGS.....</b>                                                           | <b>22</b> |
| <b>8</b>  | <b>DELEGATIONS / GUESTS .....</b>                                                                          | <b>24</b> |
| <b>9</b>  | <b>CORRESPONDENCE .....</b>                                                                                | <b>24</b> |
| <b>10</b> | <b>OPERATIONAL STATUS REPORTS.....</b>                                                                     | <b>25</b> |
| 10.1      | CORPORATE SERVICES OPERATIONAL REPORT TO COUNCIL - OCTOBER<br>2025.....                                    | 25        |

|                                                                                          |            |
|------------------------------------------------------------------------------------------|------------|
| 10.2 COMMUNITY SERVICES OPERATIONAL REPORT TO COUNCIL FOR<br>SEPTEMBER 2025 .....        | 29         |
| 10.3 OPERATIONAL SERVICES REPORT TO COUNCIL FOR SEPTEMBER 2025                           | 40         |
| <b>11 CHIEF EXECUTIVE REPORTS .....</b>                                                  | <b>44</b>  |
| 11.1 CEO MEETINGS AND STATUS REPORT .....                                                | 44         |
| 11.2 PUBSC DONATION FOR COMMUNITY CHRISTMAS PARTY .....                                  | 47         |
| 11.3 SPORTS PRECINCT MASTERPLAN .....                                                    | 51         |
| 11.4 PRE-QUALIFIED SUPPLIER ARRANGEMENT .....                                            | 87         |
| 11.5 POLICY REVIEW .....                                                                 | 89         |
| 11.6 2025/26 OPERATIONAL PLAN UPDATE AT 30 SEPTEMBER 2025 .....                          | 94         |
| <b>12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS .....</b>                          | <b>127</b> |
| 12.1 CORPORATE SERVICES REPORT FINANCIAL STATEMENTS FOR PERIOD<br>ENDED 30.09.2025 ..... | 127        |
| <b>13 EXECUTIVE MANAGER OF OPERATIONS REPORTS.....</b>                                   | <b>139</b> |
| <b>14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS .....</b>                          | <b>140</b> |
| <b>15 TENDERS &amp; QUOTATIONS .....</b>                                                 | <b>141</b> |
| 15.1 DESIGNS FOR 6 EXTENSIONS AND 4 SELF CONTAINED UNITS .....                           | 141        |
| <b>16 LATE ITEMS .....</b>                                                               | <b>150</b> |
| <b>17 CONFIDENTIAL ITEMS* .....</b>                                                      | <b>150</b> |
| 17.1 NEGOTIATION OF OUTSTANDING DEBT .....                                               | 150        |
| 17.2 CONTRACT NEGOTIATION .....                                                          | 150        |
| <b>18 NOTICE OF MOTION.....</b>                                                          | <b>150</b> |

**19 NEXT MEETING.....150**

**20 CLOSE OF MEETING .....150**

**1 OPENING OF MEETING**

**2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE**

**3 APOLOGIES**

Cr Lucy Foote sent her apology and submitted a Doctors Certificate.

**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 24 September 2025.

**Attachments:**        1.        Unconfirmed Minutes of Ordinary Council Meeting\_\_ \_24  
                                         September 2025 [6.1.1 - 15 pages]

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# Ordinary Council Meeting MINUTES

Wednesday 24 September 2025

Pormpuraaw Aboriginal Shire Council  
Boardroom

24 Thinraathin Street, Pormpuraaw

## **1 OPENING OF MEETING**

The Mayor declared the meeting open at 9:37 am.

## **2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE**

Mayor Ralph Kendall (Jnr), Deputy Mayor Tim Koo-Aga, Cr Keith Barney and Cr Romena Edwards

**In Attendance:** Ms Janelle Menzies (Chief Executive Officer and Minute Taker).

## **3 APOLOGIES**

Cr Lucy Foote sent their apologies. (Doctors certificate supplied)

## **4 DECLARATION OF INTEREST**

Nil

## **5 RELATED PARTY DECLARATION FORM**

Nil

## **6 RECEIVING AND CONFIRMATION OF MINUTES\***

### **RESOLUTION NO: 2025/126**

That the Council resolve to receive and adopt the Minutes of the Ordinary Meeting of Pormpuraaw Aboriginal Shire Council Held on 27 August 2025.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Cr Romena Edwards

**CARRIED 4/0**

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## **7 ITEMS ARISING FROM PREVIOUS MEETINGS**

### **RESOLUTION NO: 2025/127**

That Council resolves to note the resolution register.

**Moved:** Cr Romena Edwards

**Seconded:** Mayor Ralph Kendall (Jnr)

**CARRIED 4/0**

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## **8 DELEGATIONS / GUESTS**

Minister Fiona Simpson and David Kempton MP joined the meeting at 10:16 am.

Minister Fiona Simpson and David Kempton MP left the meeting at 11:45 am.

## **9 CORRESPONDENCE**

Nil

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## 10 OPERATIONAL STATUS REPORTS

### 10.1 CORPORATE SERVICES REPORT TO COUNCIL - SEPTEMBER 2025

#### EXECUTIVE SUMMARY

To provide Council with an operational update of the Corporate Services function as of 17 September 2025.

#### RESOLUTION NO: 2025/128

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

**Moved:** Cr Romena Edwards

**Seconded:** Mayor Ralph Kendall (Jnr)

**CARRIED** 4/0

### 10.2 OPERATIONS REPORT AUGUST 2025

#### EXECUTIVE SUMMARY

Overall, a productive month, with few delays or upsets to the scheduled works programs.

#### RESOLUTION NO: 2025/129

That the council resolve to receive and note the report.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Cr Romena Edwards

**CARRIED** 4/0

### 10.3 COMMUNITY SERVICES AUGUST 2025

#### EXECUTIVE SUMMARY

Executive Manager Community Services Report August 2025

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#### RESOLUTION NO: 2025/130

That the council resolve to receive and note the report.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Cr Keith Barney

**CARRIED 4/0**

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### 11 CHIEF EXECUTIVE REPORTS

#### 11.1 CEO MEETINGS AND STATUS REPORT

#### EXECUTIVE SUMMARY

To provide a status report for Council to 19 September 2025

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#### RESOLUTION NO: 2025/131

That the council resolve to receive and note the report.

**Moved:** Cr Romena Edwards

**Seconded:** Cr Keith Barney

**CARRIED 4/0**

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## **11.2 TEMPORARY CHANGE TO PUBSC TRADING HOURS ON 5 OCTOBER 2025 EXECUTIVE SUMMARY**

For Council to endorse the temporary change to PUBSC trading hours for NRL Grand Final on Sunday 25 October 2025

### **RESOLUTION NO: 2025/132**

That Council resolve to endorse the temporary change to the PUBSC trading hours for the NRL Grand Final on Sunday 5 October 2025 from 6.30pm to 9.00pm. CEO's delegate to sign after satisfied that the correct parties have signed the form.

**Moved:** Deputy Mayor Tim Koo-Aga

**Seconded:** Mayor Ralph Kendall (Jnr)

**CARRIED 4/0**

## **12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS**

### **12.1 CORPORATE SERVICES REPORT FINANCIAL STATEMENTS FOR PERIOD ENDED 31.08.2025**

#### **EXECUTIVE SUMMARY**

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

### **RESOLUTION NO: 2025/133**

That the Council receive and note the financial report for the period ending 31 August 2025.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Cr Keith Barney

**CARRIED 4/0**

## 12.2 AUDITED FINANCIAL STATEMENTS FOR 2024/25 FINANCIAL YEAR SPECIAL REPORT

### EXECUTIVE SUMMARY

To provide Council with the Audited Financial Statements for the 2024/25 Financial Year

#### RESOLUTION NO: 2025/134

That Council resolves to receive and note the Audited Financial Statements for the 2024/25 financial year and to adopt the financial statements as attached.

**Moved:** Deputy Mayor Tim Koo-Aga

**Seconded:** Cr Romena Edwards

**CARRIED** 4/0

## 12.3 QAO EXTERNAL AUDIT CLOSING REPORT FOR 2024/25 FINANCIAL YEAR

### EXECUTIVE SUMMARY

To provide Council with the QAO External Audit Closing Report for the 2024/25 Financial Year

#### RESOLUTION NO: 2025/135

That Council resolves to receive and note the QAO External Audit Closing Report for the 2024/25 financial year and to adopt the report as attached.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Deputy Mayor Tim Koo-Aga

**CARRIED** 4/0

## 13 EXECUTIVE MANAGER OF OPERATIONS REPORTS

Nil

## 14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS

Nil

## **15 TENDERS & QUOTATIONS**

### **15.1 DURACK CIVIL TENDER VARIATION**

#### **EXECUTIVE SUMMARY**

To advise Council of Contract Variations for the Durack Civil Pty Ltd Contract for the Pormpuraaw Airstrip Upgrade.

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#### **RESOLUTION NO: 2025/136**

That Council resolve to:-

1. Accept the variations No 1, 2, 3 & 4 to the Durack Civil Pty Ltd and the new contract value of \$13,508,179 ex GST.
2. Delegate to the Chief executive office any further values up to 10% of the new contact value.

**Moved:** Cr Romena Edwards

**Seconded:** Cr Keith Barney

**CARRIED** 4/0

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## 15.2 DESIGN SERVICES FOR 15 LOTS (STAGE 1-3) PART OF LOT 511 ON SP270888 (NORTH PORMPURA AW)

### EXECUTIVE SUMMARY

For Council consider awarding a contract for design services for Stages 1 – 3 Pormpuraaw Northern subdivision.

### RESOLUTION NO: 2025/137

That Council resolve to :

(a) Note Langtree's scope covers both:

- works required to bring **Stages 1–3 (15 lots)** to construction readiness; and
- subdivision-wide master planning (30 lots)

(b) Approves engagement of Langtree Consulting Pty Ltd under Local Buy LB279 for **\$230,000 + GST**, subject to the pre-award conditions in section 7.

(c) Delegates authority to the CEO to negotiate, finalise, and execute the contract upon funding confirmation and insurance verification.

(d) Additionally, request allocation of \$15,300 + GST to cover project management and contract administration of the Langtree Consulting design contract, based on an estimated 85 consultant hours at \$180/hr. This equates to approximately 6.7% of the design-phase fee, consistent with industry benchmarks for design-stage governance.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Cr Romena Edwards

**CARRIED 4/0**

### **15.3 DESIGN SERVICES FOR 20 LOTS (STAGES 1-4) PART OF LOT 512 SUBDIVISION - (SOUTH PORMPURA AW)**

#### **EXECUTIVE SUMMARY**

For Council consider awarding a contract for design services for Stages 1 – 4 Pormpuraaw Southern subdivision.

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#### **RESOLUTION NO: 2025/138**

That Council resolve to :

(a) Notes the Langtree Consulting scope is ineligible for RAF-C funding and must be funded from another confirmed source prior to contract execution.

(b) Approves the engagement of Langtree Consulting Pty Ltd under the Local Buy Project Management Services prequalified supplier arrangement for \$220,000 + GST, subject to the pre-award compliance conditions listed in section 7.

(c) Delegates authority to the Chief Executive Officer to negotiate, finalise, and enter into the Local Buy contract with Langtree Consulting Pty Ltd once alternative funding is confirmed and insurances are verified.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Cr Romena Edwards

**CARRIED 4/0**

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## 16 LATE ITEMS

### 16.1 ADOPTION OF THE ANNUAL REPORT 2024-25

#### EXECUTIVE SUMMARY

The purpose of this report is to present Council with the draft 2024/25 Annual Report for consideration and adoption.

#### RESOLUTION NO: 2025/139

That Council adopt the 2024/25 Annual Report, with approval for any minor edits prior to publication (e.g. Mayor's message, grammar, spelling review and additional photos) and publish the Annual Report on the Council's website within 2 weeks.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Cr Romena Edwards

**CARRIED** 4/0

### 16.2 POLICY REVIEW

To provide Council with Policies that have been reviewed for approval.

#### RESOLUTION NO: 2025/140

That Council resolve to adopt Recruitment and Selection Policy.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Deputy Mayor Tim Koo-Aga

**CARRIED** 4/0

### 16.3 AGED CARE FEES

#### EXECUTIVE SUMMARY

For Council to decide on the new Aged Care Fees

#### RESOLUTION NO: 2025/141

That Council resolve to set the Aged Care Fees as recommended PASC Finance Manager.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Cr Keith Barney

**CARRIED** 4/0

### 16.4 AUDIT COMMITTEE REPORT TO COUNCIL

#### EXECUTIVE SUMMARY

The purpose of this report is for the Chief Executive Officer to present the unconfirmed minutes of the Audit Committee Meeting held on 2 September 2025, to serve audit committee report to Council in accordance with section 211(4) of the *Local Government Regulation 2012*.

#### RESOLUTION NO: 2025/142

That the Council receive and note the Audit Committee Report by the Chief Executive Officer.

**Moved:** Mayor Ralph Kendall (Jnr)

**Seconded:** Deputy Mayor Tim Koo-Aga

**CARRIED** 4/0

## 17 CONFIDENTIAL ITEMS\*

### RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

#### NO. TITLE

#### 17.1 CULTURAL APPROVALS FOR SOCIAL HOUSING APPLICATIONS

(f) matters that may directly affect the health and safety of an individual or a group of individuals

#### NO. TITLE

#### 17.2 PERMISSION TO RESIDE / CULTURAL APPROVAL

(f) matters that may directly affect the health and safety of an individual or a group of individuals

#### 17.3 RENTAL INCREASES

(f) matters that may directly affect the health and safety of an individual or a group of individuals

### MOVE INTO CLOSED SESSION

#### RESOLUTION NO: 2025/143

That the Council move into closed session at {time}.

**Moved:** Deputy Mayor Tim Koo-Aga

**Seconded:** Mayor Ralph Kendall (Jnr)

**CARRIED** 4/0

### MOVE OUT OF CLOSED SESSION

#### RESOLUTION NO: 2025/144

That the Council move out of closed session at {time}.

**Moved:** Deputy Mayor Tim Koo-Aga

**Seconded:** Mayor Ralph Kendall (Jnr)

**CARRIED** 4/0

## 17.1 CULTURAL APPROVALS FOR SOCIAL HOUSING ALLOCATIONS

### EXECUTIVE SUMMARY

Council to consider Cultural approvals for social housing allocations.

#### RESOLUTION NO: 2025/145

That Council recommend that the tenant considered for Thinraathin Street, be allocated to Rirranth. The Tenant previously recommended to Rirranth is a perfect candidate for the Independent Living Facility.

**Moved:** Deputy Mayor Tim Koo-Aga

**Seconded:** Mayor Ralph Kendall (Jnr)

**CARRIED 4/0**

## 17.2 PERMISSION TO RESIDE / CULTURAL APPROVAL

### EXECUTIVE SUMMARY

Council to consider approving Applications to Reside in Pormpuraaw.

#### RESOLUTION NO: 2025/146

That the Council resolve to approve the Applications to Reside in Pormpuraaw and be places on the waiting list.

**Moved:** Deputy Mayor Tim Koo-Aga

**Seconded:** Mayor Ralph Kendall (Jnr)

**CARRIED 4/0**

### **17.3 RENTAL INCREASES**

#### **EXECUTIVE SUMMARY**

For council to consider rental increase to properties identified for demolition.

#### **RESOLUTION NO: 2025/147**

That Council to resolve reduce the rents for older properties identified for demolition as follows:-

2 Bedroom - \$240 per week  
3 Bedroom - \$320 per week

**Moved:** Cr Romena Edwards

**Seconded:** Cr Keith Barney

**CARRIED** 4/0

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### **18 NOTICE OF MOTION**

**Nil**

### **19 NEXT MEETING**

In accordance with the public notice of meetings published by the Council, the next Ordinary Meeting will be held on Wednesday, 15 October in the Pormpuraaw Aboriginal Shire Council Boardroom, 24 Thinraathin Street, Pormpuraaw.

### **20 CLOSE OF MEETING**

There being no further business the Mayor declared the meeting closed at 1.21pm.

## **7 ITEMS ARISING FROM PREVIOUS MEETINGS**

### **REPORT ATTACHED**

**Attachments:**      1.      Resolution Register 20251012 [7.1.1 - 1 page]

| Meeting Date | Item No. | Item                                                                                     | Status          | Action Required                                                                | Days Over | Resolution |
|--------------|----------|------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------|-----------|------------|
| 28/05/2025   | 11.6     | Alcohol Management Plan Review                                                           | In Progress     | Write to DATSIP regarding changes.                                             | 108       | 2025/44    |
| 25/06/2025   | 7.1      | Tender for Mustering Tender                                                              | In Progress     | Issue Tender for Mustering                                                     | 79        | 2025/64    |
| 25/06/2025   | 7.1      | Explore boat ramp for Coleman River with Ngok                                            | In Progress     | Explore boat ramp for Coleman River with Ngokal Wendi                          | 79        | 2025/64    |
| 30/07/2025   | 11.6     | Internal Audit Report on Organisational Structure                                        | In Progress     | Upload into Reliansys                                                          | 44        | 2025/93    |
| 27/08/2025   | 16.3     | Amendment to Travel Policy                                                               | Not yet started | Policy to be amended and updated on website                                    | 16        | 2025/121   |
| 24/09/2025   | 15.2     | Design Services for 15 Lots (Stage 1-3) Part of Lot 511 on SP270888 (North Pormpuraaw)   | In Progress     | Purchase Order to be Raised and Update of Register of Contracts over \$200,000 |           | 2025/137   |
| 24/09/2025   | 15.3     | Design Services for 20 Lots (Stages 1-4) Part of Lot 512 Subdivison - (South Pormpuraaw) | Not yet started | Purchase Order to be Raised and Update of Register of Contracts over \$200,001 |           | 2025/138   |
| 24/09/2025   | 16.2     | Adoption of the Annual Report 2024-25                                                    | In Progress     | To be uploaded to website                                                      |           | 2025/139   |
| 24/09/2025   | 16.3     | Policy Review                                                                            | In Progress     | Policy to be reviewed by the ELT.                                              |           | 2025/140   |
| 24/09/2025   | 16.4     | Aged Care Fees                                                                           | Not yet started | Update Fees & Charges & to be input into Sanwai                                |           | 2025/141   |

## **8 DELEGATIONS / GUESTS**

## **9 CORRESPONDENCE**

Nil

## 10 OPERATIONAL STATUS REPORTS

### 10.1 CORPORATE SERVICES OPERATIONAL REPORT TO COUNCIL - OCTOBER 2025

**Author:** Tracey Graham (Executive Manager of Corporate Services)

**Authorisers:** Janelle Menzies, Chief Executive Officer

**Attachments:** Nil

#### EXECUTIVE SUMMARY

To provide Council with an operational update of the Corporate Services function as of 11 October 2025.

---

#### RECOMMENDATION

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

#### CORPORATE SERVICES OPERATIONAL UPDATE

- The Cairns team undertook a field visit to Pormpuraaw for the week of 29 September 2025. The main focus of the field visit was for staff to participate in the EAP workshops, to hold face to face meetings and provide on the ground support as required.
- New Council website has been drafted and is under current review for final formatting updates prior to going live. We are expecting to publish the new website live within the next month.
- Finance Manager was on leave for 3 weeks for the period of 22 September to 13 October 2025.
- Acting HR Advisor was on leave for 1 week for the period of 15 September 2025.
- Department/program expenditure reporting is provided each month to the management teams to monitor their program budgets and ensure that funded projects are delivered on time and within budget.
- Attended CEO meetings on 23 September, 03 & 09 October 2025.
- Attended Corporate Services (Finance & HR Functions) meetings on 22 September & 07 October 2025.
- Attended Accommodation Team Leader support meetings on 23 & 26 September & 07 October 2025.
- Attended WHS meeting with WHS in Cairns on 17 September 2025.
- Attended training & skills matrix meeting with WHS & HR on 17 August 2025.
- Attended aged care service fee and costings with EM Community & Finance Manager on 17 September 2025.
- Attended Priority Management SharePoint Training on 18 & 19 September 2025.
- Attended SynergySoft Self Service Workshop on Understanding & Rebuilding GL Balances on 18 September 2025.
- Attended Sage Intacct scoping meeting for ERP system on 19 September 2025.
- DRFA 2025 Emergent Works GL submitted for claim on 23 September 2025.
- IPA Financial Declaration for 2024/25 FY submitted on 23 September 2025.
- RTI & IP Annual Reporting for 2024/25 FY submitted on 23 September 2025.
- Undertook Admin Store Team Leader interviews on 26 September 2025.
- SWIM 2024/25 FY data verified and published on 29 September 2025.

- Attended EAP Workshops on 30 September, 01 & 02 October 2025.
- Attended First Aid Training project meeting with CEO, WHS & HR on 01 October 2025.
- Held Timesheet Workshop in Pormpuraaw on 02 October 2025.
- Held Procurement Workshop in Pormpuraaw on 03 October 2025.
- Compliance and safety inspection for Cairns office smoke alarms, fire extinguishers and exit signs completed and passed on 07 October 2025.
- Published 2024/25 FY Annual Report to Council website on 08 October 2025.
- ABS Engineering Construction Quarterly Survey for September 2025 submitted on 08 October 2025.
- W4Q 2024-27 Quarterly Progress report for September 2025 submitted on 08 October 2025.
- Attended IPWEA Webinar on Introduction to Asset Management on 09 October 2025.
- Attended Dept of Infrastructure Webinar on RPM Information System on 10 October 2025.

## **CORPORATE SERVICES FUTURE FOCUS**

- Internal audit program for the 2025/26 financial year to be developed. Asset valuations is an annual standing item for our internal audit program. We will also focus on developing our investment strategy which was identified as a key outcome from the organisation review that was completed in 2024/25 financial year. Council should provide some consideration to whether there are any other high-risk areas that they may want to incorporate into the internal audit plan.
- Continue recruitment focus and complete staff commencements and inductions as required. (Ongoing)
- Procure First Aid and CPR Training for Council staff as required. (Completed)
- Undertake detailed review of above award wages and develop a methodology for Council to apply moving forward for above award positions. (Current WIP)
- Review LGAQ Workforce Census Comparison Report.
- Continue position description review with relevant staff and managers. (Current WIP)
- Develop probation review templates and performance review templates. (Current WIP)
- Develop staff handbook and induction procedures. (Current WIP)
- Undertake a review of probation/performance reviews, training requirements, driver's licences, blue cards, and other relevant licences relevant to roles within Council and update this information in Mango. (Current WIP)
- Cloud migration project & implementation on new IT devices for staff to be rolled out by TJ Micro in Pormpuraaw. This was scheduled for the week commencing 20 October 2025, however, has now been rescheduled for the week commencing 01 December 2025 as per CEO request.
- Update Dry Hire Agreement and post to S Drive.
- Complete CodeTwo implementation.
- Review IPLOA framework and local government requirements.
- Develop procedure and workflow for maintenance requests for building assets. (Current WIP)
- Update audit matrix and complete quarterly review.
- Develop flow chart for incidents collaboratively with CEO, WHS, Governance (PIDs) & HR.
- Develop Policy Register.
- Develop IT Registers for Software and Hardware.
- Send reminder to all staff of Council's annual close-down period and remind managers to ensure they have essential services staff rostered to provide coverage over this period. All other staff will take leave and need to submit leave forms.
- Co-ordinate audit committee meetings. (Ongoing)
- Complete financial reporting and grant acquittals as required by due dates. (Ongoing)

- Work on development of risk management framework with ELT.
- 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 6,634 hours. This is the equivalent of 13 full-time roles (approx. 16% of current workforce). Absenteeism rates per department are as follows:
  - Operational Services - 3,319 hours
  - Community Services – 2,402 hours
  - Corporate Services – 727 hours
  - Executive Services – 186 hours
- Recruitment completed for the reporting period is as follows:
  - NIL
- Resignations/Terminations received for the reporting period:
  - Executive Manager of Operational Services – Full-time (Employer Termination)
- Current positions advertised are as follows:
  - Aged Care Support Workers (Part-time)
  - Recreations & Activities Officer (Full-time)
  - Accommodation Team Leader (Full-time)
  - Admin Store Team Leader (Full-time)
  - Business Development Manager (Full-time)
  - Plumber (Water & Sewer)/Gasfitter (Full-time)
  - Essential Services Officer (Full-time)
  - Culture & Environment Officers (Casual)
  - Executive Manager of Operational Services (Full-time) (External Recruitment Agency)

## ADMIN STORE

- Admin Store Team Leader has resigned and will finish with Council on 03 October 2025. Council is working with the preferred applicant to complete final recruitment processes and is expected to commence in the role in the next few weeks.
- Admin Store Officer is currently being supported by WHS in the absence of an Admin Store Team Leader. The Admin Store Officer is doing a wonderful job to ensure that Admin Store operations are not impacted for Council and is working collaboratively with finance on ensuring that the stock issues and invoices for goods received can continue to be processed.

- Container for Bakery food storage to be shifted closer to Admin Store building and electricity and aircon to be installed to container.
- Materials for racking system to bring up to compliance as per the safety audit conducted have been received. The equipment needed to safely undertake these works is currently being assessed.

## **ACCOMMODATION**

- Regular attendance to work for cleaning staff continues to be an issue, leaving the Accommodation Team Leader having to undertake cleaning duties regularly.
- Currently developing a position description for a Cleaning Team Leader to lead the cleaning staff in the field and improve engagement and attendance to work.
- After-hours key lock box procedure is currently under review with the accommodation team leader to minimise after hours disruption.
- Cleaning checklist for cleaning staff is being developed by the accommodation team leader with a template provided in July 2025, for cleaning staff to use this resource as a reminder of all duties they need to undertake.
- 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.

## **10.2 COMMUNITY SERVICES OPERATIONAL REPORT TO COUNCIL FOR SEPTEMBER 2025**

**Author:** Janelle Menzies (Chief Executive Officer)

**Authorisers:** Janelle Menzies, Chief Executive Officer

**Attachments:**

1. EMCS EOM September 2025 [**10.2.1** - 3 pages]
2. Monthly Report to CSM AUGUST 2025 [**10.2.2** - 4 pages]
3. Monthly Report to CSM September2025 [**10.2.3** - 3 pages]

### **EXECUTIVE SUMMARY**

To provide council will an operational update to 30 September 2025.

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### **RECOMMENDATION**

That the council resolve to receive and note the report.

## RECOGNITIONS, APPRECIATIONS AND MILESTONES ACHIEVED

Kristine Ryan, September has been very busy with higher-than-normal occupancy rates within the accommodation due to rodeo and youth summit, Kristine has turned up and got the job done when staff do not turn up.

## COMMUNICATION CATCH UP

- Court day 8<sup>th</sup> September
- Preparations for Rodeo
- Security Training
- SharePoint training
- Training for implementation of Sandwai (new IT system for Aged Care)
- Bakery preparation for opening
- Consultation with Blaklash (for grant Health & Wellbeing QLD)
- Containers for Change 19/09/25
- Colour Run – Youth Summit
- RODEO



## 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. Sales have reduced dramatically with the introduction of Hinterland charging an administration fee of \$30 per ticket per way sold via PASC. People are now able to go online register and complete online purchase of ticket themselves and save paying the admin fee.

Recruitment success two new Aged Care Support Workers, as well as a new cook for Aged Care (delay in his start date due to pre-planned leave)

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

Bakery is now completing final preparations and have a planned opening date. Additional storage via a container at the admin store will assist to store necessary stock for the wet season. With been brand new stock levels necessary to see through the wet season will be experimental.

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.

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

### **Justice**

**See report attached from Justice Coordinator**

### **Aged Care**

**See report attached from Aged Care Coordinator**

### **MONTH AHEAD October 2025**

- Court day 13<sup>th</sup> October
- OPENING BAKERY 2/10/2025
- Training for implementation of Sandwai (new IT system for Aged Care)
- Women's Camp 14-16<sup>th</sup> October (PASC to purchase fishing equip for activities)
- Staff EAP Workshops
- SDAP visit Aged Care for support
- EMCS on leave
- Justice Workshop 20-24<sup>th</sup>
- Public holiday 6/10/25
- New Aged Care Cook commences 27/10/2025







## AGED CARE COORDINATOR - Monthly Report

This report is to be completed and forwarded by the coordinator by the end of the first week of the month for the previous month.

