

PORMPURAAW



ABORIGINAL
SHIRE COUNCIL



PORMPURAAW

📍 24 Thinraathin Street, Pormpuraaw QLD 4892
☎ 07 4060 4600 ✉ admin@pormpuraaw.qld.gov.au

CAIRNS

📍 28 Scott Street, Parramatta Park QLD 4870
☎ 07 4032 8221 ✉ admin@pormpuraaw.qld.gov.au

🌐 www.pormpuraaw.qld.gov.au

Special Meeting of Council

27 October 2025

The Mayor and Councillors
Pormpuraaw Shire Council
PORMPURAAW 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 Monday 27 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

Monday 27 October 2025
Pormpuraaw Aboriginal Shire Council
Boardroom
24 Thinraathin Street, Pormpuraaw

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1 OPENING OF MEETING

2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE

3 APOLOGIES

4 DECLARATION OF INTEREST

5 RELATED PARTY DECLARATION FORM

6 CHIEF EXECUTIVE REPORTS

6.1 FUTURE COMMUNITY PARTNERSHIP AND LONG-TERM LEASE WITH COMMUNITY ENTERPRISE QUEENSLAND (CEQ)

Author: Janelle Menzies (Chief Executive Officer)

Authorisers: Janelle Menzies, Chief Executive Officer

Attachments: 1. PormpuraawCouncilResolution Draft [6.1.1 - 1 page]

EXECUTIVE SUMMARY

For Council to consider support for Community Enterprise Queensland (CEQ) to work towards resolving tenure and establishing a future 20-year lease agree

RECOMMENDATION

That Council resolve to:

1. Acknowledges the long-standing partnership with Community Enterprise Queensland (CEQ) and commends CEQ for over 120 years of dedicated service to remote Indigenous communities;
 1. Recognises that the Council does not currently hold tenure over the land on which the community store is located;
 2. Supports in principle the continuation of CEQ's retail operations on Pormpuraaw Aboriginal Community as an essential community service provider, and Council's intent to work collaboratively with the State and Traditional Owners to resolve tenure;
 3. Endorses in principle the establishment of a 20-year lease agreement with CEQ once tenure is resolved, incorporating:
 - a. Annual lease revenue of \$100,601.22 indexed annually by CPI;
 - b. An annual municipal service charge;
 - c. Infrastructure improvements; and
 - d. Future asset divestment to PASC on behalf of the community;
 4. Authorises the Chief Executive Officer to liaise with the State, CEQ, and stakeholders to progress tenure discussions and negotiate the future lease framework; and
 5. Confirms that Council views this partnership as a strategic investment in Pormpuraaw economic and social future, ensuring stability, employment, and improved local services

REPORT ATTACHED

SUBJECT: Future Community Retail Partnership and Long-Term Lease Framework with Community Enterprise Queensland (CEQ)

PREPARED BY: Chief Executive Officer

DATE: 26 November 2025

1. Purpose:

To seek Council's in-principal support for the continuation of CEQ'S retail operations on Pormpuraaw and to authorise further work toward resolving tenure and establishing a future 20-year lease agreement.

2. Executive Summary:

Pormpuraaw Aboriginal Shire Council (PASC) is exploring a Community Retail Partnership and Long-Term Lease Framework with CEQ to strengthen retail operations, enhance community benefits, and secure long-term financial sustainability.

CEQ, an established not-for-profit entity with over 120 years of continuous service to remote Indigenous communities, delivering essential retail services, supports local employment, and contributes to community development through it's Good pasin (Give-back) sponsorship program.

PASC currently does not hold tenure over Lot 23 Pithamp Street on which the community store is located . This partnership will ensure continuity of services while creating economic and social opportunities for the Pormpuraaw community through a 20-year lease framework—to be formalised once tenure over the store site is resolved.

