

PORMPURAAW



ABORIGINAL
SHIRE COUNCIL



PORMPURAAW

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Ordinary Meeting of Council

13 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 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

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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]



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

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

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

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

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

11 CHIEF EXECUTIVE REPORTS

11.1 CEO MEETINGS AND STATUS REPORT

EXECUTIVE SUMMARY

To provide a status report for Council to 19 September 2025

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

**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.

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 contract value.

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

**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.

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

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

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 Subdivision - (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.

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 8th 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 suppling 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 13th October
- OPENING BAKERY 2/10/2025
- Training for implementation of Sandwai (new IT system for Aged Care)
- Women's Camp 14-16th October (PASC to purchase fishing equip for activities)
- Staff EAP Workshops
- SDAP visit Aged Care for support
- EMCS on leave
- Justice Workshop 20-24th
- 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
<p><i>Comments: ONE client passed away this month.</i></p> <p><i>This month we have 4 new clients joined up for CHSP. They all are requiring, Meals, Trans, Yard Main, SSG, SSI, Dom</i></p>			
Support at Home clients <i>GF = Grandfathered client</i>	9 3 X Level 3 6 x Level 2	0	1
<p><i>Comments: one client have move to permanent nursing home from HCP.</i></p>			
QCSS	2	0	0
Unfunded clients and visitors			
<p><i>Comments:</i></p>			
My Aged Care referrals	n/a		
Service Delivery feedback			
Adverse impacts on service delivery	<p><i>Staff attendant has been very low due to overflow of alcohol in our community some have been missing work for a whole</i></p>		



	<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 Internal	<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 external provider 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 4th 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&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 (<i>what's worked well</i>)	<i>The new training online working well as we have the latest update training course for our staff to be demarcated on. Check the CQI or improvements register</i>		



Reports completed where applicable	
<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>
WHS, Infrastructure & Improvements	
Work Health & Safety issues identified (<i>attach relevant forms</i>)	<i>Fire extinguishers have been checked this month by Trinity Fire. 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 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

COORDINATOR:	<i>Josephine Szilagyi</i>		
COURT NUMBERS	Total number of clients who attended Court	Alcohol related Offending	Domestic and family Violence applications (<i>new</i>)
Court clients	<i>28</i>	<i>19</i>	<i>7</i>
<p><i>Comments: Pormpuraaw Magistrate Court Date: 8/09/25</i> <i>Services attending the centre: ATSILS, QIFVLS and Court Staff</i> <i>We currently have 1x District court matter awaiting Trial</i></p>			
Re-Integration <i>Clients returning from Custody</i>	<i>4</i>		
Client Support	<i>3</i>		
<p><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></p>			
Visiting agencies / Meetings			
Probation & Parole	<i>8th September – 10th September</i> <i>23rd September – 24th September</i>		
Rangers (Ellie Bock)	<i>2x Community Consultations took place in the centre</i> <i>16th + 17th September</i>		
Interagency Meeting	<i>02nd September</i>		
<p><i>Comments: Centre is available to community for reporting outside of visits from probation and parole through telephone.</i></p>			



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



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.

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

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

Date	Event / Meeting	Location	Attendees
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 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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| 4. Freedom from forced work; | 16. Humane treatment when deprived of liberty; |
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| 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.

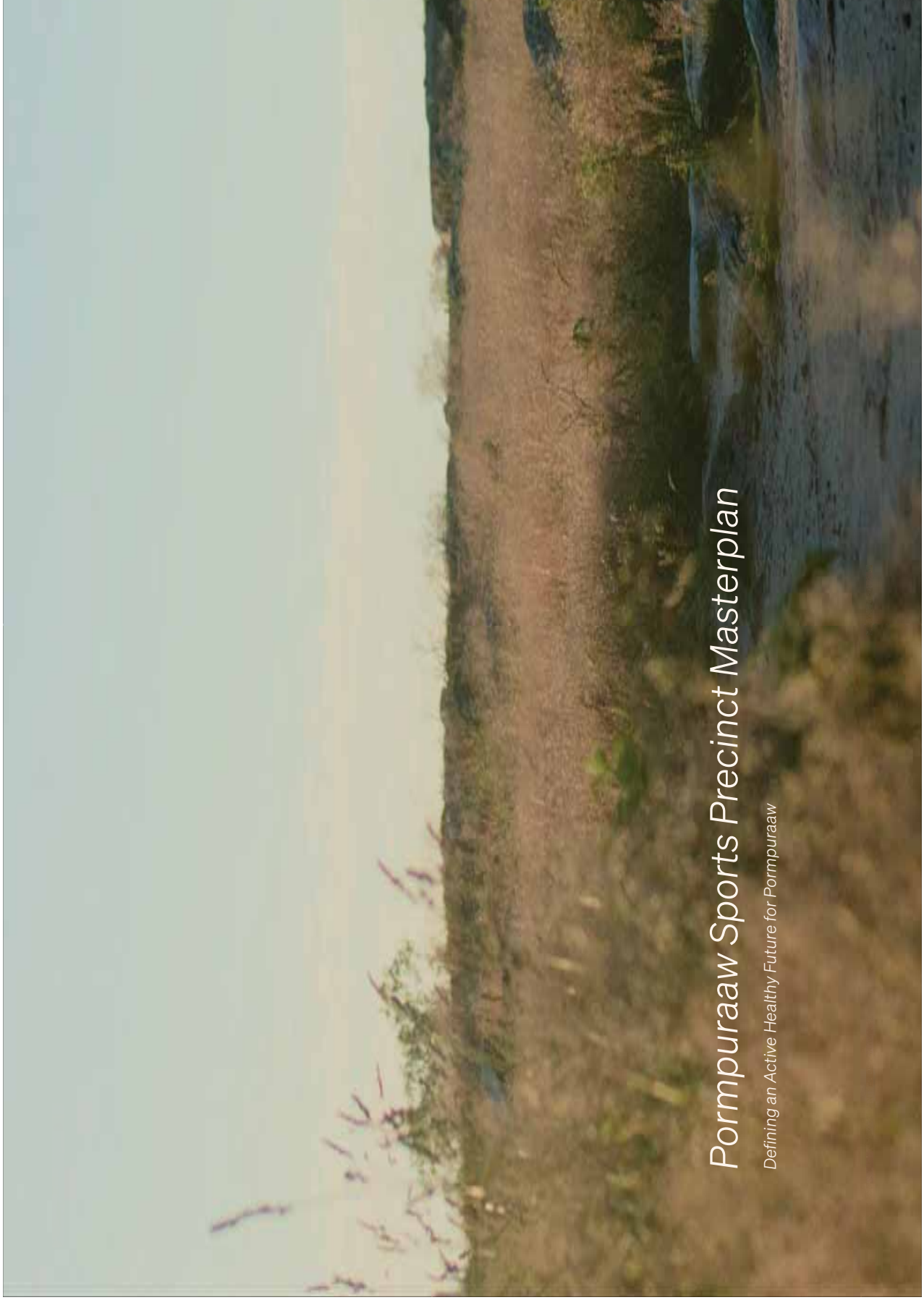
We acknowledge the voices, the pathways, the law and lore of all places from which we live and learn.