### September 2025

|                                                                                                                            |                                                                                                                              |                                |                                           |
|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------|
| COORDINATOR:                                                                                                               |                                                                                                                              |                                |                                           |
| CLIENT NUMBERS                                                                                                             | Total number of clients on program at end of month                                                                           | New Clients started this month | Clients who exited the program this month |
| CHSP clients                                                                                                               | 31                                                                                                                           | 0                              | 0                                         |
| <i>Comments: ONE client passed away this month.</i>                                                                        |                                                                                                                              |                                |                                           |
| <i>This month we have 4 new clients joined up for CHSP. They all are requiring, Meals, Trans, Yard Main, SSG, SSI, Dom</i> |                                                                                                                              |                                |                                           |
| Support at Home clients<br><br>GF = Grandfathered client                                                                   | 9<br><br>3 X Level 3<br><br>6 x Level 2                                                                                      | 0                              | 1                                         |
| <i>Comments: one client have move to permanent nursing home from HCP.</i>                                                  |                                                                                                                              |                                |                                           |
| QCSS                                                                                                                       | 2                                                                                                                            | 0                              | 0                                         |
| Unfunded clients and visitors                                                                                              |                                                                                                                              |                                |                                           |
| <i>Comments:</i>                                                                                                           |                                                                                                                              |                                |                                           |
| My Aged Care referrals                                                                                                     | n/a                                                                                                                          |                                |                                           |
| Service Delivery feedback                                                                                                  |                                                                                                                              |                                |                                           |
| Adverse impacts on service delivery                                                                                        | <i>Staff attendant has been very low due to overflow of alcohol in our community some have been missing work for a whole</i> |                                |                                           |



|                                       |                                                                                                                                                                                     |                                                                              |                                                                                                                                                                                                                                     |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | <i>week. impact on services is that we don't get at list two staff to go out to client's house for services. We have one staff resign from aged care dude to personal reason.</i>   |                                                                              |                                                                                                                                                                                                                                     |
| Staffing levels & comments            | <i>Have try to address this issue in tool box meeting and make it Clear this there service is very important in our community .</i>                                                 |                                                                              |                                                                                                                                                                                                                                     |
| Training delivered<br><b>Internal</b> | <i>This month because of low in staff each day I have to do spot Toolbox talks. because we unsure how many people we would get in to work.</i>                                      | Training delivered by <b>external</b> provider<br><br>Staff training by SDAP | <i>We have a laptop so we can do our training with CDCS online training .. Using the tv as a monitor for training. Shelina and Patti starting our training with Sandwai to lead how to use the new IT system on a weekly basic.</i> |
| Visitors to centre                    | <i>CDCS the SDAP team was here for the 4<sup>th</sup> visit for on the ground support.</i>                                                                                          |                                                                              |                                                                                                                                                                                                                                     |
| Requests, Complaints & Feedback       | <i>Request from one client's family for electric bed AC has in storage for a client who is wheelchair bound.</i>                                                                    |                                                                              |                                                                                                                                                                                                                                     |
| Incidents                             | <i>We have one client family member insult one of the Stuff during our Meals on wheels the matter have been report to the police and wh&amp;s.</i>                                  |                                                                              |                                                                                                                                                                                                                                     |
| Stakeholder meetings / engagement     | <i>Participated in Dept. facilitated teleconference on reforms and webinar. reform has been moved to first of November.</i>                                                         |                                                                              |                                                                                                                                                                                                                                     |
| Achievements (what's worked well)     | <i>The new training online working well as we have the latest update training course for our staff to be demarcated on.</i><br><b><i>Check the CQI or improvements register</i></b> |                                                                              |                                                                                                                                                                                                                                     |



| <b>Reports completed where applicable</b>                               |                                                                                                                                                                             |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>(Note any issues e.g. clients not paying and what has been done)</i> |                                                                                                                                                                             |
| Centrepay deduction                                                     | <i>Deductions report has been checked daily. If there is any discrepancy the coordinator can act straight away.</i>                                                         |
| Tick sheets                                                             | <i>Staff have been completing tick sheets regularly; information has been added to the management team.</i>                                                                 |
| <b>WHS, Infrastructure &amp; Improvements</b>                           |                                                                                                                                                                             |
| Work Health & Safety issues identified ( <i>attach relevant forms</i> ) | <i>Fire extinguishers have been checked this month by Trinity Fire.</i><br><i>Food safety certificate due this month – Environmental officer advised of urgent request.</i> |
| Resources & infrastructure maintenance required                         | <i>Placed on hold –staircase for the front of the centre</i>                                                                                                                |
| Requests for improvements                                               | <i>Request for tyres for ride on – to be solid</i><br><i>Order in progress</i>                                                                                              |
| Administration/Other                                                    | <i>18 client reviews due or overdue Priority to be given to bring up to date asap</i>                                                                                       |



Bing Go Day





## JUSTICE COORDINATOR - Monthly Report

This report is to be completed and forwarded by the coordinator by the end of the first week of the month for the previous month.

**September 2025**

|                                                                                                                                                                                                                                                                                              |                                                                                                                             |                           |                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------|
| <b>COORDINATOR:</b>                                                                                                                                                                                                                                                                          | <i>Josephine Szilagyj</i>                                                                                                   |                           |                                                          |
| <b>COURT NUMBERS</b>                                                                                                                                                                                                                                                                         | Total number of clients who attended Court                                                                                  | Alcohol related Offending | Domestic and family Violence applications ( <i>new</i> ) |
| <b>Court clients</b>                                                                                                                                                                                                                                                                         | <i>28</i>                                                                                                                   | <i>19</i>                 | <i>7</i>                                                 |
| <i>Comments: Pormpuraaw Magistrate Court Date: 8/09/25</i><br><i>Services attending the centre: ATSILS, QIFVLS and Court Staff</i><br><i>We currently have 1x District court matter awaiting Trial</i>                                                                                       |                                                                                                                             |                           |                                                          |
| <b>Re-Integration</b><br><i>Clients returning from Custody</i>                                                                                                                                                                                                                               | <i>4</i>                                                                                                                    |                           |                                                          |
| <b>Client Support</b>                                                                                                                                                                                                                                                                        | <i>3</i>                                                                                                                    |                           |                                                          |
| <i>Comments: this month we had 4 clients return to Community, 3 out of the 4 were transitioning from Custody, in which our client support was able to support them with a Health and Hygiene pack and \$100 CEQ Voucher to cover essential items until they received Centrelink payments</i> |                                                                                                                             |                           |                                                          |
| <b>Visiting agencies / Meetings</b>                                                                                                                                                                                                                                                          |                                                                                                                             |                           |                                                          |
| Probation & Parole                                                                                                                                                                                                                                                                           | <i>8<sup>th</sup> September – 10<sup>th</sup> September</i><br><i>23<sup>rd</sup> September – 24<sup>th</sup> September</i> |                           |                                                          |
| Rangers<br>(Ellie Bock)                                                                                                                                                                                                                                                                      | <i>2x Community Consultations took place in the centre</i><br><i>16<sup>th</sup> + 17<sup>th</sup> September</i>            |                           |                                                          |
| Interagency Meeting                                                                                                                                                                                                                                                                          | <i>02<sup>nd</sup> September</i>                                                                                            |                           |                                                          |
| <i>Comments: Centre is available to community for reporting outside of visits from probation and parole through telephone.</i>                                                                                                                                                               |                                                                                                                             |                           |                                                          |



| Service Delivery feedback             |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                |                                                                                                |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------|
| Adverse impacts on service delivery   | Centre has been open for majority of this month's period with minimal disruption to service delivery                                                                                                                                                                                                                                                                                                                                        |                                                |                                                                                                |
| Service Delivery<br>Areas of support  | <ul style="list-style-type: none"><li>• Court Support</li><li>• DFV Enhancement</li><li>• Re-Integration Supports</li><li>• Community Specific Activities (CJG Members)</li><li>• JP Services</li><li>• Mediation Services</li><li>• Other related Administration based e.g. BDM, Victims Assist Application</li><li>• OLGR / Interagency Meetings</li><li>• Client supports (Funding Based)</li><li>• Referral to other services</li></ul> |                                                |                                                                                                |
| Training delivered<br><b>Internal</b> | All Staff Forum<br><br>Wellness workshop attended by both Ivy & Jose                                                                                                                                                                                                                                                                                                                                                                        | Training delivered by <b>external</b> provider | Planning for IJO workshop in October 2025<br><br>Both Ivy and Jose to attend training workshop |
| Requests, Complaints & Feedback       |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                |                                                                                                |
| Incidents                             | No incidents to report this month.                                                                                                                                                                                                                                                                                                                                                                                                          |                                                |                                                                                                |
| Achievements                          | Supporting 2x Community Events<br><br>Pormpuraaw Rodeo & Pormpuraaw Youth Summit                                                                                                                                                                                                                                                                                                                                                            |                                                |                                                                                                |
|                                       | Surplus funding application has been granted for 2023/24 period. CJG will now work on spending the funds in those allocated areas                                                                                                                                                                                                                                                                                                           |                                                |                                                                                                |
| Reports completed where applicable    |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                |                                                                                                |
| Quarterly Report to DJAG              | Due: C.O.B 28 <sup>th</sup> October 2025                                                                                                                                                                                                                                                                                                                                                                                                    |                                                |                                                                                                |
| Good News Stories<br><br>Quarterly    | Due: C.O.B 28 <sup>th</sup> October 2025                                                                                                                                                                                                                                                                                                                                                                                                    |                                                |                                                                                                |



### 10.3 OPERATIONAL SERVICES REPORT TO COUNCIL FOR SEPTEMBER 2025

**Author:** Grant Dennis (Executive Manager of Operational Services)

**Authorisers:** Janelle Menzies, Chief Executive Officer

**Attachments:** 1. Capital Works Program 2025-26 October 2025 [10.3.1 - 2 pages]

#### EXECUTIVE SUMMARY

Overall, a productive month, with few delays or upsets to the scheduled works programs.

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#### RECOMMENDATION

That the council resolve to receive and note the report.

#### OPERATIONAL UPDATE

##### Land and Sea Rangers

- Set up Turtle Camp
- 2 day per week turtle monitoring
- Checked outstation water tanks and topped up
- Coleman Camp repairs
- Check for camping permits and Bin runs for campsites
- Fee for service works
- Prepare for Rodeo

##### Parks & Gardens

- 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 well in hand
- Covid Camp works
- General repairs to COuncil properties
- Good feedback from Qbuild
- Very few works from Qbuild for major works
- We have been clearing up the older jobs and numbers are looking good.

##### Workshop

- General Vehicle Maintenance and Repairs
  - Garbage Runs proceeding as needed
  - No major breakdowns
  - Kowanyama Road now in good condition for our side.
-

- Begin works on new culverts on Strathgordon Road

### **Airport**

- Temporary Airport in Full use and running well
- Durack well under way on upgrade
- Upgrade is currently on Track

### **Plumbing**

- New Plumber has started has been going well
- No reportable incidents
- Testing has been carried out and no major issues were detected.
- Monitoring of pumpstations continues with no major outages for the month.

### **MONTH AHEAD**

- Airport upgrade continues
- Rodeo preparations
- Main Roads Camp designs and proposals for upgrades

| Project Reference Number                  | Project Title                                                                                | Budget  | Allocated to | Status      | Tasks                                                                                                                | Project Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------|----------------------------------------------------------------------------------------------|---------|--------------|-------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PASC W4Q<br>2024-27<br>001242 -<br>002064 | Replacement of Accommodation Dongas Units Main Roads Contractors Camp                        | 630,000 |              | Not started | 6 x 2 bedroom Dongas & Kitchen Block                                                                                 | Council proposes to replace 6 x contractor accommodation dongas at our Contractors Camp at 184 Pompuuraw Rd. Council has received quotes indicating that 6 accommodation dongas can be replaced for \$630,000. This will include 5 x 2 bedroom units approx. 3m wide x 8.4m long with shared kitchenette along with 1 x fully self contained unit with kitchen and bathroom approx. 3m wide x 9.5m long for the site supervisor. The current dongas are deteriorating due to age and are uneconomical to repair. They have contained roof leaks, rotting internal wall and ceiling linings and are a mould that forms in these existing dongas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| PASC W4Q<br>2024-27<br>001242 -<br>002068 | Upgrade of Amenities at Chapman River Community Recreational Area                            | 200,000 |              |             | Replace plumbing Pipes                                                                                               | Council proposes to replace the plumbing pipes and fixtures, install Solar HWS, Solar lighting and replace the wastewater treatment system facilities at the abutment amenities building at the Chapman River Community Recreational Area which is at the southern end of the beachfront in Pompuuraw. The current abutment amenities need repair with aged plumbing pipes and fittings requiring replacement due to continuous falling and constant water leaks resulting in water wastage. This was also reported to Council through a visit last year by the Department of Environment and Science. Pipes, fittings and fixtures will be upgraded to stainless steel to prolong the life of these components due to the harsh beachfront environmental exposure. Solar hot water systems will also be installed on the abutment block along with solar powered lighting. The current wastewater treatment system seldom functions, and the current system is a safety and environmental issue to the community due to the current blockages and overflow of wastewater into the beach frontliner and recreational areas. This is a major health risk to community members due to exposure of untreated wastewater which pools at times with community kids seen playing in these pools of water at this recreational area which is a common area for community members and visitors to the community to gather and undertake fishing and picnic recreational activities. Refurbishment of the bathroom amenities including installation of a new advanced secondary wastewater treatment system will ensure that this community facility is accessible by all, rather than constantly being locked up due to the abutment amenities being out of order. The replacement of the BBO shelter is also in need of replacement with the harsh saltwater environment impacting on this structure. Council is currently investigating hot dipped galvanised structures as a potential replacement for this BBO shelter with the estimated size being approx. 40m2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                           |                                                                                              |         |              |             | Install Solar HWS & Solar Lighting                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                           |                                                                                              |         |              |             | Replace Waste Water Treatment Facilities                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                           |                                                                                              |         | Nigel        | Complete    | Galvanised BBQ Shelters - Already Replaced Except for BBQ Plates                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| PASC W4Q<br>2024-27<br>001242 -<br>002071 | Replacement of Industrial Roller Doors at Admin Store Building                               | 70,000  |              | Complete    | 2 New roller doors at Admin Store - <b>where is expenditure</b>                                                      | Council proposes to remove 2 x existing non cyclone rated industrial roller doors at the Admin Store building that is responsible for storing essential supplies and materials for Council operations along with receiving road freight to this facility for the bulk of the community. Existing roller doors are an extreme safety issue with only 1 of the 2 roller doors being able to be manually lifted currently. Injuries have occurred to employees through manual handling of these roller doors. The installation of new roller doors will enable safe and full access to the Admin Store building for all freight requirements. The new roller doors will be cyclone rated which will improve the resistance of this building against cyclones. The new roller doors will also have drive motors which enables staff to easily operate the roller doors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| PASC W4Q<br>2024-27<br>001242 -<br>002072 | Replacement of Fencing for 4 x Council Staff Houses                                          | 145,000 | Greg         | Quotes      | We are going to do around Pompuuraw Street, Pat's PPAC & Old Sea breeze                                              | Council proposes to remove existing low mesh fencing around 4 x Council staff houses and replace with 1.8m high steel press point powder coated fencing to providing safety and security for staff residing in Council staff houses and to restrict any feral dogs from entering into these properties. The works are proposed as a result of a staff satisfaction survey that identified staff housing refurbishments such as high fencing to be provided. The high fencing will assist with eradicating or minimising break and enters or vandalism to both Council and staff assets/belongings. The fencing requirements has been measured up by a fencing contractor and the total fencing meterage required is 466m. All Council staff houses will also have a single pedestrian gate and double gates installed on heavier posts for vehicle access into the properties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| PASC W4Q<br>2024-27<br>001242 -<br>002073 | Installation of Aerators at Sewage Treatment Lagoons                                         | 150,000 | Jarrod       | Ordered     | aerators and safety net                                                                                              | Council proposes to install 6 x solar powered aerators at the sewage treatment lagoons to discourage the growth of Cyanobacteria which currently exists in the sewage treatment lagoons. Cyanobacteria produces cyanotoxins that are harmful to community members, employees and wildlife. This has been identified through a recent site visit by Department of Environment and Science as a requirement to improve environmental performance and satisfy the environmental authority condition requirements. The installation of aerators will provide oxygen to the bacteria for treating and stabilising the wastewater. Oxygen is needed by the bacteria to allow biodegradation to occur. The supplied oxygen is utilised by bacteria in the wastewater to break down the organic matter. Aeration is used to reduce the carbon dioxide liberated by a treatment process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| PASC W4Q<br>2024-27<br>001242 -<br>002074 | Enclosure of Water Treatment Plant Building including Upgrade of Mains Power and Switchboard | 110,000 |              | Cancel      | No Need to enclose the water treatment Plant                                                                         | Council proposes to enclose the existing water treatment plant building which currently has steel mesh gates and openings in the current building. This prevents the water treatment plant building that houses critical water infrastructure from being protected from the elements and the substantial vermin issues that are currently impacting this building. The water treatment plant building also houses the chlorine gas cylinders that are used to treat the water at the site. With the open building and the volumes of chlorine gas cylinders held at the site, should the chlorine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| PASC W4Q<br>2024-27<br>001242 -<br>002075 | Installation of Storage Shed at Water Treatment Plant Site                                   | 120,000 | Batze        |             | Storage Shed to store critical water & sewerage treatment equipment such as ride on mower and boat. (Boat Cancelled) | Council proposes to install an approx. 72m2 storage shed at the water treatment site to securely store critical water and sewerage infrastructure replacement assets, spare parts and equipment such as ride on mower and boat. There is currently no secure storage facilities at the site.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| PASC W4Q<br>2024-27<br>001242 -<br>002076 | Bulk Fuel Storage Tanks External Corrosion Protection                                        | 80,000  | Cameron      | Quotes      | Painting of Tanks at Fuel Depot and main Roads Camp                                                                  | Council proposes to coat the external area of five bulk fuel storage tanks at the Council owned and operated fuel depot in Pompuuraw at an estimated cost of \$80,000. The fuel storage tanks require restorative maintenance by way of applying an industrial protective coating to the exterior of the fuel storage tanks to prolong the life of these assets. The coating serves as a barrier against corrosion, leaks, damage caused by the fuel itself along with external environmental influences such as the heavy salt air exposure in Pompuuraw. Currently two of the bulk fuel storage tanks have substantial surface corrosion that requires urgent treatment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| PASC W4Q<br>2024-27<br>001242 -<br>002080 | Concrete Batching Site Fencing and Main Electricity Connection                               | 95,000  |              |             | Fencing at Concrete Batching Site                                                                                    | Council proposes to install security fencing around the concrete batching plant site and connect mains electricity to the site. The current concrete batching plant site is unpowered and unfenced. The site is situated on the outskirts of the township of Pompuuraw Rd. Council has experienced vandalism to equipment, theft and unauthorised access children in particular to this site. This is an extreme safety risk to Council and community as there are stockpiles of cement powder along with raw materials that the children like to play in, along with climbing on the concrete batching equipment. Securing this site with security fencing will restrict access, keeping our local children safe, will restrict any vandalism or theft and ensure Council's assets can be kept in a secure environment. Mains electricity is required at the site to effectively operate the concrete batching equipment which is currently operated through the use of a mobile generator. This requires staff to tow a generator from our works compound in town and connect this to the equipment on site each day prior to commencing concrete batching operations. Council is at exposed risk of the generator failing to start which would impact the delivery of concrete supply for the community and this would be a significant consequence in the wet season where it is not easily viable to get spare parts or qualified technicians into the community to repair the generator. Connecting mains powers to the site will mitigate these potential risks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                           |                                                                                              |         | Batze        |             | Connect Batching Plant to mains electricity                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| PASC W4Q<br>2024-27<br>001242 -<br>002083 | Upgrade of Amenities at Mungkan River Community Recreational Area                            | 200,000 |              |             | Replace plumbing Pipes                                                                                               | Council proposes to replace the plumbing pipes and fixtures, install Solar HWS, Solar lighting and replace the wastewater treatment system facilities at the abutment amenities building at the Mungkan River Community Recreational Area which is at the northern end of the beachfront in Pompuuraw. The current abutment amenities need repair with aged plumbing pipes and fittings requiring replacement due to continuous falling and constant water leaks resulting in water wastage. Pipes, fittings and fixtures will be upgraded to stainless steel to prolong the life of these components due to the harsh beachfront environmental exposure. Solar hot water systems will also be installed on the abutment block along with solar powered lighting. The current wastewater treatment system is a safety and environmental issue to the community due to the current blockages and overflow of wastewater into the beach frontliner and recreational areas. This is a major health risk to community members due to exposure of untreated wastewater at this recreational area which is a common area for community members and visitors to the community to gather and undertake fishing and picnic recreational activities. Refurbishment of the bathroom amenities including installation of a new advanced secondary wastewater treatment system will ensure that this community facility is accessible by all, rather than constantly being locked up due to the abutment amenities being out of order. The replacement of the BBO shelter is also in need of replacement with the harsh saltwater environment impacting on this structure. Council is currently investigating hot dipped galvanised structures as a potential replacement for this BBO shelter with the estimated size being approx. 40m2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                           |                                                                                              |         |              |             | Install Solar HWS & Solar Lighting                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                           |                                                                                              |         |              |             | Replace Waste Water Treatment Facilities                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                           |                                                                                              |         | Nigel        | Complete    | Galvanised BBQ Shelters - Already Replaced Except for BBQ Plates                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| PASC W4Q<br>2024-27<br>001242 -<br>002085 | Essential Infrastructure, Environmental Audit and Asset Management Plans                     | 90,000  | Tracey       |             | Conditions Assessment and 16 year expenditure plan for Asset Management Plans                                        | Council proposes to engage qualified external consultants to undertake an audit of our essential infrastructure such as water, wastewater and waste along with the development of new asset management plans. It is estimated that the cost of this service is \$90,000. Council does not have the staff resources or developed technical knowledge to undertake a thorough risk assessment of these essential infrastructure assets or to develop relevant asset management plans. The audit is required to identify and formally document essential assets or asset components that are required as an addition, to be replaced or deemed not fit for purpose in the next 10 to 20 years. This will enable Council to strategically plan for the future ensuring that sustainable essential services are provided to the growing community with minimal disruption along with certifying that essential infrastructure assets are fit for purpose. The information will be used to develop our asset management strategy and asset management plans which will then be linked to our long term financial forecasts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| PASC W4Q<br>2024-27<br>001242 -<br>002086 | Implementation of a New Enterprise Resource System                                           | 120,000 | Tracey       |             | New ERP System                                                                                                       | Council proposes to upgrade our Enterprise Resource System as our capability building project. Council estimates the cost of this project to be 350,000 dollars and is seeking to utilise W4Q funding to the value of 120,000 dollars 5 percent of total W4Q allocation to contribute to this project with Council contributing 230,000 dollars from own source revenue for the balance of the project costs. Council currently utilises SynergySoft, an IT Vision Altus product from ReadyTech. Council was an early adopter of SynergySoft, implemented in 2013. The SynergySoft solution for Council is a manual, server based application that is now ReadyTech's legacy product. In our current state, SynergySoft does not integrate with online timesheets or offer in time solutions for integration with Council works department for private works, asset maintenance and management. It does not offer mobile accessibility, in time dashboard information and the software has had challenges meeting the data transmission requirements required by the ATO. The system requires paper based records and is not able to automate processes. Council proposes to implement Ready Community that encompasses Financial, Contracts, Business Intelligence, Payroll and HR and is the ReadyTech pathway moving from a server based ERP to a SaaS solution. The upgrade of Council's ERP system will improve Council's management system through business analytic tools, risk management, an online timesheet solution, finance enquiry solutions, procurement, and contract management. Upgrading Council's ERP system will dramatically improve Council's financial and information management system by enabling Council employees to access the ERP through a mobile app that will offer online timesheets, automated procurement solutions and workflow solutions. The ReadyTech solution will move Council from paper based records to a cloud based data management system which will link data to the associated transactions, the asset register will include geographic information system mapping and the contract module offers improved controls over Councils risk profile, budget management and automated compliance to procurement legislation and policy. While the ReadyTech asset management module is not part of this proposal, it is a noted benefit that the Ready Community is an end to end ERP solution that is built specifically for local government that offers asset management so that Council will be able to implement in future. |
| PASC W4Q<br>2024-27<br>001242 -<br>002087 | Replacement of Wastewater Treatment System and Mains Power Connection at Contractors Camp    | 135,000 |              |             | Replace Waste Water Treatment Facilities at Contractors Camp - COVID CAMP ?                                          | Council proposes to replace the wastewater treatment system and connect mains power to our contractor's camp. The existing wastewater treatment system is not sufficient or suitable for the site and is a breach of the EA Code, Plumbing and Drainage Act and WHS. Occupants of the accommodation dongas have complained of the sewerage sludge that is smell in the rooms from an insufficient system. Council is proposing to upgrade the wastewater treatment system with an advanced secondary wastewater system which will meet the required wastewater standards and will handle the volume requirements as per AS1547. There is currently no mains power connected at the camp with the camp being operated from an on-site diesel generator which is noisy for the contractors in the evening when trying to rest. The generator is also reliant on staff ensuring a regular schedule of topping up the unit with diesel to keep it running. Connecting mains power to the site will require an application to Ergon and our project costs have been estimated on similar projects in previous years completed by Ergon. The generator can be despatched from the site once mains power is connected to this site to allow effective operation of the camp on a daily basis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                           |                                                                                              |         | Batze        |             | Connect Mains Power to Contractors Camp - COVID CAMP ?                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| PASC W4Q<br>2024-27<br>001242 -<br>002088 | Replace Wastewater Treatment System, Install Carport and Internal Fit Out Works at Airport   | 135,000 |              |             | Replace Waste Water Treatment system at airport - NO LONGER REQUIRED?                                                | Council proposes to replace the wastewater treatment system, install a carport and undertake internal fit out works at the Airport. The existing wastewater treatment system has preexisting damage and is unserviceable with the Airport public toilets out of order. This is not acceptable being an essential service to the community and 60 percentage of the flights landing at Pompuuraw being aircraft that does not have toilet facilities. Council is proposing to upgrade the wastewater treatment system with an advanced secondary wastewater system which will meet the required wastewater standards and will handle the volume requirements as per AS1547. A carport approx. 75m2 is being proposed to house Airport plant such as maintenance house Airport plant such as vehicles, tractor and ride on mower. These items are currently parked out in the weather being exposed to the harsh sun, installing a carport will assist in protecting these assets. The internal fit out works proposed are within the airport check in building where travellers are lounged to await boarding their flight. The installation of a kitchenette to offer tea, coffee and water access to waiting travellers and airport staff is proposed along with installing an internal wall, with access doors and roller shutters to separate the airport staff office area and passenger check in counter. Council has estimated the total cost of these works at 135,000 dollars.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                           |                                                                                              |         | Nigel        | WIP         | Carport and internal fit out of airport                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PASC W4Q | Septic System Connection, Installation of Canteen Servery and Mains Power Connection at Sports Field                                                                                                                                                                                                                                                                               | 120,000   |          |              | Connect Septic Tank to Sportsfield                                                                                                                                                                                                                                                                                                                                                 | Council proposes to connect the septic system, install a canteen servery and connect mains power to the Pomprura Sports Field site. The current septic system for the sports field is not operational and requires compliant installation and the connection to the abutment and canteen amenities. The installation of a canteen servery will allow for this space to be utilised for community events in selling food and drinks. There is currently no mains power connected at the sports field site with the building electricity requirements and sports field lighting being |
| 2024-27  | Replace Conit Oven for Aged Care Centre                                                                                                                                                                                                                                                                                                                                            | 35,000    |          |              | Install of Canteen Servery                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 501242 - | Main Roads: Ablution Unit & Donga Renewal                                                                                                                                                                                                                                                                                                                                          | 112,040   |          |              | Replace Conit Oven for Aged Care Centre                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 515B     | Smartfill OPT Bowser upgrade                                                                                                                                                                                                                                                                                                                                                       | 38,500    | Cameron  | Ordered      | Main Roads: Ablution Unit & Donga Renewal                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Build a shed over the batching plant                                                                                                                                                                                                                                                                                                                                               | 300,000   |          |              | Smartfill OPT Bowser upgrade                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Awning with caged racking outside plumbing shed                                                                                                                                                                                                                                                                                                                                    | 40,000    |          |              | Build a shed over the batching plant                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Plumbing Shed Refurbishment                                                                                                                                                                                                                                                                                                                                                        | 35,000    |          |              | Awning with caged racking outside plumbing shed                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Kiosk Refurbishment                                                                                                                                                                                                                                                                                                                                                                | 120,000   | Nigel    | for quoting  | Plumbing Shed Refurbishment                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Sports Club refurbishment                                                                                                                                                                                                                                                                                                                                                          | 500,000   | Janelle  | design phase | Kiosk Refurbishment                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Concrete hardstand at Admin Store (approx 330 m2) - New                                                                                                                                                                                                                                                                                                                            | 175,000   |          |              | Sports Club refurbishment - Bathrooms                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Construct 8m x 11m Shed Kit (Shed already in yard) Labour & Concrete Footings Only                                                                                                                                                                                                                                                                                                 | 20,000    |          |              | Concrete hardstand at Admin Store (approx 330 m2) - New                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Build of 2 staff duplexes (Ranger storage yard - Next to 13A Ngurni)                                                                                                                                                                                                                                                                                                               | 2,200,000 | Janelle  | Tender       | Construct 8m x 11m Shed Kit (Shed already in yard) Labour & Concrete Footings Only                                                                                                                                                                                                                                                                                                 | Parts of Kit shed missing put out to tender                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|          | Staff Duplexes - demolish old house and build duplex 27 Matzi                                                                                                                                                                                                                                                                                                                      | 1,500,000 | Janelle  | Tender       | Build of 2 staff duplexes (Ranger storage yard - Next to 13A Ngurni)                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | New Council Office                                                                                                                                                                                                                                                                                                                                                                 | 2,500,000 | Janelle  | design phase | Staff Duplexes - demolish old house and build duplex 27 Matzi                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | New Aged Care Building                                                                                                                                                                                                                                                                                                                                                             | 1,000,000 | Janelle  | design phase | New Council Office                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | 33C Korka - install solar                                                                                                                                                                                                                                                                                                                                                          | 17,000    | Plumbers | WIP          | New Aged Care Building                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Guesthouse Replace SHV                                                                                                                                                                                                                                                                                                                                                             | 17,000    |          |              | 33C Korka - install solar                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Upgrade to water supply and filtration to match increase in housing                                                                                                                                                                                                                                                                                                                | 3,000,000 |          |              | Guesthouse Replace SHV                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Works Depot - Workshop fence line repairs (BU197)                                                                                                                                                                                                                                                                                                                                  | 30,000    |          |              | Upgrade to water supply and filtration to match increase in housing                                                                                                                                                                                                                                                                                                                | to be done with subdivision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|          | Between Council - Hall to Works Depot - Park drainage works to prevent house flooding, fill park bottoms slowly with soils to allow continued grass growth and reduce long term standing water. Clear drainage channel along workshop fence line. Build up ground behind gas storage to push water to channel. Jet at existing lines and concrete around culverts to stop erosion. | 300,000   |          |              | Works Depot - Workshop fence line repairs (BU197)                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Airport Fuel Facility                                                                                                                                                                                                                                                                                                                                                              | 100,000   |          |              | Between Council - Hall to Works Depot - Park drainage works to prevent house flooding, fill park bottoms slowly with soils to allow continued grass growth and reduce long term standing water. Clear drainage channel along workshop fence line. Build up ground behind gas storage to push water to channel. Jet at existing lines and concrete around culverts to stop erosion. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Windsock upgrades, Transformer replacement                                                                                                                                                                                                                                                                                                                                         | 104,000   |          |              | Airport Fuel Facility                                                                                                                                                                                                                                                                                                                                                              | Will need \$1M                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 797A     | Aerodrome Upgrade                                                                                                                                                                                                                                                                                                                                                                  | ###       | Keiran   | WIP          | Windsock upgrades, Transformer replacement                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | DRFA 2025 Restoration Works - Kowanyama Rd                                                                                                                                                                                                                                                                                                                                         | 1,924,660 | Keiran   | WIP          | Aerodrome Upgrade                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | DRFA 2025 Restoration Works - Other roads                                                                                                                                                                                                                                                                                                                                          | 575,340   |          |              | DRFA 2025 Restoration Works - Kowanyama Rd                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| R2R      | Road Upgrades                                                                                                                                                                                                                                                                                                                                                                      | 368,139   |          |              | DRFA 2025 Restoration Works - Other roads                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| T2S51    | TIDS - Strathgordon Rd Install 40m concrete floodway 2 x 900 RCBC CH 171.992                                                                                                                                                                                                                                                                                                       | 361,407   | Keiran   | WIP          | Road Upgrades                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Vacuum Tank - Skid mounted for use on council trucks - For use pumping out septics, sludge cleaning of sewer farms and sewer pits, also vacuum excavations                                                                                                                                                                                                                         | 185,000   |          |              | TIDS - Strathgordon Rd Install 40m concrete floodway 2 x 900 RCBC CH 171.992                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7589     | excavations                                                                                                                                                                                                                                                                                                                                                                        | 30,000    |          |              | Vacuum Tank - Skid mounted for use on council trucks - For use pumping out septics, sludge cleaning of sewer farms and sewer pits, also vacuum excavations                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Maxlift for worktruck to be fitted to 4x4 canter (hiab)                                                                                                                                                                                                                                                                                                                            | 66,000    |          |              | excavations                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7589     | Ferris Diesel 72" for use at airport, existing tractor would be used elsewhere in council for doing oval, parks, sewer plant.                                                                                                                                                                                                                                                      | 215,000   |          |              | Maxlift for worktruck to be fitted to 4x4 canter (hiab)                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7589     | Auto Jaro Tipper truck to replace P5                                                                                                                                                                                                                                                                                                                                               | 262,000   | Cameron  | Ordered      | Ferris Diesel 72" for use at airport, existing tractor would be used elsewhere in council for doing oval, parks, sewer plant.                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7589     | Auto Medium Tipper truck to replace P6                                                                                                                                                                                                                                                                                                                                             | 150,000   |          |              | Auto Jaro Tipper truck to replace P5                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7589     | Replace Diff John Deere Graded P151, replace diff as second hand machines with similar hours are in excess of \$250k and we have already invested \$100k recently into mashing                                                                                                                                                                                                     | 25,000    | Cameron  | WIP          | Auto Medium Tipper truck to replace P6                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7589     | Razorback 4x4 lightweight heavy duty mower - Roadside maintenance, sewer pond walls maintenance. We currently do not have a mower that can mow these places safely                                                                                                                                                                                                                 | 288,710   | Cameron  | Ordered      | Replace Diff John Deere Graded P151, replace diff as second hand machines with similar hours are in excess of \$250k and we have already invested \$100k recently into mashing                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7589     | Mitsubishi Fuso FM62FK2RMFAM Concrete Agitator Truck 6m3 to replace P15                                                                                                                                                                                                                                                                                                            | 60,000    | Cameron  | Complete     | Razorback 4x4 lightweight heavy duty mower - Roadside maintenance, sewer pond walls maintenance. We currently do not have a mower that can mow these places safely                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7589     | Luggage Trailer for Bus                                                                                                                                                                                                                                                                                                                                                            | 113,369   |          |              | Mitsubishi Fuso FM62FK2RMFAM Concrete Agitator Truck 6m3 to replace P15                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7589     | 2nd Isuzu Ute Diesel                                                                                                                                                                                                                                                                                                                                                               | 172,385   |          |              | Luggage Trailer for Bus                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Other renewal (PASC commitment to spend to depreciation)                                                                                                                                                                                                                                                                                                                           | -         |          |              | 2nd Isuzu Ute Diesel                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | Allowance for Building Capital Renewals - Residential                                                                                                                                                                                                                                                                                                                              | -         |          |              | Other renewal (PASC commitment to spend to depreciation)                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 700 -    | Allowance for Building Capital Renewals - Commercial Leases                                                                                                                                                                                                                                                                                                                        | -         |          |              | Allowance for Building Capital Renewals - Residential                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 530 -    | Allowance of Infrastructure Renewals - Water                                                                                                                                                                                                                                                                                                                                       | -         |          |              | Allowance for Building Capital Renewals - Commercial Leases                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 780 -    | Allowance of Infrastructure Renewals - Sewerage                                                                                                                                                                                                                                                                                                                                    | -         |          |              | Allowance of Infrastructure Renewals - Water                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 790      | Lci- Phase 4A: Community Hall Refurbishment Works Capital                                                                                                                                                                                                                                                                                                                          | -         |          |              | Allowance of Infrastructure Renewals - Sewerage                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 751H     | Front Beach BBQ Shelter Refurbishment BU189                                                                                                                                                                                                                                                                                                                                        | -         |          |              | Lci- Phase 4A: Community Hall Refurbishment Works Capital                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 751K     | Chapman BBQ Shelter Refurbishment BU193                                                                                                                                                                                                                                                                                                                                            | -         |          |              | Front Beach BBQ Shelter Refurbishment BU189                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 751M     | Mungkan BBQ Shelter Refurbishment BU190                                                                                                                                                                                                                                                                                                                                            | -         |          |              | Chapman BBQ Shelter Refurbishment BU193                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 751N     |                                                                                                                                                                                                                                                                                                                                                                                    | -         |          |              | Mungkan BBQ Shelter Refurbishment BU190                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## 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 10 October 2025