3. Council Resolution:

Resolution No: [Insert Number]

Subject: Community Retail Partnership and Long-Term Lease Framework with CEQ

That Council resolves and:

1. Acknowledges the long-standing partnership with Community Enterprise Queensland (CEQ) and commends CEQ for over 120 years of dedicated service to remote Indigenous communities;
2. Recognises that the Council does not currently hold tenure over the land on which the community store is located;
3. Supports in principle the continuation of CEQ's retail operations on Pormpuraaw Aboriginal Community as an essential community service provider, and Council's intent to work collaboratively with the State and Traditional Owners to resolve tenure;
4. Endorses in principle the establishment of a 20-year lease agreement with CEQ once tenure is resolved, incorporating:
 - a. Annual lease revenue of \$100,601.22 indexed annually by CPI;
 - b. An annual municipal service charge;
 - c. Infrastructure improvements; and
 - d. Future asset divestment to PASC on behalf of the community;
5. Authorises the Chief Executive Officer to liaise with the State, CEQ, and stakeholders to progress tenure discussions and negotiate the future lease framework; and
6. Confirms that Council views this partnership as a strategic investment in Pormpuraaw economic and social future, ensuring stability, employment, and improved local services.

6.2 SOLE SUPPLIER AND PRE-QUALIFIED SUPPLIER ARRANGEMENT

Author: Janelle Menzies (Chief Executive Officer)

Authorisers: Janelle Menzies, Chief Executive Officer

Attachments: Nil

KEY OUTCOME

Strategic Priority: 5. Organisation - developing our character

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

EXECUTIVE SUMMARY

For council to consider adding Cummings to the prequalified supplier arrangement.

RECOMMENDATION

That Council resolve to add Cummins to the Council' prequalified supplier arrangements.

BACKGROUND

Council has regularly used Cummins South Pacific Pty Ltd to service the generators annually. Cummins completes a Cape service run annual and travel costs are from Musgrave station which is also split between Cape customers and is the only travel costs charged.

We have not obtained comparative quotes as they are the only ones to service the Cape.

We have received two quotes from Cummins to service council generators at the Sewerage Pumps, Booster treatment station, water treatment plant, sewerage ponds caterpillar, bore 3, sports Field, 2 x portable generators, airport, aged care and main office.

The two quotes totalling \$11,957.83 excluding GST.

Unfortunately, Cummins is not on Local Buy.

CONSULTATIONS (Internal/External)

Finance Manager

Workshop Supervisor

LEGISLATION / LEGAL IMPLICATIONS

Local Government Act 2009

POLICY IMPLICATIONS

Procurement Policy

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.

6.3 APPROVAL OF QUOTE FOR NORTHERN CIVIL SOLUTIONS

Author: Janelle Menzies (Chief Executive Officer)

Authorisers: Janelle Menzies, Chief Executive Officer

Attachments: Nil

KEY OUTCOME

Strategic Priority: 5. Organisation - developing our character

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

EXECUTIVE SUMMARY

For Council to endorse the approval of purchase orders for Northern Civil Solutions Pty Ltd for the design and project management for capital works projects.

RECOMMENDATION

That Council endorse the approval of purchase order for Northern Civil Solutions Pty Ltd.

BACKGROUND

In June 2025 Northern Civil Solutions Pty Ltd were approached to consider the project management of the 6 extension and 4 granny flat project funded by the Department of Housings.

The following purchase orders were raised (all including GST)

28/07/2025	Initial Community Visit	\$ 5821.65
02/09/2025	Project Management Extensions & Granny flats (Req value \$220,000^)	\$222,000.00*
19/10/2025	Prepare Quote for WIP Landscaping	\$ 18,150.00
20/10/2025	Designs & PM for Club Toilet Upgrades	\$ 46,010.00
23/10/2025	Designs & PM for Staff Housing	\$114,163.50
23/10/2025	Designs for Replacement Main Roads Dongas	\$ 51,001.50

^The requisition raised for the PM for Extensions and Grannyflat was raised within my delegation but an additional \$2,200 was added to the purchase orders for incidental costs taking the purchase order over the CEO's delegations.

Northern Civil Solutions will also be providing two more quotes for Designs and Project Management for new Council Administration Building and new HACC Centre. Northern Civil Solutions are a Local Buy member and have provided similar services at Yarrabah Aboriginal Shire Council in the last few years.

The original quotes are based on the budget amounts and it is necessary to undertake the design work before the full costs of the project management costs will be calculated. Northern Civil Solutions have been engaged for further projects to ensure that projects continue to progress since the Executive Manager of Operational Services has become vacant.