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**.

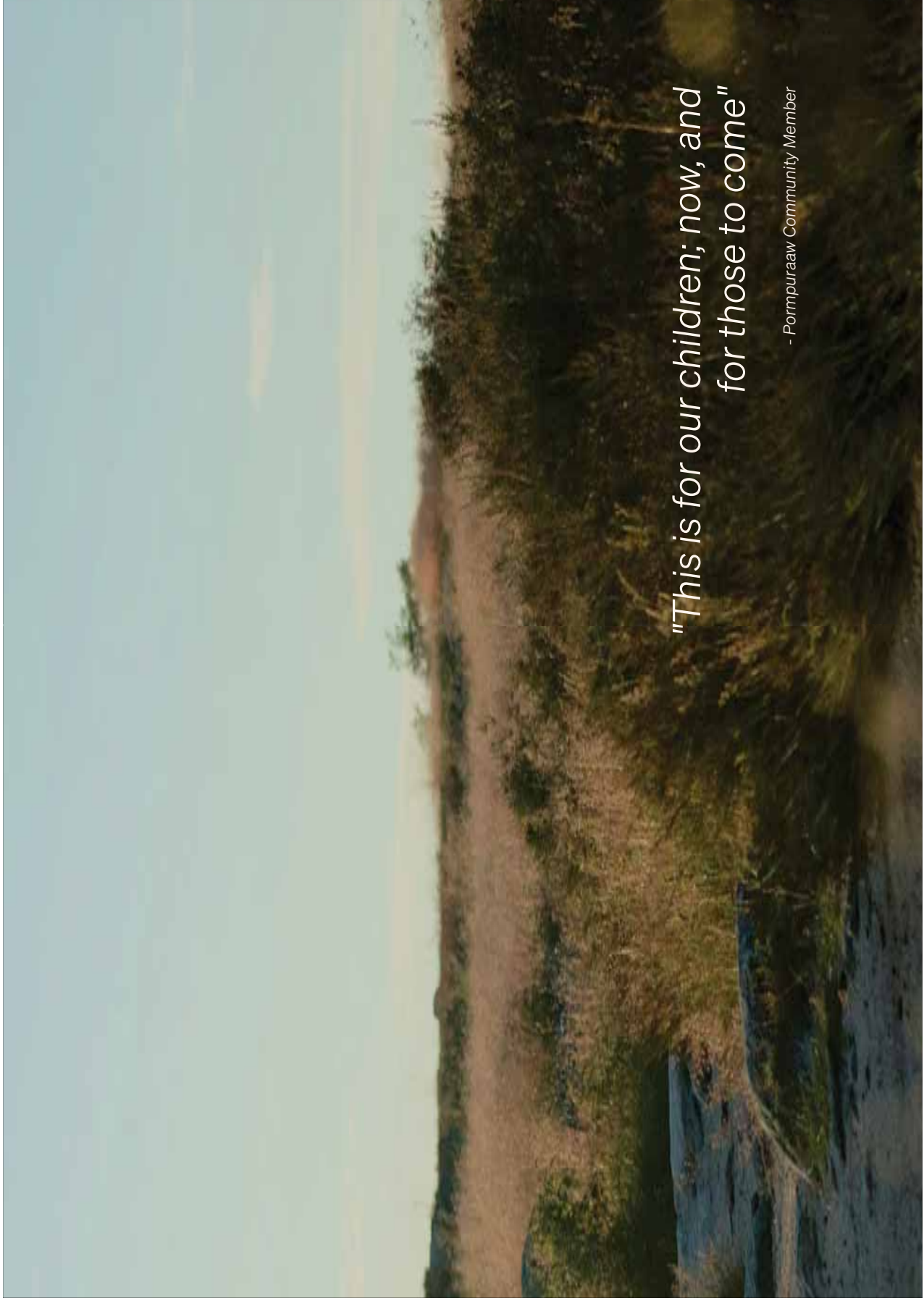
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Pompuraaw Sports Precinct Masterplan

Defining an Active Healthy Future for Pompuraaw



"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 (DGIT) 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.



01 SEPTEMBER 2025



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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 "Pormpuraaw" derives from a Kuuk Thaayorre dreamtime story about a burnt hut or "Pompur" symbolising connection to place. The University of Queensland (1972) undertook research on the Thaayorre language of Edward River (Pormpuraaw).

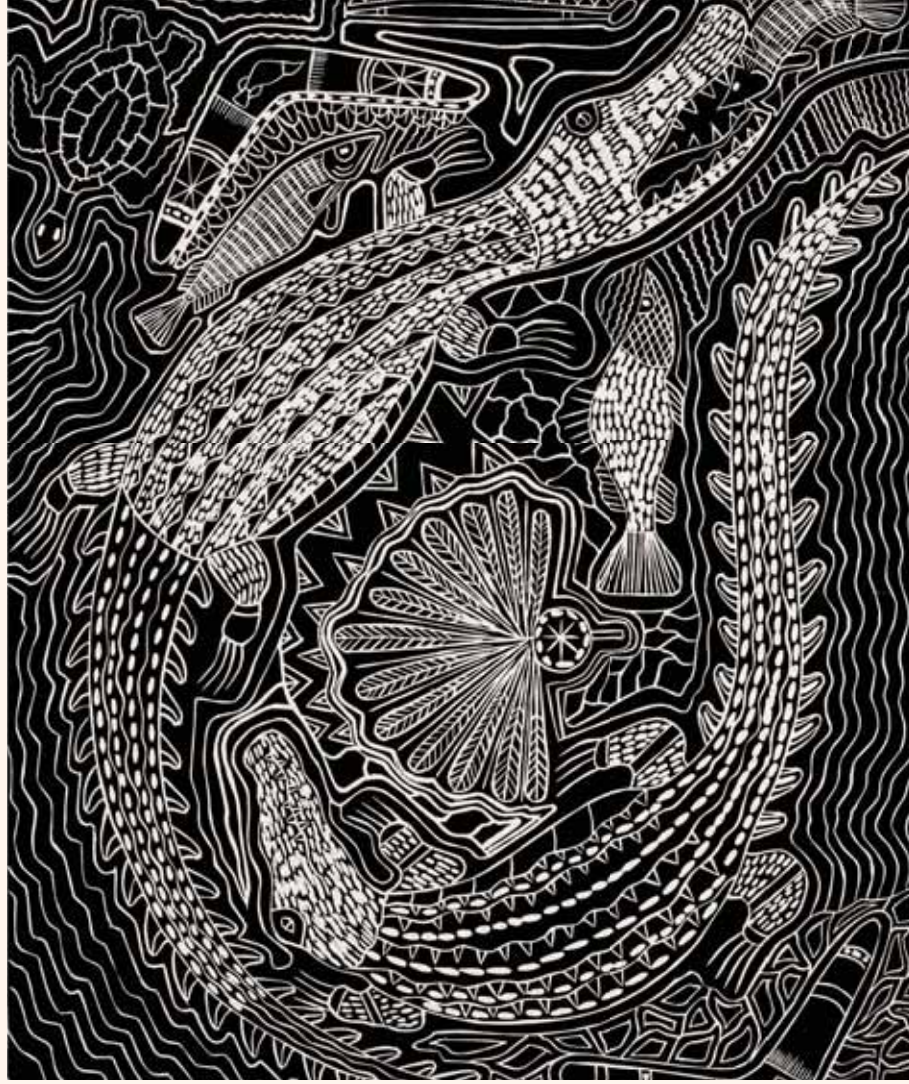
Pormpuraaw Township consists of two neighbourhoods known locally as Mungkun side and Thaayorre side. They are united by schools, shops, administrative buildings and a number of shire council staff housing. The neighbourhoods originated at the time of mission settlement and reflect traditional linguistic and territorial affiliations. The majority of residents on the Mungkun 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.