---

#### RECOMMENDATION

That the council resolve to receive and note the report.

#### OPERATIONAL UPDATE

**Business Precinct Plan** – Art Centre and Admin Officer – Consultants were on site on site 2 & 3 September 2025. The same consultant will do the plans for the new HACC Centre. **THIS FUNDING HAS BEEN WITHDRAWN BY DATSIP.**

**6 Extensions and 4 Granny Flat** – Project Manager has been appointed. PM has visited community and met with Dept of Housing scoping has begun. Tender for designs to be awarded this meeting.

**Subdivisions** – Project Manager has been appointed. Council to award contract for Northern and Southern subdivision is included later in this agenda. Sourcing more funding for Northern Subdivisions from Department of Women, Aboriginal and Torres Strait Partnership and Volunteers (DWATSIPV) for Environmental Approvals are being sought so that we can begin moving the Orchids.

**Asset Management Plans** – Drafts were submitted to the audit Committee on 3 September 2025

**Risk Management Plan** – WIP – Drafts were submitted to the audit committee on 3 September 2025.

**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** - Completed

**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** –2024/25 Financial report Completed and lodged and exemption for audit has been completed.

**Home Ownership Debtors** – One debt paid so that Home Ownership can be transferred to family member. Home Ownership Team have been postponed until November to assist with consultation with Home Owners.

---

**AB Kiosk Debtor** – For consideration this month.

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

**20 September to 10 October**

| <b>Date</b>       | <b>Event / Meeting</b>                         | <b>Location</b> | <b>Attendees</b>                                  |
|-------------------|------------------------------------------------|-----------------|---------------------------------------------------|
| 20&21 Sept 2025   | Rodeo                                          | Pormpuraaw      | Council                                           |
| 22 Sept 2025      | KPMG re Fuel Tax Credits                       | Teams           | CEO                                               |
| 23 Sept 2025      | Tax Ed re FBT Review                           | Teams           | CEO                                               |
| 24 Sept 2025      | Council Meeting                                | Pormpuraaw      | Council                                           |
| 25&26 Sept 2025   | Bereavement Leave                              |                 | CEO                                               |
| 29 Sept to 3 Sept | Cairns Staff Visit                             | Pormpuraaw      | Cairns Staff                                      |
| 30 Sept to 2 Oct  | All Staff Wellness Workshops                   | Pormpuraaw      | ALL STAFF                                         |
| 1 Oct 2025        | Monarch – Product Training                     | Teams           | CEO                                               |
| 1 Oct 2025        | Todd Rise                                      | Pormpuraaw      | CEO                                               |
| 1 Oct 2025        | Culturv8 re Corporate Carbon negotiations      | Teams           | CEO                                               |
| 7 Oct 2025        | Catch up with Building contractors             | Pormpuraaw      | CEO, Greg, N&J Building & Cape & Gulf Contractors |
| 7 Oct 2025        | Club Committee Meeting                         | Pormpuraaw      | CEO                                               |
| 8 Oct 2025        | Council Briefing                               | Pompurraaw      | CEO & Council                                     |
| 8 Oct 2025        | Surepact product Review                        | Teams           | CEO                                               |
| 9 Oct 2025        | KPMG – FBT Review                              | Teams           | CEO                                               |
| 9&10 Oct 2025     | Interviews Business Development Manager        | Teams           | CEO, Robbie Morris and Nem                        |
| 10 Oct 2025       | TCHHS Infrastructure meeting Pormpuraaw Clinic | Pormpuraaw      | CEO                                               |
| 10 Oct 2025       | Todd Rise                                      | Pormpuraaw      | CEO                                               |

**FUTURE MEETINGS**

| Date            | Event / Meeting        | Location     | Attendees   |
|-----------------|------------------------|--------------|-------------|
| 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     | DDMG                   | TEAMS        | Mayor       |
| 13 Nov 2025     | Cape York Road Package | Cairns/Teams | Mayor & CEO |
| 12 Nov 2025     | TCICA Meeting          |              |             |
| 17 Nov 2025     | Council Briefing       | Pormpuraaw   | Council     |
| 26 Nov 2025     | Council Meeting        | Pormpuraaw   | Council     |
| 1 Dec 2025      | Council Briefing       | Pormpuraaw   | Council     |
| 9 Dec 2025      | DDMG Meeting           | TEAMS        | Mayor       |
| 15 Dec 2025     | Council Briefing       | Pormpuraaw   | Council     |
| 17 Dec 2025     | Council Meeting        | Pormpuraaw   | Council     |
| 22 Dec to 5 Jan | Council Shut Down      |              |             |

## 11.2 PUBSC DONATION FOR COMMUNITY CHRISTMAS PARTY

**Author:** Janelle Menzies (Chief Executive Officer)  
**Authorisers:** Janelle Menzies, Chief Executive Officer  
**Attachments:** 1. Christmas Donation Letter - 2025 [11.2.1 - 2 pages]

### KEY OUTCOME

**Strategic Priority:** {custom-field-strategic-priority}

**Objective:** {custom-field-objective}

### EXECUTIVE SUMMARY

To consider a donation to the PUBSC for the Community Christmas Party.

---

### RECOMMENDATION

That the Council resolve to provide a donation of \$10,000 for the Community Christmas Party.

### BACKGROUND

The PUBSC has written to Council for a donation for the Community Christmas Party.

Last year the Council donated \$10,000 for the Community Christmas Party.

### CONSULTATIONS (Internal/External)

PUBSC

### LEGISLATION / LEGAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Community Grants and Assistance Policy

### FINANCIAL AND RESOURCE IMPLICATIONS

Financial Commitment

### ASSET MANAGEMENT IMPLICATIONS

Nil

## RISK MANAGEMENT IMPLICATIONS

Nil

## 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;                           | 13. Cultural rights—generally;                                             |
| 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;               | 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.



*'Christmas is the spirit of giving without a thought of getting, of cherishing peace and of goodwill of finding the joy of togetherness'*

***Pormpuraaw United Brothers Sports Club Inc.***

***C/ Post Office, Pormpuraaw, QLD 4871***

***ABN: 56075050362***

***MB: 0428 1185 03***

30 September 2025



**SUBJECT: 'Help Us Bring the Spirit of Christmas to Pormpuraaw'**

Dear Janelle,

As the festive season approaches, our club is once again preparing to host the **annual Community Christmas Event** on **Thursday, 27 November 2025**. Each year, this special celebration brings together families, children, and elders to share in the Christmas Spirit.

For many in our community, Christmas can be a difficult time due to tight budgets and limited opportunities to experience the joy of the season. That is why our club has made it our mission to bring Christmas to Pormpuraaw – creating a large-scale event filled with light, laughter, food, music, and togetherness.

We would be sincerely grateful if you could support us with a **donation** toward this year's event. Your contribution will go directly towards:

- Presents for children and families
- Decorations, lighting, and entertainment
- A community meal and festive activities

We understand this time of the year can be financially challenging, so please know that **any contributions large or small, will make a difference.**

**How to Donate:**

Donations can be made by direct deposit to:

**Bank Name:** Commonwealth Bank

**BSB Number:** 06 4804

**Account Number:** 1321 9524

**Account Name:** Pormpuraaw United Brothers Sports Club (PUBSC)

*'Sharing the spirit of Christmas is the  
Greatest gift of all'*



*'Christmas is the spirit of giving without a thought of getting, of cherishing peace and  
of goodwill of finding the joy of togetherness'*

Alternatively, please contact us on **MB: 0428 1185 03** or email address:  
[PUBSC68@outlook.com](mailto:PUBSC68@outlook.com) to arrange another method of support.

#### **Acknowledgement of Support**

All sponsors will be acknowledged publicly through our event signage, community announcements, and social media. We will also share our thanks during the event itself.

Due to the closeness of the event date, we kindly ask for a response at the earliest convenience, **no later than the close of business Wednesday 15 October 2025**. This will allow us time to finalise preparations and acknowledged your support appropriately.

On behalf of **the Pormpuraaw United Brothers Sports Club**, thank you for considering our request and for helping us share the Christmas spirit with everyone in our community.

Kind regards,  
Anna Beni  
Manager  
Pormpuraaw United Brothers Sports Club (PUBSC)

Merry Christmas 

*'Sharing the spirit of Christmas is the  
Greatest gift of all'*



### 11.3 SPORTS PRECINCT MASTERPLAN

**Author:** Janelle Menzies (Chief Executive Officer)

**Authorisers:** Janelle Menzies, Chief Executive Officer

**Attachments:** 1. Pormpuraaw Sports Precinct Masterplan V 01 251001 [11.3.1 - 34 pages]

#### KEY OUTCOME

**Strategic Priority:** {custom-field-strategic-priority}

**Objective:** {custom-field-objective}

#### EXECUTIVE SUMMARY

For Council to accept the designs for the Sports Precinct Masterplan

---

#### RECOMMENDATION

That Council to adopt and accept the Sports Precinct Masterplan.

#### BACKGROUND

The Council engaged UpNorth Consulting with Blaklash Consulting to prepare the Sports Precinct Master Plan. The project was funded by the Department of Sport & Recreation.

#### CONSULTATIONS (Internal/External)

Blaklash Consulting

#### LEGISLATION / LEGAL IMPLICATIONS

Nil

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL AND RESOURCE IMPLICATIONS

Masterplan is supported by Funding.

#### ASSET MANAGEMENT IMPLICATIONS

Asset Plan.

---

## RISK MANAGEMENT IMPLICATIONS

Nil

## 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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- |                                                                       |                                                                            |
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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;               | 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.



Project

# Pormpuraaw Sports Precinct Masterplan

Client  
Pormpuraaw Aboriginal Shire Council

Document Type  
Masterplan Development

Date  
01 September 2025

Document Version  
V01

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BLAKLASH

ACKNOWLEDGMENT



We acknowledge that this project is located on the unceded lands of the Thaayore, Mungkun, Wik, Bakanhand Yir Yoront peoples.

We acknowledge our responsibility to Country, to culture and to the knowledges that have sustained these lands, waters and skies.

We acknowledge the voices, the pathways, the law and lore of all places from which we live and learn.

We pay our respects to the Traditional Custodians, Elders and Knowledge Holders who have held this responsibility, and to the children who shape the future.

We stand within, care for and acknowledge Country, **always**.

CONTENTS

Introduction

Understanding Pormpuraaw

Traditional Owners

Context & Analysis

Fragmented Ecosystem

Flooding & Fire

Surrounding Community

Climate of Extremes

Key Considerations

Principles & Process

Community Collaborations

Masterplan Principles

Pormpuraaw Sports Precinct Masterplan

The Masterplan

Circulation & Access

Ecology & Land Management

Indicative Landscape Character

Indicative Material Character

Masterplan Project Concepts

Proposed Staging

Rodeo Grounds

Community Clubhouse

BMX & Adventure Play Areas

7

8

9

10

11

12

13

15 - 16

17

19

20

21

22 - 23

24 - 25

27

28

29

30



# *Pormpuraaw Sports Precinct Masterplan*

*Defining an Active Healthy Future for Pormpuraaw*



*"This is for our children; now, and  
for those to come"*

*- Pormpuraaw Community Member*

MASTERPLAN

# Understanding Pormpuraaw

Pormpuraaw township is located just south of the Edward River and bordered by the Chapman and Moonkan Rivers, it occupies a significant cultural and environmental landscape.

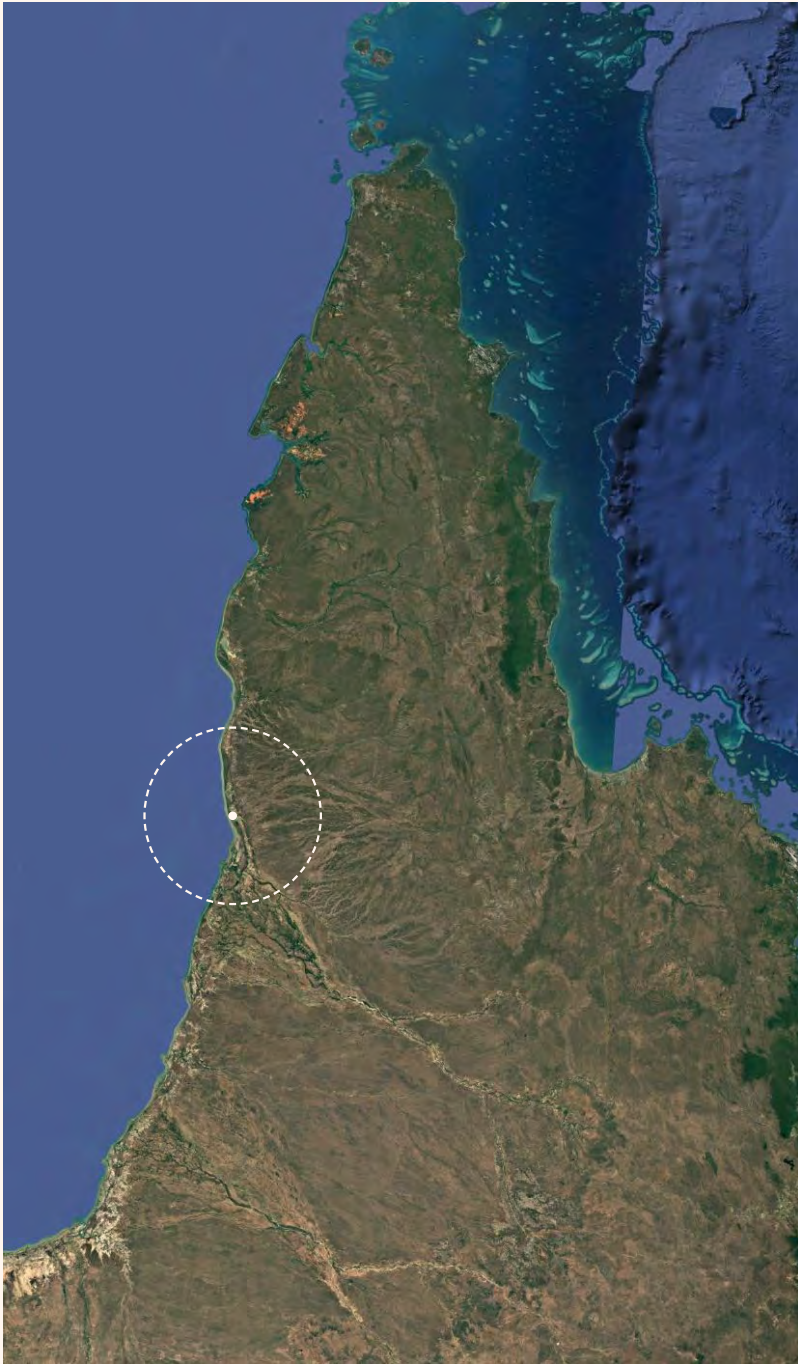
The township forms the administrative centre of the Pormpuraaw Aboriginal Shire Council and supports a rich history of Aboriginal custodianship, community governance, and adaptive development in response to regional challenges.

Established in 1938 as the Edward River Mission. The Community has evolved to manage its own local affairs through the Pormpuraaw Aboriginal Shire Council, rather than being directly administered by a state agency or church mission, as was the case historically. Specifically, this means:

- Local decision-making: The Pormpuraaw Aboriginal Shire Council is elected by residents and makes decisions about local services, infrastructure, development, and community programs.
- Legal recognition: Since receiving a Deed of Grant in Trust (DOGIT) in 1987, the community holds land tenure and governance responsibilities under the Community Services (Aborigines) Act 1984 (Qld).
- Autonomy in planning and budgeting: The Council can apply for funding, create local plans (e.g. health precincts), and manage their own priorities.
- Cultural governance: The Council often works alongside Elders and Traditional Owners to ensure decisions respect cultural protocols and local lore.

Council's 2024–2029 Corporate Plan outlines a vision for a strong, engaged community that invests in infrastructure, cultural preservation, and local employment.

The council prioritises inclusive development, supporting activities that enhance community safety, active lifestyles, cultural celebration, and economic sustainability. These are especially relevant to the creation of a comprehensive Health Precinct that meets current and future needs.



MASTERPLAN

# Thaayore, Mungkun, Wik, Bakanhand Yir Yoront peoples

The Thaayore, Wik, Bakanh, and Yir Yoront Peoples have maintained a spiritual and cultural connection with the region for millennia. The name "Pompuraaw" derives from a Kuuk Thaayorre dreamtime story about a burnt hut or "Pompur," symbolising connection to place. The University of Queensland (1972) undertoo research on the Thayorre language of Edward River (Pompuraaw).

Pompuraaw Township consists of two neighbourhoods known locally as Mungkan side and Thaayorre side. They are united by schools, shops, administrative buildings and a number of shire council staff housing. The neighbourhoods originated at the time of mission settlement and reflect traditional linguistic and territorial affiliations. The majority of residents on the Mungkan side originate from along or north of the Edward River. The Thaayorre side accommodate speakers of Thaayorre, Yir Yoront and other dialects that lie along or south of the Edward River.

The neighbourhoods of Pompuraaw broadly reproduce the geographic distribution of clan estates. The entirety of the Pompuraaw DOGIT boundary encompassing 466 198 hectares and the two neighbourhoods is divided by the Edward River which broadly divides the Wik speaking clans from those to the south.





UNDERSTANDING COUNTRY

Ecological Context:  
Fragmented  
Ecosystems

Surrounding the site, two primary ecosystems exist. A thick closed thicket forst, dominated by yellow heart woods, palms, and vines, expressing the more consistent travel of water across site, and a seasonally inundated open woodland of acacia, eucalypt, and paperbark grasslands.

These two ecologies, fragmented by the impacts of colonisation and development, form the key landscape partners of the site. By working within the ecological frameworks of these two ecologies the Pormpuraaw sports precinct has the opportunity to form a framework of resilience and reciprocity with Country.

Additionally, within these ecologies, many culturally significant planting species for food, medicine, and cultural practice exist along side the host of animals, many considered totemic.

The importance of incorporating the ecological character of Country extends beyond the functionally responsive but into the realms of the culturally expressive extensions of the Pormpuraaw community itself.



UNDERSTANDING COUNTRY

Ecological Context:  
Fire & Flooding

Pormpuraaw, given its tropical nature, experiences extreme shifts in natural events on a seasonal basis. From open dry silty grasslands that transform into vast water ways in the wet season, to dry fire inducing winds that spread across the land, the site must take into consideration all functional requirements to mitigate damage or risk from such events.

The project site rests at the edge of town adjoining a major ecological corridor. One of seasonal flooding, and one of state identified significant fire risk.

All outcomes of the project must make efforts to orientate away from these areas of the site as well as guide on site ecologies in partnership with these systems. Intelligent avoiding whilst working with these elements will drive key factors of resilience within the sports precinct.



MASTERPLAN

Masterplan Context

Located at the edge of Pormpuraaw town, the sports precinct is surrounded by wooded grasslands, seasonal waterways, and isolated bush tracks that connect to distant areas of the town.

In considering the development of the precinct, considerations for access, sight lines, lighting, and activity have been taken into account to minimise impact on sensitive connections or safety concerns related to CPTD principles.

These considerations also form key opportunities for effect connections to and from the town - ensuring its longevity and equitable access for all.