CONSULTATIONS (Internal/External)

Northern Civil Solutions Pty Ltd

LEGISLATION / LEGAL IMPLICATIONS

Local Government Act 2009

Local Government Regulations 2019

POLICY IMPLICATIONS

Procurement

FINANCIAL AND RESOURCE IMPLICATIONS

Within approved Budget

ASSET MANAGEMENT IMPLICATIONS

New assets being constructed.

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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| 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.

6.4 PROJECT MANAGEMENT - AIRSTRIP UPGRADE PROJECT

Author:	Janelle Menzies (Chief Executive Officer)
Authorisers:	Janelle Menzies, Chief Executive Officer
Attachments:	<ol style="list-style-type: none">1. Disaster Ready Fund Project Management and Investigations Budget Breakdown [6.4.1 - 5 pages]2. OPC Fee Reduction Justification [6.4.2 - 1 page]

KEY OUTCOME

Strategic Priority: 5. Organisation - developing our character

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

EXECUTIVE SUMMARY

For Council to approve of quote from Orion Consulting for the total costs of the design and project management for Airstrip upgrade Project.

RECOMMENDATION

That Council approve the quote from Orion Project Consulting amount to \$1,332,478.00 (ex. GST).

BACKGROUND

Orion Project Consulting was appointed in 2024 to undertake the design and project management of the Airstrip Upgrade Project.

It was assumed that purchase order raised in 2023-24 to Orion Project Consultants included the works for the Airstrip Upgrade Project as projects were funded by Queensland Reconstruction Authority.

To date Orion Project Consultants have not provided any invoices for the Airstrip Upgrade Project and have now finalised their quote and costing for the project which is attached as well as their costing justification.

CONSULTATIONS (Internal/External)

Orion Project Consulting

LEGISLATION / LEGAL IMPLICATIONS

Local Government Act 2009

Local Government Regulations 2019

POLICY IMPLICATIONS

Procurement

FINANCIAL AND RESOURCE IMPLICATIONS

Within approved Budget

ASSET MANAGEMENT IMPLICATIONS

Airstrip asset renewal.

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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| 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.

Principal Consultant Services – Pormpuraaw Aerodrome Upgrade Disaster Ready Fund Round 2

Introduction

The following methodology and deliverables have been developed to support the funding application under Disaster Recovery Funding (DRF) Round 2 for the Pormpuraaw Aerodrome Upgrade. This scope outlines the full suite of consultancy services required to deliver the project from initiation through to close-out, ensuring compliance with applicable funding, technical, and governance frameworks. It includes detailed provisions for project scoping, design management, regulatory approvals, procurement, contract administration, construction management, verification, and reporting—aligned with the expectations of DRF program administration, CASA MOS Part 139, Department of Transport and Main Roads (TMR) specifications, and Council delivery standards.

Project Definition, Design Briefs and Subconsultant Oversight

Leadership of the project definition and design initiation phase, including:

- **Scope Definition and Delivery Strategy**
Preparation of the detailed scope of works, project execution plan, and structured work package definitions. This includes the development of a design management strategy, construction staging and phasing framework, and interface matrix to manage risk, access, and operational continuity. Aligned with regulatory, funding and Council requirements.
- **Design Briefs and Subconsultant Coordination**
Development of technical design briefs for each work package and discipline (civil, electrical, aviation, etc.) capturing scope, performance standards, and interface requirements. Engagement, coordination, and technical oversight of all design subconsultants to ensure quality, program alignment, and compliance with CASA MOS Part 139, ICAO Annex 14, TMR MRTS, and Council specifications (if any).
- **Design Integration and Leadership**
Management of multidisciplinary design integration, ensuring outputs meet project objectives and are constructible, fit-for-purpose, and compliant. This includes design milestone tracking, risk-based review of deliverables, and escalation of design decisions affecting cost, time, or regulatory approvals.

Integrated Design Delivery (Survey, Geotechnical, Engineering Design and Approvals)

Comprehensive management and delivery of all design activities and associated investigations for the aerodrome upgrade and temporary runway solution. Scope includes:

- **Surveying and Spatial Data Capture**
Topographic and cadastral survey using engineering-grade techniques; utility and services locating; generation of digital terrain models (DTMs) and base data suitable for 12D modelling and corridor design.