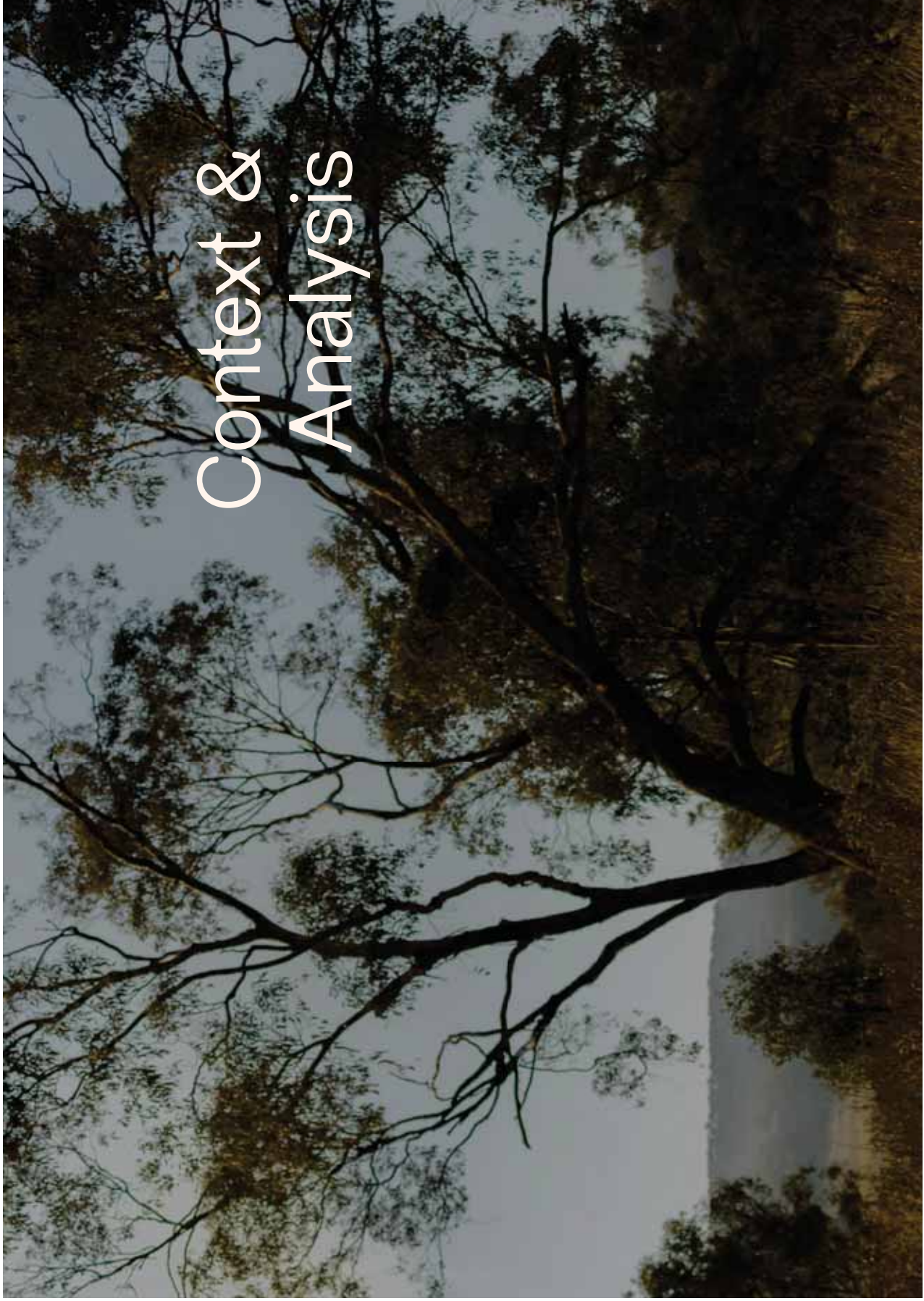
The neighbourhoods of Pormpuraaw broadly reproduce the geographic distribution of clan estates. The entirety of the Pormpuraaw DOGIT boundary encompassing 466 198 hectares and the two neighbourhoods is divided by the Edward River which broadly divides the Wik speaking clans from those to the south.

PORMPURAAW SPORTS PRECINCT MASTERPLAN

01 SEPTEMBER 2025

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UNDERSTANDING COUNTRY

Ecological Context: Fragmented Ecosystems

Surrounding the site, two primary ecosystems exist. A thick closed thicket forest, 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.



PORMPURAAW SPORTS PRECINCT MASTERPLAN

23 DECEMBER 2024

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UNDERSTANDING COUNTRY

Ecological Context: Fire & Flooding

Porompuraaw, 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.



23 DECEMBER 2024

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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.



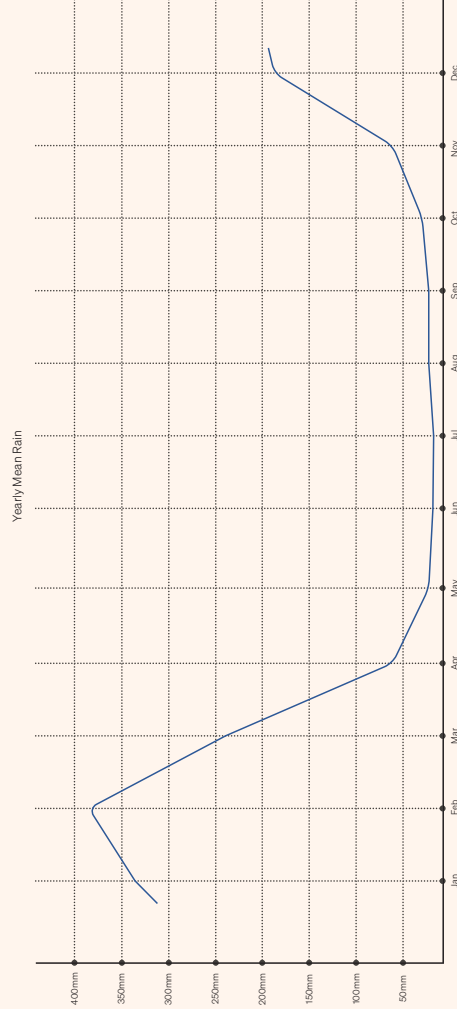
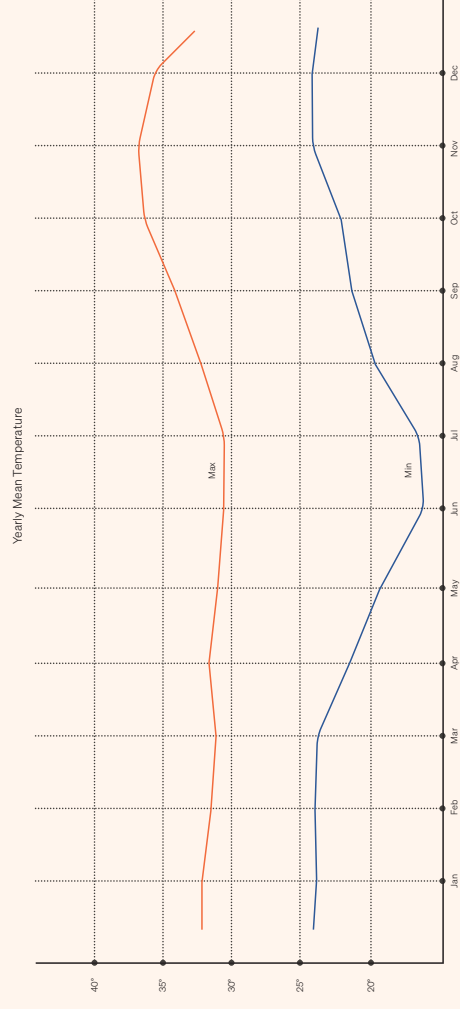
MASTERPLAN