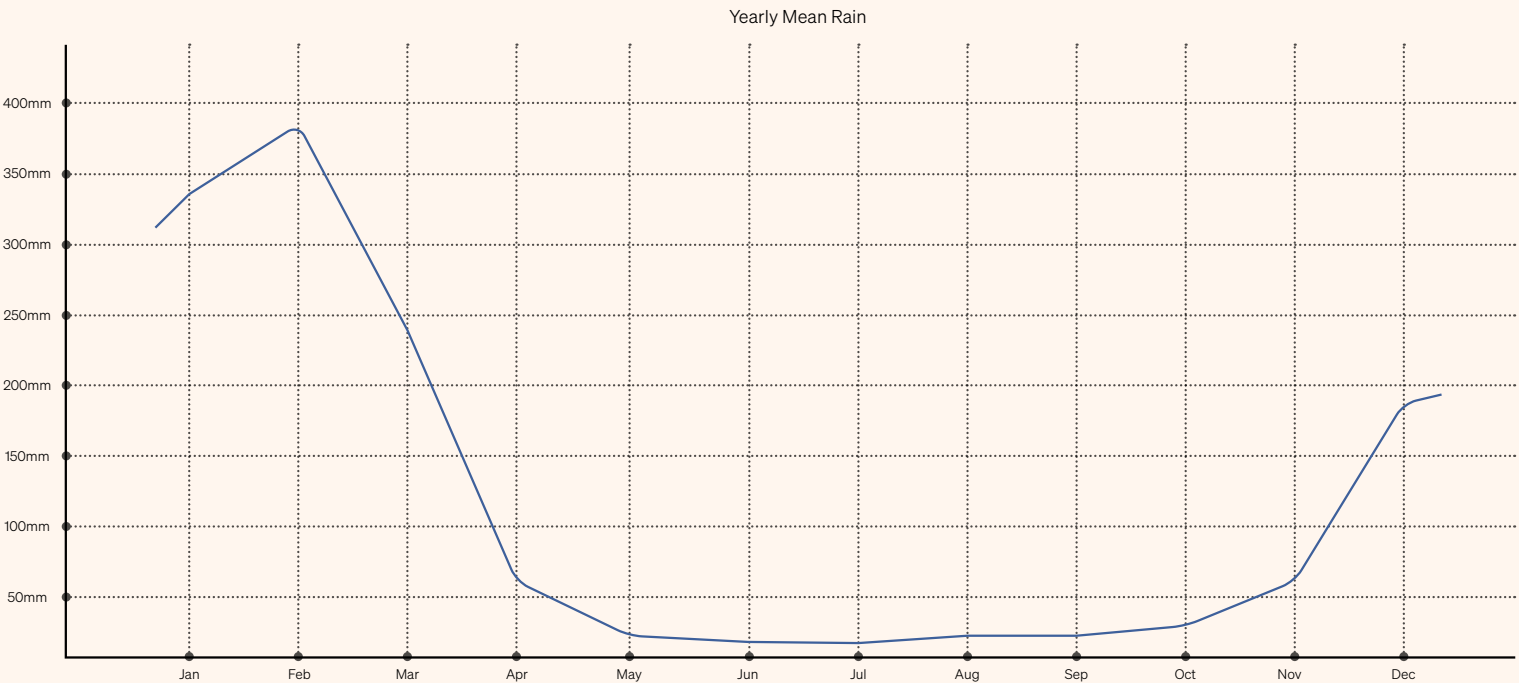
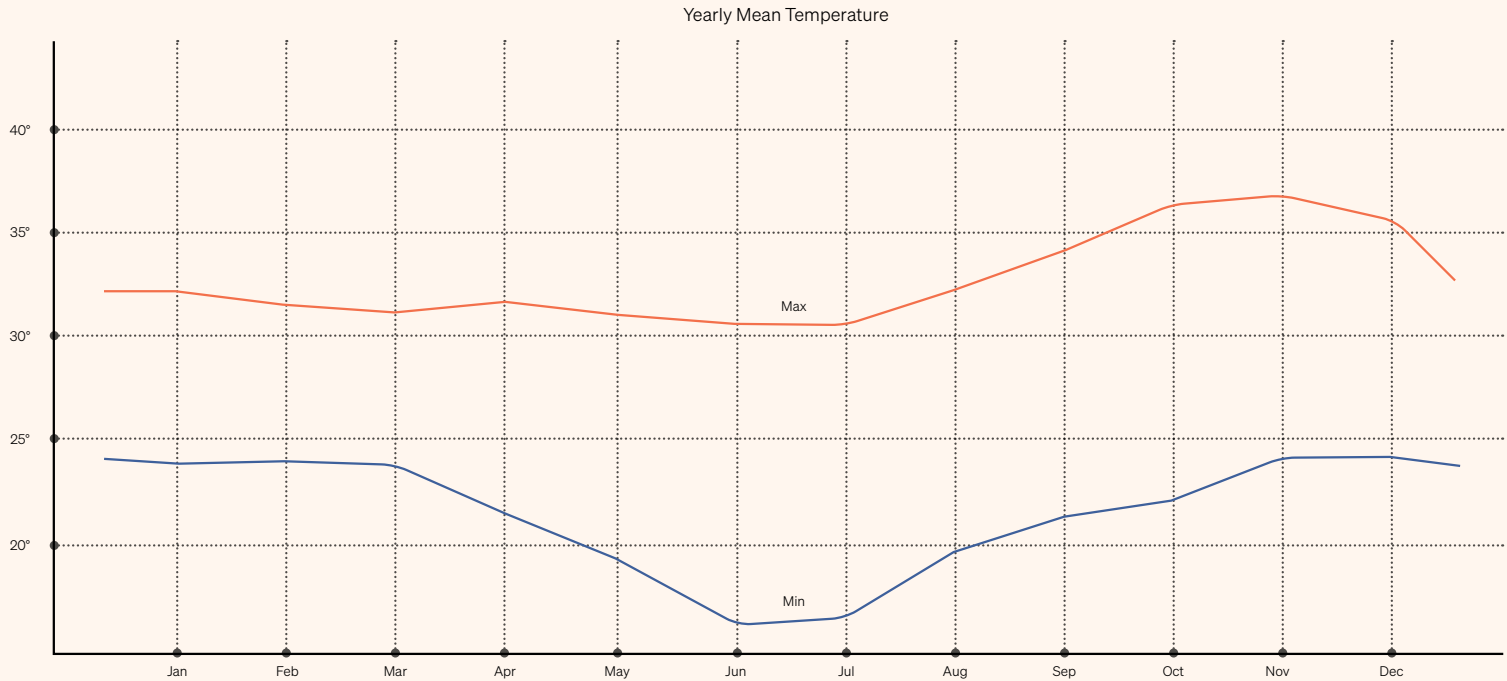
MASTERPLAN

Climate of Extremes

Pompuraaw, located in the tropical west of Far North Queensland, is exposed to climate of extremes. From year round warm to hot temperatures, intense humidity, and monsoon / cyclone weather events, any development in the region must be hardy and resilient to the major flux in climate.

Understanding key data in relation to this allows for an understanding of the need for shelter from the elements as well as to provide access to key amenity such as water, and food.

Comfort as a core principle of the project must directly relate to the capacity for the site to be maintained and accessed during times of extreme.



Data source: Australian Bureau of Meteorology 2025

MASTERPLAN

Key Considerations  
for Masterplan  
Delivery

To ensure the delivery of the Pormpuraaw Sport Precinct builds on existing aspirations and understandings of place, a rigorous process of analysis of existing planning resources was undertaken.

Through this, several key documents were identified as foundational to the successful delivery of the masterplan and the proposed projects within.

The document support overarching planning codes, developments, and needs of the area as well as giving insight into the complex cultural layers of the traditional peoples of the area.

Each document could be considered critical to the delivery of any works as a result of the masterplan and will ensure the consistent adherence to local values throughout the delivery of the sports precinct vision.



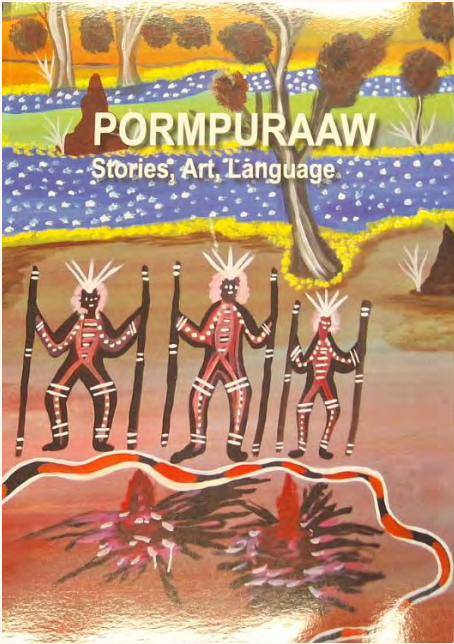
Planning Scheme



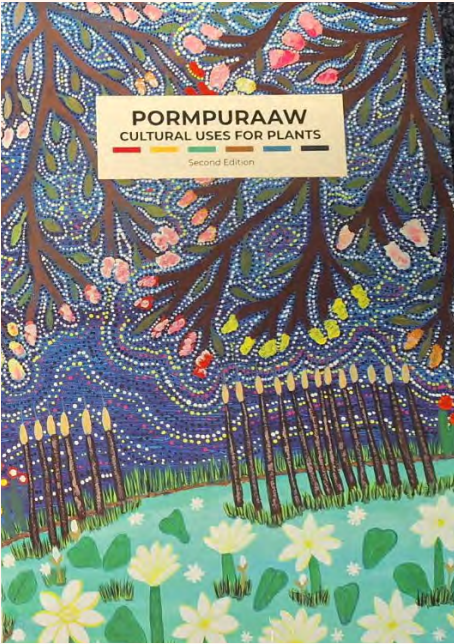
Current Masterplan



Corporate Plan



Pormpuraaw Cultural Values



Cultural Plant Knowledges



MASTERPLAN

# A Framework of Relationships

The Pormpuraaw Sports Precinct Masterplan presents a vision for a healthy connected community through the formation of a series of activations for all ages.

The masterplan has been developed through authentic collaborations and workshops with both the Pormpuraaw Aboriginal Shire Council, and the wider community including rangers, schools, elders, and more.

The masterplans aim was not to simply inform the locations of general exercise opportunities but to form a network of spatial relationships that support the cultural, and function aspirations of those who will use it; now and into the future.



MASTERPLAN

# Process of Collaborations

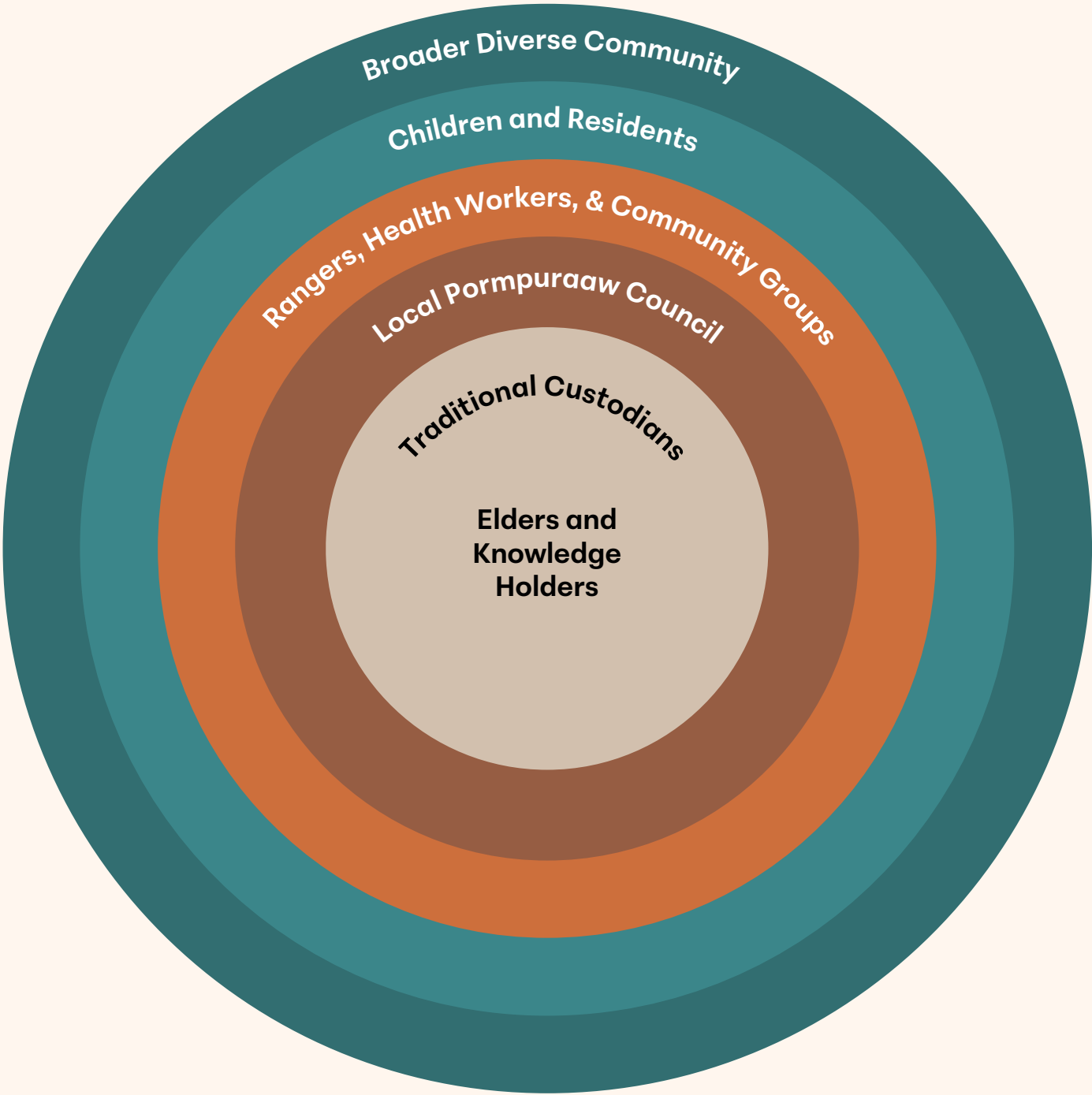
Across a series of multi-day site visits, the community of Pormpuraaw were engaged in collaborations with the project team to unpack the aspirations for health, for welfare, for activation, and for community opportunity they have for their people and their town.

These collaborations took many formats from pen to paper workshops, presentation style prompting, driving around town, site, and the surrounding landscape whilst listening to the cultural values of the local Traditional Custodians.

The goal of these sessions was to distill down the core values that the masterplan might uphold, but also the key functional needs for the space.

From climate, culture, and sport, to healthy routine, access, and event hire, the masterplan forms the framework for a healthier, more active community.

The following core principals were developed as a result and have shaped the thinking and formation of the masterplan.



MASTERPLAN

Masterplan Principles



Culturally Safe & Publicly Accessible

The precinct acknowledges the cultural dynamics of the community, its requirements for gathering or ability to separate through multiple exists, and the intrinsic need for opportunities for cultural continuation into the future.

In addition to this, the space facilitates all types of physical capabilities and needs across all ages.



Youth Focused & Community Activated

Throughout the community, each group interdependently expressed that this is for the kids, the next generation. In this, the precinct must hold opportunities for children to young adults of all ages.

In addition to this, the precinct must shape opportunities for connection, for activation, for teaching, sharing, working. As the young grow into leaders the space must feel activated by community throughout time.



Flexible & Diverse Opportunities

The precinct must be adaptable, flexible, and diverse in its offering to meet the growing needs of a changing community. To present opportunities for learning new skills, expression, and gathering well into the future.

From multitude of sporting opportunities such as multi-use courts, each space much amplify its capacity to more than just a sports precinct, but a place to grow.



Comfortable In Any Season

Pormpuraaw is a place of climatic extremes. From long hot dry to humid extensive wet season and flooding.

To support an active lifestyle, the precinct must provide ample opportunity for comfort. From access to water, natural and built shade, ease of access, and designing for passive cooling, the precinct must grow as in acknowledgment of its context rather than fighting against it.



# Pormpuraaw Sports Precinct Masterplan

MASTERPLAN

The Masterplan

The Pormpuraaw Sports Precinct Masterplan combines community driven visions and aspirations, with the technical program dictated by Country. Each space has been placed and formed as a connective whole, amplifying community connection, use, and comfort throughout.

From a clubhouse and event venue, to adventure play and outdoor sporting, and infrastructure for an annual rodeo activation, the precinct expresses itself as an active heart of wellbeing and connection.

- 1. Tertiary access path to multi-use courts
- 2. Speed control device
- 3. Primary 2-way paved vehicular access
- 4. Existing change rooms re-purposed for away teams
- 5. Shaded multi-use courts with adjoining picnic/bbq area
- 6. Ramping to/from split level clubhouse entry & picnic area
- 7. Existing movable bleacher seating to edge of field. Seats to be moved as needed for various events and activations in precinct
- 8. Existing football field with upgraded line marking to allow for AFL capabilities
- 9. Vehicle gate controlled service access road
- 10. Picnic & bbq shelter framing turfed space
- 11. Turfed picnic area adjoining clubhouse
- 12. Carpark & drop off area
- 13. Split level community clubhouse & event venue with shaded amphitheater seating to football field
- 14. Nature/adventure play area to edge of mounding
- 15. Dirt bmx track through planting areas
- 16. Turfed kick-about area with large shade trees to surrounds
- 17. Enhanced vegetation areas and buffers
- 18. End of 2-way vehicular access into 1-way ring road surrounding rodeo ground
- 19. Shaded turfed area surrounding rodeo grounds for community activation and gathering during events
- 20. 40 - 50m DIA Rodeo Ground
- 21. Temporary event mode animal store, vet pop up, and truck parking space
- 22. Restricted access service roads to womens shelter



MASTERPLAN

Circulation & Access

To ensure effective use of the precinct year round, during events, and in instances of potential emergency, a strong consideration of site circulation and access has informed the site.

By focusing vehicular traffic as a central spine, minimising to a one way ring loop, the site allows for consistent vehicle management, access, and speed control. Leveraging this approach, each key area has in its immediate periphery, a formal or tertiary location for emergency vehicle parking/access, drop off, or gathering.

With service roads and event program controls in place such as removable gates/bollards, or bottle neck roadways.

- 1. Tertiary access path to multi-use courts
- 2. Primary 2-way vehicular access
- 3. Restricted vehicular access service road
- 4. Emergency vehicle access areas
- 5. Extend of bmx track loop
- 6. One way vehicular ring road to rodeo surrounds
- 7. Animal holding to rodeo grounds control area with temporary fencing and removable vehicle barricades
- 8. Truck and event vehicle parking area
- 9. Service road control gate
- 10. Line of extend of mounding to +2m to meet split level entry to clubhouse



MASTERPLAN

# Ecology & Land Management

With a focus on caring for Country, increased comfort, and functional responses to potentially extreme weather events (rain, fire, etc) the site finds a balance between enhancing the existing vegetation to the surrounds, as well as a significant increase in native planting and shade trees. Through an ecological approach, technical responses such as drainage may be addressed through natural systems as opposed to expensive infrastructural strategies.

This approach allows for passive activations such as culturally significant story telling through plant species, seasonal markers, or education. As well as allocating more intentional productive gardens to the entry of the area.

An opportunity to grow traditional foods, medicines, or support the surrounding fragmented ecosystems through systems based planting strategies.

Surrounding all gathering areas, significant planting of shade trees has been proposed. Building the year round comfort for all who visit, as well as adding to the ecological value of the site.

-  Ecological enhancement and management area.
-  Productive & traditional use gardens
-  Proposed shade trees
-  Indicative seasonal waterway & drainage area (to be validated as masterplan projects progress)



MASTERPLAN

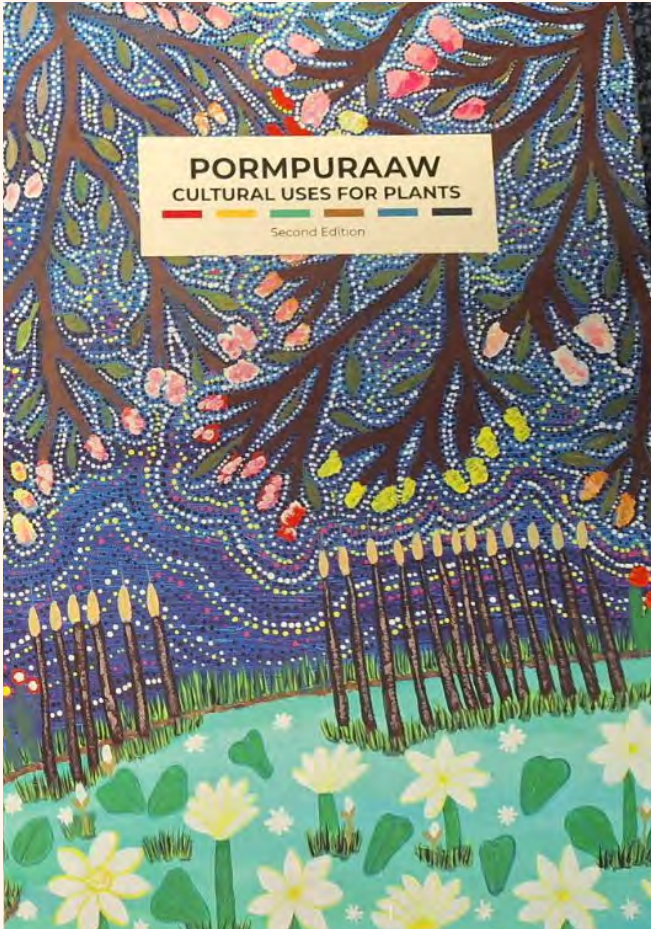
Indicative  
Landscape  
Character

Building on the pre-existing ecologies of Country as a framework for resilience, character, and reciprocity, the landscape intent for the site reflects an ecological transition between the closed forest vine thickets that once dominated what is now Pormpuraaw, and the grassy open woodlands to the east.

This approach, whilst given the best chance for planting success, also provides key opportunities for culturally significant planting and cultural education opportunities across the site.

Critical to the detailed of this process, is the connection to the Pormpuraaw Cultural Plant use resource, and collaborations with local Elders, Rangers, and traditional ecologists.

By working with Country, the site will require minimal maintenance or support, whilst also enhancing a familiar comfort of place.



MASTERPLAN



PORMPURA AW SPORTS PRECINCT MASTERPLAN

01 SEPTEMBER 2025

23

MASTERPLAN

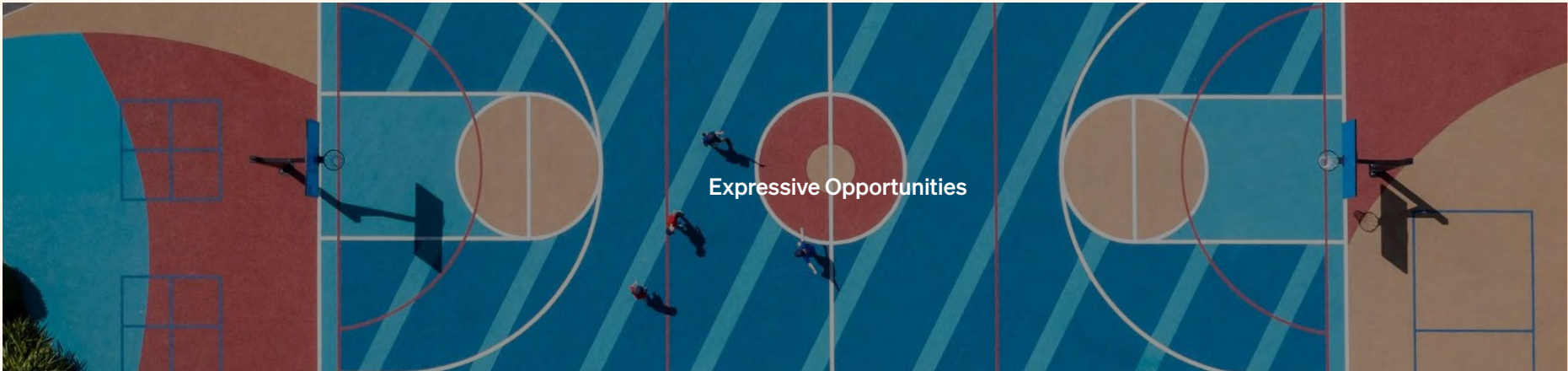
Indicative Material Character

The Pormpuraaw Sports Precinct will define a quality but realistic expression of the design language of the town.

By acknowledging the climatic extremes of the region, the isolated nature of the town, and the capacity to maintain or repair with local skill sets, the material nature of the precinct must support its own longevity in partnership with those who will be caring for it; the community.

Addressing these key material challenges whilst taking a place appropriate design ethos, the precinct will form an interwoven expression of the identity of Pormpuraaw.

Both through the material itself or the opportunity for community expression it provides, the sports precinct will form an extension place.



MASTERPLAN





MASTERPLAN

Proposed Staging

For an effective and logical program of staging across the precinct, key moves such as major earthworks which will host trunk infrastructure, import of building materials, procurement of planting and other ephemeral elements must be considered in relation to one another.

The nature of the stages approach looks at building from a framework upwards, from road and infra, to small scale activations and amenity. The stronger the foundation the more effective the process of expansion.

Each precinct and its requirements are reflected through the Masterplan Concept Projects portion of the report

**Note:** the boundary of each stage to be reviewed and adapted to suit the functional, fiscal, or spatial requirements at time of implementation.



MASTERPLAN

# Rodeo Grounds & Events

Representing the need for annual activation, the Rodeo ground will connect Pormpuraaw to the active competitive rodeo culture of the region.

Drawing crowds from surrounding and remote community such as Kawenyama, the space will provide space, amenity, and shaded areas to gather.

Beyond the critical comfort needed for community, to ensure functional efficacy and safety, the site will meet all ABCRA standards and coordinated vehicle control devices.

Intended for annual activation, the space also provides key opportunity for year round education, practice, and growth of the rodeo culture in Pormpuraaw.



MASTERPLAN

Project Details

| Description                                                                | Concept Vision                                                                                                                                                                                                                                                                                                                                                                                              | Functional Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                               | Material Considerations                                                                                                                                                                                                                                           | Delivery Considerations                                                                                                                                                                                          |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40-50m DIA rodeo ground and temporary holding space for annual activation. | The rodeo grounds are intended to become the premier annual event for Pormpuraaw. Attracting crowds from regional communities and hosting several hundred people at a time. The grounds represent an opportunity for Pormpuraaw to more effectively participate in the regional, national, and international scene. The space focuses on access, comfort, shade, and safety for visitors and animals alike. | <ul style="list-style-type: none"><li>• Adherence to the Australian Bushmen's Campdraft And Rodeo Association (ABCRA) Rule Book 2015 requirements for rodeo competitions and animal care including temporary on-site vet and shaded animal store</li><li>• Parking for truck and animal trailer</li><li>• Shade trees and space for community gathering</li><li>• Vehicle and access control capabilities</li><li>• Lighting</li><li>• 60m dia rodeo ground</li></ul> | <ul style="list-style-type: none"><li>• Cyclone resistant</li><li>• Extreme weather tolerant (heat, humidity)</li><li>• Marine grade steel where needed</li><li>• Permeable pavement where possible</li><li>• ABCRA standard rodeo yard ground material</li></ul> | <ul style="list-style-type: none"><li>• Transport of materials can be challenging, consideration of pre-fab v.s made on site.</li><li>• Where possible, opportunities for local labour or up-skilling.</li></ul> |

Character



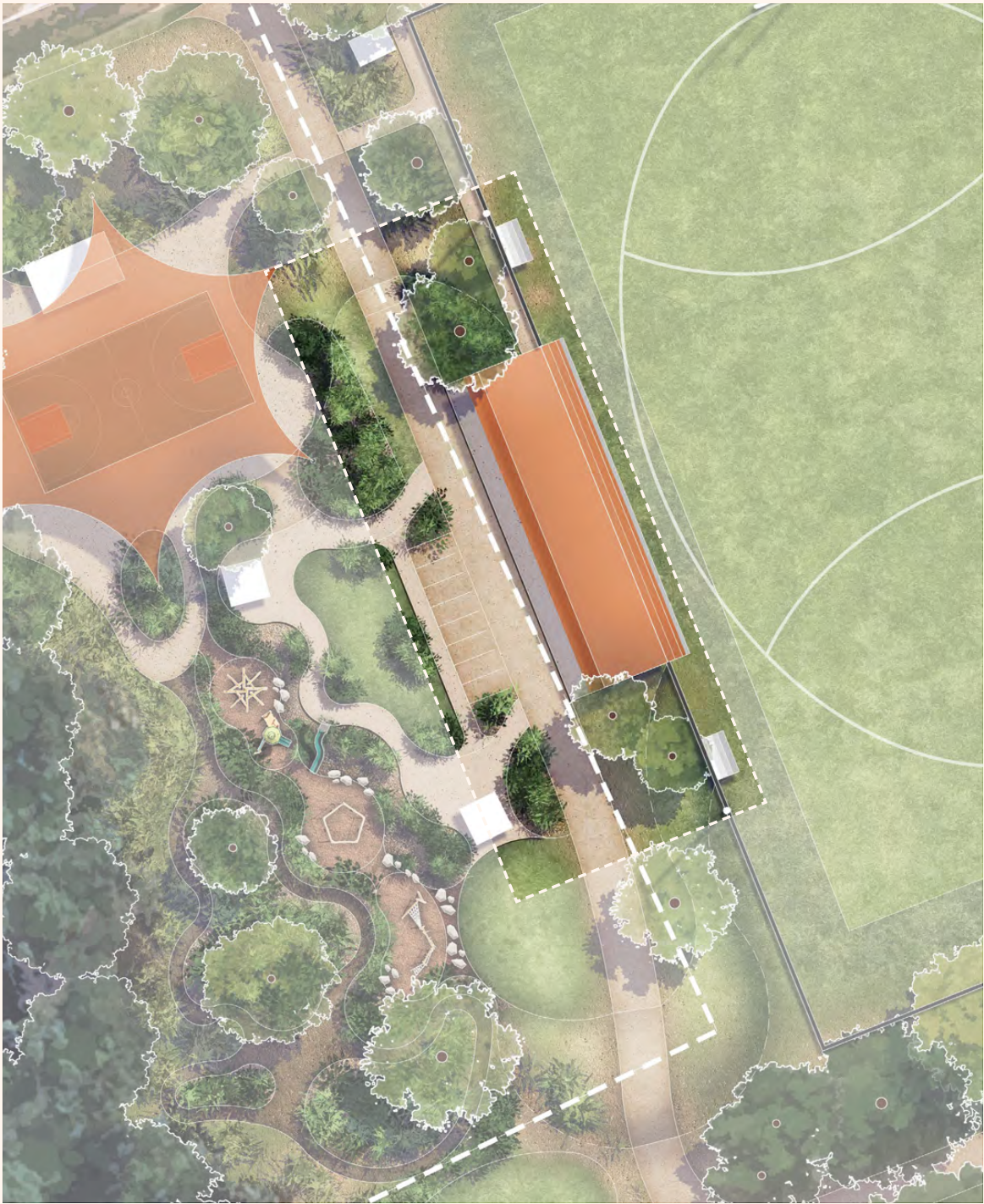
MASTERPLAN

Community Clubhouse

The Community Clubhouse has been identified as a critical element to the future of the precinct. The space will not only support an array of diverse activations, events, and amenity, it also stands as a key draw card for community members to engage in the precinct.