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- Geotechnical and Pavement Investigations**
 Scoping, procurement, and technical oversight of geotechnical and pavement investigations in accordance with CASA MOS Part 139, ICAO Annex 14, and TMR specifications. Includes site-specific recommendations to inform pavement thickness, subgrade treatment, and material selection.
- Multidisciplinary Infrastructure Design**
 Coordination and delivery of all civil, structural, electrical, and aviation infrastructure design elements. Includes preparation of 12D design models and IFC (Issued for Construction) documentation compliant with CASA, TMR MRTS, and QRA/DRF/NEMA standards.
- Temporary Works Design**
 Engineering design of temporary infrastructure to support construction staging and aerodrome operations continuity, including temporary runway geometry, drainage diversions, turnarounds, and traffic management requirements.
- Design Assurance and Integration**
 Technical review, verification, and interdisciplinary coordination of all design documentation. Alignment of design milestones with project approvals, stakeholder inputs, and interface constraints. Includes certification processes consistent with regulatory and funding body requirements.
- Planning and Regulatory Coordination**
 Facilitation of relevant planning approvals, including environmental assessments, tenure resolution, native title, and cultural heritage interface management to support delivery readiness.





Procurement Support and Contract Finalisation

Objective: Prepare and deliver the procurement and contract formation process, ensuring alignment with public sector and funding body expectations.

Key Activities:

- Develop and implement the procurement strategy (tender type, packaging, timing).
- Prepare tender documentation (RFQ/RFT), including technical specifications, drawings, and schedules.
- Coordinate tender release, manage pre-tender briefings, and respond to tender clarifications.
- Lead evaluation and negotiation processes with scoring matrices, due diligence, and value-for-money assessments.
- Draft and finalise the construction contract, including technical schedules, general conditions, and special conditions.
- Liaise with external legal counsel (e.g. Ochre Legal) to ensure legal review, probity, and risk management in line with Council policies.

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2. Contract Administration and Superintendency

Objective: Administer the head contract on Council's behalf and fulfil Superintendent duties in accordance with AS4000 and CAVS Manual.

Key Activities:

- Establish contract administration procedures and document registers.
- Assess and respond to contractor claims, variations, and extensions of time (EOTs).
- Prepare and issue Superintendent instructions, site directions, and written notices.
- Certify progress claims and final payments in accordance with contractual obligations and QRA guidelines.
- Maintain correspondence records, delay registers, and dispute tracking documentation.

3. Construction Management and Surveillance

Objective: Provide construction phase services to ensure delivery quality, safety, regulatory compliance, and stakeholder coordination.

Key Activities:

- Lead day-to-day construction interface management with Council, RFDS, CASA, contractors, and regulators.
- Deploy field personnel to monitor construction quality, conformance, and program delivery.
- Track and report on construction progress, defect identification and rectification, and compliance with hold and witness points.
- Provide technical support for RFIs, site queries, ITPs, and NCRs.
- Ensure implementation of safety, environmental, and quality assurance systems as per approved management plans.

4. Independent Verification and Technical Oversight

Objective: Undertake an independent review function to assure compliance with standards and funding conditions.

Key Activities:

- Peer review of design outputs, testing results, and construction records.
- Oversight of QA documentation including ITPs, conformance reports, and material certifications.

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- Verification of design compliance with CASA MOS Part 139, MRTS specifications, and CAVS requirements.
- Perform high-risk work audits and readiness reviews for major project milestones.

5. Project Controls and Reporting

Objective: Deliver comprehensive reporting, governance, and transaction documentation throughout the project lifecycle.

Key Activities:

- Develop and maintain project control tools including risk registers, issue logs, variation trackers, and program status reports.
- Conduct monthly status reporting to QRA and NMEA, including earned value, scope change, and cost forecasts.
- Compile and present QRA-aligned transaction reports at key milestones, including financial acquittals and evidence packs.
- Support audit and close-out procedures through structured handover documentation.