Climate of Extremes

Pomppuraaw, 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

POMPURAAW SPORTS PRECINCT MASTERPLAN

01 SEPTEMBER 2025

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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



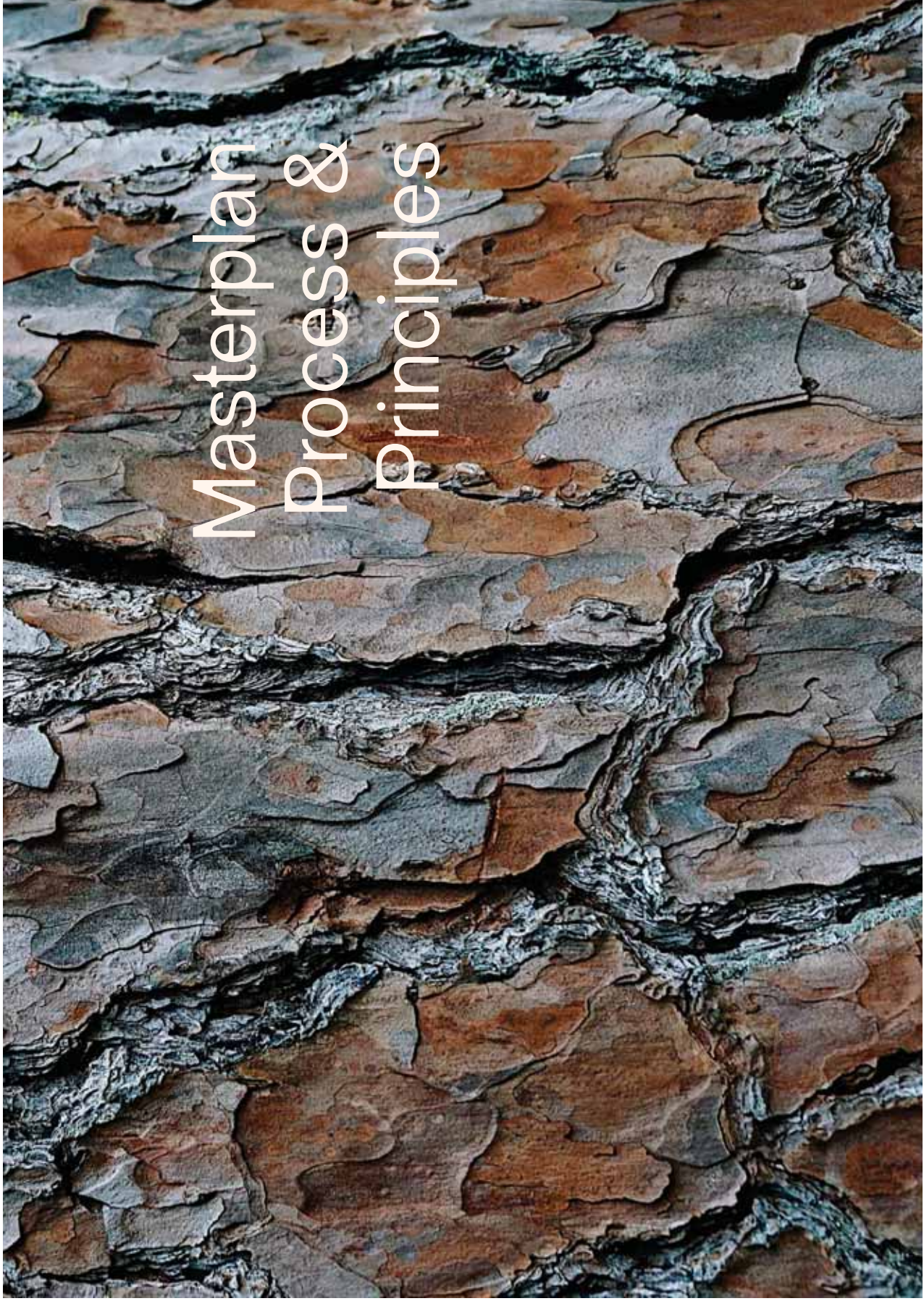
Corporate Plan



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

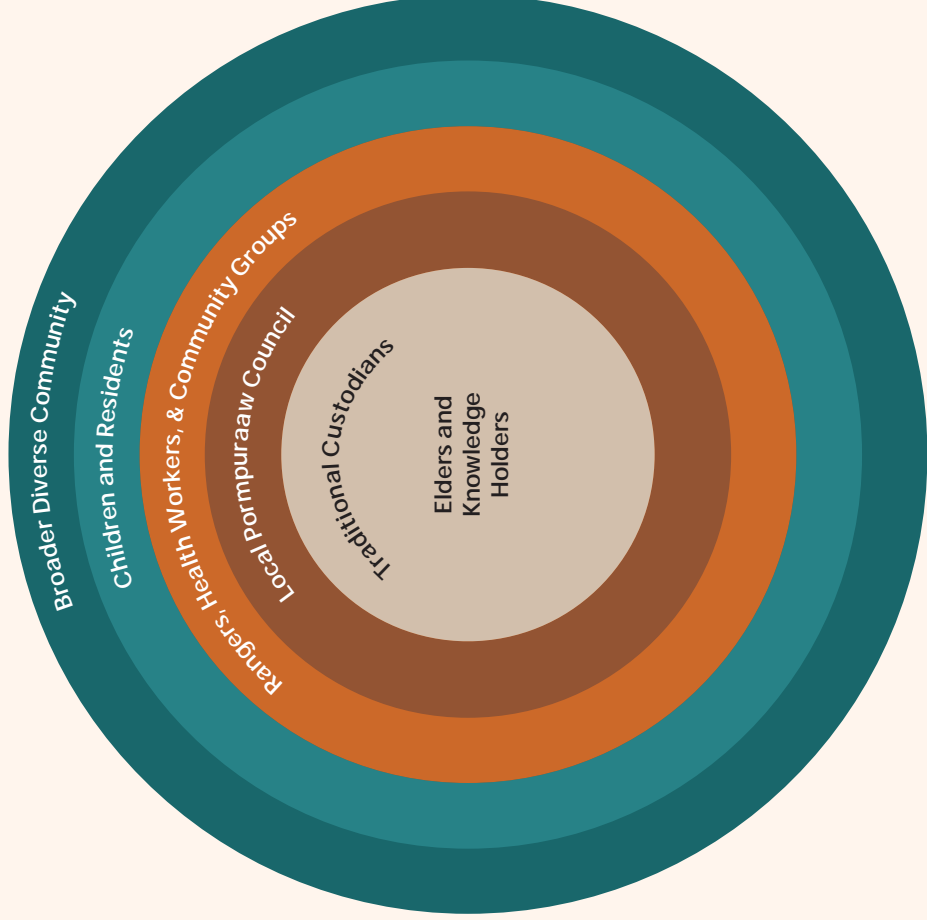
Across a series of multi-day site visits, the community of Pōmpuraaw were engaged in collaborations with the project team to unpack the aspirations for health, for welfare, for activation, and for community opportunity they have for their people and their town.