By centralising and activation the building heart of the precinct, the site addresses many of the primary principles set out through the masterplan development process.

Providing key elements of comfort, access, and activation expressed by the community.



MASTERPLAN

Project Details

| Description                                | Concept Vision                                                                                                                                                                                                                                                                                                                                                                                                    | Functional Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Material Considerations                                                                                                                                                                                                                                                                                                         | Delivery Considerations                                                                                                                                                                                         |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Community Football Clubhouse & Event Venue | The clubhouse will be a sporting and events hub for Pormpuraaw. Affording comfortable seating, gathering, and viewing of football games as well as over the surrounding precinct. The clubhouse defines the heart of activation for the sporting precinct with all spaces connecting physically and visually, the success of the clubhouse is intrinsically connected to the success of the surrounding precinct. | <ul style="list-style-type: none"><li>• 3-4 tiered amphitheater style seating to football field</li><li>• Ability to open up to football field seating</li><li>• Designed for maximum passive cooling</li><li>• Key amenity: water, toilet, kitchen, bar, storage, event rooms</li><li>• Split-level access from raised external mounding</li><li>• Host 150 - 300 people</li><li>• Lockable and secure when not in use</li><li>• Maximised 360 views (if possible)</li></ul> | <ul style="list-style-type: none"><li>• Cyclone resistant</li><li>• Extreme weather tolerant (heat, humidity)</li><li>• Marine grade steel where needed</li><li>• Must be made from blockwork due to material availability &amp; local experience with various materials</li><li>• Easily replaced material interiors</li></ul> | <ul style="list-style-type: none"><li>• Transport of materials can be challenging, consideration of pre-fab v.s made on site.</li><li>• Where possible, opportunities for local labour or up-skilling</li></ul> |

Character



MASTERPLAN

BMX & Adventure  
Play Areas

Defining the key aspiration and desire of the youth community in Pormpuraaw, a host of interwoven but notably separate active play and gathering spaces have been defined.

From a Multi-use court aimed at teenagers hosting the capacity for basketball, volley ball, netball, and alike, to a dirt formed bmx loop track and adventure scramble play, this area of the precinct will hum with the sounds of an active community.

Each of these spaces frames the raised mounded picnic area adjoining the clubhouse to provide separation but capacity for views across the site. Connecting families and maintaining safety.

Interwoven within these spaces, planting strategies to inform productive gardens shape a key cultural education opportunity and frame the area as more than simply a place for play but a place to grow as a people.



MASTERPLAN

Project Details

| Description                                                                                                                              | Concept Vision                                                                                                                                                                                                                                                                                                                                                                     | Functional Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                     | Material Considerations                                                                                                                                                                                                                                           | Delivery Considerations                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Connected outdoor sports and play area including shaded multi-use court, nature/adventure play, dirt bmx track, and turfed picnic areas. | Aimed at servicing community members and families of all ages, this area centres diverse activation, education, community ownership, and comfort from the elements through natural and structural shade elements. The area hosts a multitude of opportunities for education, periodic updates such as painted surfaces, track re-forming, productive gardens, and external events. | <ul style="list-style-type: none"><li>Shaded multi-use court (basketball, volley ball, netball, tennis etc)</li><li>Pavement artwork opportunities</li><li>Productive gardens including traditional foods &amp; medicine</li><li>Dirt bmx track</li><li>Shaded picnic &amp; BBQ areas</li><li>Ample shade trees</li><li>Nature/adventure play to clubhouse exterior mound edge</li><li>General site lines across site for safety</li><li>Lighting</li></ul> | <ul style="list-style-type: none"><li>Cyclone resistant</li><li>Extreme weather tolerant (heat, humidity)</li><li>Marine grade steel where needed</li><li>Culturally significant planting (where appropriate)</li><li>Permeable pavement where possible</li></ul> | <ul style="list-style-type: none"><li>Transport of materials can be challenging, consideration of pre-fab v.s made on site.</li><li>Where possible, opportunities for local labour or up-skilling.</li><li>Maintenance of assets compared to local skill &amp; availability</li><li>Local artists involved</li></ul> |

Character



boola yanga

Contacts

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Whadjuk-Pindjarup  
**Principal Landscape Architect**  
  
+61 403 428 158  
owen@blaklash.com

## 11.4 PRE-QUALIFIED SUPPLIER ARRANGEMENT

**Author:** Janelle Menzies (Chief Executive Officer)

**Authorisers:** Janelle Menzies, Chief Executive Officer

**Attachments:** Nil

### KEY OUTCOME

**Strategic Priority:** {custom-field-strategic-priority}

**Objective:** {custom-field-objective}

### EXECUTIVE SUMMARY

For council to consider adding Element Time and Amart to the prequalified supplier arrangement.

---

### RECOMMENDATION

That Council resolve to add Element Time and Amart Furniture to the Council' prequalified supplier arrangements.

### BACKGROUND

Council purchases furniture for staff housing and it is difficult to obtain quotes for allow analysis for similar products of quality. In June 2025 could obtained quotes form Freedom Furniture, Harvey Norman and Amart Furniture. Amart Furniture as accepted as the supplier for the Furniture.

Council has recently researched electronic timesheet programs and recommends Element Time as they are an independent supplier who will integrate with Council's financial systema and as the ability to allocation times to multiple jobs.

### CONSULTATIONS (Internal/External)

Readitech

Element Time

Other timesheet programs.

### LEGISLATION / LEGAL IMPLICATIONS

Local Government Act 2009

### POLICY IMPLICATIONS

Nil

### FINANCIAL AND RESOURCE IMPLICATIONS

Nil

---

**ASSET MANAGEMENT IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

Nil

**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;                           | 13. Cultural rights—generally;                                             |
| 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;               | 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.

## 11.5 POLICY REVIEW

**Author:** {author-name}

**Authorisers:** Janelle Menzies

**Attachments:** 1. Appointment of Acting Chief Executive Officer Policy [11.5.1 - 3 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.

**To provide Council with Policies that have been reviewed for approval.**

---

### RECOMMENDATION

That Council resolve to adopt the Appointment of Acting Chief Executive Officer Policy

### BACKGROUND

The policy sets out the process of appointment an Acting Chief Executive Officer.

### CONSULTATIONS (Internal/External)

CEO and other Council websites.

### LEGISLATION / LEGAL IMPLICATIONS

*Local Government Act 2009*

*Local Government Regulation 2012*

### POLICY IMPLICATIONS

New policy created

### FINANCIAL AND RESOURCE IMPLICATIONS

Nil

### ASSET MANAGEMENT IMPLICATIONS

Nil

### RISK MANAGEMENT IMPLICATIONS

Nil

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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.

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

- |                                                                       |                                                                            |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------|
| 1. Recognition and equality before the law;                           | 13. Cultural rights—generally;                                             |
| 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;               | 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.



## 1 HEAD OF POWER

- *Local Government Act 2009*
- *Local Government Regulation 2012*

## 2 POLICY OBJECTIVE

The objective of this policy is to provide clear guidance regarding the appointment of a person as Acting Chief Executive Officer in accordance with Section 195 of the Local Government Act 2009.

## 3 POLICY SCOPE

This policy applies when the Chief Executive Officer (CEO) is absent from duty, or cannot, for another reason, perform the Chief Executive Officer's responsibilities.

## 4 POLICY STATEMENT

Section 195 of the Local Government Act 2009 requires a local government to appoint a qualified person to act as the Chief Executive Officer during:

- any vacancy, or all vacancies, in the position; or
- any period, or all periods, when the Chief Executive Officer is absent from duty or cannot, for another reason, perform the Chief Executive Officer's responsibilities.

### 4.1 APPLICATION FOR LEAVE

An application for annual leave, long service leave, personal leave or an extended absence made by the CEO is to be approved by the Mayor on behalf of Council.

### 4.2 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER

Where there are periods of annual leave, long service leave or other periods of extended absence of the CEO, it is appropriate for a person to perform the duties of the CEO to enable the efficient functioning of the local government's administration.

Executive Managers will be appointed to the role of Acting CEO at the discretion of the CEO, subject to Officer performance and dependent on availability and operational requirements.

Appointment to the role of Acting CEO must be made in writing by the CEO.

Appointment to the role of Acting CEO may only be made by the CEO for periods of leave up to four (4) weeks.

If the period of leave is to exceed four (4) weeks in a continuous period, then Council should appoint the Acting CEO by resolution. Council may appoint to the position of Acting CEO:-

**Responsible Officer:** Executive Manager Corporate Services  
**Policy Owner:** Council **Res No:** 2025/  
**Policy G001 Version:** 1  
**Effective Date:** 15 Oct 2025

**UNCONTROLLED DOCUMENT WHEN PRINTED**  
**Review Due:** Oct 2029

## POL-G001 – Appointment of Acting Chief Executive Officer Policy

- a Council Executive Manager; or
- a suitably experienced and qualified individual as a short-term contract during extended periods of absence of the CEO.

Where the CEO appoints an Executive Manager to the position of Acting CEO, the CEO is to advise all Elected Members in writing of the appointment and the period to which the appointment covers

#### 4.3 UNEXPECTED LEAVE OR VACANCY

In the event that the CEO is required to take unexpected leave or is otherwise incapacitated or the position falls unexpectedly vacant, and no appointment has been made, the following line of succession shall apply until Council appoints an Acting CEO giving priority of the Executive Managers located in Pormpuraaw:

- Executive Manager Community Services
- Executive Manager Operational Services
- Executive Manager Corporate Services

### 5 HUMAN RIGHTS COMPATIBILITY STATEMENT

This policy has been assessed as compatible with Human Rights protected under *the Human Rights Act 2019*.

### 6 DEFINITIONS

| Term    | Definition                          |
|---------|-------------------------------------|
| Council | Pormpuraaw Aboriginal Shire Council |
| CEO     | Chief Executive Officer             |

### 7 RELATED POLICS AND OTHER DOCUMENTS

Recruitment Policy

### 8 MONITORING AND REVIEW

This policy is to be reviewed every four (4) years for relevance and to ensure that its effectiveness is maintained.

### 9 RESPONSIBILITY

This Policy is to be:-

- implemented by the CEO; and
- reviewed and amended in accordance with the by the Executive Manager Corporate Services.

Responsible Officer: Executive Manager Corporate Services  
 Policy Owner: Council Res No: 2025/  
 Policy G001 Version: 1  
 Effective Date: 15 Oct 2025

UNCONTROLLED DOCUMENT WHEN PRINTED  
 Review Due: Oct 2029

POL-G001 – Appointment of Acting Chief Executive Officer Policy

## 10 VERSION CONTROL

| Version | Details               | Resolution No | Date        |
|---------|-----------------------|---------------|-------------|
| V1      | Creating and Adopting |               | 15 Oct 2025 |
|         |                       |               |             |
|         |                       |               |             |
|         |                       |               |             |

DRAFT

**Responsible Officer:** Executive Manager Corporate Services  
**Policy Owner:** Council **Res No:** 2025/  
**Policy G001 Version:** 1  
**Effective Date:** 15 Oct 2025

**UNCONTROLLED DOCUMENT WHEN PRINTED**  
**Review Due:** Oct 2029

Page 3



## **11.6 2025/26 OPERATIONAL PLAN UPDATE AT 30 SEPTEMBER 2025**

**Author:** Janelle Menzies (Chief Executive Officer)

**Authorisers:** Janelle Menzies

**Attachments:** 1. Pormpuraaw Aboriginal Shire Council Overall Corporate Planning Report 13 10 202 [11.6.1 - 32 pages]

### **EXECUTIVE SUMMARY**

To provide Council with an Operational Plan Update at 30 June 2025.

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### **RECOMMENDATION**

That Council adopt the June 2025 operational update of the 2024/25 Operational Plan

### **REPORT ATTACHED**



## RelianSys® Overall Corporate Planning Report

Pormpuraaw Aboriginal Shire Council

13 October 2025

Reported by: Janelle Menzies

Pormpuraaw Aboriginal Shire Council

| CORPORATE PLAN                               | CORPORATE OBJECTIVES                                                                                                  | OPERATIONAL PLAN                                    | OPERATIONAL PLAN RESPONSIBILITY | ACTION PLAN                                                            | BUDGET     | ACTION PLAN DUE DATE | ACTION PLAN RESPONSIBILITY | ACTION PLAN DETAILS                       | ACTION PLAN STATUS | PERIOD (QUARTERS) | PERFORMANCE MEASURE TARGET | PERFORMANCE MEASURE PROGRESS | PERFORMANCE MEASURE MEASURE |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------|------------------------------------------------------------------------|------------|----------------------|----------------------------|-------------------------------------------|--------------------|-------------------|----------------------------|------------------------------|-----------------------------|
| BUILT ENVIRONMENT - SHAPING OUR SURROUNDINGS | 2.1 Construct a new Council administration centre that meets the operational needs and enhances community engagement. | 2.1.1 Construct a new Council Administration Office | Janelle Menzies                 | 2.1.1 Designs compete for new council Building                         | 15,000,000 | 31/12/2025           | Janelle Menzies            | Designs complete for new council building | Current            |                   |                            |                              |                             |
|                                              |                                                                                                                       |                                                     |                                 | 2.1.2 & 2.1.5 Demolition of existing building & Construction Commenced |            | 31/12/2025           | Janelle Menzies            | Construction has commenced                | Current            |                   |                            |                              |                             |
|                                              |                                                                                                                       |                                                     |                                 | 2.1.4 & 2.1.5 Tender for New Council Building and Tender               |            | 31/12/2025           | Janelle Menzies            | Tender Awarded                            | Current            |                   |                            |                              |                             |

Pormpuraaw Aboriginal Shire Council

| CORPORATE PLAN | CORPORATE OBJECTIVES                                                                                                 | OPERATIONAL PLAN                                    | OPERATIONAL PLAN RESPONSIBILITY | ACTION PLAN                                            | BUDGET | ACTION PLAN DUE DATE | ACTION PLAN RESPONSIBILITY | ACTION PLAN DETAILS                                                             | ACTION PLAN STATUS | PERIOD (QUARTERS) | PERFORMANCE MEASURE TARGET | PERFORMANCE MEASURE PROGRESS                  | PERFORMANCE MEASURE                     |
|----------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------|--------------------------------------------------------|--------|----------------------|----------------------------|---------------------------------------------------------------------------------|--------------------|-------------------|----------------------------|-----------------------------------------------|-----------------------------------------|
|                |                                                                                                                      |                                                     |                                 | Awarded                                                |        |                      |                            |                                                                                 |                    |                   |                            |                                               |                                         |
|                | 2.2 Pormpuraaw has improved and reliable road access to the PDR                                                      | 2.2.1 Improve access to the PDR                     | Janelle Menzies                 | 2.2.1 MOU with Cook Shire                              |        | 31/03/2026           | Grant Dennis               | MOU with Cook Shire as well as being on their Prequalified supplier arrangement | Current            |                   |                            |                                               |                                         |
|                | 2.4 Ensure there is adequate residential land available to meet housing demand.                                      | 2.4.1 Establish new subdivisions                    | Janelle Menzies                 | 2.4.2 Design for Subdivisions                          |        | 31/12/2025           | Janelle Menzies            | Subdivisions designed                                                           | Current            | Quarter 1         | 50%                        | 50% Waiting for purchase orders to be raised. | Consultant has been approved by council |
|                | 2.1 Construct a new Council administration centre that meets the operational needs and enhances community engagement | 2.1.1 Construct a new Council Administration Office | Janelle Menzies                 | 2.1.2 Relocation Plan for construction of new building |        | 31/03/2026           | Janelle Menzies            | Ready for staff relocation                                                      | Current            |                   |                            |                                               |                                         |

Pormpuraaw Aboriginal Shire Council

| CORPORATE PLAN                       | CORPORATE OBJECTIVES                                                                                          | OPERATIONAL PLAN                                      | OPERATIONAL PLAN RESPONSIBILITY | ACTION PLAN                                                 | BUDGET | ACTION PLAN DUE DATE | ACTION PLAN RESPONSIBILITY | ACTION PLAN DETAILS                         | ACTION PLAN STATUS | PERIOD (QUARTERS) | PERFORMANCE MEASURE TARGET | PERFORMANCE MEASURE PROGRESS      | PERFORMANCE MEASURE MEASURE                 |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------|-------------------------------------------------------------|--------|----------------------|----------------------------|---------------------------------------------|--------------------|-------------------|----------------------------|-----------------------------------|---------------------------------------------|
|                                      | nt.                                                                                                           |                                                       |                                 |                                                             |        |                      |                            |                                             |                    |                   |                            |                                   |                                             |
|                                      | 2.3 Establish and operate a Bakery/Café that enhances community life and supports local economic development. | 2.4.1 Employment of Bakery Staff                      | Shelina Bartlett                | 2.3 Opening of Bakery and Employment of Staff               |        | 30/12/2025           | Shelina Bartlett           | Staff employed and Bakery Open              | Current            | Quarter 1         | 75%                        | 74% Due to open on 7 October 2025 | Bakery Manager & Assistant Manager Employed |
|                                      | 2.2 Pormpuraaw has improved and reliable road access to the PDR                                               | 2.2.1 Improve access to the PDR                       | Janelle Menzies                 | 2.2.2 Attend CYP Meetings                                   |        | 31/03/2026           | Janelle Menzies            | Attend at least two CYP meetings per year   | Current            |                   |                            |                                   |                                             |
| COMMUNITY - THE WAY WE LIVE TOGETHER | 1.1 Enhance community engagement and participation in diverse                                                 | 2.5.1 All works programmed with relevant team leaders | Grant Dennis                    | 2.5.1 All capital works to be programmed with relevant team |        | 30/12/2025           | Janelle Menzies            | All maintenance carried out during the year | Current            | Quarter 1         | 25% Quarterly Progress     | 25%                               | Progressing capital works                   |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                                                                          | OPERATIO<br>NAL PLAN                      | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                        | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS      | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET  | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS               | PERFORM<br>ANCE<br>MEASURE<br>MEASURE |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------|---------------------------------------|--------|-------------------------------|--------------------------------------|--------------------------------|--------------------------|--------------------------|---------------------------------------|------------------------------------------------------|---------------------------------------|
|                    | programs that cater to the community's needs and interests                                                                            |                                           |                                            | leaders                               |        |                               |                                      |                                |                          |                          |                                       |                                                      |                                       |
|                    |                                                                                                                                       | 5.2.1 Quarterly Interagency Meetings      | Janelle Menzies                            | 5.2.1 Quarterly Interagency Meetings  |        | 30/12/2025                    | Janelle Menzies                      | Quarterly Interagency meetings | Complete                 | Quarter 1                | 25%                                   | 100%                                                 | Meeting held in September             |
|                    | 1.3 Promote active participation in sports, arts, and cultural activities, enriching the social and cultural fabric of the community. | 1.3.1 Develop a sport & recreational Plan | Shelina Bartlett                           | 1.3.1 Develop Sport & Rec Annual Plan |        | 30/09/2025                    | Shelina Bartlett                     | Develop Sport & Rec Plan       | Complete                 | Quarter 1                | 100% Sport & Rec Master Plan complete | 100% Sport & Rec plan ready for adoption for Council | Sport & Rec Masterplan is Complete    |

Pormpuraaw Aboriginal Shire Council

| CORPORATE PLAN | CORPORATE OBJECTIVES                                                                                                                                      | OPERATIONAL PLAN                                              | OPERATIONAL PLAN RESPONSIBILITY | ACTION PLAN                              | BUDGET | ACTION PLAN DUE DATE | ACTION PLAN RESPONSIBILITY | ACTION PLAN DETAILS                                    | ACTION PLAN STATUS | PERIOD (QUARTERS) | PERFORMANCE MEASURE TARGET | PERFORMANCE MEASURE PROGRESS            | PERFORMANCE MEASURE                                                                          |
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|                | 1.6 Launch an operational community bus service that provides reliable and accessible transportation for residents.                                       | 1.6.2 Establish bus service with reliable driver and schedule | Janelle Menzies                 | 1.6 Reliable Community Bus Service       |        | 30/09/2025           | Grant Dennis               | Maintain community Bus and ensure we have a bus driver | Complete           | Quarter 1         | 100% Community Bus Service | 100% Airport Bus Service is operational | Bus Service for Airport has been established. PPAC is currently offer a shopping bus service |
|                | 1.7 Strengthen community resilience and safety through the effective implementation and continuous improvement of the Council's Disaster Management Plan. | 1.7.1 Review of Disaster Management Plan                      | Shelina Bartlett                | 1.7.1 Review of Disaster Management Plan |        | 30/06/2026           | Shelina Bartlett           | Disaster Management is reviewed once per year.         | Current            |                   |                            |                                         |                                                                                              |
|                |                                                                                                                                                           | 1.7.3                                                         | Shelina                         | 1.7.3                                    |        | 31/12/2              | Shelina                    | Emergency                                              | Current            |                   |                            |                                         |                                                                                              |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                                                         | OPERATIO<br>NAL PLAN                                            | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                        | BUDGE<br>T | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS        | ACTION<br>PLAN<br>STATU<br>S | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS | PERFORM<br>ANCE<br>MEASURE<br>MEASURE                                                   |
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|                    |                                                                                                                      | Undertake an emergency activity                                 | Bartlett                                   | Undertake an emergency activity       |            | 025                           | Bartlett                             | Activity Undertaken              | t                            |                          |                                      |                                        |                                                                                         |
|                    | 1.9 Develop and maintain a diverse range of housing options that cater to the varying needs of all community members | 1.8.1 Identify Land for Staff Housing                           | Janelle Menzies                            | 1.8.1 Identify Land for Staff Housing |            | 30/09/2025                    | Janelle Menzies                      | Identify Land for Staff Housing  | Complete                     | Quarter 1                | 100% Identify Land for Staff Housing | 100% 2 Block Identified                | 2 Blocks of land have been identified for staff housing plus 2 for future staff housing |
|                    |                                                                                                                      | 1.8.3 Designs and quantity surveyed plans Developed for Housing | Janelle Menzies                            | 1.8.3 Tender for Design of Houses     |            | 31/12/2025                    | Janelle Menzies                      | Design Contract Awarded          | Current                      |                          |                                      |                                        |                                                                                         |
|                    |                                                                                                                      | 1.9.3 Development of Subdivisions                               | Janelle Menzies                            | 2.4.3 Environmental Compliance        |            | 31/03/2026                    | Janelle Menzies                      | Environmental Permits issues and | Current                      |                          |                                      |                                        |                                                                                         |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                                                                                                          | OPERATIO<br>NAL PLAN                                                     | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                                                           | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS                                    | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS | PERFORM<br>ANCE<br>MEASURE<br>MEASURE         |
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|                    |                                                                                                                                                                       | n                                                                        |                                            | ce for<br>Subdivisio<br>ns                                               |        |                               |                                      | orchids<br>removed                                           |                          |                          |                                      |                                        |                                               |
|                    | 1.1<br>Enhance<br>community<br>engagemen<br>t and<br>participati<br>on in<br>diverse<br>programs<br>that cater<br>to the<br>community<br>'s needs<br>and<br>interests | 5.2.1<br>Quarterly<br>Interagen<br>cy<br>Meetings                        | Janelle<br>Menzies                         | 5.2.2<br>Quarterly<br>Stakehold<br>ers<br>Meetings                       |        | 30/12/2<br>025                | Janelle<br>Menzies                   | Quarterly<br>Stakeholder<br>- Closing<br>the Gap<br>meetings | Current                  | Quarter 1                | 24%                                  | 6%                                     | Only an<br>interagency<br>meeting<br>was held |
|                    | 1.11<br>Ensure a<br>high<br>quality of<br>life for the<br>elderly in<br>the<br>community<br>by<br>enhancing<br>HACC<br>services<br>and aged<br>care                   | 1.11.1<br>Develop<br>and<br>Deliver<br>Training<br>Plan for<br>Aged Care | Shelina<br>Bartlett                        | 1.11.1<br>Develop<br>and<br>Deliver<br>Training<br>Plan for<br>Aged Care |        | 31/12/2<br>025                | Shelina<br>Bartlett                  | All staff<br>engaged in<br>Training                          | Current                  |                          |                                      |                                        |                                               |