Fee Schedule by Project Phase and Deliverables

Project Phase	Key Deliverables	Total Cost (ex GST)
Project Definition & Design	Development of scope, execution plan, staging and design strategy	\$ 75,000.00
Project Definition & Design	Design briefs, subconsultant engagement and oversight	\$ 90,000.00
Project Definition & Design	Design and investigations (incl. survey, DTM, geotech, utilities, 12D modelling, etc.)	\$ 375,000.00
Planning & Approvals	Planning approvals, tenure and cultural heritage coordination	\$ 60,000.00
Planning & Approvals	Geotechnical & pavement investigation scoping and review	\$ 60,000.00
Procurement & Contracting	Procurement support, tender documentation and RFQ process	\$ 75,000.00

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Procurement & Contracting	Drafting and finalisation of construction contracts (with legal)	\$ 45,000.00
Contract Admin & Superintendency	Full contract administration (AS4000, claims, EOTs, certs)	\$ 180,000.00
Contract Admin & Superintendency	Construction management & stakeholder interface	\$ 120,000.00
Construction Management	Field inspection, defect tracking, conformance checks	\$ 90,000.00
Construction Management	Independent verification, peer review, QA oversight	\$ 90,000.00
Independent Verification	Engineering support during delivery (RFIs, drawings, ITPs)	\$ 120,000.00
Governance & Reporting	Project controls, governance, status and transaction reporting	\$ 120,000.00
	Total Consultancy Costs	\$1,500,000
	Total Internal Costs	\$98,290.13
		\$1,598,290.13

Allowance for \$98,290.13 for associated council day labour project costs not included in our fee offer but included in budget template documentation for a total indirect cost of \$1,598,290.13



Regards,

Keiran Mau. Project Director

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Commercial Memorandum

Title:	Disaster Ready Fund – Round 2
Discipline:	Engineering & Environmental Consultancy Serv LB312
Client:	Pormpuraaw Aboriginal Shire Council
Author:	Matthew Norton
Reviewer:	Keiran Mau
Date:	10/1/2025
Re:	Fee Reduction Justification

Comments: In good faith, and in recognition of both the urgency of the required works and the constraints of the limited project budget, Orion Project Consulting has made a commercial decision to proactively reduce our fee schedule. This measure has been undertaken to preserve the construction budget and accommodate the necessary variation works under the contract, ensuring that the fees of Orion and our subconsultants engaged over the life of the project remain within the approved project funding and do not result in additional cost to Council.
Accordingly, the revised lump sum fee has been reduced from \$1,500,000.00 (ex. GST) to \$1,332,478.00 (ex. GST).

We further acknowledge that the project is still ongoing, and should additional variations associated with construction works arise, we commit to reassessing and reducing our fees again as necessary to ensure Council is not financially impacted by the delivery of this project.

Original Fee Proposal	Revised Budget
\$75,000	\$66,624
\$90,000	\$79,949
\$375,000	\$333,120
\$60,000	\$53,299
\$60,000	\$53,299
\$75,000	\$66,624
\$45,000	\$39,974
\$180,000	\$159,897
\$120,000	\$106,598
\$90,000	\$79,949
\$90,000	\$79,949
\$120,000	\$106,598
\$120,000	\$106,598
Total Cost \$1,500,000.00	Total Revised Cost \$1,332,478

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6.5 TENDER APPROVAL FOR STAFF HOUSING

Author: Janelle Menzies (Chief Executive Officer)
Authorisers: Janelle Menzies, Chief Executive Officer
Attachments: 1. Tender Eval Report PASC Staff Housing DC 20251026 [6.5.1 - 7 pages]

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 four staff houses at 27 Matpi Street and 17 Yalu Street

RECOMMENDATION

It is recommended that Council:

1. Approve the CEO and project team to enter negotiations with **Asset Cabin Homes, Oly Homes (Bay Investments QLD Pty Ltd)** and **ADAPT MODULAR HOMES** as the preferred tenderers.
2. Approve the CEO to negotiate and delegate authority to enter into a contract up to a value of \$3.0 million excluding GST, upon completion of post-tender negotiations and finalisation of contract terms.

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:

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| 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.



TENDER REVIEW REPORT

Pormpuraaw Aboriginal Shire Council
Design and Construction of Staff Housing

VendorPanel Ref: VP480731

Date: 26/10/2025



SCOPE OF REQUEST FOR TENDER

Preamble

This project is delivered in two stages as part of the Staff Housing project, aimed at providing durable, low-maintenance, and fit for purpose accommodation suitable for remote community conditions. The total budget for the project is **\$3.7 million**.