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

Pompuraaw 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.

Pompuraaw Sports Precinct Masterplan

MASTERPLAN

The Masterplan

The Pormpuraw 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 turfied space
11. Turfied 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. Turfied 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 turfied 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

PORMPURAW SPORTS PRECINCT MASTERPLAN

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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



PORMPURAAW SPORTS PRECINCT MASTERPLAN

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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)



PORMPURAW SPORTS PRECINCT MASTERPLAN

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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



POMPURAW SPORTS PRECINCT MASTERPLAN

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MASTERPLAN

Indicative Material Character

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

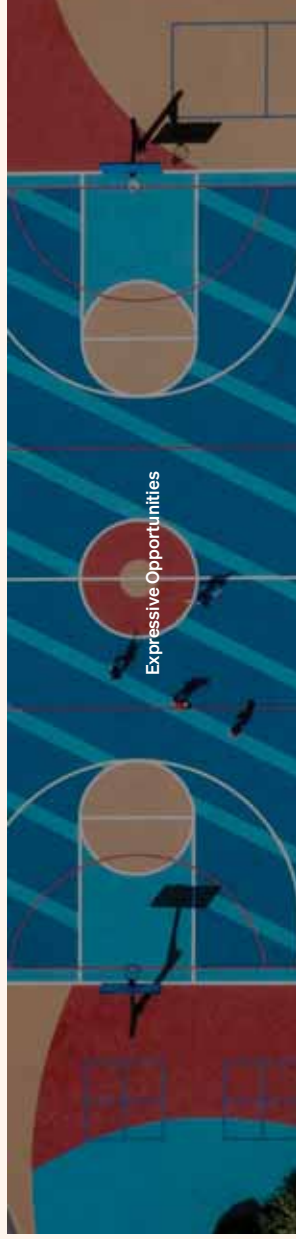
By acknowledging the climatic extremes of the region, the isolated nature of the town, and the capacity to maintain or repair with local skill sets, the material nature of the precinct must support its own longevity in partnership with those who will be caring for it, the community.

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

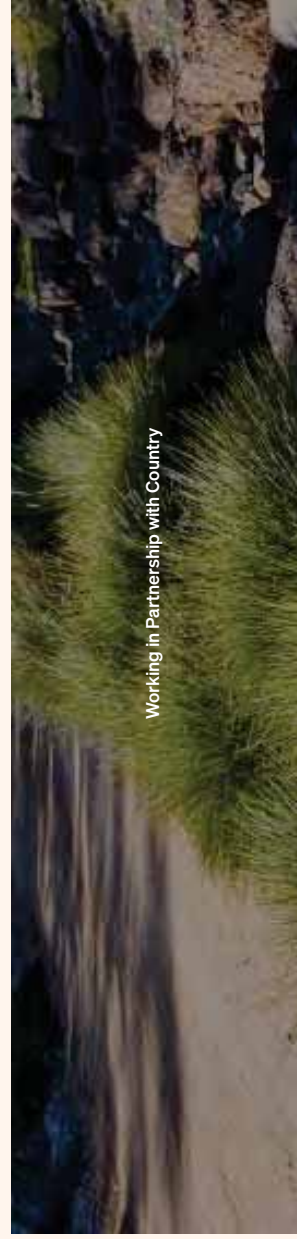
Both through the material itself or the opportunity for community expression it provides, the sports precinct will form an extension place.