Pormpuraaw Aboriginal Shire Council

| CORPORATE PLAN | CORPORATE OBJECTIVES                                                                                  | OPERATIONAL PLAN                                                                                    | OPERATIONAL PLAN RESPONSIBILITY | ACTION PLAN                                                                       | BUDGET | ACTION PLAN DUE DATE | ACTION PLAN RESPONSIBILITY | ACTION PLAN DETAILS             | ACTION PLAN STATUS | PERIOD (QUARTERS) | PERFORMANCE MEASURE TARGET | PERFORMANCE MEASURE PROGRESS          | PERFORMANCE MEASURE MEASURE                                        |
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|                | facilities.                                                                                           |                                                                                                     |                                 |                                                                                   |        |                      |                            |                                 |                    |                   |                            |                                       |                                                                    |
|                | 1.2 Foster a safe and thriving community environment by significantly reducing anti-social behaviour. | 1.2.1 Develop an education and training framework to address the root cause of antisocial behaviour | Janelle Menzies                 | 1.2.1 Develop at strategic plan to address the root cause of antisocial behaviour |        | 31/12/2025           | Janelle Menzies            | Develop the strategic plan      | Current            |                   |                            |                                       |                                                                    |
|                |                                                                                                       | 1.2.2 Introduce Drug and Alcohol testing within Council                                             | Janelle Menzies                 | 1.2.2 Develop Drug and Alcohol Policy                                             |        | 31/03/2026           | Janelle Menzies            | Develop Drug and Alcohol Policy | Current            |                   |                            |                                       |                                                                    |
|                | 1.3 Promote active participation in sports, arts, and cultural activities, enriching the social       | 1.3.2 Recruitment of a Sport & Rec Office                                                           | Shelina Bartlett                | 1.3.2 Recruitment of sport & Rec (Activities Officer) Officer                     |        | 30/12/2025           | Shelina Bartlett           | Employment of Person            | Current            | Quarter 1         | 50%                        | 50% Job is currently being advertised | Position Description has been created and job has been advertised. |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                                                      | OPERATIO<br>NAL PLAN                     | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                                                          | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS                                                           | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS | PERFORM<br>ANCE<br>MEASURE<br>MEASURE |
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|                    | and cultural fabric of the community .                                                                            |                                          |                                            |                                                                         |        |                               |                                      |                                                                                     |                          |                          |                                      |                                        |                                       |
|                    | 1.4 Enhance the engagement and collaboration between Council and visiting agencies to improve community services. | 1.4.1 Regular Inter Agency Meetings      | Shelina Bartlett                           | 1.4 Establish regular Stakeholders Meetings (Closing the Gap Committee) |        | 31/12/2025                    | Janelle Menzies                      | The number of agencies that have established regular communication with the Council | Current                  |                          |                                      |                                        |                                       |
|                    | 1.7 Strengthen community resilience and safety through the effective implementation and continuous improvement    | 1.7.1 Review of Disaster Management Plan | Shelina Bartlett                           | 1.7.2 Undertake Training for LDMG Members                               |        | 31/12/2025                    | Shelina Bartlett                     | LDMG Members trained                                                                | Current                  |                          |                                      |                                        |                                       |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                                                         | OPERATIO<br>NAL PLAN               | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                        | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS    | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS                                                           | PERFORM<br>ANCE<br>MEASURE<br>MEASURE                                              |
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|                    | ent of the Council's Disaster Management Plan.                                                                       |                                    |                                            |                                       |        |                               |                                      |                              |                          |                          |                                      |                                                                                                  |                                                                                    |
|                    | 1.9 Develop and maintain a diverse range of housing options that cater to the varying needs of all community members | 1.8.4 Tender for supply of housing | Janelle Menzies                            | 1.8.4 Tender for Supply of Houses     |        | 31/12/2025                    | Janelle Menzies                      | Tender for Supply of Housing | Current                  |                          |                                      |                                                                                                  |                                                                                    |
|                    |                                                                                                                      | 1.9.3 Development of Subdivision   | Janelle Menzies                            | 1.9.1 Secure Funding for Subdivisions |        | 30/12/2025                    | Janelle Menzies                      | Funding Agreements Signed    | Current                  | Quarter 1                | 75%                                  | 75% Southern Subdivision funding agreement has been signed and waiting for funding agreement for | \$18M has been secured for Southern Sub Division and \$13M is being negotiated for |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                                                | OPERATIO<br>NAL PLAN                                                | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                                                       | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS                         | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS | PERFORM<br>ANCE<br>MEASURE  |
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|                    |                                                                                                             |                                                                     |                                            |                                                                      |        |                               |                                      |                                                   |                          |                          |                                      | Northern<br>Subdivision.               | Northern<br>Sub<br>division |
|                    |                                                                                                             |                                                                     |                                            | 1.9.2<br>Local<br>Housing<br>plan<br>develope<br>d and<br>signed off |        | 31/12/2<br>025                | Janelle<br>Menzies                   | Local<br>Housing<br>plan<br>endorsed              | Curren<br>t              |                          |                                      |                                        |                             |
|                    |                                                                                                             | 1.9.4<br>House<br>Plans<br>developed<br>and<br>quantity<br>surveyed | Janelle<br>Menzies                         | 1.9.4<br>Housing<br>Designed<br>develope<br>d                        |        | 31/03/2<br>026                | Grant<br>Dennis                      | Housing<br>Plans<br>ready for<br>constructio<br>n | Curren<br>t              |                          |                                      |                                        |                             |
|                    | 1.11<br>Ensure a<br>high<br>quality of<br>life for the<br>elderly in<br>the<br>community<br>by<br>enhancing | 1.11.3<br>Develop<br>Plans for<br>new HACC<br>Centre                | Shelina<br>Bartlett                        | 1.11.3<br>Develop<br>Plans for<br>new HACC<br>centre                 |        | 31/12/2<br>025                | Shelina<br>Bartlett                  | Plans for<br>HACC<br>Centre<br>developed          | Curren<br>t              |                          |                                      |                                        |                             |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                                                                                       | OPERATIO<br>NAL PLAN               | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                               | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS                 | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS | PERFORM<br>ANCE<br>MEASURE<br>MEASURE |
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|                    | HACC services and aged care facilities.                                                                                                            |                                    |                                            |                                              |        |                               |                                      |                                           |                          |                          |                                      |                                        |                                       |
|                    | 1.8 Develop and maintain housing infrastructure that meets the needs of support workers and contributes to the effective operation of the Council. | 1.8.1 Demolish existing housing    | Grant Dennis                               | 1.8.2 Demolish Existing Houses               |        | 31/03/2026                    | Grant Dennis                         | Demolish existing house on identified lot | Current                  |                          |                                      |                                        |                                       |
|                    | 1.9 Develop and maintain a diverse range of housing options that cater                                                                             | 1.8.4 Tender for supply of housing | Janelle Menzies                            | 1.8.5 Houses Delivered and ready for tenants |        | 30/06/2026                    | Janelle Menzies                      | Houses ready for Tenants                  | Current                  |                          |                                      |                                        |                                       |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                 | OPERATIO<br>NAL PLAN                                         | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                                                                                      | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS                       | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS | PERFORM<br>ANCE<br>MEASURE<br>MEASURE                                                                      |
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|                    | to the<br>varying<br>needs of<br>all<br>community<br>members |                                                              |                                            |                                                                                                     |        |                               |                                      |                                                 |                          |                          |                                      |                                        |                                                                                                            |
|                    |                                                              | 1.9.3<br>Developm<br>ent of<br>Subdivisio<br>n               | Janelle<br>Menzies                         | 2.4.1<br>Survey for<br>new<br>subdivisio<br>ns                                                      |        | 31/03/2<br>026                | Grant<br>Dennis                      | Survey<br>undertake<br>n for new<br>subdivision | Current                  |                          |                                      |                                        |                                                                                                            |
|                    |                                                              | 1.9.6<br>Reduce<br>QBuild<br>Maintena<br>nce over<br>60 Days | Grant<br>Dennis                            | 1.9.6<br>Maintain<br>QBuild<br>Maintena<br>nce<br>progroam<br>over 60<br>days to<br>less than<br>40 |        | 30/12/2<br>025                | Grant<br>Dennis                      | Monitor<br>over 60<br>days                      | Current                  | Quarter 1                | 25%                                  | 25%<br>On Track                        | QBuild<br>housing<br>maintenance<br>work orders<br>over 60 days<br>is being<br>maintained<br>less than 50. |
|                    |                                                              | 1.9.7<br>Upgrades<br>Complete<br>d on Time                   | Grant<br>Dennis                            | 1.9.7<br>Qbuild<br>Upgrades<br>complete<br>d on time                                                |        | 30/12/2<br>025                | Grant<br>Dennis                      | QBuild<br>Upgrades                              | Current                  | Quarter 1                | 25%                                  | 25%<br>Upgrade<br>on Track             | Upgrade<br>on Track                                                                                        |
|                    | 1.11<br>Ensure a<br>high                                     | 1.11.2<br>Consult<br>with                                    | Shelina<br>Bartlett                        | 1.11.2<br>Consult<br>with                                                                           |        | 30/12/2<br>025                | Shelina<br>Bartlett                  | Tenants<br>moved into<br>ILF                    | Current                  | Quarter<br>1             | 50%                                  | 50%<br>Tenancy                         | 2 tenants<br>have been                                                                                     |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                                                                           | OPERATIO<br>NAL PLAN                           | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                          | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS                                                                           | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS | PERFORM<br>ANCE<br>MEASURE                           |
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|                    | quality of life for the elderly in the community by enhancing HACC services and aged care facilities.                                  | Council on Independent Living Facility         |                                            | Council on ILF                          |        |                               |                                      |                                                                                                     |                          |                          |                                      | Agreements to be signed by 2 tenant.   | identified and will renovations have been undertaken |
|                    | 1.3 Promote active participation in sports, arts, and cultural activities, enriching the social and cultural fabric of the community . | 1.3.3 Implement sports & recreation masterplan | Shelina Bartlett                           | 1.3.3 Implement Sport & Rec Master Plan |        | 31/03/2026                    | Shelina Bartlett                     | Sport and Recreation Plan has made progress toward implementation and achieving targets set in plan | Current                  |                          |                                      |                                        |                                                      |
|                    | 1.5 Create a sustainable                                                                                                               | 1.5.1 Collaborate with the                     | Janelle Menzies                            | 1.5 Collaborate with the                |        | 31/03/2026                    | Janelle Menzies                      | Develop Partnerships with                                                                           | Current                  |                          |                                      |                                        |                                                      |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                                                                                              | OPERATIO<br>NAL PLAN                               | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                        | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS                                       | ACTIO<br>N<br>PLAN<br>STATU<br>S | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS | PERFORM<br>ANCE<br>MEASURE<br>MEASURE           |
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|                    | community garden that provides residents with opportunities for gardening, education, and healthy eating                                                  | school to develop a community garden at the school |                                            | school to develop a Community         |        |                               |                                      | Organisations to support the gardens developed and maintained . |                                  |                          |                                      |                                        |                                                 |
|                    | 1.7 Strengthen community resilience and safety through the effective implementation and continuous improvement of the Council's Disaster Management Plan. | 1.7.4 Undertake regular LDMG Meeting               | Shelina Bartlett                           | 1.7.4 Undertake regular LDMG Meetings |        | 30/12/2025                    | Shelina Bartlett                     | Minimum four LDMG meeting per year                              | Current                          | Quarter 1                | 0%                                   | 0% No LDMG meetings held               | No LDMG meeting was undertaken during Quarter 1 |
|                    | 1.9 Develop                                                                                                                                               | 1.9.3 Developm                                     | Janelle Menzies                            | 1.9.3 Developm                        |        | 30/06/2026                    | Grant Dennis                         | Subdivisions                                                    | Current                          |                          |                                      |                                        |                                                 |

Pormpuraaw Aboriginal Shire Council

| CORPORATE PLAN                | CORPORATE OBJECTIVES                                                                                     | OPERATIONAL PLAN                                       | OPERATIONAL PLAN RESPONSIBILITY | ACTION PLAN                                                | BUDGET | ACTION PLAN DUE DATE | ACTION PLAN RESPONSIBILITY | ACTION PLAN DETAILS         | ACTION PLAN STATUS | PERIOD (QUARTERS) | PERFORMANCE MEASURE TARGET | PERFORMANCE MEASURE PROGRESS  | PERFORMANCE MEASURE                              |
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|                               | and maintain a diverse range of housing options that cater to the varying needs of all community members | ent of Subdivision                                     |                                 | ent of Subdivisions                                        |        |                      |                            | Developed                   |                    |                   |                            |                               |                                                  |
|                               |                                                                                                          |                                                        |                                 | 2.4.4 & 2.4.5 Tender Award for construction of subdivision | \$33M  | 31/03/2026           | Janelle Menzies            | Subdivision being developed | Current            |                   |                            |                               |                                                  |
| ECONOMY - CREATING OUR FUTURE | 4.1 Retain trainees and school leavers in the community and establish a multi-purpose training           | 4.1.1 Lobby Government for Community University Centre | Janelle Menzies                 | 4.1.1 Lobby Government for Community University Centre     |        | 30/12/2025           | Janelle Menzies            | Funding Secured for CUC     | Current            | Quarter 1         | 25%                        | 25% Discussion have commenced | Discussion have taken place with Minister Simpon |
|                               |                                                                                                          |                                                        |                                 |                                                            |        |                      |                            |                             |                    |                   |                            |                               |                                                  |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                          | OPERATIO<br>NAL PLAN                               | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                                     | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS         | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS | PERFORM<br>ANCE<br>MEASURE<br>MEASURE                                                                             |
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|                    | centre and middle secondary school in Pormpuraaw.                                     |                                                    |                                            |                                                    |        |                               |                                      |                                   |                          |                          |                                      |                                        |                                                                                                                   |
|                    |                                                                                       | 4.1.2 Lobby Government for middle secondary school | Janelle Menzies                            | 4.1.2 Lobby Government for Middle Secondary School |        | 30/12/2025                    | Janelle Menzies                      | Funding Secured for Middle School | Current                  | Quarter 1                | 25%                                  | 25% Discussion have taken place        | Discussions have taken place with Minister Simpson and a funding submission has been lodged for a school teacher. |
|                    | 4.2 Ensure upgraded SES facilities and promote community service through volunteering | 4.2.2 Promote SES volunteering                     | Shelina Bartlett                           | 4.2.2 Promote SES Volunteering                     |        | 30/12/2025                    | Janelle Menzies                      | Increased SES membership          | Current                  | Quarter 1                | 25%                                  | 19% New member was signed up           | New member was signed up                                                                                          |
|                    | 4.8 Enhance                                                                           | 4.8.1 Review                                       | Tracey Graham                              | 4.7.1 Review of                                    |        | 31/12/2025                    | Tracey Graham                        | Camping Fees                      | Current                  |                          |                                      |                                        |                                                                                                                   |

Pormpuraaw Aboriginal Shire Council

| CORPORATE PLAN | CORPORATE OBJECTIVES                                                                  | OPERATIONAL PLAN                                 | OPERATIONAL PLAN RESPONSIBILITY | ACTION PLAN                                               | BUDGET | ACTION PLAN DUE DATE | ACTION PLAN RESPONSIBILITY | ACTION PLAN DETAILS                                 | ACTION PLAN STATUS | PERIOD (QUARTERS) | PERFORMANCE MEASURE TARGET | PERFORMANCE MEASURE PROGRESS                                               | PERFORMANCE MEASURE                 |
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|                | tourism to add value to the community                                                 | Camping Fees                                     |                                 | Camping Fees                                              |        |                      |                            | Revised                                             |                    |                   |                            |                                                                            |                                     |
|                |                                                                                       | 4.8.2 Develop a Tourism Strategy                 | Janelle Menzies                 | 4.8.2 Develop a Tourism Strategy & on-line booking system |        | 31/12/2025           | Janelle Menzies            | Develop a Tourism Strategy & On-line Booking System | Current            |                   |                            |                                                                            |                                     |
|                | 4.2 Ensure upgraded SES facilities and promote community service through volunteering | 4.2.1 Lobby and apply for additional SES Funding | Shelina Bartlett                | 4.2.1 Lobby and apply for SES funding                     |        | 30/12/2025           | Shelina Bartlett           | New SES Facility                                    | Current            | Quarter 1         | 25%                        | 25% Applied for Community Benefit Fund                                     | Lobby SES for Funding               |
|                | 4.5 Provide safe and reliable water supply and sewerage services.                     | 4.5.1 Regular compliant Water Testing            | Grant Dennis                    | 4.5.1 Regular water testing                               |        | 30/12/2025           | Grant Dennis               | No missed or non-compliant water tests              | Current            | Quarter 1         | 25%                        | 22% A couple of non compliances have occurred. Lines have now been flushed | Regular water testing is up to date |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                                                                                     | OPERATIO<br>NAL PLAN                                                | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                                                      | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS                      | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS | PERFORM<br>ANCE<br>MEASURE                               |
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|                    | 4.1 Retain trainees and school leavers in the community and establish a multi-purpose training centre and middle secondary school in Pormpuraaw. | 4.1.3 Lobby Government for additional support for boarding students | Janelle Menzies                            | 4.2.1 Lobby Government for additional support for boarding students |        | 30/12/2025                    | Janelle Menzies                      | Additional Support for Boarding Students       | Current                  | Quarter 1                | 25%                                  | 25% Work in progress                   | Funding application for a school teacher has been lodged |
|                    | 4.3 Seal the remainder of township streets.                                                                                                      | 4.3.1 Complete final 3 lanes for paving under R2R                   | Grant Dennis                               | 4.3.1 Identify R2R projects                                         |        | 31/12/2025                    | Grant Dennis                         | Roads to Recovery projects completed           | Current                  |                          |                                      |                                        |                                                          |
|                    | 4.4 Establish a profitable "Containers for Change" business in Pormpuraaw                                                                        | 4.4.2 Investigate a local stakeholder to undertake cash for cans    | Janelle Menzies                            | 4.4.1 Monthly Containers for Change visits during Dry Season        |        | 30/12/2025                    | Shelina Bartlett                     | Monthly cash for cans visits during dry season | Current                  | Quarter 1                | 33%                                  | 33% Monthly visits to continue         | Monthly visit have been taking place                     |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN                                     | CORPORAT<br>E OBJECTIVE<br>S                                     | OPERATIO<br>NAL PLAN                                                | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                                                       | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS                                             | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS      | PERFORM<br>ANCE<br>MEASURE<br>MEASURE                                                                                        |
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|                                                        |                                                                  |                                                                     |                                            | 4.4.2<br>Identify a<br>local stakehold<br>er for<br>cash for<br>cans |        | 31/03/2<br>026                | Shelina<br>Bartlett                  | Local Cash<br>for Cans<br>Operator                                    | Current                  |                          |                                      |                                             |                                                                                                                              |
|                                                        | 4.7<br>Upgrade<br>Water<br>Treatment<br>Facility                 | 4.7.1<br>Source<br>Funding<br>for New<br>Water<br>Treatment<br>Plan | Grant<br>Dennis                            | 4.7.1<br>Source<br>funding<br>for new<br>water<br>treatment<br>plant |        | 30/12/2<br>025                | Janelle<br>Menzies                   | Funding<br>agreement<br>signed for<br>new water<br>treatment<br>plant | Current                  | Quarter 1                | 50%                                  | 50%<br>Waiting<br>for<br>detailed<br>design | Funding<br>has been<br>approved<br>for<br>southern<br>subdivision<br>which<br>includes a<br>new water<br>treatmetn<br>plant. |
|                                                        | 4.8<br>Enhance<br>tourism to<br>add value<br>to the<br>community | 4.8.3<br>Upgrade<br>Camping<br>Facilities                           | Grant<br>Dennis                            | 4.8.3<br>Upgrade<br>Camping<br>Facilities                            |        | 30/12/2<br>025                | Janelle<br>Menzies                   | Upgrade<br>Camping<br>Facilities                                      | Current                  | Quarter 1                | 90%                                  | 90%<br>Waiting<br>for BBQ<br>Tops           | Works for<br>Queensland<br>funding for<br>some of<br>these<br>facilities                                                     |
| NATURAL<br>ENVIRONM<br>ENT - IT<br>BEGINS<br>WITH EACH | 3.1<br>Ensuring<br>the Natural<br>Resources<br>Manageme          | 3.1.1<br>Implemen<br>t Natural<br>Resources<br>Managem              | Grant<br>Dennis                            | 3.2.1 Vet<br>Visits                                                  |        | 31/12/2<br>025                | Grant<br>Dennis                      | 2 Vet Visits<br>per year                                              | Current                  |                          |                                      |                                             |                                                                                                                              |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                                      | OPERATIO<br>NAL PLAN                                                          | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                                     | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS           | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS     | PERFORM<br>ANCE<br>MEASURE<br>MEASURE                                   |
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| OF US              | nt Plan<br>delivers<br>positive<br>environme<br>ntal                                              | ent Plan                                                                      |                                            |                                                    |        |                               |                                      |                                     |                          |                          |                                      |                                            |                                                                         |
|                    | 3.5<br>Continue<br>the Ghost<br>Net<br>Program to<br>protect the<br>environme<br>nt.              | 3.5.1<br>Undertake<br>ghost net<br>program                                    | Grant<br>Dennis                            | 3.5.1<br>Undertak<br>e Ghost<br>Next<br>Program    |        | 30/06/2<br>026                | Janelle<br>Menzies                   | No Ghosts<br>on the<br>Beaches      | Current                  | Quarter 1                | 50%                                  | 50%<br>Finished<br>1st<br>Quarter<br>Work  | completed<br>1st<br>quarter<br>work                                     |
|                    | 3.6<br>Develop<br>positive<br>carbon<br>reduction<br>outcomes<br>through<br>proactive<br>measures | 3.6.3<br>Investigat<br>e new<br>ACCU<br>contract                              | Janelle<br>Menzies                         | 3.6.3<br>Investigat<br>e new<br>Carbon<br>Contract |        | 30/12/2<br>025                | Janelle<br>Menzies                   | Investigate<br>new ACCU<br>Contract | Current                  | Quarter 1                | 25%                                  | 27%<br>Working<br>with<br>Solicitors       | Working<br>with<br>Solicitors<br>to<br>terminate<br>current<br>contract |
|                    | 3.3<br>Promote<br>the<br>benefits of<br>cleanliness<br>of private<br>and public<br>land.          | 3.3.1<br>Distribute<br>new bins<br>for those<br>broken by<br>Garbage<br>Truck | Grant<br>Dennis                            | 3.3.1<br>Replace<br>wheelin<br>bins                |        | 30/09/2<br>025                | Grant<br>Dennis                      | Garbage<br>Bins<br>Replace          | Complete                 | Quarter 1                | 100%                                 | 100%<br>All bins<br>have been<br>replaced. | Completed                                                               |

Pormpuraaw Aboriginal Shire Council

| CORPORATE PLAN | CORPORATE OBJECTIVES                                                               | OPERATIONAL PLAN                                  | OPERATIONAL PLAN RESPONSIBILITY | ACTION PLAN                                     | BUDGET | ACTION PLAN DUE DATE | ACTION PLAN RESPONSIBILITY | ACTION PLAN DETAILS                | ACTION PLAN STATUS | PERIOD (QUARTERS) | PERFORMANCE MEASURE TARGET | PERFORMANCE MEASURE PROGRESS | PERFORMANCE MEASURE MEASURE |
|----------------|------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------|-------------------------------------------------|--------|----------------------|----------------------------|------------------------------------|--------------------|-------------------|----------------------------|------------------------------|-----------------------------|
|                |                                                                                    | 3.3.2 Community Cleanup for Governors Visit       | Grant Dennis                    | 3.3.2 Community Cleanup for Governors Visit     |        | 30/09/2025           | Grant Dennis               | Community Looks Great              | Overdue            | Quarter 1         | 100%                       | 76% work program up to date  | Work program up to date     |
|                | 3.1 Ensuring the Natural Resources Management Plan delivers positive environmental | 3.1.1 Implement Natural Resources Management Plan | Grant Dennis                    | 3.1 Implement Natural Resources Management Plan |        | 31/12/2025           | Grant Dennis               | Natural Resources Plan Implemented | Current            |                   |                            |                              |                             |
|                | 3.3 Promote the benefits of cleanliness of private and public land.                | 3.3.2 Removal of abandoned vehicles               | Grant Dennis                    | 3.3.3 Removal of abandoned vehicles             |        | 31/12/2025           | Grant Dennis               | Vehicles removed from Community    | Current            |                   |                            |                              |                             |
|                | 3.4 Protect and manage local turtle species effectively                            | 3.4.1 Undertake turtle monitoring projects        | Grant Dennis                    | 3.4.1 Undertake Turtle Monitoring Project       |        | 30/09/2025           | Grant Dennis               | Increased no of turtle nests saved | Complete           | Quarter 1         | 50%                        | 100% Program up to date      | Program up to date          |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN                     | CORPORAT<br>E OBJECTIVE<br>S                                              | OPERATIO<br>NAL PLAN                           | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                                 | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS             | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS | PERFORM<br>ANCE<br>MEASURE                 |
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|                                        | 3.6 Develop positive carbon reduction outcomes through proactive measures | 3.6.1 Undertake training for carbon activities | Grant Dennis                               | 3.6.1 Undertake training for Carbon Activities |        | 30/06/2026                    | Janelle Menzies                      | Carbon Training completed             | Current                  | Quarter 1                | 50%                                  | 53% Training has been undertaken       | Carbon training was undertaken             |
|                                        |                                                                           | 3.6.2 Complete and lodge 2024 Carbon reports   | Grant Dennis                               | 3.6.2 Complete and lodge Carbon Reports        |        | 30/06/2026                    | Grant Dennis                         | Carbon Reports Complete               | Current                  | Quarter 1                | 50%                                  | 50%                                    | Carbon Report has been lodged              |
| ORGANISATION - DEVELOPING OUR CAPACITY | 5.2 Enhance effective engagement with the community and stakeholders.     | 1.1.1 Hold regular Stakeholder Meetings        | Janelle Menzies                            | 1.1 Hold Quarterly Interagency meetings        |        | 30/12/2025                    | Janelle Menzies                      | Hold at least one meeting per quarter | Current                  | Quarter 1                | 25%                                  | 25% Quarterly Report Updated           | Interagency meeting held in September 2025 |
|                                        | 5.3 Maintain an up-to-date, informative Council                           | 5.3.2 Implement new intranet site              | Janelle Menzies                            | 5.3.2 Implement new Intranet site              |        | 31/12/2025                    | Janelle Menzies                      | New Intranet Site                     | Current                  |                          |                                      |                                        |                                            |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                                                 | OPERATIO<br>NAL PLAN               | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                       | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS                          | ACTION<br>PLAN<br>STATU<br>S | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS | PERFORM<br>ANCE<br>MEASURE<br>MEASURE |
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|                    | website                                                                                                      |                                    |                                            |                                      |        |                               |                                      |                                                    |                              |                          |                                      |                                        |                                       |
|                    | 5.4 Ensure effective and efficient corporate and administrative processes and services.                      | 5.4.1 Two internal audits per year | Tracey Graham                              | 5.4.1 Internal Audit Plan            |        | 31/12/2025                    | Tracey Graham                        | Internal Audit Plan & 2 internal audits undertaken | Current                      |                          |                                      |                                        |                                       |
|                    | 5.6 Ensure relevant and appropriate Local Laws are in place.                                                 | 5.6.1 Review of Local Laws         | Janelle Menzies                            | 5.6.1 Local Laws Review              |        | 30/06/2026                    | Janelle Menzies                      | Updated Local Laws                                 | Current                      |                          |                                      |                                        |                                       |
|                    | 5.8 Implement best practice financial planning that incorporates the costs of assets over their lifetime for | 5.8.1 Develop Investment Strategy  | Janelle Menzies                            | 5.8.1 Develop an Investment Strategy |        | 31/03/2026                    | Tracey Graham                        | Investment Strategy adopted                        | Current                      |                          |                                      |                                        |                                       |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                              | OPERATIO<br>NAL PLAN                           | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                                               | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS                   | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS | PERFORM<br>ANCE<br>MEASURE<br>MEASURE            |
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|                    | current and future needs                                                                  |                                                |                                            |                                                              |        |                               |                                      |                                             |                          |                          |                                      |                                        |                                                  |
|                    | 5.3 Maintain an up-to-date, informative Council website                                   | 5.3.5 Audit Website with DLGP Checklist        | Janelle Menzies                            | 5.3.5 Audit Website with DLGP checklist                      |        | 31/12/2025                    | Janelle Menzies                      | Audit website once new website is live      | Current                  |                          |                                      |                                        |                                                  |
|                    | 5.4 Ensure effective and efficient corporate and administrative processes and services.   | 5.4.2 Monthly Financial Statements for Council | Tracey Graham                              | 5.4.2 Monthly Financial Statements to Council                |        | 30/12/2025                    | Tracey Graham                        | Monthly Financial Statements to Council     | Current                  | Quarter 1                | 25%                                  | 25%                                    | Monthly financial statements are being completed |
|                    | 5.8 Implement best practice financial planning that incorporates the costs of assets over | 5.8.2 Annual QAO Audit                         | Tracey Graham                              | 5.8.2 Annual unqualified Audit and adoption of Annual report |        | 30/09/2025                    | Tracey Graham                        | Unqualified Audit and Annual Report adopted | Complete                 | Quarter 1                | 100%                                 | 100% Completed                         | Audit complete and Annual Report Adopted         |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                                                                                       | OPERATIO<br>NAL PLAN                              | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                                 | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS | PERFORM<br>ANCE<br>MEASURE<br>MEASURE |
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|                    | their lifetime for current and future needs                                                                                                        |                                                   |                                            |                                                |        |                               |                                      |                           |                          |                          |                                      |                                        |                                       |
|                    |                                                                                                                                                    | 5.8.3 Develop Whole of Life Costings for projects | Grant Dennis                               | 5.8.3 Develop whole of life costs for projects |        | 31/01/2026                    | Janelle Menzies                      | Process developed         | Current                  |                          |                                      |                                        |                                       |
|                    | 5.9 Ensure effective security of the Council Works Depot and its materials to reduce costs associated with criminal activities and equipment loss. | 5.9.1 New Security Camera Covering Roadways       | Grant Dennis                               | 6.9.1 New CCTV Camera covering roadways        |        | 30/12/2025                    | Grant Dennis                         | CCTV Cameras installed    | Current                  | Quarter 1                | 25%                                  | 24% Unsuccessful Funding Applicaiton   | Funding Application Lodged            |
|                    | 5.1 Ensure Council operates                                                                                                                        | 5.1.1 Update HR                                   | Janelle Menzies                            | 5.2.1 Updated HR                               |        | 30/12/2025                    | Janelle Menzies                      | Updated HR Policies       | Current                  | Quarter 1                | 25%                                  | 24% Project                            | HR policies                           |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                              | OPERATIO<br>NAL PLAN                                    | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                                          | BUDGE<br>T | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS | ACTIO<br>N<br>PLAN<br>STATU<br>S | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS | PERFORM<br>ANCE<br>MEASURE<br>MEASURE |
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|                    | with integrity and transparency in all areas of business, decision making, and reporting. | Policies (Guidelines)                                   |                                            | Policies                                                |            |                               |                                      |                           |                                  |                          |                                      | continuing                             | are currently being reviewed          |
|                    |                                                                                           |                                                         |                                            |                                                         |            |                               |                                      |                           |                                  |                          |                                      |                                        |                                       |
|                    | 5.3 Maintain an up-to-date, informative Council website                                   | 5.3.3 Website updated within 2 weeks of council meeting | Tracey Graham                              | 5.3.3 Website updated within 2 weeks of Council Meeting |            | 30/12/2025                    | Janelle Menzies                      | Website up to date        | Current                          | Quarter 1                | 25%                                  | 25%                                    | All minutes are on the website        |
|                    | 5.4 Ensure effective and efficient corporate and administrative processes and services.   | 5.1.3 Annual review of DLGP Governance Checklists       | Janelle Menzies                            | 5.1.3 Annual Review of DLGP Governance Checklists       |            | 31/03/2026                    | Janelle Menzies                      | Governance up to date     | Current                          |                          |                                      |                                        |                                       |
|                    | 5.7 Ensure the Asset                                                                      | 5.7.1 Finalise                                          | Grant Dennis                               | 5.7.1 Develop                                           |            | 31/12/2025                    | Janelle Menzies                      | Asset Manageme            | Current                          |                          |                                      |                                        |                                       |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                                                                                                                                       | OPERATIO<br>NAL PLAN                                                 | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                                                     | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS                    | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS        | PERFORM<br>ANCE<br>MEASURE<br>MEASURE |
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|                    | Managem<br>ent Strategy<br>is in place<br>and<br>effectively<br>managing<br>assets.                                                                                                                | Asset<br>Managem<br>ent Plans                                        |                                            | Asset<br>Managem<br>ent Plans                                      |        |                               |                                      | nt Plans<br>adopted by<br>council            |                          |                          |                                      |                                               |                                       |
|                    | 5.9 Ensure<br>effective<br>security of<br>the Council<br>Works<br>Depot and<br>its<br>materials<br>to reduce<br>costs<br>associated<br>with<br>criminal<br>activities<br>and<br>equipment<br>loss. | 5.9.2<br>Upgrade<br>Compound<br>Fencing                              | Grant<br>Dennis                            | 5.9.2<br>Upgrade<br>fencing in<br>Compound                         |        | 30/12/2<br>025                | Grant<br>Dennis                      | New<br>fencing<br>installed                  | Current                  | Quarter<br>1             | 25%                                  | 26%<br>Unsuccessful<br>funding<br>application | Funding<br>application<br>lodged      |
|                    | 5.1 Ensure<br>Council<br>operates<br>with<br>integrity<br>and<br>transparen<br>cy in all                                                                                                           | 5.1.1<br>Establish<br>Procedures<br>that are<br>no<br>document<br>ed | Tracey<br>Graham                           | 5.1.1<br>Create<br>procedures<br>that are<br>not<br>document<br>ed |        | 31/12/2<br>025                | Tracey<br>Graham                     | Comprehe<br>nsive<br>Procedures<br>Documents | Current                  |                          |                                      |                                               |                                       |