Stage 1 – Demolition and Site Preparation

Stage 1 focuses on the safe demolition of existing structures and preparation of the sites for new housing. This includes clearing, grading and ensuring that all sites are ready to receive the prefabricated units.

Stage 2 – Design, Supply, and Installation of Prefabricated Housing

Stage 2 covers the design, supply, delivery and installation of prefabricated modular housing units. Key considerations that guided the scope for tendering include:

- Design and planning to ensure compliance and quality
- Durability and suitability for remote conditions
- Supply and delivery of prefabricated units

Tender Evaluation – Stage 2

The current tender relates to Stage 2 of the project. Evaluation of submissions will consider design suitability, cost, experience in remote housing delivery and ability to meet project timelines and quality requirements.

- 17 Yalu Street Lot 17 SP276848: Duplex – 2 x 2-bedroom prefabricated dwellings
- 27 Matpi Street Lot 27 SP241320: Duplex – 1 x 2-bedroom and 1 x 3-bedroom prefabricated dwellings

THE FOLLOWING VENDORPANEL SUPPLIER LISTS WERE CONTACTED:

Public tender posted to VendorPanel under the following category:

- Building Products & Materials

OPENED: Wednesday 01 October 2025

CLOSED: Wednesday 22 October 2025 05:00 PM

TENDER RESPONSES RECEIVED BY:

1. 18Fifty3 Group Pty Limited
2. ADAPT MODULAR HOMES
3. Asset Cabins & Homes Pty Ltd
4. Hutchinson Builders
5. OLY HOMES



COMPLIANT TENDERS RECEIVED BY:

1. 18Fifty3 Group Pty Limited
2. ADAPT MODULAR HOMES
3. Asset Cabins & Homes Pty Ltd
4. Hutchinson Builders
5. OLY HOMES

TENDER REVIEW TEAM

1. Michael Geoghegan
2. Tess Geoghegan
3. Toni Toffolo

SUMMARY OF TENDER RESPONSE

A total of five (5) submissions were received in response to the tender, each offering differing design approaches and overall pricing. To date, no negotiations, clarifications or requests for further information have been undertaken with the tenderers. It is anticipated that Requests for Information (RFIs) relating to design details and pricing structures will be issued to confirm compliance, assess design suitability, and explore value for money options as part of the ongoing review and evaluation process.

NON-PRICE CONSIDERATIONS

18Fifty3 Group is an Indigenous-owned business, Supply Nation Supplier and NSW Indigenous Chamber of Commerce assured business. Their proposal includes a local employment and training program through delivery of Certificate II Construction Pathways, there is no specific training schedule outlined and no specific information on proposed training hours. Their proposal confirms hot-dip galvanised steel per AS/NZS 4680 and provides a delivery program with full NCC/BCA compliance. The provided dwelling design is not fit for purpose and appears to be more suited to a contractor camp style living arrangement.

If council wishes to proceed with further negotiations the below is suggested:

- Roofing specification does not detail Colorbond Ultra. Suggest RFI confirming product meets best-practice durability for roofing.
- Clarification on design to become more suitable for PASC staff housing requirements, noting that any modifications to the design may result in corresponding adjustments to the overall pricing and delivery program.
- Further negotiation on an Indigenous Economic Opportunities Plan (IEOP). While the building structure is prefabricated, the project remains subject to the Indigenous Employment and Opportunities Plan (IEOP) requirements due to the site-based works component and value of the contract.



ADAPT Modular Pty Ltd

The proposal includes modular prefabricated dwellings with full turnkey scope. Structural steel uses a polyurethane anti-corrosion system rather than hot-dip galvanising, which is technically acceptable but a deviation from AS/NZS 4680. The submission indicates that *“To support local trades, the garage portion of the home, electrical & plumbing connections, landscaping, concrete works and driveway will occur once the modular home is installed on site.”* The experience that has been demonstrated in their submission appears to be limited and more tailored and focuses to private and residential construction. The delivery program provided has not taken the Pormpuraaw wet season into consideration as it indicates a delivery to Community in March 2026. Proposal by the supplier is to have the dwellings semi-detached with a shared common wall.