Climate Responsive & Easy to Maintain



Expressive Opportunities



Working in Partnership with Country

MASTERPLAN

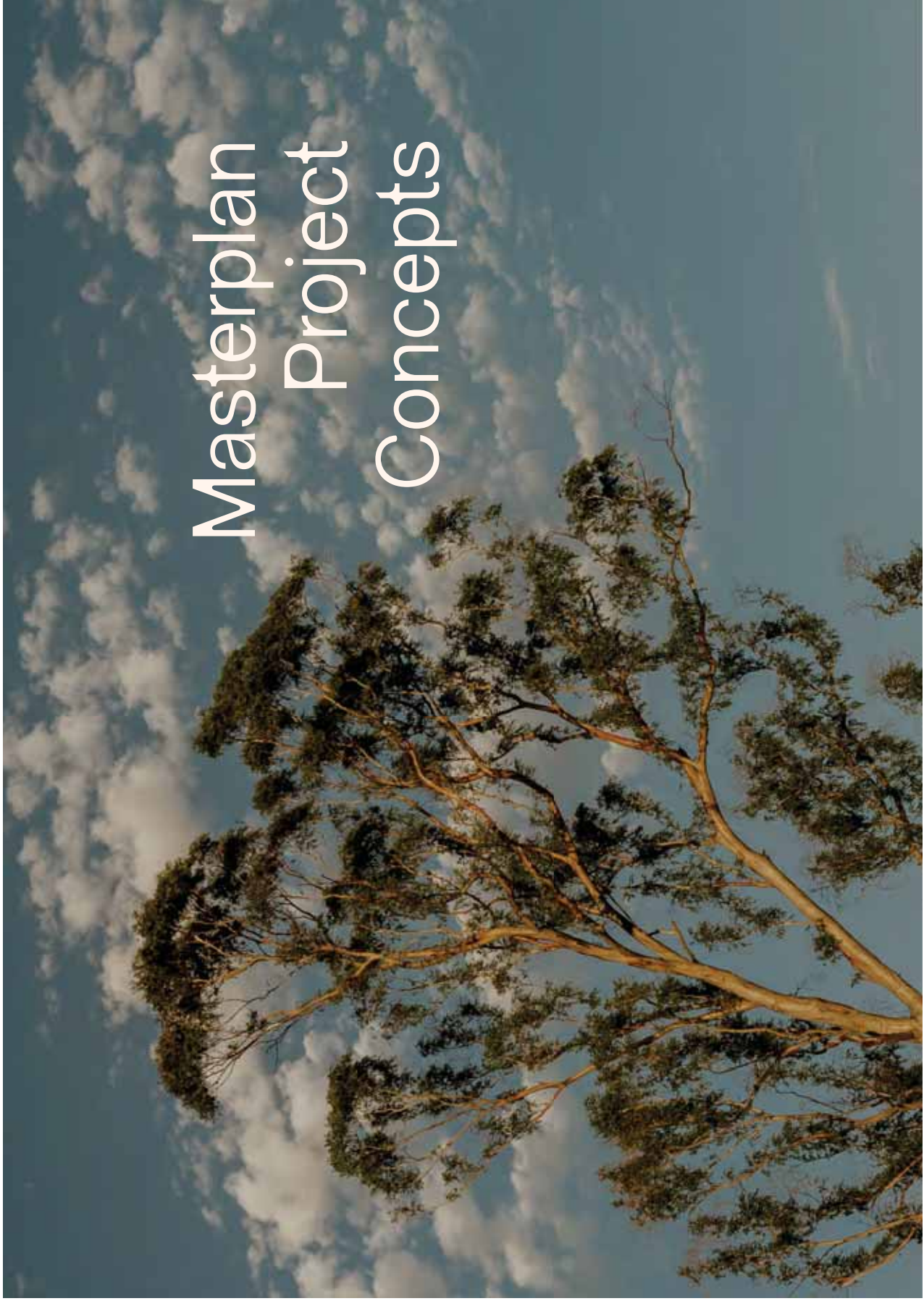


POMPURAW SPORTS PRECINCT MASTERPLAN

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Masterplan Project Concepts



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.



PORMPURAW SPORTS PRECINCT MASTERPLAN

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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.



PORMPURAAW SPORTS PRECINCT MASTERPLAN

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MASTERPLAN

Project Details

Description	Concept Vision	Functional Requirements	Material Considerations	Delivery Considerations
<p>40-50m DIA rodeo ground and temporary holding space for annual activation.</p>	<p>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.</p>	<ul style="list-style-type: none"> 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 Parking for truck and animal trailer Shade trees and space for community gathering Vehicle and access control capabilities Lighting 60m dia rodeo ground 	<ul style="list-style-type: none"> Cyclone resistant Extreme weather tolerant (heat, humidity) Marine grade steel where needed Permeable pavement where possible ABCRA standard rodeo yard ground material 	<ul style="list-style-type: none"> Transport of materials can be challenging, consideration of pre-fab v.s made on site. Where possible, opportunities for local labour or up-skilling.

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 Pompuuraw. 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"> 3-4 tiered amphitheater style seating to football field Ability to open up to football field seating Designed for maximum passive cooling Key amenity: water, toilet, kitchen, bar, storage, event rooms Split-level access from raised external mounding Host 150 - 300 people Lockable and secure when not in use Maximised 360 views (if possible) 	<ul style="list-style-type: none"> Cyclone resistant Extreme weather tolerant (heat, humidity) Marine grade steel where needed Must be made from blockwork due to material availability & local experience with various materials Easily replaced material interiors 	<ul style="list-style-type: none"> Transport of materials can be challenging, consideration of pre-fab v.s made on site. Where possible, opportunities for local labour or up-skilling

Character



POMPURAW SPORTS PRECINCT MASTERPLAN

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MASTERPLAN

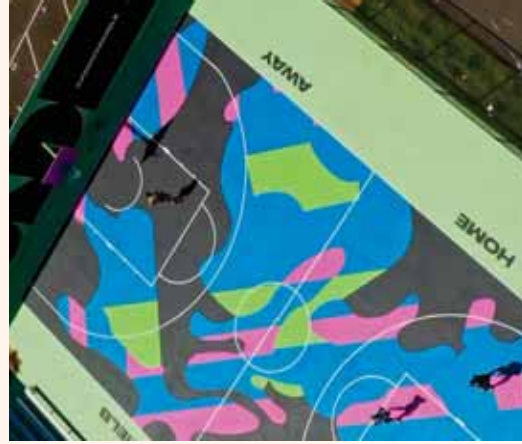
BMX & Adventure Play Areas

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.



PORMPURAAW SPORTS PRECINCT MASTERPLAN

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MASTERPLAN

Project Details

Description	Concept Vision	Functional Requirements	Material Considerations	Delivery Considerations
<p>Connected outdoor sports and play area including shaded multi-use court, nature/adventure play, dirt bmx track, and turfed picnic areas.</p>	<p>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.</p>	<ul style="list-style-type: none"> Shaded multi-use court (basketball, volley ball, netball, tennis etc) Pavement artwork opportunities Productive gardens including traditional foods & medicine Dirt bmx track Shaded picnic & BBQ areas Ample shade trees Nature/adventure play to clubhouse exterior mound edge General site lines across site for safety Lighting 	<ul style="list-style-type: none"> Cyclone resistant Extreme weather tolerant (heat, humidity) Marine grade steel where needed Culturally significant planting (where appropriate) Permeable pavement where possible 	<ul style="list-style-type: none"> Transport of materials can be challenging, consideration of pre-fab v.s made on site. Where possible, opportunities for local labour or up-skilling. Maintenance of assets compared to local skill & availability Local artists involved

Character



PORMPURAW SPORTS PRECINCT MASTERPLAN

01 SEPTEMBER 2025

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boola yanga

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Principal Landscape Architect

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BLAKLASH

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

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.



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:

- (a) any vacancy, or all vacancies, in the position; or
- (b) 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

Page 1

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.

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

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.

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

Porompuraaw Aboriginal Shire Council

CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN	OPERATIONAL RESPONSIBILITY	ACTION PLAN	BUDGET	ACTION PLAN DUE DATE	ACTION PLAN RESPONSIBILITY	ACTION PLAN DETAILS	ACTION PLAN STATUS	PERFORMANCE MEASURE TARGET	PERFORMANCE MEASURE PROGRESS	PERFORMANCE 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				Construction has commenced		Current		
				2.1.4 & 2.1.5 Tender for New Council Building and Tender				Tender Awarded			Current	

Pormpuraaw Aboriginal Shire Council

CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN	OPERATIONAL 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
	2.2 Pormpuraaw has improved and reliable road access to the PDR	2.2.1 Improve access to the PDR	Janelle Menzies	Awarded 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 RESPONSIBILITY	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
	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

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	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 & recreation 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

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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				

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		Undertake an emergency activity	Bartlett	Undertake an emergency activity		025	Bartlett	Activity Undertaken	Complete				
	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 Subdivision	Janelle Menzies	2.4.3 Environmental Compliance		31/03/2026	Janelle Menzies	Environmental Permits issues and	Current				

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	1.1 Enhance community engagement and participation in diverse programs that cater to the community's needs and interests	5.2.1 Quarterly Interagency Meetings	Janelle Menzies	5.2.2 Quarterly Stakeholder Meetings		30/12/2025	Janelle Menzies	Quarterly Stakeholder - Closing the Gap meetings	Current	Quarter 1	24%	6%	Only an interagency meeting was held
	1.11 Ensure a high quality of life for the elderly in the community by enhancing HACC services and aged care	1.11.1 Develop and Deliver Training Plan for Aged Care	Shelina Bartlett	1.11.1 Develop and Deliver Training Plan for Aged Care		31/12/2025	Shelina Bartlett	All staff engaged in Training	Current				

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	facilities.												
	1.2 Foster a safe and thriving community environment by significantl y 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.