Pormpuraaw Aboriginal Shire Council

| CORPORATE PLAN | CORPORATE OBJECTIVES                                                                                                                          | OPERATIONAL PLAN                                | OPERATIONAL PLAN RESPONSIBILITY | ACTION PLAN                             | BUDGET | ACTION PLAN DUE DATE | ACTION PLAN RESPONSIBILITY | ACTION PLAN DETAILS              | ACTION PLAN STATUS | PERIOD (QUARTERS) | PERFORMANCE MEASURE TARGET | PERFORMANCE MEASURE PROGRESS | PERFORMANCE MEASURE MEASURE |
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|                | areas of business, decision making, and reporting.                                                                                            |                                                 |                                 |                                         |        |                      |                            |                                  |                    |                   |                            |                              |                             |
|                | 5.10 Develop and maintain a comprehensive service catalogue that enhances the accessibility & quality of services provided to the community . | 5.10.1 Establish a service capability statement | Janelle Menzies                 | 5.10.1 Develop Service Capacity Booklet |        | 31/01/2026           | Grant Dennis               | Established Capability Statemnet | Current            |                   |                            |                              |                             |
|                | 5.3 Maintain an up-to-date, informative Council website                                                                                       | 5.3.1 Implement new website                     | Tracey Graham                   | 5.3.1 Implement new Website             |        | 31/12/2025           | Tracey Graham              | New Website implemented          | Current            |                   |                            |                              |                             |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E OBJECTIVE<br>S                                                                                                                | OPERATIO<br>NAL PLAN                                                        | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN                                                          | BUDGET | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS            | ACTION<br>PLAN<br>STATUS | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS                                                   | PERFORM<br>ANCE<br>MEASURE                                                        |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------|--------|-------------------------------|--------------------------------------|--------------------------------------|--------------------------|--------------------------|--------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
|                    |                                                                                                                                             | 5.3.4<br>Monthly<br>Newslette<br>rs                                         | Janelle<br>Menzies                         | 5.3.4<br>Monthly<br>Newslette<br>r                                      |        | 30/12/2<br>025                | Janelle<br>Menzies                   | Monthly<br>newsletter<br>distributed | Current                  | Quarter 1                | 25%                                  | 24%                                                                                      | Monthly<br>newsletter<br>are being<br>published                                   |
|                    | 5.5<br>Implement<br>risk<br>managem<br>ent<br>strategies<br>that<br>reduce<br>potential<br>harm to<br>Council<br>and                        | 5.5.1<br>Establish<br>Risk<br>Register<br>Framework<br>and Risk<br>Register | Tracey<br>Graham                           | 5.5.1<br>Establish<br>Risk<br>Register,<br>Framework<br>and<br>Register |        | 30/12/2<br>025                | Janelle<br>Menzies                   | Adopted<br>Risk<br>Register          | Current                  | Quarter 1                | 25%                                  | 25%<br>Policy and<br>Framework<br>Adopted<br>by council<br>and Draft<br>Risk<br>Register | Policy and<br>Framework<br>Adopted<br>by council<br>and Draft<br>Risk<br>Register |
|                    | 5.9 Ensure<br>effective<br>security of<br>the Council<br>Works<br>Depot and<br>its<br>materials<br>to reduce<br>costs<br>associated<br>with | 5.9.3<br>Source<br>additional<br>secure<br>storage                          | Grant<br>Dennis                            | 5.9.3<br>Secure<br>additional<br>secure<br>storage                      |        | 30/04/2<br>026                | Grant<br>Dennis                      | Improved<br>Security                 | Current                  |                          |                                      |                                                                                          |                                                                                   |

Pormpuraaw Aboriginal Shire Council

| CORPORAT<br>E PLAN | CORPORAT<br>E<br>OBJECTIVE<br>S                     | OPERATIO<br>NAL PLAN | OPERATIO<br>NAL PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN | BUDGE<br>T | ACTION<br>PLAN<br>DUE<br>DATE | ACTION<br>PLAN<br>RESPONSIB<br>ILITY | ACTION<br>PLAN<br>DETAILS | ACTIO<br>N<br>PLAN<br>STATU<br>S | PERIOD<br>(QUART<br>ERS) | PERFORM<br>ANCE<br>MEASURE<br>TARGET | PERFORM<br>ANCE<br>MEASURE<br>PROGRESS | PERFORM<br>ANCE<br>MEASURE<br>MEASURE |
|--------------------|-----------------------------------------------------|----------------------|--------------------------------------------|----------------|------------|-------------------------------|--------------------------------------|---------------------------|----------------------------------|--------------------------|--------------------------------------|----------------------------------------|---------------------------------------|
|                    | criminal<br>activities<br>and<br>equipment<br>loss. |                      |                                            |                |            |                               |                                      |                           |                                  |                          |                                      |                                        |                                       |

## 12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS

### 12.1 CORPORATE SERVICES REPORT FINANCIAL STATEMENTS FOR PERIOD ENDED 30.09.2025

**Author:** Tracey Graham (Executive Manager of Corporate Services)

**Authorisers:** Janelle Menzies, Chief Executive Officer

**Attachments:** 1. Finance Report for Period Ended 30 09 2025 (1) [12.1.1 - 10 pages]

#### EXECUTIVE SUMMARY

To provide Council with the financial statements for the period ended 30 September 2025.

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#### RECOMMENDATION

A summary of the financial statements for the period ended 30 September 2025 is as follows:

1. Operating revenue is currently in alignment with YTD budget: Total operating revenue reached \$8.65M, driven by timing in operating grants and higher interest income, which is being offset by lower than expected sales revenue.
2. Operating expenses below forecast: Operating expenses were \$6.82M, \$720K less than budget, mainly due to lower employee costs from absenteeism and vacancies, and savings in grants repaid and insurance, partially offset by higher R & M expenses.
3. Strong operating position and net result: The operating position was \$1.835M, \$1.086M favourable to budget, contributing to a net result after capital of \$7.255M.
4. Capital works progress: Major projects include the Aerodrome Upgrade with \$7.3 million completed, and the continuation of road works projects such as DRFA restoration works and ATSI TIDS projects.
5. Significant awarded contracts: Contracts exceeding \$200,000 include a \$660K & \$202K for project management consultants of capital projects and \$278K for contracted QBuild works, ensuring transparency in procurement.
6. Robust cash position: Council's unconstrained funds total approximately \$60 million, factoring cash at bank, investments, trade debtors, and liabilities, providing strong liquidity.
7. Aged debt overview: Outstanding debts over 60 days total \$363,940. The outstanding debt mainly comprises of outstanding service levies for commercial entities and local homeownership lessees.
8. Financial sustainability ratios: Key ratios show strong financial capacity and liquidity, with an operating surplus ratio of 21.2%, operating cash ratio of 38.9%, and unrestricted cash expense cover of 39 months, indicating sound financial management.

#### REPORT ATTACHED

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## FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 SEPTEMBER 2025

### **RECOMMENDATION:**

That Council notes and accepts the financial statements for the period ended 30 September 2025.

### **EXECUTIVE SUMMARY:**

This report contains the financial statements for the period ended 30 September 2025.

| <b>FINANCIAL STATEMENTS AT A GLANCE</b> |                     |                     |                 |
|-----------------------------------------|---------------------|---------------------|-----------------|
|                                         | Actual<br>YTD<br>\$ | Budget<br>YTD<br>\$ | Variance<br>\$  |
| Total operating revenue                 | 8,653,505           | 8,625,237           | 28,268          |
| Total operating expenses                | 6,818,449           | 7,538,871           | 720,423         |
| <b>Operating Position</b>               | <b>1,835,056</b>    | <b>1,086,366</b>    | <b>748,690</b>  |
| Capital items                           | 5,420,389           | 6,850,121           | -1,429,732      |
| <b>Net Result</b>                       | <b>7,255,446</b>    | <b>7,936,487</b>    | <b>-681,042</b> |
| <b>Capital Works Program</b>            |                     |                     |                 |
| YTD - Capital                           | 8,441,268           | 33,077,887          | 24,636,619      |
| Full project life capital costing       | 8,713,206           | 52,055,274          | 43,342,068      |

Points of interest to note for the month include the following:

- Council received \$160,000 and \$948,970 funding amounts for W4Q 2021-24 and LGGSP 2022-24 programs respectively for the staff housing project that was completed in June 2025.
- DRF Aerodrome Project is progressing with the contractor submitting regular payment claims as works progress.

### **DETAILED REVIEW OF REVENUE & EXPENDITURE**

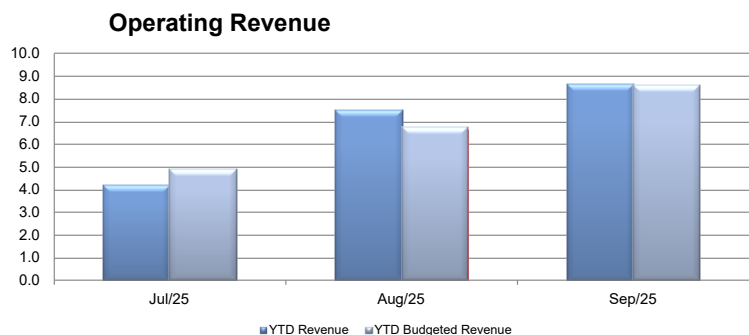
|                              | ACTUAL<br>YTD    | ORIGINAL<br>BUDGET<br>YTD | VARIANCE        | VARIANCE   | ORIGINAL<br>BUDGET<br>FY 25/26 |
|------------------------------|------------------|---------------------------|-----------------|------------|--------------------------------|
|                              | \$               | \$                        | \$              | %          | \$                             |
| <b>Recurrent Revenue</b>     |                  |                           |                 |            |                                |
| Levies & charges             | 276,990          | 276,990                   | 0               | 0%         | 553,980                        |
| Fees & charges               | 90,712           | 101,867                   | -11,154         | -11%       | 407,467                        |
| Rental income                | 436,879          | 391,795                   | 45,084          | 12%        | 1,567,180                      |
| Interest received            | 936,911          | 516,546                   | 420,365         | 81%        | 2,066,184                      |
| Sales revenue                | 1,302,626        | 2,156,130                 | -853,504        | -40%       | 8,624,520                      |
| Other incomes                | 867              | 750                       | 117             | 16%        | 139,350                        |
| Grants & Subsidies           | 5,608,520        | 5,181,160                 | 427,360         | 8%         | 12,498,779                     |
|                              | <b>8,653,505</b> | <b>8,625,237</b>          | <b>28,268</b>   | <b>0%</b>  | <b>25,857,460</b>              |
| <b>Recurrent Expenditure</b> |                  |                           |                 |            |                                |
| Employees costs              | 1,607,131        | 2,049,507                 | 442,375         | 22%        | 8,198,026                      |
| Materials and services       | 3,651,553        | 3,956,505                 | 304,952         | 8%         | 12,856,935                     |
| Finance costs                | 28,413           | 19,125                    | -9,288          | -49%       | 76,500                         |
| Depreciation                 | 1,531,351        | 1,513,735                 | (17,616)        | -1%        | 6,054,939                      |
|                              | <b>6,818,449</b> | <b>7,538,871</b>          | <b>720,423</b>  | <b>10%</b> | <b>27,186,400</b>              |
| <b>Operating Result</b>      | <b>1,835,056</b> | <b>1,086,366</b>          | <b>748,690</b>  | <b>69%</b> | <b>-1,328,940</b>              |
| <b>Capital</b>               |                  |                           |                 |            |                                |
| Capital Revenue              | -                | -                         | -               | 0%         | -                              |
| Capital Grants & Subsidies   | 5,420,389        | 6,850,121                 | -1,429,732      | -21%       | 17,792,209                     |
| Capital Expense              | -                | -                         | -               | 0%         | -3,370,515                     |
|                              | 5,420,389        | 6,850,121                 | -1,429,732      | -21%       | 14,421,694                     |
| <b>Result After Capital</b>  | <b>7,255,446</b> | <b>7,936,487</b>          | <b>-681,042</b> | <b>-9%</b> | <b>13,092,754</b>              |

### **OPERATING REVENUE:**

Operating revenue is \$8.65M, which is in alignment with YTD budget. The balanced outcome is namely due to favourable interest revenue (\$420K) & grant revenue (\$427K), offsetting unfavourable sales revenue (-\$854K).

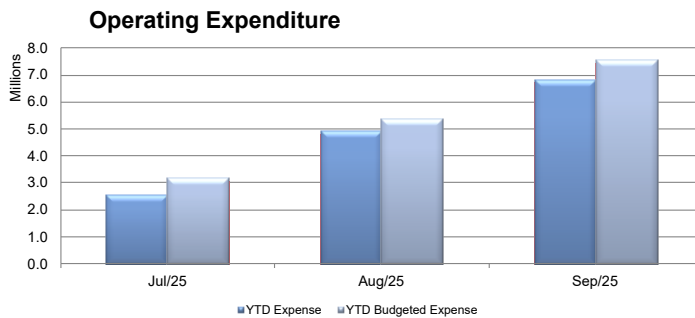
Operating grants are slightly more than budget by 8%, which is expecting to even out as time progresses.

The unfavourable variance for sales revenue relates mainly to the timing of sales for private works (-\$277K), concrete batching (-\$279K) and carbon credits (-\$202K).



**OPERATING EXPENDITURE:**

Operating expenditure is \$6.82M, compared to the budget of \$7.54M, \$720K less than forecast.



The major drivers of this variance are as follows:

| Variance | Expense Category       | Reason                                                                                                                                                                    |
|----------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| \$431K   | Employee costs         | Employee costs are less than budgeted due to absenteeism and vacant positions.                                                                                            |
| \$166K   | Materials and services | Grants repaid is \$293K less than budget.<br>Insurance was less than expected by \$146K.<br>Repairs and maintenance is more than budget (-\$269K) due to timing of works. |

**Awarded Contracts > \$200,000.00 (GST Exclusive)**

In accordance with *Local Government Regulation 2012* section 224(4), Council is required to disclose details of any large-sized contractual arrangements entered into during the reporting period.

For the month of September 2025, Council entered into the following contractual arrangements:

| Contract Amount | Supplier                         | Contract #   | Nature of Works                                                                 |
|-----------------|----------------------------------|--------------|---------------------------------------------------------------------------------|
| \$660,000       | Orion Project Consulting         | LB279        | Project Management of DRFA Road Restoration & Aerodrome Upgrade Funded Projects |
| \$202,000       | Northern Covil Solutions Pty Ltd | LB279        | Project Management of Remote Capital Funding Extensions & Granny Flat Projects  |
| \$278,377       | Cape & Gulf Contracting          | PASC2024-T02 | Building & Maintenance Services                                                 |

This report provides transparency in line with legislative requirements, ensuring that Council's procurement activities remain open, accountable, and publicly reported.

The full listing of awarded contracts can be found in the Register of Awarded Contracts \$200,000, located on Council's website.

**COUNCIL CASH POSITION****Council's Unconstrained Funds**

**Pormpuraaw Aboriginal Shire Council**  
**As at 30 September 2025**

|                                                      | \$         | \$                |
|------------------------------------------------------|------------|-------------------|
| Cash At Bank                                         | 1,358,623  |                   |
| QTC - Investment                                     | 87,257,424 | 88,616,047        |
| Trade Debtors                                        | 1,078,639  |                   |
| Provision Doubtful Debts                             | (284,783)  | 793,856           |
| Less: Trade Creditors                                |            | (4,286,079)       |
| Less: Tied Grant Funds                               |            | (20,736,442)      |
| Less: Current Commitments                            |            | (9,862,941)       |
| Adjustment for major commitments of tied grant funds |            | 5,742,603         |
| <b>Total Unconstrained Funds</b>                     |            | <b>60,267,044</b> |

Please see Appendix A: Statement of Financial Position for further details on Council's assets, liabilities, and community equity.

**Summary of Council's Aged Debt**

Council aims to minimise the amount of outstanding monies owed through regular review of debtor accounts and systematic engagement with our debtors.

As at the end of September 2025, \$363,940 is outstanding over 60 days.

Below is a snapshot of the significant aged debt:

|           |                           |                                                                                                                                                                                                                                          |
|-----------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| \$94,534  | For service levies & rent | Negotiations through legal representation failed to provide an outcome to settle this debt. No resolution has been achieved to date. The tenant had their lease terminated and the Council premise is vacant.                            |
| \$62,888  | For service levies        | A commercial property is in arrears. Understanding has been achieved between the Council and debtor with a payment plan being agreed, however the debtor has not honoured this agreement as no payments have been made since March 2025. |
| \$68,904  | For service levies        | Debtor is a state department that is disputing the service levies. Council has escalated the matter, and it is currently under the final review by the state department. The matter is still progressing as at 30 of September 2025.     |
| \$123,706 | For service levies        | This debt relates to the service levies for local homeownership lessee properties within community.                                                                                                                                      |

### **CAPITAL EXPENDITURE:**

In September, significant progress was made across key capital projects:

- The Aerodrome Upgrade Project is progressing well after commencing last month, with \$7.3 million of works completed to date.
- Restoration works on Kowanyama Road continued, improving connectivity and resilience.
- ATSI TIDS concrete floodway project has commenced this month.

|                    | YTD Actual       | Budget 25/26      | Overall Budget    | WIP 24/25      |
|--------------------|------------------|-------------------|-------------------|----------------|
| Admin Store        | -                | 195,000           | 195,000           | -              |
| Aged Care          | 19,885           | 35,000            | 35,000            | -              |
| Airport            | -                | 204,000           | 204,000           | 105            |
| Contractors Ca     | 11,200           | 112,040           | 239,743           | 144,832        |
| Council            | -                | 3,800,000         | 20,300,000        | -              |
| DRF R1             | 7,306,870        | 13,451,587        | 13,917,375        | -              |
| DRFA               | 459,494          | 2,500,000         | 2,500,000         | -              |
| Fuel               | -                | 38,500            | 38,500            | -              |
| Guesthouse         | -                | 17,000            | 17,000            | -              |
| ICCIP              | 104,707          | -                 | -                 | -              |
| LRCI               | 27,701           | -                 | -                 | 72,506         |
| Plant Capital      | 487,981          | 1,442,616         | 1,442,616         | -              |
| Property Lease     | -                | 1,031,160         | 1,031,160         | -              |
| R2R                | -                | 368,139           | 2,173,111         | -              |
| RCF                | 7,403            | -                 | -                 | -              |
| Sewerage           | -                | 172,385           | 172,385           | -              |
| Staff Housing      | -                | 3,899,608         | 3,899,608         | -              |
| TIDS               | 14,667           | 361,407           | 361,407           | -              |
| W4Q5               | 1,360            | 1,931,076         | 2,010,000         | -              |
| Water              | -                | 3,188,369         | 3,188,369         | 54,496         |
| Workshop           | -                | 330,000           | 330,000           | -              |
| <b>Grand Total</b> | <b>8,441,268</b> | <b>33,077,887</b> | <b>52,055,274</b> | <b>271,938</b> |

Council's capital works program for 2025/26 is as follows:

- Airport: New fuel facility, windsock upgrades & transformer replacement **(Yet to start)**
- Aged Care: Replacement of combi oven **(Completed)**
- Guesthouse: Replacement of solar hot water system **(Yet to start)**
- ICCIP Sewer bank stabilisation work **(Completed)**
- Contractor Camp: Ablution unit and donga renewals **(WIP)**
- DRFA: Restoration of Roads 2025 Wet Weather Events **(WIP)**
- DRF R1: Airport Upgrade **(WIP)**
- R2R: Road Upgrades **(Yet to start)**
- RCF Schedule 4: Addition of 4 self-contained units **(WIP)**  
Schedule 5: 6 new 2-bedroom extensions to social housing **(WIP)**
- Water: Refurbish plumbing shed & racking **(Yet to start)**  
Upgrade water supply for increased housing **(Yet to start)**

- Staff Houses: Build of 3 staff duplexes (Yet to start)  
Upgrade & renewal works including solar hot water (Yet to start)
- Property Leases: Kiosk refurbishment (Yet to start)  
Sports Club refurbishment (Yet to start)
- TIDS Strathgordon Rd - Install 40M concrete floodway (WIP)
- W4QR5: Main Road Camp upgrades  
Admin Store upgrades  
Fencing to staff housing  
Power & fencing to the batching plant  
Airport building & house upgrades  
Campground amenities & shelter refurbishment  
New shed & power supply upgrades to the Water Treatment Plant  
Sewerage infrastructure upgrades  
Power to the Sports field with amenities upgrades  
(WIP)
- Council Build a new Council Office (Yet to start)  
Build a new Aged Care Building (Yet to start)  
Build a structure over the batching plant (Yet to start)
- Admin Store Concrete hardstand at the Admin Store (Yet to start)  
Construct a shed at the Admin Store (Yet to start)
- Plant: Upgrade Fuel bowser (Ordered)  
Purchase of a Vacuum Tank (Skid Mounted) (Yet to start)  
Purchase of large & medium sized Tippers (Auto) (Large ordered)  
Purchase a Concrete Agitator Truck 6m3 (Ordered)  
4x4 Ute (Delivered)  
Mower, Tractor & Grader repairs (WIP)
- Workshop: Park drainage works, from Community Hall to Workshop (Yet to start)  
Fence line renewals at the Workshop (Yet to start)

## **FINANCIAL SUSTAINABILITY STATEMENT**

The Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) financial sustainability ratios have been provided as an indication of Council's performance against key financial sustainability criteria.

There are eight ratios that review sustainability measures across the categories of:

- Financial capacity
- Operating Performance
- Liquidity
- Asset management

The three asset management ratios and the population growth ratio will be presented to Council at end of year.

Below is an overview of Pormpuraaw's sustainability measures for September 2025.

| Type                  | Measure                                      | Target                | Actual 25/26     | 5-Year Average |
|-----------------------|----------------------------------------------|-----------------------|------------------|----------------|
| Financial Capacity    | <b>Council Controlled Revenue Ratio</b>      | No target             | <b>4.25%</b>     | <b>3.34%</b>   |
| Operating Performance | <b>Operating Surplus Ratio</b>               | Greater than 0%       | <b>21.2%</b>     | <b>2.69%</b>   |
| Operating Performance | <b>Operating Cash Ratio</b>                  | Greater than 0%       | <b>38.9%</b>     | <b>35.73%</b>  |
| Liquidity             | <b>Unrestricted Cash Expense Cover Ratio</b> | Greater than 4 months | <b>39 months</b> | <b>-</b>       |

### **Council Controlled Revenue Ratio – An Indicator of Financial Flexibility**

Council controlled revenue is an indicator of Council's financial flexibility, ability to influence its operating income and capacity to respond to unexpected financial shocks. This ratio is calculated by adding service levies plus statutory fees & charges and dividing by the total operating revenue.

### **Operating Surplus Ratio – A Measure of Sustainability**

This ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes. This ratio is calculated by dividing the operating result by the total recurrent revenue being principally operating grants, sales revenue, interest and rental income.

### **Operating Cash Ratio**

The operating cash ratio is a measure of Council's ability to cover its core operational expenses and generate a cash surplus excluding depreciation and finance costs. The ratio is calculated by adding the operating result plus depreciation and finance cost divided by total operating revenue.

### **Unrestricted Cash Expense Cover Ratio**

The unrestricted cash expense cover ratio is an indicator of the unconstrained cash available to meet ongoing and emergent financial demands. The ratio is calculated by adding total cash and current investments less externally restricted cash (grants) divided by operating expenditure (less depreciation and finance costs).

The result represents the number of months Council can continue operating based on current monthly expenses. This measure is to be present to Council as a single-year result only.