If council wishes to proceed with further negotiations the below is suggest:

- Roofing does not specify Colorbond Ultra, so a provisional allowance would be required to meet best-practice durability
- Clarification: “Driveway & Pathways - Trades ex Cairns, Concrete by PASC” – RFI to confirm allowances to purchase concrete from PASC
- Confirm delivery schedule/program with regional road closures/wet season challenges
- Further negotiation on an Indigenous Economic Opportunities Plan (IEOP) While the building structure is prefabricated, the project remains subject to the Indigenous Employment and Opportunities Plan (IEOP) requirements due to the site-based works component

Oly Homes (Bay Investments QLD Pty Ltd)

Oly Homes’ submission steel is Duragal epoxy coated rather than hot-dip galvanised, providing partial compliance. Compliance with NCC Class 1a appears adequate, and the proposal includes full turnkey delivery. The delivery program provided has delivery into community in March 2026 which indicates they have not considered the wet season limitations with access. Proposal by the supplier is to have the dwellings semi-detached with a shared common wall.

If council wishes to proceed with further negotiations the below is suggest:

- Roofing is standard Colorbond, not Ultra, meaning longevity/durability concerns. Suggest a request to amend to Colorbond Ultra which will result in a price adjustment.
- Confirm delivery schedule/program with regional road closures/wet season challenges
- Further negotiation on an Indigenous Economic Opportunities Plan (IEOP). While the building structure is prefabricated, the project remains subject to the Indigenous Employment and Opportunities Plan (IEOP) requirements due to the site-based works component

**Hutchinson Builders**

Offers a technically robust solution with full modular steel construction across both sites, comprehensive ISO-accredited QA/WHS systems, and full NCC/BCA compliance. Unique among tenders, they specify Custom Orb Ultra roofing, meeting best-practice durability standards for tropical coastal conditions. Proposal by the supplier is to have the dwellings semi-detached with a shared common wall.

If council wishes to proceed with further negotiations the below is suggest:

- RFI to confirm subfloor frame is hot-dip galvanised steel per AS/NZS 4680
- Further negotiation on an Indigenous Economic Opportunities Plan (IEOP).
While the building structure is prefabricated, the project remains subject to the Indigenous Employment and Opportunities Plan (IEOP) requirements due to the site-based works component.

Asset Cabin Homes

The proposal submitted via VendorPanel is missing the Project Design Specification (PDS) that is referenced throughout the proposal. Some inclusions are shown on the plans but lack the granularity that other proposals have submitted. While there are no specific training programs mentioned, the proposal includes a commitment to employment and training throughout the works. NCC Class 1a compliance appears likely, but hot-dip galvanising and roofing specification (Colorbond Ultra) are not confirmed. Proposal by the supplier is to have the dwellings fully detached with no shared common wall.

If council wishes to proceed with further negotiations the below is suggest:

- RFI to request the Project Design Specification (PDS) to provide further clarity
- RFI to confirm subfloor frame is hot-dip galvanised steel per AS/NZS 4680
- Suggest an RFI to confirm Colorbond Ultra is allowed for.
- Further negotiation on an Indigenous Economic Opportunities Plan (IEOP).
While the building structure is prefabricated, the project remains subject to the Indigenous Employment and Opportunities Plan (IEOP) requirements due to the site-based works component.



PRICE & VALUE FOR MONEY ANALYSIS

8Fifty3 Group

Total price of \$2,788,272.73 excl. GST is competitive considering the full turnkey scope across both sites and the inclusion of community benefits. While slightly higher than some competitors, the design submitted is not fit for purpose, which should be considered when assessing value for money. Despite this, the combination of specification compliance, local engagement, and modular delivery within a 15–17 week program provides strong overall value for money, however noting design refinements will be required.

ADAPT Modular Pty Ltd

Total price of \$2,791,704.59 excl. GST offers strong value for money, providing complete 4-unit delivery with comprehensive turnkey inclusions and a 27 week delivery program. The proposal is for semi-detached dwellings with a shared common wall, and the absence of a training component and the substitution of steel protection slightly reduce non-monetary benefits. Overall, the submission represents good value for money.