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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			

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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	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

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												Northern Subdivision.	Northern Subdivision
		1.9.2 Local Housing plan developed and signed off				31/12/2025	Janelle Menzies	Local Housing plan endorsed	Current				
		1.9.4 House Plans developed and quantity surveyed	Janelle Menzies	1.9.4 Housing Designed developed		31/03/2026	Grant Dennis	Housing Plans ready for construction	Current				
	1.11 Ensure a high quality of life for the elderly in the community by enhancing	1.11.3 Develop Plans for new HACC Centre	Shelina Bartlett	1.11.3 Develop Plans for new HACC centre		31/12/2025	Shelina Bartlett	Plans for HACC Centre developed	Current				

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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				

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	to the varying needs of all community members											
	1.9.3 Development of Subdivision	Janelle Menzies	2.4.1 Survey for new subdivisions	31/03/2026	Grant Dennis	Survey undertaken for new subdivision	Current					
	1.9.6 Reduce OBuild Maintenance over 60 Days	Grant Dennis	1.9.6 Maintain OBuild Maintenance program over 60 days to less than 40	30/12/2025	Grant Dennis	Monitor over 60 days	Current	Quarter 1	25%	25% On Track	QBuild housing maintenance work orders over 60 days is being maintained less than 50.	
	1.9.7 Upgrades Completed on Time	Grant Dennis	1.9.7 Obuild Upgrades completed on time	30/12/2025	Grant Dennis	OBuild Upgrades	Current	Quarter 1	25%	25% Upgrade on Track	Upgrade on Track	
	1.11 Ensure a high	Shelina Bartlett	1.11.2 Consult with	30/12/2025	Shelina Bartlett	Tenants moved into ILF	Current	Quarter 1	50%	50% Tenancy	2 tenants have been	

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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			

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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				

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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	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

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	centre and middle secondary school in Pormpuraaw.												
	4.1.2 Lobby Government for middle secondary school	Janelle Menzies	Janelle Menzies	30/12/2025		4.1.2 Lobby Government for Middle Secondary School	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	Janelle Menzies	Increased SES membership	Current	Quarter 1	25%	19% New member was signed up	New member was signed up
	4.8 Enhance					4.7.1 Review of	Tracey Graham	Camping Fees	Current				

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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	Janelle Menzies	31/12/2025		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	Shelina Bartlett	30/12/2025		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	Grant Dennis	30/12/2025		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

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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 Porpuraaw.	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 "Container Change" business in Porpuraaw.	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

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		4.4.2 Identify a local stakeholder for cash for cans		4.4.2 Identify a local stakeholder for cash for cans	31/03/2026	Shelina Bartlett	Local Cash for Cans Operator	Current				
	4.7 Upgrade Water Treatment Facility	4.7.1 Source Funding for New Water Treatment Plan	Grant Dennis	4.7.1 Source funding for new water treatment plant	30/12/2025	Janelle Menzies	Funding agreement signed for new water treatment plant	Current	Quarter 1	50%	50% Waiting for detailed design	Funding has been approved for southern subdivision which includes a new water treatment plant.
	4.8 Enhance tourism to add value to the community	4.8.3 Upgrade Camping Facilities	Grant Dennis	4.8.3 Upgrade Camping Facilities	30/12/2025	Janelle Menzies	Upgrade Camping Facilities	Current	Quarter 1	90%	90% Waiting for BBQ Tops	Works for Queensland funding for some of these facilities
NATURAL ENVIRONMENT - IT BEGINS WITH EACH	3.1 Ensuring the Natural Resources Managem	3.1.1 Implement Natural Resources Managem	Grant Dennis	3.2.1 Vet Visits	31/12/2025	Grant Dennis	2 Vet Visits per year	Current				

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OF US	ent Plan delivers positive environmental	ent Plan										
	3.5 Continue the Ghost Net Program to protect the environment.	3.5.1 Undertake ghost net program	Grant Dennis	3.5.1 Undertake the Ghost Net Program	30/06/2026	Janelle Menzies	No Ghosts on the Beaches	Current	Quarter 1	50%	50% Finished 1st Quarter Work	completed 1st quarter work
	3.6 Develop positive carbon reduction outcomes through proactive measures	3.6.3 Investigate new ACCU contract	Janelle Menzies	3.6.3 Investigate new Carbon Contract	30/12/2025	Janelle Menzies	Investigate new ACCU Contract	Current	Quarter 1	25%	27% Working with Solicitors	Working with Solicitors to terminate current contract
	3.3 Promote the benefits of cleanliness of private and public land.	3.3.1 Distribute new bins for those broken by Garbage Truck	Grant Dennis	3.3.1 Replace wheelin bins	30/09/2025	Grant Dennis	Garbage Bins Replace	Complete	Quarter 1	100%	100% All bins have been replaced.	Completed

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		3.3.2 Community Cleanup for Governors Visit	Grant Dennis	3.3.2 Community Clean up 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

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ORGANISATION - DEVELOPING OUR CAPACITY	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	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	Grant Dennis	Carbon Reports Complete	Current	Quarter 1	50%	50%	Carbon Report has been lodged
	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	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	Janelle Menzies	5.3.2 Implement new intranet site	Janelle Menzies	New Intranet Site	Current				

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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 Development Strategy	Janelle Menzies	5.8.1 Development Investment Strategy	31/03/2026	Tracey Graham	Investment Strategy adopted	Current			

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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 Statement 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 OAO 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

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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 Application	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

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CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN	OPERATIONAL 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
	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 Management	Current				

Pormpuraaw Aboriginal Shire Council

CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN	OPERATIONAL RESPONSIBILITY	ACTION PLAN	ACTION PLAN DUE DATE	ACTION PLAN RESPONSIBILITY	ACTION PLAN DETAILS	ACTIONS	PERIOD (QUARTERS)	PERFORMANCE MEASURE TARGET	PERFORMANCE MEASURE PROGRESS	PERFORMANCE MEASURE
	Management Strategy is in place and effectively managing assets.	Asset Management Plans		Asset Management Plans			Plans adopted by council					
	5.9 Ensure effective security of the Council Works Depot and its materials to reduce costs associated with criminal activities and equipment loss.	5.9.2 Upgrade Compound Fencing	Grant Dennis	5.9.2 Upgrade fencing in Compound	30/12/2025	Grant Dennis	New fencing installed	Current	Quarter 1	25%	26% Unsuccessful funding application	Funding application lodged
	5.1 Ensure Council operates with integrity and transparency in all	5.1.1 Establish Procedures that are documented	Tracey Graham	5.1.1 Create procedures that are not documented	31/12/2025	Tracey Graham	Comprehensive Procedures Documents	Current				