**COUNCIL GRANT REVIEW**

Pormpuraaw Aboriginal Shire Council  
Tied Grants by Project  
For the Month Ended 30 September 2025

|                                                                                                                | Balance<br>1/07/2025 | Revenue          | Council<br>Contribution | Expense            | Balance          |
|----------------------------------------------------------------------------------------------------------------|----------------------|------------------|-------------------------|--------------------|------------------|
|                                                                                                                | \$                   | \$               | \$                      | \$                 | \$               |
| <b>Commonwealth Government Grants</b>                                                                          |                      |                  |                         |                    |                  |
| <b>Commonwealth Government Allocation</b>                                                                      |                      |                  |                         |                    |                  |
| Financial Assistance Grant                                                                                     | -                    | 653,836          | -                       | (653,836)          | -                |
| Total                                                                                                          | -                    | 653,836          | -                       | (653,836)          | -                |
| <b>Department of Infrastructure, Transport, Regional Development,<br/>Communications, Sport &amp; The Arts</b> |                      |                  |                         |                    |                  |
| Roads to Recovery                                                                                              | 26,080               | -                | -                       | -                  | 26,080           |
| Local Roads & Community Infrastructure Program - Phase 4                                                       | (109,902)            | -                | 27,701                  | (27,701)           | (109,902)        |
| Total                                                                                                          | (83,823)             | -                | 27,701                  | (27,701)           | (83,823)         |
| <b>Department of Health &amp; Aged Care</b>                                                                    |                      |                  |                         |                    |                  |
| CHSP Home Support Programme (HACC)                                                                             | 56,051               | 100,241          | -                       | (81,797)           | 74,495           |
| Support at Home & New Aged Care Act Transition Funding                                                         | 10,000               | -                | -                       | (9,950)            | 50               |
| Indigenous Employment Initiative (IEI) - Aged Care                                                             | 654,149              | 287,164          | -                       | (182,840)          | 758,474          |
| Total                                                                                                          | 720,200              | 387,406          | -                       | (274,587)          | 833,019          |
| <b>Department of Climate Change, Energy, the Environment and Water</b>                                         |                      |                  |                         |                    |                  |
| Indigenous Protected Areas (IPA) Program                                                                       | 321,716              | -                | -                       | (30,481)           | 291,235          |
| Total                                                                                                          | 321,716              | -                | -                       | (30,481)           | 291,235          |
| <b>Services Australia</b>                                                                                      |                      |                  |                         |                    |                  |
| Centrelink Agency                                                                                              | -                    | 15,989           | -                       | (17,286)           | (1,297)          |
| Total                                                                                                          | -                    | 15,989           | -                       | (17,286)           | (1,297)          |
| <b>National Indigenous Australians Agency</b>                                                                  |                      |                  |                         |                    |                  |
| RJED - Culture & Land Management Officers                                                                      | -                    | 218,785          | -                       | -                  | 218,785          |
| RJED - CJBFB Culture & Land Management Officers                                                                | -                    | 29,302           | -                       | -                  | 29,302           |
| RJED - Local Food Choices for Local People                                                                     | -                    | 131,732          | -                       | -                  | 131,732          |
| RJED - CJBFB Local Food Choices for Local People                                                               | -                    | 14,353           | -                       | -                  | 14,353           |
| Total                                                                                                          | -                    | 394,172          | -                       | -                  | 394,172          |
| <b>Total - Commonwealth Govt Grants</b>                                                                        | <b>958,094</b>       | <b>1,451,402</b> | <b>27,701</b>           | <b>(1,003,891)</b> | <b>1,433,306</b> |
| <b>State Government Grants</b>                                                                                 |                      |                  |                         |                    |                  |
| <b>Department of Environment, Tourism, Science &amp; Innovation</b>                                            |                      |                  |                         |                    |                  |
| QIL&S Ranger Program                                                                                           | 118,557              | 705,373          | -                       | (182,860)          | 641,069          |
| Total                                                                                                          | 118,557              | 705,373          | -                       | (182,860)          | 641,069          |
| <b>Queensland Police Service</b>                                                                               |                      |                  |                         |                    |                  |
| State Emergency Services                                                                                       | -                    | -                | -                       | (6,666)            | (6,666)          |
| Total                                                                                                          | -                    | -                | -                       | (6,666)            | (6,666)          |
| <b>Department of Justice</b>                                                                                   |                      |                  |                         |                    |                  |
| Community Justice Group                                                                                        | 125,060              | 99,959           | -                       | (93,117)           | 131,902          |
| Total                                                                                                          | 125,060              | 99,959           | -                       | (93,117)           | 131,902          |
| <b>State Library of Queensland</b>                                                                             |                      |                  |                         |                    |                  |
| Indigenous Knowledge Centres                                                                                   | 3,473                | -                | -                       | (15,101)           | (11,629)         |
| First Five Forever Program                                                                                     | 1,997                | -                | -                       | (1,569)            | 428              |
| Total                                                                                                          | 5,470                | -                | -                       | (16,670)           | (11,200)         |
| <b>Department of Transport and Main Roads</b>                                                                  |                      |                  |                         |                    |                  |
| ATSI TIDS Projects                                                                                             | -                    | -                | -                       | (14,667)           | (14,667)         |
| CYRP Community Works Program - Phase 2                                                                         | -                    | -                | -                       | -                  | -                |
| Total                                                                                                          | -                    | -                | -                       | (14,667)           | (14,667)         |
| <b>Queensland Health</b>                                                                                       |                      |                  |                         |                    |                  |
| ATSI Public Health Program                                                                                     | -                    | 51,524           | -                       | (68,826)           | (17,302)         |
| Total                                                                                                          | -                    | 51,524           | -                       | (68,826)           | (17,302)         |
| <b>Health and Wellbeing Queensland</b>                                                                         |                      |                  |                         |                    |                  |
| Discrete Communities Planning Funding                                                                          | 50,870               | -                | -                       | 45                 | 50,915           |
| Total                                                                                                          | 50,870               | -                | -                       | 45                 | 50,915           |

**Pormpuraaw Aboriginal Shire Council**  
**Tied Grants by Project**  
**For the Month Ended 30 September 2025**

|                                                                                                     | Balance<br>1/07/2025 | Revenue          | Council<br>Contribution | Expense             | Balance           |
|-----------------------------------------------------------------------------------------------------|----------------------|------------------|-------------------------|---------------------|-------------------|
|                                                                                                     | \$                   | \$               | \$                      | \$                  | \$                |
| <b>Department of Agriculture, Fisheries &amp; Forestry</b>                                          |                      |                  |                         |                     |                   |
| <i>Coastal Clean Up</i>                                                                             | -                    | -                | -                       | -                   | -                 |
| <b>Total</b>                                                                                        | -                    | -                | -                       | -                   | -                 |
| <b>Department of Trade, Employment and Training</b>                                                 |                      |                  |                         |                     |                   |
| <i>First Start Program</i>                                                                          | -                    | -                | -                       | -                   | -                 |
| <b>Total</b>                                                                                        | -                    | -                | -                       | -                   | -                 |
| <b>Queensland Reconstruction Authority</b>                                                          |                      |                  |                         |                     |                   |
| <i>DRFA 2025 Restoration - Kowanyama Rd</i>                                                         | -                    | 571,405          | -                       | (459,494)           | 111,911           |
| <i>DRFA 2025 Restoration - BAAS Yard Rd</i>                                                         | -                    | -                | -                       | -                   | -                 |
| <i>DRFA 2025 Restoration - Northern Rd</i>                                                          | -                    | -                | -                       | -                   | -                 |
| <i>DRFA 2025 Restoration - Pormpuraaw Rd</i>                                                        | -                    | -                | -                       | -                   | -                 |
| <i>DRFA - Betterment Program</i>                                                                    | -                    | -                | -                       | -                   | -                 |
| <i>Qld Resilience &amp; Risk Reduction Fund</i>                                                     | (112,954)            | -                | 4,017                   | (4,017)             | (112,954)         |
| <i>DRF Aerodrome Upgrade</i>                                                                        | 4,473,379            | -                | -                       | (8,040,457)         | (3,567,078)       |
| <i>DRFA 2025 Emergent Works</i>                                                                     | (34,978)             | -                | -                       | -                   | (34,978)          |
| <i>Get Ready Qld</i>                                                                                | (1,356)              | -                | -                       | (1,000)             | (2,356)           |
| <b>Total</b>                                                                                        | 4,324,092            | 571,405          | 4,017                   | (8,504,968)         | (3,605,454)       |
| <b>Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism</b> |                      |                  |                         |                     |                   |
| <i>Splashpark</i>                                                                                   | (87,500)             | 87,500           | -                       | (34,448)            | (34,448)          |
| <i>Qld Community Support Scheme</i>                                                                 | -                    | -                | -                       | (9,957)             | (9,957)           |
| <i>Qld Community Support Scheme Training</i>                                                        | -                    | 3,750            | -                       | -                   | 3,750             |
| <i>Community Transport</i>                                                                          | -                    | 10,480           | -                       | (41,260)            | (30,780)          |
| <i>Naidoc Week</i>                                                                                  | -                    | 1,500            | 171                     | (1,671)             | -                 |
| <i>Service Enhancement Plan</i>                                                                     | (20,000)             | 20,000           | -                       | -                   | -                 |
| <i>Don't Buy Sly Grog Initiative</i>                                                                | 7,244                | -                | 1,315                   | (8,559)             | -                 |
| <b>Total</b>                                                                                        | (100,256)            | 123,230          | 1,485                   | (95,894)            | (71,434)          |
| <b>Department of Housing</b>                                                                        |                      |                  |                         |                     |                   |
| <i>Forward Remote Capital Program - 7 Social Houses</i>                                             | (159,390)            | -                | -                       | -                   | (159,390)         |
| <i>Remote Capital Program - 3 Social Houses</i>                                                     | 16,359               | -                | -                       | -                   | 16,359            |
| <i>Remote Capital Funding Schedule 4</i>                                                            | 900,000              | -                | -                       | (3,901)             | 896,099           |
| <i>Remote Capital Funding Schedule 5</i>                                                            | 1,350,000            | -                | -                       | (3,502)             | 1,346,498         |
| <b>Total</b>                                                                                        | 2,106,969            | -                | -                       | (7,403)             | 2,099,566         |
| <b>Department of Sport, Racing and Olympic and Paralympic Games</b>                                 |                      |                  |                         |                     |                   |
| <i>Deadly Active Sport &amp; Recreation Program</i>                                                 | -                    | 29,925           | -                       | (1,430)             | 28,495            |
| <b>Total</b>                                                                                        | -                    | 29,925           | -                       | (1,430)             | 28,495            |
| <b>Department of State Development &amp; Planning</b>                                               |                      |                  |                         |                     |                   |
| <i>Residential Activation Fund</i>                                                                  | 14,821,108           | -                | -                       | -                   | 14,821,108        |
| <b>Total</b>                                                                                        | 14,821,108           | -                | -                       | -                   | 14,821,108        |
| <b>Department of Local Government, Water and Volunteers</b>                                         |                      |                  |                         |                     |                   |
| <i>Indigenous Council Funding</i>                                                                   | -                    | 2,729,449        | -                       | (2,729,449)         | -                 |
| <i>LGGSP - New Staff Duplex Complex</i>                                                             | (948,970)            | 948,970          | -                       | -                   | (0)               |
| <i>Works for Queensland 2021-2024</i>                                                               | (160,000)            | 160,000          | -                       | -                   | -                 |
| <i>Works for Queensland 2024-2027</i>                                                               | 1,145,504            | -                | -                       | (2,102)             | 1,143,402         |
| <i>ICCIP</i>                                                                                        | (156,643)            | -                | -                       | (104,707)           | (261,351)         |
| <b>Total</b>                                                                                        | (120,109)            | 3,838,418        | -                       | (2,836,258)         | 882,052           |
| <b>Total - State Govt Grants</b>                                                                    | <b>21,331,760</b>    | <b>5,419,834</b> | <b>5,502</b>            | <b>(11,828,714)</b> | <b>14,928,382</b> |
| <b>Other Grant Providers</b>                                                                        |                      |                  |                         |                     |                   |
| <b>Cape York Natural Resource Management</b>                                                        |                      |                  |                         |                     |                   |
| <i>Nest to Ocean R8 (Turtle Program) CY411</i>                                                      | (20,000)             | 29,000           | -                       | (15,054)            | (6,054)           |
| <b>Total</b>                                                                                        | (20,000)             | 29,000           | -                       | (15,054)            | (6,054)           |
| <b>Total Other Grant Providers</b>                                                                  | <b>(20,000)</b>      | <b>29,000</b>    | <b>-</b>                | <b>(15,054)</b>     | <b>(6,054)</b>    |
| <b>Total Grants</b>                                                                                 | <b>22,269,854</b>    | <b>6,900,236</b> | <b>33,203</b>           | <b>(12,847,659)</b> | <b>16,355,633</b> |
| <b>Add back negative (unclaimed ) grant balances</b>                                                | <b>1,811,694</b>     |                  |                         |                     | <b>4,380,809</b>  |
| <b>Unspent grant revenue</b>                                                                        | <b>24,081,547</b>    |                  |                         |                     | <b>20,736,442</b> |

**APPENDIX A: STATEMENT OF FINANCIAL POSITION**

**Pormpuraaw Aboriginal Shire Council  
Statement of Financial Position  
As at 30 September 2025**

|                                      | <b>2025/26</b>     |
|--------------------------------------|--------------------|
|                                      | <b>\$</b>          |
| <b>Current assets</b>                |                    |
| Cash At Bank                         | 1,358,623          |
| Cash - Trust Account                 | 265,834            |
| Cash - QTC Account                   | 87,257,424         |
| Receivables                          | 793,856            |
| Contract Asset                       | 2,418,908          |
| Inventories                          | 641,761            |
| <b>Total current assets</b>          | <b>92,736,407</b>  |
| <b>Non-current assets</b>            |                    |
| Property, plant and equipment        | 171,957,226        |
| Other financial assets               | 14,191,844         |
| <b>Total non-current assets</b>      | <b>186,149,070</b> |
| <b>Total assets</b>                  | <b>278,885,476</b> |
| <b>Current liabilities</b>           |                    |
| Payables                             | 4,286,079          |
| Contract Liability                   | 19,193,285         |
| Provisions                           | 864,551            |
| <b>Total current liabilities</b>     | <b>24,343,915</b>  |
| <b>Non-current liabilities</b>       |                    |
| Provisions                           | 259,642            |
| <b>Total non-current liabilities</b> | <b>259,642</b>     |
| <b>Total liabilities</b>             | <b>24,603,557</b>  |
| <b>Net community assets</b>          | <b>254,281,920</b> |
| <b>Community equity</b>              |                    |
| Asset revaluation surplus            | 140,293,283        |
| Retained surplus                     | 113,988,637        |
| <b>Total community equity</b>        | <b>254,281,920</b> |

## **13 EXECUTIVE MANAGER OF OPERATIONS REPORTS**

Nil

## **14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS**

Nil

## 15 TENDERS & QUOTATIONS

### 15.1 DESIGNS FOR 6 EXTENSIONS AND 4 SELF CONTAINED UNITS

**Author:** {authors-names-with-position}

**Authorisers:** Janelle Menzies, Chief Executive Officer

**Attachments:**

1. Quote Analysis PASC Housing (002) [15.1.1 - 1 page]
2. Tender Evaluation Supporting Information PASC Housing\_ (002) [15.1.2 - 5 pages]
3. Declaration of Potential Conflict of Interest [15.1.3 - 1 page]

#### KEY OUTCOME

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

**Objective:** 1.8 Develop and maintain housing infrastructure that meets the needs of support workers and contributes to the effective operation of the Council.

#### EXECUTIVE SUMMARY

For Council to consider the tender for the Design and documentation of housing extensions and self-contained units in Pormpuraaw, including all associated architectural, structural, civil, electrical, hydraulic, and certification services for 6 extensions and 4 self-contained units.

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#### RECOMMENDATION

That Council resolve to

1. accept the tender form Erscon amounting to \$245,000 ex GST.
2. Delegates authority to the CEO to negotiate, finalise, and execute the contract.
3. Add Erscon to the council pre-qualified supplier arrangements use on similar projects.

#### BACKGROUND

#### REPORT

See reports attached.

#### CONSULTATIONS (Internal/External)

Far North Civil

#### LEGISLATION / LEGAL IMPLICATIONS

Local Government Act 2019

#### POLICY IMPLICATIONS

Procurement Policy

## FINANCIAL AND RESOURCE IMPLICATIONS

Funding for Dept of Housing

## ASSET MANAGEMENT IMPLICATIONS

New or additions to assets.

## RISK MANAGEMENT IMPLICATIONS

Nil

## 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;                           | 13. Cultural rights—generally;                                             |
| 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;               | 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.



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                |                                                                                                                                                                                                                                                                                                                                                            |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Description of goods/services:</b> Design and documentation of housing extensions and self-contained units in Pormpuraaw, including all associated architectural, structural, civil, electrical, hydraulic, and certification services. <small>Engineering &amp; Environmental Consultancy Serv LB312 Planning, Surveying, Design &amp; Architecture LB335</small>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                |                                                                                                                                                                                                                                                                                                                                                            |                  |
| <b>Requisition No.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | VP477860                       | <b>Date:</b> 08/09/2025                                                                                                                                                                                                                                                                                                                                    |                  |
| <b>Supplier</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Amount</b>                  | <b>Comments</b>                                                                                                                                                                                                                                                                                                                                            |                  |
| <b>Supplier No 1 Name</b><br><br>Black and More                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$317,510 ex GST               | Black & More presented the highest price (\$317,510 ex GST), reflecting a comprehensive, fully scoped approach with strong QA, stakeholder engagement, and reduced variation risk. While initially more expensive, the proposal provides the greatest certainty of delivery and compliance, lowering whole-of-project risk and potential downstream costs. |                  |
| <b>Supplier No 2 Name</b><br><br>ERSCON                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$245,000 ex GST               | ERSCON offered a mid-range price (\$245,000 ex GST) but with limited inspection allowances and high rates for additional visits. Negotiated photographic inspections have satisfied certifiers requirements and brought costs down. Currently working on a very similar project with little issues.                                                        |                  |
| <b>Supplier No 3 Name</b><br><br>Humac                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$226,770 ex GST               | Humac Group submitted the lowest base fee (\$226,770 ex GST). While competitively priced, their proposal includes several provisional elements and allows for scope review once details are confirmed, which may lead to cost increases. Even with potential variations.                                                                                   |                  |
| <b>Do you have any conflicts of interest with any Supplier?</b> See attached Declaration of Potential Conflict of Interest                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                |                                                                                                                                                                                                                                                                                                                                                            |                  |
| <b>Selected Supplier</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ERSCON                         |                                                                                                                                                                                                                                                                                                                                                            |                  |
| <b>Comments/ Reasons for selection:</b><br><br>ERSCON offer a strong combination of technical capability, local experience, and value-for-money, with a clear understanding of the challenges of delivering remote housing projects in Far North Queensland. Their team has an established track record working with regional councils and communities across the Gulf and Cape regions, ensuring familiarity with local ground conditions, logistics, and construction practices.<br>Through negotiation, the inspection methodology was improved to provide an increased number of photographic inspections in place of multiple in-person visits, maintaining adequate oversight while significantly reducing travel costs. This adjustment delivers a practical and efficient monitoring solution aligned with Pormpuraaw's accessibility constraints and budget priorities. |                                |                                                                                                                                                                                                                                                                                                                                                            |                  |
| <b>Prepared by</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Name: Northern Civil Solutions | Signature:                                                                                                                                                                                                                                                              | Date: 08/10/2025 |
| <b>Authorised by</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Name:                          | Signature:                                                                                                                                                                                                                                                                                                                                                 | Date:            |

**Procurement Guidelines**

Less than \$1,000 – One verbal, one written or credit card purchase  
 \$1,000 to less than \$7,500 – one written quote  
 \$7,500 to less than \$15,000 – two written quotes  
 \$15,000 to less than \$200,000 – three written quotes  
 \$200,000 or more – Local Buy, Prequalified Supplier or Public Tender



## TENDER REVIEW REPORT

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PROJECT NAME DESIGN PACKAGE FOR 6 HOUSING  
EXTENSION AND 6 SELF CONTAINED UNITS PORMPURA AW

REFERENCE # VP477860

DATE: 8/10/25

REPORT PREPARED BY Toni Toffolo



### **SCOPE OF REQUEST FOR TENDER**

Design and documentation of 6 x Extensions (EXT- 2 bedrooms) and 4 x Self Contained Units (SCU's-2 bedrooms) in Pormpuraaw, including all associated architectural, structural, civil, electrical, hydraulic, and certification services.

**OPENED:** 09-Sep-25

**CLOSED:** 30-Sep-2025

### **THE FOLLOWING VENDORPANEL SUPPLIER LISTS WERE CONTACTED:**

- 1: Aro Industries Pty Ltd Engineering & Environmental Consultancy Serv LB312
- 2: Ose Group Pty Ltd Engineering & Environmental Consultancy Serv LB312
- 3: Thirkell Consulting Engineers and Building Design Engineering & Environmental Consultancy Serv LB312
- 4: Natural Resource Assessments Pty. Ltd. Engineering & Environmental Consultancy Serv LB312
- 5: ERSCON Consulting Engineers Engineering & Environmental Consultancy Serv LB312
- 6: Recs Pty. Limited Engineering & Environmental Consultancy Serv LB312
- 7: The Trustee For World Trail Unit Trust Engineering & Environmental Consultancy Serv LB312
- 8: Teg Consulting Trust Engineering & Environmental Consultancy Serv LB312
- 9: SKI Pty Ltd Engineering & Environmental Consultancy Serv LB312
- 10: Black & More Engineering & Environmental Consultancy Serv LB312 (has responded)
- 11: Geo Design Pty Ltd Engineering & Environmental Consultancy Serv LB312
- 12: Trinity Engineering And Consulting Pty Ltd Engineering & Environmental Consultancy Serv LB312
- 13: Mal Engineers Pty Ltd Engineering & Environmental Consultancy Serv LB312
- 14: Jacobs Group (Australia) Pty Ltd Engineering & Environmental Consultancy Serv LB312
- 15: Mangosmapping Pty Ltd Engineering & Environmental Consultancy Serv LB312
- 16: Jabin Group Pty Ltd Engineering & Environmental Consultancy Serv LB312
- 17: The Trustee For R & C Hill Family Trust Engineering & Environmental Consultancy Serv LB312
- 18: Tgg Architects Pty Ltd Planning, Surveying, Design & Architecture LB335
- 19: Recs Pty. Limited Planning, Surveying, Design & Architecture LB335
- 20: Capco Unit Trust Planning, Surveying, Design & Architecture LB335
- 21: The Trustee For Loki Trust Planning, Surveying, Design & Architecture LB335
- 22: Lekker Uthan Pty Ltd Engineering & Environmental Consultancy Serv LB312
- 23: People Oriented Design Pty Ltd Planning, Surveying, Design & Architecture LB335
- 24: JMc Architects Planning, Surveying, Design & Architecture LB335
- 25: ERSCON Consulting Engineers Planning, Surveying, Design & Architecture LB335 (has responded)
- 26: C.A. Architects Pty. Ltd. Planning, Surveying, Design & Architecture LB335
- 27: Humac Group Pty Ltd Planning, Surveying, Design & Architecture LB335 (has responded)
- 28: Copelin Civil Engineering & Environmental Consultancy Serv LB312
- 29: Taplor Pty. Ltd. Planning, Surveying, Design & Architecture LB335
- 30: NJM ENGINEERING CONSULTING Engineering & Environmental Consultancy Serv LB312
- 31: Teg Consulting Trust Planning, Surveying, Design & Architecture LB335
- 32: Pawa Architecture Pty Ltd Planning, Surveying, Design & Architecture LB335
- 33: Spatial & Compliance Pty Ltd Engineering & Environmental Consultancy Serv LB312

### **TENDER RESPONSES RECEIVED BY:**

1. Black and More
2. ERSCON
3. Humac

### **COMPLIANT TENDERS RECEIVED BY:**

1. Black and More
2. ERSCON
3. Humac



### **TENDER REVIEW TEAM**

Toni Toffolo, Michael Geoghegan, Tess Geoghegan

### **SUMMARY OF TENDER RESPONSE**

#### **Black and More**

Higher priced due to a more extensively defined scope, more in person site visits allowed for and a higher emphasis on collaboration with clients, Council and other stake holders to refine plans and designs for compliance and end user suitability.

They have already been looking into changing scope of dwellings to suit existing blocks and structures, offering full 3d scans of the areas, offering 2 concept designs per site as an inclusion and highlighting drawing and design aspects that are likely not needed for a project of this scope, eg:

- RCP plans (normally commercial only)
  - Structural Roof plans and wall frames (normally left to Frame and Truss contractors) ETC
- They have also out lined dedicated weekly meetings and reviews along the project.

Conclusion - High Cost - low risk. Detailed quote and inclusions mean little scope creep or variations throughout the project, possibilities to negotiate lower base cost and remove redundant scope.

#### **ERSCON**

Lower price due to a slightly more basic offering in the scope, but not limited. Their proposal seems to cover the undersanding of the intention of the project without some of the added extras of Black and More.

- Limited in person with very high extra costs per visit \$6.8k, countered by Photographic inspections to reduce costs
- Less emphasis on concept options, stakeholder workshops, and value-add design iterations compared to Black & More, but still available

Conclusion - Medium-Low cost, Low to medium risk. Slightly less defined scope and allowance for site visits, this has been firmed up in negotiation

#### **Humac Group**

Lower again than ERSCON, but only by \$29k in comparison the Black and More. Main Red Flag is the repeated emphasis on re-evaluating the scope as more investigation is done. With their staged works and how they have them set up, you can almost guarantee variations throughout the project.

- Less up-front detail and some allowances deferred to later stages (more potential variations).
- Soil reports: only partly included (S2). If more needed: ~\$10,000 extra
- Limited plan revisions

**NON-PRICE CONSIDERATIONS**

Black & More → Best for low-risk delivery and compliance certainty. Ideal if the council values documentation depth, QA, and full professional coverage more than initial price.

ERSCON → Best for engineering practicality and speed, but requires careful contract controls on inspection costs and subconsultant coordination.

Humac Group → Best for local collaboration and culturally responsive design, but needs strong variation caps and clear deliverables to control cost and scope drift.

**PRICE & VALUE FOR MONEY ANALYSIS**

When assessed on both price and non-price factors, all three submissions represent competent offerings capable of delivering the Pormpuraaw housing extensions and units project to a satisfactory standard. Humac Group submitted the lowest overall fee and provides strong local knowledge and design flexibility, representing good value if variations are tightly managed. ERSCON offered a moderate price with solid regional engineering experience; however, the limited inspection allowances and high rates for additional visits reduce overall value until negotiated. Black & More, while the highest-priced submission, provides the most comprehensive scope, strongest quality assurance framework, and lowest risk of future cost escalation or compliance issues. Considering the balance between cost, quality, and delivery confidence.



### **CLARIFICATION & NEGOTIATIONS**

#### **Black & More**

- Excludes P-class geotechnical site classifications (allow ~\$2,000 per site).
- Civil/flood modelling only if required.
- Some consultant inspections additional to base fee.
- Excludes external works such as carparks, footpaths, and detailed landscaping.

#### **ERSCON**

- Allows only 3 site inspections and 20 photographic inspections – extras charged at \$6,850 each.
- Retaining walls >1.8 m, flood studies, and additional soil tests excluded.
- Uses photographic evidence instead of full on-site inspections.

#### **Humac Group**

- Soil report, certification, and energy efficiency costs staged – may increase as scope is defined.
- Only 2 design revisions allowed before variation.
- Statement that fees may be reviewed once scope is confirmed

### **RISK ASSESSMENT**

#### **Black & More**

1. Higher upfront cost impacting budget allocation.
2. Potential minor variations for geotechnical and civil modelling if scope not clarified early.
3. Longer internal review process due to larger team structure.

#### **ERSCON**

1. Limited site inspections (3 only) — additional visits charged at high rates.
2. Photographic inspections may not meet certifier or client expectations.
3. Exclusions for retaining walls, flood studies, and extra soil testing may cause design delays.

#### **Humac Group**

1. Scope uncertainty — staged and conditional pricing allows for variation increases.
2. Limited design revision allowance could delay approvals.
3. Reliance on subconsultants for structural, civil, and certification increases coordination risk.
4. Smaller team capacity may be strained under tight timeframes.

### **CONFLIT OF INTEREST DECLARATION**

See attached

### **FINAL RECOMMENDATIONS**

ERSCON Consulting Engineers have been recommended as the preferred consultant for the Pormpuraaw Housing Extensions and Units project following a detailed evaluation and successful negotiation of inspection arrangements. ERSCON offer a strong combination of technical capability, local experience, and value-for-money, with a clear understanding of the challenges of delivering remote housing projects in Far North Queensland. Their team has an established track record working with regional councils and communities across the Gulf and Cape regions, ensuring familiarity with local ground conditions, logistics, and construction practices. Through negotiation, the inspection methodology was improved to provide an increased number of photographic inspections in place of multiple in-person visits, maintaining adequate oversight while significantly reducing travel costs. This adjustment delivers a practical and efficient monitoring solution aligned with Pormpuraaw's accessibility constraints and budget priorities. ERSCON's proposal balances cost control and technical reliability, offering a comprehensive engineering-led scope that meets the project requirements at a moderate, well-contained price point. Their straightforward communication, regional presence, and pragmatic approach to documentation and certification provide confidence in their ability to deliver to program while maintaining compliance with the Remote Housing Design and Construction Standards.



## Declaration of Potential Conflict of Interest

Northern Civil Solutions Pty Ltd  
Tuesday, 7 October 2025

To: Pormpuraaw Aboriginal Council

Subject: Declaration of Potential Conflict of Interest

Dear Janelle Menzies,

I wish to formally declare a potential conflict of interest in relation to the tender evaluation process for PASC 6 Housing Extensions and 4 Self-Contained Units.

Northern Civil Solutions currently provides contractor services to ERSCON Consulting Engineers for unrelated work. This relationship is entirely separate from the tender under evaluation. This declaration is provided for transparency and does not imply any predisposition, influence, or impact on the tender evaluation or recommendation process. All assessments are conducted independently and based solely on the merits of the submissions received.

Should you require any further information regarding this declaration, please do not hesitate to contact us.

A handwritten signature in black ink, appearing to read "Michael Geoghegan", written over a horizontal line.

Michael Geoghegan  
Director  
Northern Civil Solutions Pty Ltd

## **16 LATE ITEMS**

## **17 CONFIDENTIAL ITEMS\***

### **17.1 NEGOTIATION OF OUTSTANDING DEBT**

### **17.2 CONTRACT NEGOTIATION**

#### **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):

(g) 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.

#### **EXECUTIVE SUMMARY**

To advise Council of the progress of the Negotiations with Corporate Carbon regarding the contract with Council.

#### **RECOMMENDATION**

That Council resolve to accept the progress of the negotiations with the Corporate Carbon Contract.

## **18 NOTICE OF MOTION**

## **19 NEXT MEETING**

## **20 CLOSE OF MEETING**