Oly Homes (Bay Investments QLD Pty Ltd)

Total price of \$2,244,343.00 excl. GST represents a lower-cost option. While cost-effective, the limited scope and partial galvanising compliance reduce overall value compared to 18Fifty3 and ADAPT Modular. The lower cost provides budget contingency and flexibility to increase scope or make amendments/additions while remaining within the overall project budget.

Hutchinson Builders

Total price of \$5,670,710.00 excl. GST is more than double that of the next highest tender and exceeds the project budget. While offering a low-risk, high-quality, fully compliant solution, the high cost reduces overall value for money relative to other submissions.

Asset Cabin Homes (ACH)

Total price of \$2,102,498.00 excl. GST is lower than Oly Homes. The missing project design specification makes it difficult to provide a detailed value for money assessment. However, the price is competitive for a turnkey modular delivery, and further clarification would be required to fully assess the submission.

CONFLICT OF INTEREST DECLARATION

Nil to declare



FINAL RECOMMENDATIONS

As the evaluation process has not yet involved engagement with individual tenderers for detailed clarification or negotiation, it is recommended that two shortlisted submissions be progressed for further discussion. This will allow a more comprehensive review of each proposals design, scope and pricing to ensure best value and most importantly alignment with the project objectives being a fit for purpose solution.

It is recommended that Council:

1. Approve the CEO and project team to enter negotiations with **Asset Cabin Homes, Oly Homes (Bay Investments QLD Pty Ltd)** and **ADAPT MODULAR HOMES** as the preferred tenderers.
2. Approve the CEO to negotiate and delegate authority to enter into a contract up to a value of \$3.0 million excluding GST, upon completion of post-tender negotiations and finalisation of contract terms.

This approach allows the project team to secure best value for money, refine design and scope where required, and progress the project efficiently while remaining within the approved budget.

This report has been prepared following the assessment of all submissions received for the tender. Should Council have any questions or require further clarification regarding the evaluation or recommendations, the project team is available to provide additional information.

Prepared by:
Michael Geoghegan Northern Civil Solutions Pty Ltd
on behalf of Pormpuraaw Aboriginal Shire Council

6.6 SALE OF ASSETS BY AUCTION

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 approve surplus Council Assets for sale by Auction.

RECOMMENDATION

That Council resolve to allow sale of sale of surplus assets by Auction.

BACKGROUND

Council has several surplus assets that are either surplus to our needs or have been replaced.

It is anticipated that the items be auctioned on 23 November 2024

V51	VPE177	Toyota	Landcruiser Workmate
V72	VPE221	Toyota	Landcruiser D/Cab

Plant

P6	VPE103	Isuzu	Tip Truck 900 Medium
P5	VPE102	Isuzu	Tandem Drive Truck
P15	VPE107	Hino	Concrete Agitator Truck
P16	VPE108	Mixers Australia	2.6 Mini Mixer
P27	BLANK asset # - fitted to P139 which is VPE222		Saddle Fuel Tank
P100	VPE133	Cat	Skid Steer
P107	VPE138	Hino	Double Cab truck
P120	VPE195	Cat	2.5 Ton Forklift
P139	VPE222	Fuso Canter	Crew Cab 4X 4 Truck
P140	VPE217	Kubota	Diesel Ride On Mower
P147	VPE226	Isuzu	FVZ 1400 Water Truck

P102	BLANK asset # - can't find in Register by name, ID or other details	Genlite	Generator
P159	P159 doesn't exist in Plant module Asset description doesn't exist in Asset Register Potentially VPE233 - note though that it is 'WastePac' brand in Asset Register	Macfab	Can Crusher (Baler)
P152	VPE239	Isuzu	N Series NPR 75-190 6 Speed
		Temporary	Airport Fencing

CONSULTATIONS (Internal/External)

Workshop Supervisor

Executive Manager Corporate Services

LEGISLATION / LEGAL IMPLICATIONS

Local Government Act 2009

Local Government Regulations 2019

POLICY IMPLICATIONS

Procurement Policy

FINANCIAL AND RESOURCE IMPLICATIONS

Income from Sale of Assets

ASSET MANAGEMENT IMPLICATIONS

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

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

7 CLOSE OF MEETING