Porompuraaw Aboriginal Shire Council

CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN RESPONSIBILITY	ACTION PLAN	BUDGET	ACTION PLAN DUE DATE	ACTION PLAN RESPONSIBILITY	ACTION PLAN DETAILS	ACTION PLAN STATUS	PERFORMANCE MEASURE TARGET	PERFORMANCE MEASURE PROGRESS	PERFORMANCE MEASURE
	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	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	Tracey Graham	5.3.1 Implement new Website		31/12/2025	Tracey Graham	New Website implemented	Current			

Pormpuraaw Aboriginal Shire Council

CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN	OPERATIONAL 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
		5.3.4 Monthly Newsletters	Janelle Menzies	5.3.4 Monthly Newsletter		30/12/2025	Janelle Menzies	Monthly newsletter distributed	Current	Quarter 1	25%	24%	Monthly newsletter are being published
	5.5 Implement risk management strategies that reduce potential harm to Council and	5.5.1 Establish Risk Register Framework and Register	Tracey Graham	5.5.1 Establish Risk Register, Framework and Register		30/12/2025	Janelle Menzies	Adopted Risk Register	Current	Quarter 1	25%	25% Policy and Framework Adopted by council and Draft Risk Register	Policy and Framework Adopted by council and Draft Risk Register
	5.9 Ensure effective security of the Council Works Depot and its materials to reduce costs associated with	5.9.3 Source additional secure storage	Grant Dennis	5.9.3 Secure additional secure storage		30/04/2026	Grant Dennis	Improved Security	Current				

Porompuraaw Aboriginal Shire Council

CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN	OPERATIONAL 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
	criminal activities and equipment 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.

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

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.

FINANCIAL STATEMENTS AT A GLANCE			
	Actual YTD \$	Budget YTD \$	Variance \$
Total operating revenue	8,653,505	8,625,237	28,268
Total operating expenses	6,818,449	7,538,871	720,423
Operating Position	1,835,056	1,086,366	748,690
Capital items	5,420,389	6,850,121	-1,429,732
Net Result	7,255,446	7,936,487	-681,042
Capital Works Program			
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

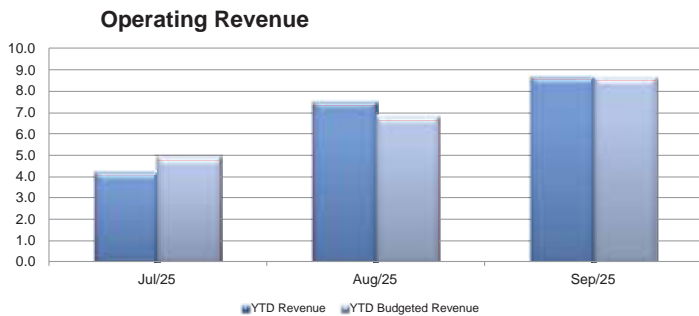
	ACTUAL YTD	ORIGINAL BUDGET YTD	VARIANCE	VARIANCE	ORIGINAL BUDGET FY 25/26
	\$	\$	\$	%	\$
Recurrent Revenue					
Levies & charges	276,990	276,990	0	0%	553,980
Fees & charges	90,712	101,867	-11,154	-11%	407,467
Rental income	436,879	391,795	45,084	12%	1,567,180
Interest received	936,911	516,546	420,365	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
	8,653,505	8,625,237	28,268	0%	25,857,460
Recurrent Expenditure					
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
	6,818,449	7,538,871	720,423	10%	27,186,400
Operating Result	1,835,056	1,086,366	748,690	69%	-1,328,940
Capital					
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
Result After Capital	7,255,446	7,936,487	-681,042	-9%	13,092,754

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).

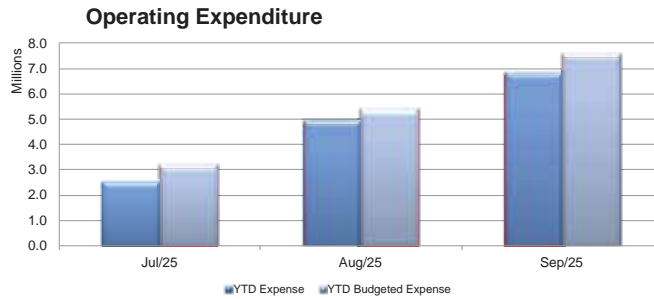
Operating grants are slightly more than budget by 8%, which is expecting to even out as time progresses.

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. Insurance was less than expected by \$146K. 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

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

	\$	\$
Cash At Bank	1,358,623	
QTC - Investment	<u>87,257,424</u>	88,616,047
Trade Debtors	1,078,639	
Provision Doubtful Debts	<u>(284,783)</u>	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		<u>5,742,603</u>
Total Unconstrained Funds		<u><u>60,267,044</u></u>

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	-
Grand Total	8,441,268	33,077,887	52,055,274	271,938

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	Council Controlled Revenue Ratio	No target	4.25%	3.34%
Operating Performance	Operating Surplus Ratio	Greater than 0%	21.2%	2.69%
Operating Performance	Operating Cash Ratio	Greater than 0%	38.9%	35.73%
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	39 months	-

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

Pompuraaw Aboriginal Shire Council

Tied Grants by Project

For the Month Ended 30 September 2025

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

APPENDIX A: STATEMENT OF FINANCIAL POSITION

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

	2025/26
	\$
Current assets	
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
Total current assets	92,736,407
Non-current assets	
Property, plant and equipment	171,957,226
Other financial assets	14,191,844
Total non-current assets	186,149,070
Total assets	278,885,476
Current liabilities	
Payables	4,286,079
Contract Liability	19,193,285
Provisions	864,551
Total current liabilities	24,343,915
Non-current liabilities	
Provisions	259,642
Total non-current liabilities	259,642
Total liabilities	24,603,557
Net community assets	254,281,920
Community equity	
Asset revaluation surplus	140,293,283
Retained surplus	113,988,637
Total community equity	254,281,920

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.

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.



Description of goods/services: 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 & Environmental Consultancy Serv LB312 Planning, Surveying, Design & Architecture LB335</small>			
Requisition No.	VP477860	Date: 08/09/2025	
Supplier	Amount	Comments	
Supplier No 1 Name 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.	
Supplier No 2 Name 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.	
Supplier No 3 Name 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.	
Do you have any conflicts of interest with any Supplier? <small>See attached Declaration of Potential Conflict of Interest</small>			
Selected Supplier	ERSCON		
Comments/ Reasons for selection: 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.			
Prepared by	Name: Northern Civil Solutions	Signature: 	Date: 08/10/2025
Authorised by	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

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

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: Thinkel 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: Rees 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: S&T 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: Mail 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: Jabali 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: Rees 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 Urban 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: Taptor Pty. Ltd. Planning, Surveying, Design & Architecture LB335
- 30: N.M ENGINEERING CONSULTING Engineering & Environmental Consultancy Serv LB312
- 31: Teg Consulting Trust Planning, Surveying, Design & Architecture LB335
- 32: Pwss 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 'M. Geoghegan', positioned above 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